# **DEPT OF HUMAN RESOURCES**

BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES

#### LEGAL SERVICES DIVISION

DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379

Prepare in duplicate

RETAIN ONE (1) COPY AND FORWARD ORIGINAL TO ADDRESS AT LEFT.

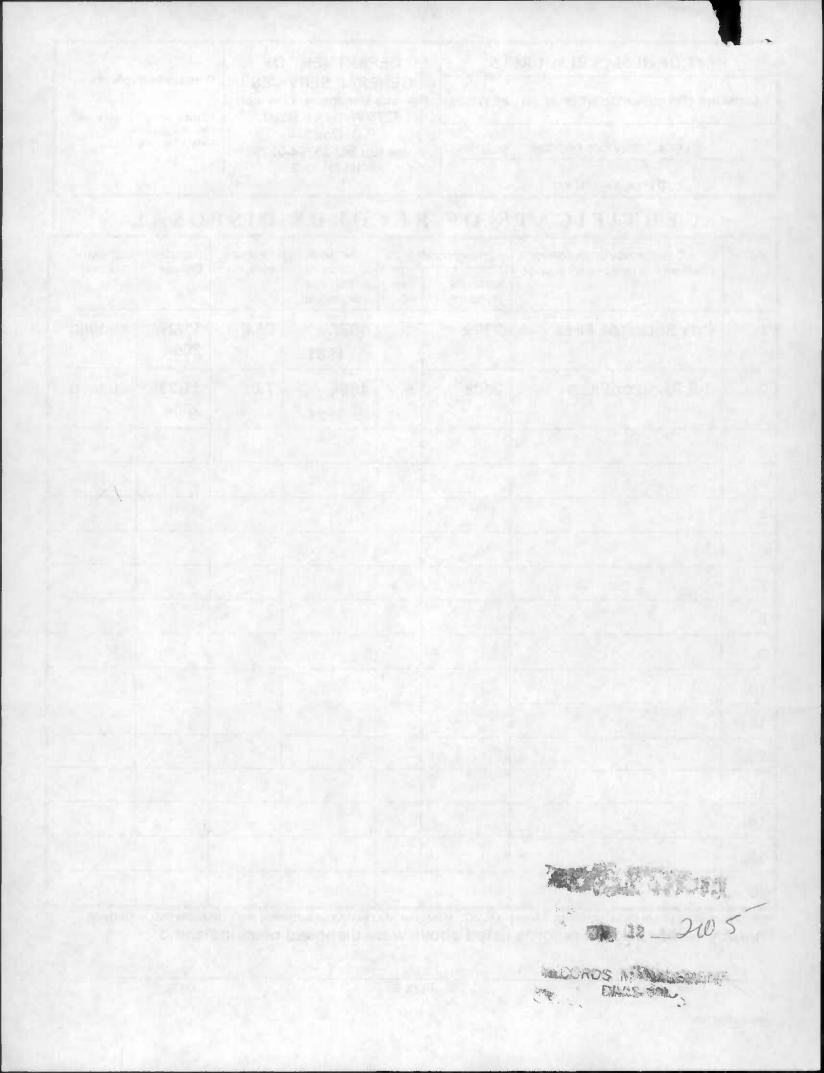
DIVISION / UNIT

# CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS	AUTHORIZATION	*		VOLUME	DATE OF	METHOD OF
	(SAME TITLE AS LISTED ON SCHEDULE)	RETENTION SCHEDULE NO.	ITEM NO.	DATES OF RECORDS DESTROYED	CUBIC FEET	DISPOSAL	DISPOSAL
1.	CITY SOLICITOR FILES	2309	1	1977- 1981	25.0	11/29/ 2004	BURNED
2.	4-E PROJECT FILES	2309	5	1986- 1994	7.0	11/29/ 2004	BURNED
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.

SIGNA TUR



# BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES LEGAL SERVICES DIVISION 6 Saint Paul Street, 20<sup>th</sup> Floor Baltimore, Maryland 21202-1608 (410) 767-8664

July 11, 2005

# **MEMORANDUM**

- TO: Karin Lott DGS
- FROM: Richard Jackson

**RE:** Certificate of Disposal of Records

Attached is a Certificate of Records Disposal for items that were incinerated on November 29, 2004, pursuant to retention schedule 2309, items 1 and 5.

Please contact me if you are in need of additional information or documentation. Thanks.

and the second second 12 -205 TOROS 144 LESS ST Call Side at

3409

D.C. Cert. 3-6-F-1-04

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	ct Court of Maryland Caroline	January 2, 2004			Amily T	nompson, Cou	nty Clerk	
	COURT COUNTY	DATE		CUSTODIA	AN OF RECORDS AT	TIME OF DEST	RUCTION	
Series No.	Description of Records Include Title and/or Form Number		Authori	zation	Inclusive Dates of Records	Volume	Date of	Method of
110.			ention ed. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle shred, landfill, etc.)
	ACCOUNTING RECORDS	9	75	V	2000			
	Certificates of Deposit	1				5		
	Closed Transcript Records					1		
	Closed Deferred Payment Records					1.5	9-29-	landfill
	Commissioner Daily Transmittals	Carlo -				1.5	2004	
	Court Fund Receipts and Ledger Cards					2	1.1	
	Satisfied Bad Checks					.5		
	Purchase Orders & Receiving Reports					1		
	Statistical Report			1		1		
	Auditors Receipt Copies			(A) AZ		.5		
	Bank Statements	1.5.19. 52.		410		1		
	Refund Request Forms					1		10
	Petty Cash Reimbursements					.5	V	

Destruction Approved by Hall of Records Commission

Stward C. Japan

Date

DEC 0 2 2003

State Archivist

Signature of Court Official

**Destruction Certification** 

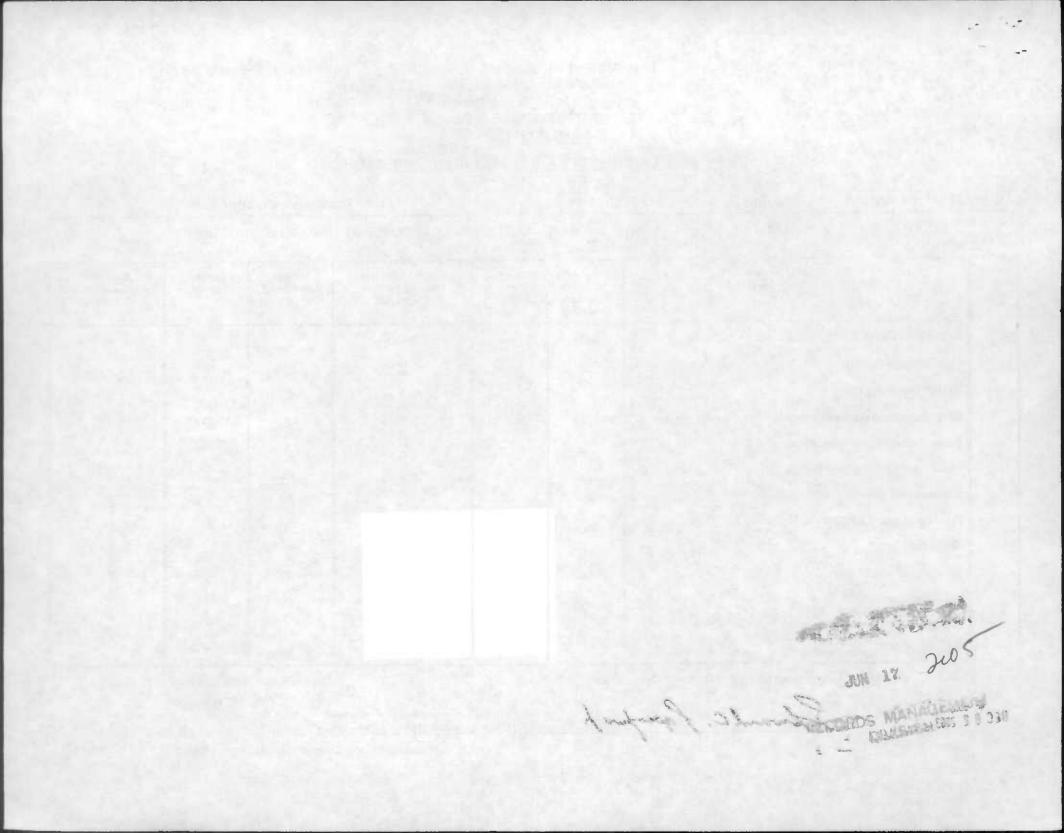
Co. Clerk

Title

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Date

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D.C. Cert. 3-6-F-1-04

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

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

-104110	t Court of Maryland	Caroline	January 2, 20			Anny In	nompson, Cou	Tity Clerk	
	COURT	COUNTY	DATE		CUSTOD	AN OF RECORDS AT	TIME OF DEST	RUCTION	
Series No.		scription of Records itle and/or Form Number		Authori	zation	Inclusive	Volume	Date of	Method of
				Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle shred, landfill, etc.)
	ACCOUNTING REC	CORDS		975	V	2000			
	Certificates of Deposit						5	1.25.01	
	Closed Transcript Reco	rds					1		
	Closed Deferred Payme	ent Records					1.5	9-29-	landfill
	Commissioner Daily Tra	ansmittals					1.5	2004	
	Court Fund Receipts ar	nd Ledger Cards					2	1	
	Satisfied Bad Checks						.5		
	Purchase Orders & Rec	ceiving Reports					1		
	Statistical Report						1		
	Auditors Receipt Copies	S					.5		
	Bank Statements						1		
	Refund Request Forms						1		10
	Petty Cash Reimburser	nents					.5	V	V

Destruction Approved by Hall of Records Commission

Stward C. Pape

Date

DEC 0 2 2003

State Archivist

**Destruction Certification** 

Co. Clerk Do

Title

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Signature of Court Official

JUN 17 205 INCOORDS MANAGEDERS

D.C. Cert. 3-6-CV-1-04

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

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	CTION
eries No.	Description of Records	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(000101000)	Doondonoin	(Recycle, shred landfill, etc.)
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	2000	10	2-29-	landfill
	Landlord/Tenant Cases	975	II	2000	1		
	Summary Ejectment Money Judgments	975	II	1991	1		
	Domestic Violence Cases (stripped material only)	975	III	1991	1		
	Emergency Evaluations (stripped material only)	975	III	1991	1	L	J

