

3856

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 1997 - 2000	2219	Section IV a,b,c,d	1/1/97 thru 12/31/2000	42		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Spearman Jr*

State Archivist

*[Signature]*  
Signature of Court Official  
Cranford

Signature of Court Official

Supv. Records

Title

24 June 2005

Date

*[Faint, illegible handwriting]*

1 - 205  
*[Illegible text]*

3856

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 1997 - 2000	2219	Section IV a,b,c,d	1/1/97 thru 12/31/2000	42		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Papenfuss*

State Archivist

*[Signature]*

Signature of Court Official  
*Cranford*

*Supv. Records*

Title

*24 June 2005*

Date

RECEIVED  
APR 29 2005  
MARYLAND STATE ARCHIVES

*[Faint, illegible markings and handwritten scribbles]*

3858

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 2000	2219	Section IV a,b,c,d	1/1/2000 thru 12/31/2000	1		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Papenfuhr*  
State Archivist

*[Signature]*  
Signature of Court Official

Supv. Records  
Title

24 June 2005  
Date

2005  
MAY 1 2005  
MAY 1 2005  
MAY 1 2005

3858

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 2000	2219	Section IV a,b,c,d	1/1/2000 thru 12/31/2000	1		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Papenfuss Jr*

State Archivist

*[Signature]*  
Signature of Court Official  
Cranford

Supv. Records  
Title

24 June 2005  
Date

RECEIVED  
APR 29 2005  
TAMM STATE ARCHIVES

*[Faint handwritten signature]*

*[Handwritten signature]*  
2005  
TAMM STATE ARCHIVES  
SEARCHED  
SERIALIZED  
INDEXED  
FILED



3857

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 2001	2219	Section IV a,b,c,d	1/1/2001 thru 12/31/2001	33		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Saperstein Jr*

State Archivist

*[Signature]*

Signature of Court Official

*Cranford*

*Supv., Records*

Title

*24 June 2005*

Date

*[Faint, illegible handwriting]*

*[Dark, illegible markings]*  
205

3857

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 2001	2219	Section IV a,b,c,d	1/1/2001 thru 12/31/2001	33		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Papenfuss Jr*

State Archivist

*[Signature]*

Signature of Court Official

*Erin Fowl*

*Supv. Records*  
Title

24 June 2005

Date

RECEIVED  
APR 29 2005  
MARYLAND STATE ARCHIVES

*James P. [unclear]*  
2005  
APR 29 2005  
MARYLAND STATE ARCHIVES

3859

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 2002	2219	Section IV a,b,c,d	1/1/2002 thru 12/31/2002	17		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Papenfuss Jr*

State Archivist

*[Signature]*  
Signature of Court Official  
*Cranford*

*Supv. Records*  
Title

*24 June 2005*  
Date

*[Faint handwritten text]*

*[Illegible stamp]*  
-205  
**RECORDS MANAGEMENT**  
*[Illegible text]*

3859

DEPARTMENT OF GENERAL SERVICES

Expunged Records Destruction Certificate DGS-550-9

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 Balt City DATE April 22, 2005 Accession # - DISTRICT 01-01

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	Section IV a,b,c,d				
	Destruction Date 2002	2219	Section IV a,b,c,d	1/1/2002 thru 12/31/2002	17		Shred

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 12 2005

Date

*Edward C. Papenfuss*

State Archivist

*[Signature]*  
Signature of Court Official  
Cranford

Supv. Records  
Title

24 June 2005

Date

RECEIVED  
APR 29 2005  
MARYLAND STATE ARCHIVES

*Handwritten:* [Faint illegible text]

**RECEIVED**  
APR 29 2005  
RECORDS SECTION

*Handwritten:* 502



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-1-05

3739

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2005

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	2219		2001			
	Certificates of Deposit	V	1 a, b, c		5		
	Closed Transcript Records		1 a		1		
	Closed Deferred Payment Records		2, 3		1.5	7-12 2005	Shredded
	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. Lopez*

State Archivist

*Amily Thompson*

Signature of Court Official

Co. Clerk

Title

7-12-05

Date

RECORDS MANAGEMENT  
DIRECTOR

JUN 20 1965

RECEIVED

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*[Handwritten signature]*

RECORDS MANAGEMENT  
DIRECTOR

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-1-05

3739

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2005

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	2219		2001			
	Certificates of Deposit	V	1 a, b, c		5		
	Closed Transcript Records		1 a		1		
	Closed Deferred Payment Records		2, 3		1.5	7-12 2005	Shredded
	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. Pappas Jr.*

State Archivist

*Amily Thompson*

Signature of Court Official

CO. CLERK

Title

7-12-05

Date

RECORDS MANAGEMENT DIVISION

JUN 26 2005

RECEIVED

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AUG 8 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. 3-6-CV-1-05

3740

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2005

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)	2219 II	1, 2, 3	2001	10	7-12-2008	Shredded
	Landlord/Tenant Cases	2219 II		2001	1		
	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. Saperstein*

*Amily Thompson*

*Co. Clerk*

7-12-08

Date

State Archivist

Signature of Court Official

Title

Date

RECORDS MANAGEMENT  
DIVISION

2005  
DEC 26

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RECEIVED

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RECORDS MANAGEMENT  
DIVISION

DEC 26 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. 3-6-CV-1-05

3740

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2005

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)	2219 II	1, 2, 3	2001	10	7-12-2005	Shredded
	Landlord/Tenant Cases	2219 II		2001	1		
	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*

*Amily Thompson*

7-12-05

Date

State Archivist

Signature of Court Official

Title

Date

RECORDS MANAGEMENT  
SECTION

SMC 92

RECORDS MANAGEMENT  
SECTION

RECORDS MANAGEMENT  
SECTION

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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. 3-6-CR-1-05

3741

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2005

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)	2219 IV	2 a, b, c, f	2001	12		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2001	2	7-12- 2005	Shredded
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

*Edward C. Papenfuss Jr.*

State Archivist

*[Signature]*

Signature of Court Official

Co. Clerk

Title

7-12-05

Date

RECORDS MANAGEMENT  
DIVISION

2/25/82

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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. 3-6-CR-1-05

3741

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2005

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)	2219 IV	2 a, b, c, f	2001	12		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2001	2	7-12-2005	Shredded
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

*Edward C. Saperstein*

*Amily Thompson*

Co. Clerk 7-12-05

Date

State Archivist

Signature of Court Official

Title

Date

RECORDS MANAGEMENT  
DIVISION

26 JUL

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
*[Handwritten signature]*  
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. 3-6-TR-1-05

3744

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2005

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	2219 IV	2 a&b	2001	1		
	MISCELLANEOUS CORRESPONDENCE			2001	3	7-12-2005	shredded
	Z BATCH ENVELOPES			2001	4		
	CLOSED TRAFFIC FILES			2001	4		
	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. Papenfuss Jr.*

*Amily Thompson*      Co. Clerk

7-12-05

Date

State Archivist

Signature of Court Official

Title

Date

RECORDS MANAGEMENT  
DIVISION

APR 26 2005

RECEIVED

RECEIVED



RECORDS MANAGEMENT  
DIVISION  
APR 27 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. 3-6-TR-1-05

3744

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2005

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	2219 IV	2 a&b	2001	1		
	MISCELLANEOUS CORRESPONDENCE			2001	3	7-12-2005	shredded
	Z BATCH ENVELOPES			2001	4		
	CLOSED TRAFFIC FILES			2001	4		
	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. Papenfuss*

*Amily Thompson*      Co. Clerk

7-12-05

Date

State Archivist

Signature of Court Official

Title

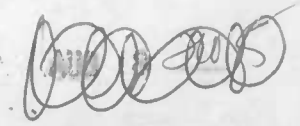
Date

RECORDS MANAGEMENT  
DIVISION

205 - 26

RECORDS

RECORDS MANAGEMENT



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

3849

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St.Mary's County      4/15/05  
 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>CIVIL LANDLORD/TENANT MONEY JUDGMENTS</u>  Landlord/Tenant records involving a judgment for sum certain that have expired since twelve years have passed (Failure to Pay Rents)	2219  Sec II	3	1/1/1992-12/31/1992	2.0	7-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

*Edward C. Papenhausen*

*Rebecca A. Quinn*

*Conny Cee*

7-14-05

Date

State Archivist

Signature of Court Official

Title

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 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 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

JUL 25

RECORDS MANAGEMENT DIVISION

RECEIVED  
ST MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

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

3849

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St.Mary's County      4/15/05  
 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>CIVIL LANDLORD/TENANT MONEY JUDGMENTS</u> Landlord/Tenant records involving a judgment for sum certain that have expired since twelve years have passed (Failure to Pay Rents)	2219 Sec II	3	1/1/1992-12/31/1992	2.0	7-14-05	Landfill

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

*Edward C. Spencer*

State Archivist

Destruction Certification

*Rebecca R. Quinn*

Signature of Court Official

*County Clerk*

Title

7-14-05

Date

INSTRUCTIONS FOR PREPARATION

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7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

