

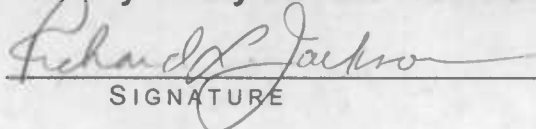
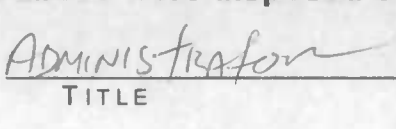
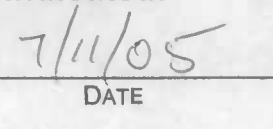
DEPT OF HUMAN RESOURCES	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	Prepare in duplicate RETAIN ONE (1) COPY AND FORWARD ORIGINAL TO ADDRESS AT LEFT.
BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES		
LEGAL SERVICES DIVISION		
DIVISION / UNIT		

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (SAME TITLE AS LISTED ON SCHEDULE)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME CUBIC FEET	DATE OF DISPOSAL	METHOD OF DISPOSAL
		RETENTION SCHEDULE NO.	ITEM NO.				
1.	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.

SIGNATURE TITLE DATE

INVESTIGATION OF...		
...



08 18 - 2105

RECORDS MANAGEMENT
 DIVISION


**BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES
LEGAL SERVICES DIVISION**

6 Saint Paul Street, 20th 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.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

LABORATORY OF ORGANIC CHEMISTRY

CHICAGO, ILLINOIS

RECEIVED

APR 12 1955

LIBRARY OF THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

LABORATORY OF ORGANIC CHEMISTRY

CHICAGO, ILLINOIS

RECEIVED

RECEIVED

APR 12 1955

LIBRARY OF THE UNIVERSITY OF CHICAGO

3409

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 2, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	2000			
	Certificates of Deposit				5		
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5	9-29-2004	landfill
	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		6/05		.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Papenfuss

State Archivist

Amily Thompson

Signature of Court Official

Co. Clerk

Title

9-29-04

Date



~~CONFIDENTIAL~~

JUN 17 2005

James H. ...

RECORDS MANAGEMENT
UNIT 3000

3409

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 2, 2004

Amily Thompson, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	2000			
	Certificates of Deposit				5		
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5	9-29-2004	landfill
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Pappas

State Archivist

Amily Thompson Co. Clerk

Signature of Court Official

Title

9-29-04

Date

~~CONFIDENTIAL~~

JUN 17

2005

RECORDS MANAGEMENT
DIVISION

3410

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	2000	10	1-29-2004	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Paupert

State Archivist

Amily Thompson

Signature of Court Official

Co. Clerk

Title

1-29-04

Date

~~CONFIDENTIAL~~

10/17/55
JWS

RECEIVED
OCT 17 1955

DEC 5 1955

3410

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	2000	10	9-29-2004	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	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

9-29-04

Date

State Archivist

Signature of Court Official

Title

Date

JUN 17 2005
RECORDS MANAGEMENT
DIVISION

3411

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	2000	12	9-29-2004	shred landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	2000	2	↓	↓
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	2000	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Pagan

State Archivist

Amily Thompson Co. Clerk

Signature of Court Official

Title

9-29-04

Date

~~CONFIDENTIAL~~

JUN 12 21 1965

W.S.

RECORDS MANAGEMENT
SECTION
JUN 12 1965

3411

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	2000	12	9-29-2004	shred landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	2000	2	↓	↓
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	2000	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Pasquini

State Archivist

Amily Thompson

Signature of Court Official

CO. CLERK

Title

9-29-04

Date

~~CONFIDENTIAL~~

JUN 12

208

RECORDS MANAGEMENT
DIVISION

3413

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	975	IV	2000	7	2-14-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Spencer

State Archivist

Amily Thompson Co. Clerk

Signature of Court Official

Title

2-14-05

Date

[Faint handwritten signature]



JUN 17 2005

RECORDS MANAGEMENT
B. L. SMITH

3413

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	975	IV	2000	7	2-14-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Papenfuss

State Archivist

Amily Thompson

Signature of Court Official

Co. Clerk

Title

2-14-05

Date

~~CONFIDENTIAL~~

JUN 17

JWS

RICHARDS MANAGEMENT
CORPORATION

3414

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	2000	1	9-29-2004	landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	2000	3	↓	↓
	Z BATCH ENVELOPES	975	IV2b	2000	4	14 Feb 05	landfill
	CLOSED TRAFFIC FILES	975	2a&b	2000	4	9-29-2004	landfill
	CLOSED NONMATS CITATIONS	975	2a&b	2000	1	↓	↓
	CLOSED CITIZEN ARRESTS	975	2a&b	2000	1	↓	↓
	CLOSED PARKING CITATION	975	2a&b	2000	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Edward C. Spencer Jr.