Destruction Approved by Hall of Records Commission

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**Destruction Certification** 

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DEC 0 2 2003

Date

State Archivist

Signature of Court Official

Date

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

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	CTION
Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred landfill, etc.)
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	2000	10	2-29-	landfill
	Landlord/Tenant Cases	975	II	2000	1		
	Summary Ejectment Money Judgments	975	II	1991	-1		
	Domestic Violence Cases (stripped material only)	975	III	1991	1		
	Emergency Evaluations (stripped material only)	975	III	1991	1	4	J

Destruction Approved by Hall of Records Commission

Stward C. Paper

**Destruction Certification** 

Co. Clerk 9-29-04 manp -tre Title

Date

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State Archivist

Signature of Court Official

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

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	JCTION
Series No.	Description of Records Include Title and/or Form Number	Au	thorization	Inclusive Dates of Records	Volume	Date of	Method of
		Retention Sched. N		Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	2000	12	9-29-	1 chafil
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	2000	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	2000	1	V	V
					1.000		

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Edward C. Japan

**Destruction Certification** 

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9-29-04

Date

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State Archivist

Signature of Court Official

Title

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	t Court of Maryland Caroline	January 1, 2004	-		nompson, Cou		
	COURT COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	ICTION
Series No.	Description of Records Include Title and/or Form Nun	A	uthorization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. N		Destroyed			(Recycle, shred, landfill, etc.)
	CRIMINAL						Gen 11 free
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	2000	12	9-29-	Icndfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	2000	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	2000	1	V	V
	and the second						

Destruction Approved by Hall of Records Commission

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**Destruction Certification** 

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9-29-04

Signature of Court Official

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State Archivist

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

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	nty Clerk	nompson, Cou	Amily Th	in star	, 2004	January 1,	Caroline	ct Court of Maryland	Distric
UCTION	E OF DESTRU	ORDS AT TIM	CUSTODIAN OF REC		E	DATE	COUNTY	COURT	
Method of Destruction	Date of Destruction	Volume (Cubic Feet)	Inclusive Dates of Records	zation	Authoriz		iption of Records e and/or Form Number	Desci Include Titl	Series No.
(Recycle, shred, landfill, etc.)			Destroyed	Item No.	Retention Sched. No.				
Landail	2-14-	7	2000	IV	975		TAPES	R-DAT RECORDING	
Le	2-14-	7	2000	IV	975		TAPES	R-DAT RECORDING	

Destruction Approved by Hall of Records Commission

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**Destruction Certification** 

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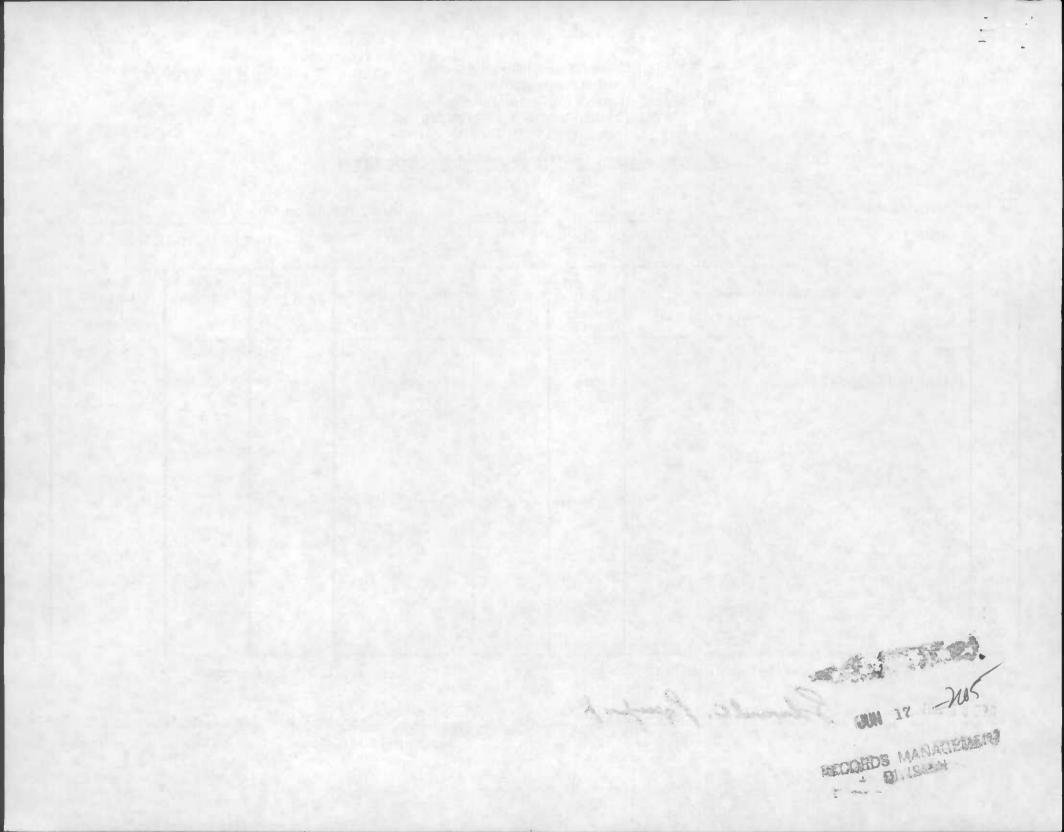
Title

2-14-05

Date

State Archivist

Signature of Court Official



D.C. Cert. 3-6-MISC-1-04

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Caroline Ja	anuary 1, 2004		Amily Th	nompson, Cou	nty Clerk	
	COURT	COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	JCTION
Series No.	De Include	scription of Records Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
			Retention Sched. No.	ltem No.	Destroyed			(Recycle, shred landfill, etc.)
	R-DAT RECORDI	NG TAPES	975	IV	2000	7	2-14-	Lendrill

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**Destruction Certification** 

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Date

State Archivist

Signature of Court Official

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY DA	ATE		CUSTODIAN OF REC	CORDS AT TIM	IE OF DESTRU	JCTION	
Series No.	Description of Records Include Title and/or Form Number	Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	7
		Retention Sched. No.	ltem No.	Destroyed	(000101000)		(Recycle, shred, landfill, etc.)	
	TRAFFIC							
	TRANSMITTALS	975	IV2b	2000	1	9-29-2004	handill	
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	2000	3	1	J	
	Z BATCH ENVELOPES	975	IV2b	2000	4	14 Pebos	Land Jul	
	CLOSED TRAFFIC FILES	975	2a&b	2000	4	9-29-2004	handfill	
	CLOSED NONMATS CITATIONS	975	2a&b	2000	1		1	
	CLOSED CITIZEN ARRESTS	975	2a&b	2000	1			
	CLOSED PARKING CITATION	975	2a&b	2000	1		1	

Destruction Approved by Hall of Records Commission

Shward C. Japan

**Destruction Certification** 

Co. clerk 0 Title

2-14-05

Date

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State Archivist

Signature of Court Official

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D.C. Cert. 3-6-TR-1-04

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

ieries No.	Description of Records Include Title and/or Form Number TRAFFIC	Authori: Retention Sched, No.	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of
TF	TRAFFIC		Item	Destroyed	(		Method of Destruction
TF	TRAFFIC	Sched. No. No.	Destroyed			(Recycle, shred, landfill, etc.)	
TF							
	RANSMITTALS	975	IV2b	2000	1	9-29-2004	handfill
M	ISCELLANEOUS CORRESPONDENCE	975	IV2b	2000	3	1	1
Z	BATCH ENVELOPES	975	IV2b	2000	4	14 pebos	Sandjul
CI	LOSED TRAFFIC FILES	975	2a&b	2000	4	9-29-2004	handfill
CI	LOSED NONMATS CITATIONS	975	2a&b	2000	1		
CI	LOSED CITIZEN ARRESTS	975	2a&b	2000	1		
CI	LOSED PARKING CITATION	975	2a&b	2000	1		1

Destruction Approved by Hall of Records Commission

Stward C. Poper

**Destruction Certification** 

Co. clerk 2-14-05 no Title

Date

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State Archivist

Signature of Court Official

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D.C. Cert. 3-3-F-1-05

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Kent	January 1, 2005		Rose Ma	rie Metcalf, Co	ounty Clerk	
	COURT	COUNTY	DATE	CUSTOD	AN OF RECORDS AT	TIME OF DEST	TRUCTION	
Series		cription of Records	Aul	thorization	Inclusive	Volume	Date of	Method of
No.		tle and/or Form Number	Retention Sched. No		Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING REC	ORDS	2219		2001		1.	Λ
	Certificates of Deposit		V	1 a, b, c	1.10	3	5/24/05	Ahredding
	Closed Transcript Recor	ds		1a		1	X	70
	Closed Deferred Payme	nt Records		2, 3		1.5		
	Commissioner Daily Tra	nsmittals	1.			1.5		
	Court Fund Receipts and	Ledger Cards				2		
	Satisfied Bad Checks					.5		
	Purchase Orders & Rece	eiving Reports				1		and a second
	Statistical Report					1		
	Auditors Receipt Copies					.5		
	Bank Statements					1		
	Refund Request Forms		2.3			1	No/	L
	Petty Cash Reimbursem	ents				.5		ч
	Destruction .	Approved by Hall of Re	cords Commission		12 5	Destruction C	Certification	
DEC	; 1 5 2004	Strand	C. Paparper	h 1	selharie her	tay G	unty a	erk 5/24/
	Date	State	e Archivist	/	Signature of Court	Official	Title	Date