RECEIVED  
APR 26 2005  
MARYLAND STATE ARCHIVES

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

RECORDS MANAGEMENT  
DISTRICT COURT

RECORDS MANAGEMENT DIVISION

JUN 25 2005

DEPARTMENT OF GENERAL SERVICES

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

3846

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

4/15/05

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>Civil Records-Expired Judgments</u></p> <p>Inside of closed Civil folders containing judgments for sum certain that have expired since twelve years have passed. Closed in 2002</p>	2219 Sec II	3	1/1/1992 - 12/31/1992	10.0	6-27-05	LANDFILL

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

*Edward C. Pappas*

State Archivist

Destruction Certification

*Robert A. Quinn*

Signature of Court Official

*County Clerk*

Title

7-11-05

Date

INSTRUCTIONS FOR PREPARATION

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RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

RECORDS MANAGEMENT  
DIVISION

JUN 25 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

3846

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St. Mary's County      4/15/05  
 COURT      COUNTY      DATE

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Destruction Approved by Hall of Records Commission

*Edward C. Papenfuss*

State Archivist

MAY 12 2005

Date

Rev. 10/83 DGS

Destruction Certification

*Robert A. Jones*

Signature of Court Official

*County Clerk*

Title

7-11-05

Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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*[Handwritten signature]*  
RECORDS MANAGEMENT DIVISION

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

RECEIVED  
APR 26 2005  
MARYLAND STATE ARCHIVES

RECORDS MANAGEMENT DIVISION  
JUN 25  
*[Handwritten initials]*



DEPARTMENT OF GENERAL SERVICES

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

3853

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St. Mary's County      4/15/05  
 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.)
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	<p><u>Emergency Evaluations, Domestic Violence and Peace Order Records</u></p> <p>Insides of folders to be stripped of original miscellaneous papers. Folders, dockets and entries that document a judicial decision to be retained permanently</p>	2219 Sec III	2	1/1/92-12/31/92	8.0	7-15-05	LANDFILL + Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

*Edward C. Papenfuss Jr.*

State Archivist

*Robert D. Smith*      *County Clerk*      7-15-05

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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RECORDS MANAGEMENT DIVISION

26 2005

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10: 12  
DISTRICT 04-03

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

3853

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St.Mary's County

4/15/05

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.)
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Destruction Approved by Hall of Records Commission

*Edward C. Saperstein Jr.*

State Archivist

MAY 12 2005

Date

Rev. 10/83 DGS

Destruction Certification

*Bob A. D... County Clerk*

Signature of Court Official

Title

7-15-05

Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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*[Handwritten signatures and initials]*  
RECORDS MANAGEMENT  
ADMINISTRATIVE SERVICES

RECEIVED  
HARRY'S COUNTY  
DISTRICT COURT  
JUN -3 AM 10:12  
DISTRICT 04-03

RECEIVED  
APR 26 2005  
MARYLAND STATE ARCHIVE

RECORDS MANAGEMENT DIVISION  
APR 26 2005  
*[Handwritten signature]*



INSTRUCTIONS FOR PREPARATION

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JUL 25 2005  
RECORDS MANAGEMENT  
DANBURY



INSTRUCTIONS FOR PREPARATION

*albert*  
RECORDS MANAGEMENT  
CLERK

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RECEIVED  
APR 19 2004  
MARYLAND STATE ARCHIVES

*MS*  
JUL 25  
RECORDS MANAGEMENT  
CLERK



3137

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-03 District Court of MD. for St. Mary's Co, Leonardtown, MD. 5/17/02

COURT COUNTY DATE  
 Rebecca Quinlan

Serial 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>ACCOUNTING RECORDS</u> Bank books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	975	Sec V	7/97 - 7/6/98	2.0	7-13-05	SHRED
	<u>PURCHASING</u> Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	975	Sec V	7/97 - 6/98	3.0	7-13-05	LANDFILL
	<u>ACCOUNTING RECORDS</u> Certificates of deposit. To be retained for three years and all audit requirements have been met.	975	Sec V	7/97 - 6/98	5.0	7-13-05	LANDFILL

Destruction Approved by Hall of Records Commission

JUN 10 2002

Date

*Edward C. Lopez*  
 State Archivist

Destruction Certification

*Rebecca A. Davis* County Clerk  
 Signature of Court Official Title

7-14-05  
 Date

RECEIVED

JUL 25 2005

RECORDS MANAGEMENT  
DIVISION

RECEIVED

*[Handwritten scribble]*

RECORDS MANAGEMENT  
DIVISION

3137

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-03 District Court of MD. for St. Mary's Co, Leonardtown, MD. 5/17/02

COURT

COUNTY

DATE

Rebecca Quinlan

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Destruction Approved by Hall of Records Commission

JUN 10 2002

Date

*Edward C. [Signature]*  
 State Archivist

Destruction Certification

*Rebecca A. [Signature]* County Clerk  
 Signature of Court Official Title

7-13-05  
 Date

RECEIVED  
JUN 4 2002  
MARYLAND STATE ARCHIVES

~~RECORDED~~  
JUN 25 2002  
RECORDS MANAGEMENT  
DIVISION

~~RECORDED~~  
JUN 25 2002  
RECORDS MANAGEMENT  
DIVISION



INSTRUCTIONS FOR PREPARATION

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*[Handwritten signature]*  
RECORDS MANAGEMENT  
DIVISION

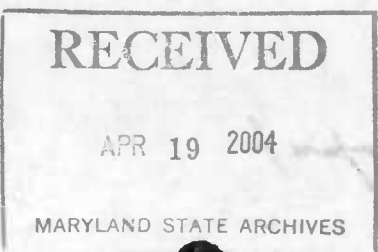
JUL 25 2015  
RECORDS MANAGEMENT  
DIVISION



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APR 25 2005  
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION







  
 JUN 25 *ZWS*  
 RECORDS MANAGEMENT  
 DIVISION

  
  
 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

3371

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-03 District Court of Md for St. Mary's Co. 7/28/03

COURT COUNTY DATE

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Destruction Approved by Hall of Records Commission

Destruction Certification

AUG 28 2003

Date

*Edward C. Papenfuss*  
 State Archivist

*Rebecca J. Deindorff* County Clerk 7-14-05  
 Signature of Court Official Title Date

25 705  
RECORDS MANAGEMENT  
DIVISION

RECORDS MANAGEMENT  
DIVISION



INSTRUCTIONS FOR PREPARATION

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APR 25 2005  
RECORDS MANAGEMENT  
DIVISION

RECORDS MANAGEMENT  
DIVISION



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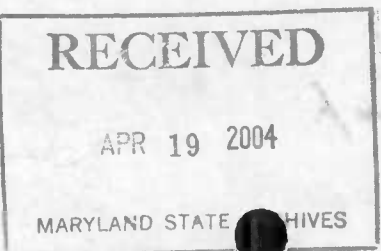
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APR 25 2005  
RECORDS MANAGEMENT  
CLERK

*[Handwritten signature]*  
APR 19 2004



DEPARTMENT OF GENERAL SERVICES

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

3538

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St. Mary's County      3/24/04  
 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>ACCOUNTING RECORDS</u></p> <p>Miscellaneous Fiscal/Accounting Records                      Cancelled checks and check copies, cash receipts journals, R-1, DCA-31 R-2, receipts copies (does not include receipts used in Bond Forfeitures) stubs, and numerical inventory of receipts used, reconciliation and trial balance sheets, pay batch envelopes, transmittals to the Sheriff, bank statements and deposit receipts. Certificates of Deposit                      Purchase orders and requisitions for supplies</p>	2219 Sec V	1c, 3	6/1/99 - 12/31/2000	5.0	7-13-05	Shred + Landfill

Destruction Approved by Hall of Records Commission

MAY 07 2004

*Edward C. Spangenberg*

Date

State Archivist

Destruction Certification

*Robert A. Daniel* County Clerk

Signature of Court Official

Title

7-14-05

Date

INSTRUCTIONS FOR PREPARATION

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JUN 25 2005  
RECORDS MANAGEMENT  
DIVISION

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

3538

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District Court of Maryland #4-3      St. Mary's County      3/24/04  
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Destruction Approved by Hall of Records Commission

