

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

3640

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court Cecil  
 COURT COUNTY

5-24-04  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1	Criminal Records	655	Sec. III, 1	1990 + 1991	56		Landfill

Destruction Approved by Hall of Records Commission

AUG 13 2004

Date

Edward C. Saperstein

State Archivist

Destruction Certification

William L. Bowles Clerk of the Court

Signature of Court Official

Title

8-25-04

Date

RECEIVED  
JWJ  
MARTLAND STATE ARCHIVES

AUG 30 2014

*Charles P. ...*

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

For Court Reporters: Barbara J. Bates & Deborah Spear

Circuit Court                      Calvert County      3-21, 2003  
COURT                                      COUNTY                                      DATE

3257

5/28/03

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Court Reporter notes, Civil, Criminal, Etc. (All notes within these dates)	Adm. Order 1224		January 1, 1989 through April 30, 1991	12.0	May 1, 2003	Landfill/fire

Destruction Approved by Hall of Records Commission

*Edward C. Pappas*

APR 15 2003

Date

State Archivist

Destruction Certification

*W. K.*  
Signature of Court Official

*County Admin Judge*  
Title

5/1/03  
Date

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 Records Management Division  
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Charles County

3/1/04

Series No.	Description of Records Include Title and/or Form Number	Authorization		Includes Date of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schd. No.	Item No.				
	Business License	655	II-6	1997-1/2001	10.00		
	Cash RECEIPTS	655	II-6	1997-1998	22.00		
	Daily Time Sheets	655	II-6	1996-2001	4.00		
	Old Marriage License (unused)			Invoice # 2401-24500	.25		
	Juror Voucher Receipts	655	II-6	1994-1996	.25		
	Juror Qualification Forms		ART 8-212	1996-1999	14.00		
	Employment Resumes	655	I-1	1998	1.00		

Destruction Approved by Hall of Records Commission

MAR 24 2004

Date

*Edward C. Spangenberg*  
 State Archivist

Destruction Certification

*Sharon R. Hancock* Chief Deputy Clerk  
 Signature of Court Official Title

9-6-04  
 Date

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 MD STATE ARCHIVES  
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DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO ROAD, P.O. BOX 275  
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Charles County

3/1/04

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		Retention Schd. No.	Item No.				
	Business License	655	II-6	1997-1/2001	10.00		
	Cash REceipts	655	II-6	1997-1998	22.00		
	Daily Time Sheets	655	II-6	1996-2001	4.00		
	Old Marriage License (unused)			Invoice # 2401-24500	.25		
	Juror Voucher Receipts	655	II-6	1994-1996	.25		
	Juror Qualification Forms		ART 8-212	1996-1999	14.00		
	Employment Resumes	655	I-1	1998	1.00		

Destruction Approved by Hall of Records Commission

MAR 24 2004

Date

*Edward C. Spangenberg*  
 State Archivist

Destruction Certification

*Sharon D. Hancock* Chief Deputy Clerk  
 Signature of Court Official Title

9-6-04  
 Date

SEP

9

2014

Department of General Services  
 Hall of Records Commission  
 Records Management Division  
 7275 Waterloo Road, P.O. Box 276  
 Jessup, Maryland 20794-0275

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

**COURT**

Circuit Court For Charles County

**DATE** September 27, 2004

page 1 of 2

Series No.	Description of Records (include Title and/Form number)	Authorization Retention Sched. No.	Item No	Inclusive Date of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycled, shred, landfill.)
	Fiscal Computer Reports	655	II-6	7/1/96-6/30/97	2.00		
	Dailey Docket and Jury Sheets	655	II-6	1/1997-6/1997 1/2001-12/2001 1/2001-5/2001	3.00		
	Monthly Jury selection		ART 8-212	9/1999 Term	2.00		
	Fiscal Computer Reports	655	II-6	7/1/97 -6/30/98	1.00		
	Duck Blinds	655	II-6	1989- 1996	1.00		
	Miscellaneous Office Memos/Reports	655	II-6	1995-4/26/2000	1.50		

Destruction Approved by Hall of Records Commission

Destruction Certification

OCT 19 2004  
 Date

*Edward C. [Signature]*  
 State Archivist

*Sharon [Signature]* Chief Deputy Clerk 10/29/04  
 Signature of Court Official Title Date

[Redacted]

NOV 12

[Redacted]

[Redacted]

NOV 12, 2004

[Redacted]

*Shirley [unclear]*

NOV 12 2004

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court  
 Court

St. Mary's County  
 County

Date: February 6, 2002

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.				
III	Criminal Records - Section III Criminal Case Files: 3468, 3929, 4137, 4530, 4532, 4632, 4685, 4769, 4884, 4948, 4950, 4954, 4964, 4992, 5082, 5105, 5115, 5117, 5125, 5135, 5055, 5229, 5291, 5292, 5294, 5309, 5312, 5314, 5316, 5324, 5327, 5328, 5336, 5338, 5341, 5342, 5343, 5536, 5555, 5590, 5626, 5700, 5756, 5781, 5785, 5806, 5829, 5856, 5892, 5904, 5905, 5914, 5917, 5941, 5951, 5965, 5969, 5973, 5980, 5983, 5991, 6049, 6052, 6059, 6098, 6106, 6130, 6138, 6139, 6165, 6170, 6181, 6190, 6202, 6203, 6204, 6213, 6223, 6232, 6234, 6236, 6240, 6254, 6263, 6275, 6301, 6320, 6329, 6336, 6375, 6382, 6408, 6424, 6425, 6428,	655	1	8/20/73 -2/17/89	17.5 cu. ft.	May 2002	Landfill

Destruction Approved by Hall of Records Commission

FEB 13 2002

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Emily H. Arnold*

Signature of Court Official

Clerk

Title

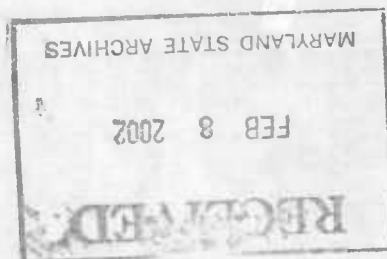
January 15, 2004

Date

INSTRUCTIONS FOR PREPARATION

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5. For your information:

One letter-size file drawer = 1.5 cu. ft. of records  
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JAN 29 2004

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court: St. Mary's County  
 Court County

Date: February 6, 2002

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.				
III	Criminal Records - Section III Criminal Case Files continued: 6437, 6458, 6469, 6471, 6494, 6496, 6501, 6502, 6527, 6533, 6538, 6543, 6573, 6588, 6590, 6600, 6601, 6609, 6616, 6617, 6622, 6640, 6641, 6642, 6647, 6652, 6655, 6658, 6666, 6668, 6670, 6696, 6698, 6699, 6700, 6705, 6707, 6712, 6716, 6720, 6728, 6750, 6751, 6753, 6761, 6762, 6775, 6784, 6787, 6807, 6815, 6818, 6821, 6823, 6847, 6858, 6863, 6866, 6868, 6882, 6883, 6889, 6901, 6902, 6903, 6909, 6914, 6921, 6922, 6924, 6926, 6930, 6950, 6951, 6965, 6966, 6971, 6972, 6973, 6975, 6980, 6981, 6991, 6993, 6994, 6999, 7001, 7002, 7003, 7004, 7005, 7006, 7007, 7008, 7009,	655	1	8/20/73 - 2/17/89	17.5	May 2002	Landfill

Destruction Approved by Hall of Records Commission

FFR 13 2002

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Emelys H. Arnold*

Signature of Court Official

Clerk

Title

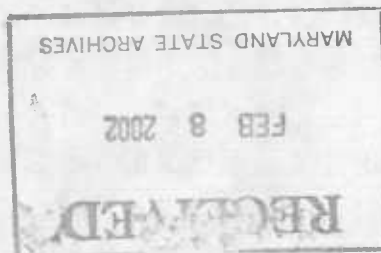
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DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 302  
Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court  
Court

St. Mary's County  
County

Date : February 6, 2002

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.				
III	Criminal Records - Section III Criminal Case files continued  7010 thru 7024, 7026 thru 7029, 7031 thru 7034, 7036, 7037, 7039 thru 7048. 7050 thru 7055, 7057 thru 7064, 7066, 7068, 7069, 7071, 7074, 7075, 7076, 7079, 7080, 7082, 7083 thru 7088, 7090 thru 7098, 7100 thru 7105, 7108, 7110 thru 7116, 7118 thru 7126, 7128, 7129, 7130, 7131, 7133 thru 7147, 7149, 7150, 7152 thru 7157, 7160, 7163, 7165, 7167, 7168, 7169, 7171 thru 7174, 7176 thru 7182, 7185 thru 7191. 7193 thru 7197, 7199 thru 7203, 7205, 7206, 7208, 7212 thru 7222, 7224 thru 7235, 7237 thru 7248, 7251 thru 7257, 7259, 7263, 7265 thru 7278, 7281, 7282, 7284, 7285, 7287, 7288, 7289, 7290, 7292,	655	1	8/2/73 - 2/17/89	17.5 cu.ft.	May 2002	Landfill

Destruction Approved by Hall of Records Commission

FEB 13 2002

Date

*Edward C. Peperone Jr.*  
State Archivist

Destruction Certification

*Emily H. Arnold*  
Signature of Court Official

Clerk

Title

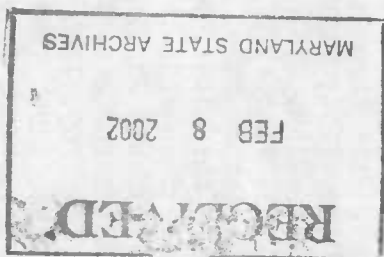
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Records Management Division  
Treasury Building, Rm. 302  
Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court

St. Mary's County

Date: February 6, 2002

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
III	Criminal Records - Section III Criminal Case files continued  7293 thru 7296, 7298, 7299, 7301, 7303, 7304, 7306 thru 7319, 7321, 7323, 7324, 7325, 7326, 7328, thru 7335, 7337 thru 7351, 7354 thru 7361, 7363 thru 7367, 7369, 7370, 7372, 7373, 7375 thru 7382, 7384, 7386 thru 7390, 7394 thru 7398, 7400, 7401, 7404 thru 7423, 7425 thru 7430, 7432, 7433, 7435 thru 7454, 7456, 7458, 7459, 7460, 7462, 7463, 7465, 7466, 7468 thru 7474, 7476 thru 7480, 7482, 7483, 7487, 7492 thru 7503, 7505, 7506, 7507, 7509 thru 7516, 7520, 7521, 7523, 7524, 7525, 7527, 7528, 7530 thru 7535, 7537 thru 7541, 7543, 7544, 7546, 7547, 7549, 7551 thru 7560, 7563, 7564, 7568 7569, 7570, 7572, 7573 thru 7581	655	1	8/20/73 - 2/17/89	17.5 cu. ft.	May 2002	Landfill

Destruction Approved by Hall of Records Commission

FEB 13 2002

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Evelyn H. Arnold*

Signature of Court Official

Clerk

Title

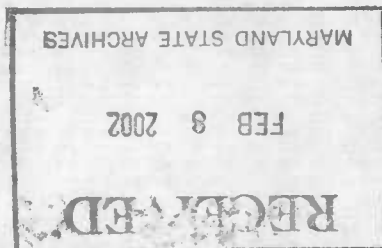
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court  
 Court

St. Mary's County  
 County

Date: February 6, 2002

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		Retention Sched. No.	Item No.				
III	Criminal Records - Section III Criminal Case files continued:  7584 thru 7591, 7593, 7594, 7596, 7597, 7599, 7600, 7603 thru 7607, 7609 thru 7613, 7615 thru 7622, 7624 thru 7628, 7632, 7634 thru 7637, 7639, 7640, 7642, 7643, 7644, 7645, 7647 thru 7650, 7652, 7653, 7655, 7656, 7657, 7659, 7660, 7663, 7665, 7666 thru 7685, 7687, 7688, 7690, 7692, 7693, 7695 thru 7703, 7705 thru 7716, 7718, 7722, 7724 thru 7729, 7731, 7732, 7734, 7735 thru 7741, 7744 thru 7748, 7750, 7751, 7753, 7755, 7756, 7758 thru 7761, 7763, 7765 thru 7768, 7771, 7772, 7773, 7777 thru 7786, 7791 thru 7804, 7806, 7807, 7808, 7810, 7813, 7815 thru 7818, 7820, 7826, 7827, 7828, 7830, 7831, 7834 thru 7839, 7842, 7843, 7844, 7846,	655	1	8/20/73 - 2/17/89	17.5 cu. ft.	May 2002	Landfill

Destruction Approved by Hall of Records Commission

FEB 13 2002

Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Evelyn H. Arnold*  
 Signature of Court Official

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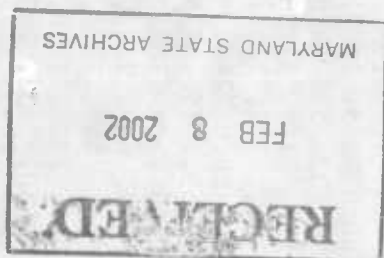
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DEPARTMENT OF GENERAL SERVICES  
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 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court

St. Mary's County

Date: February 6, 2002

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
III	Criminal Records - Section III Criminal Case files continued: 7847 thru 7849, 7851, 7852, 7854, 7855, 7856, 7857, 7859, 7861 thru 7864, 7866, 7867, 7869, 7870, 7871, 7873 thru 7877, 7881, 7882, 7884, 7885, 7887, 7889, 7890, 7891, 7894 thru 7897, 7899, 7900, 7904, 7905, 7906, 7910, 7913, 7914, 7915, 7916, 7919, 7922, 7924 thru 7929, 7931 thru 7935, 7938, 7942, 7945, 7947, 7948, 7949, 7951 thru 7954, 7958 thru 7961, 7963, 7964, 7965, 7968, 7970, 7971, 7973 thru 7979, 7981, 7982, 7983, 7985, 7986, 7989, 7990, 7991, 7993, 7994, 7997, 7998, 7999 & 8000	655	1	8/20/73 - 2/17/89	17.5 cu.ft.	May 2002	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2002

Date

*Edward C. Papenfuss*

State Archivist

*Evelyn H. Arnold*

Signature of Court Official

Clerk

Title

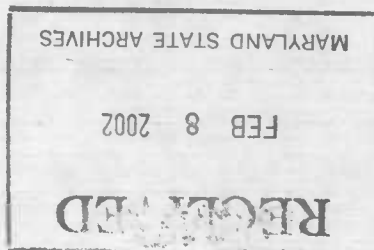
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 Records Management Division  
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 Court

St. Mary's County  
 County

Date February 6, 2002

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		Retention Sched. No.	Item No.				
V	Juvenile Records Juvenile Case Files  3115, 4056, 4275, 4338, 4339, 4344, 4517, 4519, 4520, 4521, 4536, 4570, 4644, 4648, 4670, 4675, 4679, 4688, 4694, 4701, 4705, 4706, 4722, 4726, 4737, 4746, 4757, 4759, 4763, 4780, 4783, 4802, 4805, 4812, 4815, 4817, 4819, 4820, 4821, 4831, 4841, 4853, 4855, 4858, 4860, 4881, 4887, 4888, 4896, 4899, 4901, 4902, 4903, 4904, 4905, 4906, 4907, 4908, 4909, 4910, 4913, 4914, 4915, 4920, 4921, 4922, 4923, 4924, 4925, 4926, 4927, 4928, 4929, 4931, 4932, 4933, 4936, 4941, 4942, 4943, 4944, 4945, 4946, 4947, 4948, 4949, 4952, 4954, 4955, 4959, 4960, 4961, 4962, 4963, 4964, 4965, 4966, 4967, 4968, 4969,	655	1	5/4/78 - 5/26/89	4 Cu Ft.	March 2002 thru Dec. 2002	Shredded

Destruction Approved by Hall of Records Commission

FEB 13 2002

Date

*Edward C. Saperstein*

State Archivist

Destruction Certification

*Evelyn H. Arnold*

Signature of Court Official

Clerk

Title

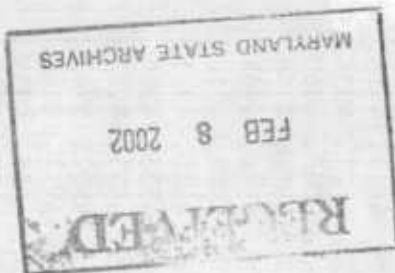
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One letter-size file drawer = 1.5 cu. ft. of records  
One legal-size file drawer = 2.0 cu. ft. of records



JAN 29 2004

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court  
 Court

St. Mary's County  
 County

Date: February 6, 2002

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.				
V	Juvenile Records Juvenile Case files: continued  4972, 4973, 4974, 4977, 4978, 4980 4981, 4984, 4985, 4986, 4988, 4989, 4991, 4992, 4993, 4995, 4996, 4997, 4998, 5001, 5002, 5005, 5007, 5008, 5010, 5014, 5015, 5017, 5018, 5019, 5023, 5027, 5029, 5030, 5031, 5033, 5035, <del>5036</del> , 5038, 5039, 5040, 5041, 5043, 5044, 5046, 5047, 5048, 5050, 5053, 5057, 5058, 5060, 5061, 5062, 5068, 5070, 5072, 5074, 5075, 5077, 5078, 5079, 5080, 5082, 5083, 5084, 5085, 5086, 5089, 5091, 5094, 5100, 5101, 5103, 5104, 5105, 5106, 5111, 5112, 5113, 5116, 5118, 5120, 5121, 5124, 5127, 5128, 5129, 5130, 5131, 5132, 5133, 5134, 5136, 5145, 5146, 5149, 5150, 5151, 5153, 5157, 5158, 5161, 5162, 5164, 5165, 5168, 5171, 5172, 5173, 5181, 5191, 5192, 5195, 5196, 5199 & 5200	655	1	5/4/78 - 5/26/89	4 Cu.Ft.	March 2002 thru Dec. 2002	Shredded

Destruction Approved by Hall of Records Commission

FEB 13 2002

Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Emily H. Arnold*  
 Signature of Court Official

Clerk

Title

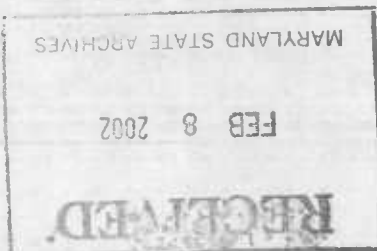
January 15, 2004

Date

INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
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. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
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



JAN 29 2004

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court  
 Court

St. Mary's  
 County

Date February 6, 2002

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.				
I	ADMINISTRATIVE RECORDS Correspondence, etc. and Miscellaneous papers, etc.	655	1	FY1990-1998	2 Cu.Ft.	1/5/04 thru	Shredded
	Personnel Files (Termination of Service, etc.)	655	33	FY1990-1996	2 Cu.Ft.	1/9/04	

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2002

Date

*Edward C. Saperstein*  
 State Archivist

*Evelyn H. Arnold*  
 Signature of Court Official

Clerk

Title

January 15, 2004

Date

JAN 29 2004

**RECEIVED**

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

OCT 10 2002

OF CIRCUIT COURT

Clerk of Circuit Court      St. Mary's  
 Court                                  County

Date: September 24, 2002

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 Section II						
	Monthly Reports of Funds Collected	655	2	FY98 & FY99	8 cu.ft.	10/10/02	Shredded
	Certificate of Deposits	655	2	FY98 & FY99		thru	
	Refund Authorizations	655	2	FY98 & FY99		1/9/04	
	Returned Checks Information	655	2	FY98 & FY99			
	Monthly Record of Interest disbursed to County & Town	655	2	FY98 & FY99			
	Disbursement Transmittals (AOC 101, 102)	655	2	FY98 & FY99			
	Allocations/Adjustments (AOC120)	655	2	FY98 & FY99			
	Paid Invoices (Copy)	655	6	FY98 & FY99			
	Purchase Order Books	655	3	FY98 & FY99			
	Auditor's Register Tapes	655	2	FY98 & FY99			
	Stars 120 (Parole & Probation)	655	2	FY98 & FY99			

Destruction Approved by Hall of Records Commission

OCT 02 2002

Date

*Edward C. Papenfort*  
 State Archivist

Destruction Certification

*Emily H. Arnold*  
 Signature of Court Official

Clerk  
 Title

January 15, 2004  
 Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED  
JAN 20 2004  
MARYLAND STATE ARCHIVES

RECEIVED  
JAN 20 2004  
MARYLAND STATE ARCHIVES

JAN 29 2004

JAN 29 2004

JAN 29 2004

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court  
 Court

St. Mary's  
 County

Date: September 24, 2002

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 CONTINUED Section II						
	CIRCUIT COURT FUND RECORDS: Bank Statements	655	6	FY98 & FY99	3 cu.ft.	10/10/02	Shredded
	Check Stubs #164 thru 574	655	6	FY98 & FY99		thru	
	Disbursements Folder	655	6	FY98 & FY99		1/9/04	
	Trial Balance Register Tapes (Registers 1, 2 & 3)	655	2	FY98 & FY99			
	Daily Cash Receipt Report (Legal)	655	6	FY98 & FY99			
	Business License Copies	655	6	FY98 & FY99			
	Marriage License Report	655	6	FY98 & FY99			
	Land/License Dept. Monthly Worksheets	655	6	FY98 & FY99			
	Civil Ceremony Forms	655	6	FY98 & FY99			
	Potomac River Fisheries Com.Inf.	655	6	FY98 & FY99			

Destruction Approved by Hall of Records Commission

OCT 02 2002

Date

*Edward C. Spearman*  
 State Archivist

Destruction Certification

*Evelyn H. Arnold*  
 Signature of Court Official

Clerk

Title

January 15, 2004

Date

INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
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. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
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

JAN 29 2004

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of Circuit Court  
 Court

St. Mary's  
 County

Date: September 24, 2002

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 Continued Section II Leave Balance Reports for Employees (AOC printouts)	655	6	7/1/97 thru 6/99	2 cu.ft.	10/10/02 thru 1/9/04	Shredded
	Bi-Weekly Time Reports (office copies)	655	6	7/1/97 thru 6/99			
	Time Report Transmittal Sheets	655	6	7/1/97 thru 6/99			
	Employee Leave Requests	655	6	7/1/97 thru 6/99			
	Civil Reconciliation Accounts	655	6	7/97 - 6/99			
	Civil Uncollectible Invoices (Invoice #1245 thru 2444)	655	6	7/97 - 6/99			
	Criminal Reconciliation Accounts	655	6	7/97 - 6/99			
	Criminal Uncollectible Invoices Control Accounts Ledger (Civil, Paternity, Juvenile & Criminal)	655	6	7/97 - 6/99			

Destruction Approved by Hall of Records Commission

OCT 02 2002  
 Date

*Edward C. Lopez*  
 State Archivist

Destruction Certification

*Evelyn H. Arnold*  
 Signature of Court Official

Clerk

Title

January 15, 2004  
 Date

Instructions for Preparation and Submission on Reverse Side

JAN 29 2004

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Accession No: 00W1162

Circuit Court For Prince George's County  
 Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Juvenile Cases JA 91-1 to JA 91-2439	655	section 5 item no 1	January 2, 1991 to December 31, 1991	36	8-6-2004	Recycle

Disposal Approved by Hall of Records Commission

JUN 16 2004

Date

*Edward C. Spangenberg*

Archivist

*William M. ...*  
 Disposal Certification

Signature

Adm Judge  
 Title

8/05/04  
 Date


~~\_\_\_\_\_~~  
AUG 30 - 1914  
~~\_\_\_\_\_~~

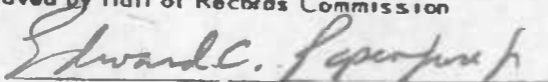
3175

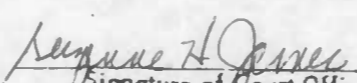
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Prince George's County                      8/21/02  
 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.				
NA	<p>Various administrative records of the Prince George's County Circuit Court including budget preparation files (FY 82-94), purchasing records up to FY 95, inventory notes (through 1990), Biennial Report preparation records, old equipment manuals, AOC report prep. records, copies of County Admin. Procedures, Family Div. Admin. notes, child support grant records (91-92), ADA forms (1992), SUI grant records (1994-6), domestic violence case screener notes ("Domestic Crisis Action Sheet; Information Report" (c. 1980-1994)).</p> <p>These records are submitted for destruction in accordance with Records Retention and Disposal schedule #655. (Section II-Administrative Records and Section II, 3,4, 6 Fiscal records.)</p>	655	Section I and II	1982 - 1996	Approximate 74 cubic feet	12/18/02	Shredding

APPROVED this 4<sup>th</sup> of SEPTEMBER, 2002.  
  
 WILLIAM D. MISSOURI  
 Administrative Judge

Destruction Approved by Hall of Records Commission  
 SEP 11 2002  
 Date  
  
 State Archivist

Destruction Certification  
  
 Signature of Court Official  
 Court Administrator  
 Title  
 8/28/02  
 Date

JAN 7 2003

# PRINCE GEORGE'S COUNTY CIRCUIT COURT

COURT ADMINISTRATIVE OFFICE  
ROOM 268M – COURTHOUSE  
14735 MAIN STREET  
UPPER MARLBORO, MD 20772  
(301) 952-3709

## Memo

**To:** State Records Management Center  
P.O. Box 275  
Jessup, Md 20794

**From:** Suzanne H. James *SHJ/ser*  
Court Administrator

**Date:** 1/6/2003

**Re:** Proposal and Certificate of Records Destruction

---

Enclosed is the signed copy of the Proposal and Certificate of Records Destruction confirming the destruction of records as described in our request # 3175. If you have any questions, please contact Susan Parker at (301) 780-2063, or e-mail her at [scparker@pg.co.md.us](mailto:scparker@pg.co.md.us).