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D.C. Cert. 3-3-F-1-05

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Cou	urt of Maryland	Kent	January 1, 2	2005	1000	Rose Ma	rie Metcalf, Co	unty Clerk				
С	OURT	COUNTY			CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.		ription of Records	on of Records		zation	Inclusive	Volume	Date of	Method of			
140.	include Ini	e anu/or Form Number		Retention	Item	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recy shred landfill etc			

0.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2001		1	0
	Certificates of Deposit	V	1 a, b, c		3	5/24/05	Sheedding
	Closed Transcript Records		1a		1	X	1 10
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1	A./	
	Petty Cash Reimbursements				.5	N/	V

Destruction Approved by Hall of Records Commission

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Destruction Certification

Mitcalf County Clerk 5/24/05 of Court Official Title Date

Date

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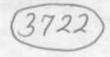
State Archivist

Signature of Court Official

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

iotiro	t Court of Maryland Kent					rie Metcalf, Co		
	COURT COUNT	ry dat	E		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	ICTION
eries No.	Description of Records Include Title and/or Form Number		Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
			Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL						1 /	1,
	Civil Cases Closed (stripped material only)		2219 II	1, 2, 3	2001	10	5/34/05	Shedlin
	Landlord/Tenant Cases		2219 II		2001	1		
	Summary Ejectment Money Ju	dgments	2219 		1992	.5		
	Domestic Violence Cases (stripped material only)		2219 III	1, 2	1992	.5		
	Emergency Evaluations (stripped material only)		2219 III	1, 2	1992	.5		

Destruction Approved by Hall of Records Commission

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State Archivist

**Destruction Certification** 

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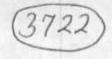
Signature of Court Official

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)	
	CIVIL						Λ	
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	10	3/34/05	Sheddin 1	
	Landlord/Tenant Cases	2219 II		2001	1			
	Summary Ejectment Money Judgments	2219 II		1992	.5			
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	1992	.5			
	Emergency Evaluations (stripped material only)	2219 III	1, 2	1992	.5			

Destruction Approved by Hall of Records Commission

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Signature of Court Official

Title

**Destruction Certification** 

Date

State Archivist

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D.C. Cert. 3-3-CR-1-05

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	District Court of Maryland Kent January 1, 2005				Rose Marie Metcalf, County Clerk						
COURT COUNTY DATE					CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.		cription of Records tle and/or Form Number	Au	uthorization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
				Retention Item Destroyed Sched. No. No.			(Recycle, shred, landfill, etc.)				
	CRIMINAL CLOSEI (Stripped material o		2219 IV	2 a, b, c f	, 2001	7	5/2+105	Stredde			
	NATURAL RESOUF (Stripped material o		2219 IV		2001	1	5/24/05	Shredde			
	CIVIL CITATIONS ( (Stripped material o		2219 IV		2001	1	5/24/05	Shredde			

Destruction Approved by Hall of Records Commission

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DEC 1 5 2004

**Destruction Certification** 

Junity Clerk Ja4/05

Signature of Court Official

Title

Date

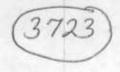
State Archivist

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D.C. Cert. 3-3-CR-1-05



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	District Court of Maryland Kent January 1, 2005			2005	Rose Marie Metcalf, County Clerk								
	COURT COUNTY DAT				DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION								
Series No.		scription of Records Fitle and/or Form Number		Autho	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction				
				Retention Sched. No.	Item No.	Destroyed	(000.0000)	Destruction	(Recycle, shred, landfill, etc.)				
		CRIMINAL						1	11 . 1.				
	CRIMINAL CLOSE (Stripped material			2219 IV	2 a, b, c, f	2001	7	5/24/05-	Streddin				
	NATURAL RESOU			2219 IV		2001	1	5/24/05	Shredding Shredding				
	CIVIL CITATIONS (Stripped material			2219 IV		2001	1	5/24/05	Shredder				
			25										

Destruction Approved by Hall of Records Commission

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ounity Clerk 5/24/05

Date

State Archivist

Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

strict Court of Mary	land Kent J	anuary 1, 2005		1036 1010	rie Metcalf, Co	Junty Clerk	
COURT	COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	IE OF DESTRU	JCTION
ies ), Ir	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	ltem No.	Destroyed			(Recycle, shred, landfill, etc.)
	CRIMINAL CASES	2219 Sec IV	2 d&e	2001	1	2/17/05	Shedde
*To be shred	laea						
						1.	
		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1					

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Date

State Archivist

Edward C. Japanpers h

Signature of Court Official

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D.C. Cert. 3-3-CR-2-05

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

stric	ct Court of Maryland	Kent Ja	nuary 1, 2005		Rose Mar	ie Metcalf, Co	ounty Clerk	
	COURT	COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	1E OF DESTRU	JCTION
ries lo.		scription of Records Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
			Retention Sched, No.	ltem No.	Destroyed	(units r unit)	12020 USAGA	(Recycle, shred, iandfiil, etc.)
	EXPUNGED CRIM	IINAL CASES	2219 Sec IV	2 d&e	2001	1	2/17/05	Shutte
	*To be shredded							
						10.00		
								-
							3.440	12010
				1				
	Destruction	Approved by Hall of Reco		,	DI	Destruction (		21
DEC	C 1 5 2004	Edwarde	C. Japanford )	4	Koularie	Kelery (	County C	leek 2/17
	Date	State /	Archivist		Signature of Court	Official	Title	Date

ACT AND AND JUN 12 \_\_\_\_ 2005 CORDS MANAGERS

D.C. Cert. 3-3-TR-1-05

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY D	ATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	JCTION
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed		Date of Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC					1 1	1
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Sheedder
	MISCELLANEOUS CORRESPONDENCE			2001	3	¢,	41
	Z BATCH ENVELOPES			2001	4	1.	1.
	CLOSED TRAFFIC FILES	1.1.1.1		2001	3	11	1.
	CLOSED NONMATS CITATIONS			2001	1	11	1.
	CLOSED CITIZEN ARRESTS			2001	1	1.	"
	CLOSED PARKING CITATION			2001	1		

Destruction Approved by Hall of Records Commission

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**Destruction Certification** 

ounty Clerk 5/24/05 801 Title

Date

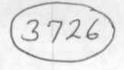
State Archivist

Signature of Court Official

Date

. 4 ACT STATE JUN 17 2005 RECORDS MANAGERIA 3 18

D.C. Cert. 3-3-TR-1-05



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY D	ATE		CUSTODIAN OF REC	ORDS AT TIM	E OF DESTRU	JCTION
eries No.,	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of Destruction
		Retention Sched. No.	ltem No.	Destroyed		1	(Recycle, shred, landfill, etc.)
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Spredden
	MISCELLANEOUS CORRESPONDENCE			2001	3		11
	Z BATCH ENVELOPES	*		2001	4	1.	1.
	CLOSED TRAFFIC FILES			2001	3	11	1,
	CLOSED NONMATS CITATIONS			2001	1	11	11
	CLOSED CITIZEN ARRESTS			2001	1		11
	CLOSED PARKING CITATION			2001	1		11
					1.1.1	1000	

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State Archivist

Signature of Court Official

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D.C. Cert. 3-5-F-1-05



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland Talbot	January 1,	2005		Loretta	a Baker, Coun	ty Clerk					
	COURT COUNTY	DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION								
Series No.	Description of Records Include Title and/or Form Number		Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of				
NO.			Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recyc shred, landfill, etc.				
	ACCOUNTING RECORDS		2219		2001							
	Certificates of Deposit	1993	V	1 a, b, c		5	5/24/05	Shreddad				
	Closed Transcript Records	in the states	1.1	1 a		1	1	6				
	Closed Deferred Payment Records			2, 3		1.5						
	Commissioner Daily Transmittals					1.5						
	Court Fund Receipts and Ledger Cards	1.00				2						
	Satisfied Bad Checks	10.04				.5						
	Purchase Orders & Receiving Reports					1		1.5				
	Statistical Report					1		1				
	Auditors Receipt Copies	1.1		~		.5	100 m	1.1.1.1				
	Bank Statements			1		1	-	2.00				
	Refund Request Forms	1				1						
	Petty Cash Reimbursements	1.1.1.1.1.1				.5						

Destruction Approved by Hall of Records Commission

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State Archivist

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2005 Date

Signature of Court Official

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D.C. Cert. 3-5-F-1-05



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland Talbot	January 1,	2005		Loretta	a Baker, Coun	ty Clerk					
	COURT COUNTY	DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION								
Series No.	Description of Records Include Title and/or Form Number		Author	ization	Inclusive	Volume	Date of	Method of				
NO.	Include Title and/or Form Number		Retention Sched. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recyc shred, landfill, etc.				
	ACCOUNTING RECORDS		2219		2001							
	Certificates of Deposit		V	1 a, b, c		5	5/24/05	Shredded				
	Closed Transcript Records		1997	1 a		1	1 V	6				
	Closed Deferred Payment Records			2, 3		1.5	0	1.1				
	Commissioner Daily Transmittals					1.5						
	Court Fund Receipts and Ledger Cards					2						
	Satisfied Bad Checks		1.1.1.1.1			.5						
	Purchase Orders & Receiving Reports					1						
	Statistical Report		-			1						
	Auditors Receipt Copies			50°		.5						
	Bank Statements					1	1.1.1.1					
	Refund Request Forms					1						
	Petty Cash Reimbursements				and the second	.5		1.000				

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Signature of Court Official

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State Archivist

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D.C. Cert. 3-5-CV-1-05



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Talbot	January 1, 20	05		Loretta	Baker, Count	ty Clerk			
	COURT C	OUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description Include Title and/			Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred landfill, etc.)		
				Retention ched. No.	Item No.	Destroyed					
	CIV	/IL									
	Civil Cases Closed (stripped material only)			2219 II	1, 2, 3	2001	15	5/24/25	Shreddad V		
	Landlord/Tenant Cases			2219 II		2001	2				
	Summary Ejectment Mon	ey Judgments		2219 II		1992	1		744		
	Domestic Violence Cases (stripped material only)			2219 III	1, 2	1992 *	1				
	Emergency Evaluations (stripped material only)			2219 	1, 2	, 1992	1		1.1.1.2		