*Edward C. Papenfuss*

MAY 07 2006

Date      State Archivist

Destruction Certification

*William A. Dennis* County Clerk

7-14-05

Signature of Court Official      Title      Date

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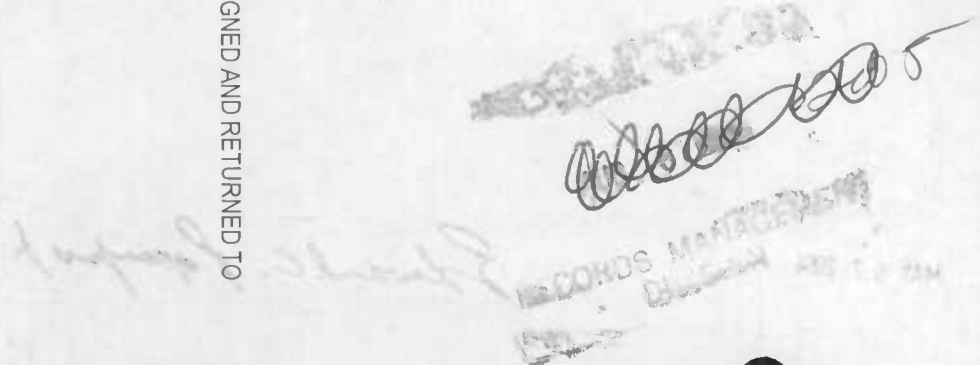
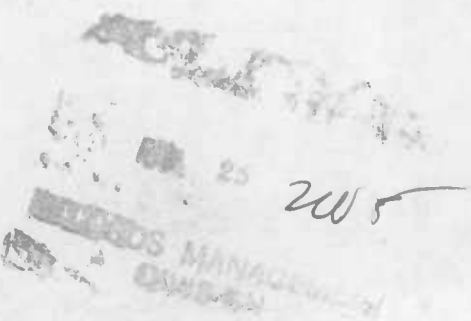
APR 25 2004  
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION



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*[Handwritten signature]*  
RECORDS MANAGEMENT  
DIVISION

RECEIVED  
APR 19 2004  
MARYLAND STATE ARCHIVES

APR 25 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

3549

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>Civil Records</u> Inside of Civil folders not involving a judgment for sum certain. Folders to be retained permanently Closed in 2000	2219 Sec II	2	1/1/ 2000 - 12/31 2000	17.0	8-18-04	LANDFILL
	Inside of closed Civil cases containing judgments for sum certain that have expired since twelve years have passed Closed in 2000	2219 Sec II	3	1/1/ 1991 - 12/31 1991	10.0	6-20-05	LANDFILL

Destruction Approved by Hall of Records Commission

*Edward C. Spangenberg*

Destruction Certification

*Robert J. Quinn*

*County Clerk*

7-11-05

MAY 17 2004

Date

State Archivist

Signature of Court Official

Title

Date

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RECORDED

JUL 25

*205*

RECORDS MANAGEMENT  
DIVISION

*[Handwritten signature]*  
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

3549

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

3/22/04

COURT

COUNTY

DATE

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Destruction Approved by Hall of Records Commission

MAY 07 2005

*Edward C. [Signature]*

Date

State Archivist

Destruction Certification

*[Signature]*

Signature of Court Official

*County Clerk*

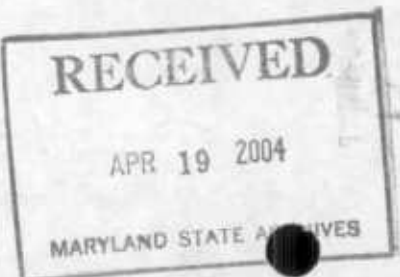
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JUL 25  
RECORDS MANAGEMENT  
DIVISION

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

3843

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St. Mary's County      4/15/05  
 COURT      COUNTY      DATE

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Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

*Edward C. Papenfuss Jr*

State Archivist

Destruction Certification

*Rob A. Deme*

Signature of Court Official

*County Clerk*

Title

7-14-05

Date

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RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
AM 10:12  
05 JUN 25  
DISTRICT 04-03  
2005

RECORDS MANAGEMENT  
CENTER

DEPARTMENT OF GENERAL SERVICES

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

3843

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St. Mary's County      4/15/05  
 COURT      COUNTY      DATE

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Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

*Edward C. Spangenberg*  
 State Archivist

Rev. 10/83 DGS

Destruction Certification

*Robert A. Demier*      *County Clerk*      7-14-05  
 Signature of Court Official      Title      Date

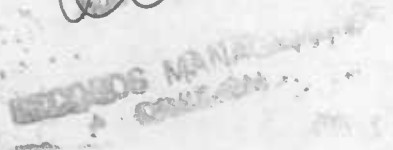
Instructions for Preparation and Submission on Reverse Side

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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

JUN 25 2005  
RECORDS MANAGEMENT DIVISION

RECEIVED  
APR 26 2005  
MARYLAND STATE ARCHIVES

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03



DEPARTMENT OF GENERAL SERVICES

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

3844

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3      St. Mary's County      4/15/05  
 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>ADMINISTRATIVE RECORDS</u>                      Supervisory and Management Reports                      that required sampling and verification and were retained for three years and until all audit requirements have been fulfilled</p>	2219 Sec I	d	1/1/2001 - 12/31/2001	5.0	7-13-05	Recycle + Shred

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

*Edward C. Spangenberg*

State Archivist

Destruction Certification

*Robert A. Dennis*      *County Clerk*      7-13-05

Signature of Court Official

Title

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 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.

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*[Handwritten signature]*

RECORDS MANAGEMENT  
DISTRICT COURTS

JUL 25 2005

RECORDS MANAGEMENT  
DISTRICT COURTS

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

DEPARTMENT OF GENERAL SERVICES

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

3844

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

4/15/05

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>ADMINISTRATIVE RECORDS</u></p> <p>Supervisory and Management Reports that required sampling and verification and were retained for three years and until all audit requirements have been fulfilled</p>	2219 Sec I	d	1/1/2001 - 12/31/2001	5.0	7-13-05	Recycle + Shred

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Rebecca A. Quinn County Clerk 7-13-05

Signature of Court Official

Title

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 TRIPLICATE.)
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*[Handwritten signature]*  
RECORDS MANAGEMENT  
DISTRICT COURT

RECEIVED  
APR 29 2005  
MARYLAND STATE ARCHIVES

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

JUL 25

*2WS*

DEPARTMENT OF GENERAL SERVICES

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

3845

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

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>Civil Records</u></p> <p>Inside of Civil folders not involving a judgment for sum certain. Folders to be retained permanently Closed in 2001</p>	2219 Sec II	2	1/1/ 2001 - 12/31/2001	10.0	7-11-05	LANDFILL

Destruction Approved by Hall of Records Commission

*Edward C. Papenfuss Jr*

State Archivist

MAY 12 2005

Date

Rev. 10/83 DGS-

Destruction Certification

*Robert A. Davis*

Signature of Court Official

*County Clerk*

Title

7-11-05

Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPPLICATE.)
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JUN 25 - *WJ5*

RECORDS MANAGEMENT DIVISION

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

*[Handwritten signature]*

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

3845

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

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.)
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	<p><u>Civil Records</u></p> <p>Inside of Civil folders not involving a judgment for sum certain. Folders to be retained permanently Closed in 2001</p>	2219 Sec II	2	1/1/ 2001 - 12/31/2001	10.0	7-11-05	LANDFILL

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

*Edward C. Papenfuss*  
 State Archivist

State Archivist

Destruction Certification

*Robert A. Dyer*  
 Signature of Court Official

Signature of Court Official

*County Clerk*  
 Title

Title

7-11-05  
 Date

Date

INSTRUCTIONS FOR PREPARATION

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*[Faint, illegible stamp]*

JUN 25

*JWS*

RECORDS MANAGEMENT  
DIVISION

RECEIVED  
APR 26 2005  
MARYLAND STATE ARCHIVER

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

*[Handwritten signature]*  
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

3848

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

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>CRIMINAL RECORDS-EXPUNGED CASES</u></p> <p>Criminal file folders of expunged criminal cases and miscellaneous papers</p> <p>Closed in 2001</p>	2219	2d & e	1/1/2001 - 12/31/2001	3.0	7-13-05	Shred
		Sec IV					

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

*Edward C. Papenfuss Jr.*

State Archivist

Destruction Certification

*Robert A. D'Amico* County Clerk 7-13-05

Signature of Court Official

Title

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 TRIPLICATE.)
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JUN 25 *ms*

RECORDS MANAGEMENT  
DIVISION

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

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

3848

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3  
 COURT

St. Mary's County  
 COUNTY

4/15/05  
 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>CRIMINAL RECORDS-EXPUNGED CASES</u>                      Criminal file folders of expunged criminal cases and miscellaneous papers                      Closed in 2001</p>	<p>2219                      Sec IV</p>	<p>2d &amp; e</p>	<p>1/1/2001 - 12/31/2001</p>	<p>3.0</p>	<p>7-13-05</p>	<p>Shred</p>

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

*Edward C. Papenfuss Jr*

Date

State Archivist

*Robert A. Jones* *County Clerk* *7-13-05*

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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*[Handwritten signature]*  
RECORDS MANAGEMENT DIVISION

