District Court of Maryland District 2, Somerset County 12155 Elm Street, Ste. C Princess Anne, MD 21853

County

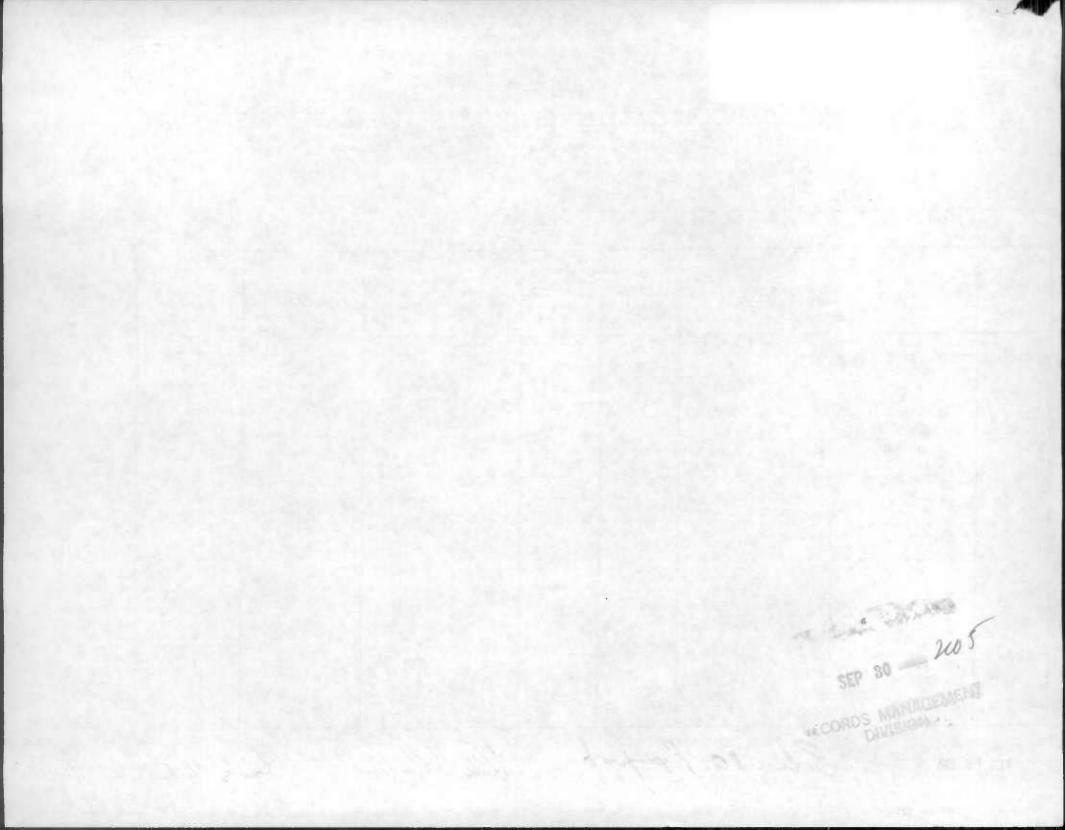
DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division Treasury Building, Rm. 302 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court

Series	Description of Records	Authori	zotion	Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	CIVIL CASES - OPEN	22/9 975 Sec. 11		1992	3	8/1/05	Shed
	CIVIL CASES - CLOSED ONLY			2001 ·	5		
	a billion and the second			10			
					19.00		12
		12.20					
	×						
	Destruction Approved by Hall of Recor	ds Commission	1	111 . 1	Destruction Cer	tification	
FEB	18 2005 - Stward C.	the second se	h	Ville- Choque Signature of Con	v Ca	uty Clerk	9/22/05
av. 1/78		te Archivist			for Preparation and	J Title Submission on Re	Date, verse Side



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court County Authorization Serles Inclusive Description of Records No. Dates of Records Include Title and/or Form Number Velume Retention Item Destroyed (Cubic Feet) Schad, No. No. 2219 CIVIL CASES - OPEN 975 1992 3 Sec. II CIVIL CASES - CLOSED ONLY 2001 . 5

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Destruction Approved by Hall of Records Commission

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FEB 1 8 2005

Date

Rav. 1/78 DGS-RM-550-9

State Archivis

Destruction Certification rendle. Signature of Court Official Title

Methodof

Destruction

(Recycle, shred,

Shred

landfill, stc.)

Date of

Destruction

8/1/05

MARYLAND STATE ARCHIVES RECEIVED FEB Lat State 3 100 2005 SEP 80 - 2013 DIVISIONAL ---

District Court of Maryland District 2, Somerset County 12155 Elm Street, Ste. C Princess Anne, MD 21853

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court County Method of Authorization Inclusive Destruction Date of Valume Series Description of Records Dates of Records (Recycle, shred, No. Include Title and/or Form Number (Cuble Feet) Destruction Destroyed Retention Item. landfill, etc.) Sched. No. Ne. -9752219 Shred 8/1/05 CRIMINAL CASES (Stripped) a,b,c 15 2001 Closed cases more than 3 years old Sec. IV **Destruction** Certification Destruction Approved by Hall of Records Commission sources 1 dward C. Clerk FEB 1 8 2005 Signature of Court Official Date State Archivist Instructions for Preparation and Submission on Reverse Side Rev. 1/78 DGS-RM-550-9

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

ries to.	Include Title and/or Form Municip			Inclusive Dates of Records Destroyed			Method of Destruction (Recycle, shred, landfill, etc.)
	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.		Volume (Cubic Feet)	Dete of Destruction	
C	CRIMINAL CASES (Stripped) Closed cases more than 3 years old	9752219 Sec. IV	a,b,c	2001	15	8/1/05	Sheed
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-1-1-1		1					
	Destruction Approved by Hall of Records C 2005 Shward C.	sperfre,	1	11. 0	Destruction Cert	fication	1

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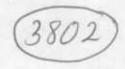
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District Court of Maryland District 2, Somerset County 12155 Elm Street, Ste. C Princess Anne, MD 21853

County

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2-2, Somerset County

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Court

Method of Authorization Inclusive Destruction Dete of Dates of Records Volume Serles Description of Records (Recycle, shred, (Cuble Feet) Destruction No. Include Title and/or Form Number Destroyed landfill, etc.) Retention liem Sched. No. No. 2219 8/1/05 Sheed 2 MOTOR VEHICLE CASES/Docket Sheets 2001 Sec. IV **Destruction** Certification Destruction Approved by Hall of Records Commission Lacan lech FEB 1 8 2005 sand Jate Signature of Court Official Title Date State Archiv Instructions for Preparation and Submission on Reverse Side Rev. 1/78 DGS-RM-550-9

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

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Method of

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landfill, etc.)

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2-2, Somerset County

Court County Authorization Inclusive Snelos Description of Records Dates of Records Volume Deteol No. Include Title and/or Form Number (Recycle, shred, (Cubic Feet) Retention Destroyed Destruction Item Sched. No. No. 2219 8/1/05 MOTOR VEHICLE CASES/Docket Sheets shred 975 2001 2 Sec. IV

Destruction Approved by Hall of Records Commission FEB 1 8 2005 **Destruction** Certification lite Chagan dward C. FEB 1 8 2000 aver nucle Date State Archivist Signature of Court Official Title Rev. 1/78 DGS-RM-550.0

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WARTTLAND STATE ANCANNES

District Court of Maryland District 2, Somerset County 12155 Elm Street, Ste. C Princess Anne, MD 21853

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court

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C.		Authori	zotion	Inclusive			Method of Destruction	
Sorles No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, londfill, etc.)	
	NATURAL RESOURCES CITATIONS Closed cases more than 3 years old	22.19 975 Sec. IV	2	2001	1	8/1/05	shred	
	Destruction Approved by Hall of Records	Commission			Destruction Cert	ification		
	Date State /	aperfune /	<u>k</u>	Signature of Cod	for Preparation and	Junty Unh	Date	

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

County

Court

Authorization Methodol Serles Inclusive Description of Records No. Destruction Dates of Records Valume Deteol Include Title and/or Form Number Retention (Recycle, shred, Destroyed (Cuble Feet) Item Destruction Schod. No. No. landfill, ste.) 2219 NATURAL RESOURCES CITATIONS 8/1/05 Shed 975 2 2001 1 Closed cases more than 3 years old Sec. IV Destruction Approved by Hall of Records Commission Destruction Certification FEB 1 8 2004 tward C. cour lagen luch minke Date State Archivis Signature of Court Official Rev. 1/78 DGS-RM-550-9

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Cecil	January 1, 2005	Cheryl B. Miller, County Clerk
COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records	Author	rization	Inclusive Dates of Records	Volume	Date of	Method of
NO,	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2001		3/28/2005	Shredded
	Certificates of Deposit	v	1 a, b, c		13	spolans	STREATLE
	Closed Transcript Records		1 a		1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements	11112			.25		

Destruction Approved by Hall of Records Commission

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OUNTY CLERK

Date

Signature of Court Official

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Date

State Archivist

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		nuary 1, 2005		Chery	B. Miller, Cour	ity Clerk				
	COURT COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Author	rization	Inclusive	Volume	Date of	Method of Destruction (Recycle, shred, landfill, etc.)			
140.	include Title and/or Form Number	Retention Sched. No.	ltem [°] No.	Dates of Records Destroyed	(Cubic Feet)	Destruction				
	ACCOUNTING RECORDS	2219		2001		3/28/2005	Shredded			
	Certificates of Deposit	V	1 a, b, c		13	Spopaces	STRECCICE			
	Closed Transcript Records	Line of the	1a		1					
	Closed Deferred Payment Records		2, 3		1.5					
	Commissioner Daily Transmittals				1.25					
	Court Fund Receipts and Ledger Cards				2					
	Satisfied Bad Checks				.5					
	Purchase Orders & Receiving Reports				.5					
	Statistical Report				1					
	Auditors Receipt Copies				.5					
	Bank Statements				1					
	Refund Request Forms				1)			
	Petty Cash Reimbursements				.25					