JAN 7 2003

303700

~~CONFIDENTIAL~~

SECRET

~~CONFIDENTIAL~~



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

3219

4/11/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit

Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Sealed Expunged Criminal Records	Md Rule	4-512 (f)	1994 - 1998	67.0	4-08-03	Shred

Destruction Approved by Hall of Records Commission

JAN 09 2003

*Edward C. Popowich*

Do

State Archivist

Destruction Certification

*Molly Q Ruhl* Clerk  
 Signature of Court Official Title

4/08/03

Date

INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. ~~Mail to the Records Management Division, Hall of Records, Commission  
Treasury Building, Room 202, Annapolis, Maryland, 21401~~  
Mail to State Records Management Center, 7275 Waterloo Road (Rte. 175)  
P.O. Box 275, Jessup, Maryland 20794
3. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records.
4. If the State Archivist approves the destruction, both copies will be signed and returned. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
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

APR 11 2003

3366

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit

Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Individual and Corporation Business Licenses including Applications and Deletes.	655 Sec.V111	4	1991 - 1999	30.0	Oct.2003	Shred
	Green Marriage Lic. Returns.	655 Sec.V111	4	1991 - 1996	7.0	Oct. 2003	Shred
	Civil Ceremonie #4 Copies	655 Sec.V111	4	1993 - 1994	1.0	Oct. 2003	Shred
	Marr. Lic. Waivers (48 Hr) Copies. ( 501 - 892 )	655 Sec.V111		11-23-84 - 6-10-94	2.0	Oct. 2003	Shred
	<u>Copies of Reports &amp; Licenses of:</u>	655					
	- Alcohol	Sec. 11	6	1986 - 1988		Oct. 2003	Shred
	- Commercial Crabbers etc.	" "	"	1983 - 1985			
	- Duck Blind, Blind Site, & Gunning Rig.	" "	"	1985 - 1988			
	- Fishing	" "	"	1986			
	- Hunting	" "	"	1978 - 1989	1.0		
	- Live Bait	" "	"	1982 - 1989			
	- Market Crab	" "	"	"85-"89 - "84-1985			
	- Passport & Tidal Fish	" "	"	"85-"89 - "84-1985			

Destruction Approved by Hall of Records Commission

AUG 05 2003

Date

*Edward C. Lippert*  
State Archivist

Destruction Certification

*Molly O. Bell*  
Signature of Court Official

*Clark*  
Title

10-31-03

Date

11/7/03

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

3261

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit  
 COURT

Montgomery  
 COUNTY

April 2, 2003  
 DATE

6/20/03

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1	Original recorded deeds, deeds of trusts, releases assignments, agreements, etc.	655	Section VI 2	1996-2000	12 Cu. ft.	6/17/03	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003  
 Date

*Edward C. Spangher*  
 State Archivist

*Molly W. Reuhl*  
 Signature of Court Official

*Clerk*  
 Title

6/6/03  
 Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275, 7275 WATERLOO ROAD (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR THE TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -
  - ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS
  - ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS
  - ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

JUN 20 2003

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

Carroll County Circuit Court, Court Reporters' Notes & Tapes, January 1, 2002 (Continued)

Court

Count

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 Tapes of Bonnie Hull from 1/2/96 to 12/20/96	98 tapes		
				✓ Criminal Tapes of Bonnie Hull from 1/17/89 to 12/8/89	77 tapes		
				✓ Civil Tapes of Janet Zumbun from 1/5/96 to 12/31/96	116 tapes		
				✓ Criminal Tapes of Janet Zumbun from 1/3/89 to 12/22/89	98 tapes		
				✓ Criminal Tapes of Corinda Manuel from 11/3/89 to 11/22/89	5 tapes		
				✓ Civil Tapes of Corinda Manuel from 1/20/95 to 12/22/95	11 tapes		
				✓ Civil Tapes of Corinda Manuel from 3/8/96 to 12/27/96	15 tapes		

**Destruction Approved by Hall of Records Commission**

**Destruction Certification**

JAN 09 2003  
DATE

*Edward C. Papenfuss*  
STATE ARCHIVIST

*Robin K. Eib* *Adm. Assistant* 08-12-03  
Signature of Court Official Title Date

AUG 25 2003

Hall of Records Commission  
 350 Rowe Boulevard  
 Annapolis, Maryland 21401

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

Carroll County Circuit Court, Court Reporters' Notes & Tapes, January 1, 2002

Court		County		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.				
	Court Reporters' Notes and Tapes to be destroyed per Rule 1224 - as modified by Administrative Orders dated 12/10/87 and 01/10/90			<input checked="" type="checkbox"/> Civil Tapes of Peg Stoner' from 1/3/96 to 12/23/96 <input checked="" type="checkbox"/> Criminal Tapes of Peg Stoner from 2/29/89 to 12/14/89 <input checked="" type="checkbox"/> Civil Tapes of Terry Hinkel from 8/18/95 to 4/5/96 <input checked="" type="checkbox"/> Criminal Tapes of Florence Green from 1/9/89 to 12/1/89 <input checked="" type="checkbox"/> Civil Tapes of Jean LeGore from 1/16/96 to 12/12/96	75 tapes  37 tapes  1 tape  83 tapes  77 tapes		

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 09 2003

DATE

*Edward C. Saperstein*

STATE ARCHIVIST

*Bobbie K. Erb* *Asst. Administrator* 08-12-03

Signature of Court Official

Title

Date

~~NOV 25 2003~~

JAN 30 2004

RECEIVED  
AUG 14 2003  
MARYLAND STATE ARCHIVES

3536

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

CIRCUIT COURT

CARROLL COUNTY

3/17/04

Page 1 of 3

RCVD 06 APR 19 '04 10:09

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.				
1.	Paid Bills and Invoices	II	6	Fiscal 1991-1997		5/13/04	Landfill
2.	Monthly Reports of State Funds collected & deposited	II	2	FISCAL 1988-1996		5/13/04	" "
3.	Combined - z reports/ Cash Register Summary Sheets	II	6	Fiscal 1991-1997		5/13/04	" "
4.	Daily Receipt Reports	II	6	Sept. 1994- June 1998		5/13/04	" "
5.	Cash Register Receipts	II	6	Fiscal 1992-1997		5/13/04	" "
6.	Monthly Disbursements, Transmittals & Reports	II	6	Fiscal 1988-1997		5/13/04	" "
7.	End of Month Trial Balance Reports	II	6	Fiscal 1995-1997		5/13/04	" "
8.	Monthly reports of distributions to Local & State Agencies	II	6	Fiscal 1989-1997		5/13/04	" "

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 14 2004

Date

*Edward C. Spangenberg*  
 State Archivist

*Sarah Harkett*  
 Signature of Court Official

Chief Deputy  
 Title

May 14 2004  
 Date

1900  
1901  
1902  
1903  
1904

1905

1906

1907

1908

1909

1910

1911

3536

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

CIRCUIT COURT  
 COURT

CARROLL COUNTY  
 COUNTY

3/17/04 Page 2 of 3

RCUD 06 APR19'04 10:09

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.				
9.	Bank deposit receipts	II	6	01/1992 - 12/1993 Fiscal 1995-1998		5/13/04	Landfill
10.	Bank Account Statements	II	6	12/1993- 6/1996		5/13/04	" "
11.	Revenue & Expenditure Status Reports (DAR300 & DAE200)	II	2	Fiscal 1995-1997		5/13/04	" "
12.	Stars Reports of Parole & Probation Payments	II	2	Fiscal 1994		5/13/04	" "
13.	G.A.D. Vendor Reports & General Distribution reports	II	2	Fiscal 1991		5/13/04	" "
14.	Circuit Court Escrow Funds Daily report of receipts & deposits	II	2	January 1996 - December 1997		5/13/04	" "
15.	Circuit Court Escrow Funds Closed Bank account records	II	6	1985 - 1996		5/14/04	Shredded
16.	Returned check log - deemed uncollectible	II	6	1986 - 1995		5/13/04	Landfill

Destruction Approved by Hall of Records Commission

APR 14 2004

Date

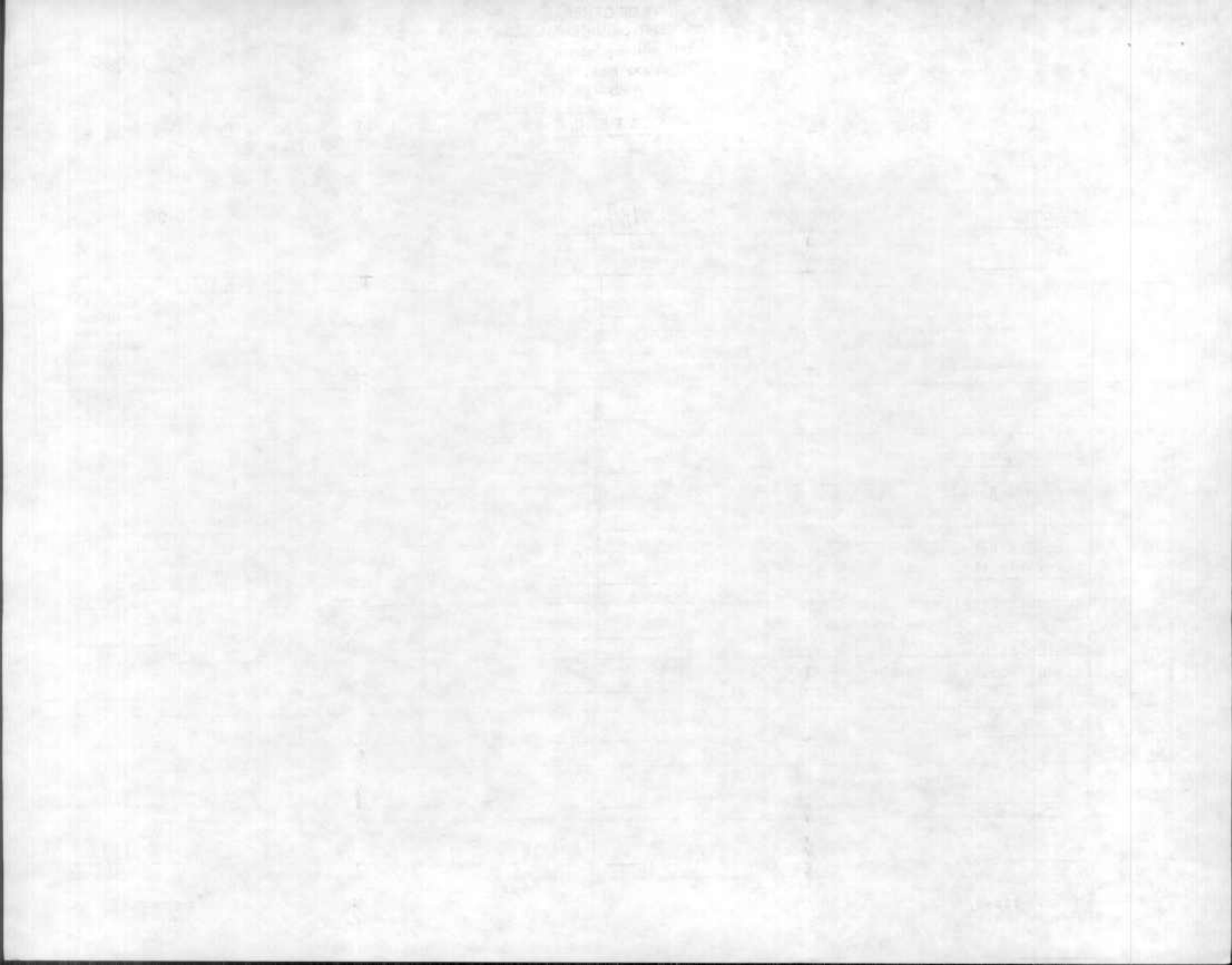
*Edward C. [Signature]*  
 State Archivist

Destruction Certification

*Sarah Shackett*  
 Signature of Court Official

*Chief Deputy*  
 Title

*May 14, 2004*  
 Date



3536

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

CIRCUIT COURT  
 COURT

CARROLL COUNTY  
 COUNTY

3/17/04  
 DATE

Page 3 of 3

RCVD 06 APR 19 '04 10:09

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.				
17.	Receipt Books (handwritten) #24901- #39270	II	6	1986 - 1997		5/13/04	Landfill
18.	Accounts Receivable End of Month adding machine tapes	II	6	Fiscal 1991- 1995		"	" "
19.	Accounts Receivable Invoices	II	6	Books # 1-9, Inv. #1-399 & #6900-10799		"	" "
20.	Accounts Receivable Invoices Payable through Parole & Probation	II	6	Inv. #1-4800		"	" "
21.	Accounts Receivable Deemed Uncollectible	II	6	Civil Inv#14-1593 Crim. thru#11003		"	" "
22.	Adding Machinetapes for Escrow funds monthly receonciliation	II	6	Fiscal 1992-1998		"	" "
23.	Escrow Funds Daily Log Sheets	II	6	Fiscal 1994-1997		"	" "
24.	Sheriffs Dept. Receipt Log	II	6	Fiscal 1995	Total for all 370	"	" "

Destruction Approved by Hall of Records Commission

APR 14 2004

Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Sarah Hackett*  
 Signature of Court Official

*Chief Deputy*  
 Title

*May 14 2004*  
 Date

MAY 18-2004

DEPARTMENT OF GENERAL SERVICES

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

3156

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2/2w3

Circuit  
 COURT

Howard  
 COUNTY

7/15/02  
 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.				
	Civil Action Files -- Numbers 84-CA-303 to 85-CA-2662 (Non-inclusive)	Section VII	7	1984 - 1985	17	7/30/02	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

JUL 22 2002

*Edward C. Papenfuss*

*Margaret D. Lippert*

CLERK

7/30/02

Date

State Archivist

Signature of Court Official

Title

Date

1122

U.S. DEPARTMENT OF AGRICULTURE  
BUREAU OF LAND MANAGEMENT  
1910 South 34th Street, Denver, CO 80202  
Tel. 303 467-0111

STATE OF COLORADO - BUREAU OF LAND MANAGEMENT

DATE  
TIME

Section	Township	Range	County	Section	Acres	Status	Disposition	
							From	To

1122-1122-1122

FEB 5 2003

1122-1122-1122

*[Handwritten signature]*

*[Handwritten signature]*

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

Clark's Office - Circuit Court, Howard County 7/23/04  
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Business license applications	655	6	1995-2000	3 cubic ft. (3 boxes)	8/20/04	Paper shredder
	Deleted Business licenses	655	6	<del>1991-2000</del> 1991-1996	3 cubic ft. (3 boxes)	8/2/04	landfill

Destruction Approved by Hall of Records Commission

JUL 29 2005  
Date

*Edward C. Lippert*  
State Archivist

Rev. 10/83 DGS-580-9

Destruction Certification

*Margaret D. Thompson*  
Signature of Court Official

*Clerk of Court* 8/20/04  
Title Date

Instructions for Preparation and Submission on Reverse Side

AUG 28

2014

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

Clk. Circuit Court for Howard County      7/28/04  
COURT    COUNTY    DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Marriage licenses (No. 3 copy - minister's return.)  (Copies have been made in Marriage Record Book - these are the applications with minister's return.)	655	4		8		
	App # 15120			9/1/82 - 11/7/89			Landfill
	App # 5314 - 19818			11/23/82 - 2/29/1992			Landfill
	App # 13200 - 20899			10/2/82 - 12/11/87			Landfill
	App # 20900 - 37300			12/12/87 - 5/3/89			Landfill
	App # 26200 - 30299			7/27/90 - 3/1/99			Landfill
	App # 30300 - 34199			3/1/99 - 7/7/99			Landfill
	App # 37036 - 39428			2/15/97 - 7/2/98			Landfill

Destruction Approved by Hall of Records Commission  
App # 101-4198

Edward C. Sponer  
State Archivist

Destruction Certification  
Margaret P. Raepaport Clerk of Court      8/2/04  
Signature of Court Official    Title    Date

29 2004  
Date

MD STATE ARCHIVES

10/02/2013 03:44 FAX  
07/29/2004 15:27 4109742525

AUG 25

WV

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

07/28/2004 09:21 FAX

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk's Office - Circuit Court for Howard County 7/23/04  
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1	Accounting Records - (Continued Z's, Certificate of Deposits, Z-Reports + Trial Balances + receipts.)	655 + DGS 550-1 (Rev. 1/93)	2+6	Sept. 1999 - Jan. 2001	6 (cubic ft) (6 Boxes)		Landfill
2	Accounting Records - (cash Register receipts)	655 + DGS 550-1 (Rev. 1/93)		Sept. 15, 1999 - Feb. 15, 2001	4 (cubic ft) (4 Boxes)		Landfill
3	Accounting Records (num. of adjustments)	655, DGS 550-1 (Rev. 1/93)	2	FY98, FY99, FY00	1 cubic ft. (1 Box)		Landfill

Destruction Approved by Hall of Records Commission

JUL 29 2004

Date

Edward C. Sampson  
State Archivist

Destruction Certification

Margaret D. Lappaport Clerk of Court  
Signature of Court Official Title

8/2/04  
Date

AUG 25.

*MV*



# Circuit Court For Howard County

8360 Court Avenue, Room 300  
Ellicott City, MD 21043-4579  
410-313-2111



AnnMarie Patterson  
Chief Deputy

Margaret A. Rappaport  
Clerk

Land Records/ License Department  
Thomas B. Dorsey Building  
9250 Bendix Road  
Columbia, MD 21045

## MEMORANDUM

TO: Pat Melville  
FROM: Katherine Beane  
SUBJECT: Certificate of Destruction  
DATE: August 23, 2004

---

Enclosed please find the Records Destruction Certificate for items disposed of for this agency. If there are any questions, please contact me at 410-313-2160. Thank you for your assistance.

Encls.

University of California, Los Angeles

Department of Chemistry



AUG 25 2004

(2577)

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

Circuit Court                      Washington County                      2/22/2000  
COURT    COUNTY    DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1	Elected Clerks' Bond Records Original Bonds, correspondence invoices, etc.	1044	I - 1	1966 - 1986	0.1	9/21/00	Landfill 9/21/00  Landfill 9/21/00  Landfill 9/21/00  <i>Angela C. Gum</i> Buried at Landfill under direct supervision of Deputy Clerk Angela Gum.
2	Crime Insurance Policy Records Original policies, riders, correspondence, invoices, etc.	1044	I - 1	1967 - 1987	0.1		
3	Employees Blanket Bond Records Original Policies, correspondence invoices, etc.	1044	I - 1	1967 - 1986	0.1		
					0.3		

Destruction Approved by Hall of Records Commission

MAR 09 2000

Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Quinn Weaver*  
Signature of Court Official

*Clerk of Court*  
Title

9/27/00  
Date

[REDACTED]

OCT 26 2000

[REDACTED]

*Just Audit  
Thru 1/9/94*

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

2578

RECEIVED  
SEP 29 2000  
MARYLAND STATE ARCHIVES

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Washington County                      July 12, 1999  
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.				
1	Land Record Indexes (These Indexes have been updated and filmed, and replaced by the state indexing system)	1044	Section VI Item 2	January 1, 1978 Thru June 30, 1992	40 volumes		Shredded at Data Image Group under direct supervision of Dennis J. Weaver, Clerk  <i>Dennis J. Weaver</i>
2	Juvenile Case files	1044	Section V Item 1	1973 - 1986	8 cubic feet	10/30/99	

Destruction Approved by Hall of Records Commission

JUL 20 1999

Date

*Edward C. Spangenberg*  
State Archivist

Destruction Certification

*Dennis J. Weaver*  
Signature of Court Official

Clerk of Circuit Court

Title

9/27/00  
Date

RECEIVED

OCT 26 2000

RECEIVED

October  
2003

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

2576

DECLARATION AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Washington County                      09/09/99  
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.				
1	Criminal Case Files Criminal Trials #1 - 8750	1044	III-1	11/12/53 - 04/27/87	25.0	9/21/00*	** Shredded at Maryland Paper under direct supervision of Clerk Dennis Heaver *Buried at Landfill under direct supervision of Deputy Clerk Angle Gum. <i>Angela C. Gum</i>
2	Criminal Appeals 3975-4075 (Some criminal files saved from destruction due to fact that closure occurred less than 12 years ago, or ongoing nature. (See attachment A for list))	1044	III-1	01/12/53- 09/21/87	2.0	9/21/00*	
3	Traffic Appeals	1044	VII-11	09/21/87- 06/17/91	2.0	9/21/00*	
4	Juvenile Court Files (DJJ)	1044	V-I	1968 thru 1967 (Respondent DOB)	16.0	11/17/99**	
5	Daily Work Sheets	1044	II-6	07/01/95- 06/30/96	.2 15.2	9/21/00* 120.10	

Destruction Approved by Hall of Records Commission  
*Edward C. Papenfuss*  
State Archivist

Destruction Certification  
*James W. Warr*  
Signature of Court Official  
Clerk of Circuit Court  
Title  
9/27/00  
Date

1000000

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

Circuit Court                      Washington County                      09/09/99  
 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.				
6	Daily Audit reports, receipts, cash register tapes, cashier slips, ringout	1044	II-6	07/01/95-06/30/96	3.5	9/21/00	Buried at Landfill under direct supervision of Deputy Clerk Angie Gum.  <i>Angie Gum</i>
7	Duplicate deposit slips, paid invoices - general fund	1044	II-2	07/01/95-06/30/96	.1		
8	Cancelled Checks, bank statements & deposit slips - general fund (rest)	1044	II-6	07/01/95-06/30/96	.1		
9	Cancelled checks, bank statements & deposit slips (library fund)	1044	II-6	07/01/95-06/30/96	.1		
10	Cancelled checks, bank statements & deposit slips (circuit court fund)	1044	II-6	07/01/95-06/30/96	.1		
11	Certificates of Deposit	1044	II-2	07/01/95-06/30/96	.2 4.10		

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 28 1999

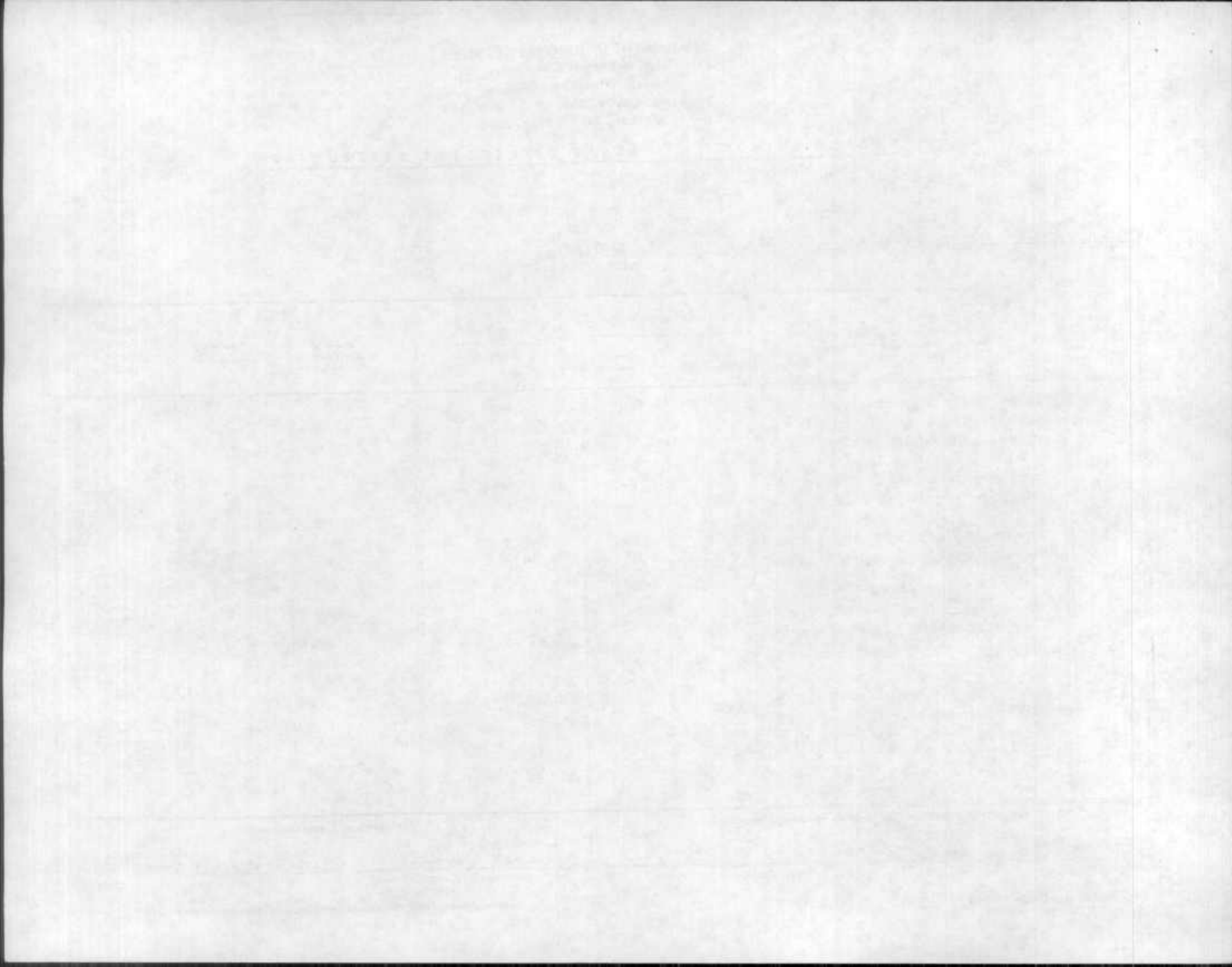
Date

*Edward C. Papenfuss*  
 State Archivist

*Angie Gum*  
 Signature of Court Official

Clerk of Circuit Court  
 Title

9/27/00  
 Date



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Washington County                      09/09/99  
 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.				
12	STARS 101, 102 & 120 forms and documentation (general, sundry & local funds, etc.)	1044	II-2	07/01/95- 06/30/96	.3	9/21/00	Buried at Landfill under direct supervision of Deputy Clerk Angela Gum  <i>Angela Gum</i>
13	STARS reports & Bart reports (revenue & expense, etc.)	1044	II-2	07/01/95- 06/30/96	.2		
14	Budget requests and appropriations	1044	II-4	07/01/94 06/30/95	.1		
15	Check chargeback notices	1044	II-6	07/01/95- 06/30/96	.1		
16	Recordation Tax Affidavits	1044	II-6	07/01/95- 06/30/96	.1		
17	Requests for refunds of tax	1044	II-6	07/01/95- 06/30/96	.1		
18	Requests for refunds other than tax	1044	II-6	07/01/95- 06/30/96	.1		
					<u>1.00</u>		

Destruction Approved by Hall of Records Commission

SEP 28 1999  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Angela Gum*  
Signature of Court Official

Clerk of Circuit Court 9/27/00  
Title Date

THE UNIVERSITY OF CHICAGO PRESS

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

Circuit Court                      Washington County                      09/09/99  
 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.				
19	Photocopy invoices and reconciliations	1044	II-6	07/01/95- 06/30/96	.5		Buried at Landfill under direct supervision of Deputy Clerk Angela Gum  <i>Angela Gum</i>
20	Civil billing, reconciliations write-offs	1044	II-6	07/01/95- 06/30/96	1.0		
21	Criminal billing, reconciliations, write-offs	1044	II-6	07/01/95- 06/30/96	.5		
22	Business Licenses	1044	II-6	05/01/95- 04/30/96	1.0		
23	Business License Applications	1044	II-6	05/01/95- 04/30/96	1.0		
24	Zoning Certificates for Business Licenses	1044	II-6	07/01/95- 04/30/96	.1		
25	Gunning Rig/Duck Blind Licenses	1044	II-6	01/01/95- 12/31/96	.1		
26	Notices of Appointment of County Public Officials	1044	II-6	07/01/95- 06/30/96	.1 <i>4.30</i>		

