Dept. of Health & Mental Hygiene
Carroll Co. Health Dept.

Reporting Agency

Addictions Bureau

Division or Unit

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

Prepare in duplicate

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Methadone & Other Drug Abuse Case Files	1518	21	1/1/99 to 6/30/99	121 files	10/20/04	Shred
	I personally shredded all	121 files	since	burning was not an option.			
				Patricia M. Liquefatto		Patricia Liquefatto 10-20-04	

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

Patricia M. Liquefatto
Signature

Exec. Sec'y to Bureau Director
Title

10/20/04
Date

GS 550-2 (Rev 1/93).

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center	DHMH Instructions:
EXEC - HCF - PHS - OPS SECRETARIAT	Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
CARROLL COUNTY HEALTH DEPT., WESTMINSTER, MD 21158		
NURSING BUREAU / C. FELD		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (From schedule form) [Format: Paper, film, disk, etc]	Authorization*		Inclusive Dates of Records	Volume (Ft^3) (Boxes)	Date of Disposal	Disposal Method (Trash, Shred, burn, etc)
		Schedule #	Item				
1.	PEDIATRIC CASE FILES	1518	1	10/10/68 – 11/18/89	3.5CF	11/3/03	BURN
2.	FAMILY PLANNING CASE FILES	1518	6	9/4/67 – 8/19/93	7 CF	11/3/03	BURN
3.	HEARING, VISION, ORTHOPEDIC, CARDIAC, PLASTIC 7 CMS SERVICE CASE FILES	1518	9	2/25/83 – 12/30/92	5.5 CF	11/3/03	BURN
4.	GENERAL CORRESPONDENCE	1518	28	11/8/82 – 10/16/90	.25 CF	11/3/03	BURN
5.	UNIFIED MEDICAL RECORDS	1518	31	7/14/82 – 2/19/92	.25 CF	11/3/03	BURN
6.							
7.							
8.							
9.							
10.							

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Carl Duncan	Serv. Spec. IX	11-5-03
SIGNATURE	TITLE	DATE

NOV 7 03

GS 550-2 (DHMH 2002

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center	DHMH Instructions:
EXEC - HCF - PHS - OPS SECRETARIAT	Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
CARROLL COUNTY HEALTH DEPT., WESTMINSTER, MD 21158		
NURSING BUREAU / C. FELD		

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT^3) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PEDIATRIC CASE FILES	1518	1	10/10/68 – 11/18/89	3.5CF	11/3/03	BURN
2.	FAMILY PLANNING CASE FILES	1518	6	9/4/67 – 8/19/93	7 CF	11/3/03	BURN
3.	HEARING, VISION, ORTHOPEDIC, CARDIAC, PLASTIC 7 CMS SERVICE CASE FILES	1518	9	2/25/83 – 12/30/92	5.5 CF	11/3/03	BURN
4.	GENERAL CORRESPONDENCE	1518	28	11/8/82 – 10/16/90	.25 CF	11/3/03	BURN
5.	UNIFIED MEDICAL RECORDS	1518	31	7/14/82 – 2/19/92	.25 CF	11/3/03	BURN
6.							
7.							
8.							
9.							
10.							

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Carl Duncan	Serv. Spec. IX	11-5-03
SIGNATURE	TITLE	DATE

GS 550-2 (DHMH 2002

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center	DHMH Instructions:
EXEC - HCF - PHS - OPS SECRETARIAT	Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	Prepare 4 Copies Distribution: 1. YOUR UNIT S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
CARROLL COUNTY HEALTH DEPT., WESTMINSTER, MD 21158		
NURSING		

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROMSCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OFRECORDS	VOLUME (FT^3) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	COMMUNICABLE DISEASE RECORDS – CONFIDENTIAL REPORT, (PAPER)	1518	14 C	1/97-12/97	1	4/23/03	SHRED
2.	HOME HEALTH/MAPCP PROVIDERS & RECIPIENTS (PAPER)	1518	19 A-D	1/91-12/97	1	4/23/03	SHRED
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Sandy Bowersline — SIGNATURE

Fiscal Accts Clerk — TITLE

5/8/03 — DATE

GS 550-2 (DHMH 2002)

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center	DHMH Instructions:
EXEC - HCF - PHS - OPS SECRETARIAT	Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
CARROLL COUNTY HEALTH DEPT., WESTMINSTER, MD 21158		
NURSING BUREAU		

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT^3) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	GERIATRIC CASE FILES	1518	8	1997	7.5CF 5 BOXES	1/04	BURN
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Carl Duncan	Serv. Spec. IX	1-9-04
SIGNATURE	TITLE	DATE

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center	DHMH
EXEC - HCF - PHS - OPS SECRETARIAT	Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	Instructions: Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
CARROLL COUNTY HEALTH DEPT., WESTMINSTER, MD 21158		
NURSING BUREAU		

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT^3) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	GERIATRIC CASE FILES	1518	8	1997	7.5CF 5 BOXES	1/04	BURN
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Carl Duncan
SIGNATURE

Serv. Spec. IX
TITLE

1-9-04
DATE

Carroll Co. Health Dpt	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 forwar original to address at left.
Reporting Agency		
Nursing		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Dispos:
		Retention Schedule No.	Item No.				
1	Veterinary Medicine Animal bites	1518	18A	1998	.01	1/30/03	Shred
2	Anti-rabies Rx	1518	18C	1997	.50	1/30/03	Shred

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

FEB 27 2003

Signature | Title | Date

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

CARROLL COUNTY HEALTH DEPARTMENT
P.O. BOX 845
WESTMINSTER, MARYLAND 21158-0845

Address Correction Requested

BALTIMORE
WESTMINSTER
MD
212
2002

U.S. POSTAGE
0.037
H MEC ER 569768

Department of General Services
Records Management Division
7275 Waterloo Road, Rte 175
PO Box 275
Jessup, MD 20794-0275

20794+0275 03

CARROLL COUNTY HEALTH DEPARTMENT

LARRY L. LEITCH, M.A., M.P.A.
HEALTH OFFICER, CARROLL COUNTY

ELIZABETH M. RUFF, M.D.
DEPUTY HEALTH OFFICER

P.O. BOX 845
WESTMINSTER, MARYLAND 21158-0845

TELEPHONES: 410 857-5000
876-2152
875-3390
TTY 876-4779
FAX 410 876-4988

November 6, 2003

Gabriel Lopez
DGS – State Records Management Center
P. O. Box 275
Jessup, MD 20794

Dear Mr. Lopez:

Enclosed is the original signed Certificate of Record Disposal for 17 boxes.

If you have any questions, please contact me at 410-876-4971. Thank you for your attention to this matter.

Regards,

Amanda Elliott

Amanda Elliott
Services Supervisor

CARROLL COUNTY HEALTH DEPARTMENT
P.O. BOX 845
WESTMINSTER, MARYLAND 21158-0845

Address Correction Requested

BALTIMORE MD 212
PM
13 JAN
2004

Gabriel Lopez
DGS - State Records Management Center
P.O. Box 275
Jessup, MD 20794

2079440275 03

CARROLL COUNTY HEALTH DEPARTMENT

LARRY L. LEITCH, M.A., M.P.A.
HEALTH OFFICER, CARROLL COUNTY

ELIZABETH M. RUFF, M.D.
DEPUTY HEALTH OFFICER

P.O. BOX 845
WESTMINSTER, MARYLAND 21158-0845

TELEPHONES: 410 857-5000
876-2152
875-3390
TTY 876-4779
FAX 410 876-4988

January 12, 2004

Gabriel Lopez
DGS – State Records Management Center
P. O. Box 275
Jessup, MD 20794

Dear Mr. Lopez:

Enclosed is the original signed Certificate of Record Disposal for 5 boxes.

If you have any questions, please contact me at 410-876-4971. Thank you for your attention to this matter.

Regards,

Amanda Elliott

Amanda Elliott
Services Supervisor

CARROLL COUNTY HEALTH DEPARTMENT

LARRY L. LEITCH, M.A., M.P.A.
HEALTH OFFICER, CARROLL COUNTY

ELIZABETH M. RUFF, M.D.
DEPUTY HEALTH OFFICER

P.O. BOX 845
WESTMINSTER, MARYLAND 21158-0845

TELEPHONES: 410 857-5000
876-2152
875-3390
TTY 876-4779
FAX 410 876-4988

FACSIMILE COVER SHEET

Date: August 25, 2003 2 Number of Pages (including this sheet)

To: Gabriel Lopez

Company/Department: General Services/ Records Center

Fax Number: 410-799-8532

From: Amanda Elliott

Telephone Number: 410-876-4971

Comments: Attached please find a certificate of disposal for records that are scheduled to be burned.