RECEIVED  
ST. MARY'S COUNTY  
DISTRICT COURT  
05 JUN -3 AM 10:12  
DISTRICT 04-03

RECEIVED  
APR 26 2005  
MARYLAND STATE ARCHIVES

RECORDS MANAGEMENT DIVISION

JUN 25 2005

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

3809

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Prince George's County  
 Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Miscellaneous Accounting Records:	2219	1C				
	Bad Check Transmittal and daily records			2000-2001	2.0	6/13/05	LANDFILL
	Daily Cashier receipts and daily reports			2000-2001	41.0	"	"
	Check Stubs			2001-2001	1.0	"	"
	Check Request			2000-2001	1.0	"	"
	Court fund receipts and balance sheets			2000-2001	4.0	"	"
	Revenue Request			2000-2001	2.0	"	"
	MATS daily work and reports			2000-2001	9.0	"	"
	Non-Mats daily work and reports			2000-2001	6.0	"	"
	Commissioner Weekly transmittals			2000-2001	2.0	"	"
	Local reports and dockets			2000-2001	2.0	"	"
	Cancelled Checks			2000-2001	2.0	"	"
	Bank Statements			2000-2001	2.0	"	"
	Billing Monthly Invoices			2000-2001	2.0	"	"
	Non-Mats Bad Check reports/daily paperwork			2000-2001	2.0	"	"
	Reconciliation Sheets			2000-2001	2.0	"	"
	Bond Forfeiture daily forfeiture reports, satisfaction reports and lien reports			1999-2001	8.0	"	"
	Courtroom Reports	2000-2001	2.0	6/13/05	LANDFILL		

Destruction Approved by Hall of Records Commission

MAR 18 2005

*Edward C. Papay*

Date

State Archivist

Destruction Certification

*Donna Gorman* *Debra Spaulding* 6/13/05  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

JUN 01 2005  
RECORDS MANAGEMENT  
FBI

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

3809

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Prince George's County  
Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)	
		Retention Sched. No.	Item No.					
	Miscellaneous Accounting Records:	2219	1C					
	Bad Check Transmittal and daily records				2000-2001	2.0	6/13/05	Landfill
	Daily Cashier receipts and daily reports				2000-2001	41.0	"	"
	Check Stubs				2001-2001	1.0	"	"
	Check Request				2000-2001	1.0	"	"
	Court fund receipts and balance sheets				2000-2001	4.0	"	"
	Revenue Request				2000-2001	2.0	"	"
	MATS daily work and reports				2000-2001	9.0	"	"
	Non-Mats daily work and reports				2000-2001	6.0	"	"
	Commissioner Weekly transmittals				2000-2001	2.0	"	"
	Local reports and dockets				2000-2001	2.0	"	"
	Cancelled Checks				2000-2001	2.0	"	"
	Bank Statements				2000-2001	2.0	"	"
	Billing Monthly Invoices				2000-2001	2.0	"	"
	Non-Mats, Bad Check reports/daily paperwork				2000-2001	2.0	"	"
	Reconciliation Sheets		2000-2001	2.0	"	"		
	Bond Forfeiture daily forfeiture reports, satisfaction reports and lien reports		1999-2001	8.0	"	"		
	Courtroom Reports		2000-2001	2.0	"	"		

Destruction Approved by Hall of Records Commission

MAR 18 2005

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*[Signature]* *[Signature]* *6/13/05*  
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
3. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records.
4. If the State Archivist approves the destruction, both copies will be signed and returned. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
5. For your information:  
One letter-size file drawer = 1.5 cu. ft. of records  
One legal-size file drawer = 2.0 cu. ft. of records

RECORDS MANAGEMENT DIVISION  
JUL 11 1965  
205



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

3523

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Six

Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records Expunged Cases	975 Sec IV	2a,b,c	1/1/97 thru 12/31/97	138 boxes	10.21.04	SHREDDED
				1/1/98 thru 12/31/98		10.21.04	SHREDDED
				1/1/99 thru 12/31/99		6.16.05	SHREDDED

Destruction Approved by Hall of Records Commission

MAR 05 2004

Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Margaret [Signature]* Fiscal Supervisor  
 Signature of Court Official Title Date

DISTRICT COURT #6  
CLERK'S OFFICE

MAR 31 2004

RECEIVED

FEB 20

205

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

3523

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Six

Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records Expunged Cases	975 Sec IV	2a,b,c	1/1/97 thru 12/31/97  1/1/98 thru 12/31/98  1/1/99 thru 12/31/99	138 boxes	10.21.04 10.21.05 6.16.05	SHREDDED SHREDDED SHREDDED

Destruction Approved by Hall of Records Commission

MAR 05 2004

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Maya...*

Signature of Court Official

*Lisa...*

Title

*6/16/05*

Date

**RECEIVED**

MAR 31 2004

**GIBBER'S OFFICE  
DISTRICT COURT #6**

**RECEIVED**

MAR 1 2004

MARYLAND STATE ARCHIVES

**RECEIVED**

MAR 1 2005  
RECORDS MANAGEMENT  
DIVISION

FEB 26

*Handwritten signature*

3866

# Records Destruction Certificate DGS-550-9

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

## Proposal and Certificate of Records Destruction

Court: DISTRICT COURT ROCKVILLE County: MONTGOMERY Date: 27 APRIL 2005

Series Number	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 Schedule #	Item #				
	<u>ADMINISTRATIVE :</u> <u>RECEIVING REPORTS</u>	<u>2219</u>	<u>1-B</u> <u>Set I.</u>	<u>JAN - DEC</u> <u>1989, 1990</u> <u>1991, 1992</u> <u>1993, 1994</u> <u>1995, 1996</u> <u>1997, 1998</u> <u>1999, 2000</u> <u>2001</u>	<u>13</u> <u>BOXES</u>	<u>6.22.05</u>	<u>LANDFILL</u>
	<u>WAREHOUSE</u> <u>REQUISITIONS</u>			<u>JAN - DEC</u> <u>1993, 1994</u> <u>1995, 1996</u> <u>1997, 1998</u> <u>1999, 2000</u> <u>2001</u>	<u>9</u> <u>BOXES</u>	<u>6.22.05</u>	<u>LANDFILL</u>
	<u>MISC SUPPLY</u> <u>RECORDS :</u> <u>• TRANSFER RECORDS</u> <u>• EXCESS PROPERTY</u> <u>  LISTINGS</u> <u>• PRINT SHOP REQNS</u>			<u>JAN - DEC</u> <u>1994, 1995</u> <u>1996, 1997</u> <u>1998, 1999</u> <u>2000, 2001</u>	<u>3</u> <u>BOXES</u>	<u>6.22.05</u>	<u>LANDFILL</u>

Destruction Approved by Hall of Records Commission

Destruction Certificate

JUN 02 2005

Edward C. Spangenberg     Margaret [Signature]     Lucia [Signature]

Date                      State Archivist                      Signature of Court Official                      Title                      Date 6/23/05

**RECEIVED**

JUN 10 2005

CLERK'S OFFICE  
DISTRICT COURT #6

2W 5  
JUN 10 11  
CLERK'S OFFICE  
DISTRICT COURT #6

*[Faint, illegible handwritten text]*

3866

# Records Destruction Certificate DGS-550-9

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

## Proposal and Certificate of Records Destruction

Court: DISTRICT COURT ROCKVILLE County: MONTGOMERY Date: 27 APRIL 2005

Series Number	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 Schedule #	Item #				
	<u>ADMINISTRATIVE :</u> <u>RECEIVING REPORTS</u>	<u>2219</u>	<u>1-B</u>	<u>JAN-DEC</u> <u>1989, 1990</u> <u>1991, 1992</u> <u>1993, 1994</u> <u>1995, 1996</u> <u>1997, 1998</u> <u>1999, 2000</u> <u>2001</u>	<u>13</u> <u>BOXES</u>	<u>6.22.05</u>	<u>LANDFILL</u>
	<u>WAREHOUSE</u> <u>REQUISITIONS</u>			<u>JAN-DEC</u> <u>1993, 1994</u> <u>1995, 1996</u> <u>1997, 1998</u> <u>1999, 2000</u> <u>2001</u>	<u>9</u> <u>BOXES</u>	<u>6.22.05</u>	<u>LANDFILL</u>
	<u>MISC SUPPLY</u> <u>RECORDS :</u> <u>• TRANSFER RECORDS</u> <u>• EXCESS PROPERTY</u> <u>LISTINGS</u> <u>• PRINT SHOP REQNS</u>			<u>JAN-DEC</u> <u>1994, 1995</u> <u>1996, 1997</u> <u>1998, 1999</u> <u>2000, 2001</u>	<u>3</u> <u>BOXES</u>	<u>6.22.05</u>	<u>LANDFILL</u>

Destruction Approved by Hall of Records Commission

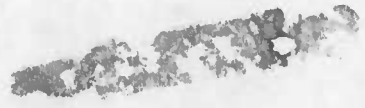
Destruction Certificate

JUN 02 2005 Edward C. Papenfuss Margaret H. Lewis Leslie Spawson  
 Date State Archivist Signature of Court Official Title Date 6/23/05

RECEIVED

JUN 10 2005

CLERK'S OFFICE  
DISTRICT COURT #6



JUN 1

*205*



RECEIVED  
MAY 16 2005  
MARYLAND STATE ARCHIVES

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# Records Destruction Certificate DGS-550-9