Destruction Approved by Hall of Records Commission

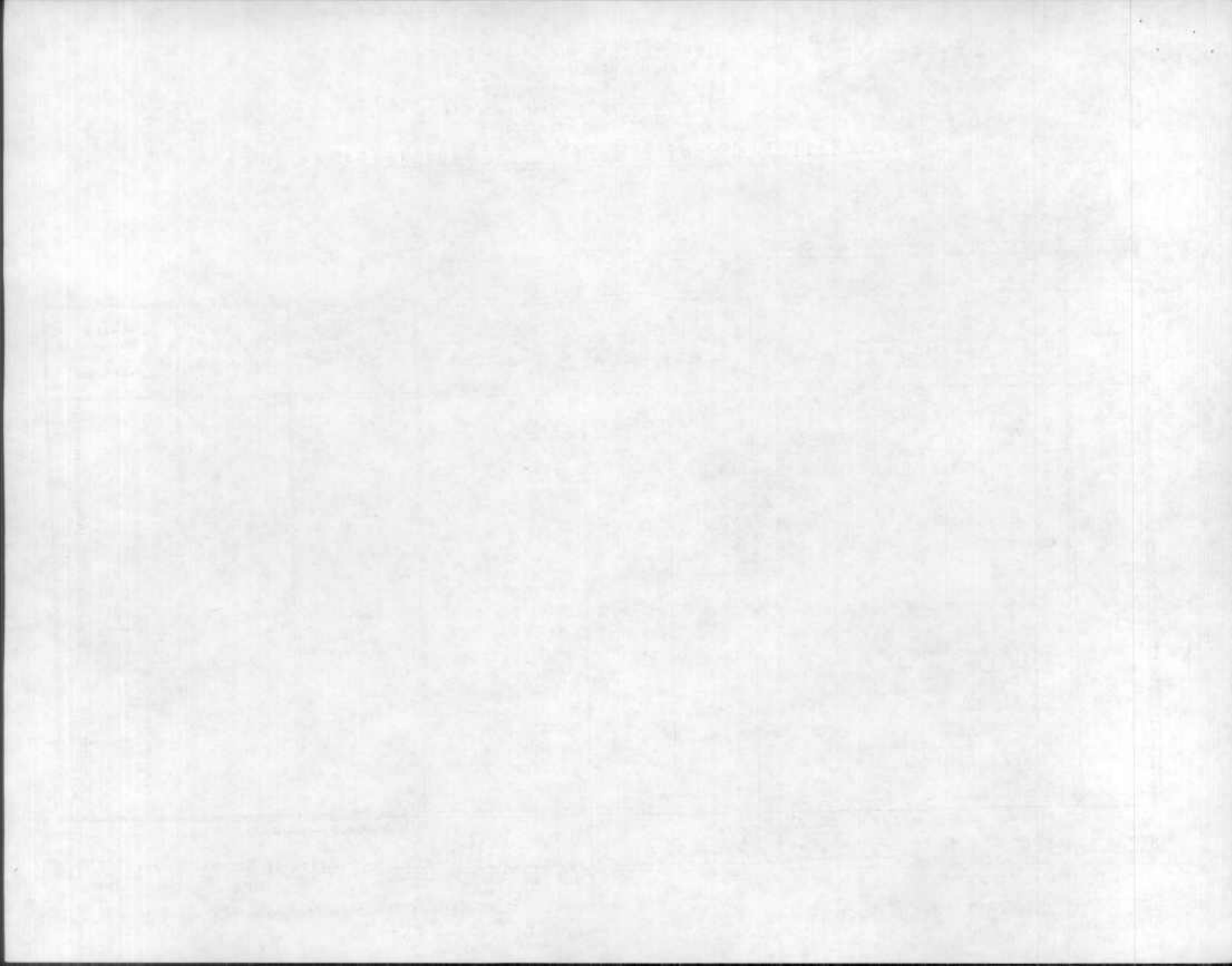
SEP 28 1999  
 Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Denise J. Weis*  
 Signature of Court Official

Clerk of Circuit Court      9/27/00  
 Title                                      Date



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Washington County                      09/09/99  
 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.				
27	* Criminal Court Schedules	1044	I-15	01/01/95- 12/31/96	1.0	*9/21/00 *9/20/00 <i>[Signature]</i>	* Buried at landfill under direct supervision of Deputy Clerk Angela Gu... * Shredded at Data Image Group under direct supervision of Chief Deputy Rick Hemphill and AOC Auditor Eric Fedorkowicz <i>[Signature]</i>
28	* Criminal Court Notes	1044	I-15	01/01/95- 12/31/96	1.0		
29	* Civil Court Notes	1044	I-15	01/01/95- 12/31/96	1.0		
30	* Court Schedules - Non-Support	1044	I-15	01/01/95- 12/31/96	1.0		
31	* Court Schedules (daily and weekly from assignment clerk)	1044	I-15	01/01/95- 12/31/96	1.0		
32	** Expunged Criminal Files	Maryland 4-512(g)	Rule	01/01/95- 12/31/95	1.0 <i>6.0</i>		

Destruction Approved by Hall of Records Commission

SEP 28 1999

Date

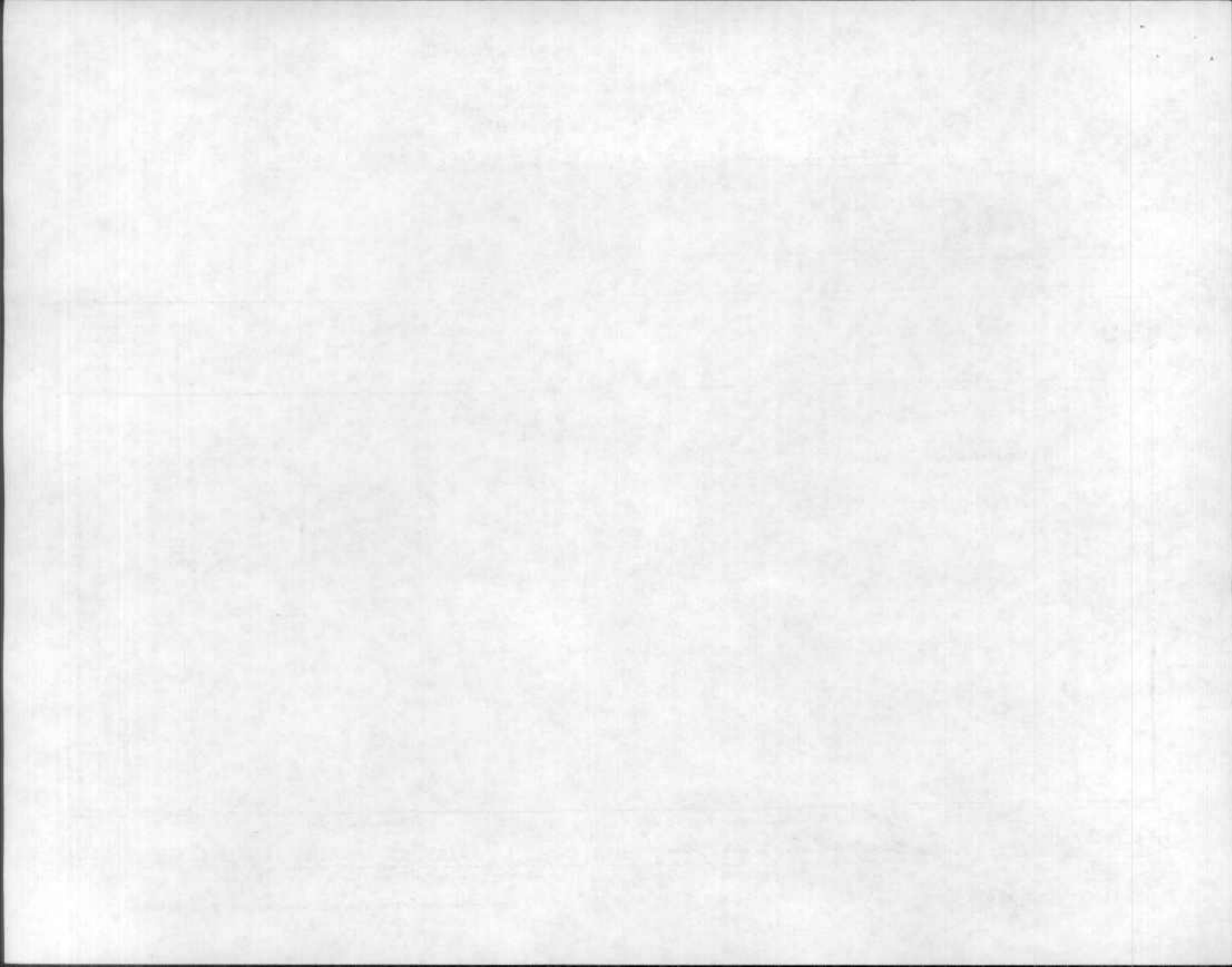
*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Dennis Mearns*  
 Signature of Court Official

Clerk of Circuit Court  
 Title

9/27/00  
 Date



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Washington County                      09/09/99  
 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.				
33	*Law Case files(not related to land) (See attachment B for list of files saved)	1044	VII-1	1949 - 1964	42		*Buried at landfill under direct supervision of Deputy Clerk Angela Gum <i>Angela Gum</i> * records not destroyed, retained for transfer to Hall of Records
34	*Criminal Case files	1044	III-1	1949 - 1953	3		
35	*Magistrate Judgements - Original Papers	1044	VII-5	1836 - 1975	4		
36	*Bond records - Original papers	1044	I - 5	1933 - 1964	2		
37	**Corporation Records - Originals (Plan to offer to Historical Society of Washington County Before destroying)	1044	I - 12	1825 - 1960	6		
38	*Individual Interest-bearing Account Records (Bank books, Statements and Deposit Receipts - accounts closed before 12/31/96)	1044	II-6	1990 - 12/31/96	.5 57.50		

Destruction Approved by Hall of Records Commission

SEP 28 1999

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

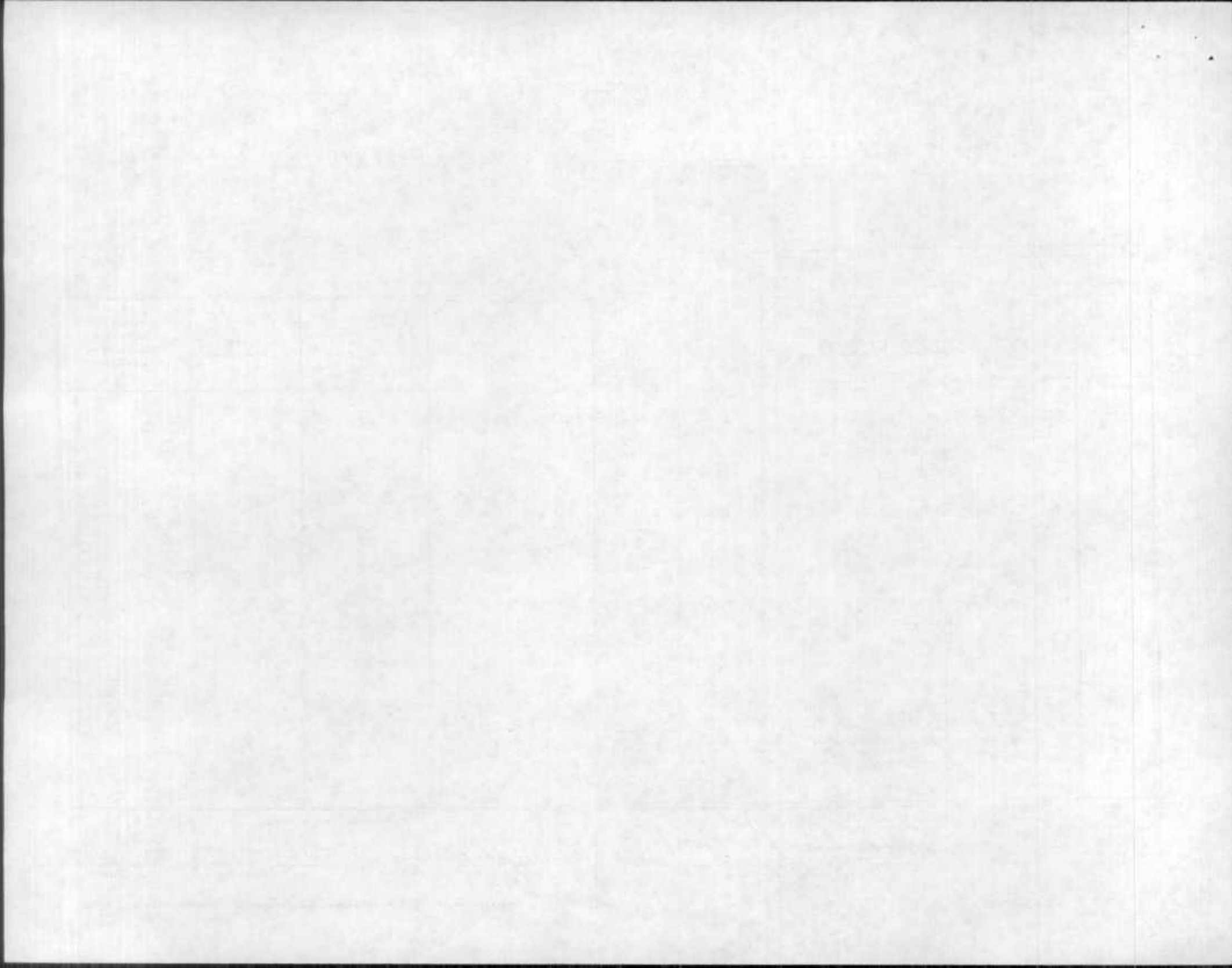
*Deborah Weard*

Signature of Court Official

Clerk of Circuit Court

Title

9/27/00  
Date



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Washington County  
 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.				
39	Jury selection forms and papers and documentation	1044	I-21	2/1/94 - 2/1/95	2.0  2.0	9/21/00	Buried at landfill under direct supervision of Deputy Clerk Angela Gum.  <i>Angela Gum</i>

Destruction Approved by Hall of Records Commission

SEP 28 1999

Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Angela Gum*  
 Signature of Court Official

*Angela Gum*  
 Clerk of Court  
 Title

9/27/00  
 Date

Instructions for Preparation and Submission on Reverse Side

[REDACTED]

OCT 26 2000

[REDACTED]

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

6/13/03

Circuit Court

Allegany

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1958 - 1984 Law Cases (#2423 thru 16603) that have either been settled or the specified time requirements for the Court to maintain the case for the judgment.- (Judgement not renewed).				22.5 Cu Ft	6/5/03	Landfill

Destruction Approved by Hall of Records Commission

MAY 21 2003

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*David Burgess*

Signature of Court Official

*Cecil Supron*

Title

6/16/03

Date

RECEIVED

JUN 9 2003

MARYLAND STATE ARCHIVES

RECEIVED

MAY 14 2003

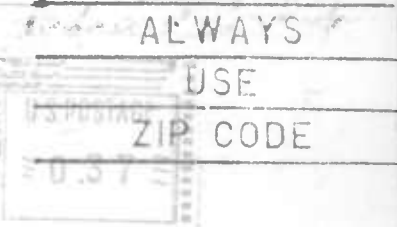
MARYLAND STATE ARCHIVES

JUN 13 2003

OFFICE OF

**Dawne D. Lindsey**

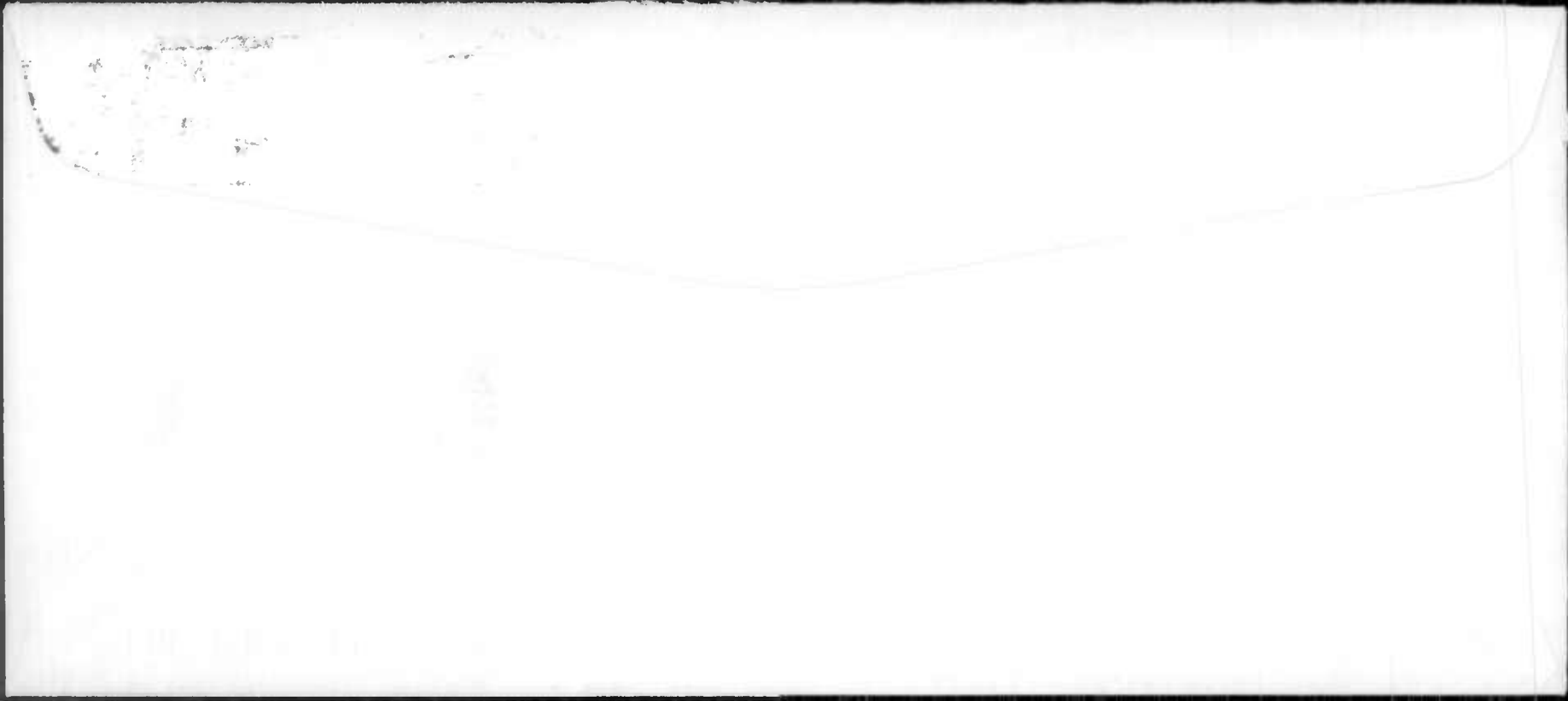
CLERK OF THE CIRCUIT COURT  
FOR ALLEGANY COUNTY  
30 WASHINGTON STREET  
CUMBERLAND, MD 21502



Department of General Services  
RECORD MANAGEMENT DIVISION  
P.O. Box 275  
Jessup, MD. 20794-0275

20794+0275 03





		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Forward three (3) copies to address at left.
<b>Court – Circuit Court</b>			
<b>County - Allegany</b>	<b>Date – August 31, 2004</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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 Accounting Records	Fiscal Record II -2		1996-1997	9	10/18/04	SHREDDED
2	Payroll Accounting Records	Fiscal Record II -5		1913 – 1999	3	10/18/04	SHREDDED
3	Miscellaneous Accounting Records	Fiscal Records II-6		1982 – 1999	35	10/18/04	SHREDDED
4	Law File No. 16588 – 16603 ( No Land)	Law Records VII-7		1984 - 1984	.5	10/18/04	SHREDDED
5	Financing Statements – Book 51 – 107	Admn Records -19		4/2/69 – 8/80	19	10/18/04	SHREDDED
6	Termination Statements - Book 1 - 19	Admn Records -19		4/7/69 – 2/86	6	10/18/04	SHREDDED
7	Marriage Records	Marriage VIII - 6		1970 - 1978	.5	10/18/04	SHREDDED

**Destruction Approved by Hall of Records Commission**

SEP 02 2004

Date

DGS 550-9 (rev. 8/04)

*Edward C. Spangenberg*

State Archivist

Instructions for Preparation and Submission on Reverse Side

**Destruction Certification**

*Dawn D. Lindsey*

Signature of Court Official

Clerk Of Court

Title

10/18/04

Date

TO: [Illegible]  
FROM: [Illegible]  
SUBJECT: [Illegible]

[Illegible body text]

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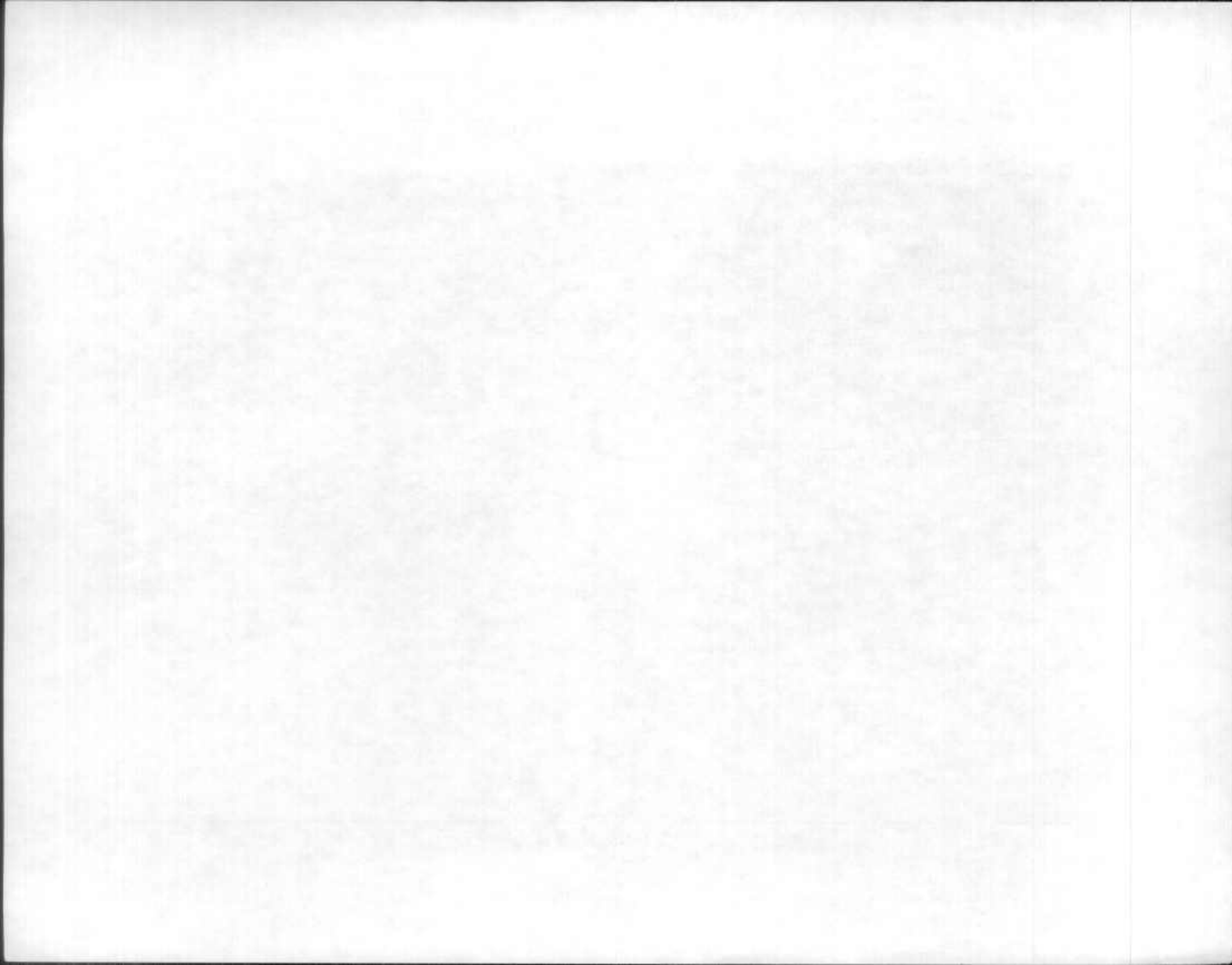
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OCT 20 2004