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Signature of Court Official

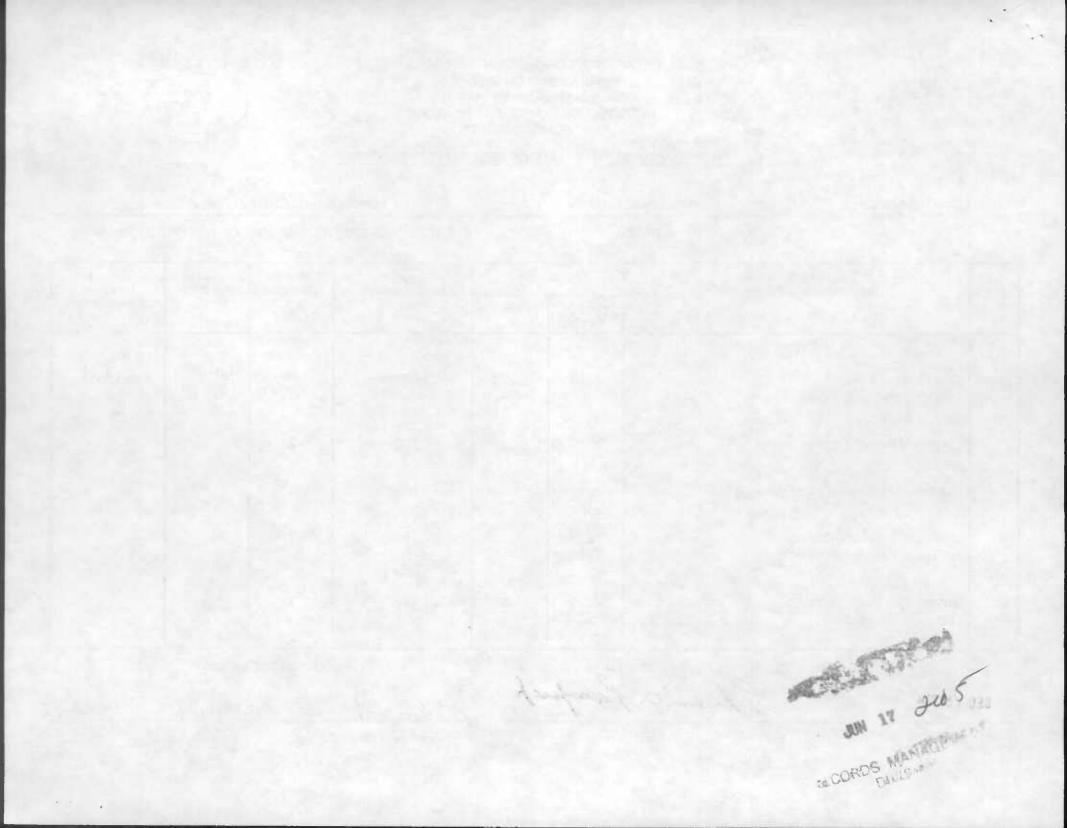
Title

Date

Date

DEC 1 5 2004

State Archivist



D.C. Cert. 3-5-CV-1-05

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	uary 1, 2005	19.0	CUSTODIAN OF REC	Baker, Coun	-	UCTION
eries No.	Description of Records Include Title and/or Form Number		ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	ltem No.	Destroyed	(Cubic reet)	Destruction	(Recycle, shred landfill, etc.)
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	15	5/24/25	Shreddad V
	Landlord/Tenant Cases	2219 II		2001	2	3.4	
	Summary Ejectment Money Judgments	2219 II		1992	1		
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	, 1992 *	1		
	Emergency Evaluations (stripped material only)	2219 III	1, 2	1992	1		

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Signature of Court Official

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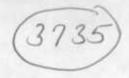
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State Archivist

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D.C. Cert. 3-5-CR-1-05



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Talbot ,	January 1, 2005	5	_	Loretta	Baker, Count	y Clerk	-			
	COURT	COUNTY	DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Des Include Ti	cription of Records tle and/or Form Number		Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
				ention ed. No.	Item No.	Destroyed			(Recycle, shred landfill, etc.)			
		CRIMINAL	-									
	CRIMINAL CLOSE	)	22	219	2 a, b, c,	2001	15	5/24/05	Shredded			
	(Stripped material o	nly)		IV	f			V	6			
	NATURAL RESOUI (Stripped material o			219 IV		2001 -	2		19.3.2			
	CIVIL CITATIONS ( (Stripped material o			219 IV		2001	4					
									1000			

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Signature of Court Official

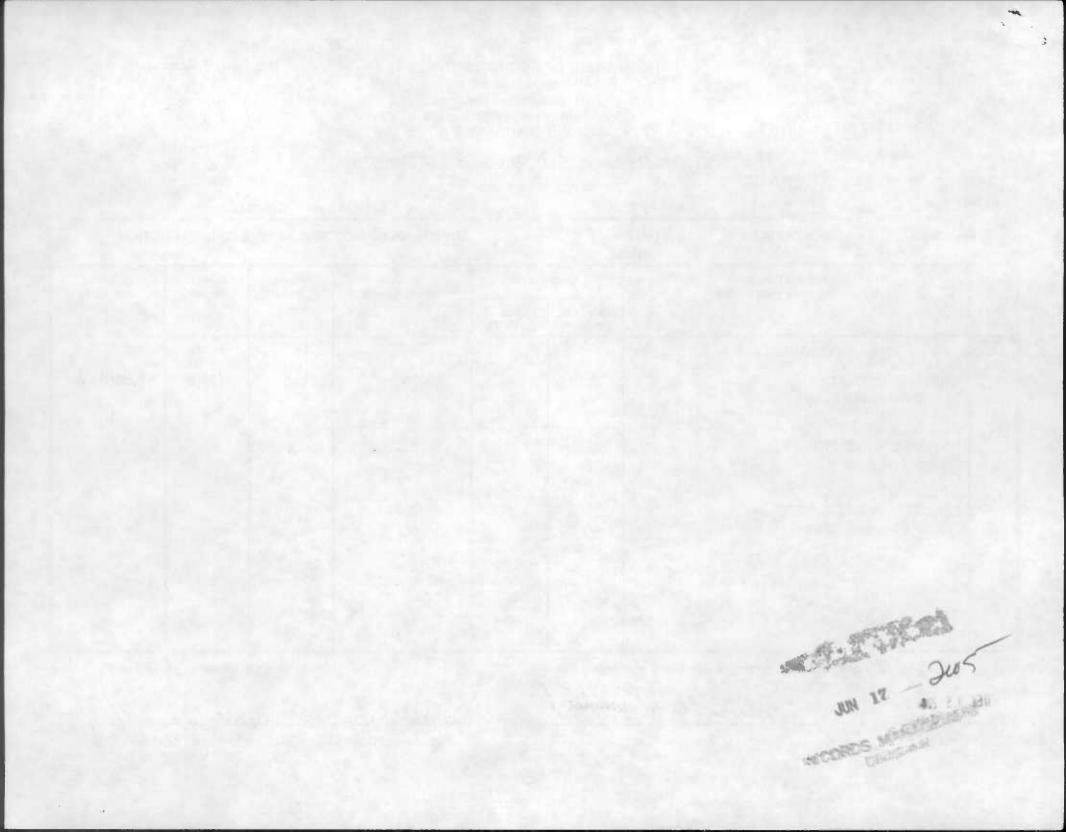
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D.C. Cert. 3-5-CR-1-05

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	t Court of Maryland Talbot Jar	nuary 1, 2005		LUIElla	a Baker, Count	y CIEIK	·····
	COURT COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTR	UCTION
Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shre landfill, etc.)
	CRIMINAL	-					
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2001	15	1	Shredded b
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2001 -	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	4		
					e Na V		

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**Destruction Certification** 

Signature of Court Official

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JIOUIN	t Court of Maryland	Talbot	January 1, 200			Lorena	Baker, Coun	LY CIEIK	
	COURT	COUNTY	DATE			CUSTODIAN OF REC	ORDS AT TIM	E OF DESTR	UCTION
Series No.	Des Include Ti	cription of Records itle and/or Form Number		Author	ization	Inclusive Dates of Records	1	Date of Destruction	Method of Destruction
				etention hed. No.	Item No.	Destroyed		Destruction	(Recycle, shred landfill, etc.)
	EXPUNGED CRIMI	NAL CASES		2219 Sec IV	2 d&e	2001	1	5/24/05	Shudded
	*To be shredded								
						·			
						- 20 S			
							1933		
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						1			

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distint	t Court of Maryland	Talbot Ja	inuary 1, 2005		LUIGUE	Baker, Coun		
	COURT	COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTR	UCTION
Series No.	De	escription of Records Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
			Retention Sched. No.	Item No.	Destroyed	(		(Recycle, shred landfill, etc.)
	EXPUNGED CRIM	/INAL CASES	2219 Sec IV	2 d&e	2001	1	5/24/05	Shudded
	*To be shredded							
					·			
					11			
				<i>p</i> .	19-14 (S			
	100				1			