Please call if you have any questions.

Thank you.

AUG 25 2003

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Dispos.
		Retention Schedule No.	Item No.				
	Emergency Funds Forms	2112	2	1/97 - 12/97	1/10	6/10/04	Shredding
	MAPCP D/C Clients *	1518	19	12/97 + 64	1/2	6/10/04	Shredding
	MAPCP Invoice Checklists Billing Forms + Stats	2112	2	12/97 + 64	1	6/10/04	Shredding
	* List included						

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

Sandy Bowen — Signature

Fiscal Accts Clerk — Title

6/17/04 — Date

Cindy Sotterer

DGS 550-2 (Rev. 1/93)

Carroll G. Hill

41

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 forwar original to address at left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Dispos.
		Retention Schedule No.	Item No.				
1	Home Health Files	1518	19	1/97-12/97	5	6/12/04	Shredding
	list included						

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

Signature: Cindy Bauer / Cindy Sotterer

Title: Fiscal Accts Clerk

Date: 6/17/04

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

Carroll Co HD

41

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. 10-1-TRF.-1-96 John

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1525 Done

DISTRICT COURT: HOWARD COUNTY: 1-25-96 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	TRAFFIC	975 Sec. IV	2 a&b	1992	7	8-21-03	Landfilled

Destruction Approved by Hall of Records Commission

FEB 13 1996
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buchanan Supervisor 8-21-03
Signature of Court Official Title Date

Rev. 10/83 DGS-530-9

Instructions for Preparation and Submission on Reverse Side

3387

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 #00A112,00A111,00A123,00A124

District Court of Maryland — COURT
Howard — COUNTY
DATE — July 23, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1983	4	1-13-04	Landfilled
				1984	4		
			Batch envelopes	1993	8		
				1994	9		

Destruction Approved by Hall of Records Commission

AUG 0 5 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia Buchanan Supv
Signature of Court Official — Title

1-13-04
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE. ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION. BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1` COPY TO THE CHIEF CLERK'S OFFICE.)

5. FOR YOUR INFORMATION –

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

JAN 20 04

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. 10-1-TRF-1-99

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

02A181

2236

DISTRICT	HOWARD	5/12/99
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC	975 Sec.IV	2 a&b	1995	11	6-26-03	Landfill

Destruction Approved by Hall of Records Commission

JUN 8 1999
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S. Buchanan Supv
Signature of Court Official Title

6-26-03
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

D.C. CERT. 10-1-TRF-1-2000

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2469 ~~2468~~

02A182

DISTRICT COURT	HOWARD COUNTY	1/5/2000 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC	975 Sec.IV	2 a&b	1996	30	9-17-03	Landfilled

Destruction Approved by Hall of Records Commission

MAY 30 2000
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S. Buchanan
Signature of Court Official

Supr
Title

9-17-03
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

D.C. CERT. 10-1-TRF-1-2001

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2723

02A180

DISTRICT COURT HOWARD COUNTY 1-5-01 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC	975 Sec. IV	2 a&b	1997	35	9-17-03	Landfilled microfilmed

Destruction Approved by Hall of Records Commission

MAR 12 2001
Date

State Archivist

Destruction Certification

Patricia Buchanan Supt 9-17-03
Signature of Court Official Title Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

D.C. CERT. 10-1-TRF-1-2002

3143

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT | HOWARD COUNTY | 02-07-2002 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC	975 Sec. IV	2	1998	15	8-20-3	Landfill

Duplicate

Destruction Approved by Hall of Records Commission

JUN 27 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buchanan Supv
Signature of Court Official Title

8-20-3
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

D.C. CERT. 10-1-TRF-1-2002

3070

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT | HOWARD COUNTY | 02-07-2002 DATE

02A 179

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC	975 Sec. IV	2	1998	15	8-20-03	Landfilled

Destruction Approved by Hall of Records Commission

MAY 0 2 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S. Buchanan Supt
Signature of Court Official Title

8-20-03
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Grade books/spreadsheet	1855	2	1994-1998		5/30/03	Shredding

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

Jerri Graham	English Div Office Manager	5-30-03
Signature	Title	Date

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

ILB Div. office

HOWARD
COMMUNITY COLLEGE
You Can Get There From Here.

Student Support Services
10901 Little Patuxent Parkway
Columbia, MD 21044-3197

HASLER $0.37
NOV 29 2004
US POSTAGE
FIRST CLASS
MAILED FROM 21044
011A0413002366

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

20794+0275 03

NOV 30, 2004

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	English/World Languages Gradebooks/Grade Spreadsheets	1855	2	Jan. '99- Dec. '00		11/24/04	Shredding
	Hickory Ridge Division Office Requisitions	1855	5	July '95-June '96		11/24/04	Shredding
	ESL –Credit Division Requisitions	1855	5	July '99-June '00		11/24/04	Shredding
	English/World Languages Division Requisitions	1855	5	July '95-June '00		11/24/04	Shredding

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

Terri Graham — Signature

ILB Division Office supervisor — Title

11-24-04 — Date

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

Register of Wills 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.
Howard County Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Receipts Copies	Section II Fiscal Records	6	11/8/1985 to 2/29/1996	10.0 cubic feet	4/8/2003	Placed in a Trash container
2	Unused-Outdated Receipt Books - Starting #54554 to # 56713	Section II Fiscal Records	6	N/A - Unused + Outdated	1 cubic foot	4/8/2003	Shredding
3	Monthly Reports to Comptroller	Section II Fiscal Records	6	12/1/1986 to 6/30/1993	2.0 cubic feet	4/8/2003	Placed in a TRASH Container
4	Year END Reports to Comptroller	Section II Fiscal Records	6	12/1/1986 to 6/30/1993	2.0 Cubic ft.	4/8/2003	PLACED in a TRASH CONTAINER
5	Annual Report of Fixed Assets	Section II Fiscal Records	4	12/1/1986 to 6/30/1993	2.0 Cubic ft	4/8/2003	PLACED IN A TRASH CONTAINER
6	Monthly Report of State Funds on deposit	Section II Fiscal Records	2	12/1/1986 to 6/30/1993	2.0 Cubic ft	4/8/2003	PLACED IN A TRASH CONTAINER
7	Purchasing Records (Purchase Orders + Receipts	Section II Fiscal Records	3	12/1/1986 to 6/30/1993	2.0 Cubic ft	"	PLACED IN A TRASH CONTAINER
8	Bank Statements + deposit slips	Section II Fiscal Records	6	12/1/1986 to 6/30/1993	2.0 Cubic ft.	"	PLACED IN A TRASH CONTAINER
9	Cancelled checks + Check Stubs	Section II Fiscal Records	6	12/1/1986 to 6/30/1993	2.0 Cubic ft	"	PLACED IN A TRASH CONTAINER
10	Payroll exceptions time Reports	Section II Fiscal Records	5	12/1/1986 to 6/30/1993	2.0 Cubic ft	"	PLACED IN A TRASH CONTAINER
11	MATERIALS + Supplies Physical INVENTORY	Section II Fiscal Records	4	12/1/1986 to 6/30/1993	2.0 Cubic ft	"	PLACED IN A TRASH CONTAINER
12	Paid bills + INVOICES	Section II Fiscal Records	6	12/1/1986 to 6/30/1993	2.0 Cubic ft	"	PLACED IN A TRASH CONTAINER
13	~~Reconciliation~~ Monthly Reconcilement Work Sheets	Section II Fiscal Records	6	12/1/1986 to 6/30/1993	2.0 Cubic ft	"	PLACED IN A TRASH CONTAINER
14	Payroll + Check Register	Section II Fiscal Records	5	12/1/1986 to 6/30/1993	3.00 Cubic ft	"	PLACED IN A TRASH CONTAINER
15	Payroll transmittals	Section II Fiscal Records	5	12/1/1986 to 6/30/1993	1.0 Cubic ft	"	PLACED IN A TRASH CONTAINER
					37		

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

Kay K. Hartlet Carolyn B. Maranto Signature	Register of Wills Chief Deputy Title	4/8/2003 4/8/2003 Date