Amily Thompson

Co. Clerk

2-14-05

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

[Faint handwritten signature]

JUN 17

OW

FORM 5 & 730

RECORDS MANAGEMENT
DIVISION

3414

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	2000	1	9-29-2004	landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	2000	3	↓	↓
	Z BATCH ENVELOPES	975	IV2b	2000	4	14 Feb 05	landfill
	CLOSED TRAFFIC FILES	975	2a&b	2000	4	9-29-2004	landfill
	CLOSED NONMATS CITATIONS	975	2a&b	2000	1	↓	↓
	CLOSED CITIZEN ARRESTS	975	2a&b	2000	1	↓	↓
	CLOSED PARKING CITATION	975	2a&b	2000	1	↓	↓

D.C.

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Edward C. Spangenberg

Amily Thompson

Co. Clerk

2-14-05

Date

State Archivist

Signature of Court Official

Title

Date

~~RECEIVED~~

JUN 17

2005

RECORDS MANAGEMENT
DIVISION

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

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

3721

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2001			
	Certificates of Deposit	V	1 a, b, c		3	5/24/05 ↑ ↓	Shredding ↑ ↓
	Closed Transcript Records		1 a		1		
	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		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. [Signature]

Rose Marie Metcalf [Signature]

County Clerk 5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

JUN 17 — 205

JUN 17 1998

RECORDS MANAGEMENT
DIVISION

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

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

3721

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2001			
	Certificates of Deposit	V	1 a, b, c		3	5/24/05 ↑ ↓	Shredding ↑ ↓
	Closed Transcript Records		1 a		1		
	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		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Spangenberg

State Archivist

Rose Marie Metcalf County Clerk 5/24/05

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

JUN 17 — 2005

RECORDS MANAGEMENT
DIVISION

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

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

3722

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	10	5/24/05	Shredding
	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

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Rose Marie Metcalf County Clerk 5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

JUN 17 — *JW* 5
REC 22 21 330

RECORDS MANAGEMENT
QUERIES

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

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

3722

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	10	5/24/05	Shredding
	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

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Rose Marie Metcalf County Clerk 5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

JUN 17 2005

RECORDS MANAGEMENT
DIVISION

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

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

3723

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2001	7	5/24/05	Shredding
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2001	1	5/24/05	Shredding
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	1	5/24/05	Shredding

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Rose Marie Metcalf

County Clerk

5/24/05

Date

State Archivist

Signature of Court Official

Title

Date



JUN 17 - JW 5 JUN 21 1960

RECORDS MANAGEMENT
FBI

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

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

3723

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2001	7	5/24/05	Shredding
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2001	1	5/24/05	Shredding
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	1	5/24/05	Shredding

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Popper

Rose Marie Metcalf

County Clerk 5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

~~RECEIVED~~

JUN 17 2005

RECORDS MANAGEMENT
PHYSICAL

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

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

3724

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2001	1	2/17/05	Shredding

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Rose Marie Metcalf County Clerk 2/17/05

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

JUN 17 — 2005

RECORDS MANAGEMENT
DIVISION

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

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

3724

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2001	1	2/17/05	Shredding

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangola Jr.

Rose Marie Metcalf County Clerk 2/17/05

Date

State Archivist

Signature of Court Official

Title

Date

~~RECEIVED~~

JUN 12 2005

RECORDS MANAGEMENT
DIVISION

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

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

3726

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Shredding
	MISCELLANEOUS CORRESPONDENCE			2001	3	"	"
	Z BATCH ENVELOPES			2001	4	"	"
	CLOSED TRAFFIC FILES			2001	3	"	"
	CLOSED NONMATS CITATIONS			2001	1	"	"
	CLOSED CITIZEN ARRESTS			2001	1	"	"
	CLOSED PARKING CITATION			2001	1	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Rose Marie Metcalf County Clerk 5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

JUN 17 2005

RECORDS MANAGEMENT
DIVISION

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

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

3726

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2005

Rose Marie Metcalf, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Shredding
	MISCELLANEOUS CORRESPONDENCE			2001	3	"	"
	Z BATCH ENVELOPES			2001	4	"	"
	CLOSED TRAFFIC FILES			2001	3	"	"
	CLOSED NONMATS CITATIONS			2001	1	"	"
	CLOSED CITIZEN ARRESTS			2001	1	"	"
	CLOSED PARKING CITATION			2001	1	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangola

Rose Marie Metcalf

County Clerk 5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

JUN 17 2005

RECORDS MANAGEMENT
DIVISION

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

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

3733

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2001			
	Certificates of Deposit	V	1 a, b, c		5	5/24/05	Shredded
	Closed Transcript Records		1 a		1	↓	↓
	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		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Papenfuss