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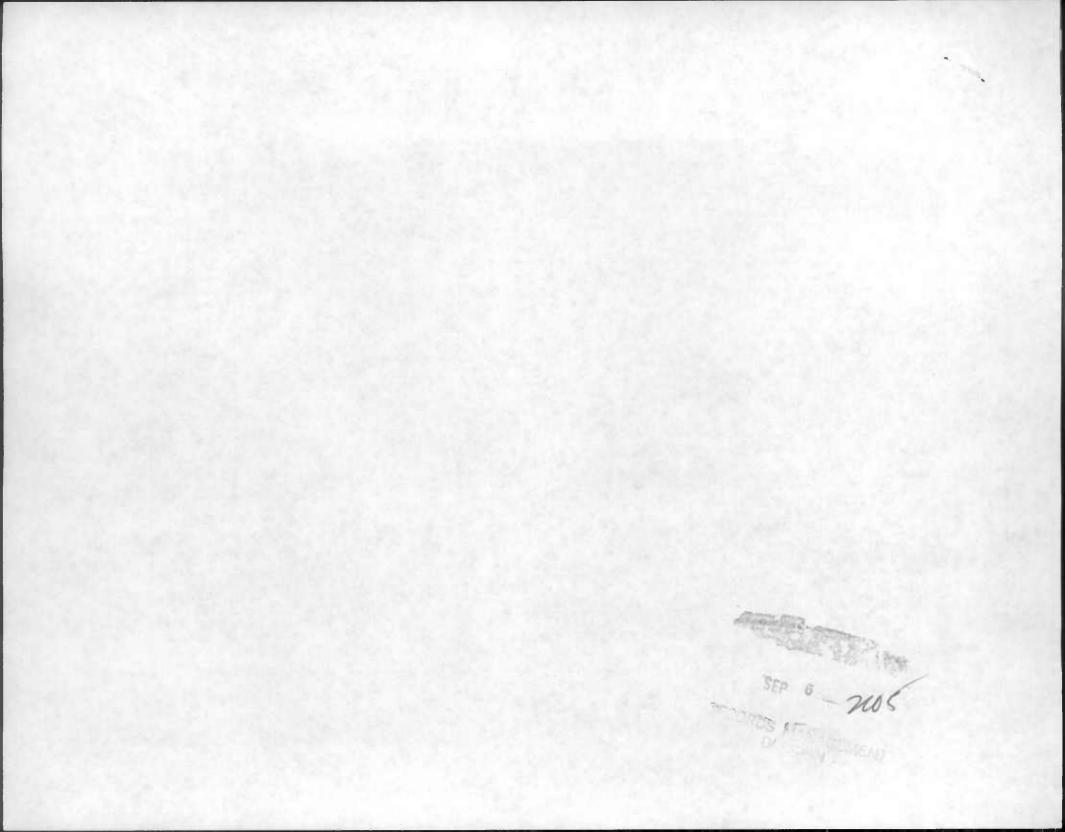
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Title

Signature of Court Official

Date

State Archivist



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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	District Court of Maryland Cecil January 1, 2005			Cheryl B. Miller, County Clerk						
	COURT COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retention Sched. No.	ltem No.	Destroyed			(Recycle, shred, landfill, etc.)			
	CIVIL									
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	23	3/28/2005	Shreddec			
	Landlord/Tenant Cases	2219⊾ II		2001	2.5					
	Summary Ejectment Money Judgments	2219 II		1992	1.5					
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	1992	2					
	Emergency Evaluations (stripped material only)	2219 III	1, 2	1992	.5					

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		ary 1, 2005	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
	COURT COUNTY	DATE								
eries No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retention Sched. No.	Item No.	Destroyed	(***********		(Recycle, shred landfill, etc.)			
	CIVIL									
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	23	3/28/2005	Shredded			
	Landlord/Tenant Cases	2219 [、] 11		2001	2.5					
	Summary Ejectment Money Judgments	2219 II		1992	1.5					
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	1992	2					
	Emergency Evaluations (stripped material only)	2219 III	1, 2	1992	.5					

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY DATE			CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.	Description of Records Include Title and/or Form Number		Author	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
			Retention Sched, No.	ltem No.	Destroyed			(Recycle, shred, landfill, etc.)		
	CRIMINAL									
	CRIMINAL CLOSED (Stripped material only)		2219 IV	2 a, b, c, f	2001	40	3/28/2005	Shredde		
	NATURAL RESOURCE CLOSED (Stripped material only)		2219• IV		2001	2.5				
	CIVIL CITATIONS CLOSED (Stripped material only)		2219 IV		2001	3				

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State Archivist

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Date

Signature of Court Official

Title

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION								
Series No.	Description of Records Include Title and/or Form Number		Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)		
140.			ention ed. No.	ltem No.		(ousior coty				
	CRIMINAL									
	CRIMINAL CLOSED (Stripped material only)		219 IV	2 a, b, c, f	2001	40	3/28/2005	Shreddea		
	NATURAL RESOURCE CLOSED (Stripped material only)		219 [⊾] IV		2001	2.5				
	CIVIL CITATIONS CLOSED (Stripped material only)		219 IV		2001	3				

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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Cecil	January 1, 2005			Cheryl	B. Miller, Cour	nty Clerk			
	COURT COUNTY DATE			CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	A	uthorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retentio Sched. N			Destroyed			(Recycle, shred, landfill, etc.)			
	EXPUNGED CRIMIN	JAL CASES	2219 Sec l		&e	2001	2	3/28/2005	Shredded		
	*To be shredded			h							
							2.6				
			14				14.10				

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dery B. Miller County CLERK

3/28/2005 Date

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State Archivist

Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland Cecil	January 1, 2005	Cheryl B. Miller, County Clerk						
	COURT COUNTY	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.				(Recycle, shred, landfill, etc.)		
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2001	2	3/28/2005	Shredded		
	*To be shredded	*							
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<u>Clery B. Miller</u> <u>County Clerk</u> <u>3/28/2005</u> Signature of Court Official Title Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY D	ATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.	Destroyed	(easier eet)	Destruction	(Recycle, shred, landfill, etc.)		
	TRAFFIC		S 125	3.03-3, 44					
	TRANSMITTALS	2219 IV	2 a&b	2001	2	3/28/2005	ShREdded		
	MISCELLANEOUS CORRESPONDENCE			2001	7				
	Z BATCH ENVELOPES			2001	10				
	CLOSED TRAFFIC FILES			2001	14				
	CLOSED NONMATS CITATIONS			2001	.5				
	CLOSED CITIZEN ARRESTS	1 Para		2001	0				
	CLOSED PARKING CITATION	1		2001	1				
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COUNTY CLERK

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Date

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State Archivist

Signature of Court Official

Title

Date

. RECEIVED MARTINIO STRITE ASCHIVES DEC 6 2004 Star - Mark SEP 6 205 10 MECCODS MANAGEMENT

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT COUNTY DATE				CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION					
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	ltem No.	Destroyed	(Gubic reet)	Destruction	(Recycle, shred, landfill, etc.)		
	TRAFFIC								
	TRANSMITTALS	2219 IV	2 a&b	2001	2	3/28/2005	Shreddea		
	MISCELLANEOUS CORRESPONDENCE			2001	7		(
	Z BATCH ENVELOPES	3.		2001	10				
	CLOSED TRAFFIC FILES			2001	14				
	CLOSED NONMATS CITATIONS			2001	.5				
	CLOSED CITIZEN ARRESTS			2001	0				
	CLOSED PARKING CITATION			2001	1				