3872

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

## Proposal and Certificate of Records Destruction

Court: DISTRICT COURT ROCKVILLE County: MONTGOMERY Date: 16 MAY 2005  
06-01

Series Number	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 Schedule #	Item #				
	ADMINISTRATIVE R-DAT TAPE RECORDINGS	2219	SEC VI ITEM 2	JAN THRU DEC 1997	3	6.22.05	LANDFILL
JAN THRU DEC 1998				12	6.22.05	LANDFILL	
JAN THRU DEC 1999				9	6.22.05	LANDFILL	
JAN THRU DEC 2000				5	6.22.05	LANDFILL	
JAN THRU DEC 2001				5	6.22.05	LANDFILL	

RECORDED

Destruction Approved by Hall of Records Commission

Destruction Certificate

JUN 02 2005

Date

State Archivist

Signature of Court Official

Title

Date

*Edward C. Papenfuss* *Margaret...* *Lucia...*

6/23/05

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~~RECEIVED~~

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~~DISTRICT COURT #6~~

**RECEIVED**

JUN 10 2005

**CLERK'S OFFICE  
DISTRICT COURT #6**

*[Faint handwritten signature]*

JUN 10 2005

# Records Destruction Certificate DGS-550-9

3872

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

## Proposal and Certificate of Records Destruction

Court: DISTRICT COURT ROCKVILLE County: MONTGOMERY Date: 16 MAY 2005  
06-01

Series Number	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 Schedule #	Item #				
	ADMINISTRATIVE R-DAT TAPE RECORDINGS	2219	SEC VI IRMA	JAN THRU DEC 1997	3	6.22.05	LANDFILL
JAN THRU DEC 1998				12	6.22.05	LANDFILL	
JAN THRU DEC 1999				9	6.22.05	LANDFILL	
JAN THRU DEC 2000				5	6.22.05	LANDFILL	
JAN THRU DEC 2001				5	6.22.05	LANDFILL	

Destruction Approved by Hall of Records Commission

Destruction Certificate

JUN 02 2005

Date

State Archivist

Signature of Court Official

Title

Date

*Edward C. [Signature]* *Margaret [Signature]* *Kevin [Signature]*

6/22/05

MARYLAND STATE ARCHIVES  
MAY 27 2005  
RECEIVED

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JUN 10 2005

CLERK'S OFFICE  
DISTRICT COURT #6

RECORDED  
INDEXED  
MAY 11 2005  
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*[Faint handwritten notes and signatures]*

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

3714

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

NOV 23 2004

DISTRICT SIX  
 Court

MONTGOMERY  
 County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS EXPUNGED CASES	2219 SEC. IV	2 d, e	1/1/2000 THRU 12/31/2000	50 BOXES	6-16-05	SHREDDED
				1/1/2001 THRU 12/31/2001	57 BOXES	6-16-05	SHREDDED

Destruction Approved by Hall of Records Commission

DEC 15 2004

Date

*Edward C. Pappas*

State Archivist

Destruction Certification

*Margaret...*

Signature of Court Official

*Fascia...*

Title

6/16/05

Date

RECEIVED  
JUN 2 1954

**RECEIVED**  
JUN 21 1954  
CLERK'S OFFICE  
DISTRICT COURT #6

JUN 5 1954  
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*[Handwritten signature]*

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

3714

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

NOV 23 2004

DISTRICT SIX

MONTGOMERY

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS EXPUNGED CASES	2219 SEC. IV	2 d, e	1/1/2000 THRU 12/31/2000	50 BOXES	6.16.05	SHREDDED
				1/1/2001 THRU 12/31/2001	57 BOXES	6.16.05	SHREDDED

Destruction Approved by Hall of Records Commission

DEC 15 2004

Date

*Edward C. Spangher*

State Archivist

Destruction Certification

*Margaret H. Faser*  
 Signature of Court Official

Title

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Date

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DEC 6 2004  
MARYLAND STATE ARCHIVES

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RECORDS MANAGEMENT

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DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7278 WATERLOO RD., P.O. BOX 273  
JESSUP, MD 20794-0273

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PAGE:02

TO:2791113

FROM:DIST. COURT TRAINING 410-974-7457

District Court #6      Montgomery      1-2-05  
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.				
	Landlord & tenant	<del>975</del> 2219	sect. II.	2002 whole year	14 boxes closed 2 FT cases		landfill

Destruction Approved by Hall of Records Commission  
MAY 12 2005  
*Edward C. Spangenberg*  
State Archivist

Destruction Certification  
*Cheryl L. Smith*      *Supervisor*      6-22-05  
Signature of Court Official      Title      Date

Preparation and Submission on Reverse Side

Fax: 301.762.9221

MAY 2 2005 15:41

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COURT #6

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U.S. DEPARTMENT OF JUSTICE  
GENERAL INVESTIGATIVE DIVISION

3864

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7279 WATERLOO RD., P.O. BOX 273  
JESSUP, MD 20794-0273

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6 Montgomery

1-2-05

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.				
	Landlord & tenant	<del>975</del> 2219	Sect. II.	2002 Whole year	14 boxes closed 2 1/2 cases		Landfill

MAY 12 2005

Edward C. Spoor  
State Archivist

Destruction Approved by Hall of Records Commission

Destruction Certification

Cheryl L. Swain Supervisor 6-22-05  
Signature of Court Official Title Date

... and Submission on Reverse Side

PAGE 102

YO:2791113

FROM: DIST. COURT TRAINING 410-574-7457

8:56

FAX: 301-762-9221

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MARYLAND STATE ARCHIVES

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JUN 5 2005

done

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC DOCKET SHEETS TO BE MICROFILMED	2219	SEC.IV	1999	12		

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

*Edward C. Soper Jr.*  
 State Archivist

Destruction Certification

*Arthur G. Smet*  
 Signature of Court Official

*Adrian Clark*  
 Title

*6/27/05*  
 Date

117

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC DOCKET SHEETS TO BE MICROFILMED	2219	SEC.IV	1999	12		

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

*Edward C. Spangenberg Jr.*  
 State Archivist

Destruction Certification

*Arthur G. Smith*  
 Signature of Court Official

*Adrian Clark*  
 Title

*6/27/05*  
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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

3771

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT, OF MD, #09 HARFORD CO.

COURT		COUNTY		DATE			
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Administrative Papers	2219	SEC.VI	2001	2		
	Recording Tapes	2219	SEC II	2001	4		

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Arthur J. ...*

Signature of Court Official

*Cedman Clark 09*

Title

*4/27/05*

Date

12

RECEIVED

JUL 5  
WORLD'S MARKETING  
BUREAU

*[Faint handwritten text, possibly a signature or name]*

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

3771

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT, OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Administrative Papers	2219	SEC.VI	2001	2		
	Recording Tapes	2219	SEC II	2001	4		

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Arthur J. [Signature]*

Signature of Court Official

*Admin Clerk 09*

Title

*6/27/05*

Date

1971

JUN 5

RECORDS MANAGEMENT UNIT  
CHICAGO

done 3761

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

	COURT	COUNTY	DATE	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
Series No.	Description of Records Include Title and/or Form Number			Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases  Closed in 2001  (Permission to shred) ✓			2219 Sec. IV	2 a,b,c	1/1/01 thru 12/31/01	8	1/25/05	Shredded

Destruction Approved by Hall of Records Commission

JAN 18 2005

Date

*Edward C. Papenfort*  
 State Archivist

Destruction Certification

*Arthur J. Pugh II*

Signature of Court Official

*Admin Clerk #09*  
 Title

*4/27/05*  
 Date

1952

JUN 5

RECORDS MANAGEMENT DIV  
FBI

Date 3761

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases  Closed in 2001  (Permission to shred) ✓	2219 Sec. IV	2 a,b,c	1/1/01 thru 12/31/01	8	1/25/05	Shredded

Destruction Approved by Hall of Records Commission

JAN 18 2005

Date

*Edward C. Poper*  
State Archivist

Destruction Certification

*Arthur H. Pender*

Signature of Court Official

Admin Clerk #09

Title

4/27/05  
Date

RECEIVED

JUL 5

RECORDS MANAGEMENT  
FBI - MEMPHIS



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

*done*

3760

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases  Closed in 2001  (Permission to strip) ✓	2219	Sec. IV 2 a,b,c	1/1/01 thru 12/31/01	2	1/25/05	Shredded

Destruction Approved by Hall of Records Commission

JAN 18 2005

Date

*Edward C. Popperich*  
 State Archivist

Destruction Certification

*Arthur J. Frantz*

Signature of Court Official

*Admin Clerk #09*

Title

*6/27/05*

Date

1875

5

1875

1875

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

*done* 3760

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases  Closed in 2001  (Permission to strip) ✓	2219	Sec. IV 2 a,b,c	1/1/01 thru 12/31/01	2	1/25/05	Shredded

Destruction Approved by Hall of Records Commission

*Edward C. Spurgeon*  
 State Archivist

JAN 18 2005  
 Date

Destruction Certification

*Arthur H. Smith*      *Admin Clerk #09*      *6/27/05*  
 Signature of Court Official      Title      Date