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

5/24/2005

Date

~~CONFIDENTIAL~~

JUN 17 — 205

RECORDS MANAGEMENT
DIVISION

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

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

3733

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2001			
	Certificates of Deposit	V	1 a, b, c		5	5/24/05	Shredded
	Closed Transcript Records		1 a		1	↓	↓
	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		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Papenfuss

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

5/24/2005

Date

~~RECEIVED~~

JUN 17 — JWS

RECORDS MANAGEMENT
DIVISION

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

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

3734

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	15	5/24/05 ↓	Shredded ↓
	Landlord/Tenant Cases	2219 II		2001	2		
	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Papenfuss

Loretta Baker

County Clerk

5/24/2005

Date

State Archivist

Signature of Court Official

Title

Date



JUN 17 2005

RECORDS MANAGEMENT
FBI/DOJ

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

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

3734

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	15	5/24/05 ↓	Shredded ↓
	Landlord/Tenant Cases	2219 II		2001	2		
	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Fagan

Loretta Baker

County Clerk

5/24/2005

Date

State Archivist

Signature of Court Official

Title

Date

~~RECEIVED~~

JUN 17 2005

RECORDS MANAGEMENT
GROUP

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

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

3735

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2001	15	5/24/05 ↓	Shredded ↓
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2001	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	4		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Pappas

Loretta Baker

County Clerk

5/24/2005

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~
JUN 17 2005
RECORDS MANAGEMENT
SECTION

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

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

3735

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2001	15	5/24/05 ↓	Shredded ↓
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2001	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	4		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Loretta Baker

County Clerk

5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

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JAN 17 2005

RECEIVED WASHINGTON
GENERAL

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

D.C. Cert. 3-5-CR-2-05

3736

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2001	1	5/24/05	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangenberg Jr.

Loretta Baker

County Clerk

5/25/2005

Date

State Archivist

Signature of Court Official

Title

Date

~~RECORDED~~

JUN 17 2005

RECORDS MANAGEMENT
GENERAL

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

D.C. Cert. 3-5-CR-2-05

3736

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2001	1	5/24/05	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Papenfuss

Loretta Baker

County Clerk

5/24/05

Date

State Archivist

Signature of Court Official

Title

Date

~~RECEIVED~~

JUN 17 2005

RECORDS MANAGEMENT
CALGARY

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

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

3738

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Shredded
	MISCELLANEOUS CORRESPONDENCE			2001	1	↓	↓
	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

Destruction Certification

DEC 15 2004

Date

Edward C. Papenfuss

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

5/24/2005

Date

100

~~RECORDED~~

JUN 17 2005

RECORDS MANAGEMENT
DIVISION

JUN 17 2005

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

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

3738

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 Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2001	1	5/24/05	Shredded
	MISCELLANEOUS CORRESPONDENCE			2001	1	↓	↓
	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