Destruction Approved by Hall of Records Commission

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Edward C. Japopport

Destruction Certification

COUNTY CLERK Clerch B. Milles

Date

State Archivist

Signature of Court Official

Title

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

COUNTY

April 6, 2005

DATE

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ries No.	Description of Records Include Title and/or Form Number	Autho	rizotion	Inclusive Dates of Records Destroyed		Date of Destruction	Method of Destruction (Recycle, shred, l'andfill, etc.)
		Retention Sched, No.	item No.		Votume (Cubic Feet)		
	Emergency Evaluation, Domestic Violence and Peace Order Records	2219 SEC III	1	1/1/92 thru 12/31/92	6.0	8-3-05	Landfill
			~~~			Contract in	
	Original Miscellaneous Papers and Exhibits and Electronic Recording Retain all original papers for 12 years after entry of judgment	2219 S SEC III	2	1/1/92 thru 12/31/92	1.0	8-30-05	Landfill
	and all audit requirements are satisfied, then destroy.						
	Destruction		446				
MAY	Destruction Approved by Hall of Records Co	ommission	1		Destruction Certif	ficotion	
Dat	te Stote Arc	chivist	h	Carolyn Hild	official Con	ty Clerk	I 8/30
10/83	DGS-550-9				Preparation and S	ubmission on Reve	/Date/

and the second second CORDS MANAGEMENT M SEP 14 10000 RECORDS MAL The second states

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert COUNTY April 6, 2005

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COURT

Authorizotion Serles Description of Records Inclusive Methodof No. Include Title and/or Form Number Dates of Records Destruction Volume Dote of Retention Item. Destroyed (Cubic Feet) (Recycle, shred, Destruction Sched, No. No. l'ondfill, otc.) Emergency Evaluation, Domestic 2219 1/1/92 thru 1 8-3-05. 6.0 Violence and Peace Order Records SEC III Landfill 12/31/92 Original Miscellaneous Papers and 2219 1/1/92 thru 2 Exhibits and Electronic Recordings SEC III 1.0 8-30-05 Landfil1 12/31/92 Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy. Destruction Approved by Hall of Records Commission Destruction Certification 1 2 2005 twand C. 1 MAY Carolin H Dote Signature of Court Official Title Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

COURT

Calvert

COUNTY

April 6, 2005

DATE

Series	Description of Records include Title and/or Form Number	Authorization		inclusi ve			Method of Destruction
No.		Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	(Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS				I		
	R-1's, DCA 31's & R-2's	2219	lc	1/1/01 thru 12/31/01	2.0	8-30-05	Landfill
	Pay Batch Envelopes	2219 SEC V	lc	1/1/01 thru 12/31/01	5.0	6-6-05	Landfill
	Destruction Approved by Holl of Records (	Commission			Destruction Certif	icotion	
APR 2 2 Do	2005 Shrand C.	/ gour	hup	Carolina a Kin Signature of Court	tolen Con	unty Cleur	LI 8/30/

Rev. 10/83 DGS-550-9

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

COURT

Calvert

COUNTY

April 6, 2005

DATE

Series	Description of Records	Autho	prizotion	Inclusive			Method of Destruction (Recycle, shred, J'andfill, etc.)
No.	Include Title and/or Form Number	Retention Sched, No.	ltem- No.	Dotes of Records Destroyed	Volume (Cubic Feet) L	Dote of Destruction	
	ACCOUNTING RECORDS				1		
	R-1's, DCA 31's & R-2's	2219	lc ·	1/1/01 thru 12/31/01	2.0	8-30-05	Landfill
	Pay Batch Envelopes	2219 SEC V	1c -	1/1/01 thru 12/31/01	5.0	6-6-05	Landfill
	1						
						1	10
			2				
	Destruction Approved by Holl of Records (	Compression		0.0.0	Destruction Certif	ication	
APR 2 2 Da		rchivist	mp.	Signature of Court	Official	Untroller Vite	kI 8/30, Date

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

COURT

Calvert COUNTY

4-6-06 DATE

Series	Description of Records	Autho	prizotian	Inclusive			Method of Destruction (Recycle, shred, Iandfill, etc.)
No.	Include Title and/or Form Number	Retention Sched, No.	ltem No.	Doies of Records Destroyed	Volume (Cubic Feel)	Date of Destruction	
	CIVIL RECORDS				1		
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permamently.	2219 Sec. II	3	1/1/01 thru 12/31/01	20.0	8-3-05	Landfill
	Landlord/tenant records not involving a judgment for sum certain	2219 Sec II	1	1/1/01 thru 12/31/01	5.0	8-30-05	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed	2219 SEC II	3	1/1/92 thru 12/31/92	18.0	8-3-05	Landfill
APR 2	Destruction Approved by Hall of Records C.	ompission	× h	R. 1 A413	Destruction Certin	ficotion	- 01
	ote State Ar	chivist	-/-	Signature of Cour	Ala Cou	Tirle	I 8/30 Date
10/8:	3 DGS - 5 5 Q - 9			Instructions for	or Preparotion ond S	ubmission on Rev	erse Side

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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Rev. 10/83

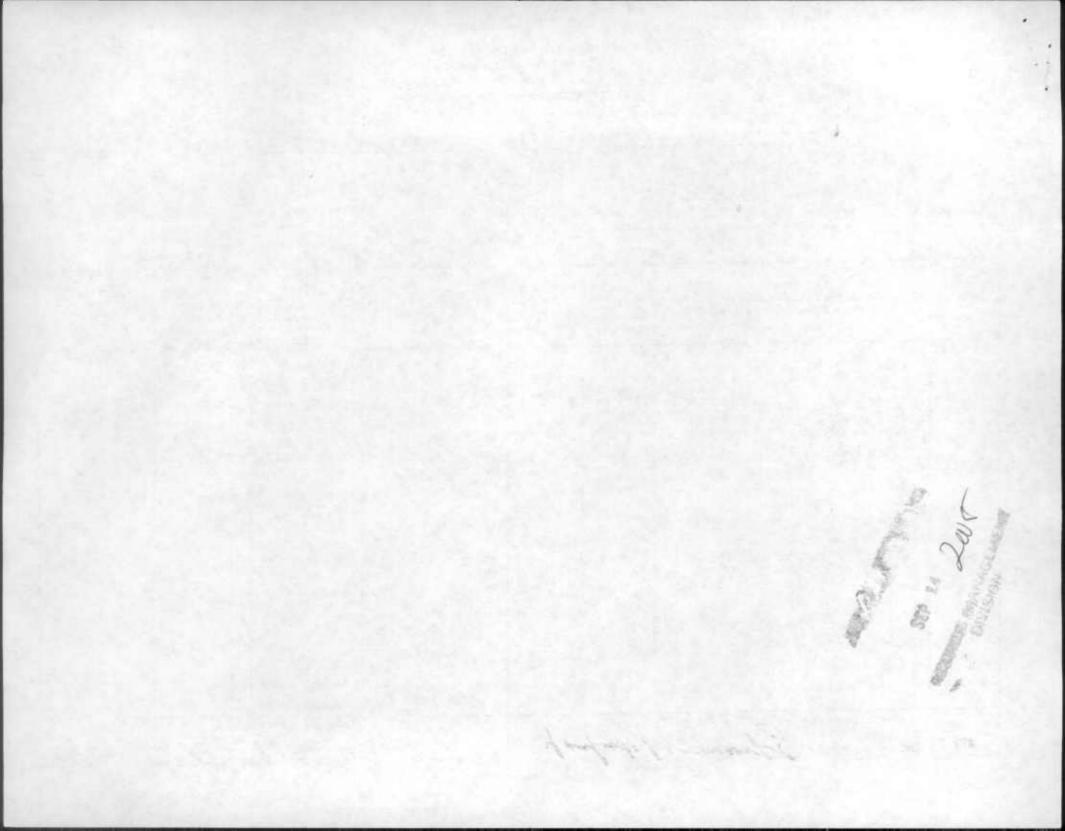
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4-6-06

DATE Authorizotion Methodof Inclusive Series Description of Records Destruction Dates of Records Volume No. Dateof Include Title and/or Form Number (Recycle, shred, Retention Destroy ed (Cubic Feet) Item Destruction landfill, etc.) Sched. No. No. CIVIL RECORDS Inside of civil folders not 2219 3 1/1/01 20.0 8-3-05 Landfill involving a judgment for sum Sec. II thru certain. Folders to be retained 12/31/01 permamently. Landlord/tenant records not 2219 1 1/1/01 5.0 8-30-05 Landfill involving a judgment for sum Sec II thru certain 12/31/01 Inside of closed civil cases 2219 1/1/92 Landfill 8-3-05 18.0 containing judgments for sum SEC II thru certain that have expired since 12/31/92 twelve years have passed Destruction Approved by Hall af Records Commission Destruction Certification APR 2 2 2005 Dote State Archivist Signoture of Caurt Official



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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

COURT

Calvert

COUNTY

April 6, 2005

DATE

Series	Description of Records Include Title and/or Form Number	Autho	rizotion	Inclusive		Date of Destruction	Method of Destruction (Recycle, shred, Iondfill, etc.)
No.		Retention Sched, No.	ltem No	Dotes of Records Destroyed	(Cubic Feet)		
	COURTROOM RECORDER SHEETS	2219 SEC IV	2	1/1/01 thru 12/31/01	1.0	8-30-05	Landfill