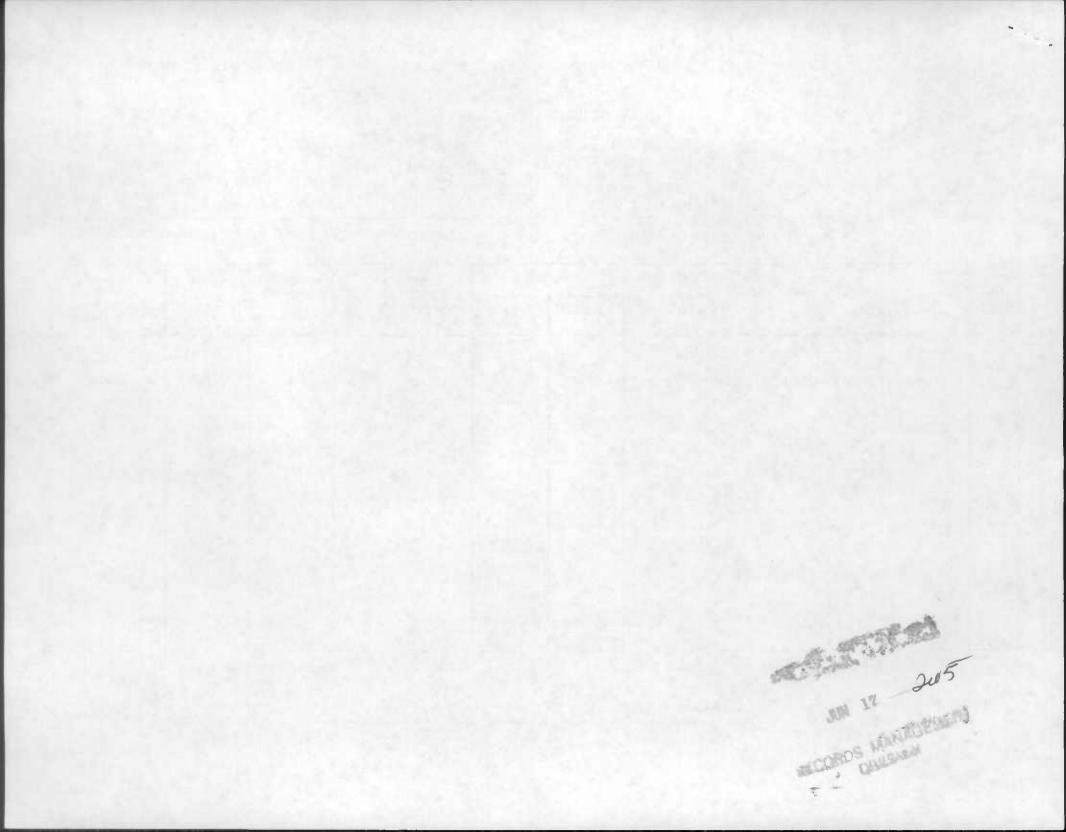
Date

State Archivist

Signature of Court Official

Title

Date



D.C. Cert. 3-5-TR-1-05

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2005		Loretta Baker, County Clerk								
	COURT COUNTY DATE			CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)			
	TRAFFIC									
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Shreddad			
	MISCELLANEOUS CORRESPONDENCE			2001	1	1	6			
	Z BATCH ENVELOPES			2001	6					
	CLOSED TRAFFIC FILES			2001	6					
	CLOSED NONMATS CITATIONS			2001	1	1.1				
	CLOSED CITIZEN ARRESTS	1		2001	1					
	CLOSED PARKING CITATION	3 - 2 - 3		2001	1		1.0			
		the second								

Destruction Approved by Hall of Records Commission

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5/21/2000 Date

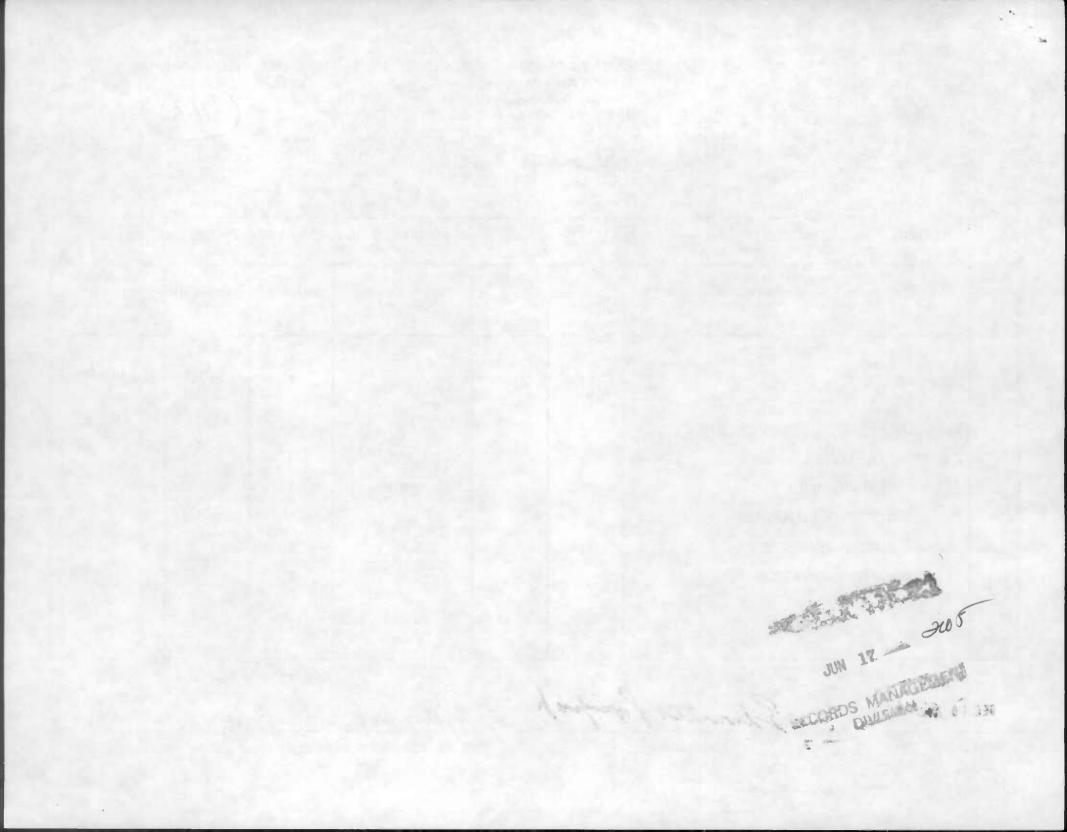
Date

DEC 1 5 2004

State Archivist

Signature of Court Official

Title



D.C. Cert. 3-5-TR-1-05



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT COUNTY DATE				CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retention Sched. No.	ltem No.	Destroyed	(,		(Recycle, shred, landfill, etc.)			
	TRAFFIC									
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Shreddad			
	MISCELLANEOUS CORRESPONDENCE			2001	1	1	6			
	Z BATCH ENVELOPES			2001	6					
	CLOSED TRAFFIC FILES			2001	6					
	CLOSED NONMATS CITATIONS			2001	1					
	CLOSED CITIZEN ARRESTS			2001	1					
	CLOSED PARKING CITATION			2001	1					

Destruction Approved by Hall of Records Commission

dward C. Japan

**Destruction Certification** 

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Signature of Court Official

Title

Date

Date

DEC 1 5 2004

State Archivist

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JUN 18 - 2015 VECORDS MANAGEDERSE

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



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

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Charles County Government Reporting Agency

#### Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275

Prepare in duplicate

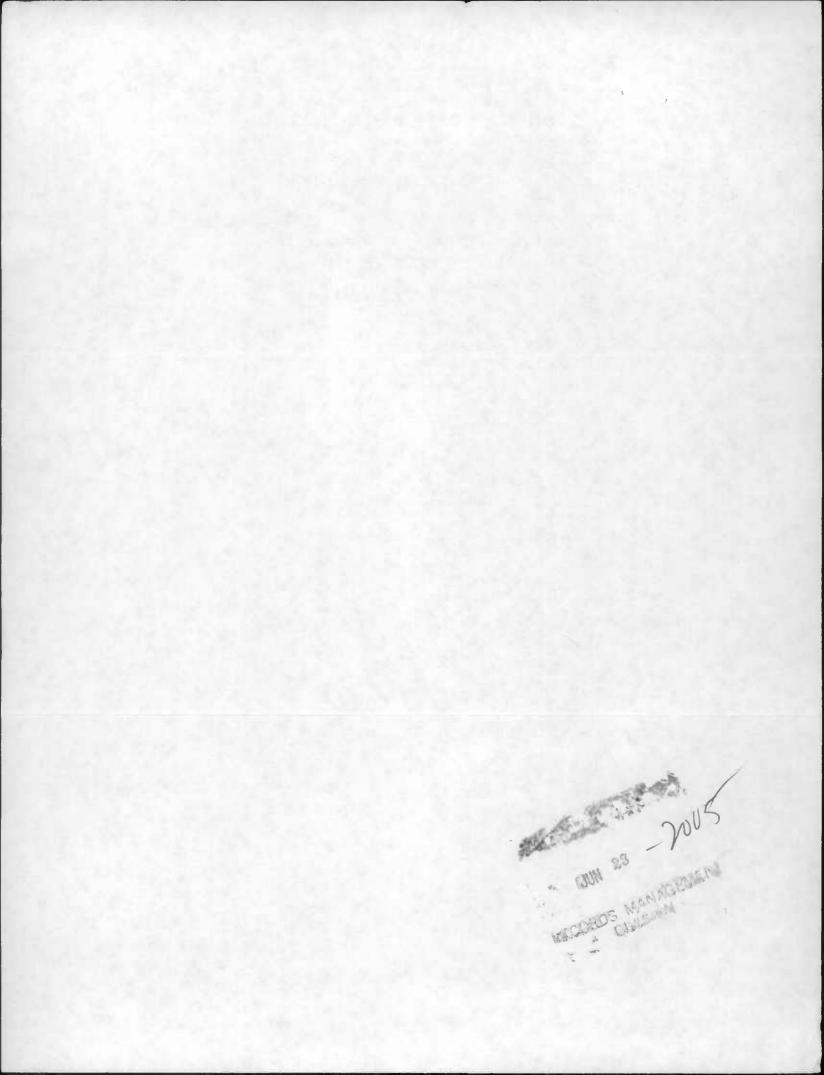
Retain one (1) copy and forward original to address at left.