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

KAY K. HARTLEB
REGISTER OF WILLS
HOWARD COUNTY
COURT HOUSE
ELLICOTT CITY, MD 21043

PM
09 APR
MD

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

APR 11 2007

20794+0275 03

KAY K. HARTLEY
REGISTER OF WILLS
HOWARD COUNTY
COURT HOUSE
ELLICOTT CITY

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
1	Bank STATEments & Depesit slips	SECTION II FISCAL RECORDS	6	7/1/93 To 6/30/99	3.0 Cubic Feet		PLACED IN A TRASH Container
2	Monthly Reports to Comptroller	Section II FISCAL RECORDS	6	7/1/93 to 6/30/99	2.0 Cubic feet		PLACED IN A TRASH CONTAINER
3	Year End Reports to Comptroller	Section II FISCAL RECORDS	6	7/1/93 to 6/30/99	2.0 Cubic feet		PLACED IN A TRASH Container
4	Annual Report of Fixed Assets	Section II FISCAL RECORDS	4	7/1/93 to 6/30/99	2.0 Cubic feet		PLACED IN A TRASH Container
5	MATERIALS & Supplies Physical Inventory	Section II FISCAL RECORDS	4	7/1/93 to 6/30/99	2.0 Cubic feet		PLACED IN A TRASH Container
6	Cancelled checks & Check Stubs	Section II FISCAL RECORDS	6	7/1/93 to 6/30/99	3.0 Cubic feet		PLACED IN A TRASH CONTAINER
7	Monthly Reconciliement & Worksheets & Registers	Section II FISCAL RECORDS	6	7/1/93 to 6/30/99	2.0 Cubic feet		PLACED IN A TRASH CONTAINER
8	Purchasing RECORDS (Orders + Receipts)	Section II FISCAL RECORDS	3	7/1/93 to 6/30/99	3.0 Cubic feet		PLACED IN A TRASH CONTAINER
9	PAyroll Exception time Reports	Section II FISCAL RECORDS	5	7/1/93 to 6/30/99	3.0 Cubic feet		PLACED IN A TRASH CONTAINER
10	PAID Bills + INVOICES	Section II FISCAL RECORDS	6	7/1/93 to 6/30/99	3.0 Cubic feet		PLACED IN A TRASH CONTAINER
11	PAyroll + Check Register	Section II FISCAL RECORDS	5	7/1/93 to 6/30/99	3.0 Cubic feet		PLACED IN A TRASH CONTAINER
12	PAyroll TRANSMITTALS	Section II FISCAL RECORDS	5	7/1/93 to 6/30/99	2.0 Cubic feet		PLACED IN A TRASH CONTAINER
13	Monthly Report of STATE FUNDS on deposit	Section II FISCAL RECORDS	2	7/1/93 to 6/30/99	2.0 Cubic feet		PLACED IN A TRASH CONTAINER
14	Receipts Copies	Section II FISCAL RECORDS	6	3/1/1996 to 6/30/1999	12.0 Cubic feet		PLACED IN A TRASH CONTAINER
					44		

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

Carolyn B Maranto — Signature

Chief Deputy — Title

4/16/03 — Date

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

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

3318

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession #01A39

District Court of Maryland — COURT
Frederick — COUNTY
DATE May 28, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Landlord Tenant - Destroy Rent	2219	Sec VI Item 2	1988	4	6-26-03	Landfilled

Destruction Approved by Hall of Records Commission

JUN 24 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supv
Signature of Court Official — Title

6-26-03
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

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

3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE. ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION. BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1` COPY TO THE CHIEF CLERK'S OFFICE.)

5. FOR YOUR INFORMATION –

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

JUL 1

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

3300

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

6/5/03

Accession #03A-28
Dist # 11-1

District Court of Maryland — COURT
Frederick — COUNTY
DATE April 22, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Rent----- destroy	2219	Sec VI Item 2	1990	2	5-30-3	landfilled

Destruction Approved by Hall of Records Commission

MAY 2 1 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S. Buchanan Supt
Signature of Court Official — Title

5-30-3
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

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JUN 5 '83

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

3255

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession # 97A59
Dist # 11-01

5/28/03

District Court of Maryland — COURT
Frederick — COUNTY
March 14, 2003 — DATE

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Rent destroy	2219	Sec VI Item 2	1993	4	5-20-3	Landfilled

Destruction Approved by Hall of Records Commission

APR 15 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supv
Signature of Court Official — Title

5-20-03
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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

3266

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession # 97a59
Dist # 11-1

District Court of Maryland — COURT
Frederick — COUNTY
DATE April 10, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Rent —To Destroy	2219	Sec VI Item 2	4	1993		

Duplicate to 3255

Destruction Approved by Hall of Records Commission

APR 28 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Signature of Court Official

Title

Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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3483

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Administrative Records-Personnel Files	2219	2	1994-1998	1	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

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

3483

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Administrative Records-Personnel Files	2219	2	1994-1998	1	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3367

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 # 00A119,-01A155,-99A61,-98A144, 02A36

District Court of Maryland — COURT
Frederick — COUNTY
DATE July 30, 2003
#11-1

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1996 1998 1997 1995 1994	6 8 7 6 5	1-13-4	Landfilled

Destruction Approved by Hall of Records Commission

AUG 28 2003
Date

Edward C. Papenfuse Jr.
State Archivist

Destruction certification

Patricia S. Buchanan Supervisor 1-13-4
Signature of Court Official — Title — Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
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2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE. ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

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

JAN 20. 2004

3235

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Civil Cases Involving A Judgment for a Sum Certain **FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY**	2219	2	1999	34	12-5-03	Shred

Destruction Approved by Hall of Records Commission

FEB 05 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

12-5-03
Date

3231

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Criminal Cases **FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY**	2219	2	1999	30	12-2-03	Shred

Destruction Approved by Hall of Records Commission

FEB 05 2003 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Carrie Dillard — Signature of Court Official

County Clerk — Title

12-2-03 — Date

3232

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Expunged Criminal Cases	2219	2	1999	3	12-2-03	Shred

Destruction Approved by Hall of Records Commission

FEB 05 2003
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

12-2-03
Date

3236

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Fiscal Records	2219	1	1999	8	12-1-03	Shred

Destruction Approved by Hall of Records Commission

FEB 05 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

12-1-03
Date

3230

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource **FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY**	2219	2	1999	5	12-2-03	Shred

Destruction Approved by Hall of Records Commission

FEB 05 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

12-2-03
Date

3233

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	RDAT Tapes Log Sheets to be Shredded	2219	2	1999	3	12-6-03	Landfill

Destruction Approved by Hall of Records Commission

FEB 05 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

12-6-03
Date

3234

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Summary Ejectment Non-Money Judgments	2219	2	1999	4	12-4-03	Shred

Destruction Approved by Hall of Records Commission

FEB 05 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

12-4-03
Date

3229

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Traffic Records **RETAIN DOCKETS PERMANENTLY**	2219	2	1999	24	12-1-03	Shred

Destruction Approved by Hall of Records Commission

FEB 05 2003 — Edward C. Papenfuse
Date — State Archivist

Destruction Certification

Carrie Dillard — County Clerk — 12-1-03
Signature of Court Official — Title — Date

3485

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Civil Cases Involving A Judgment for a Sum Certain **FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY**	2219	2	2000	17	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3485

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Civil Cases Involving A Judgment for a Sum Certain **FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY**	2219	2	2000	17	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3489

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Criminal Cases **FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY**	2219	2	2000	30	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3489

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Criminal Cases **FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY**	2219	2	2000	30	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3488

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Expunged Criminal Cases	2219	2	2000	3	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3488

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Expunged Criminal Cases	2219	2	2000	3	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3484

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Fiscal Records	2219	1	2000	8	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3484

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Fiscal Records	2219	1	2000	8	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3490

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource **FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY**	2219	2	2000	5	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3490

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource **FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY**	2219	2	2000	5	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3487

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	RDAT Tapes Log sheets to be shredded	2219	2	2000	3	8-20-04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3487

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	RDAT Tapes Log sheets to be shredded	2219	2	2000	3	8-20-04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3486

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Summary Ejectment Non-Money Judgments	2219	2	2000	3	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Carrie Dillard — Signature of Court Official

County Clerk — Title

8-20-04 — Date

3486

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Summary Ejectment Non-Money Judgments	2219	2	2000	3	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Carrie Dillard — Signature of Court Official

County Clerk — Title

8-20-04 — Date

3491

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Traffic Records **RETAIN DOCKETS PERMANENTLY**	2219	2	2000	24	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

3491

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 13, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (*Cubic Feet*)	Date of Destruction	Method of Destruction (*Recycle, shred, landfill, etc.*)
	Traffic Records **RETAIN DOCKETS PERMANENTLY**	2219	2	2000	24	8-20-04	Shred

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

8-20-04
Date

DHR Reporting Agency Child Care Administration - Frederick Division or Unit	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Closed Family Child Care Records	1778	21	1998 - 1999	9 boxes	January 2005	Shred It & Recycle

Boxes will be delivered Dec. 21, 2004 for disposal

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

Suzanne Tressel — Signature

Regional Manager — Title

11-16-04 — Date

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

DHR/CHILD CARE ADMINISTRATION

REGION XII
5303 SPECTRUM DRIVE
FREDERICK, MD 21703
Telephone: (301) 696-9766
FAX (301) 696-0629

FACISMILE COVER SHEET

DATE 11/16/04
12/20/04

TO:

Gabe Lopez
&
Karen

FROM:

Marlene Feltner

PAGES TO FOLLOW: 1

Thanks for your help!