App 2.2	Destruction Approved by Holl of Records	Commission	1		Destruction Certil	ication	
APR 2 2 Dat - 10/83	te State ,	Archivist	nep	Carolyn & Kit Signature of Court	tofficial	arty Class	LI SBU Date

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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COUNTY

April 6, 2005

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Hethod of
No.		Retention Sched. No.	ltem No,	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, IandRil, stc.)
	COURTROOM RECORDER SHEETS	2219 SEC IV	2	1/1/01 thru 12/31/01	1.0	8-30-05	Landfill
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		s Commission			1		

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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Series	Description of Records Include Title ond/or Form Number	Autho	rizotion	Inclusive	Volume (Cubic Feet) L	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.		Retention Sched. No.	item No.	Dotes of Records Destroyed			
	CRIMINAL RECORDS Expunged Cases Closed in 2001	2219 SEC IV	2 d,e,	1/1/01 thru 12/31/01	10	7-15-05	Shred
APR 2	Destruction Approved by Holl of Records ( 2 2005	Compission	up	Carolin Hitch	Destruction Certif	icotion	T Olan
Dot • 10/83		rchivist	· · · · · ·	Signoture of Cour	t Officiol	Title	- 8/30 Dote

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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April 6, 2005

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Series	Description of Records	Autho	rizotion	Inclusive			Method of Destruction
No.	Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet) 4	Date of Destruction	(Recycle, shred, 1 Tondfill, etc.)
	CRIMINAL RECORDS Expunged Cases Closed in 2001	2219 SEC IV	2 d,e,	1/1/01 thru 12/31/01	10	7-15-05	Shred
APR 2 . Da	Destruction Approved by Hall of Records C 2 2005 Internation Approved by Hall of Records C State Ar	1 goen for	~ h	Carolin Kitch Signoture of Caurt	Destruction Certif	icatian unty Clerk	<u>I 8/30/05</u> Dore
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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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Series	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive	Volume (Cubic Feet)	Dete of Destruction	Mathod of Destruction (Recycle, shred, landfill, etc.)
No.		Retention Sched. No.	ltem Na.	Dates of Records Destroyed			
- Aller	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 2001	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/01 thru 12/31/01	70	6-30-05	Landfill
	1						
	Destruction Approved by Hall of Records Co				Destruction Certi		

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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Series	Description of Records Include Title ond/or Form Number	Autho	rization	Inclusive			Method of Destruction
No.		Retention Sched, No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, Iandfill, etc.)
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 2001	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/01 thru 12/31/01	70	6-30-05	Landfill
APR 2 Do		1 going	hang	Caroly Kite Signature of Court	Destruction Certi hen Con Official	ficotion exty Cler fitle	kI_8/30/ Date

Instructions for Preparotion and Submission on Reverse Side

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert COUNTY

April 6, 2005

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Series	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive		Date of Destruction	Method of Destruction (Recycle, shred, landfil, etc.)
No.		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)		
	CRIMINAL RECORDS Natural Resources Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/01 thru 12/31/01	10	7-5-05	Landfill
	*						
APR 2	Destruction Approved by Hall of Record	s Commission	mp	Carolyn Kitch	Destruction Certif	ication Ty Cley	I Sport

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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No.		Retention Sched. No.	ltem No	Dotes of Records Destroyed	Volume (Cubic Feet) 4.	Date of Destruction	Destruction (Recycle, shred, 1 Iondfill, etc.)
	CRIMINAL RECORDS Natural Resources Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/01 thru 12/31/01	10	7-5-05	Landfill
					4		
APR 2 2 Do		Archivist	~h	Carelyn Kitch Signoture of Court	Destruction Certif	icotion Acclerk Title	I 2/30/05

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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Calvert COUNTY

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of
		Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet) 4	Dote of Destruction	Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Civil Citations and Minicipal Infraction Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/01 through 12/31/01	2	7-5-05	Landfill
	Closed in 2001			1	51		
		36.2					
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il.							
	Destruction Approved by Holl of Records (						
		Commission	1		Destruction Certil	ication	20 10 10 10
		rchivist	me p	Carolin Kitch Signature of Court	Official Co	unty Clerk	I 8/30/2 Dote

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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Calvert COUNTY

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Sorias No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of
		Retention Sched. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, londfill, etc.)
	CRIMINAL RECORDS Civil Citations and Minicipal Infraction Cases Closed in 2001	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/01 through 12/31/01	2	7-5-05	Landfill
ALC: NO							
APR 22		Commission gourfu	nx þ	Carely Kitch	Destruction Certi	fication The Clerk	1 8/30

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4-1 Prince Frederick

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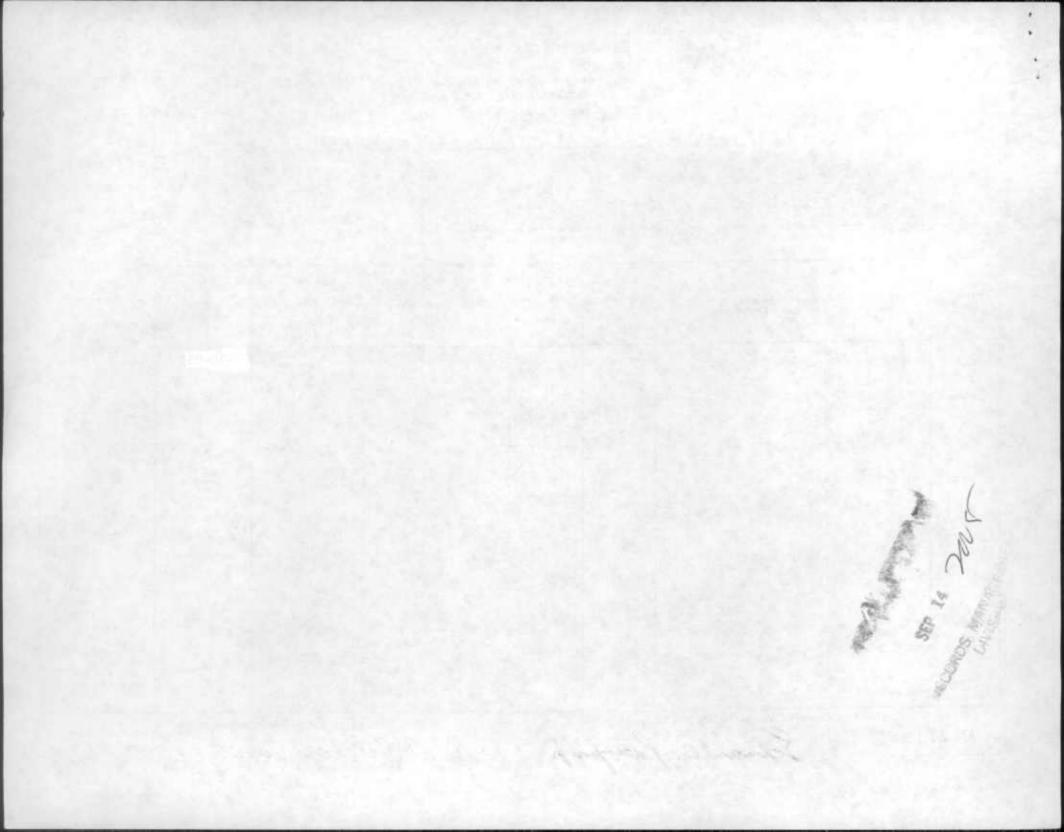
COUNTY

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Series No.	Description of Records Include Title ond/or Form Number	Autho	rizotion	Inclusive Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Method of Destruction (Recycle, shred, Iandfill, etc.)
		Retention Sched. No.	ltem No.				