RECEIVED

JUL 5

RECEIVED

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

*done*  
 3764

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE

Series No.	Description of Records Includes 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 CASES Parking Citation Cases  Closed in 2001  <i>(permission to Shred)</i>	2219	Sec. IV 2 a,b,c	1/1/01 thru 12/31/01	1		

Destruction Approved by Hall of Records Commission

JAN 18 2005

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Quinn G. [Signature]*

Signature of Court Official

*admin Clerk #09*

Title

*6/27/05*

Date

RECEIVED  
JAN 5 2005  
MARYLAND STATE ARCHIVES

JAN 5  
RECORDS MANAGEMENT  
SECTION

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 273  
 JESSUP, MD 20794-0275

*done*  
 3764

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Parking Citation Cases  Closed in 2001  <i>(Permission to Shred)</i>	2219	Sec. IV 2 a,b,c	1/1/01 thru 12/31/01	1		

Destruction Approved by Hall of Records Commission

JAN 18 2005

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Arthur J. Brute*

Signature of Court Official

*admin Clerk #09*

Title

*6/27/05*

Date

~~SECRET~~

JUL 5

RECEIVED MAIL ROOM  
1952



done

3798

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC PAY BATCH ENVELOPES	2219	SEC.IV	1997 1998 1999 2000 2001	12 12 12 12 12		LANDFILL

Destruction Approved by Hall of Records Commission

FEB 18 2005  
Date

*Edward C. Saperstein*  
State Archivist

Destruction Certification

*Arthur G. [Signature]*  
Signature of Court Official

Admin Clerk #09  
Title

6/27/05  
Date



NOV 19 1911

done

3798

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

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 PAY BATCH ENVELOPES	2219	SEC.IV	1997 1998 1999 2000 2001	12 12 12 12 12		LANDFILL

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

*Edward C. Saperstein*  
 State Archivist

Destruction Certification

*Arthur G. [Signature]*  
 Signature of Court Official

Admin Clerk #09  
 Title

6/27/05  
 Date

RECORDS MANAGEMENT  
DIVISION



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

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.				
	Uniform Traffic Citations  Closed in 2001  <i>(Permission to Strip/Destroy)</i>	2219	Sec. IV	1/1/01 thru 12/31/01	2		

JAN 18 2005

Destruction Approved by Hall of Records Commission

JAN 18 2005

Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Arthur H. Foster*  
Signature of Court Official

*Adman Clerk #09*  
Title

*6/27/05*  
Date

RECEIVED

JUN 5

WILLIAMSON & COMPANY

NEW YORK



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

3094

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1989</u>	975 Sec. II	2	1/1/1989 thru 12/31/1989	9	2-8-05 thru 3-30-05	shredded  shr.

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

*Edward C. Papenfuss*

*Kathleen M. Stafford*

Date

State Archivist

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

THE UNIVERSITY OF CHICAGO  
LIBRARY

Date	Description	Amount	Balance	Total	Remarks
1912	Jan 1	100.00	100.00	100.00	Opening balance
1912	Feb 1	50.00	150.00	150.00	Deposit
1912	Mar 1	25.00	175.00	175.00	Deposit
1912	Apr 1	75.00	250.00	250.00	Deposit
1912	May 1	100.00	350.00	350.00	Deposit

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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

3094

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1989</u>	975 Sec. II	2	1/1/1989 thru 12/31/1989	9	2-8-05 thru 3-30-05	Shred.

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

Date

*Edward C. Papenfuss Jr.*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

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Jan 3  
RECORDS  
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William M. ...



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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

3098

Transmittal # 12-1-SP-1-2002

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MISCELLANEOUS RECORDS Special Proceeding cases Closed in <u>1989</u>	975 Sec. VI	1	1/1/1989 thru 12/31/1989	4	2-8-05 thru 3-30-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

*Edward C. Papenfuss*

*Kathleen M. Stafford*

Ad Clerk

6-20-05

Date

State Archivist

Signature of Court Official

Title

Date

2005  
Shift  
20-08-8

RECEIVED  
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SALVADOR

Internally: 11/11/05



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

3274

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1990</u>	975 Sec. II	2	1/1/1990 thru 12/31/1990	10	3-30-05 thru 4-12-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003  
 Date

*Edward C. Saperstein*  
 State Archivist

*Kathleen M. Hafford*  
 Signature of Court Official

Ad Clerk  
 Title

6-20-05  
 Date

RECORDS MAINTENANCE  
JUL 1 2005  
6155

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

3274

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1990</u>	975 Sec. II	2	1/1/1990 thru 12/31/1990	10	3-30-05 thru 4-12-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003  
 Date

Edward C. Papenfuss  
 State Archivist

Kathleen M. Wafford  
 Signature of Court Official

Ad Clerk  
 Title

6-20-05  
 Date

APR 18 | 2001

~~CONFIDENTIAL~~

JUN 11 2005

RECORDS MANAGEMENT  
SERIALS UNIT

CONFIDENTIAL

Transmittal # 12-1-SP-1-2003

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

3278

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
COURT

ALLEGANY  
COUNTY

4/7/03  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MISCELLANEOUS RECORDS Special Proceeding cases Closed in <u>1990</u>	975 Sec. VI	1	1/1/1990 thru 12/31/1990	5	2-8-05 thru 3-30-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

Edward C. Papenfuss Jr.

State Archivist

Kathleen M. Stafford

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

~~XXXXXXXXXX~~

NOV 1 2005

RECEIVED  
LIBRARY  
UNIVERSITY OF TORONTO

*[Faint handwritten text]*

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

Transmittal # 12-1-SP-1-2003

3278

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MISCELLANEOUS RECORDS Special Proceeding cases Closed in <u>1990</u>	975 Sec. VI	1	1/1/1990 thru 12/31/1990	5	2-8-05 thru 3-30-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Saperstein Jr.*

State Archivist

*Kathleen M. Hafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

APR 18 2003

~~RECORDED~~  
JUL 1 2003  
RECORDS MANAGEMENT  
JWS



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

3875

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
COURT

ALLEGANY  
COUNTY

5/17/05  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1991 &amp; 1992</u>	2219 Sec. II	3	1/1/1991 thru 12/31/1992	22	6-2-05 thru 6-13-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 02 2005

Date

*Edward C. [Signature]*

State Archivist

*Kathleen M. Hafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

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

3875

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

5/17/05  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1991 &amp; 1992</u>	2219 Sec. II	3	1/1/1991 thru 12/31/1992	22	6-2-05 thru 6-13-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 02 2005

Date

*Edward C. Papenfuss Jr.*  
 State Archivist

*Kathleen M. Stafford*  
 Signature of Court Official

Ad Clerk  
 Title

6-20-05  
 Date

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RECORDS MANAGEMENT

MAY 26 2005

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

3096

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence	975 Sec. I		1/1/1998 thru 12/31/1998	15	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002  
Date

*Edward C. Papenfuss*  
State Archivist

*Kathleen M. Hafford*  
Signature of Court Official

Ad Clerk  
Title

6-20-05  
Date

Page 1 of 1

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

3096

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence	975 Sec. I		1/1/1998 thru 12/31/1998	15	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

*Edward C. Papenfuss*

*Kathleen M. Stafford*

Ad Clerk

6-20-05

Date

State Archivist

Signature of Court Official

Title

Date

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Transmittal # 12-1-NR-1-2002

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

3090

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources cases Closed in <u>1998</u>	975 Sec. IV	2 a, b, c	1/1/1998 thru 12/31/1998	4	11-20-04 thru 12-10-04	Shredded  Shredded
				7/05			

Destruction Approved by Hall of Records Commission

JUN 05 2002

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date



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

3090

Transmittal # 12-1-NR-1-2002

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources cases Closed in <u>1998</u>	975 Sec. IV	2 a, b, c	1/1/1998 thru 12/31/1998	4	11-20-04 thru 12-10-04	shredded

Destruction Approved by Hall of Records Commission

JUN 6 5 2002

*Edward C. Papenfuss Jr.*

Date

State Archivist

Destruction Certification

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

10-10-10  
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RECORDS MANAGEMENT  
EVALUATION

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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

Transmittal # 12-1-A-1-2002

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citation and Municipal Infraction cases Closed in <u>1998</u>	975 Sec. VI	2	1/1/1998 thru 12/31/1998	6	12-10-04 thru 12-20-04	shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

*Edward C. Papenfuss*

*Kathleen M. Stafford*

Ad Clerk

6-20-04

Date

State Archivist

Signature of Court Official

Title

Date

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RECORDS MANAGEMENT  
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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

Transmittal # 12-1-A-1-2002

3091

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citation and Municipal Infraction cases Closed in <u>1998</u>	975 Sec. VI	2	1/1/1998 thru 12/31/1998	6	12-10-04 thru 12-20-04	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-04

Date

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RECORDS MANAGEMENT  
ORIGINAL



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

3092

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Traffic citations - old Serious Traffic Folders Closed in <u>1998</u>	975 Sec. IV	2 a, b	1/1/1998 thru 12/31/1998	18	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