This

DHR Reporting Agency Child Care Administration - Frederick Division or Unit	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Closed Family Child Care Records	1778	21	1998 - 1999	9 boxes	January 2005	Shred It & Recycle

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

Suzanne Tressell — Signature

Regional Manager — Title

11-16-04 — Date

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

DHR 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.
Child Care Administration - Frederick Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Closed Family Child Care Records	1778	21	1998 - 1999	9 boxes	January 2005	Shred It & Recycle

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

Suzanne Fresselt — Signature

Regional Manager — Title

11-16-04 — Date

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

DHR/CHILD CARE ADMINISTRATION

REGION XII
5303 SPECTRUM DRIVE
FREDERICK, MD 21703
Telephone: (301) 696-9766
FAX (301) 696-0629

FACISMILE COVER SHEET

DATE 11/16/04

TO:

Gabe Lopez

FROM:

Marlene Feltner

PAGES TO FOLLOW: 1

Thanks for your help!

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
1	Report of Fixed Assets	C-850	1(c)	01/98-12/99	.1		Shredded
2	Payroll & Check Register	C-850	1(d)	01/98-12/99	.1		"
3	Payroll ETR	C-850	1(d)	01/98-12/99	.1		"
4	Bank Statements and Deposit Slips	C-850	1(e)	01/98-12/99	.1		"
5	Cancelled Checks & Stubs	C-850	1(e)	01/98-12/99	.1		"
6	Paid Bills & Invoices	C-850	1(e)	01/98-12/99	.1		"
7	Time Sheets	C-850	1(e)	01/98-12/99	.1		"

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

Virginia P. Fifer
Signature

Title

Date

DGS 550-2 (Rev 1/93).

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Report of Fixed Assets	C-850	1(c)	01/98-12/99	.1	08/18/03	Shredded
2	Payroll & Check Register	"	1(d)	01/98-12/99	.1	"	"
3	Payroll ETR	"	1(d)	01/98-12/99	.1	"	"
4	Bank Statements and Deposit Slips	"	1(e)	01/98-12/99	.1	"	"
5	Cancelled Checks & Stubs	"	1(e)	01/98-12/99	.1	"	"
6	Paid Bills & Invoices	"	1(e)	01/98-12/99	.1	"	"
7	Time Sheets	"	1(e)	01/98-12/99	.1	"	"

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

Virginia P. Fifer	Register	08/18/03
Signature	Title	Date

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No.				
1	Monthly Reports	C-850	1(A)	01/98-12/2001	.1	08/18/03	Shredded
2	Report of Fixed Assets	"	1(C)	01/98-12/01	.1	"	"
3	Payroll & Check Register	"	1(D)	01/98-12/01	.1	"	"
4	Payroll ETR	"	1(D)	01/98/-12/01	.1	"	"
5	Bank Statements & Deposit Slips	"	1(E)	01/98-12/01	.1	"	"
6	Cancelled Checks & Stubs	"	1(E)	01/98-12/01	.1	"	"
7	Paid Bills & Invoices	"	1(E)	01/98-12/01	.1	"	"
8	Requisitions & Purch Orde	"	1(E)	01/98-12/01	.1	"	"
9	Time Sheets	"	1(E)	01/98-12/01	.1	"	"
10	Purchase Orders	"	1(F)	01/98-12/01	.1	"	"
11	Legal Heir Forms	662-A1 "	35	11/95-09/97	.1	"	"

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

Virginia P. Fifer — Signature

Virginia P. Fifer

Register of Wills — Title

08/18/03 — Date

Last audit performed on January, 2002.

GS 550-2 (Rev 1/93).

igure 9

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No.				
1	Monthly Reports	C-850	1(A)	01/98-12/2001	.1		Shredded
2	Report of Fixed Assets	C-850 "	1(C)	01/98-12/01	.1	"	"
3	Payroll & Check Register	C-850 "	1(D)	01/98-12/01	.1	"	"
4	Payroll ETR	C-850 "	1(D)	01/98/-12/01	.1	"	"
5	Bank Statements & Deposit Slips	C-850 "	1(E)	01/98-12/01	.1	"	"
6	Cancelled Checks	C-850 "	1(E)	01/98-12/01	.1	"	"
7	Paid Bills & Invoices	C-850 "	1(E)	01/98-12/01	.1	"	"
8	Requisitions & Purch Orders	C-850 "	1(E)	01/98-12/01	.1	"	"
9	Time Sheets	C-850 "	1(E)	01/98-12/01	.1	"	"
10	Purchase Orders	C-850 "	1(F)	01/98-12/01	.1	"	"
11	~~Personnel Folders~~	"	1	01/98-05/99	.1	"	"
12	Legal Heir Forms	662-A1 "	35	11/95-09/97	.1	"	"

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

Virginia P. Fifer — Register of Wills

Signature Virginia P. Fifer — Title — Date

Last audit performed on January, 2002.

3S 550-2 (Rev. 1/93).

igure 9

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

Agency: FREDERICK COUNTY GOVERNMENT

Division/Unit: REGISTER OF WILLS

Item No.	Description	Retention
1.	ACCOUNTING RECORDS This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records. Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes. Each agency will use all or some of the following records which are governed by the indicated retention period:	
	A. General Accounting Records Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	B. Special Accounting Records Reports of audits conducted by the Legislative Auditors	Retain for ten (10) years then destroy.
	Reports of audits conducted by persons or agencies other than the Legislative Auditors	Retain permanently. Transfer to State Archives periodically.
	Books of Final Entry - General Ledgers	Retain permanently. Transfer to State Archives periodically.

Approved by Department, Agency, or Division Representative.
Date 08/18/03
Signature Virginia P. Fifer
Typed Name Virginia P. Fifer
Title Register of Wills

Schedule Authorized by State Archivist
Date
Signature

DGS 550-1 (Rev. 1/93)

NOT Needed - SAMENS C-850

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No.

Agency: FREDERICK COUNTY GOVERNMENT

Division/Unit: REGISTER OF WILLS

Item No.	Description	Retention
	C. Budget and Fiscal Planning Records Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	D. Payroll Accounting Records Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	E. Miscellaneous Accounting Records Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State, and Federal)	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No.

Agency: FREDERICK COUNTY GOVERNMENT

Division/Unit: REGISTER OF WILLS

Item No.	Description	Retention
	F. Purchasing Records Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

Register of Wills

Frederick County

VIRGINIA P. FIFER
Register

Mark A. Gelwicks
Chief Deputy

(301) 663-3722

January 17, 2003

Dept of General Services
Record Management Div
PO Box 275
Jessup. MD 20794-0275

RE: Request for Disposal of Records

Dear Sir or Madam:

Enclosed please find our request for your approval to shred some old office records. If you have any questions please contact me at 301-663-3722. Thank you for your prompt consideration.

Sincerely,

Mark A. Gelwicks,
Chief Deputy

Enclosures (1)

County Court House
100 West Patrick Street
Frederick, MD 21701-5485

REGISTER OF WILLS FOR FREDERICK COUNTY
100 West Patrick Street
Frederick, MD 21701

F A X C O V E R S H E E T

DATE: August 18, 2003 ☺

TO: MARYLAND STATE RECORDS MANAGEMENT DIVISION

FROM: Mark Gelwicks, Chief Deputy **PHONE:** 888-258-0526 **FAX:** 301-846-0744

RE: REQUEST TO DISPOSE AND SHRED OLD RECORDS

Number of pages including cover sheet: 7

Message

My office made a request to dispose and shred of some old records on January 17, 2003 but never heard anything from you. Please review request and advise. Thank you.

8/18/03

Action completed

Talked to Mark Gelwicks

He will destroy records and send in date Certificate of Disposal

Item 11 Personnel folders will be removed - Schedule 662 Section I-3 is 2yr retention.