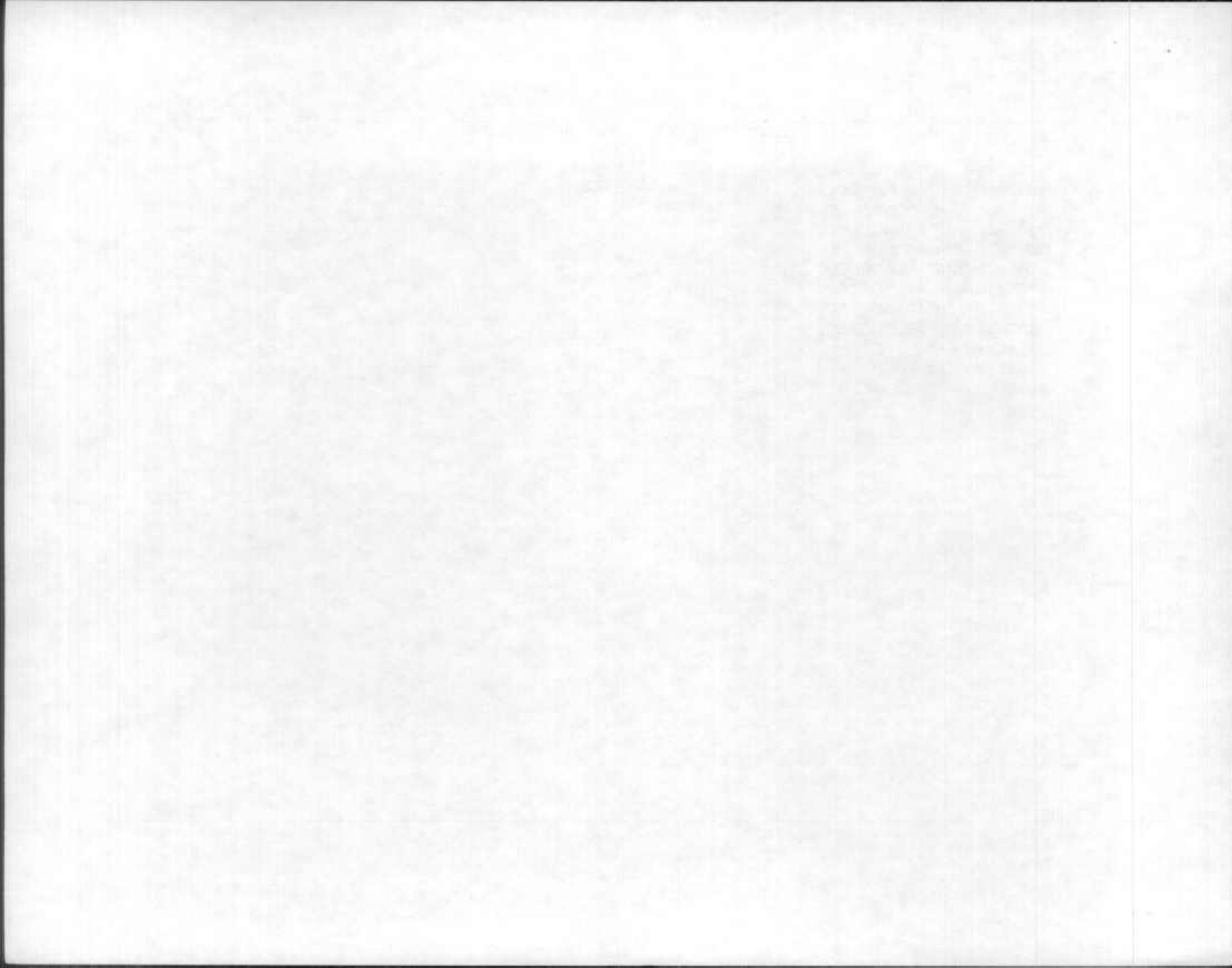
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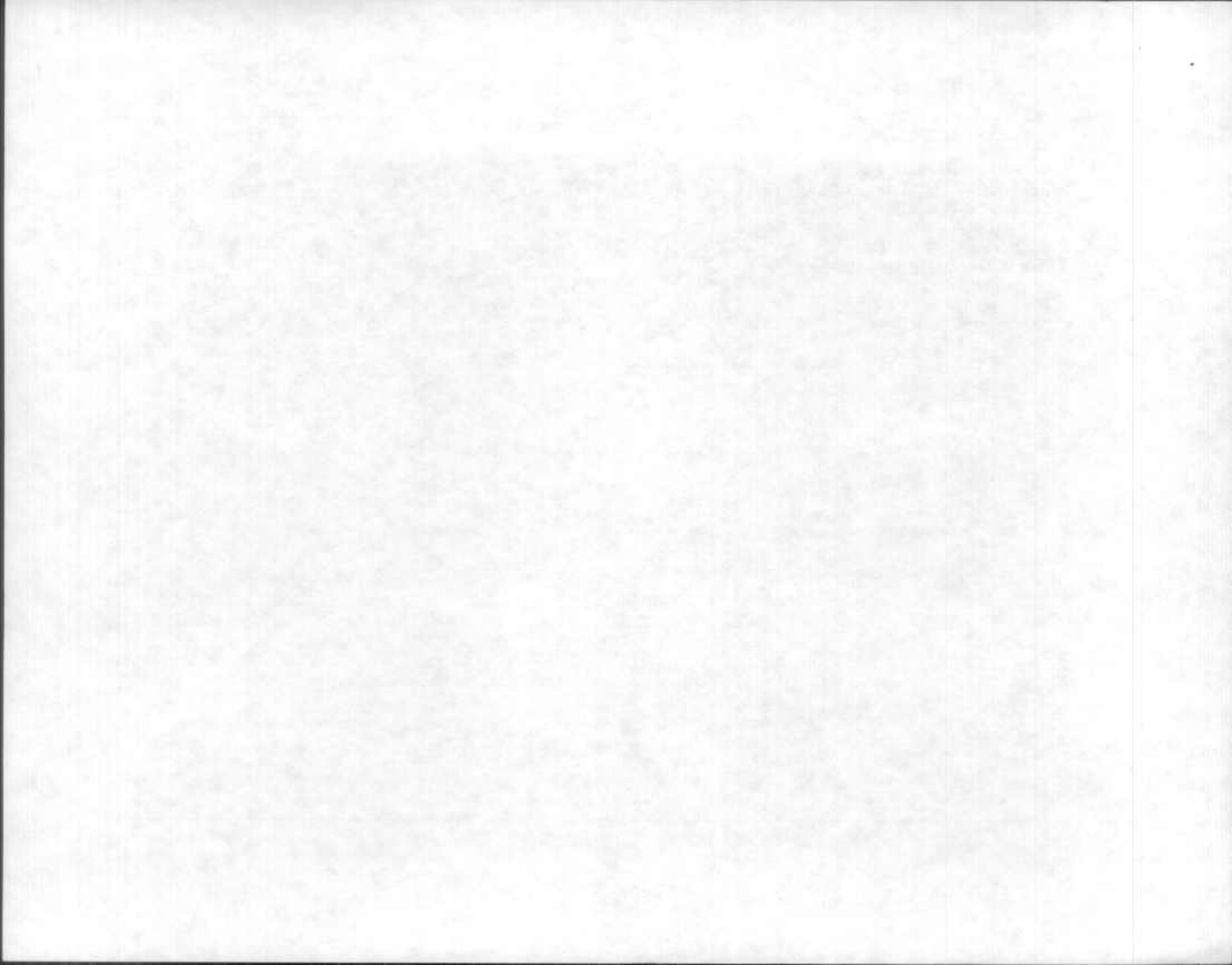






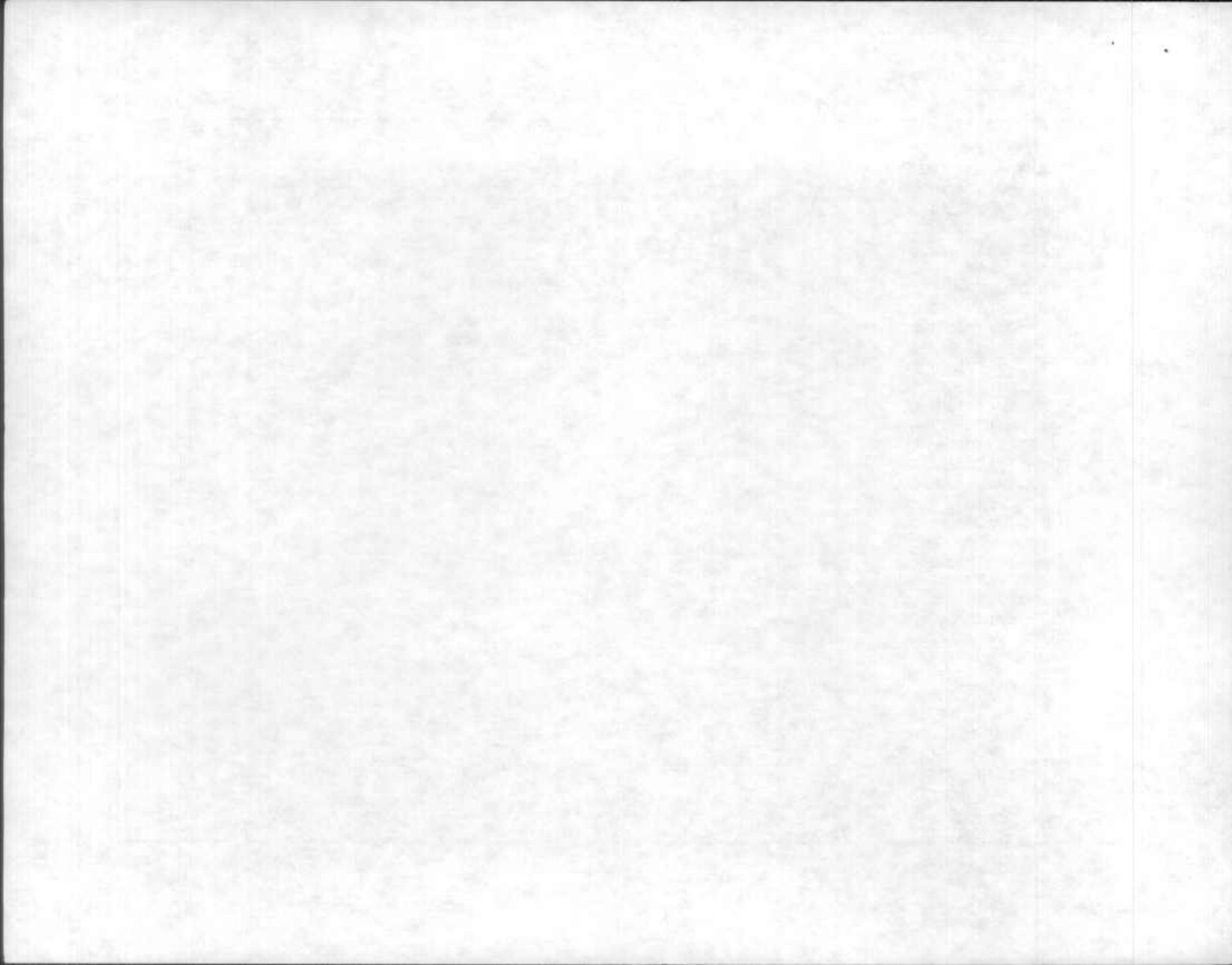




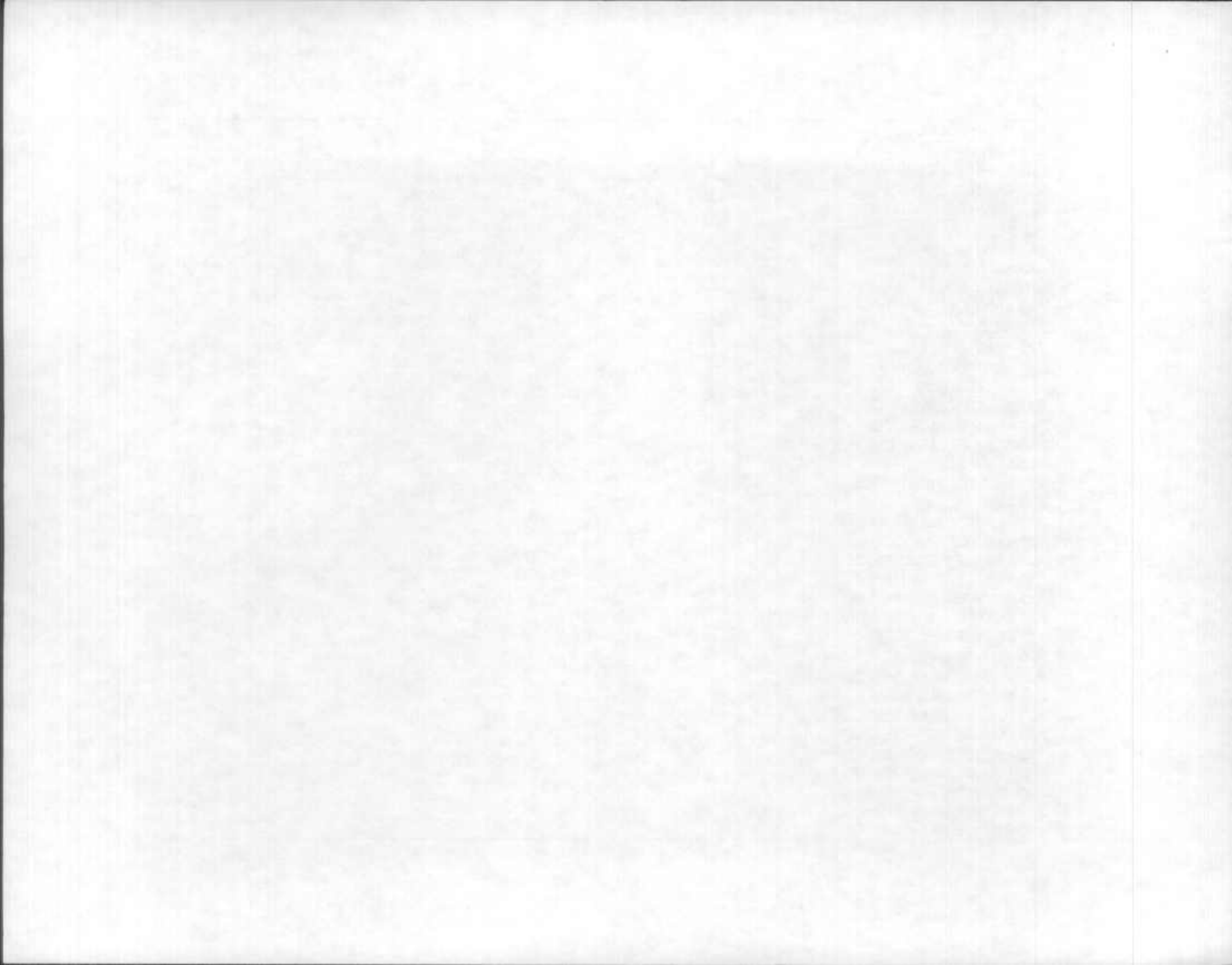


**CERTIFICATE OF RECORDS DISPOSAL LOG**

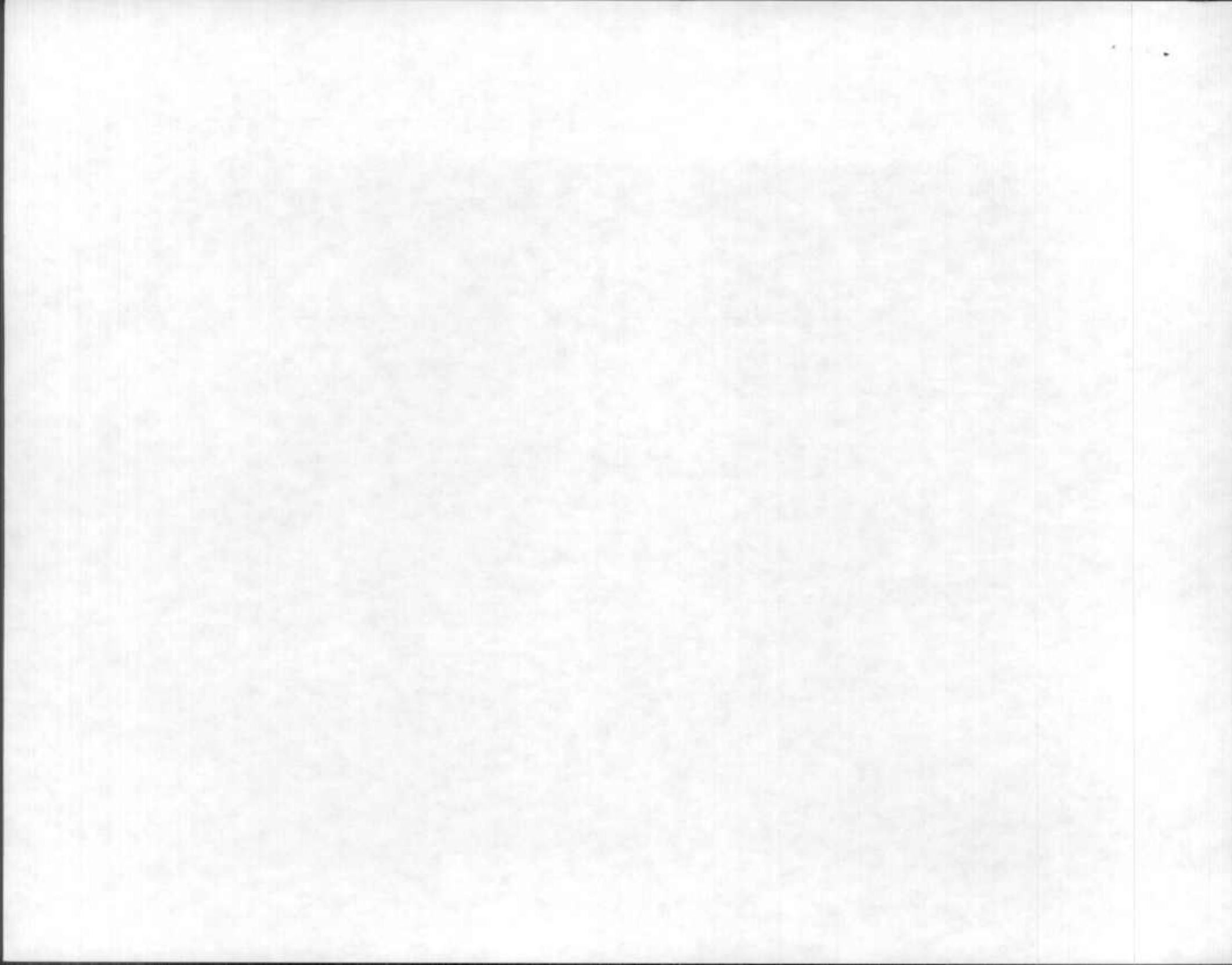
<b>DATE</b>	<b>AGENCY</b>	<b>CU. FT.</b>
Feb-03	JUD-ANNE ARUNDEL CO.	48
	JUD-BALTIMORE CITY	34
	JUD-BALTIMORE CO.	4
	JUD-BALTIMORE CO.	47
	JUD-BALTIMORE CO.	79
	JUD-BALTIMORE CO.	35
	JUD-BALTIMORE CO.	41
	JUD-BALTIMORE CO.	16
	JUD-BALTIMORE CO.	15
	JUD-BALTIMORE CO.	17
	JUD-BALTIMORE CO.	8
	JUD-BALTIMORE CO.	15
	JUD-BALTIMORE CO.	63
	JUD-BALTIMORE CO.	27
	JUD-BALTIMORE CO.	35
	JUD-BALTIMORE CO.	9
	JUD-BALTIMORE CO.	10
	JUD-BALTIMORE CO.	15
	JUD-BALTIMORE CO.	130
	JUD-BALTIMORE CO.	140
	JUD-BALTIMORE CO.	25
	JUD-BALTIMORE CO.	25
	JUD-BALTIMORE CO.	25
	JUD-BALTIMORE CO.	69
	JUD-CAROLINE CO.	7
	JUDCAROLINE CO.	14
	JUD-CAROLINE CO.	15
	JUD-CAROLINE CO.	16.5
	JUD-CAROLINE CO.	1
	JUD-CAROLINE CO.	15
	JUD-CARROLL CO.	13
	JUD-CARROLL CO.	7
	JUD-CARROLL CO.	20
	JUD-CARROLL CO.	20
	JUD-CARROLL CO.	11



JUD-CARROLL CO.	40
JUD-CARROLL CO.	11
JUD-CARROLL CO.	40
JUD-CARROLL CO.	11
JUD-HOWARD CO.	17
JUD-KENT CO.	9
JUD-KENT CO.	1
JUD-KENT CO.	14.5
JUD-KENT CO.	14
JUD-KENT CO.	5
JUD-KENT CO.	12.5
JUD-KENT CO.	3
JUD-MONTGOMERY CO.	17
JUD-MONTGOMERY CO.	34
JUD-MONTGOMERY CO.	22
JUD-MONTGOMERY CO.	8
JUD-MONTGOMERY CO.	15
JUD-MONTGOMERY CO.	3
JUD-MONTGOMERY CO.	5
JUD-MONTGOMERY CO.	5
JUD-MONTGOMERY CO.	22
JUD-MONTGOMERY CO.	25
JUD-PRINCE GEORGE'S CO.	20
JUD-PRINCE GEORGE'S CO.	6
JUD-PRINCE GEORGE'S CO.	20
JUD-PRINCE GEORGE'S CO.	15
JUD-PRINCE GEORGE'S CO.	6
JUD-PRINCE GEORGE'S CO.	20
JUD-PRINCE GEORGE'S CO.	30
JUD-PRINCE GEORGE'S CO.	342
JUD-PRINCE GEORGE'S CO.	27
JUD-PRINCE GEORGE'S CO.	20
JUD-PRINCE GEORGE'S CO.	15
JUD-PRINCE GEORGE'S CO.	6
JUD-PRINCE GEORGE'S CO.	20
JUD-PRINCE GEORGE'S CO.	6
JUD-PRINCE GEORGE'S CO.	6