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years CLOSED IN 2001	2219 SEC II	2	1/1/01 thru 12/31/01	3	7-13-05	Landfill
APR 2	Destruction Approved by Hall of Record 2 2005	s Commission		n e part	Destruction Certif	ication inter Clea	

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9



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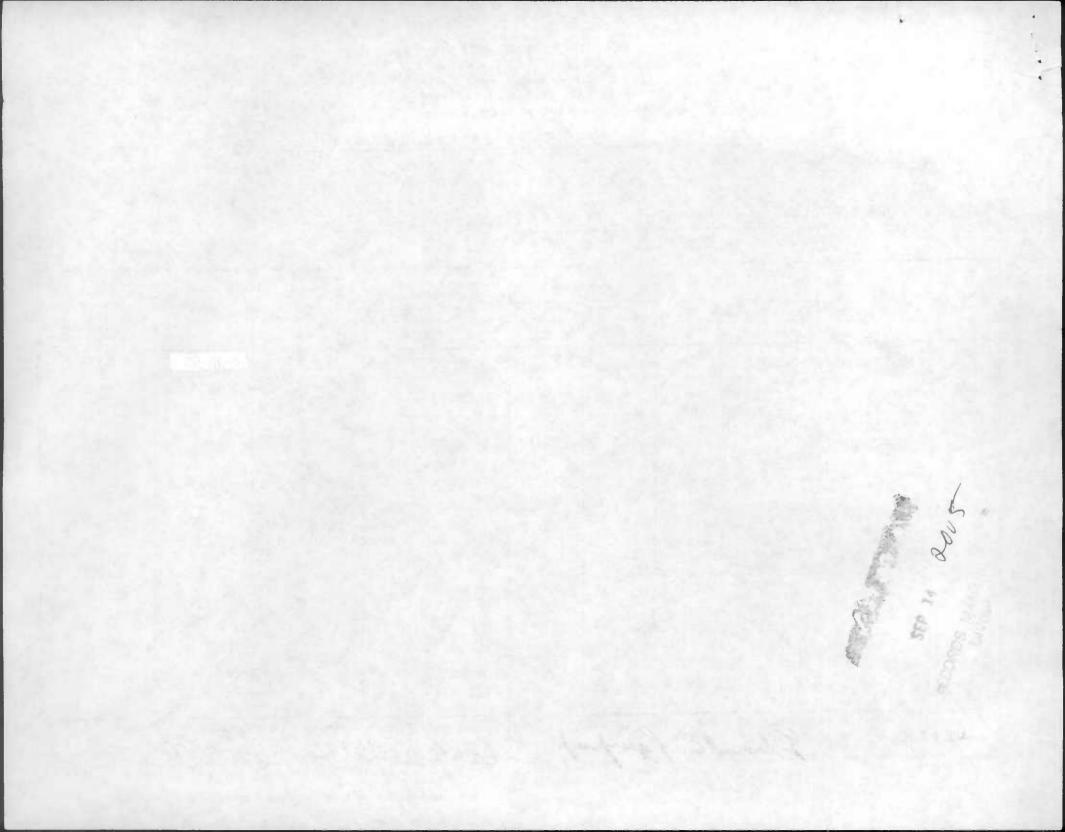
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Series No.	Description of Records Include Title ond/or Form Number	Autharizatian		Inclusive			Method of
		Retention Sched. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feel)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	ELECTRONIC RECORDINGS Electronic Recordings	2219 SEC II	2	1/1/01 thru	3	7-13-05	Landfill
	Retained for three years			12/31/01	1	-	
	CLOSED IN 2001						
				1243.67			
				1.00			
APR 2	Destruction Approved by Hall of Records	Commission	wh	Carolin a K	Destruction Certi	ication	IT al
Do	Fritzenson (	Archivist	/	Signature of Court	t Official	Title	11+ 8/30
v. 10/83						0	2016



DEPARTMENT OF GENERAL SERVICES Holl 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

4-1 Prince Frederick

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April 6, 2005

Series		Autho	rizotion	Inclusive			Method o
No.	Description of Records Include Title and/or Form Number	Relention Sched. No.	ltem No.	Dotos of Records Destroyod	Volume (Cubic Feel) s	Dote of Destruction	Destructio (Recycle, shr Iondfill, et
	FISCAL RECORDS				1		
	ACCOUNTING		1.00			-	
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met	2219 SEC V	1c	1/1/01 thru 12/31/01	4.0	8-30-05	Landfill
	CERTIFICATE OF DEPOSIT To be retained for three years and all audit requirements have been met.	2219 SEC V	1c	1/1/01 thru 12/31/01	8.0	8-30-05	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained	2219 SEC V	3	1/1/01 thru 12/31/01	3.0	8-30-05	Landfill

Destruction Approved by Holl of Records Commission

for three years and all audit requirements have been met.

APR 2 2 2005

Dote

ward C. Stote Archivist

Rev. 10/83 DGS-550-9 **Destruction** Certification

Signoture of Court Official Vitle

Methodof Destruction (Recycle, shred, landfill, etc.)

Instructions for Preparotion and Submission on Reverse Side

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

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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ries	Description of Records	Authorization		Inclusive			Method of
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet) L	Dote of Destruction	Destruction (Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met	2219 SEC V	lc	1/1/01 thru 12/31/01	4.0	8-30-05	Landfill
	CERTIFICATE OF DEPOSIT To be retained for three years and all audit requirements have been met.	2219 SEC V	lc	1/1/01 thru 12/31/01	8.0	8-30-05	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	2219 SEC V	3	1/1/01 thru 12/31/01	3.0	8-30-05	Landfill
	Destruction Approved by Hall of Records C	ommission			Destruction Certi	fication	-

Instructions for Preparatian and Submissian on Reverse Side

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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

4-1 Prince Frederick

COURT

Calvert

COUNTY

April 6, 2005

DATE

Series	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive		Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)		(Recycle, shred, ImdEll, etc.)
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/01 thru 12/31/01	2.0	8-30-05	Landfill
APR 2	Destruction Approved by Hall of Record	s Commission			Destruction Certi	fication	

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Instructions for Preparation and Submission on Reverse Side

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

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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April 6, 2005

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Series	Description of Records	Autho	rization	Inclusive			Method of
No.	Include Title and/or Form Number	Retention Sched. No.	ltem. No.	Dotes of Records Destroyed	Volume (Cubic Foot) 3.	Dote of Destruction	Destruction (Recycle, shred, 1 landfill, etc.)
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/01 thru 12/31/01	2.0	8-30-05	Landfill
APR 2 Do	ate State Ar	Paper for	~ þ	Caroly Kild	Official	Title	I <u>2/30/05</u> Date

Instructions for Preparation and Submission on Reverse Side

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

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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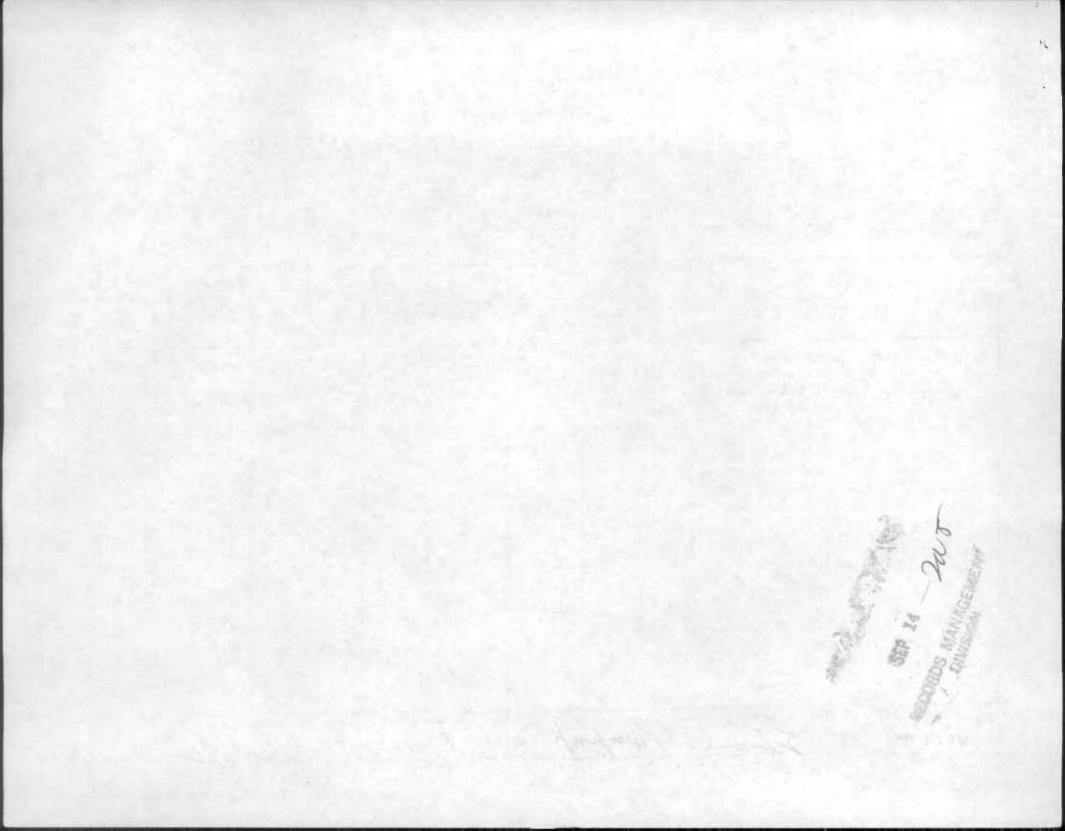
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April 6, 2005

DATE

Series		Autho	prizotion	Inclusive			Method of
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Destruction (Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2a,b,c,d, e,f	1/1/01 thru 1/31/01	15	6-6-05	Landfill
	ote Stote A	Compission	n þ	Carolyn A Kit Signoture of Cour	Destruction Certin Ellen Colli t Official	ficotion uty Clerk Title	I <u>8/30/2</u> Date
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Instructions for Preparotion and Submission on Reverse Side



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

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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Seriee	Description of Records	Autho	orizotion	Inclusive			Method of
No.	Include Title and/or Form Number	Retention Sched, No.	ltem - No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Destruction (Recycle, shred iandfiii, etc.)
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2a,b,c,d, e,f	1/1/01 thru 1/31/01	15	6-6-05	Landfill
	Destruction Approved by Holl of Records	Commission Paperfe	inch	Carolin a Ki	Destruction Certi	fication ute Clerk	I 8/30

Instructions for Preparotion and Submission on Reverse Side



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

2862

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POB 3070 LA PLATA MD 20646

COURT

Charles COUNTY 4/25/05 DATE

Serles No.	Description of Records	Autho	rixetten	Inclusive			Hethod of
	Include Title and/or Form Humber	Retention Sched, Na.	ltem No.	Dotes of Records Destroyed	Volume (Cuhie Feet)	Date of Destroction	Destruction Resycles shred, Landkil, etc.)