R. Herring

JAMES N. VAUGHAN
Chief Judge

JOSEPH P. ROSENTHAL
Chief Clerk

DISTRICT COURT OF MARYLAND
HEADQUARTERS
Maryland Judicial Center
580 Taylor Avenue, A-3
ANNAPOLIS, MARYLAND 21401
(410) 260-1210 Fax (410)260-1219

ASSISTANT CHIEF CLERKS:

SUSAN ARMIGER
Finance

CHARLES E. MOULDEN
Operations

DIANE S. PAWLOWICZ
Administrative Services

LISA I. RITTER
Engineering & Central Services

August 25, 2004

Gabe Lopez, State Records Administrator
State Records Management Center
P. O. Box 275
Jessup, MD 20794

Dear Mr. Lopez:

Enclosed are destruction certificates from the District Court. These certificates indicate that certain records were destroyed.

Each certificate discloses the county, type of records, manner in which the records were destroyed, and the date of records destruction.

Sincerely,

Lisa I. Ritter

Lisa I. Ritter
Assistant Chief Clerk
Engineering & Central Services

Enclosures

3301

6/5/03

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 # 01A38
Dist # 11-2

District Court of Maryland — COURT
Hagerstown — COUNTY
DATE April 23, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Rent----- destroy	2219	Sec VI Item 2	1985-86-87-88	3	5-30-3	landfill

Destruction Approved by Hall of Records Commission

MAY 2 1 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia A Buchanan Supv
Signature of Court Official — Title

5-30-3
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE. ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION. BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1` COPY TO THE CHIEF CLERK'S OFFICE.)

5. FOR YOUR INFORMATION –

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

June 5, 03
~~APR~~ -03

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

3299

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

6/5/03

Accession #03A33
Dist # 11-2

District Court of Maryland — COURT
Hagerstown — COUNTY
DATE April 22, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Rent----- destroy	2219	Sec VI Item 2	1990	2	5-29-03	Landfilled

Destruction Approved by Hall of Records Commission

MAY 21 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia L Buchanan Supt
Signature of Court Official — Title

5-29-03
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
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June 5, 03
~~[illegible]~~ -03

3369

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 # 99A14,-00A84,-01A213,-02A123

District Court of Maryland — COURT
Washington — COUNTY
DATE July 30, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1995 1996 1997 1998	3 3 6 6	1-13-04	Landfilled

Destruction Approved by Hall of Records Commission

AUG 2 8 2003
Date

Edward C. Papenfuse Jr.
State Archivist

Destruction certification

Patricia S. Buchanan Supt
Signature of Court Official — Title

1-13-04
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
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1/20/04

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

3246

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	1999	34		Landfill

Destruction Approved by Hall of Records Commission

MAR 19 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Schotter Adm. Clk. 8/13/03

8/25/03

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

3245

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	1999	25		Landfill

Destruction Approved by Hall of Records Commission

MAR 19 2003 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Schottes Adm. Clk. 8/13/03
Signature of Court Official Title Date

8/25/03

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

3247

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Expunged Criminal Cases	2219	2	1999	2		Landfill

Destruction Approved by Hall of Records Commission

MAR 19 2003 — Edward C. Papenfuss

Date — State Archivist

Destruction Certificate

Dixie Schotter — Adm. Clk. — 8/13/03

Signature of Court Official — Title — Date

8/25/03

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

3248

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Fiscal Records	2219	2	1999	8		Landfill

Destruction Approved by Hall of Records Commission

MAR 19 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Schottes
Signature of Court Official

Adm. Clk.
Title

8/13/03
Date

8/25/03

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

3250

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	1999	2		Landfill

Destruction Approved by Hall of Records Commission

MAR 19 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Diane Schotte
Signature of Court Official

Adm. Clk.
Title

8/13/03
Date

8/25/03

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

3249

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	RDAT Tapes	2219	2	1999	3		Landfill
	Log Sheets Landfill						

Destruction Approved by Hall of Records Commission

MAR 19 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Schotles
Signature of Court Official

Adm. Clk.
Title

8/13/03
Date

8/25/03

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

3251

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Summary Ejectment	2219	2	1999	4		Landfill

Destruction Approved by Hall of Records Commission

MAR 19 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Schottes
Signature of Court Official

Adm. Clk.
Title

8/13/03
Date

8/25/03

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

3252

Proposal and Certificate of Records Destruction

District Court 1102 Washington County February 26, 2003

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	2	1999	18		Landfill

Destruction Approved by Hall of Records Commission

MAR 19 2003 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Schottes Adm. Clk. 8/13/03
Signature of Court Official Title Date

8/25/03

3476

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2000	34		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Schotts Adm. Clk. 6-29-04
Signature of Court Official Title Date

3476

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2000	34		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Schottes Adm. Ck. 6-29-04
Signature of Court Official Title Date

3478

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2000	25		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Schottes Adm. Clk. 6-29-04
Signature of Court Official Title Date

3478

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2000	25		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Scholtes Adm. Ak. 6-29-04
Signature of Court Official Title Date

3479

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Expungement Cr Criminal Cases	2219	2	2000	2		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Schultz
Signature of Court Official

Adm. Clk.
Title

6-29-04
Date

3479

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Expungement of Criminal Cases	2219	2	2000	2		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Scholtes
Signature of Court Official

Adm. Clk.
Title

6-29-04
Date

3475

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Fiscal Records	2219	2	2000	8		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Schultes Adm. Clk. 6-29-04
Signature of Court Official Title Date

3475

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Fiscal Records	2219	2	2000	8		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Scholtes Adm. Clk. 6-29-04
Signature of Court Official Title Date

3481

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2000	2		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Schottes Adm. Clk. 6-29-04
Signature of Court Official Title Date

3481

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2000	2		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Scholtes
Signature of Court Official

Adm. Clk.
Title

6-29-04
Date

3477

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

Proposal and Certificate of Records Destruction January 7, 2004

District Court 1102 Washington County

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Summary Ejectment	2219	2	2000	4		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Denise Schotte
Signature of Court Official

Adm. Clk
Title

6-29-04
Date

3477

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

Proposal and Certificate of Records Destruction January 7, 2004

District Court 1102 Washington County

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Summary Ejectment	2219	2	2000	4		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certificate

Dixie Schotter
Signature of Court Official

Adm. Ck.
Title

6-29-04
Date

3480

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	2	2000	18		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 Edward C. Papenfuse
Date State Archivist

Destruction Certificate

Dixie Scholtes Adm. Clk 6-29-04
Signature of Court Official Title Date

3480

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 1102 Washington County January 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	2	2000	18		Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004 — Edward C. Papenfuse
Date — State Archivist

Destruction Certificate

Dixie Scholtes — Adm. Clk. — 6-29-04
Signature of Court Official — Title — Date

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND
Washington County Administration Building
100 West Washington Street, Room 226
Hagerstown, Maryland 21740-4735
Telephone: 240-313-2200
FAX: 240-313-2201
Deaf and Hard of Hearing call: 7-1-1 for Maryland Relay

July 27, 2004

Mr. Gabe Lopez, Director
Records Management Division
Department of General Services
7575 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

Dear Mr. Lopez:

Attached are Certificates of Records Disposal from several departments in Washington County.

If you have any questions or need additional information, please contact me at (240) 240-2204. Thank you.

Sincerely,

Joni L. Bittner

Joni L. Bittner, County Clerk

Board of County Commissioners
Of Washington County, Maryland

:jb

attachments

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND
Washington County Administration Building
100 West Washington Street, Room 226
Hagerstown, Maryland 21740-4735
Telephone: 240-313-2200
FAX: 240-313-2201
Deaf and Hard of Hearing call 7-1-1 for Maryland Relay

February 2, 2004

2104

Mr. Gabe Lopez, Director
Records Management Division
Department of General Services
7575 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

Dear Mr. Lopez:

Attached are Certificates of Records Disposal from several departments in Washington County.

If you have any questions or need additional information, please contact me at (240) ~~240~~ 313-2204. Thank you.