Destruction Certification

DEC 15 2004

Date

Edward C. Papenfuss

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

5/24/2005

Date

~~RECEIVED~~

JUN 12 — *aw*

RECORDS MANAGEMENT
DIVISION

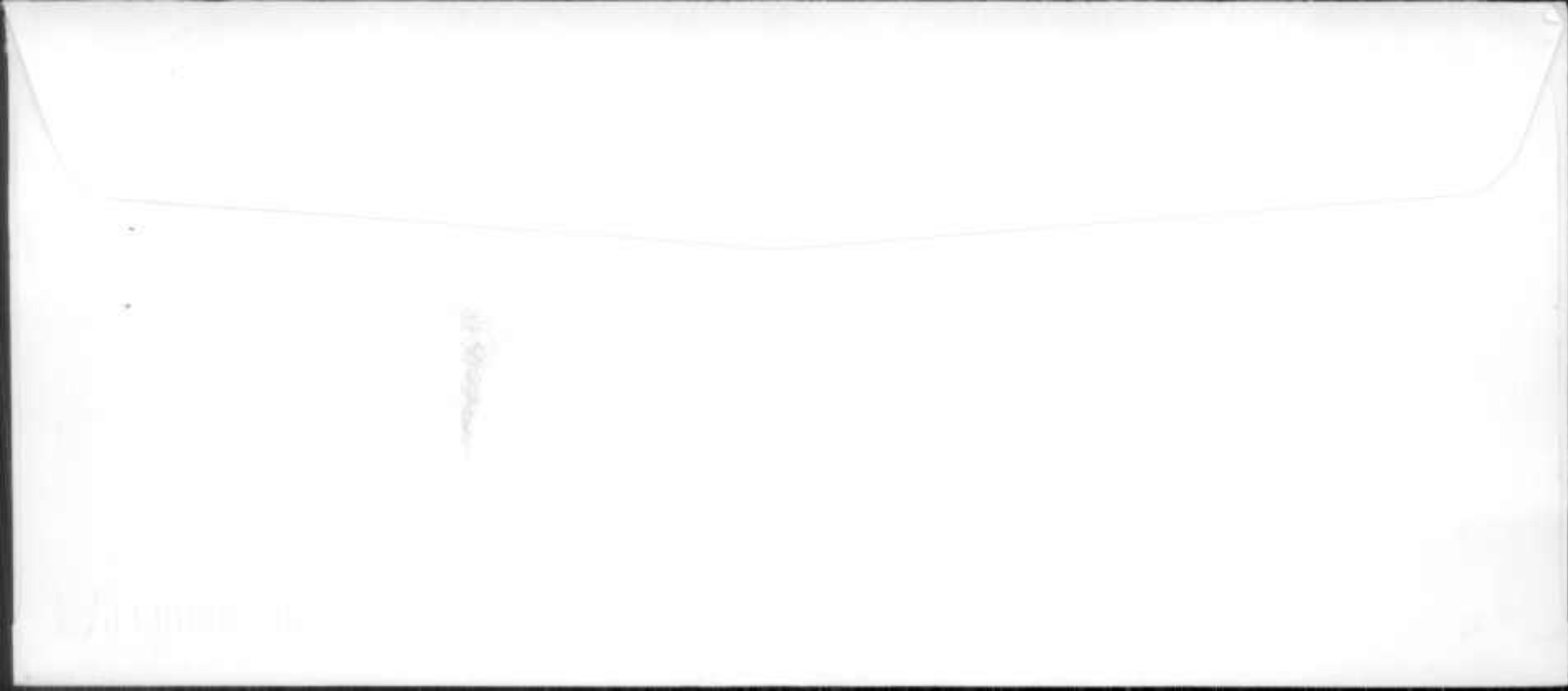
Charles County Gov't
Attn: Bill
P.O. Box 2150
La Plata, MD 20646



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

20794+0275 03





Charles County Government
Reporting Agency

Fiscal Services - Accounting
Division or Unit

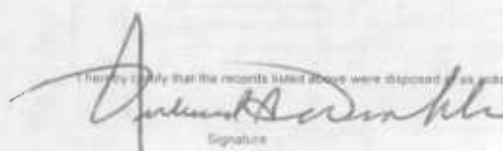
Department of General
Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

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

CERTIFICATE OF RECORDS DISPOSAL

No	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
1	Employee Files - Payroll	C-834	1	2001 Terminated Employees		04/29/2005	Shredder
2	Check Requests for Payroll Related Deductions and Expenses	C-834	2	2000 Maryland Tax 2000 EMS Billing 2000 Receipts 2000 Savings Bonds 2000 AFLAC Flex 2000 AFLAC Ins 2000 Deferred Comp (Pebasco) 2000 MCEA Dues 2000 County Retirement 2000 Court Reporters Billing 2000 Deferred Comp (Copeland) 2000 Deferred Comp (Hartford) 2000 United Way 2000 MD State Retirement 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		04/29/2005	Shredder
3	Payroll Processing Reports	C-834	3	2000 Payroll Approvals 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 2000 Hours Register 2000 Direct Deposit Listing 2000 Salary, Benefit Expense 2000 EEO Report 2000 Worker's Comp Report		04/29/2005	Shredder
4	Journal entries	C-834	8	1998 Journal Entries 2000 Journal Entries 2001 Journal Entries		04/29/2005	Shredder

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



Signature: _____ Title: Director of Fiscal Services

05/13/2005
Date

~~CONFIDENTIAL~~

JUN 23

-2005

RECORDS MANAGEMENT
+ DIVISION

DEPARTMENT OF GENERAL SERVICES

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

3558

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3 St. Mary's County 3/22/04
 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				
	<u>TRAFFIC ALPHA FOLDERS</u> Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met	2219	2a & b	1/1/2000 - 12/31/2000	25 cubic feet	6/3/05	Landfill
		Sec IV					

Destruction Approved by Hall of Records Commission

Edward C. Pomeroy

MAY 07 2005

 Date

State Archivist

Destruction Certification

Rebecca A. Dwyer

Signature of Court Official

County Clerk

Title

6/3/05

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275
7275 WATERLOO RD. (RT. 175), JESSUP, 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 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 12 2 11 PM '85