	1992 Civil Jedgements Expired	2219	Sect II # 3	1992	12		
	Destruction Approved by Hall of Records C						
MAY 1	2 2005 Shar of Records C	ommission	1	~ II-	Despruction Certif	igatjen	1
Do - 10/83	2 2005 Stote A	chivist	<u></u>	Signature of Court	Malety	f ile -	- 4/17/
				Instructions for	Preparation and S	ub er on	erse Side

SEP 8 205 CORDS MANA

POR CIIAI 200 CIIAI	t COURT OF LES COUNT LES ST P MD 20646 COUNT	Y 雅4-2 OR 3070	7275 v 7275 v D CERT	Hall of Record Records Monage RATERLOO RC JESSUP, MD	ENERAL SERVICES s Commission ement Division 0., P.O. BOX 275 20794-0275 COF RECORDS	DESTRUCTI	-	862
Sector. No.		Description of Records	> Auto	ritutinn	Inclusive			
	In	elude Tille and/ar Form Hundsey	Retention Sched, Na.	lt+m Ha,	Dut+s al Records Destroy+d	Valume (Cubic Feet)	Date of Destruction	Methadad Destauction Respire shred, Locakil, atc.)
	1992	Civil Jedgements Expired	2219	Sect II # 3	1992	12		
	Destruct	ion Approved by Hall of Records Co						
MAY 1 : Dr	2 2005.	Idward C. J Stote Are	aperfor	h	Dethie Signature of Court	Destruction Certif Ralety	ication	4/17/05

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SEP 8 - 2005 DIVISION

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

2863

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DESTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POB 3070 LA PLATA MD 20646

COURT

Charles

4-25-05 DATE

Sorlos Ho.	Description al Records Include Title and/or Form Humber	Autho Retention Sched, No.	lization Itom Na,	Inclusive Dates af Records Destroyed	Volume (Cubic Fool)	Dote of Destruction	Method of Destruction :Recycle, shred, landfill, etc.)
	1992 Landlord Junant Money Judgements Expired	2219	Lect II #3	1992.	Z		
	Expired						
			*	r			
NAY 1 2 Do	ate State Ar	goonfin	h	Signature of Court Instructions fo	Baclet Official Preparation and St	ile	- 4/20/05 Dave Side



#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Monogement 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 MARYLAND FOR CUARLES COUNTY #4-2 200 CHARLES ST POR 3070 LA PLATA MD 20646

COURT

Charles 4-25-05 COUNTY DATE

Serley Ho,	Description of Records	Author	rization	loclusí v •			Hethodol
	include Title and/or Form Humber	Rotontion Schod, Ha.	ltem No,	Dolos of Records Dostroyod	Yalume (Cubic Feet)	Dote of Destruction	Destruction :Recycle, shied, Lendfill, etc.)
	1992 Landlord Jinast Money Didgements Expired	2219	Lect II H3	1992	2		
	Expired						
	Destruction Approved by H. H. H.						
MAY .1 : Do	ato Stote Ar	goorfund chivis	k	Signature of Court	Parter Certifi Official	icatie a ile	6/20/05 Dare

-LA DER 8 - WUK DWISION

DEPARTM OF GENERAL SERVICES Hall cords Cammission Records Management Divisian 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 200 Charles St La Plata, MD 20646

Charles 04-02

COUNTY

3/8/04

COURT

DATE

Description of Records Include Title and/or Form Number Traffic Must Appears file	Retention Sched. No.	ltem No.	Dates al Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, londRII, etc.)
	2219					(Recycle, shred,
olders equest to destroy,	2213	SEC IV #2	Jan 1, 2000 thru Dec 31, 2000	15		
			1			
	1					

1.*** S. A.S. SEP 8 205 DIVESTICAL STATE Contraction of

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

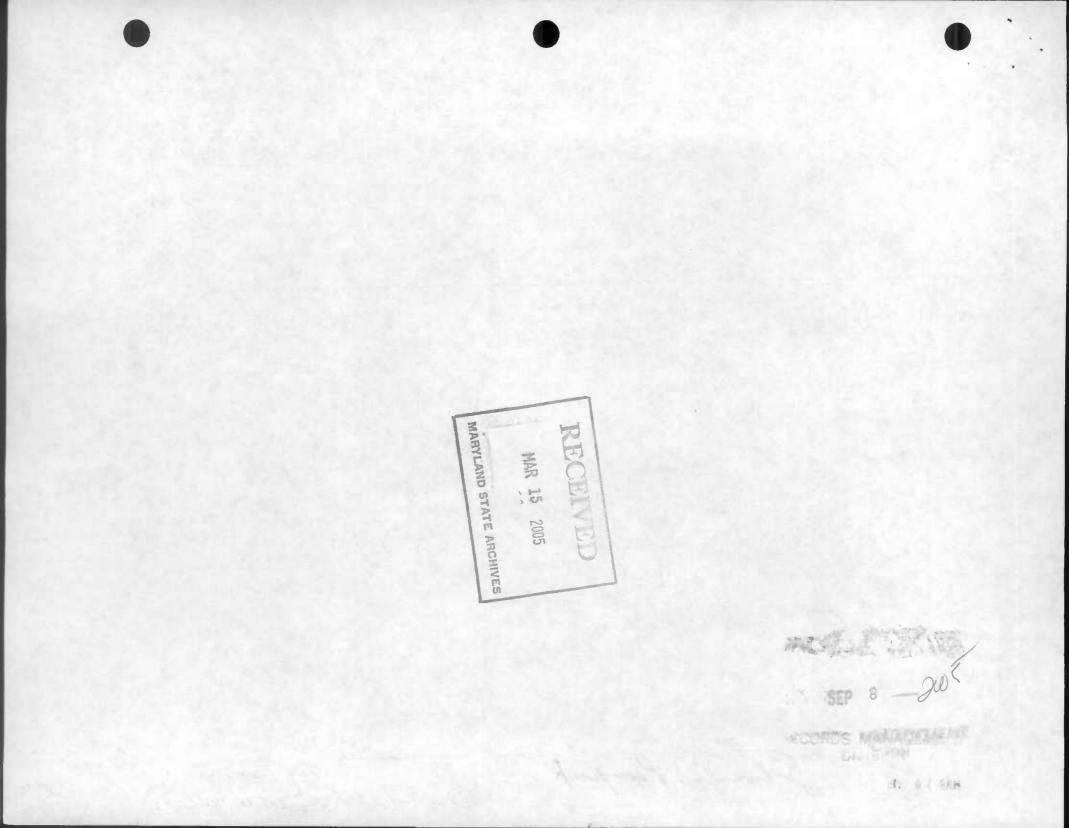
## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Courtoof MD 200 Charles St La Plata, MD 20646

Charles 04-02

3/8/04

eries	Description of Records	Authorization		Inclusive			Method of
No.	Include Title and/or Form Number	Retention Sched. No.	liam Na.	Dates of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred fondfill, etc.)
	2000 Traffic Must Appears file Folders Request to destroy.	2219	SEC IV #2	Jan 1, 2000 thru Dec 31, 2000	15		
				1			
							- 1
MAR	Destruction Approved by Hall of Records	Commission	6	0	Destry ction Certifi	cation	



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

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Doteof

Volume

Method of

Destruction

Recycle, shred,

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND

COURT #4-2, COURT HOUSE

COURT

LA PLATA, MD 20646.

Series

Charles COUNTY

Description of Records

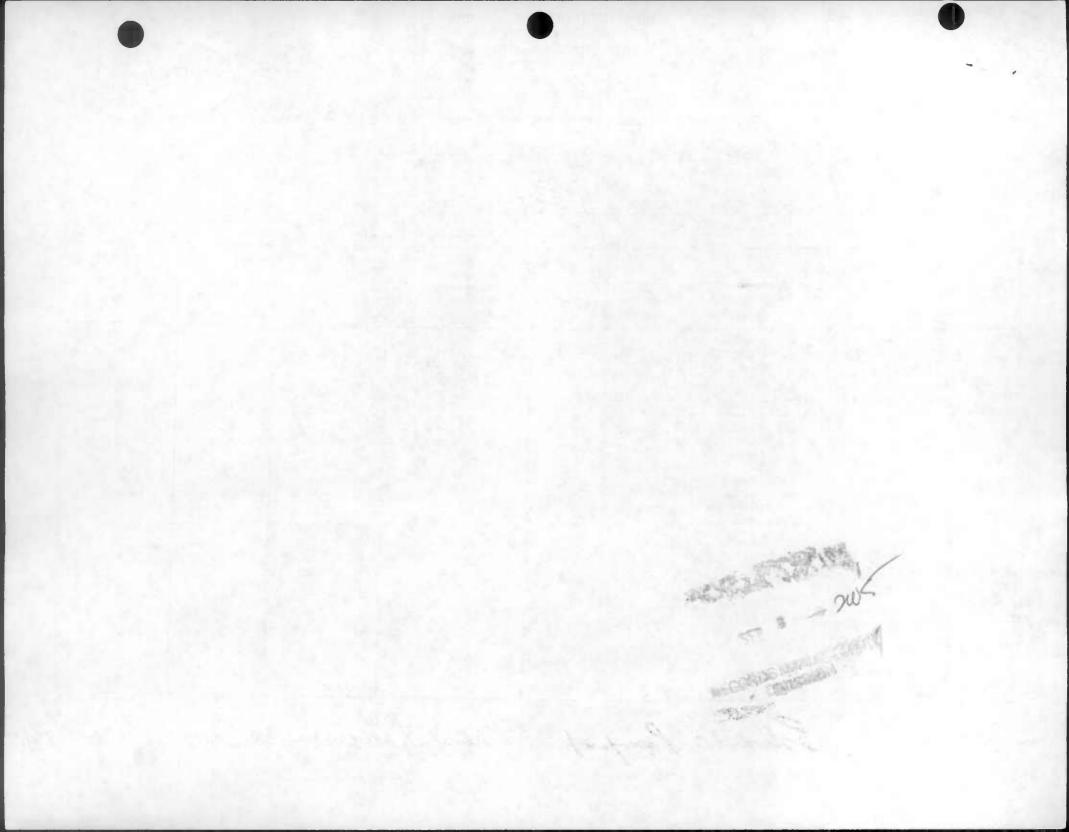
DATE

Authorizotion Inclusive Dates of Records

Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroy ed	(Cubic Feet)	Destruction	landfill, etc.)
2001 Civil/Municipal Infraction Citations	2219	Sec IV #2	Jan 1, 2001 - Dec 31, 2001	4		
Request to destroy inside material only						
					A	
				-		
0.	Commissian	have h	Brended	Finnet	20 Cour	flut 8
	2001 Civil/Municipal Infraction Citations Request to destroy inside material only Destruction Approved by Hall of Records C	2001 Civil/Municipal Infraction Citations Request to destroy inside material only Destruction Approved by Hall of Recards Commission	School. No. No.   2001 Civil/Municipal Infraction Citations 2219 Sec IV   Request to destroy inside material only #2   Image: Sec IIV #2   Destruction Approved by Hall of Recards Commission   3 2005	Schod. No. No.   2001 Civil/Municipal Infraction Citations 2219 Sec IV Jan 1, 2001 – Dec 31, 2001   Request to destroy inside material only #2 #2   Destruction Approved by Hall of Records Commission .	2001 Civil/Municipal Infraction 2219 Sec IV Jan 1, 2001 – 4 Request to destroy inside material only #2 Destruction Approved by Hall of Recards Commission But Postruction Cert	Send No. No.   2001 Civil/Municipal Infraction Citations 2219 Sec IV #2 Jan 1, 2001 - Dec 31, 2001 4   Request to destroy inside material only #2 #2 Image: Comparison of the second secon

Instructions far Preparation and Submission on Proverse Side

Rev. 10/83 DGS-550-9



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

3766)

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1-5-05

DATE

DISTRICT COURT OF MARYLAND

COURT #4-2, COURT HOUSE

LA PLATA, MD 20646 COURT

COUNTY

Charles

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Date of	Method of Destruction
		Retention Sched. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	2001 Civil/Municipal Infraction Citations Request to destroy inside material only	2219	SectIV #2	Jan 1, 2001 - Dec 31, 2001	4		