Sincerely,

Joni L. Bittner

Joni L. Bittner, County Clerk

Board of County Commissioners
Of Washington County, Maryland

:jb

attachments

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Correspondence (Outgoing) Co. Commissioners	C-863	4	1998-99		12/5/03	shredded/recycled

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

Jack Bitner	County Clerk	12/5/03
Signature	Title	Date

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

Washington County Commissioners 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.
Budget & Finance Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	98/99 Vouchers (A/P)	C870	9	7/1/98-6/30/99	—	5/9/03	Shredded

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

Laura L Mowbr	Accounting Supervisor	5/29/03
Signature	Title	Date

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

Reporting Agency	Department of General Services	Prepare in duplicate
WASHINGTON COUNTY COMMISSIONERS	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Division or Unit WASHINGTON COUNTY MARYLAND WASHINGTON COUNTY TREASURER		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	WHITE SLIPS - GL RECT	C869	11	7/98-7/99	6	6/11/03	RECYCLE
2	DAILY RECEIPT TAPE	C869	14	7/99-6/00	8	6/11/03	RECYCLE
3	PERSONAL PROP.	C869	9	7/96-6/99	3	6/11/03	RECYCLE
4	DEPOSIT TICKETS	C869	12	7/98-6/99	3	6/11/03	RECYCLE
5	DAILY RECONCILIATION	C869	16	7/98-6/99	3	6/11/03	RECYCLE
6	WHITE SLIPS GL RECT	C869	11	7/99-6/00	4	6/11/03	RECYCLE
7	DAILY RECEIPTS	C869	12	7/97-12/98	5	6/11/03	RECYCLE
8	DAILY RECEIPTS BR/WS	C869	12	7/98-6/99	3	6/11/03	RECYCLE
9	DAILY RECEIPTS BR/WS	C869	12	7/99-2/00	3	6/11/03	RECYCLE
10	WHITE SLIPS	C869	11	7/00-6/01	1	6/11/03	RECYCLE
11	TAX ROLLS	C869	2	7/82-6/84	15	6/11/03	RECYCLE
12	TAX CERTIFICATIONS	C869	9	7/94-6/98	10	6/11/03	RECYCLE
13	TAX CREDIT	C869	3	7/97-6/01	2	6/11/03	RECYCLE

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

Signature: [signature] Title: [signature] Date: 6/11/03

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

Reporting Agency	Services	Prepare in duplicate
WASH. CO. MARYLAND WASH CO. TREASURER	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Lawsuits	C869	#7	1997 & prior	2 1/2	3/11/03	RECYCLE
2	Bankruptcies	C869	#6	2000 & prior	2	3/11/03	RECYCLE

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

Signature

3/11/04
Date

TREASURER
Title

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	TAX ROLLS	C869	2	7/1/84-6/30/85	15	7/15/04	RECYCLE
2	GENERAL - REGISTER REC	C869	5	7/1/99 - 7/1/01	10	7/15/04	RECYCLE
3	DEPOSIT TICKETS	C869	12	7/1/99- 7/1/01	8	7/15/04	RECYCLE
4	RECEIPT TAPES	C869	14	7/1/00 - 7/1/01	15	7/15/04	RECYCLE

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

Signature: [signature] Title: Treasurer Date: 7/15/04

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

Reporting Agency	Services	Prepare in duplicate
WASHINGTON COUNTY MARYLAND WASHINGTON COUNTY TREASURER	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	GENERAL CORRESPONDENCE	C869	5	7/1/02-6/30/03	4½	3/10/04	RECYCLE

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

Signature: [signature] Title: TREASURER Date: 3/10/04

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
2916	ADMINISTRATIVE HEARING FILES	C 866	2	1995	1-Box	11/8/2004	DESTROYED
2917							
3436							
3437							
3438							
3440							
3442							
3443							
3445							
3446							
3452							
3453							
3484							
3485							
3486							
3487				1995			
3550				1996			
3552				1996			
3579				1996		11/8/2004	

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

Signature	Title	Date
[signature]	DIRECTOR	11/8/04

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
3655	ADMINISTRATIVE HEARING FILES	C866	2	1996	1-Box	11-8/04	DESTROYED
3658				1996			
3779				1996			
3814				1996			
3838				1996			
3885				1996			
3982				1997			
4217				1997			
4294				1997			
					2SR #		

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

Signature	Title	Date
[illegible]	DIRECTOR	11/8/04

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

WASHINGTON COUNTY
GAMING COMMISSION
33 West Washington Street, Room 201
Hagerstown, Maryland 21740-4834

FREDERICK MD 21701
PM
23 NOV 2004

.37
U.S. POSTAGE

Department of General Services
Records Management Division
PO Box 275
Jessup, MD. 20794-0275

20794+0275

NOV 29, 2004

Better SHREDDER, inc

Mobile & Off-site Paper Shredding

INVOICE: 449497
Account no.: n/a
Invoice date: 11/17/2004

Customer: Washington County Gambling Office
Accounts Payable
33 West Washington Street
Room 200
Hagerstown, MD 21740

Service description	Cost
On-Site shredding Nov. 8, 2004	
287 lbs.	
0 – 200 lbs.	55.00
87 lbs. @ .25 cents per pound	21.75
Total amount due	$76.75

Certificate of Destruction

Better Shredder, Inc. hereby guarantees the complete destruction of all materials for shredding totaling 287 lbs. on November 8, 2004. Shredding supervised by Clinton Rawlings. Shredding was recycled November 8, 2004.

Supervisor

Make payment to Better Shredder, Inc.
Customer Support 1-866-210-5433
Cut along this line and submit with payment

Washington County Gambling Office

INVOICE: 449497

THIS AMOUNT DUE $76.75
TERMS: NET 5 DAYS
DUE DATE: 11/26/2004

MAIL PAYMENT TO:

BETTER SHREDDER, INC.
P.O. BOX 210
MIDDLETOWN, MD 21769

VOUCHER #	
CHECK #	
DATE PAID	
AMOUNT PAID	
APPROVED BY	James B. Hovis
VENDOR #	10845
RECEIVER #	
ACCOUNT #	515000-10-11120

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

CERTIFICATE OF RECORDS DISPOSAL

Washington Co. Health Dept
Reporting Agency

AERS
Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Schedule # 1518 GES/AERS	1518	8	Jan 1996 – Dec. 1996	1.5	9/25/03	Shred.
		1518	28	95, 96, 97, 98, 99	1	9/25/03	Shred.
		1518	27				
		1518	1C				

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

Sarahann Godwin RNBC — Signature
AERS Program Manager — Title
9/25/03 — Date

DGS 550-2

Washington County Highway Dept 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.
Mary Price - Fleet Dept Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records: Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
2	Gen Files; PM Notification schedules	C880 Review Annually		Jan-Dec 2001 Purge Jan '03	1"	4/10/03	Shred

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

Mary S. Price	Highways	4/10/03
Signature	Title	Date

Forward copy to Joni Bittner

Record Disposal Frm.xls

WASHINGTON COUNTY
HIGHWAY DEPARTMENT
601 Northern Avenue
Hagerstown, Maryland 21742-2795

FREDERICK MD 21701
PM
APR
2003

U.S. POSTAGE

Department of General Services
Records Management Division
7275 Waterloo Road (Rt. 175)
PO Box 275
Jessup, MD 20794-0275

APR 11

20794+0275 03

Washington County Highway Dept 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.
Mary Price - Fleet Dept Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records: Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
2	Gen Files; PM Notification schedules	C880 Review Annually		Jan-Dec 2001 Purge Jan '03	1"	4/10/03	Shred

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

Mary S. Price	Highway	4/10/03
Signature	Title	Date

Forward copy to Joni Bittner

Record Disposal Frm.xls

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records: Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
3	State Diesel/unleaded Refund Reports	C880 (4 yrs)		July-Dec '98 Purge Jan '03	1 mag	4/10/03	Shred

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

Mary L. Price	Highway Dept	4/10/03
Signature	Title	Date

Forward copy to Joni Bittner

cc: Joni Bittner

Record Disposal Frm.xls

WASHINGTON COUNTY
HIGHWAY DEPARTMENT
601 Northern Avenue
Hagerstown, Maryland 21742-2795

FREDERICK, MD 21701
PM
APR 2003
15 APR
2003
0.37
U.S. POSTAGE

Department of General Services
Records Management Division
7275 Waterloo RD (Rt. 175)
PO Box 275
Jessup, MD 20794-0275

20794+0275 03

Washington County Highway Dept 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.
Mary Price - Fleet Dept Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records: Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
3	State Diesel/unleaded Refund Reports	C880 (4 yrs)		July-Dec '98 Purge Jan '03	1' max	4/10/03	Shred