Fiscal Services - Accounting P.O. Box 275 Division or Unit Jessup, Maryland 20794-0275

0	Description of Records	Authorization		inclusive Dates of	Volume	Date of	Method of Disposal	
	(Same Title as listed on Schedule)	Retention Ite Schedule No N		Records Destroyed	Cubic Feet	Disposal	Matrice of Disposar	
1	Employee Files - Payroll	C-834	1	2001 Terminated Employees	4	04/29/2005	Shredder	
2	Check Requests for Payroll	C-834	2	2000 Maryland Tax		04/29/2005	Shredder	
	Related Deductions and			2000 EMS Billing				
	Expenses			2000 Receipts				
				2000 Savings Bonds				
				2000 AFLAC Flex				
				2000 AFLAC Ins				
				2000 Deferred Comp (Pebsco)				
				2000 MCEA Dues				
				2000 County Retirement				
				2000 Court Reporters Billing				
				2000 Deferred Comp (Copeland)				
		-		2000 Deferred Comp (Hartford)				
				2000 United Way 2000 MD Stete Retirement				
		1		2000 Employees Credit Union				
				2000 Unemployment Insurance				
				2000 So. Services Billing				
				2000 Child Support				
				2000 Sheriff Dues		+		
				2000 Sheriff Retirement	-			
				1998 LTD	-			
				2000 LTD				
				2000 Payroll Vendor Invoice Listing				
3	Payroll Processing Reports	C-834	3	2000 Payroll Approvals		04/29/2005	Shredder	
				2000 941				
				2000 Miscellaneous				
				2000 Virginia Tax				
				2000 Attachment of wages				
				2000 Calendar Year Adjustments	-			
				2000 Earnings Register	-			
				1998 Leave Reports				
				1999 Leave Reports				
				2000 Leave Reports 1998 Hours Editing Listing				
				1999 Hours Work Sheet				
				2000 Worksheets				
				2000 Hours Entry				
				2001 Auditors	1			
				2000 Hours Register	-			
				2000 Direct Deposit Listing				
				2000 Salary, Benefit Expense	-			
				2000 EEO Report				
				2000 Worker's Comp Report				
4	Journal entries	C-834	8	1998 Journal Entries		04/29/2005	Shredder	
				2000 Journal Entries				
				2001 Journal Entries				
					-			

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05/13/2005 Date



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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court #4-3	St. Mary's County	3/2	2/04				
	COURT	COUNTY	DATE					
Series	Description of Records Include Title and/or Form Number		Authorization		Inclusive Dates of Records	Volume	Date of Destruction	Method of Destruction
No.		or Form Number	Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS		2219	2a & b	1/1/2000 - 12/31/2000	25 cubic feet	4305	Landfill
	Back-up paperwork on closed	motor vehicle cases, closed	Sec IV					
	citizens arrests, traffic transmi	ittals & non-mats traffic			1			
	citations. To be retained for 3	years and all audit		1.1.1	· ·			
	requirements have been met							1.11
			1.00	0.5				
						1.111.5.8.1		
			1.00					
1.00	100 L 10 100				10000			
1 1 1			1.1.1		Constant Const			
Se . 20					Contraction (Sec. 2)	1.		
	Destruction Approved by Hall of Record	Swand C. Pg	molece	6	Destruction Certificatio	on		
AY 0 7 2006	0	pwarde. 19			Reben a.	Quine	County Bel	- 6305
Date	State Arc	chivist		• 8	Signature of Court Official Title			Date
Rev. 10/83 DG	se <b>le</b>				Instructions for Preparation and	nd Submission on Reverse	Side	

- 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 CERTIFICTES AT LEAST IN TRIPLICATE.)
- 2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275 7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
- 3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
- 4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON 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 TOT HE 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

CORDS MANAGEN

# DEPARTMENT OF GENERAL SERVICES

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court #4-3 St. Mary's County COURT COUNTY	DATE	2/04				
		DATE					
eries	Description of Records Include Title and/or Form Number	Authorization		zation Inclusive Dates of Records Item Destroyed No	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.							
	TRAFFIC ALPHA FOLDERS	2219	2a & b	1/1/2000 - 12/31/2000	25 cubic feet	63/05	Lordfie
	Back-up paperwork on closed motor vehicle cases, closed	Sec IV		12.48		91515	andr
	citizens arrests, traffic transmittals & non-mats traffic				L. Arta		17.34
	citations. To be retained for 3 years and all audit						
	requirements have been met			10000			
				5.4221 S.M.		1.5.2.000	
						1.1.2.2.2.2.1.2.2.2.2.2.2.2.2.2.2.2.2.2	
				1.25			
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				A Start		Supervised by	
				A Constant			
	Destruction Approved by Hall of Record Haministon		1	Destruction Certification			
7 200	Destruction Approved by Hall of Reconstruction		^	Rebena (	2 Dune	Comaty Cl	ne 6k
)ate	State Archivist	1.		Signature of Cou	rt Official	Title	Date
0/83 D				Instructions for Preparation a	10.1		

- 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 CERTIFICTES AT LEAST IN TRIPLICATE.)
- 2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275 7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
- 3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
- 4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON 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 TOT HE 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



μì,

MARYLAND

Baltimore County Drumcastle Center Department of Social Services 6401 York Road Baltimore, Maryland 21212



## State Records Management Center P.O. Box 275 Jessup, Maryland 20794

ATTIN! KAREN

20794+0275\_03 Infellindullindullinublindullinublinduli



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

## **CERTIFICATE OF RECORDS DISPOSAL**

		Authorizat	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Sehedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	POC ODO	1023-7	48	7/01 - 6/02	10	3/1/05	Shred-It
		1					
4							
_			-				
						1	1
						10	5
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I hereby certify that the records listed above were disposed of as indicated. Hora Clelins Contract Dervice ast . 5/11/05

JAL II - WWW. WELCORDS MANAGEMENT MELCORDS MANAGEMENT

	Maryland Dept of Agricultur Reporting Agency Central Services Division or Unit			Department of G Services cords Management 75 Waterloo Road (I P.O. Box 275 ssup, Maryland 207	Prepare in duplicate Retain one (1) copy and forward original to address at left.		
	CERTIFICAT	E O	F I	RECORD	S D	ISPO	SAL
No.	Description of Records (Same Title as listed on Schedule)	Authoriza Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Purchase orders	1676	7	F198	Ibx	7-14-05	Recycle
2	Pool Mileage/Maintenance	1676	9	F101.	Ibx	7-15-05	t,
	supply changes	1676	9				
3	Paid invoices	1676	10	FYDI	Ibx	7-15-05	41
4	Punchase orders	1676	7	FYOI	112 bx	7-18-01	£1
5	11	1676	7	F402	Ibx	11	L,
6	Paid invoices	1676	10	FY02	lbx	£ c	(,
7	Pool Maintenance Supply changes, mileage	1676	9	FUDZ	lby	11	1,
•							
					R	ECEI	VED
						JUL 18	2005
					DEF	T. OF AGR ENTRAL SE	RVICES

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

Lemm Monally Signature

Fiscal Accounts Clerk II Title 7-18-05

Date

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

# RECEIVED

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2005 1 E . 2015

DEPT. OF AGRICULTURE CENTRAL SE WICES

ARTEL CERTIN

July 28 - 205 USLOPDS NETTONIC

La La La

Maryland Department of Environment

**Reporting Agency** 

Water Manage. Admin. - Compliance Prog.

**Department of General** Services

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

P.O. Box 275 Jessup, Maryland 20794-0275 Prepare in duplicate

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

**Division or Unit** 

### CERTIFICATE OF RECORDS DISPOSAL

	Description of Records (Same title as list on Schedule)	Authorization					
No.		Retention Schedule No.	ltcm No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1.	NPDES Facility File	1888	1	1998 & 1999	4.0	01/21/05	Incineration
2.	NPDES Facility File	1888	1	1999	1.0	01/10/05	Dumpster
3.	NPDES Facility File	1888	1	1996 to 1999	3.0	02/03/05	Shredded
4.	NPDES Facility File	1888	1	1998 to 1999	1.0	04/30/05	Dumpster
5.	Tidal Wetlands	1888	3	Expired Wetland Licenses	5.25	01/13/05	Dumpster
6.							
7.							
8.							
9.							
				TOTAL	14.25		

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

in n. Barbara Tyler Signature

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

Administrative Specialist Title

6/10/1 6/10/2005

Date

Department of General	
bervices Record: Management Division	
<ul> <li>2274 Waterloo Rond (Kte 475)</li> <li>P.O. Bay 275</li> </ul>	

#### ERLIPICATE OF RECORDS DISPOSAD

		TOTAL		

Thereby certify that the records listed above were draposed of its induction.

-1 WUN 13-2005 8.8 CORRES MARANA Stat Casterian .... Tor

True

67.02005 Date



#### MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230 410-537-3000 • 1-800-633-6101

Robert L. Ehrlich, Jr. Governor

Kendl P. Philbrick Secretary

Michael S. Steele Lt. Governor Jonas A. Jacobson Deputy Secretary

June 10, 2005

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

ATTN: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by commercial trash hauler, shredding and recycling in accordance with Retention Schedules 1888 and 2077, which were approved April 27, 1997 and October 19, 2000 respectively. The total volume destroyed was 14.25 cubic feet.

Sincerely, Barbara J. Tyler WMA-Compliance

/bjt

Attachment

#### MARYLAND DEPARTMENT OF THE ENVIRONMEN 1800 Wishington Boulevari • Baltimore MD 21230 410-537-3000 • 1-300-633-6101

Kobert Elution In Devenis

> Michael S. Strele Et Governor

June 10, 2005

Department of General Services Records Management Division 7273 Wateriou Road P.O. Box 275 Jessup, MD 20794-0225

ATTN Mr. Gabriel Lopes, Aeting Recence Canan Musicipit

Dem Mr. Lopez

Attached is a Contificate of Records Dispectal for destruction of destructions and records from our files. Destruction was accomplished by continuental track muler, strendury and recycling in accordance with Retention Schedules 1838 and 2077. which y do argues of April 27, 1997 and Perotect 19, 2000 respectively... The total volume destroyed was 14.25 oning test

Sincerely,

Bachara J. Tyler WMA-Compliance

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Attachment

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soudi P. Phillippek

Annes A. Jacobien Deputy Sectoring

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	tment of Housin nunity Develops		Departmen	t of General Se	Prepare in duplicate Retain one (1) copy and		
the second s	Reporting Agency	пеш	Records N	Management Divis			
	Housing					forward	1.0
Single Far	mily Porgrams		7275 Wat	erloo Road (Rte 1	(75)	Original to addre	ss at left
	Division/Unit			Jessup, MD 2079			oo at ioit
	CERT	IFICA	TE OF	RECORD	S DI	SPOSAL	
No.	Description of . Records (Same Title as listed on Schedule)	Aut Retention Schedule No.	horization Item	Inclusive Dates of Records Destroyed	Volum Cubic F	Date of	Method of Disposal
N/A	Individual	N/A	N/A		N/A		
	Mortgage loan		11/11		11/1	A	
	and applicati	on A					
	files-cance	Meel,		4			
	withdrawn app	lications					
		10					
		1				_	
	1						
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hereby certify that the records listed above were disposed of as indicated.