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

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

3558

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3 St. Mary's County 3/22/04
 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				
	<p><u>TRAFFIC ALPHA FOLDERS</u></p> <p>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met</p>	2219	2a & b	1/1/2000 - 12/31/2000	25 cubic feet	6/3/05	Landfill
		Sec IV					

Destruction Approved by Hall of Records Commission

Edward C. Pappas

Destruction Certification

Rebecca A. Quirk County Clerk 6/3/05

Signature of Court Official

Title

Date

Date

State Archivist

MAY 07 2004

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275
7275 WATERLOO RD. (RT. 175), JESSUP, 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 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



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**

ATTN: KAREL

20794+0275 03





DHR	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 on left.
Reporting Agency		
BCoDSS		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	POC ODO	1023-7	48	7/01 – 6/02	10	3/1/05	Shred-It

2/05

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

Georgia Coelms Contract Service Asst. 5/11/05



~~CONFIDENTIAL~~

JUL 11

W5

RECORDS MANAGEMENT
DIVISION

Maryland Dept of Agriculture
 Reporting Agency
 Central Services
 Division or Unit

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Purchase orders	1676	7	FY98	1bx	7-14-05	Recycle
2	Pool Mileage/Maintenance supply charges	1676	9	FY01	1bx	7-15-05	"
3	Paid invoices	1676	10	FY01	1bx	7-15-05	"
4	Purchase orders	1676	7	FY01	1 1/2 bx	7-18-05	"
5	"	1676	7	FY02	1bx	"	"
6	Paid invoices	1676	10	FY02	1bx	"	"
7	Pool maintenance supply charges, mileage	1676	9	FY02	1bx	"	"

RECEIVED
 JUL 18 2005
 DEPT. OF AGRICULTURE
 CENTRAL SERVICES

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

Lynn Morally
 Signature

Fiscal Accounts Clerk II 7-18-05
 Title Date

1970
1970
1970
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1970

RECEIVED

JUL 28 1975

DEPT. OF AGRICULTURE
CENTRAL SERVICES

RECORDS SECTION

JUL 28 - 205

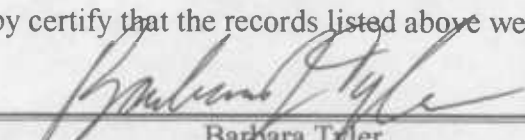
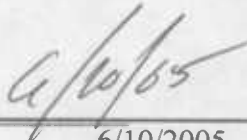
RECORDS SECTION

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as list on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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.

 Barbara Tyler Signature	Administrative Specialist Title	 6/10/2005 Date
---	------------------------------------	--

Department of Environment

Reporting Agency

Water Management Administration (Compliance)

Division of Air

Department of General Services

Records Management Division

2275 Waterloo Road (Rt. 173)

P.O. Box 277

Leesburg, Maryland 20725-0277

Prepare in duplicate

Retain one (1) copy and forward original to address in full

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records	Anticipation		Records Retention	Date of Disposal	Volume	Date of Disposal
		Box	Folder				
1	...	1	1	1978 to 1988	01/19/88	10	...
2	...	1	1	1978 to 1988	01/19/88	10	...
3	...	1	1	1978 to 1988	01/19/88	10	...
4	...	1	1	1978 to 1988	01/19/88	10	...
5	...	1	1	1978 to 1988	01/19/88	10	...
		TOTAL				50	

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

Signature

Administrative Specialist

Date

Date

...

JUN 13 2005

...



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

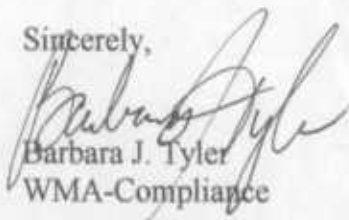
Department of General Services
Records Management Division
7275 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

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

Robert L. Bishop, Jr.
Governor

Robert L. Bishop, Jr.
Governor

Michael S. Steele
Lt. Governor

Michael S. Steele
Lt. Governor

June 10, 2005

Department of General Services
Records Management Division
1733 Western Road
P.O. Box 375
Annapolis, MD 20704-0375

ATTN: Mr. Gabriel Lopez, Acting Records Management

Dear Mr. Lopez:

Attached is a Certificate of Destruction for destruction of records. The records from our files
identified as records for environmental risk management and reporting in accordance with
Retention Schedules 1888 and 2077, which are updated April 27, 1997 and October 19, 2000
respectively. The total volume destroyed was 14.25 cubic feet.