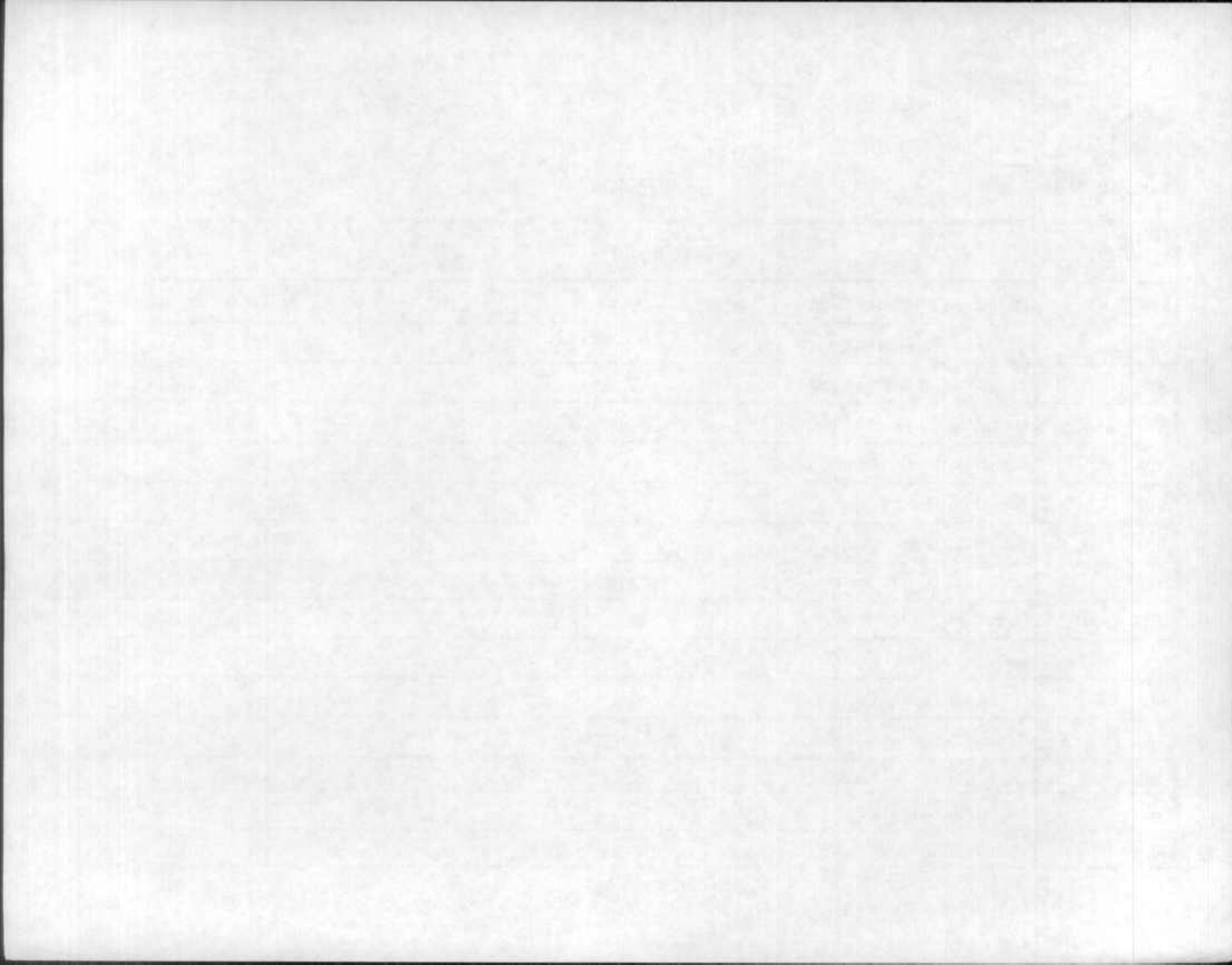




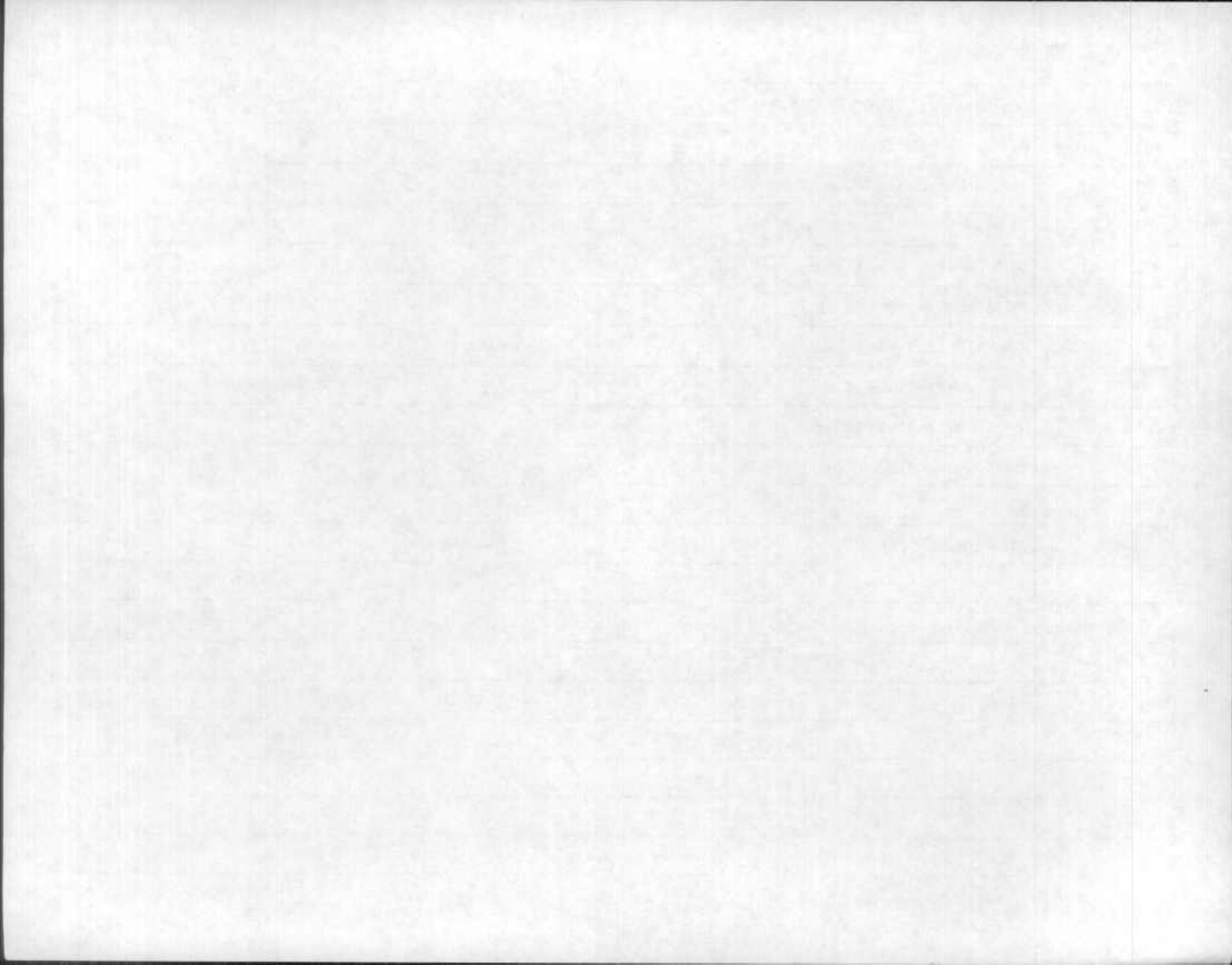
MARCH 2003

DISPOSAL - MARCH 2003

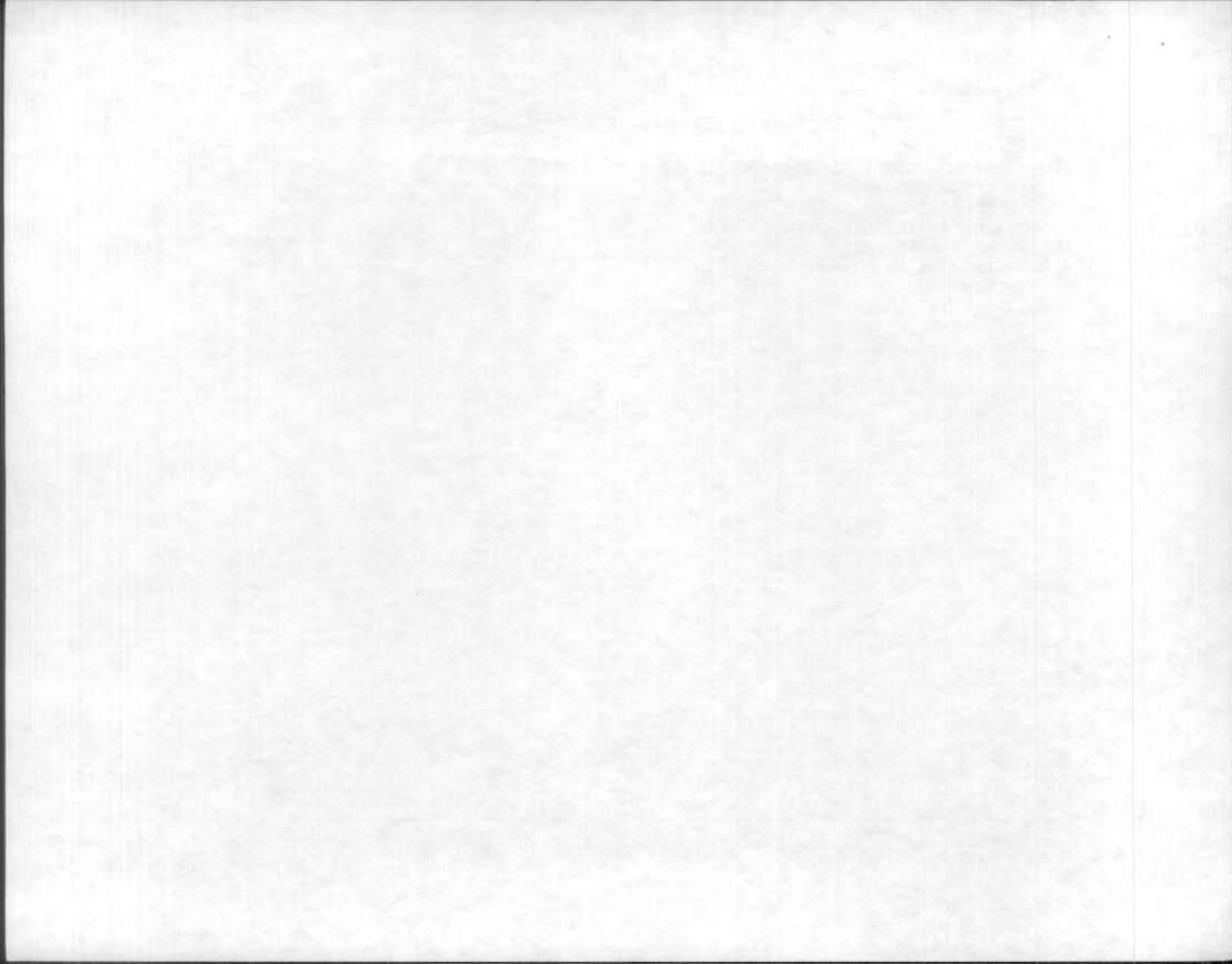
<i>DATE</i>	<i>AGENCY</i>	<i>CU. FT.</i>
3/03	Baltimore City District Court	66.0
3/03	Baltimore City District Court	81.0
3/03	Baltimore City District Court	120.0
3/03	Dorchester Co. District Court	40.0
3/03	Garrett Co. District Court	3.0
3/03	Garrett Co. District Court	2.0
3/03	Garrett Co. District Court	8.0
3/03	Garrett Co. District Court	20.0
3/03	Garrett Co. District Court	8.0
3/03	Garrett Co. District Court	3.0
3/03	Garrett Co. District Court	5.0
3/03	Garrett Co. District Court	1.0
3/03	Garrett Co. District Court	1.0
3/03	Garrett Co. District Court	6.0
3/03	Garrett Co. District Court	3.0





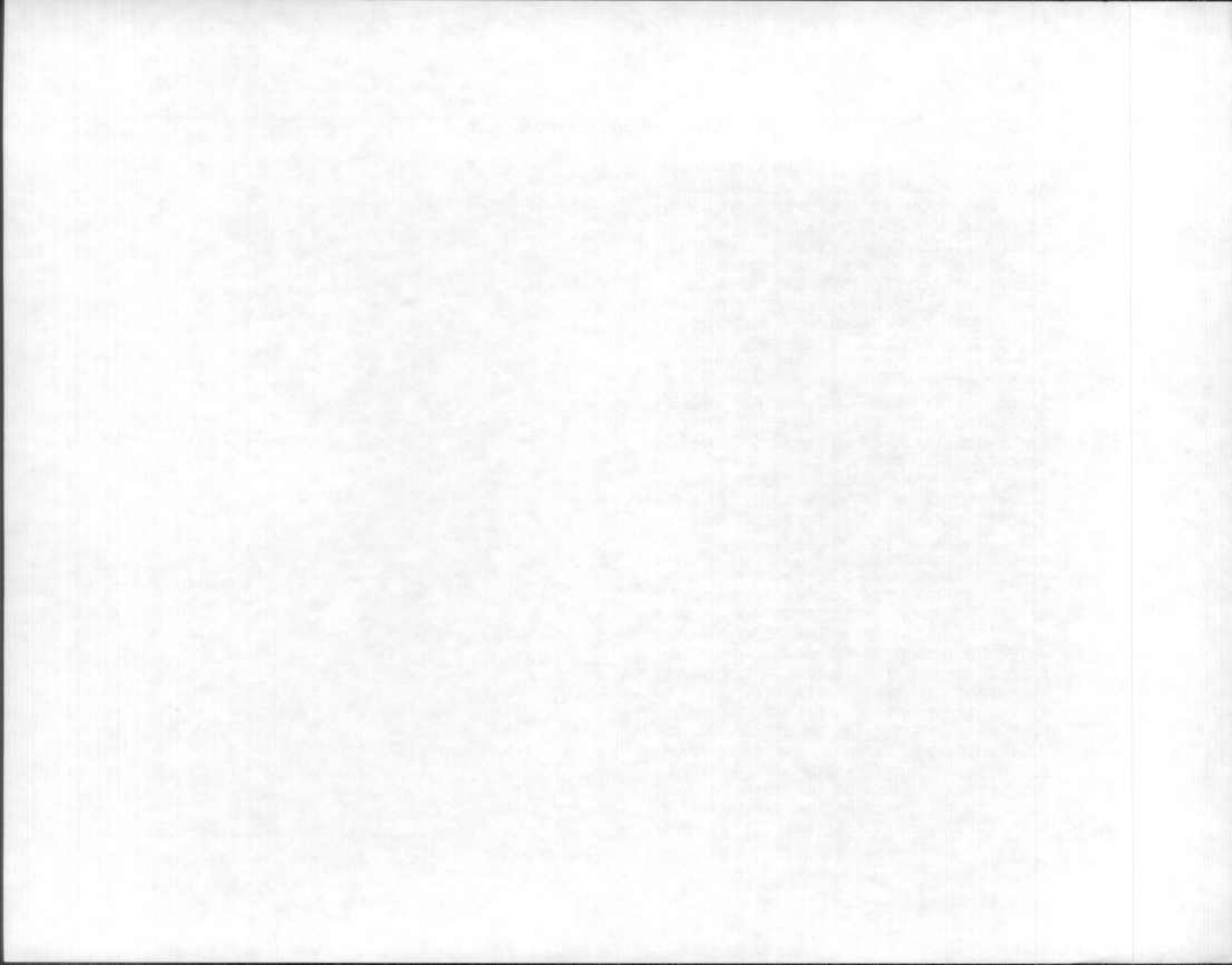




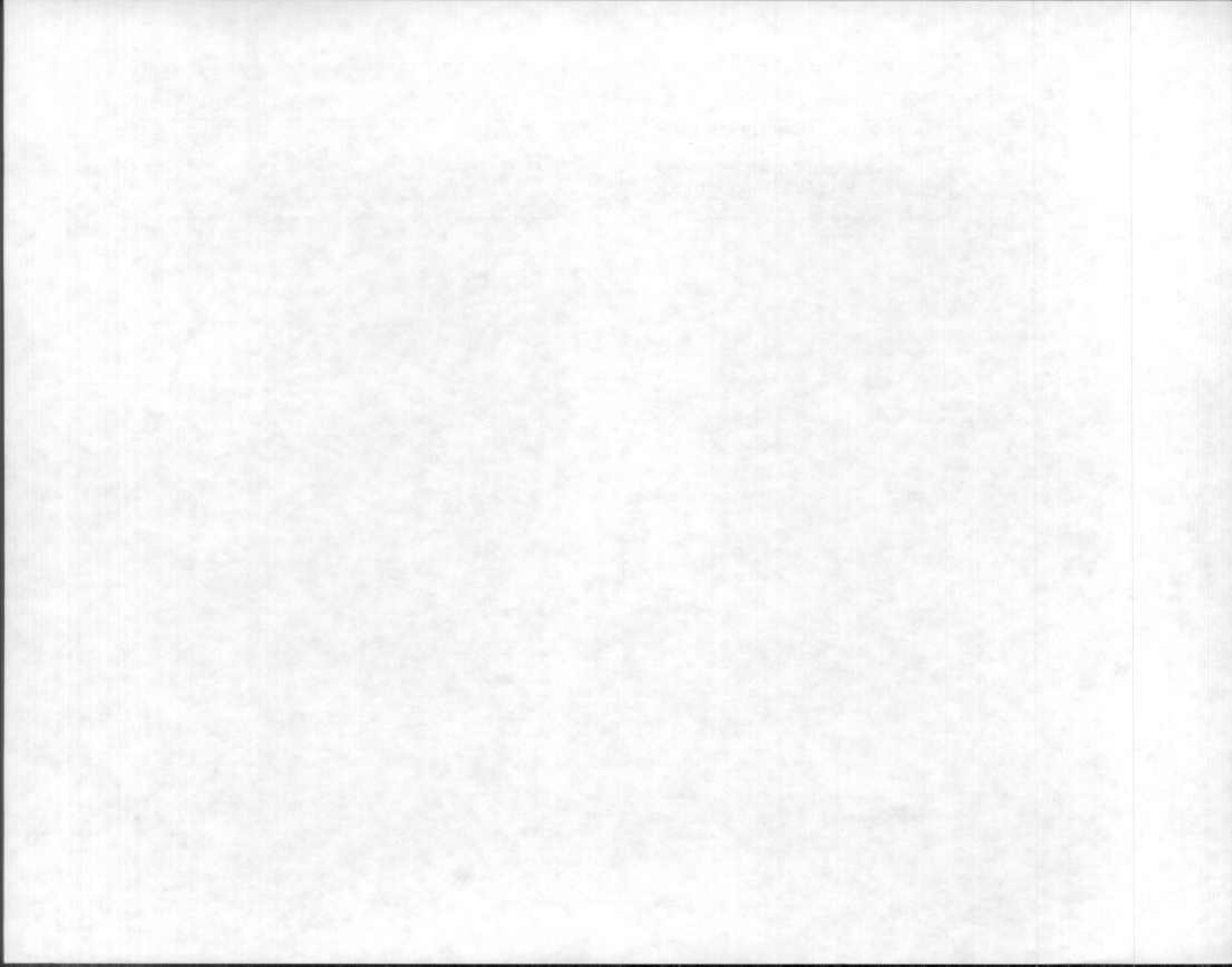


**CERTIFICATE OF RECORDS DISPOSAL LOG**

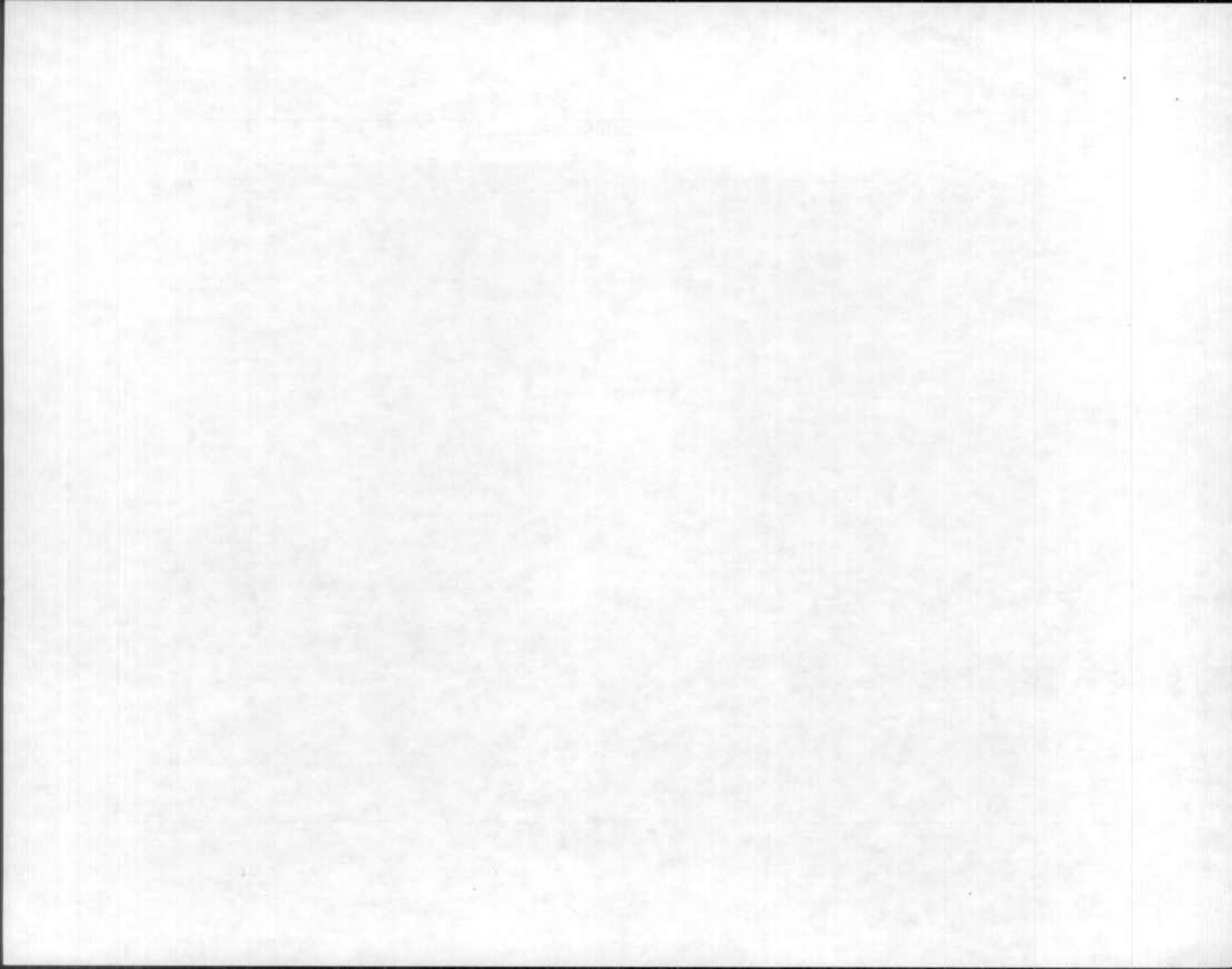
DATE	AGENCY	CU. FT.
Apr-03	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	36
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	30
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	1
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	2
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	1
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	2
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	4
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	55
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	51
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	8
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	4
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	6
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	1
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	5
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	11
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	5
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	35
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	17
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	7
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	34
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	25
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	53
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	6
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	56
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	38
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	2
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	1
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	1
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	7
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	2
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	31
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	16
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	4
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	25
	JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	22



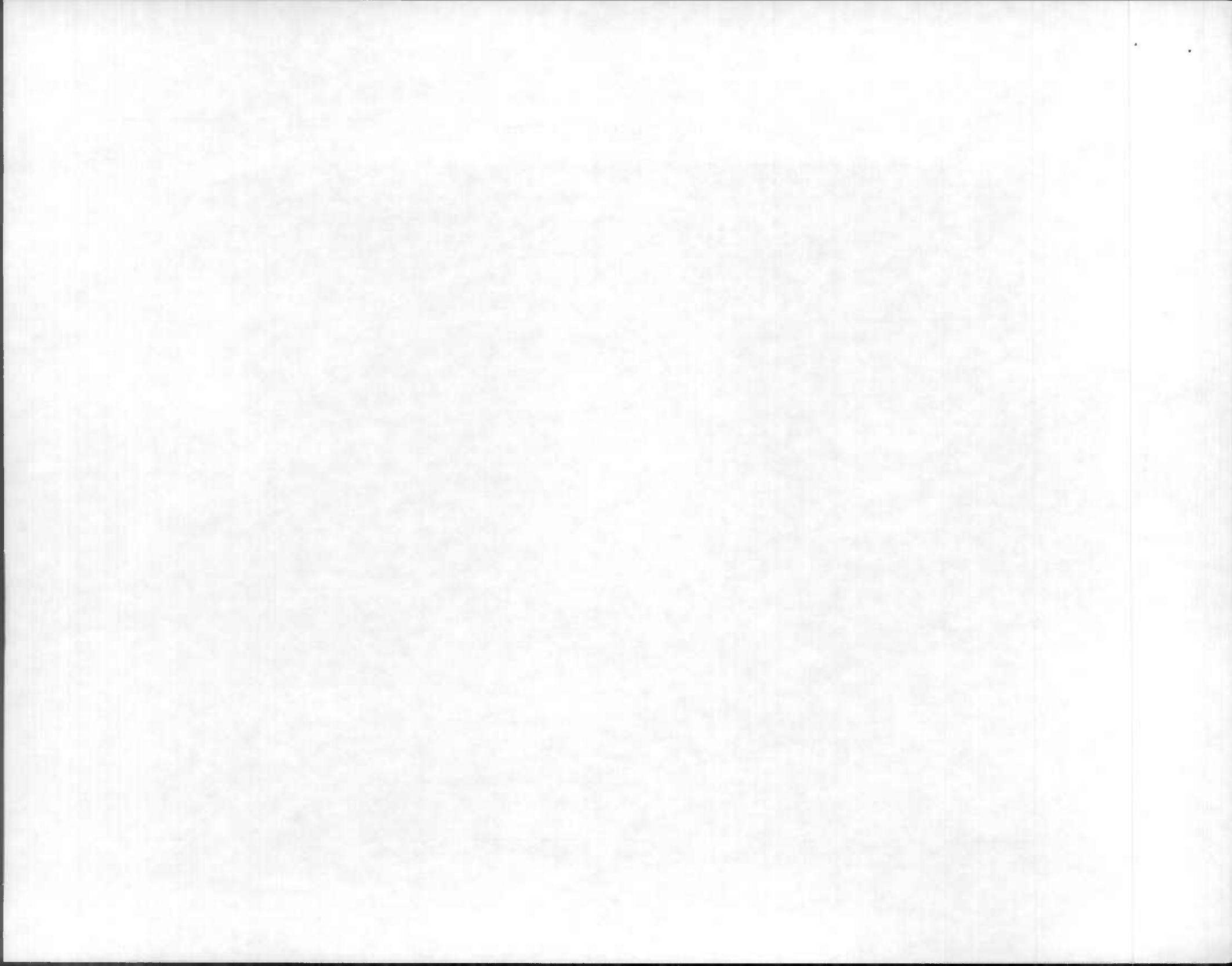
JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	5
JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	830
JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	67
JUD/DISTRICT COURT OF BALTIMORE CITY/WABASH	6
	1512