FEB 0	Date Stote /	Commission Agent	prep	Brenda Signature of Co Instructions	Destruction Cer Juan un Official far Preparation and	meline	Cart Club marse Side 8/26/5



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JAN 20 2005

MARYLAND STATE ARCHIVES

#### DEPARTMENT O ENERAL SERVICES Holl of Records Commission Records Monogement Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POB 3070 LA PLATA MD 20646

COURT

1-5-05

Charles

COUNTY

DATE

		1		1	1		
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Delevel	Method of Destruction
		Retention Sched, Na.	item No.	Dates of Records Destrayed	Volume (Cubic Foot)	Dole of Destruction	Recycle, shred, landfill, etc.)
	2001 Criminal Files Request to strip and destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31 2001	50		
	ate Stote A	Commission Paperfu rchivist	n þ	Beerdan Signature of Cov	Der Guerfen Certifi Augusten rt Official	icatie . into Cou	rt Club
Rev. 10/8.	3 DGS - 5 5 0 - 9			Instructions	for Preparation and Su	ih in on	-rse Side 0/26/C

ser a 2005 ILCORDS MANAGEORIE

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

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POB 3070 LA PLATA MD 20646

COURT

1-5-05

COUNTY

Charles

DATE

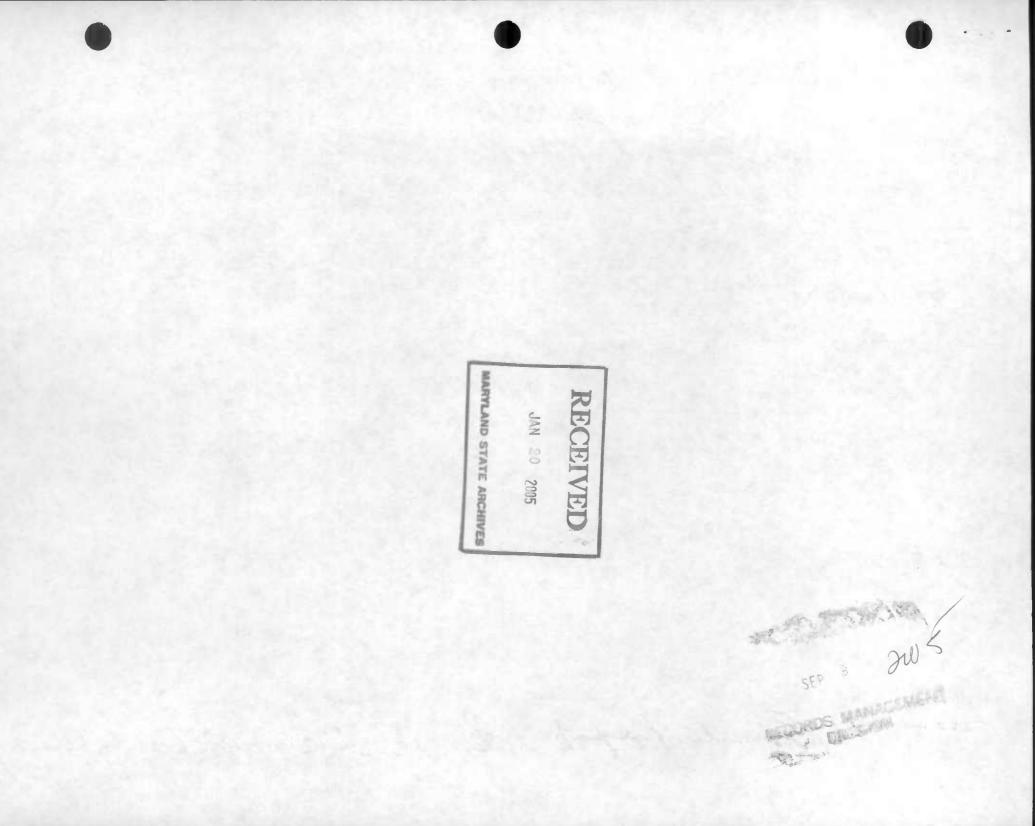
Sector No.	Description al Records Include Title and/or Frem Humber	Authorisation		Inclusive			Hethodol
		Retention Sched. No.	ltem Ha,	Dates af Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction Recycle, shred, fund≪, etc.)
	2001 Criminal Files Request to strip and destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31 2001	50		
E8 0 3 E8 0 3	2005 Destruction Approved by Hall of Records	Commission Parter	~h	Rea and	Despuction Certi	fication A	tolu

Rev. 10/83 DGS-550-9

Instructions for Preparation and Sub-

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

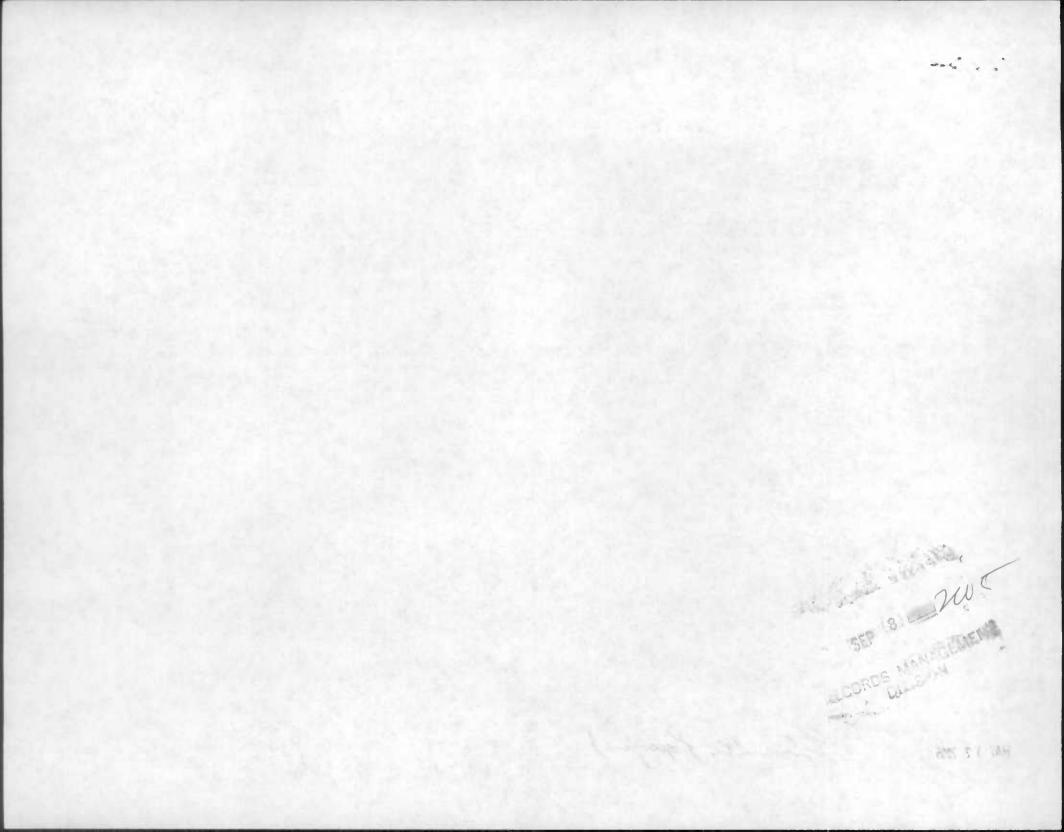
# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POB 3070 LA PLATA MD 20646

COURT

Charles COUNTY 4/25/5

Serles Ha,	Description of Records Include Title and/or Form Humber	Authorization		Inclusive	*		Hethod of
		Retention Sched, No.	liem No.	Dates al Recards Destrayed	Volume (Cubic Feel)	Date al Destruction	Destruction Recycle, shred, landfill, etc.)
	2001 Landlord tenant Satisfiel, dismissed Non-money Judgements	2219	fict II #2	2001	5		
	Judgemento						
MAY 12 Do Roy. 10/83	Slote Ar	goerfus	e.fr	Deblie Signature of Cour Instructions fo	Destruction Certif Rodalf t Official	ile	Le (20/05



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 MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POR 3070 LA PLATA MD 20646

* *

COURT

Charles 4/25/5

Authorizotion Serles Description of Records Inclusive No. Hellodol Include Tille and/or Form Humber Dotes of Records Volum. Destruction Daleof Releation lt•m Destroyed Recycle, shred, (Cubic Fool) Destruction Sched. No. No. landfill, elc.) 2001 Landlord 2219 Sect 5 2001 tenant Satisfiel, dismissed non-money Julgements #2 Destruction Approved by Hall of Records Comission Des ruction Carlification MAY 1 2 2005 Date State Archivist Rev. 10/03 DGS-550-9 :le

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SEP 8 -7405 LECORDS MANAGEMEN

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DATE

DISTRICT COURT OF MARYLAND

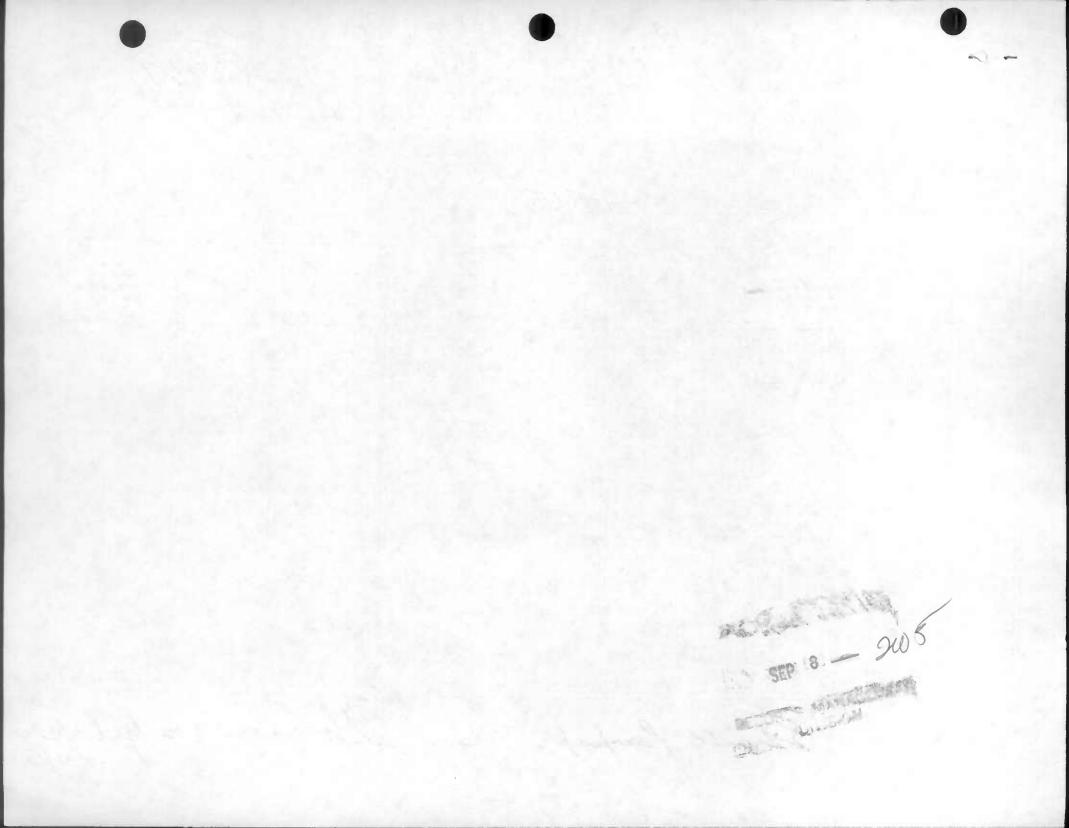
COURT #4-2, COURT HOUSE

LA PLATA, MD 20646 COURT

COUNTY

Charles

Methodof Authorizotion Inclusive Destruction Dote of Series Volume Description of Records Dotes of Records Recycle, shred, (Cubic Feet) Destructio-No. Include Title and/or Form Number Destroy ed landfill, etc.) Retention ltem Sched. No. No. 2001 Natural Resources Files 2219 Jan 1, 2001 -Sec IV 4 Dec 31 2001 Request to destroy inside #2 material only Destruction Certification Destruction Approved by Hall of Records Commission out FEB 0 3 2005 State Archivist war Signature de Court Official inte Date Instructions for Preparation and Subalission on Coverse Side



#### DEPARTMENT OF COMMISSION Hall of Record Commission Records Monogement 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 MARYLAND

COURT #4-2, COURT HOUSE

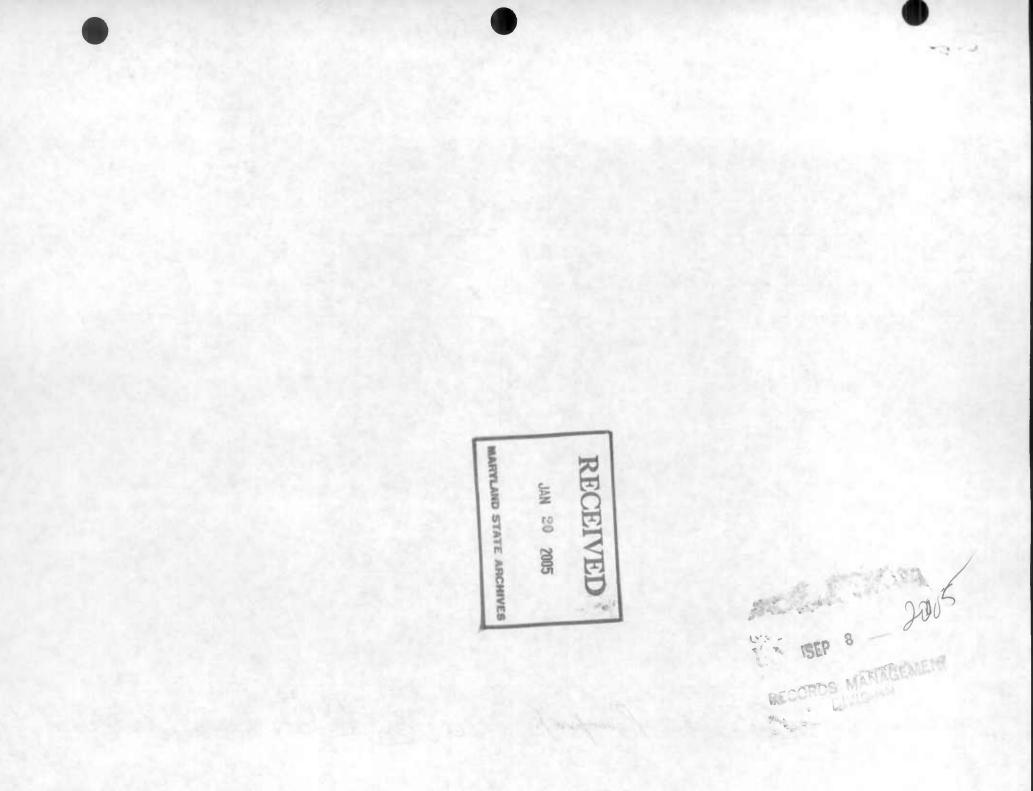
LA PLATA, MD 20646 COURT

-5-05 DATE

Charles

COUNTY

Series		Autho	rization	Inclusive	V I	Dote of	Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
,	2001 Natural Resources Files Request to destroy inside material only	2219	Sec IV #2	Jan 1,42001 - Dec 31 2001	4		
		1					
	Destruction Approved by Holl of Records 3 2005 Date State	Paper	here fr	Blendar Signature of Co	Partrection Ce Julians ourt Official s for Preparotion an	Teen G	aunty Cli



. C	harles County Treasurer's Reporting Agency Division or Unit	Office	727	Department of Gener Services cords Management Di 75 Waterloo Road (Rte P.O. Box 275 ssup, Maryland 20794	Prepare in duplicate Retain one (1) copy and forward original to address at left.			
	CERTI	FICA	TE (	OF RECOR	RDS D	ISPOS	AL	
No.	Description of Records	Authoriza	tion	Inclusive Dates of	Volume	Date of	Method of Disposal	
	(Same Title as listed on Schedule) Retention			Item Records Destroyed No.		Disposal		
		Schedule No.	No.			and the second se		
1	Correspondence	Schedule No. C-826	No.	7/1/02 to 12/18/02	1 Box	09/02/2005	Dumpster	
1				7/1/02 to 12/18/02 12/02 to 7/03	1 Box 1 Box	09/02/2005 09/02/2005	Dumpster Dumpster	
1 2 3		C-826	1			+		
	Correspondence Utility Bills & AR	C-826 C-826	1 1	12/02 to 7/03	1 Box	09/02/2005	Dumpster	
3	Correspondence Utility Bills & AR	C-826 C-826 C-826	1 1 18	12/02 to 7/03 7/13/00 to 9/26/00	1 Box 1 Box	09/02/2005 09/02/2005	Dumpster Dumpster	
3 4	Correspondence Utility Bills & AR Utility Bills & AR	C-826 C-826 C-826 C-826	1 1 18 18	12/02 to 7/03 7/13/00 to 9/26/00 12/6/00 to 2/15/01	1 Box 1 Box 1 Box	09/02/2005 09/02/2005 09/02/2005	Dumpster Dumpster Dumpster	
3 4 5	Correspondence Utility Bills & AR Utility Bills & AR Utility Bills & AR Utility Bills & AR	C-826 C-826 C-826 C-826 C-826	1 1 18 18 18	12/02 to 7/03 7/13/00 to 9/26/00 12/6/00 to 2/15/01 2/16/01 to 4/6/01	1 Box 1 Box 1 Box 1 Box 1 Box	09/02/2005 09/02/2005 09/02/2005 09/02/2005	Dumpster Dumpster Dumpster Dumpster	