Date

*Edward C. Papenfuss Jr*

State Archivist

*Kathleen M. Hafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

11/2/01 40-91-01

~~SECRET~~  
OCT 11 2005  
RECORDS MANAGEMENT  
DIVISION

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11/2/01 40-91-01

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

3092

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Traffic citations - old Serious Traffic Folders Closed in <u>1998</u>	975 Sec. IV	2 a, b	1/1/1998 thru 12/31/1998	18	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

Date

*Edward C. Repenfort Jr.*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

10-10-01

~~CONFIDENTIAL~~  
JUL 1 2005  
RECORDS MANAGEMENT  
SERIALS SECTION

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

3097

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS For Year of <u>1998</u>	975 Sec. II & Sec. IV	2  2	1/1/1998 thru 12/31/1998	5	10-14-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 05 2002

Date

*Edward C. Papenfuss Jr.*

State Archivist

*Kathleen M. Wafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date





1875

1875

1875





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

3095

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS  DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9, DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders	975 Sec. V	1 a, b 2	1/1/1998 thru 12/31/1998	22	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 05 2002

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

Initials: [faint]

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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

3095

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS  DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9, DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders	975 Sec. V	1 a, b 2	1/1/1998 thru 12/31/1998	22	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 05 2002

Date

*Edward C. Papenfuss*

State Archivist

Destruction Certification

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

1910-11

RECORDED  
INDEXED  
JUN 1 1911  
RECORDS MANAGEMENT  
DIVISION

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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

3276

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence	975 Sec. I		1/1/1999 thru 12/31/1999	16	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss Jr.*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

RECORDED

JUN 1 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

3276

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence	975 Sec. I		1/1/1999 thru 12/31/1999	16	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papermaster*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

APR 18 2003

~~CONFIDENTIAL~~

02 11

20 5

RECORDS MANAGEMENT  
SECTION

02 11



Transmittal # 12-1-CR-1-2003

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

3268

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
COURT

ALLEGANY  
COUNTY

4/7/03  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in <u>1999</u>	975 Sec. IV	2 a, b, c	1/1/1999 thru 12/31/1999	23	12-10-04 thru 1-12-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003  
Date

Edward C. Papenfuss Jr  
State Archivist

Kathleen M. Stafford  
Signature of Court Official

Ad Clerk  
Title

6-20-05  
Date

Handwritten notes, possibly including the word "board" and other illegible text.

1500  
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Transmittal # 12-1-CR-1-2003

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

3268

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT

ALLEGANY

4/7/03

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in <u>1999</u>	975 Sec. IV	2 a, b, c	1/1/1999 thru 12/31/1999	23	12-10-04 thru 1-12-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss Jr.*  
 State Archivist

*Kathleen M. Stafford*  
 Signature of Court Official

Ad Clerk  
 Title

6-20-05  
 Date

APR 18 | 2003

RECORDS MANAGEMENT  
APR 18 2003

Transmittal # 12-1-NR-1-2003

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

3269

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
COURT

ALLEGANY  
COUNTY

4/7/03  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources cases Closed in <u>1999</u>	975 Sec. IV	2 a, b, c	1/1/1999 thru 12/31/1999	5	11-20-04 thru 12-10-04	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

Handwritten notes on the left side of the page, including the word "Lecture" and some illegible scribbles.

**MEMORANDUM**

JUN 3 1955

ACCESS MANAGEMENT  
RMS-94

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

Transmittal # 12-1-NR-1-2003

3269

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources cases Closed in <u>1999</u>	975 Sec. IV	2 a, b, c	1/1/1999 thru 12/31/1999	5	11-20-04 thru 12-10-04	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Saperstein*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

APR 18 2001

~~RECEIVED~~  
JUL 1 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

3270

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Cases Expunged in <u>1999</u>	975 Sec. IV	2 d	1/1/1999 thru 12/31/1999	6	1-13-05 thru 1-21-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Saperstein*  
 State Archivist

*Kathleen M. Hafford*  
 Signature of Court Official

Ad Clerk  
 Title

6-20-05  
 Date

~~CONFIDENTIAL~~

JUN 1 2005

RECORDS MANAGEMENT  
SECTION

CONFIDENTIAL

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

3270

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Cases Expunged in <u>1999</u>	975 Sec. IV	2 d	1/1/1999 thru 12/31/1999	6	1-13-05 thru 1-21-05	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

APR 18 2003

~~RECEIVED~~  
JUL 1 2005  
RECORDS MANAGEMENT  
SERVICES

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

3271

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in <u>1999</u>	975 Sec. IV	2 a, b	1/1/1999 thru 12/31/1999	19	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss Jr.*

State Archivist

*Kathleen M. Hafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

Handwritten text, possibly a name or address, located in the upper left quadrant of the page.

Handwritten text, possibly a name or address, located in the lower left quadrant of the page.

Handwritten text and markings, including a date "1 20 5" and some illegible scribbles, located in the bottom right corner of the page.

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

3271

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in <u>1999</u>	975 Sec. IV	2 a, b	1/1/1999 thru 12/31/1999	19	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Saperstein Jr.*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

APR 18 2003

~~CONFIDENTIAL~~

NO 11

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~~CONFIDENTIAL~~

*[Faint, illegible handwritten text]*



Transmittal # 12-1-A-1-2003

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

3272

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
COURT

ALLEGANY  
COUNTY

4/7/03  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in <u>1999</u>	975 Sec. VI	2	1/1/1999 thru 12/31/1999	7	12-10-04 thru 12-20-04	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

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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

Transmittal # 12-1-A-1-2003

3272

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in <u>1999</u>	975 Sec. VI	2	1/1/1999 thru 12/31/1999	7	12-10-04 thru 12-20-04	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

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245  
JUN 1 1965  
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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

3277

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS For Year of <u>1999</u>	975 Sec. II & Sec. IV	2  2	1/1/1999 thru 12/31/1999	6	10-14-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

*[Faint, illegible text]*

JUN 11 2005

RECORDS MANAGEMENT  
SERVICES

*[Faint, illegible text]*

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

3277

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS For Year of <u>1999</u>	975 Sec. II & Sec. IV	2  2	1/1/1999 thru 12/31/1999	6	10-14-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

APR 18 2003

APR 18 2003  
RECORDS MANAGEMENT  
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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

3275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders	975 Sec. V	1 a, b 2	1/1/1999 thru 12/31/1999	23	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

~~SECRET~~

JUL 1 2005

RECORDS MANAGEMENT  
SECTION

~~SECRET~~

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

3275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

ALLEGANY  
 COUNTY

4/7/03  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders	975 Sec. V	1 a, b 2	1/1/1999 thru 12/31/1999	23	10-19-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 28 2003

Date

*Edward C. Papenfuss*

State Archivist

*Kathleen M. Stafford*

Signature of Court Official

Ad Clerk

Title

6-20-05

Date

APR 18 2003

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APR 1 2005

RECORDS MANAGEMENT  
SECTION

3778

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS Sum Certain Judgments Expired Judgments in 1992	2219 Sec II	2,3	1/1/1992 thru 12/31/1992	7	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Spangher*  
State Archivist

Destruction Certification

*Kathleen M. Stafford*  
Signature of Court Official

Ad Clerk  
Title

*6/27/05*  
Date



3778

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS  Sum Certain Judgments  Expired Judgments in 1992	2219  Sec II	2,3	1/1/1992  thru  12/31/1992	7	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005  
Date

*Edward C. [Signature]*  
State Archivist

*Kathleen M. Wafford*  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date





3780

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

TWELFTH DISTRICT                      GARRETT                      January 12, 2005  
COURT                                      COUNTY                                      DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MISCELLANEOUS RECORDS  Special Proceeding cases  Closed in 1992	2219  Sec. VI	1	1/1/1992  thru  12/31/1992	3	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005  
Date

Edward C. Spang  
State Archivist

Destruction Certification

Kathleen M. Halford  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

WALTON

NO. 5

RODGE MASTERS  
WALTON

3780

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MISCELLANEOUS RECORDS Special Proceeding cases Closed in 1992	2219 Sec. VI	1	1/1/1992 thru 12/31/1992	3	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005  
Date

Edward C. Spang  
State Archivist

Kathleen M. Hall  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

**RECEIVED**  
JAN 25 2005  
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**RECEIVED**

JAN 5  
RECORDS MANAGEMENT  
DIVISION

3782

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS  Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (no probable cause) General Correspondence	2219  Sec. I		1/1/2001  thru  12/31/2001	8	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005

Date

*Edward C. Spencer Jr.*  
State Archivist

*Kathleen M. Hafford*  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

RECORDED

JUN 5

RECORDS MANAGEMENT  
SECTION

3782

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS  Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (no probable cause) General Correspondence	2219  Sec. I		1/1/2001  thru  12/31/2001	8	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Spencer*  
State Archivist