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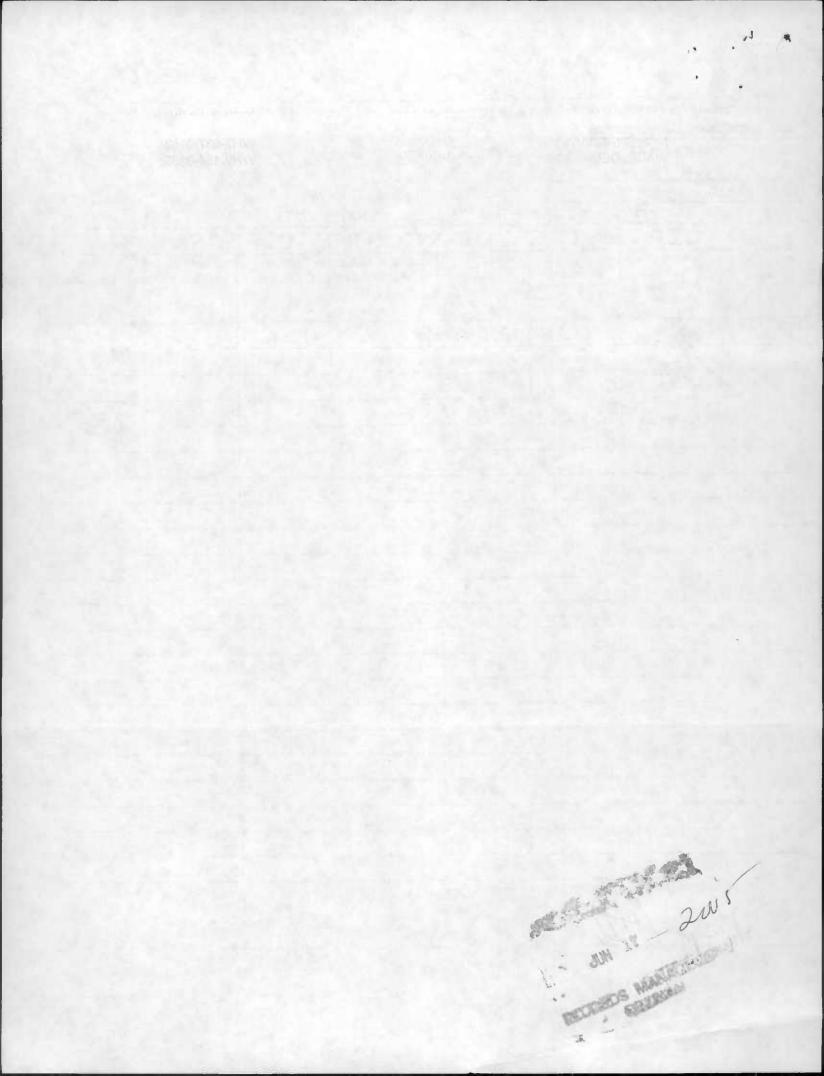
118/2

Signature

h. ....

Title

Date



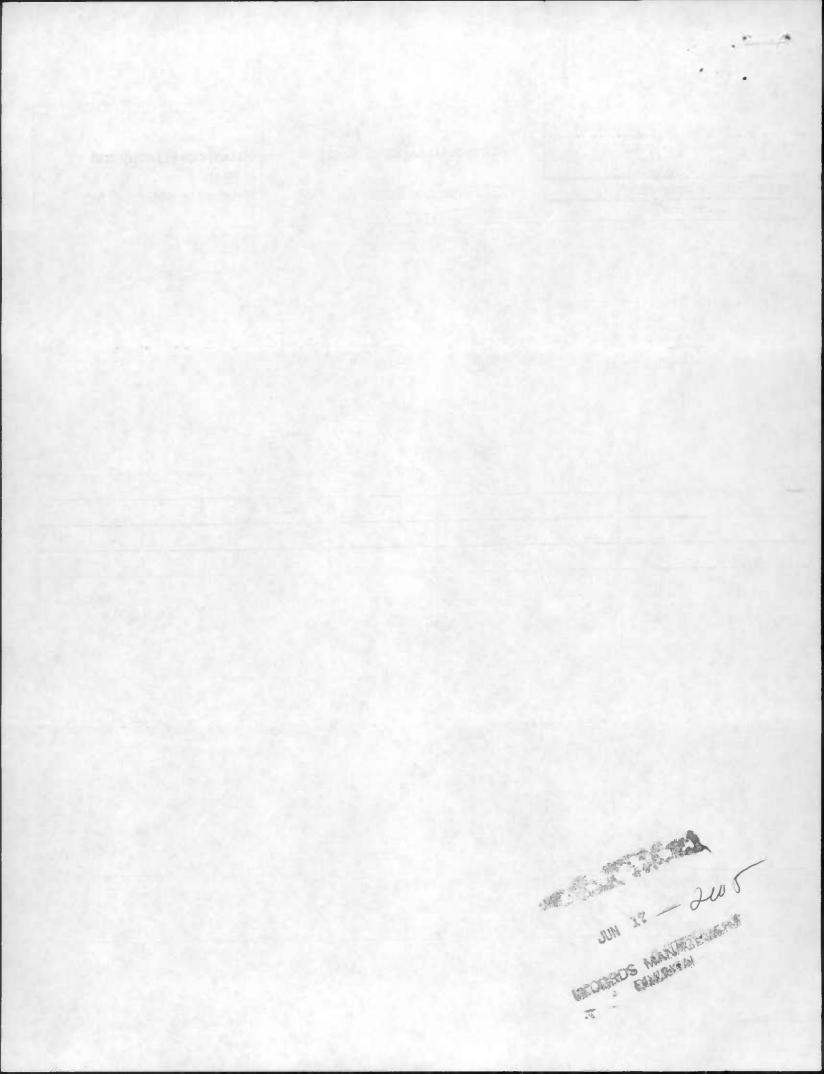
Borrower Name

· · · ·

Cancel Date

MARTIN, JULIA WADE, DEUNKA M. 5/18/2005 5/14/2005 Loan Number

WH2-037-01534 WH2-154-01555



Depar	tment of Housing	ng &	Departmen	t of General Se	rvices	Pren	are in duplic	ate	
	nunity Develops	ment	Records Management Division				Prepare in duplicate Retain one (1) copy and		
]	Reporting Agency								
	Housing					forwa		p) and	
Single Far	nily Porgrams		7275 Waterloo Road (Rte 175)				inal to addre	ss at left	
	Division/Unit		P.O. Box 275	Jessup, MD 2079	94-0275				
	CERT	IFICA	TE OF	RECORD	S DI	SP	OSAL		
No.	Description of . Records	Aut	norization	Inclusive Dates	Volum		Date of	Method of	
140.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	of Records Destroyed	Cubic F	eet	Disposal	Disposal	
N/A	Individual	N/A	N/A		N/A				
	Mortgage loan			· ·					
	and application	leel		14					
	files—cance								
	withdrawn app	lications							
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as indicated.

Reggy Att Signature

Marsa Title

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Date

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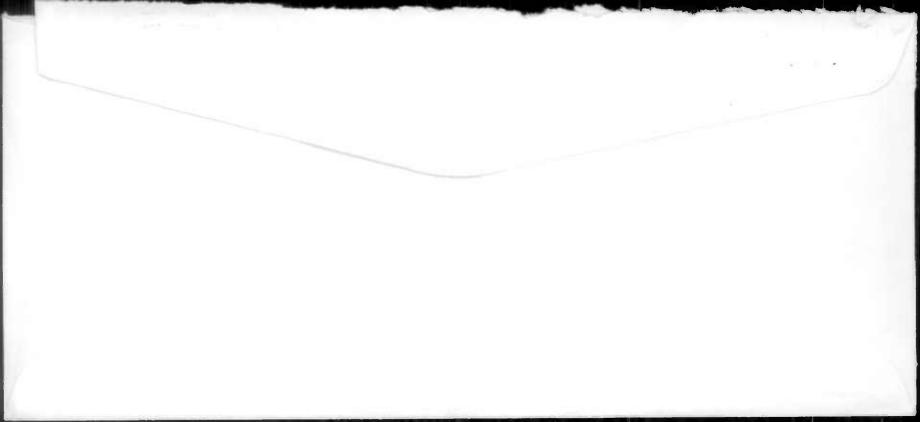
1. . ٢. JUN AN DUUT WELLING MARINE A SHISHE



Return Service Requested



Struces Tieneral win hoo 7275 175-PF 4ALAD JULIA THE LINE PORT 9 100-75 20794+0275



Borrower Name

-

Cancel Date

MARTIN, JULIA WADE, DEUNKA M. 5/18/2005 5/14/2005 Loan Number

WH2-037-01534 WH2-154-01555

(	07/12/2005 15:45 4107998	532		STATE RECORI	PAGE 01/01		
biρa	Reporting Agency	and mbicas	Reco	partment of Gen Services ords Management	Prepare in duplicate Retain one (1) copy and forward		
ro	Division or Unit			Waterloo Road (R P.O. Box 275 sup, Maryland 207	94-0275	original to add	dress at left.
	CERTIFICAT	E OI	= F	RECORD	S D	ISPO	SAL
10.	Description of Records (Same Title as listed on Schedule)	Authorize Retention Schedule No.	tion tem	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Parole and Arabation Case-tile		1	1990	61	7-12-05	Shred
	3415765-Willis, Un						
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	07/12/2005 15:45 41079985	32		STATE RECORI	S CENTER		PAGE 01/01
leρ	Reporting Agency	and those	Department of General Services				in duplicate
ro	role and Probation - Alen Burnie Division or Unit			rds Management Waterloo Road (R P.O. Box 275 up, Maryland 207	94-0275	original to add	
	CERTIFICAT	E O		ECORD		ISPO	SAL
0.	Description of Records (Same Title as listed on Schedule)	Authoriza	)tem	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Rurcle and Arabations Case-life	Schodule No.	No.	1990	61	7-12-05	Shred
<u></u>	3415765-Willis, br	res		-			
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11	ereby certify that the records list have the houses	ied above v	were dis	posed of as indica	ated. <u>Secret</u> Title	ary II	<u>7-12-6</u> Dat
6	55 55C-2 (Rev. 1/93).						