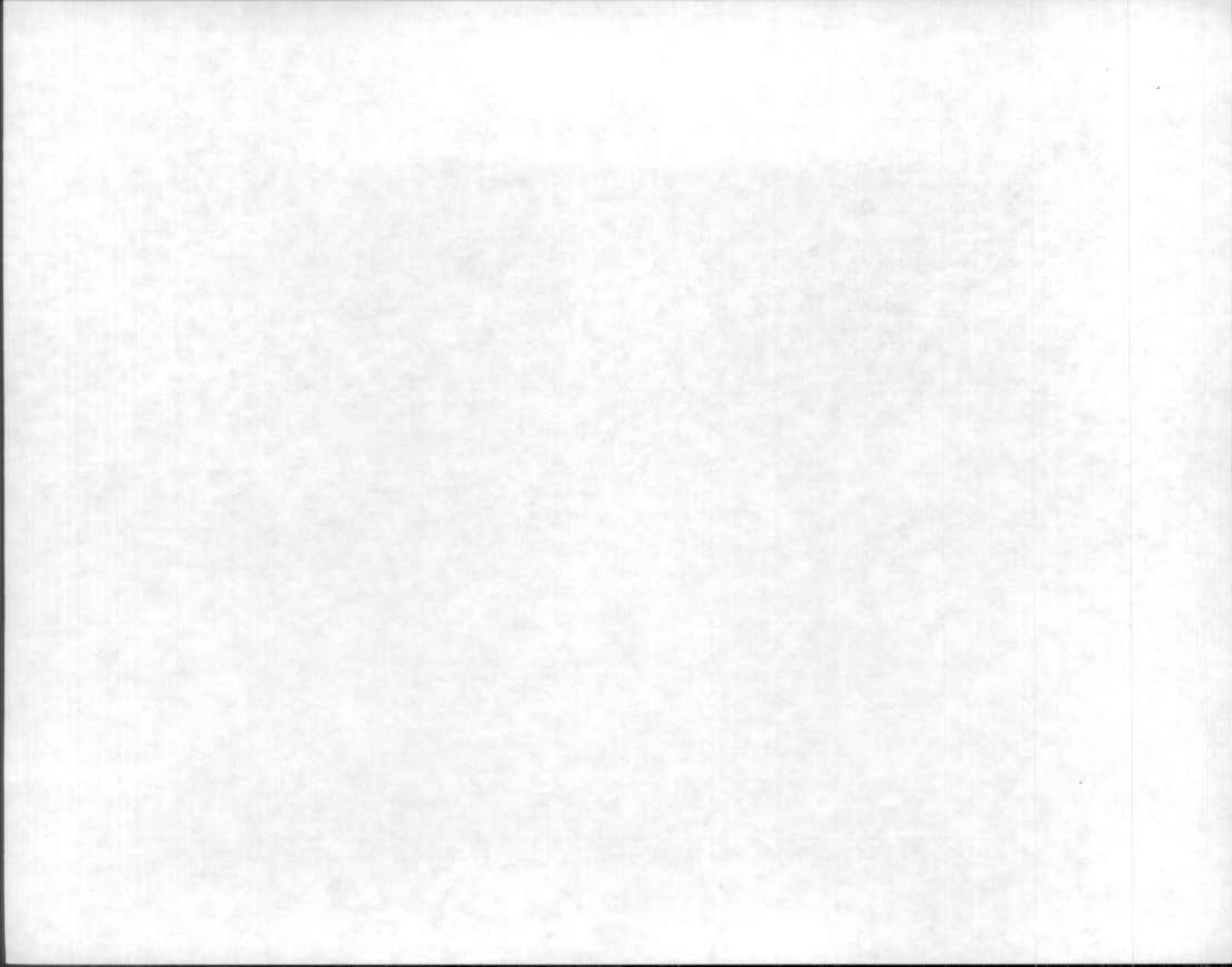












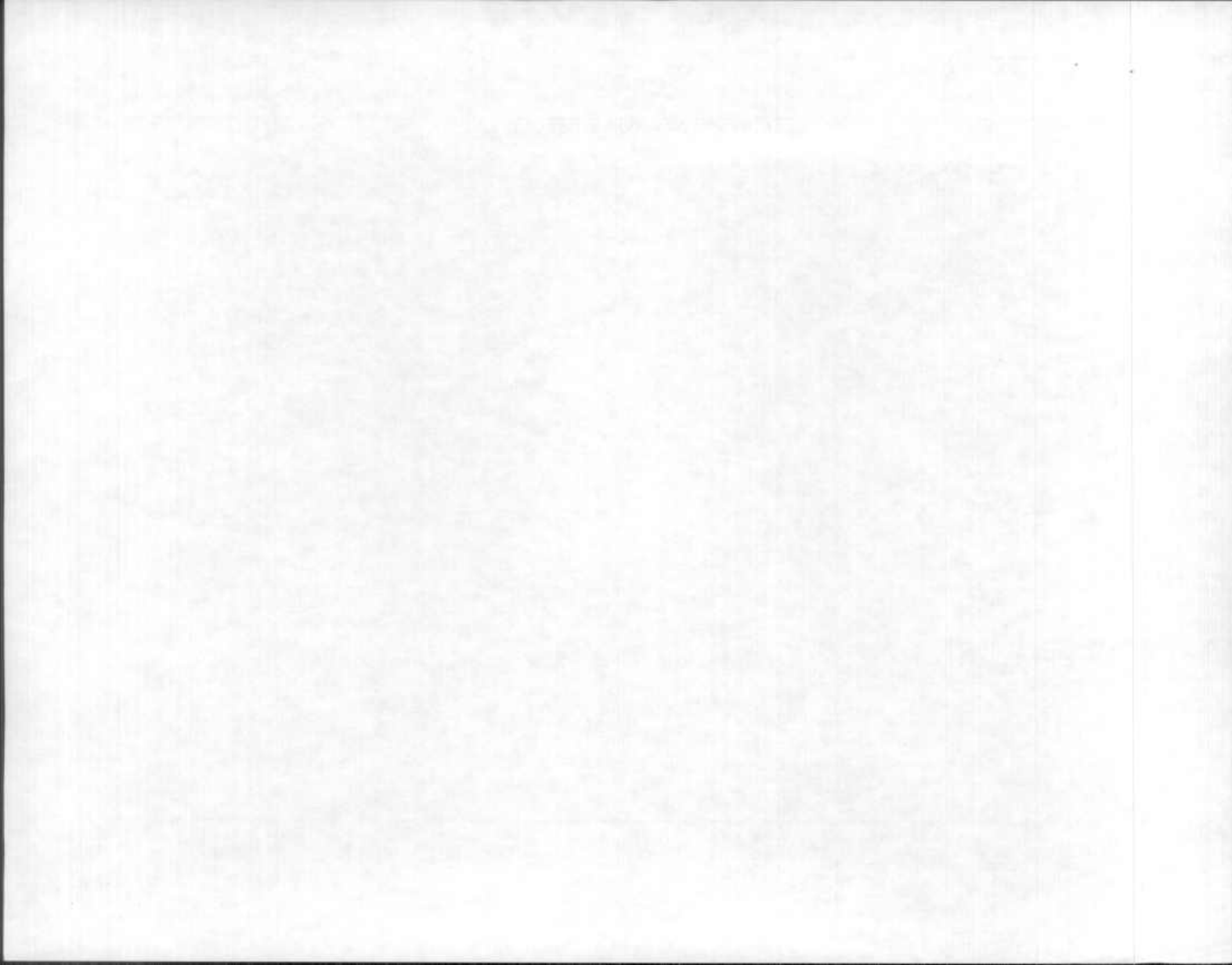
CERTIFICATE OF RECORDS DISPOSAL LOG  
AGENCY

DATE  
JUNE.2003

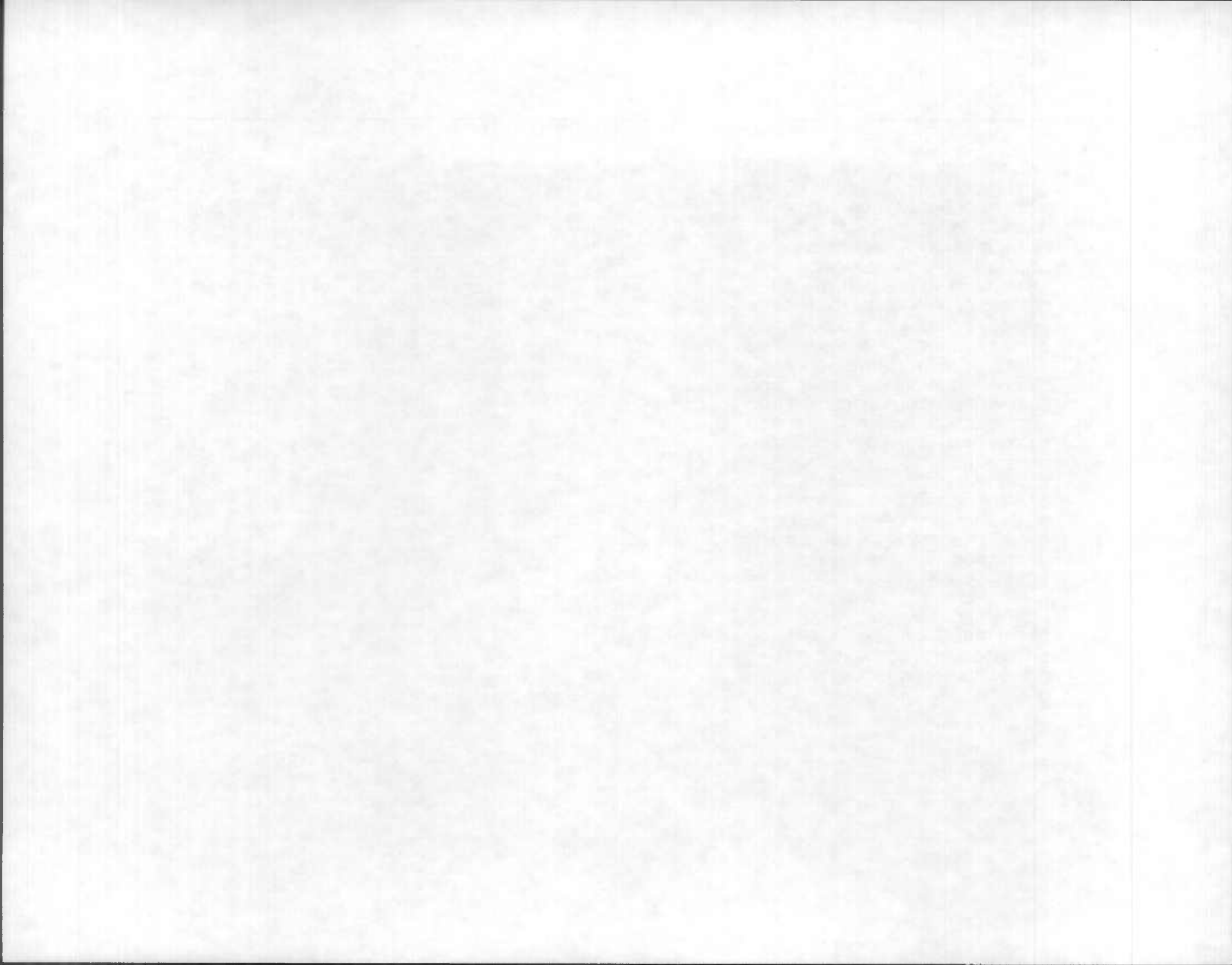
DHMH/CARROLL CO

CU. FT.  
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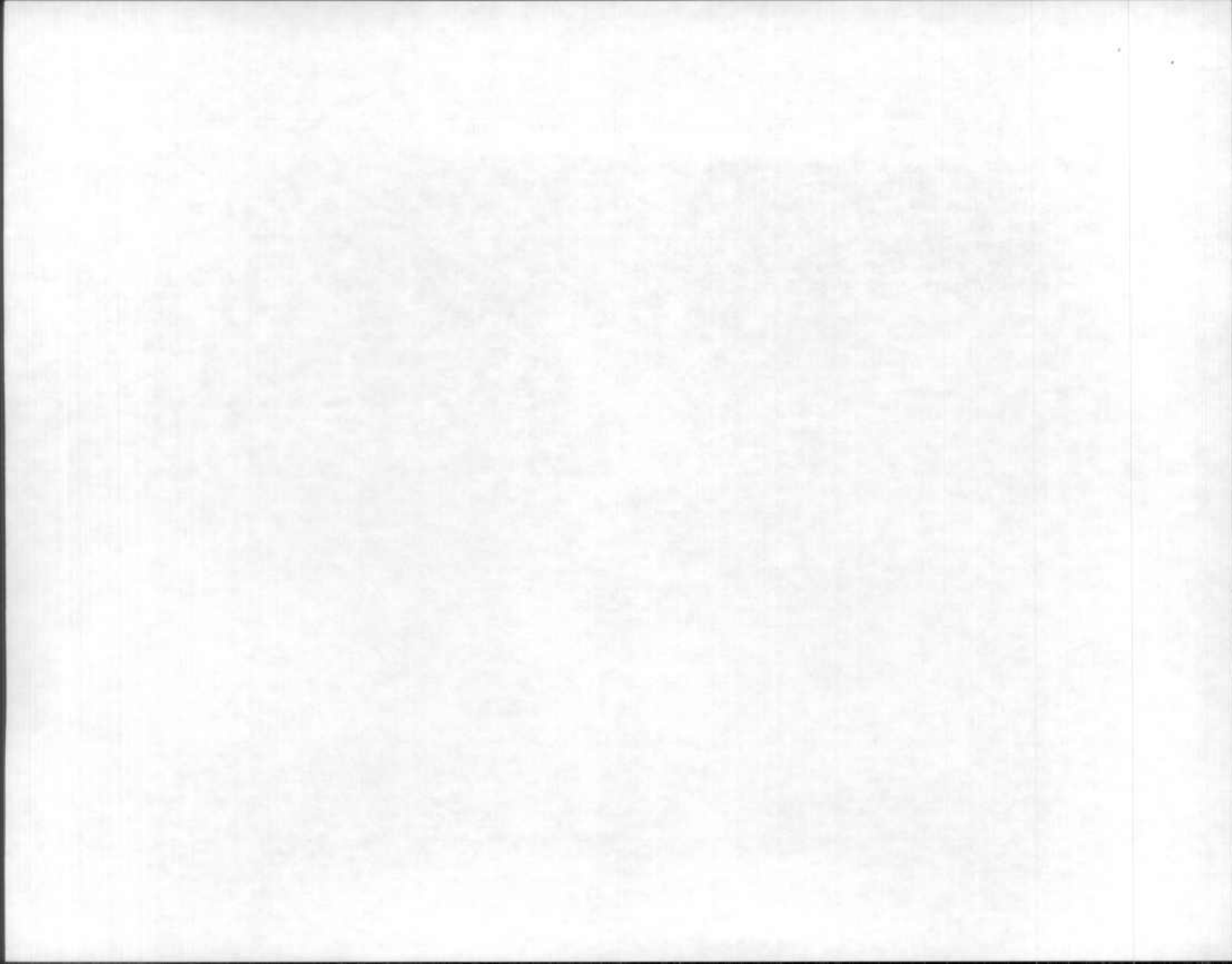
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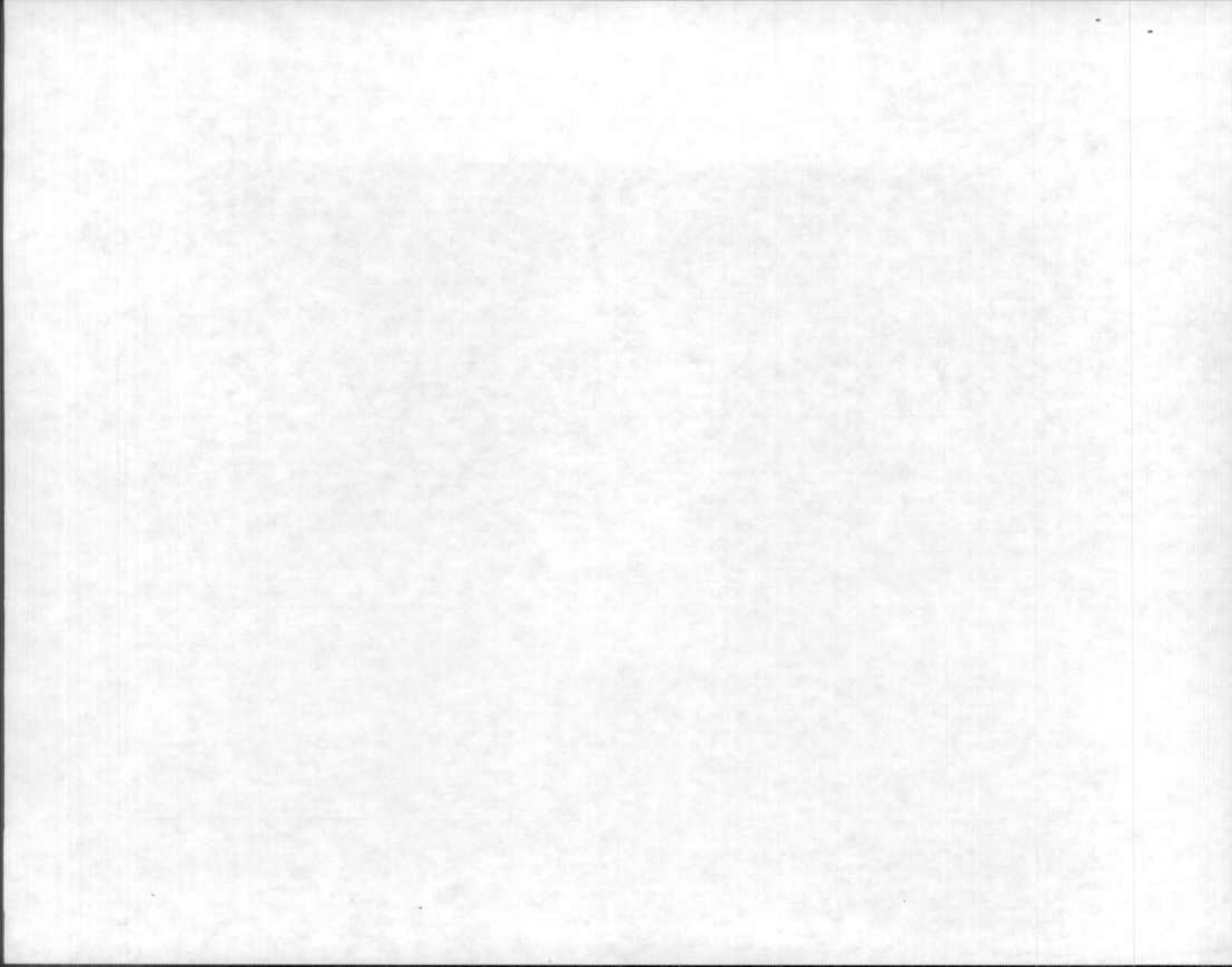