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

Mary A. Price	Highway Dept	4/10/03
Signature	Title	Date

Forward copy to Joni Bittner

cc: Joni Bittner

Record Disposal Frm.xls

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Misc. Subject Files: Airport AT&T Payphone Commission Records	C871	9	1992 - 1999	File Folder	1/21/04	Recycled
2	Misc. Subject Files: Airport Bell Atlantic Payphone Commissions	C871	9	1991 - 1998	File Folder	1/21/04	Recycled
3	Misc. Subject Files: AT&T Payphone Comm. Statements (All Depts.)	C871	9	1991 - 2001	File Folder	1/21/04	Recycled
4	Misc. Subject Files: Bell Atlantic Comm. Statements (All Depts.)	C871	9	1991 - 1999	File Folder	1/21/04	Recycled
5	Proposal: Bell System Communications Proposal	C871	4	1973	File Folder	1/21/04	Recycled
6	Misc. Subject Files: Budget Transfer Requests	C871	9	1994 - 1997	File Folder	1/21/04	Recycled
7	Misc. Subject Files: Card Processing Proposal	C871	9	2/1998	File Folder	1/21/04	Recycled
8	Misc. Subject Files: Centrex Rate Stability Plan	C871	9	1983	File Folder	1/21/04	Recycled
9	Misc. Subject Files: Certificates of Insurance - no County Contract	C871	9	1996 - 2001	File Folder	1/21/04	Recycled
10	Bid: Communications Equipment	C871	4	3/1982	File Folder	1/21/04	Recycled
11	Quotation: Construction of Highway Entrance - Ag Center	C871	5	9/6/1994	File Folder	1/21/04	Recycled
12	Misc. Subject Files: Coop. Admin. Support Unit Prog. Questionnaires	C871	9	1992	File Folder	1/21/04	Recycled
13	Bid/Corresp.: Court House Security System	C871	4	9/1980, 1988	File Folder	1/21/04	Recycled
14	Bids: Request for Proposal - Crisis Intervention Services	C871	3	1993 - 1994	File Folder	1/21/04	Recycled
15	Misc. Subject Files: Det. Center Bell Atlantic Payphone Commissions	C871	9	1991 - 1995	File Folder	1/21/04	Recycled
16	Misc. Subject Files: Det. Center Public Telephone Commission Statements	C871	9	1992	File Folder	1/21/04	Recycled
17	Misc. Subject Files: Digital Duplicator Information	C871	9	1996	File Folder	1/21/04	Recycled

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

Signature	Purchasing Technician Title	1/23/2004 Date

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
18	Misc. Subject Files: Fire & Rescue Companies and Officers Listing	C871	9	1994	File Folder	1/21/04	Recycled
19	Bids: Food Services Bid Award Info. from Bd. of Education	C871	3	1992 - 1998	File Folder	1/21/04	Recycled
20	Bids: Fuel Oil Bid Award Information from Bd. of Education	C871	3	1993 - 1998	File Folder	1/21/04	Recycled
21	Quotation: Geotechnical Services for Wash. Co. Health Dept.	C871	5	1/92	File Folder	1/21/04	Recycled
22	Misc. Subject Files: Monterey House Land Dev. Agreement/Corresp.	C871	9	1998	File Folder	1/21/04	Recycled
23	Misc. Subject Files: Hazmat 25 Inventory List	C871	9	1992	File Folder	1/21/04	Recycled
24	Misc. Subject Files: Inmate Phone System Info.	C871	9	1995	File Folder	1/21/04	Recycled
25	Misc. Subject Files: Maintenance Agreement Listing	C871	9	1992 - 1993	File Folder	1/21/04	Recycled
26	Misc. Subject Files: Misc. Telephone Correspondence	C871	9	1990 - 1997	File Folder	1/21/04	Recycled
27	Misc. Subject Files: Misc. Telephone Correspondence	C871	9	1980 - 1988	File Folder	1/21/04	Recycled
28	Misc. Subject Files: Misc. Telephone Information	C871	9	1983 - 1990	File Folder	1/21/04	Recycled
29	Misc. Subject Files: OPIS Index Statements from Louis Dreyfus Ener.	C871	9	12/94 - 10/96	File Folder	1/21/04	Recycled
30	Bid/Corresp.: Paving-Bituminous Concrete Project	C871	4	6/90	File Folder	1/21/04	Recycled
31	Misc. Subject Files: Portable Phone Info.	C871	9	1989	File Folder	1/21/04	Recycled
32	Purchase Orders: Postage Machine Pur. Orders/Records - Pitney Bowes	C871	1	9/79, 1984, 1991	File Folder	1/21/04	Recycled
33	Purchase Orders: (yellow copies)	C871	1	1993/1994	File Folder	1/21/04	Recycled
34	Bids: RFP - School Health Care Serv. thru Health Dept.	C871	3	4/94	File Folder	1/21/04	Recycled

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

Signature	Purchasing Technician Title	1/26/2004 Date

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
35	Bids: RFP for Residential Services for Transitional Youth	C871	3	1993	File Folder	1/21/04	Recycled
36	Misc. Subject Files: Rock Salt for Wash. Co. & City of Hagerstown	C871	9	1995 - 1998	File Folder	1/21/04	Recycled
37	Misc. Subject Files: Stockroom Inventory Master List	C871	9	1/5/94	File Folder	1/21/04	Recycled
38	Misc. Subject Files: Telecomm. Cons. Corres/Billing Statements	C871	9	1997 - 1998	File Folder	1/21/04	Recycled
39	Misc. Subject Files: Info - Telecomm. Planning Conf. for Local Gov't.	C871	9	1/24/91	File Folder	1/21/04	Recycled
40	Misc. Subject Files: Telecomm. Training/Telephone Set Information	C871	9	11/93	File Folder	1/21/04	Recycled
41	Misc. Subject Files: Telephone Equip. Y2K Compliance Information	C871	9	1998 - 2000	File Folder	1/21/04	Recycled
42	Misc. Subject Files: Telephone Repair Service Requests	C871	9	1990 - 1991	File Folder	1/21/04	Recycled
43	Misc. Subject Files: Telephone Repair Service Requests	C871	9	1992 - 1998	File Folder	1/21/04	Recycled
44	Misc. Subject Files: Telephone EKTS 200 - Rescue Co. 28	C871	9	1990 - 1991	File Folder	1/21/04	Recycled
45	Misc. Subject Files: Teleplus Work Orders/Invoices	C871	9	1990 - 2000	File Folder	1/21/04	Recycled
46	Misc. Subject Files: Vehicle Requests and State Contract Information	C871	9	1996 - 2001	File Folder	1/21/04	Recycled
47	Misc. Subject Files: Voice Mail Information	C871	9	1999	File Folder	1/21/04	Recycled
48	Bids: Water/Waste Water Treatment Chemical Bid 1057.97 (City of Hag.)	C871	3	97/98	File Folder	1/21/04	Recycled
49	Bids: WMCPC Bid No. 95-1 for Computer & Copy Paper	C871	3	4/95	File Folder	1/21/04	Recycled
50	Bids: WMCPC Bid No. 96-21 for Computer & Copy Paper	C871	3	11/95	File Folder	1/21/04	Recycled

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

James K Biderman	Purchasing Technician	1/26/2004
Signature	Title	Date

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

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND
County Administration Building
100 West Washington Street, Room 226
Hagerstown, Maryland 21740

FRED. KY. PM 27 JUL 2004 HAGERSTOWN MD 21740 JUL 27 '04 PM Away 2004 PB METER 7134159 U.S. POSTAGE

Mr. Gabe Lopez, Director
Records Management Division
Department of General Services
7575 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

20794-0275 03

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

CERTIFICATE OF RECORDS DISPOSAL

Office of the Public Defender
Reporting Agency

2 South Bond Street, Bel Air, MD 21014
Division or Bureau

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

No.	Description of Records Including Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	District Court Files FY 03	812	2A	July 1, 2001 June 30, 2002		8/19/04	Burned at Energy Recovery Operations, Inc.

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

Kimberly Campbell
Signature

Secretary
Title

8/19/04
Date

DGS 550-2

Fig. 5

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

Transmittal # 12-1-CR-1-2002

3088

4/16/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR 17 2003

TWELFTH DISTRICT COURT — COURT
ALLEGANY — COUNTY
5/10/02 — DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in 1998	975 Sec. IV	2 a, b, c	1/1/1998 thru 12/31/1998	22	9-16-02 thru 1-9-03	shredded

Destruction Approved by Hall of Records Commission

JUN 05 2002 — Date
Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Vafford — Signature of Court Official
Ad. Clerk — Title
4-11-03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3089

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4/16/03

APR 17 2003

TWELFTH DISTRICT COURT	ALLEGANY	5/10/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Cases Expunged in 1998	975 Sec. IV	2 d	1/1/1998 thru 12/31/1998	5	1-9-03 thru 4-7-03	Shredded

Destruction Approved by Hall of Records Commission

JUN 0 5 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad. Clerk — Title

4-11-03 — Date

Rev.,10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

3375

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 #, 01A219,01A220,-00A24000A239,00A238,00A237

Working 12-31-03

District Court of Maryland — COURT
Allegany — COUNTY
DATE July 30, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1996	4	2-18-04	Landfilled
				1997	4		
				1995	4		
				1994	4		
				1993	5		
				1992	4		

Destruction Approved by Hall of Records Commission

AUG 2 8 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supr
Signature of Court Official — Title

2-18-04
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE. ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION. BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1` COPY TO THE CHIEF CLERK'S OFFICE.)