Destruction Certification

*Kathleen M. Stafford*  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

~~SECRET~~

JUL 5

SECURITY INFORMATION  
EXCLUDED



3779

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS  Sum Certain Judgments  Satisfied/Dismissed cases in 2001	2219  Sec. II	2	1/1/2001  thru  12/31/2001	4	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005  
Date

Edward C. Spangher  
State Archivist

Kathleen M. Hafford  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

RECORDS

JUN 5

RECORDS MADE  
AVAILABLE



RECEIVED  
JAN 25 2005  
MARYLAND STATE ARCHIVES

RECEIVED  
JUL 5  
MORRIS MANLYN  
LIBRARY

3773

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in 2001	2219 Sec. IV	2a,b,c	1/1/2001 thru 12/31/2001	6	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005  
Date

*Edward C. Simpson*  
State Archivist

Destruction Certification

*Kathleen M. Stafford*  
Signature of Court Official

Ad Clerk  
Title

6-27-05  
Date

~~CONFIDENTIAL~~

JUL 15

RECORDS MANAGEMENT  
UNIT

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

3773

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

GARRETT  
 COUNTY

January 12, 2005  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in 2001	2219 Sec. IV	2a,b,c	1/1/2001 thru 12/31/2001	6	3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005  
 Date

*Edward C. Lasner*  
 State Archivist

*Kathleen M. Stafford* Ad Clerk  
 Signature of Court Official Title

6-27-05  
 Date

**RECEIVED**  
JAN 25 2005  
MARYLAND STATE ARCHIVES

**RECEIVED**

JAN 5

RECORDS MANAGEMENT  
EX-102-014



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

3774

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

GARRETT  
 COUNTY

January 12, 2005  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS  Traffic Citations - old  Serious Traffic Folders  Closed in 2001	2219  Sec. IV	  2 a,b	1/1/2001  thru  12/31/2001	5	2-11-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005

Date

*Edward C. Papenfuss*  
 State Archivist

*Kathleen M. Hafford*  
 Signature of Court Official

Ad Clerk  
 Title

6/27/05  
 Date

RECEIVED

JUL 5

RECORDS MANAGEMENT  
BUREAU

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

3774

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

GARRETT  
 COUNTY

January 12, 2005  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS  Traffic Citations - old  Serious Traffic Folders  Closed in 2001	2219  Sec. IV	2 a,b	1/1/2001  thru  12/31/2001	5	2-11-2005	Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005  
 Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Kathleen M. Stafford*  
 Signature of Court Official

Ad Clerk  
 Title

6-27-05  
 Date

RECEIVED

JAN 25 2005

MARYLAND STATE ARCHIVES

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JAN 25 2005

MARYLAND STATE ARCHIVES

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

3775

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT                      GARRETT                      January 12, 2005  
 COURT                                      COUNTY                                      DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS  Natural Resources cases  Closed in 2001	2219  Sec. IV	2a,b,c	1/1/2001  thru  12/31/2001	1	4-21-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005  
Date

Edward C. Piper  
State Archivist

Kathleen M. Hofford  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

1950

JUN 15

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C.

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

3775

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

GARRETT  
 COUNTY

January 12, 2005  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS  Natural Resources cases  Closed in 2001	2219  Sec. IV	  2a,b,c	1/1/2001  thru  12/31/2001	1	4-21-2005	Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005  
 Date

Edward C. [Signature]  
 State Archivist

Destruction Certification

Kathleen M. Stafford  
 Signature of Court Official

Ad Clerk  
 Title

6/27/05  
 Date

RECEIVED

JAN 25 2005

MARYLAND STATE ARCHIVES

RECEIVED

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2005

RECORDS MANAGEMENT



3776

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS  Civil Citations and  Municipal Infraction cases  Closed in 2001	2219  Sec. VI	2 a,b	1/1/2001  thru  12/31/2001	1	4-21-2005	Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Pappas*

State Archivist

Destruction Certification

*Kathleen M. Halford*  
Signature of Court Official

Ad Clerk  
Title

*6/27/05*  
Date

RECEIVED  
JAN 25 2005  
MINNESOTA STATE ARCHIVES

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JAN 25 2005

*[Faint, illegible handwritten text]*

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

3776

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT  
 COURT

GARRETT  
 COUNTY

January 12, 2005  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS  Civil Citations and  Municipal Infraction cases  Closed in 2001	2219  Sec. VI	2 a,b	1/1/2001  thru  12/31/2001	1	4-21-2005	Landfill <sup>d</sup>

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005

Date

*Edward C. Papenfuss*  
 State Archivist

*Kathleen M. Hallford*  
 Signature of Court Official

Ad Clerk  
 Title

6/27/05  
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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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Cases Expunged in 2001	2219 Sec. IV	2d	1/1/2001 thru 12/31/2001	3	2-14-2005	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005

Date

*Edward C. Piper*  
State Archivist

*Kathleen M. Stafford*  
Signature of Court Official

Ad. Clerk  
Title

6/27/05  
Date

RECEIVED  
JAN 25 2005  
MARYLAND STATE ARCHIVES

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JAN 25 2005  
MARYLAND STATE ARCHIVES



3783

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

TWELFTH DISTRICT                      GARRETT                      January 12, 2005  
COURT                                      COUNTY                                      DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS  For Year of 2001	2219		1/1/2001		3-29-2005	Landfill
		Sec. II	2	thru			
		Sec. IV	2	12/31/2001			

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005

*Edward C. Papenfuss*

*Kathleen M. Stafford*

Ad Clerk

6/27/05

**RECEIVED**  
JAN 25 2005  
MARYLAND STATE ARCHIVES

JUN 5 2005  
MARYLAND STATE ARCHIVES

3783

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS  For Year of 2001	2219		1/1/2001		3-29-2005	Landfill
		Sec. II	2	thru			
		Sec. IV	2	12/31/2001			

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005

Date

*Edward C. Lopez*  
State Archivist

*Kathleen M. Stafford*  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

RECEIVED

JUN 5

LIBRARY OF THE  
U.S. DEPARTMENT OF THE INTERIOR

3781

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

TWELFTH DISTRICT                      GARRETT      January 12, 2005  
COURT                                      COUNTY                                      DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS	2219		1/1/2001	20	2-11-2005	Landfill
	DCA1, DCA2, DCA3, DCA4, DCA4a, DCA9, DCA11, DCA27, DCA254 bank books & statements, cancelled checks, checkstubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & daily work folders logs, transmittal sheets, roster court fund sheets cards, payroll & check register, deferred payment sheets timecards, purchase orders, credit bureau bills, receiving reports, warehouse requisitions, xerox bills,	Sec. V	1 a,b 2	thru 12/31/2001		3-29-2005	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 03 2005  
Date

Edward C. Papenfuss  
State Archivist

Kathleen M. Hafford  
Signature of Court Official

Ad Clerk  
Title

6/27/05  
Date

RECEIVED

1955

RECEIVED

3781

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

TWELFTH DISTRICT  
COURT

GARRETT  
COUNTY

January 12, 2005  
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS DCA1, DCA2, DCA3, DCA4, DCA4a, DCA9, DCA11, DCA27, DCA254 bank books & statements, cancelled checks, checkstubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & daily work folders logs, transmittal sheets, roster court fund sheets cards, payroll & check register, deferred payment sheets timecards, purchase orders, credit bureau bills, receiving reports, warehouse requisitions, xerox bills,	2219 Sec. V	1 a,b 2	1/1/2001 thru 12/31/2001	20	2-11-2005 3-29-2005	Landfill Landfill

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Kathleen M. Halford*  
Signature of Court Official

Ad Clerk  
Title

*6/27/05*  
Date

**RECEIVED**  
JAN 25 2005  
MARYLAND STATE ARCHIVES

UNIVERSITY OF MARYLAND  
JAN 5 2005  
STATE ARCHIVES




3871

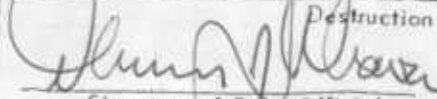
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court                      Washington County                      5/17/2005  
 COURT                                      COUNTY                                      DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1.	Civil Case Files *  *As required by Retention and Disposal Schedule 1044, Civil files for this period of time have been sorted. Those resulting in money judgments, involving execution on a money judgment, or relating to land are being proposed for transfer to the Maryland State Archives. These 102 cubic feet of records are those cases which were dismissed, or were appeals from an Administrative Agency or from the District Court.	1044	VII 7	7/22/1986 to 7/28/1992	102 Cubic Feet	7/7/05	RECYCLED AT MARYLAND PAPER, INC.

FILED  
 2005 JUN -6 A 10:54

Destruction Approved by Hall of Records Commission  
 JUN 02 2005  
 Date  
  
 State Archivist

Destruction Certificate  
  
 Signature of Court Official  
 DENNIS WEAVER, CLERK  
 Clerk of Court  
 Title  
 7/7/05  
 Date

RECORDS MANAGEMENT

JUL 12 - 2005

RECORDS MANAGEMENT  
DIVISION

*[Faint handwritten signature]*

105 12 561