Sincerely,

Richard J. Tyler
WMA Compliance

gjt

Attachment

Box # _____

Department of Housing & Community Development	Department of General Services	Prepare in duplicate Retain one (1) copy and forward Original to address at left
Reporting Agency <i>Housing</i>	Records Management Division	
Single Family Programs	7275 Waterloo Road (Rte 175)	
Division/Unit	P.O. Box 275, Jessup, MD 20794-0275	

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
N/A	Individual Mortgage loan and application files-- <i>cancelled, rejected and/or withdrawn applications</i>	N/A	N/A		N/A		

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

Kevin Otto

Signature

Loan Processor

Title

4/18/95

Date

1917 JUN 17

~~RECEIVED~~
JUN 17 - 2w's
RECEIVED MAIL ROOM
SERIAL

Borrower Name

Cancel Date

Loan Number

MARTIN, JULIA

5/18/2005

WH2-037-01534

WADE, DEUNKA M.

5/14/2005

WH2-154-01555

~~CONFIDENTIAL~~

JUN 18

2005

RECORDS MANAGEMENT
EMERSON

Box #

Department of Housing & Community Development	Department of General Services	Prepare in duplicate
Reporting Agency <i>Housing</i>	Records Management Division	Retain one (1) copy and forward
Single Family Programs	7275 Waterloo Road (Rte 175)	Original to address at left
Division/Unit	P.O. Box 275, Jessup, MD 20794-0275	

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
<i>N/A</i>	<i>Individual</i>	<i>N/A</i>	<i>N/A</i>		<i>N/A</i>		
	<i>Mortgage loan and application files - cancelled, rejected and/or withdrawn applications</i>						

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

Peggy Attis Signature *John P. ...* Title *6/8/05* Date

WILSON
MILWAUKEE
WISCONSIN

1915

MADE IN U.S.A.

~~RECEIVED~~

JUN 17 2015

RECORDS MANAGEMENT
& SERVICES

82430

Maryland
Department of
Housing and
Community
Development



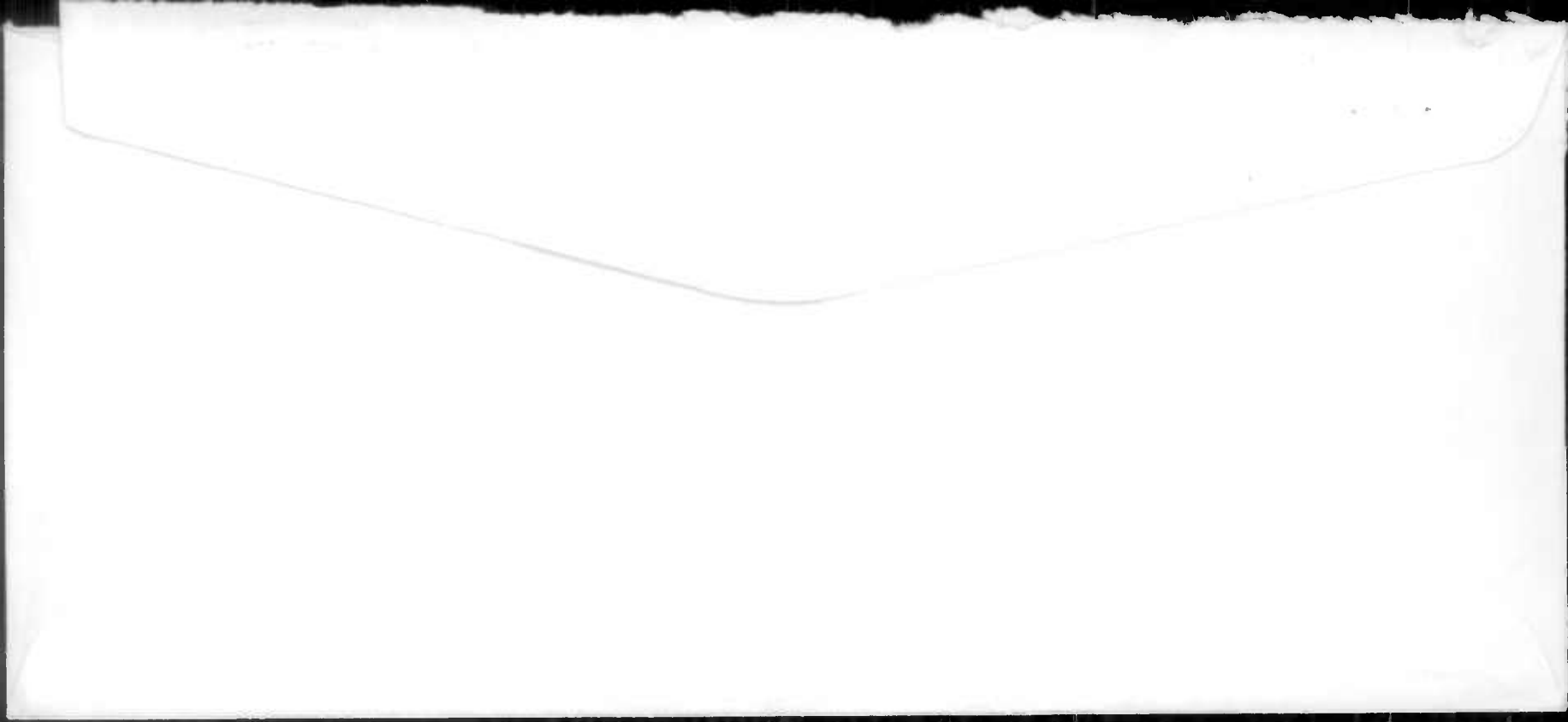
100 Community Place
Crownsville, Maryland 21032