AND STREET 1 18 - 205 THE REAL PROPERTY AND ....

Office of the State Prosecutor	Department of General Services Records Management Division	Prepare in Duplicate
Division or Unit	7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address on left.

## **CERTIFICATE OF RECORDS DISPOSAL**

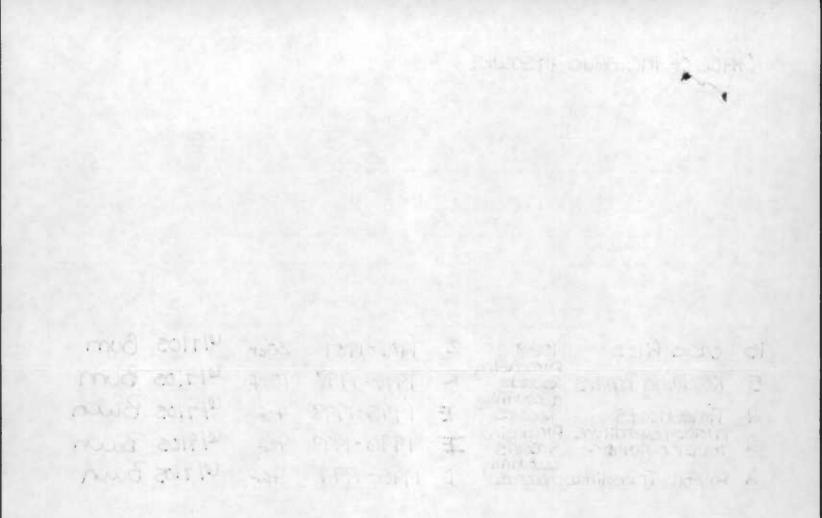
		Authorizati	on				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	ltem No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
15	case files	1038	2	1986-1987	30cf	6/1105	Bum
5	Receiving Reports	Purchasing Records	R	1994-1998	IDCF	6/7/05	Burn
2		accounting Records	E	1995-1998	4cf	6/7/05	Burn
a	Timesheets Invoices   expenditure. Transfer Author.	Aurchasing Regolds	Ŧ	1996-1998	44	6/7/05	Burn
2	Payroll Transmittals	accounting Recordo	D	1995-1997	46F	6/7/05	Bun
			7.5				

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

Bland H. Wight Signature

Director of Office Administration 7/15/05 Date Title

DGS 550-2 (rev. 1/93)



AND CONTRACT OF AND 30 25 WS RECORDS MANACCINEN The DIVISION

NUL PLATE THE POLICE PLATE IS IN THE

Maryland State Police Reporting Agency 02-OBFLA Division or Unit		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275			5)	Retain one copy and		
	CERTIFICA	TE OF	RE	CORDS DIS	SPOS	A L.		
No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates	Volume	Date of	Method of	
		Retention Sched. No.		of Records Destroyed	Cubic Feet	Disposal	Disposal	
	Manual Projects File: All project numbers preceded by an "M". Numbers are as follows:							
1	1285, 1291, 1403, 1654, 1710, 1712, 1717, 1721, 1723, 1724, 1727, 1728, 1731, 1732, 1733, 1735 - 1740, 1742, 1743, 1745	971-02-A-05	02-09	04-15-02 to 06-21-02	.75	7-15-05	recycled	
	N							

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

malerni onal Signature

Recorder Monager

15 2005 Date

Title

DGS 550-2 (Rev. 10/92)

32 25 700 S 

WESTMINSTER POLICE DEPARTMENT Reporting Agency Division or Unit		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275				PREPARE IN DUPLICATE Retain one copy and forward original to address at left.		
	CERTIFICATE	OFRE	COR	DS DISPO	SAL			
No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates	Volume	Date of	Method of	
		Rentention Sched. No.	Item No.	of Records Destroyed	Cubic Feet	Disposal	Disposal	
1 2 3 4 5 6 7	GENERAL CORRESPONDENCE *Miles Messages *Outgong Miles Mess. Log *Repo Log *Lost Property Log *Tow List *Court Request *Invest.Assign.Records(S/W) *Warrant Recalls *Drug reports(copies) MEMOS PERSONNEL INTERNAL INVESTIGATIONS PAYROLL ARREST RECORDS *Arrests Photos & log book JUVENILE RECORDS *Juv.Photos & log book	M-42 M-42 M-42 M-42 M-42 M-42 M-42	1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 3 6 7 9 9 10 10	Various thru 2003 2003 2002-2003 2002-2003 2002-2003 2002-2003 2003-2004 2003 Various thru 2003 1999-2003 2000 1997 2001-2003 1988-1989 1985-1989 1988-1989	<b>5</b> .15 .10 .10 .75 .50 .25 .35 <b>2</b> .50 2 .50 7 <b>1</b> 2.10 .15	05-31-2005 05-31-2005 05-31-2005 05-31-2005 05-31-2005 05-31-2005	BURNED BURNED BURNED BURNED BURNED	

 $\frac{\int_{\text{hereby certify that the records listed above were disposed of as indicated.}}{\int_{\text{Hjor}} \frac{\int_{31}/05}{\text{Date}}$ 

DGS 550-2 (Rev. 10/92)

A State of State All - Jas 101-3.50 Millistation . - CANERMEAL -

WESTMINSTER POLICE DEPARTMENT 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 copy and forward original to address at left.		
	Division or Unit							
	CERTIFICATE	OF RE	COR	DS DISPO	SAL			
No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates	Volume	Date of	Method of	
		Rentention Sched. No.	Item No.	of Records Destroyed	Cubic Feet	Disposal	Disposal	
8	OFFENSE RECORDS (CCR's, SVR's, MPR's) *Victim Cards	M-42	11 11	1988-1989 1988-1989	16.50	05-31-2005	BURNED	
9 10	INCIDENT REPORTS ACCIDENT REPORTS *Accident Cards	M-42 M-42	12 13 13	2002-2003 1998-1999 1998-1999	6 2.5 .15	05 <b>-</b> 31 <b>-</b> 2005 05 <b>-</b> 31-2005	BURNED BURNED	
11 12 13	IMPOUND RECORDS DISSEMINATION LOGS CITY TICKETS (paid)	M-42 M-42 M-42	14 17 18	1998-1999 2000-2001 2002-2003	.50 .25 4	05-31-2005 05-31-2005 05-31-2005	BURNED BURNED BURNED	
14	*Pd.Receipts *Flagged Receipt books CITY TICKETS (unpaid)	M-42	18 18 19	2001-2003 2001-2002 1998-2000	.05 .05 .10	05-31-2005	BURNED	
15 16	*City Ticket log book CITY TICKETS (nolle prosequi) STATE CITATIONS *SERO	M-42 M-42	19 20 21 21	1999-2000 2001-2004 2002-2003 2002-2003	.25 .50 .75 .25	05-31-2005 05-31-2005	BURNED BURNED	
	<pre>*St. Cit.log book *St.Cit.Transmittl.sheets *MVA Out of State "Citations" (grant)</pre>		21 21 21	2002-2003 2002-2003 2001-2002	.25 .50 .50			
17	STATE CIVIL CITATIONS	M-42	22	2000-2003	.05	05-31-2005	BURNED	

I hereby certify that the records listed above were disposed of as indicated.  $\underbrace{Majok}_{\text{Signature}} \underbrace{S/31}_{\text{Date}} \underbrace{S/31}_{\text{Date}}$ 

DGS 550-2 (Rev. 10/92)

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WESTMINSTER POLICE DEPARTMENT Reporting Agency Division or Unit		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275				PREPARE IN DUPLICATE Retain one copy and forward original to address at left.		
CERTIFICATE No. Description of Records		Authorization For Disposal		Inclusive Dates	Volume	Date of	Method of	
NO.	(Same Title as Listed on Schedule)	Rentention Sched. No.	Item No.	of Records Destroyed	Cubic Feet	Disposal	Disposal	
18 19	WARNING TICKETS ACTIVITY/TIME SHEETS *SCORE time sheets	M-42 M-42	23 24 24	2003-2004 2001-2003 2002-2003	.50 9 .50	05-31-2005 05-31-2005		

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

5/31/05

Date

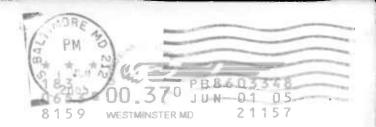
Major Title Signature

DGS 550-2 (Rev. 10/92)

- 200 S RECORDS MANNEDBACK



#### WESTMINSTER POLICE DEPARTMENT 36 LOCUST STREET P.O. BOX 300 WESTMINSTER, MD 21158



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

20754+0275





THOMAS K. FERGUSON Mayor

.

JEFFREY SPAULDING Chief of Police

WESTMINSTER POLICE DEPARTMENT

36 LOCUST STREET, P.O. BOX 300 WESTMINSTER, MD 21158 (410) 848-4646/(410) 848-4230 fax

May 31, 2005

Department of General Services Records Management Division

To Whom it May Concern:

Attached are the original three (3) pages of the Certificate of Records Disposal. The attached items were disposed of as outlined in the attachment.

Thank you,

Dean A. Brewer Major