5. FOR YOUR INFORMATION –

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

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

3103

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/18/03

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in 1989	975 Sec. II	2	1/1/1989 thru 12/31/1989	7	2-13-2003	Landfill

Destruction Approved by Hall of Records Commission

JUN 0 5 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Hafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Transmittal # 12-2-SP-1-2002

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

3099

3/18/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	MISCELLANEOUS RECORDS Special Proceeding cases Closed in 1989	975 Sec. VI	1	1/1/1989 thru 12/31/1989	3	12-3-2002	Landfill

Destruction Approved by Hall of Records Commission

JUN 0 5 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Hafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3289

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in 1990	975 Sec. II	2	1/1/1990 thru 12/31/1990	8	2-17-04	Landfill

Destruction Approved by Hall of Records Commission

APR 28 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

2/18/04
Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Transmittal # 12-2-SP-1-2003

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

3293

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MISCELLANEOUS RECORDS Special Proceeding cases Closed in 1990	975 Sec. VI	1	1/1/1990 thru 12/31/1990	4	10-31-2003	Landfill

Destruction Approved by Hall of Records Commission

APR 2 8 2003 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

11/3/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

11/10/03

3376

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 #00A22400A223,00A222-00A221-00A220,00A219,01A87

District Court of Maryland — COURT
Oakland — COUNTY
DATE July30,2003
12-2

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1995 1996 1991 1992 1993 1994 1997	2 2 2 2 2 2 2	10-16-03	Landfilled

Destruction Approved by Hall of Records Commission

AUG 2 8 2003
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supv
Signature of Court Official — Title

10-17-03
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE. ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

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

11/7/03

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

3101

3/18/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence	975 Sec. I		1/1/1998 thru 12/31/1998	8	8-15-2002	Landfill

Destruction Approved by Hall of Records Commission

JUN 05 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Transmittal # 12-2-CV-1-2002

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

3104

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/10/03

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Satisfied/Dismissed cases in 1998	975 Sec. II	2	1/1/1998 thru 12/31/1998	4	12-3-2002	Landfill

Destruction Approved by Hall of Records Commission

JUN 0 5 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Hafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

Transmittal # 12-2-A-1-2002

3106

3/18/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in 1998	975 Sec. VI	2	1/1/1998 thru 12/31/1998	1	12-3-2002	Landfill

Destruction Approved by Hall of Records Commission

JUN 0 5 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3109

3/18/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Cases Expunged in 1998	975 Sec. IV	2 d	1/1/1998 thru 12/31/1998	3	11-7-2002	Shredded

Destruction Approved by Hall of Records Commission

JUN 0 5 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Transmittal # 12-2-CR-1-2002

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

3108

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/18/03

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in 1998	975 Sec. IV	2 a, b, e	1/1/1998 thru 12/31/1998	6	12-3-2002	Landfill

Destruction Approved by Hall of Records Commission

JUN 05 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Transmittal # 12-2-NR-1-2002

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

3107

3/18/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources cases Closed in 1998	975 Sec. IV	2 a, b, c	1/1/1998 thru 12/31/1998	1	12-3-2002	Landfill

Destruction Approved by Hall of Records Commission

JUN 0 5 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3105

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/18/03

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in 1998	975 Sec. IV	2 a, b	1/1/1998 thru 12/31/1198	5	8-15-2002	Landfill

Destruction Approved by Hall of Records Commission

JUN 05 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3100

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/18/03

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS For Year of 1998	975 Sec. II & Sec. IV	 2 2	1/1/1998 thru 12/31/1998	2	1-10-2003	Landfill

Destruction Approved by Hall of Records Commission

JUN 05 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Hafford — Signature of Court Official

Ad Clerk — Title

2/25/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3102

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/18/03

TWELFTH DISTRICT	GARRETT	5/16/02
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.
		Retention Sched. No.	Item No.				
	FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders	975 Sec. V	1 a, b 2	1/1/1998 thru 12/31/1998	20	8-15-2003	Landfill

Destruction Approved by Hall of Records Commission

JUN 05 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

2/25/03
Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3291

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence	975 Sec. I		1/1/1999 thru 12/31/1999	9	2-17-04	Landfill

Destruction Approved by Hall of Records Commission

APR 2 8 2003 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Hafford — Signature of Court Official

Ad Clerk — Title

2-18-04 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Transmittal # 12-2-CV-1-2003

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

3288

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Satisfied/Dismissed cases in 1999	975 Sec. II	2	1/1/1999 thru 12/31/1999	5	2-17-04	Land fill

Destruction Approved by Hall of Records Commission

APR 28 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen M. Halford
Signature of Court Official

Ad Clerk
Title

2/18/04
Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3284

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Cases Expunged in 1999	975 Sec. IV	2 d	1/1/1999 thru 12/31/1999	4	6-12-2003	Shredded

Destruction Approved by Hall of Records Commission

APR 2 8 2003 — Date

Edward C. Papenfuss Jr. — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

11/3/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

11/10/03

Transmittal # 12-2-A-1-2003

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

3286

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in 1999	975 Sec. VI	2	1/1/1999 thru 12/31/1999	2	2-17-04	Landfill

Destruction Approved by Hall of Records Commission

APR 28 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen M. Hafford
Signature of Court Official

Ad Clerk
Title

2/18/04
Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Transmittal # 12-2-CR-1-2003

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

3283

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in 1999	975 Sec. IV	2 a, b, c	1/1/1999 thru 12/31/1999	7	10-24-2003	Landfill

Destruction Approved by Hall of Records Commission

APR 2 8 2003 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen H. Stafford — Signature of Court Official

Ad Clerk — Title

11/3/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

11/10/03

Transmittal # 12-2-NR-1-2003

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

3285

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources cases Closed in 1999	975 Sec. IV	2 a, b, c	1/1/1999 thru 12/31/1999	2	2-17-04	Landfill

Destruction Approved by Hall of Records Commission

APR 2 8 2003 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Hafford — Signature of Court Official

Ad Clerk — Title

2/18/04 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3287

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in 1999	975 Sec. IV	2 a, b	1/1/1999 thru 12/31/1199	6	10-24-03	Landfill

Destruction Approved by Hall of Records Commission

APR 28 2003 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen M. Stafford — Signature of Court Official

Ad Clerk — Title

11/3/03 — Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

11/10/03

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

3292

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	ELECTRONIC RECORDINGS For Year of 1999	975 Sec. II & Sec. IV	 2 2	1/1/1999 thru 12/31/1999	3	2-17-04	Landfill

Destruction Approved by Hall of Records Commission

APR 28 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

2/18/04
Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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

3290

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT	GARRETT	4/7/03
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders	975 Sec. V	1 a, b 2	1/1/1999 thru 12/31/1999	21	2-17-04	Landfill

Destruction Approved by Hall of Records Commission

APR 28 2003
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen M. Hafford
Signature of Court Official

Ad Clerk
Title

2/18/04
Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

DGS 550-2

Division of Parole and Probation	**Department of General Services**	Prepare in Duplicate
221 A. S Third Street	Records Management Division 7275 Waterloo Road (Rt. 175) PO Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left
Oakland, MD 21550		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	1496X5			1-5-98		9/12/06	Shred
2	1X106			2-2-98		9/12/06	Shred
3	4X00000809			6-29-98		9/12/06	Shred
4	1411X4			9-25-98		9/12/06	Shred
5	49244			9-29-98		9/12/06	Shred
6	48655			1-11-99		9/12/06	Shred
7	781X4			1-4-99		9/12/06	Shred
8	5X00000824			3-2-99		9/12/06	Shred
9	605423X0			3-2-99		9/12/06	Shred
10	703102			4-10-99		9/12/06	Shred
11	X00000350			5-3-99		9/12/06	Shred
12	1X379			6-8-99		9/12/06	Shred
13	4X00000816			5-11-99		9/12/06	Shred
14	607334X0			6-7-99		9/12/06	Shred
15	2X00000877			8-27-99		9/12/06	Shred
16	3X1774			11-5-99		9/12/06	Shred
17	5X00001398			11-3-99		9/12/06	Shred
18	6X1868			1-4-00		9/12/06	Shred
19	5X1251			1-4-00		9/12/06	Shred
20	3X00002425			9-11-00		9/12/06	Shred
21	3X00001396			10-11-00		9/12/06	Shred
22	5X2098			5-22-00		9/12/06	Shred
23	277X4			5-30-00		9/12/06	Shred
24	X00002422			7-19-00		9/12/06	Shred
25	0000001446X4			8-22-00		9/12/06	Shred
26	005X00002595			9-28-00		9/12/06	Shred

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

Lois Friend — Signature

Office Secretary II — Title

9-12-06 — Date