Return Service Requested



Dept of General Services
Record mgmt Division
7275 Waterloo Rd.
Attn: 175 - PO Box 275

20794+0275 03 Jessup, md 20794-0275



Borrower Name

Cancel Date

Loan Number

MARTIN, JULIA
WADE, DEUNKA M.

5/18/2005
5/14/2005

WH2-037-01534
WH2-154-01555

~~CONFIDENTIAL~~

JUNE 17

WS

~~CONFIDENTIAL~~
~~CONFIDENTIAL~~

Department of Public Safety and Corrections

Reporting Agency

Parole and Probation - Glen Burnie

Division or Unit

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	<i>Parole and Probation case file 3415765-Willis, James</i>	<i>1462</i>	<i>1</i>	<i>1990</i>	<i>21</i>	<i>7-12-05</i>	<i>Shred</i>

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

Laura G. Pyles

 Signature

Office Secretary II

 Title

7-12-05

 Date

2000

11 13 15 17 19 21 23 25 27 29 31



JUL 25

-205

RECORDS MANAGEMENT
DIVISION

Department of Public Safety and Corrections

Reporting Agency

Parole and Probation - Glen Burnie

Division or Unit

Department of General Services

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

Prepare in duplicate

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
<i>1</i>	<i>Parole and Probation Case-File 3415765-Willis, James</i>	<i>146d</i>	<i>1</i>	<i>1990</i>	<i>.1</i>	<i>7-12-05</i>	<i>Shred</i>

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

Laura G. Hayes
Signature

Office Secretary II
Title

7-12-05
Date

~~RECORDS MANAGEMENT~~

JUN 18

— 205

~~RECORDS MANAGEMENT~~

~~RECORDS MANAGEMENT~~

Office of the State Prosecutor	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 on left.
Reporting Agency		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
15	case files	1038	Z	1986-1987	30cf	6/7/05	Burn
5	Receiving Reports	Purchasing Records	R	1994-1998	10cf	6/7/05	Burn
2	Timesheets	accounting Records	E	1995-1998	4cf	6/7/05	Burn
2	Invoices / expenditure Transfer Author.	Purchasing Records	F	1996-1998	4cf	6/7/05	Burn
2	Payroll Transmittals	accounting records	D	1995-1997	4cf	6/7/05	Burn

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

Brandi M. Wright
Signature

Director of Office Administration 7/15/05
Title Date



1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5

~~RECORDED~~

JUL 25 W5

RECORDS MANAGEMENT
DIVISION

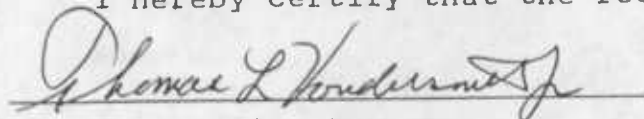
2015

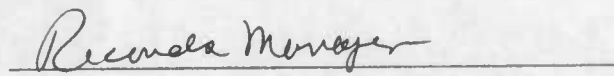
Maryland State Police	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	PREPARE IN DUPLICATE Retain one copy and forward original to address at left.
Reporting Agency		
02-OBFLA		
Division or Unit		

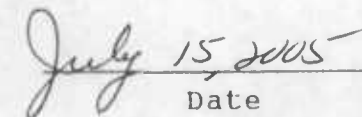
C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Manual Projects File: All project numbers preceded by an "M". Numbers are as follows: 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

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


Signature


Title


Date

~~CONFIDENTIAL~~

JUL 25

2005

~~CONFIDENTIAL~~
UNCLASSIFIED

WESTMINSTER POLICE DEPARTMENT

Reporting Agency

Division or Unit

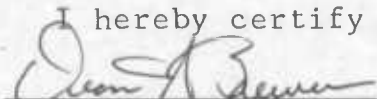
DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

PREPARE IN DUPLICATE
Retain one copy and
forward original to
address at left.