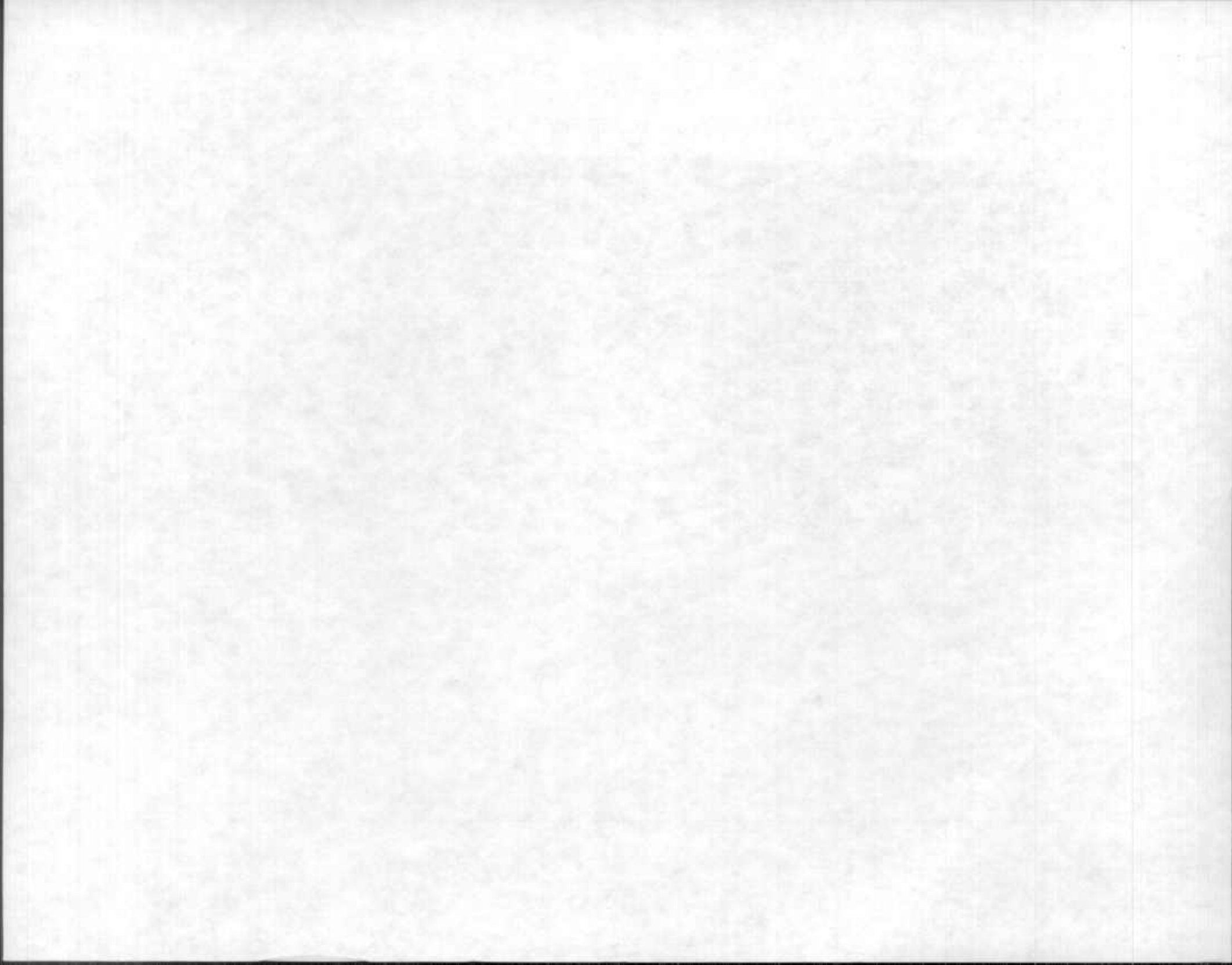




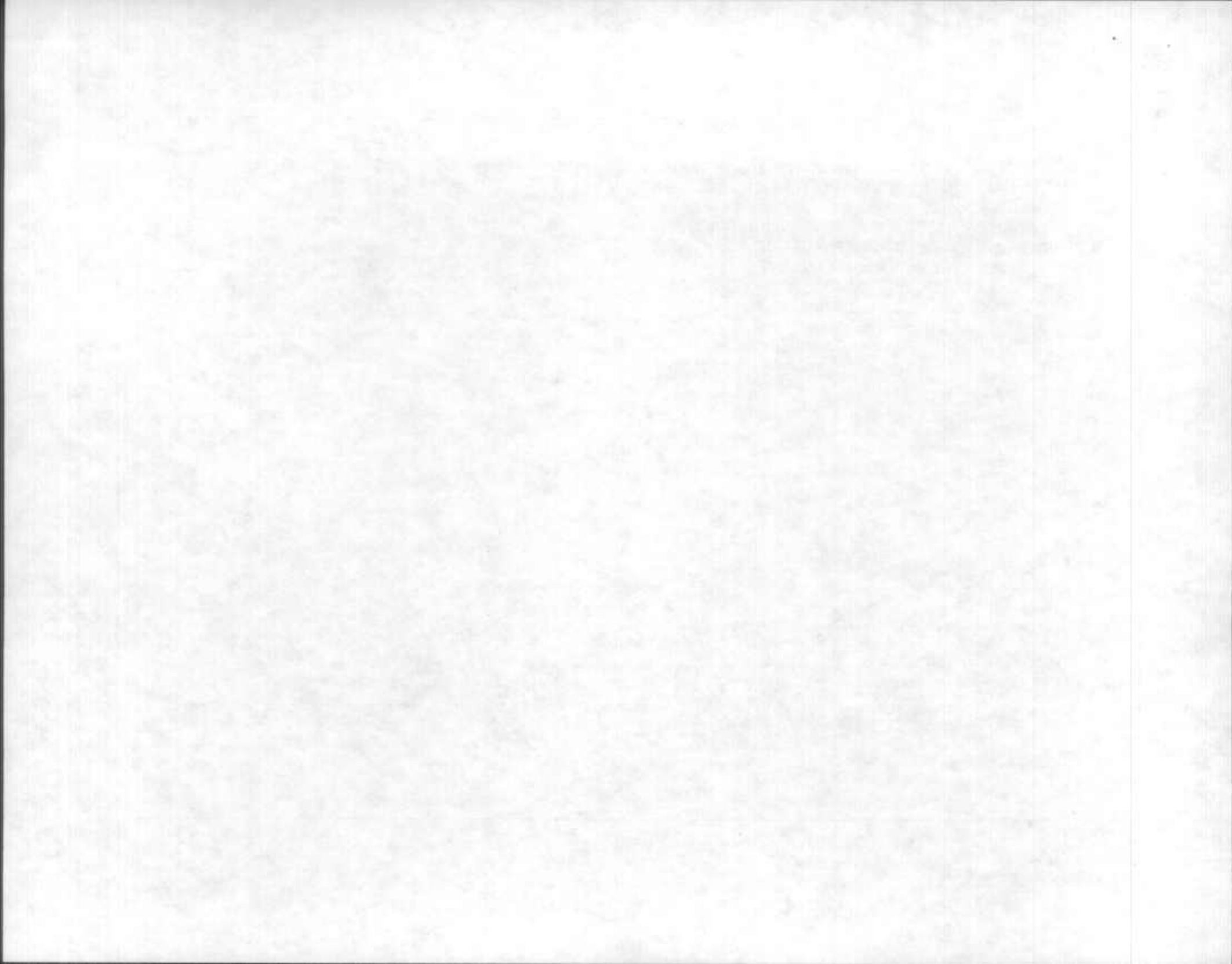




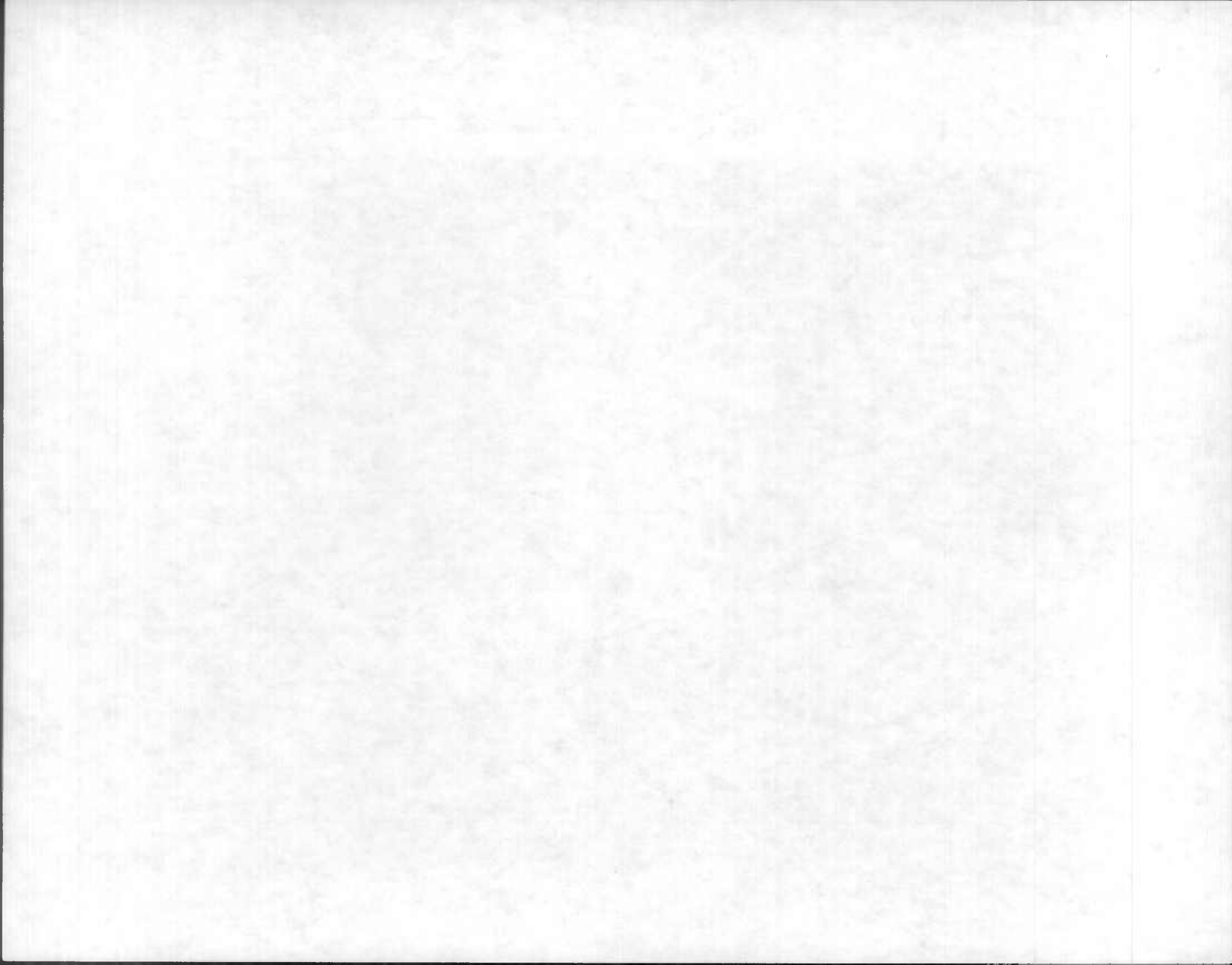




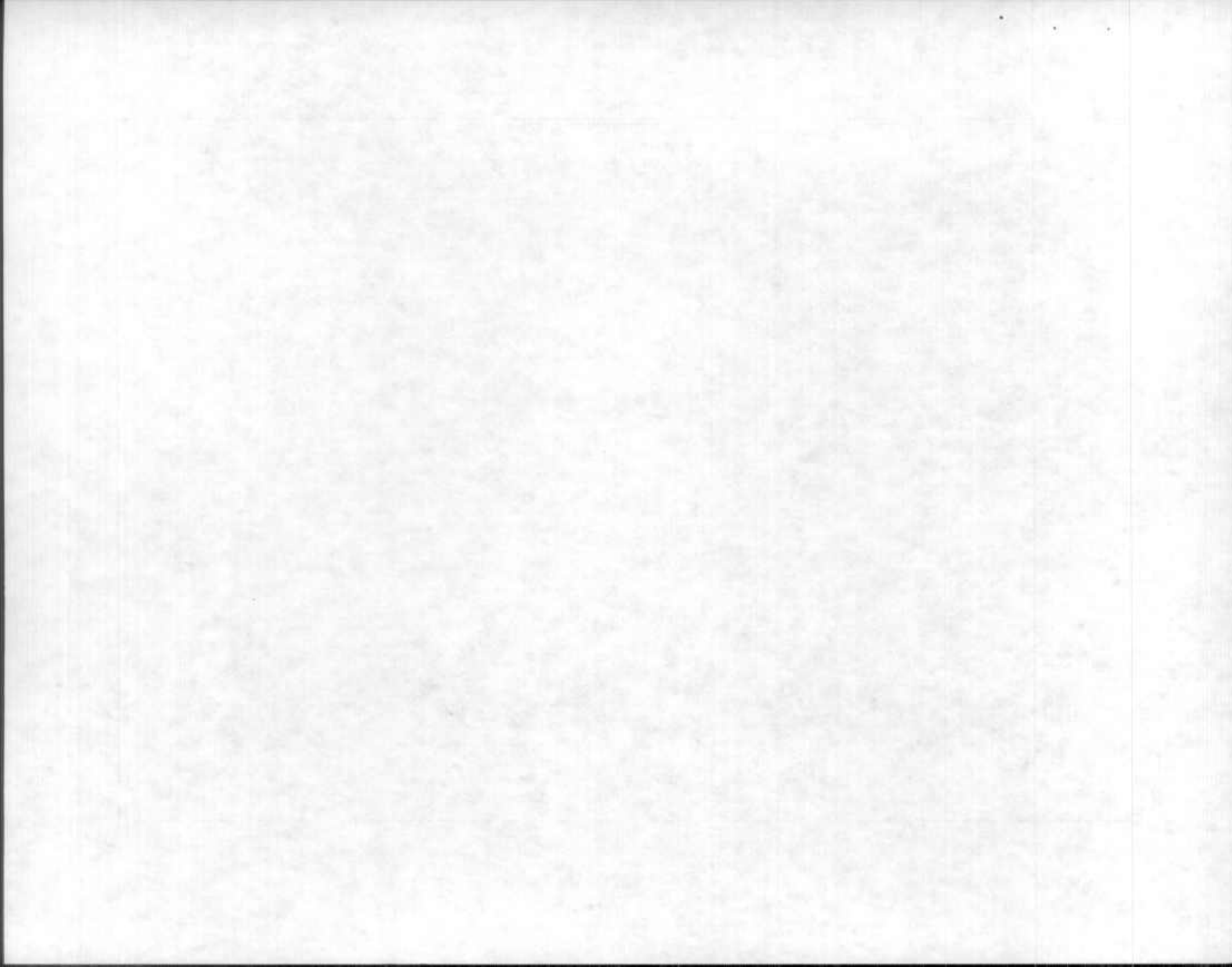




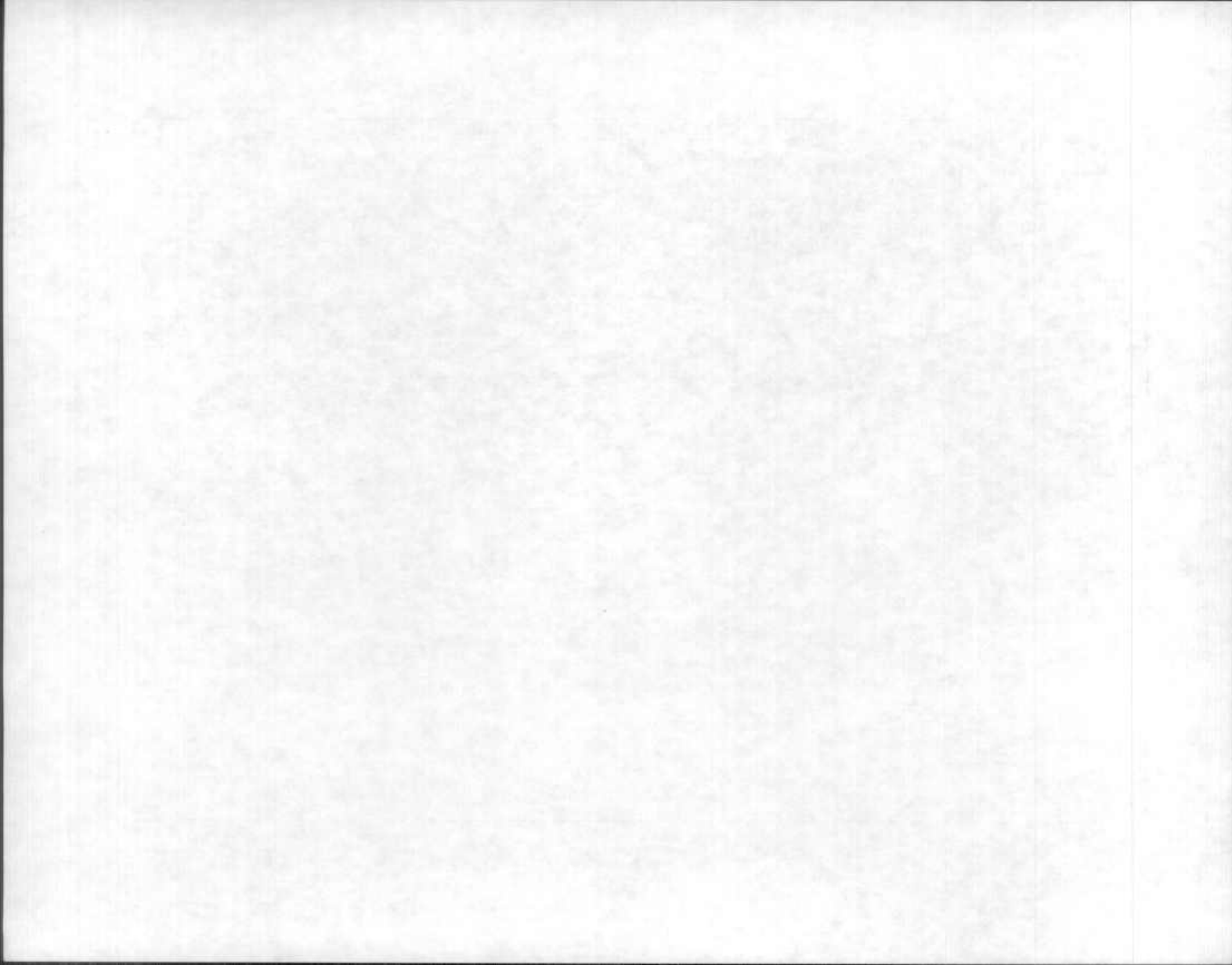




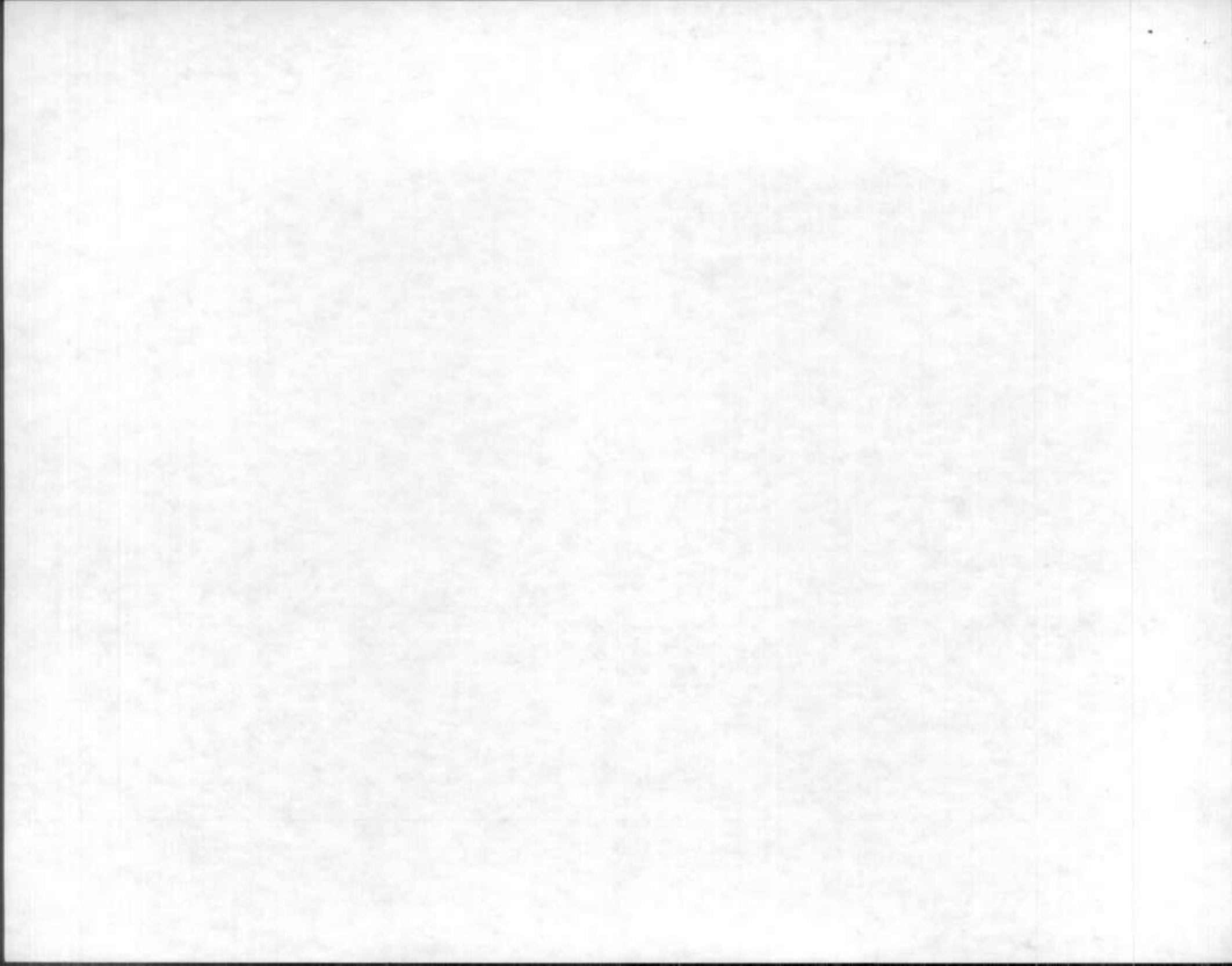




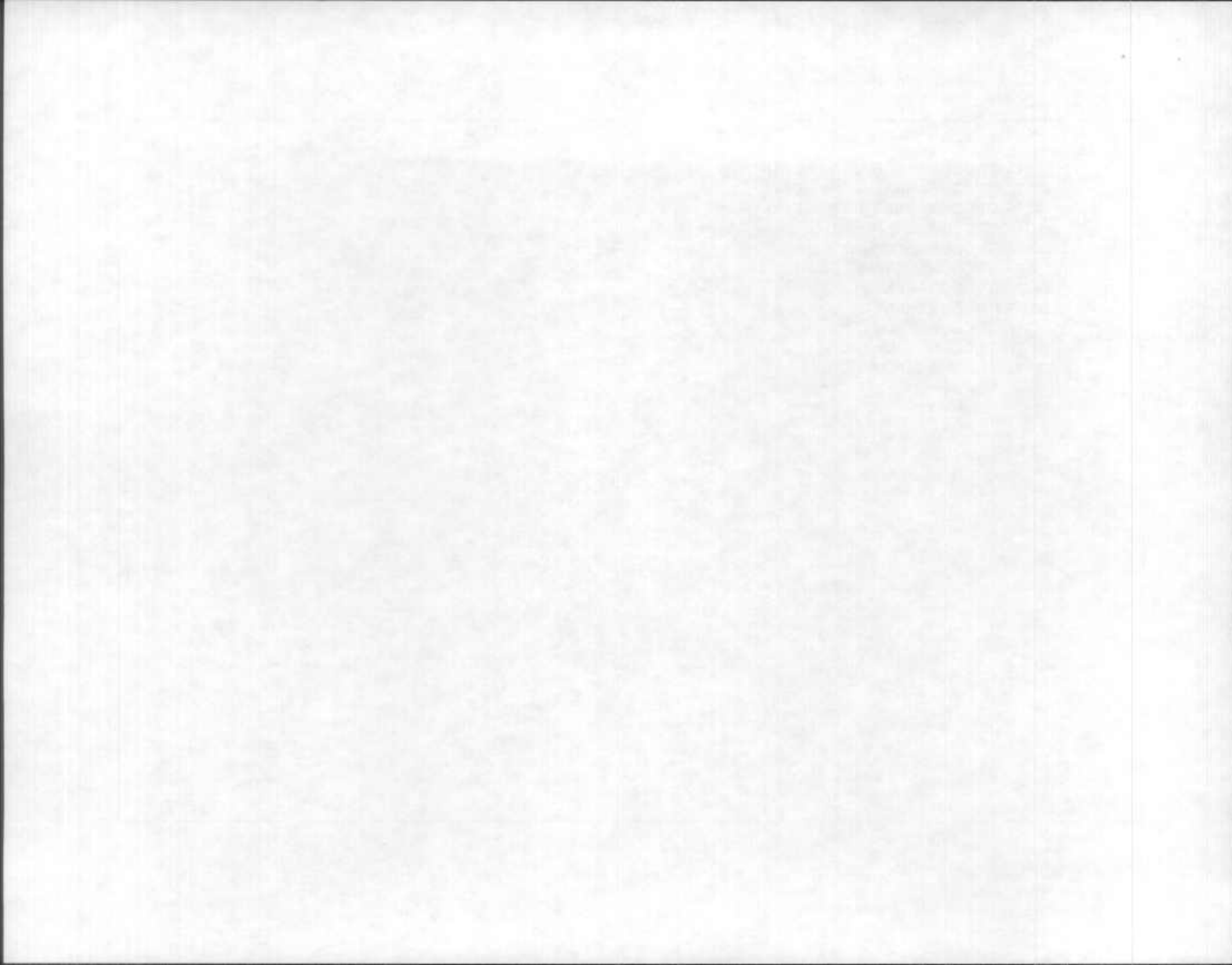




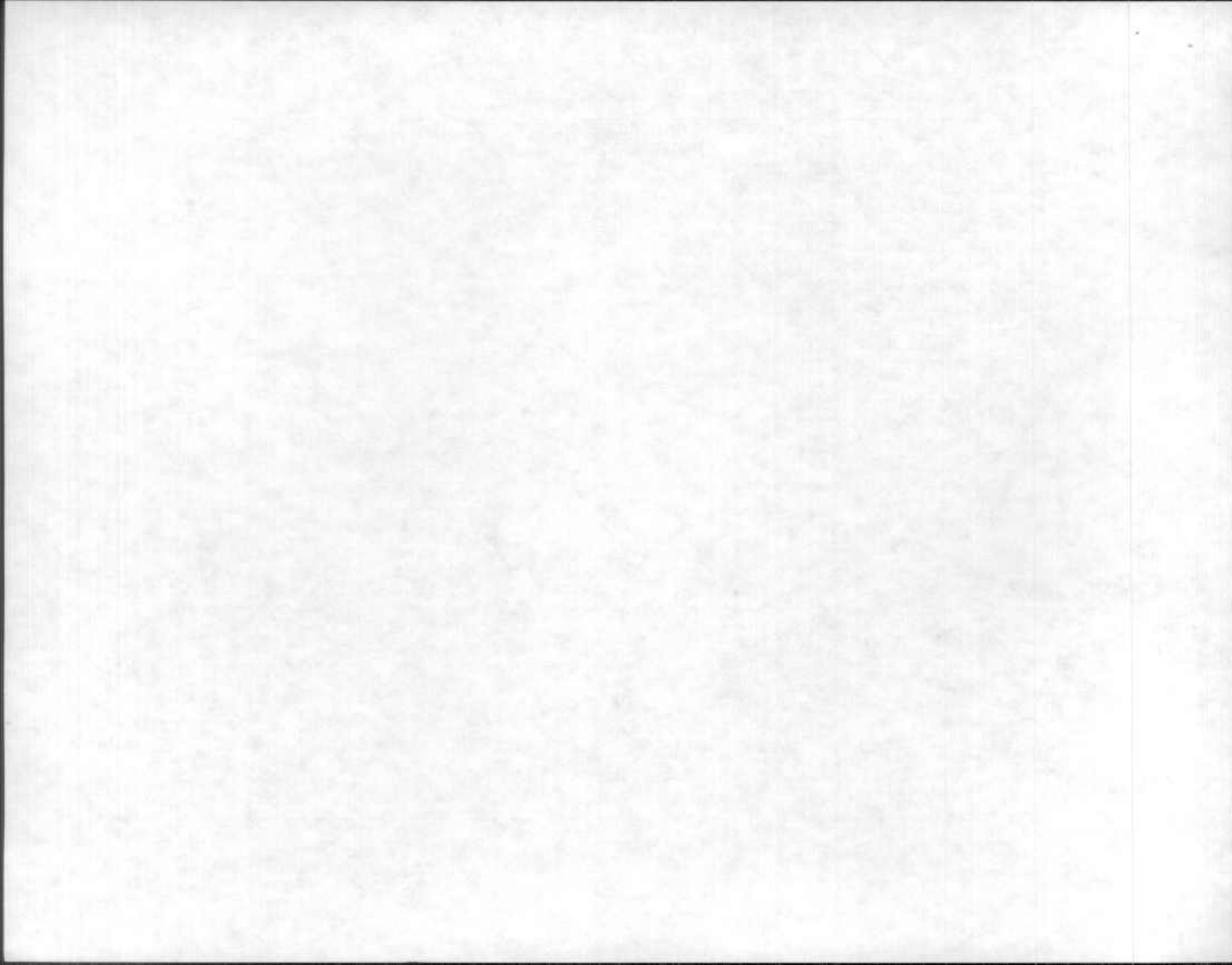




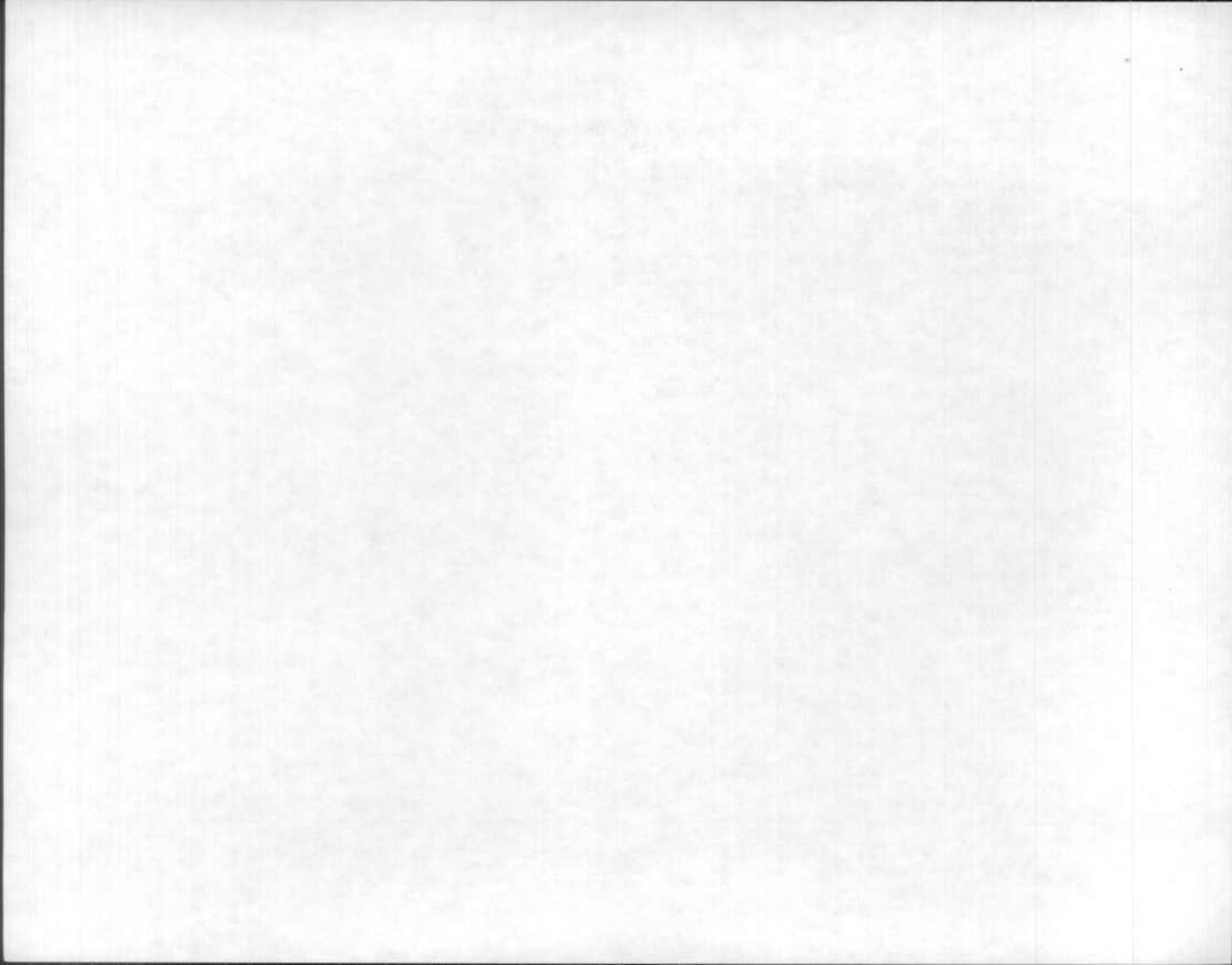




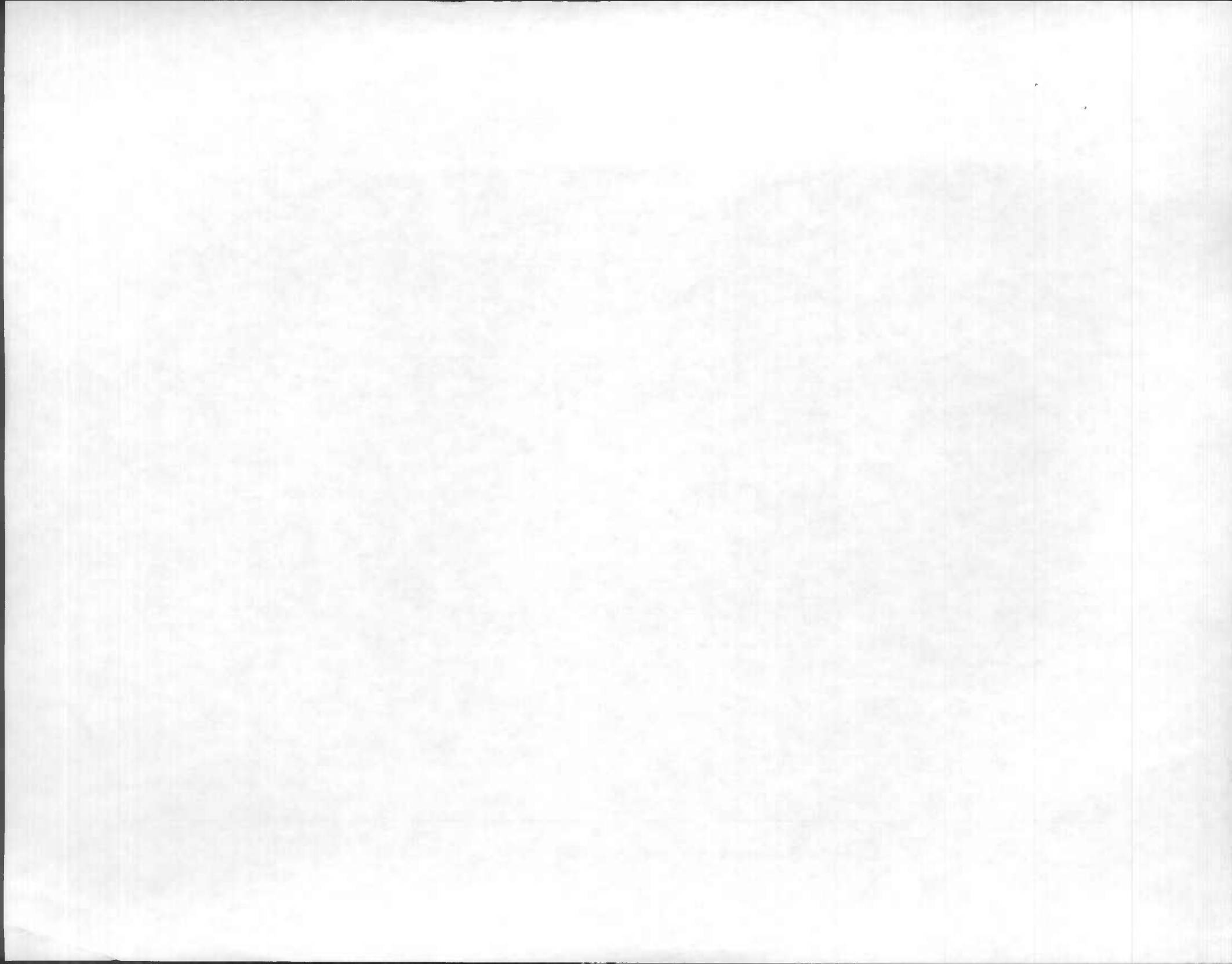




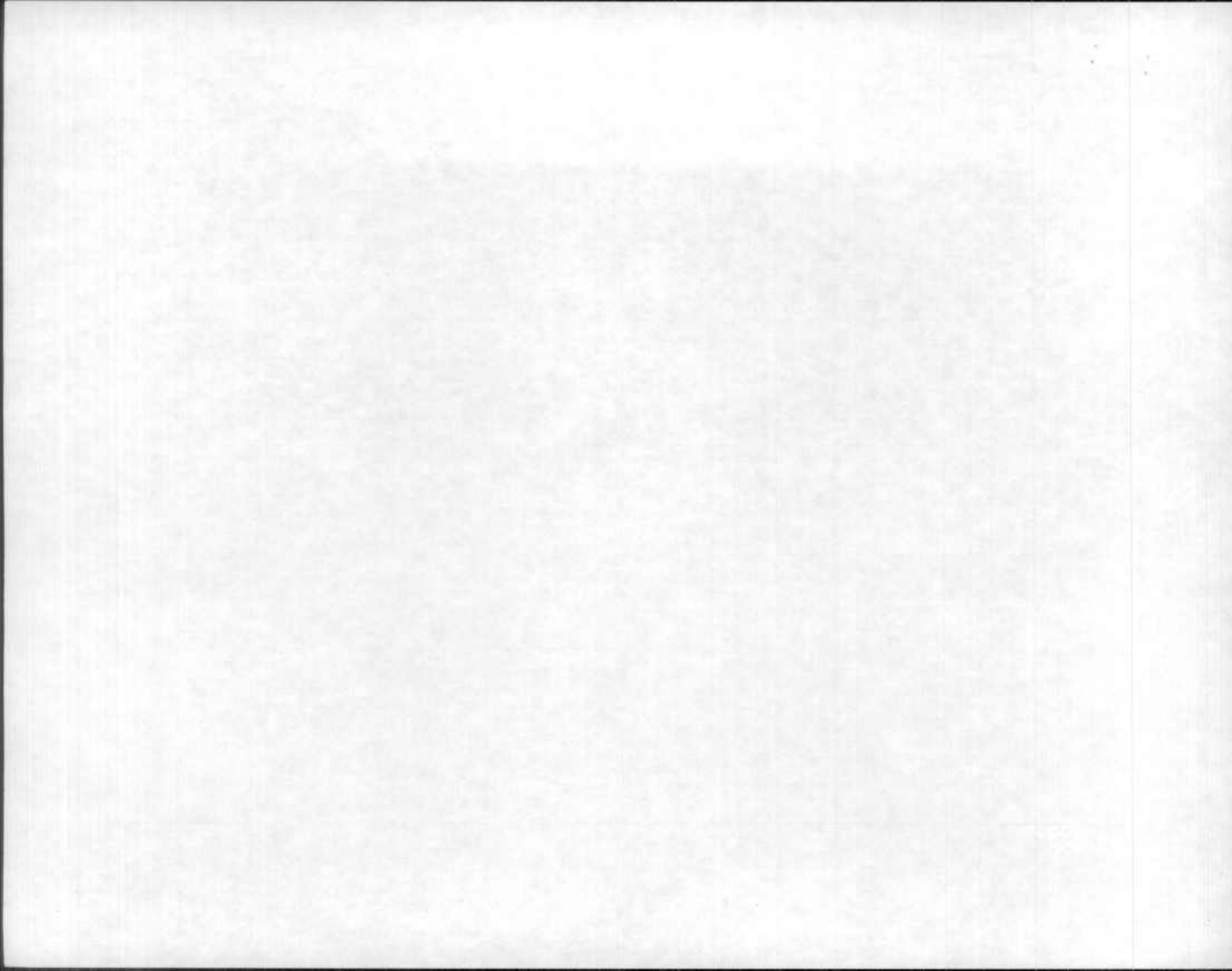




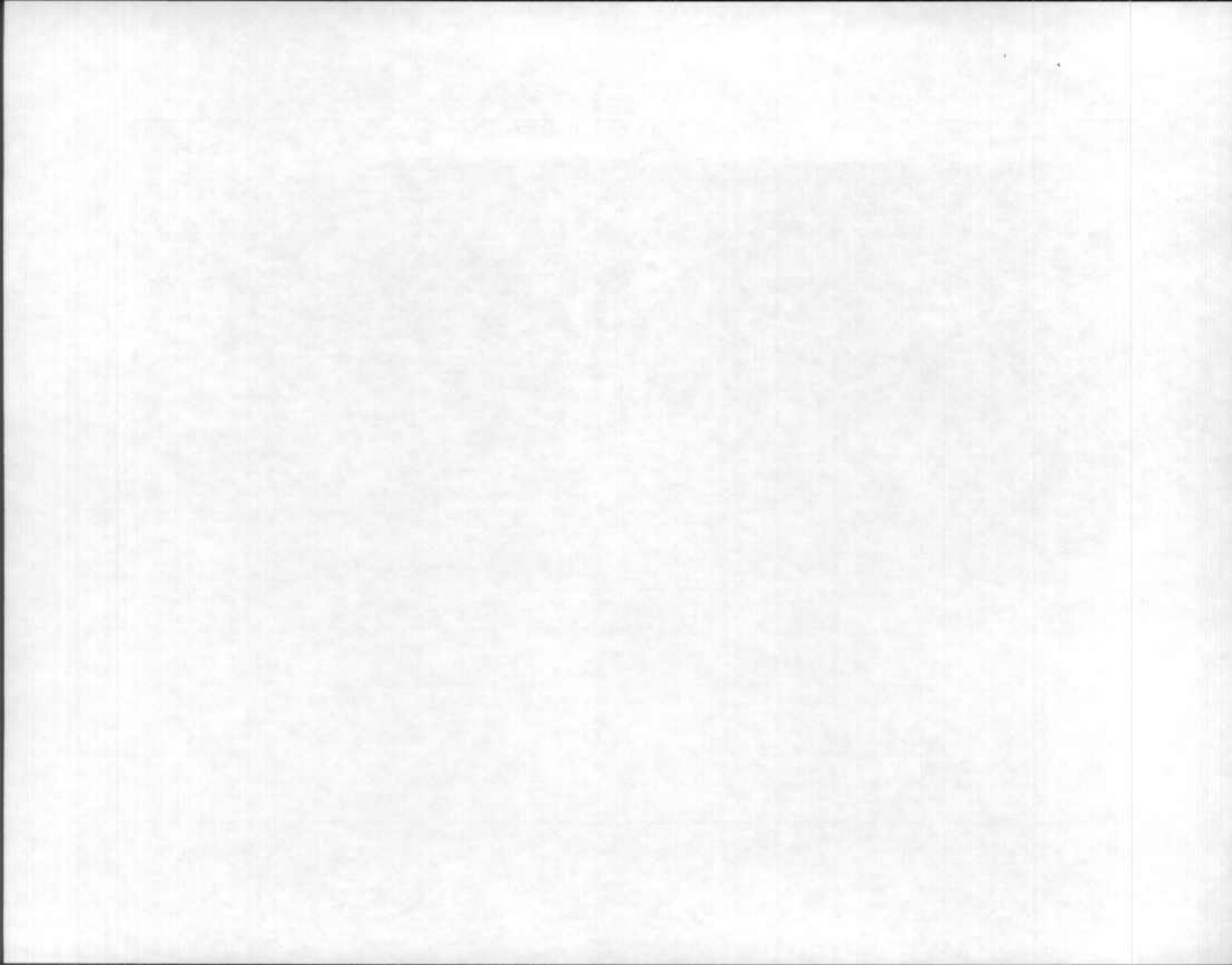




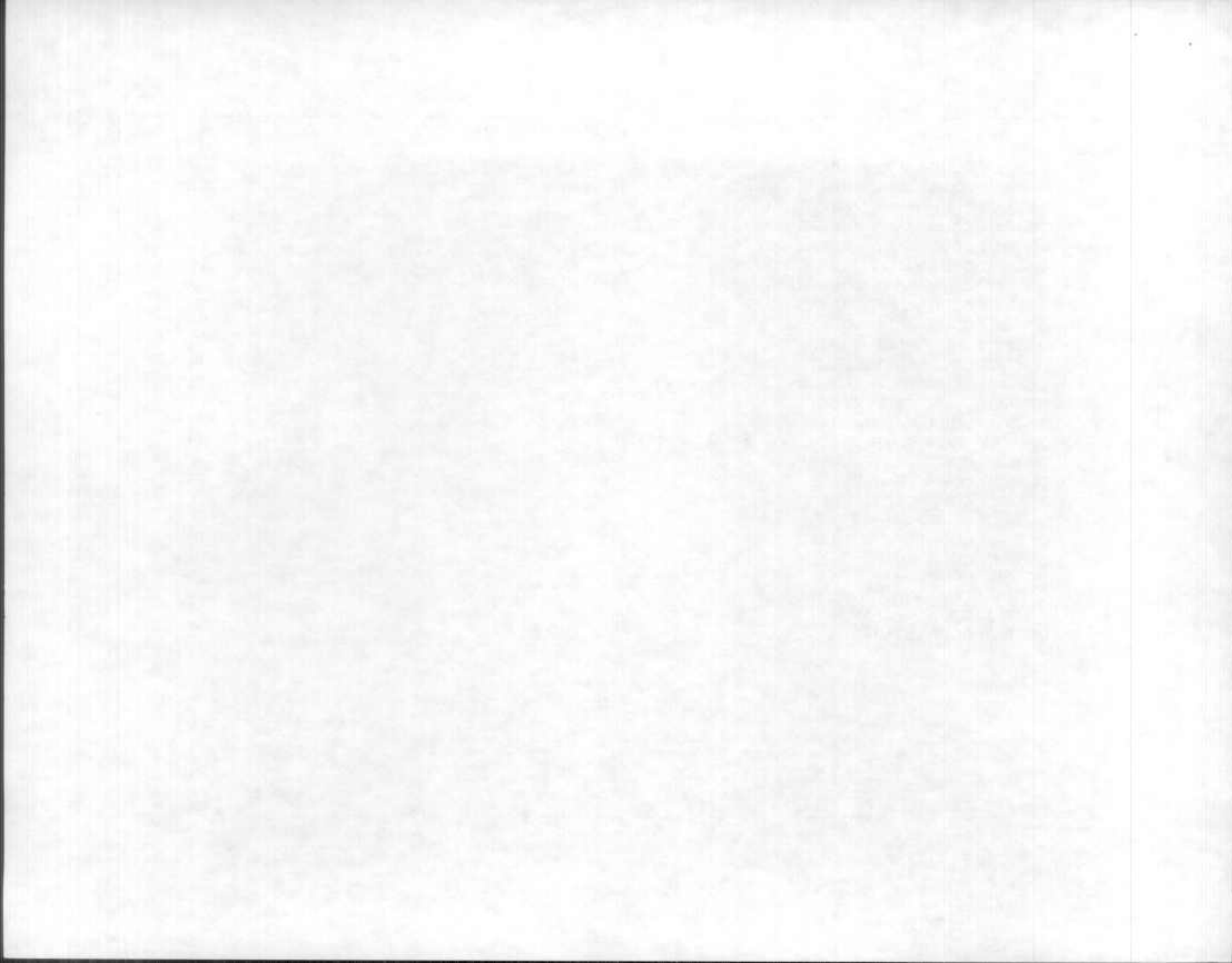




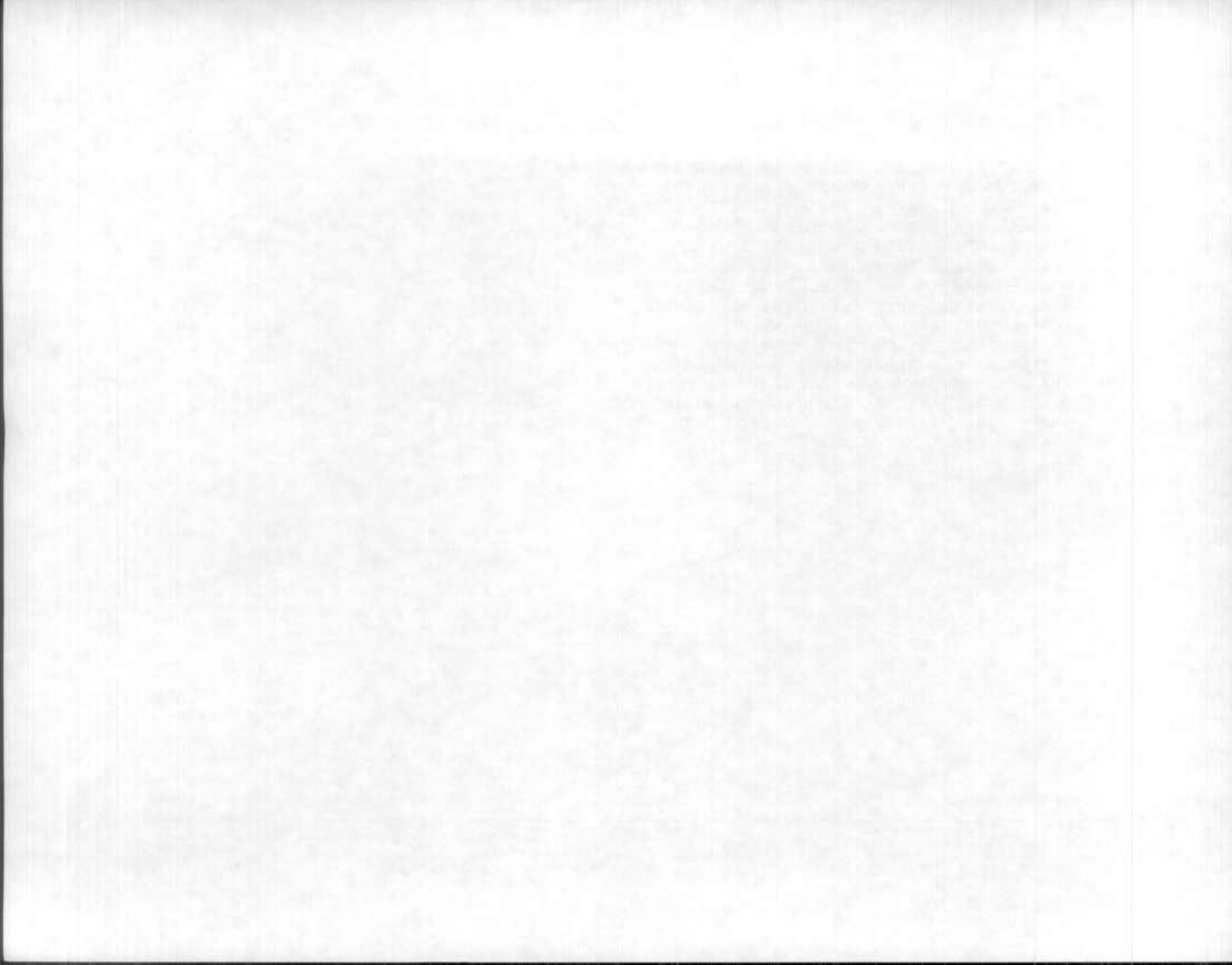




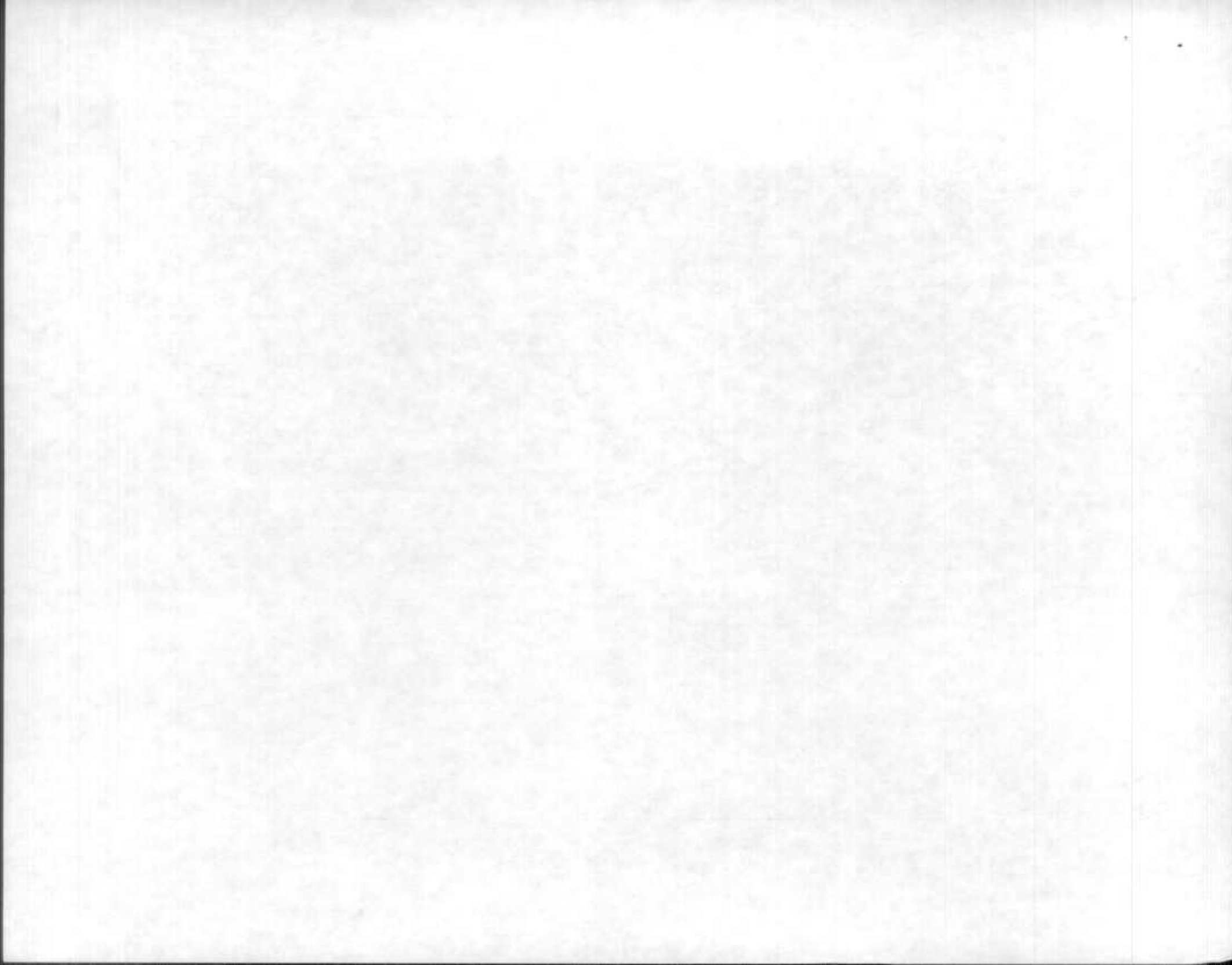




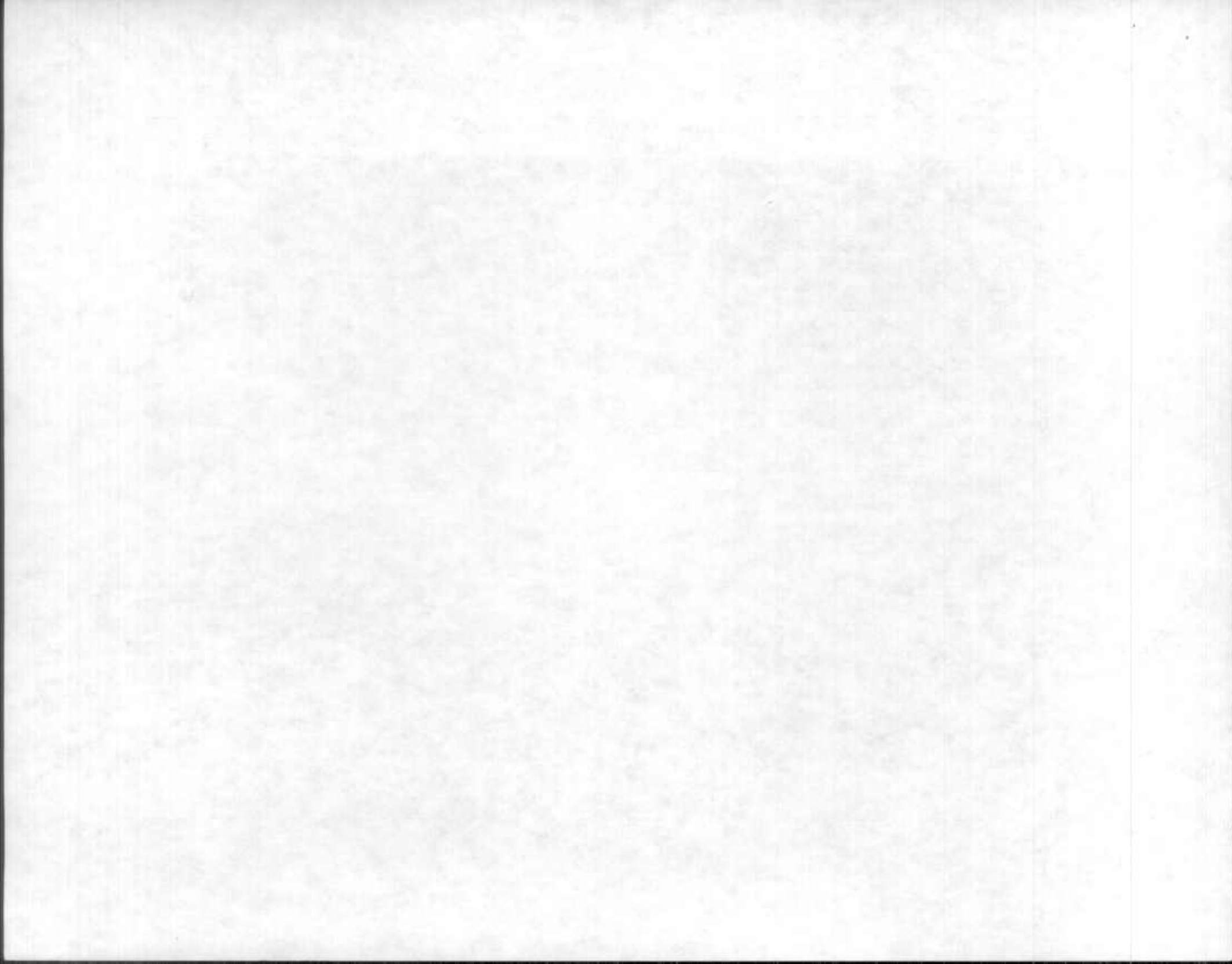




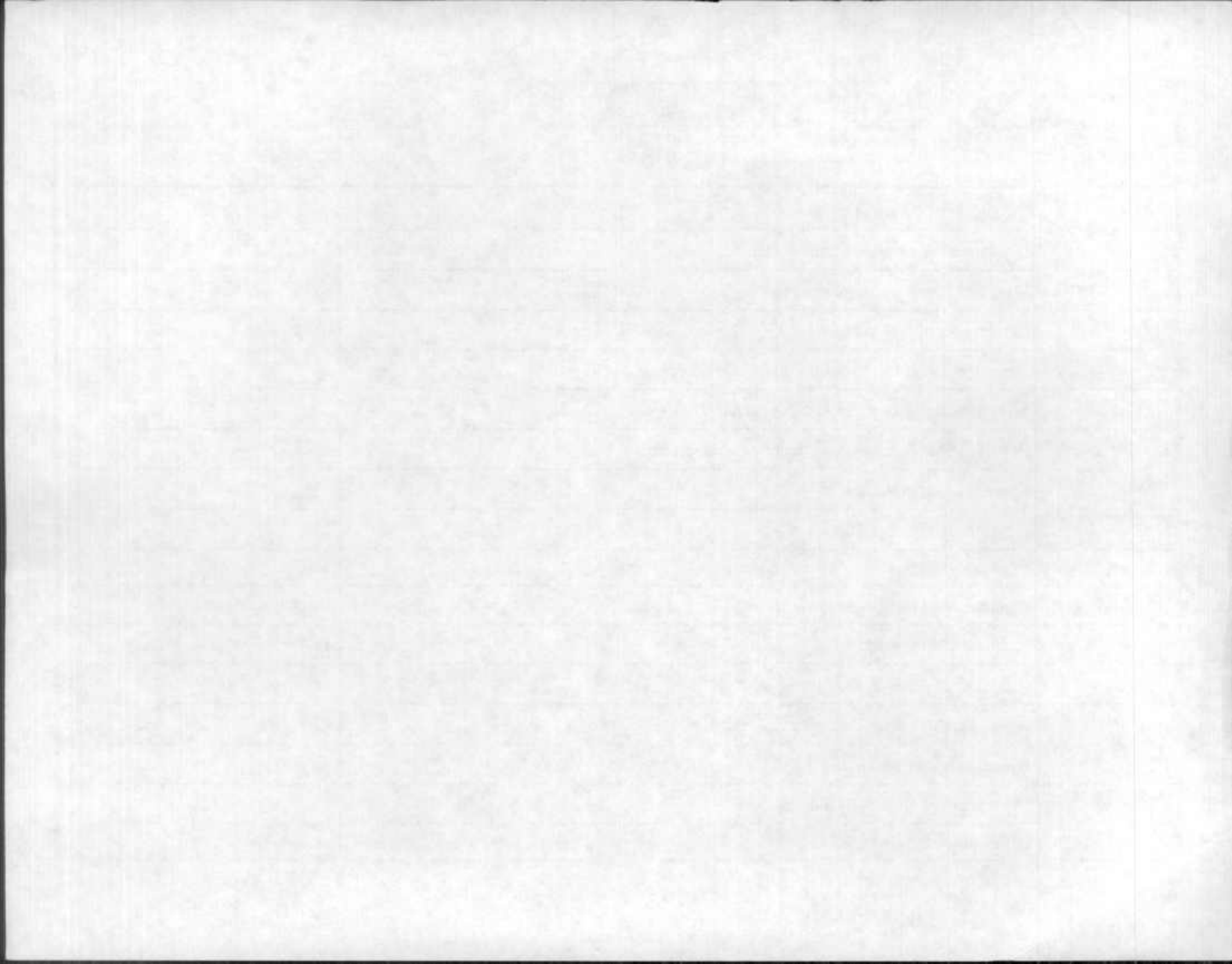




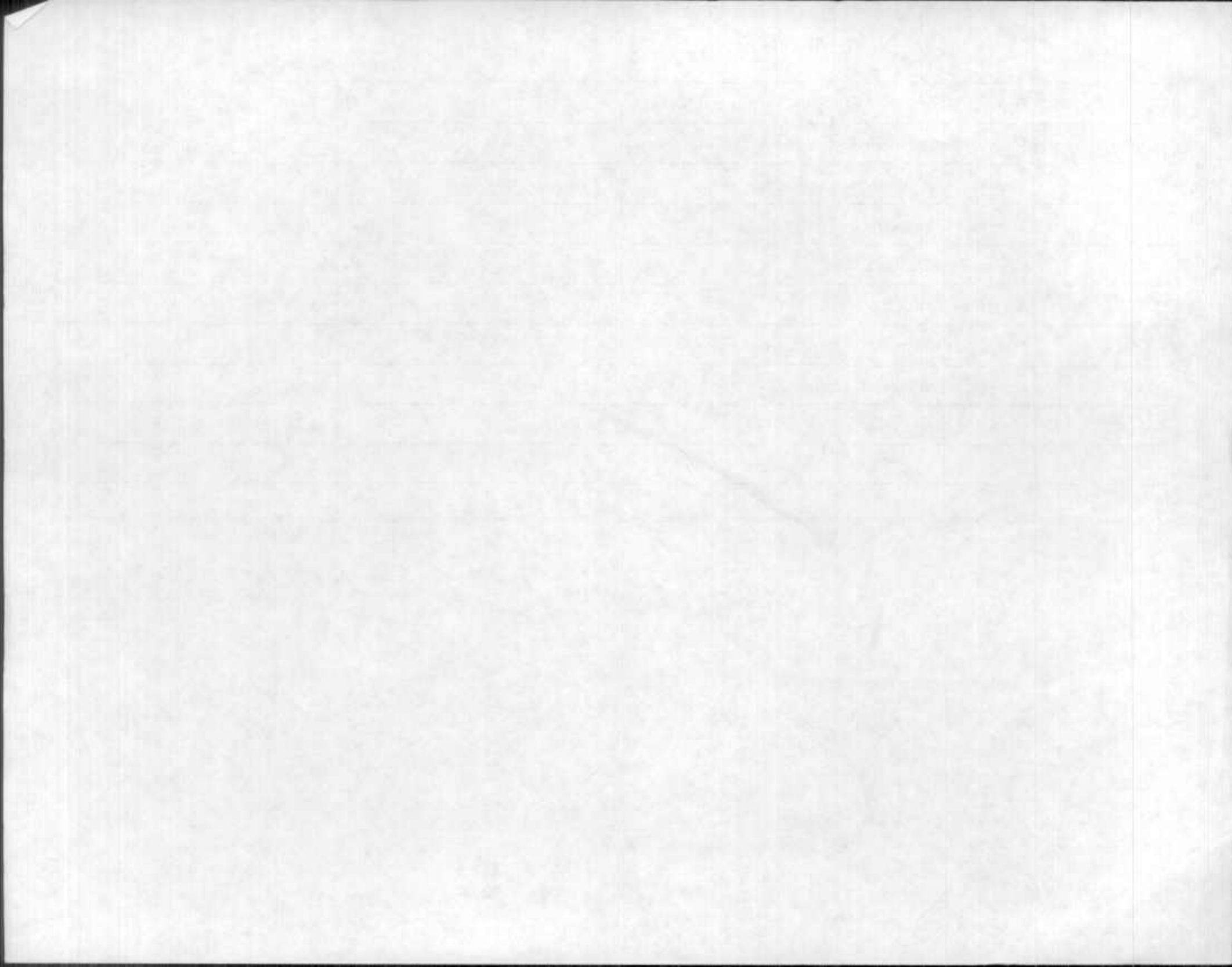




<i>DATE</i>	<i>AGENCY</i>	<i>CU. FT.</i>
1/2004	Department of Agriculture	13
1/2004	Department of Budget & Management	80
1/2004	Maryland Insurance Administration	524
1/2004	Comptroller of the Treasury	4195
1/2004	Department of Housing & Community Development	3
1/2004	Maryland State Department of Education	68
1/2004	Department of Business & Economic Development	50
1/2004	Executive Department	123
1/2004	Department of General Services	112
1/2004	Department of Health & Mental Hygiene	1707
1/2004	Department of Human Resources	1667
1/2004	Judiciary of Maryland	1450
1/2004	Office of the Attorney General	121
1/2004	Department of Labor, Licensing & Regulation	126
1/2004	Injured Workers Insurance Fund	36
1/2004	Department of Natural Resources	6
1/2004	Office of the Public Defender	245



1/2004	Department of Public Safety & Correctional Services	1905
1/2004	Maryland Automobile Insurance Fund	665
1/2004	Maryland State Retirement Agency	325
1/2004	Maryland Department of Transportation	936
1/2004	Universities/Colleges	505
1/2004	Securities/Microfilm	13
1/2004	Maryland Department of the Environment	46
1/2004	Department of Juvenile Justice	42
1/2004	Maryland State Police	186
	TOTAL	15,149



July 2004

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August 2004

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Wm. H. ...  
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Sept. 2004

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