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sch. No.	Item No.				
1	GENERAL CORRESPONDENCE *Miles Messages *Outgoing Miles Mess. Log *Repo Log *Lost Property Log *Tow List *Court Request *Invest.Assign.Records(S/W) *Warrant Recalls *Drug reports(copies)	M-42	1	Various thru 2003	5	05-31-2005	BURNED
			1	2003	.15		
			1	2002-2003	} .10		
			1	2002-2003			
			1	2002-2003			
			1	2002-2003			
			1	2003-2004	.10		
			1	2003	.75		
			1	Various thru 2003	.50		
			1	1999-2003	.25		
2	MEMOS	M-42	2	2002-2003	.35	05-31-2005	BURNED
3	PERSONNEL	M-42	3	2000	2.50	05-31-2005	BURNED
4	INTERNAL INVESTIGATIONS	M-42	6	1997	2	05-31-2005	BURNED
5	PAYROLL	M-42	7	2001-2003	.50	05-31-2005	BURNED
6	ARREST RECORDS	M-42	9	1988-1989	7	05-31-2005	BURNED
	*Arrests Photos & log book		9	1985-1989	1		
7	JUVENILE RECORDS	M-42	10	1988-1989	2.10	05-31-2005	BURNED
	*Juv.Photos & log book		10	1988-1989	.15		

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


Signature

Major
Title

5/31/05
Date

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.

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sch. No.	Item No.				
8	OFFENSE RECORDS (CCR's, SVR's, MPR's) *Victim Cards	M-42	11	1988-1989	16.50	05-31-2005	BURNED
9	INCIDENT REPORTS	M-42	12	1988-1989	1	05-31-2005	BURNED
10	ACCIDENT REPORTS *Accident Cards	M-42	13	2002-2003	6	05-31-2005	BURNED
11	IMPOUND RECORDS	M-42	13	1998-1999	2.5	05-31-2005	BURNED
12	DISSEMINATION LOGs	M-42	14	1998-1999	.15		
13	CITY TICKETS (paid) *Pd. Receipts	M-42	17	2000-2001	.50	05-31-2005	BURNED
14	CITY TICKETS (unpaid) *City Ticket log book	M-42	18	2002-2003	.25	05-31-2005	BURNED
15	CITY TICKETS (nolle prosequi)	M-42	18	2001-2003	4	05-31-2005	BURNED
16	STATE CITATIONS *SERO	M-42	18	2001-2002	.05		
	*St. Cit. log book		18	2001-2002	.05		
	*St. Cit. Transmittl. sheets		19	1998-2000	.10	05-31-2005	BURNED
	*MVA Out of State "Citations" (grant)		19	1999-2000	.25		
17	STATE CIVIL CITATIONS	M-42	20	2001-2004	.50	05-31-2005	BURNED
			21	2002-2003	.75	05-31-2005	BURNED
			21	2002-2003	.25		
			21	2002-2003	.25		
			21	2002-2003	.50		
			21	2001-2002	.50		
			22	2000-2003	.05	05-31-2005	BURNED

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

Dean A. Bevan

Signature

Major

Title

5/31/05

Date

RECEIVED BY UNIT
 UNIT NO. 10000000
 UNIT NO. 10000000
 UNIT NO. 10000000

DEPARTMENT OF AGRICULTURE
 OFFICE OF MANAGEMENT
 AND ECONOMIC SERVICES
 P.O. Box 152
 Washington, D.C. 20250

West Virginia State Government
 Executive Order

Division or Unit

0 5

Description
 Title as in
 List of
 Positions
 and
 Duties
 No.

Description Title as in List of Positions and Duties No.	Rate	Grade	Step	Pay	Date	Other

[Stamp: RECEIVED]

JUN 3 2005

ACCOUNTS MANAGEMENT
 GENERAL

[Signature]

[Signature]

(10000000)

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.

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
18	WARNING TICKETS	M-42	23	2003-2004	.50	05-31-2005	BURNED
19	ACTIVITY/TIME SHEETS *SCORE time sheets	M-42	24	2001-2003	9	05-31-2005	BURNED
			24	2002-2003	.50		

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

Jean A. Bunn
Signature

Major
Title

5/31/05
Date

RECORDS MANAGEMENT



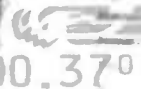
~~RECORDS MANAGEMENT~~

JUN 8 - 2005

RECORDS MANAGEMENT
DIVISION



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



PB8603348
JUN 01 05

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WESTMINSTER MD

21157

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

20794+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,

A handwritten signature in black ink, appearing to read "Dean A. Brewer".

Dean A. Brewer
Major

6/10/05



WESTERN POLICE DEPARTMENT
WESTERN POLICE DEPARTMENT
WESTERN POLICE DEPARTMENT

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