3 4 5 6	Correspondence Utility Bills & AR Utility Bills & AR Utility Bills & AR Utility Bills & AR	C-826 C-826 C-826 C-826 C-826 C-826	1 1 18 18 18 18 18	12/02 to 7/03 7/13/00 to 9/26/00 12/6/00 to 2/15/01 2/16/01 to 4/6/01 4/9/01 to 6/8/01	1 Box 1 Box 1 Box 1 Box 1 Box	09/02/2005 09/02/2005 09/02/2005 09/02/2005 09/02/2005	Dumpster Dumpster Dumpster Dumpster Dumpster	
3 4 5 6 7	Correspondence Utility Bills & AR Utility Bills & AR Utility Bills & AR Utility Bills & AR Utility Bills & AR	C-826 C-826 C-826 C-826 C-826 C-826 C-826	1 1 18 18 18 18 18 18	12/02 to 7/03 7/13/00 to 9/26/00 12/6/00 to 2/15/01 2/16/01 to 4/6/01 4/9/01 to 6/8/01	1 Box 1 Box 1 Box 1 Box 1 Box 1 Box 1 Box	09/02/2005 09/02/2005 09/02/2005 09/02/2005 09/02/2005	Dumpster Dumpster Dumpster Dumpster Dumpster Dumpster	

4/15/02 to 6/7/02

12/11/01 to 2/11/02

**FY99** 

**FY99** 

**FY00** 

FY00

FY01

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1 Box

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09/02/2005

Charles County Treasurer Title

09/09/2005 Date

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

18

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26

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11 Utility Bills & AR

12 Utility Bills & AR

address changes

address changes

address changes

17 Mass Billing/Payment

13 Transfer, Set Up Sheets FY99

district 7-10, BPP & Corp. 15 Transfer, set up Sheets FY00

districts 6-10, BPP & Corp. 16 Transfer, set up Sheets FY00

districts 1-6, BPP & Corp.

letters, queries, listings and correspondence Levy Year 2000/01 18 Mass Billing/Payment

> letters, queries, listings and correspondence Levy Year 2001/02

> > Signature

Address changes, districts 1-6 14 Transfer, set up Sheets FY99

Contraction of the second SEP 14 - 2015 RECORDS MAN/2 GENET

Charles County Treasurer's Office

Reporting Agency

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

Prepare in duplicate

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

## Division or Unit Jessup, Maryland 20794-0275 CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records	Authoriza	tion	Inclusive Dates of	Volume	Date of	Method of Dispose
	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	
19	Property Redeemed,	C-826	30	FY98-99	1 Box	09/02/2005	Dumpster
	Void-cert's.				+		
20	Paid Refunds, E-17 Refunds	C-826	34	Levy Yr 1998/99	1 Box	09/02/2005	Dumpster
21	Paid Refunds, E-17 Refunds	C-826	34	Levy Yr 1999/00	1 Box	09/02/2005	Dumpster
22	Payment Allocation	C-826	35	7/1/98 to 8/31/98	1 Box	09/02/2005	Dumpster
23	Payment Allocation	C-826	35	9/1/98 to 9/30/98	1 Box	09/02/2005	Dumpster
24		C-826	35	10/1/98 to 12/31/98	1 Box	09/02/2005	Dumpster
25	Payment Allocation	C-826	35	1/1/99 to 6/30/99	1 Box	09/02/2005	Dumpster
26	Payment Allocation	C-826	35	7/1/99 to 8/12/99	1 Box	09/02/2005	Dumpster
27	Payment Allocation	C-826	35	8/13/99 to 9/30/99	1 Box	09/02/2005	Dumpster
28	Payment Allocation	C-826	35	10/01/1999 to 1/31/00	1 Box	09/02/2005	Dumpster
29	Payment Allocation	C-826	35	2/1/00 to 6/30/00	1 Box	09/02/2005	Dumpster
30	Paid Tax Receipts	C-826	39	1/2/01 to 9/11/01	1 Box	09/02/2005	Dumpster
31	Paid Tax Receipts	C-826	39	09/12/2001 to 11/29/01	1 Box	09/02/2005	Dumpster
32	Paid Tax Receipts	C-826	39	7/1/02 to 9/27/02	1 Box	09/02/2005	Dumpster
33	Tax rolls-Real full year FY01	C-826	21	FY01	1 Box	09/02/2005	Dumpster
	3/4 year, 1/2 year, 1/4 year						
	Supplemental, CB Credit,						
	Credit Entity Rpts., Public						
	Utility Cert., Corp Cert.,						
	State & Cnty generated rpts.						
34	Tax rolls-Real full year FY02	C-826	21	FY02	1 Box	09/02/2005	Dumpster
	3/4 year, 1/2 year, 1/4 year						
	Supplemental, CB Credit,						
	Credit Entity Rpts., Public						
	Utility Cert., Corp Cert.,						
	State & Cnty generated rpts.						
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		-	_				

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

Signature

Charles County Treasurer Title 09/09/2005 Date

SEP 14 2005 NECORDS MAN

3660

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

	District Court of Maryland #4-3	St. Mary's County	8/11/0					
	COURT	COUNTY	DATE					
Series	Description of F Include Title and/or F	Records	Autho	nization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.	include the and/or P	orm Number	Retention Sched. No.	ltem No	Destroyed	(Cubic reet)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/1998 - 12/31/1998	1	9-14-05-	CANOFILS
				2				
EP 0 2 200	Destruction Approved by Hall of Records Co	mmission rand C. Pape	enforce for		Destruction Certification	Quilo	Contos C	lel 9-14-0
Date	State Archiv	ist			Signature of Cour	t Official	Title	Date
Rev. 10/83 DG	GS				Instructions for Preparation an	d Submission on Reverse	Side	•

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

ONE LETTER-SIZE FILE DRAWER= 1..5 CU. FT. OF RECORDSONE LEGAL -SIZE FILE DRAWER= 2.0 CU. FT. OF RECORDSONE RECORDS CENTER BOX= 1.0 CU. FT. OF RECORDS

3660

		lary's County	8/11/0 DATE	4				
Series	Description of Records Include Title and/or Form Number		Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.			Retention Sched. No.	Item No	Destroyed	(Cubic reet)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/1998 - 12/31/1998	1	9-14-05	LANDFIL
				1.7%	the state of the state	1.00	14 - March 1	
						1.1		
					S.L.	1.1.1.1		
					U			-
					1.1.2			
		R. Carl						
P 0 2 20	Destruction Approved by Hall of Records Commission	c. fam	trap		Destruction Certification	Junie.	County Cle	u 9-1
Date	State Archivist			-	Signature of Court	t Official	Title	Date
. 10/83 DG	GS-				Instructions for Preparation an	d Submission on Reverse S	ide	

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
- 2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275 7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
- 3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS FROPOSED 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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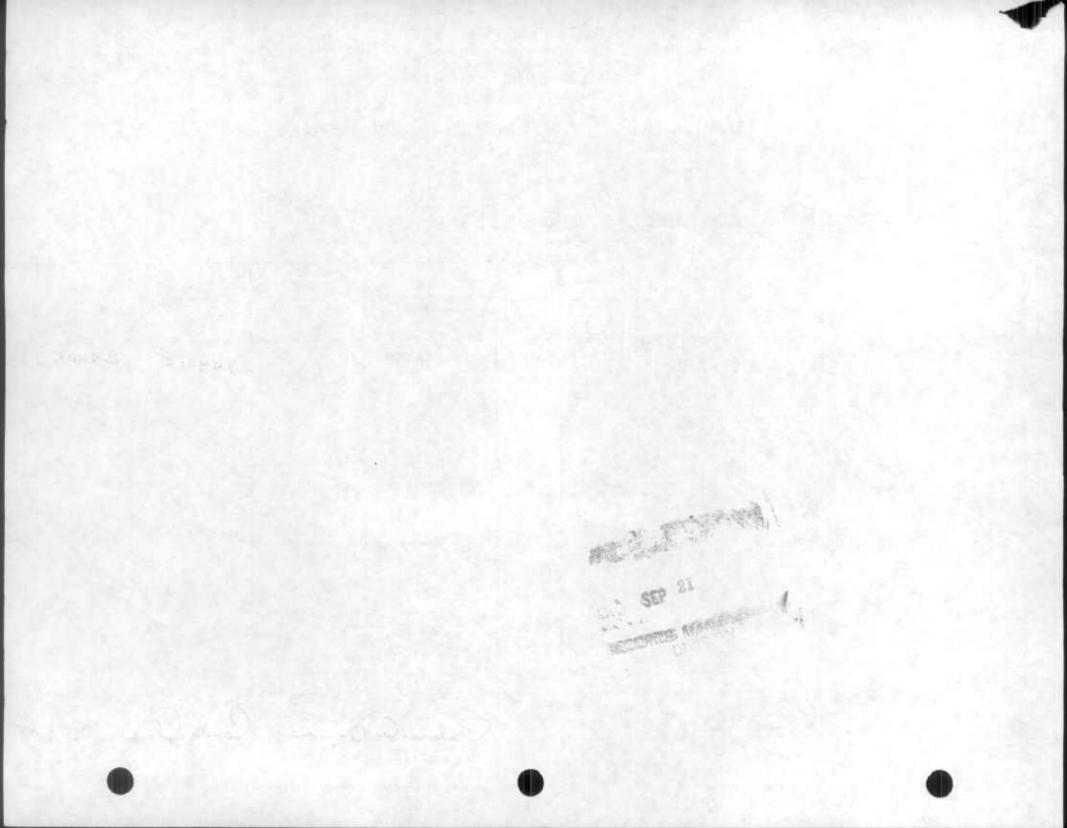
	District Court of Maryland #4-3	St. Mary's County	8/11/0	4				
	COURT	COUNTY	DATE	12			and the second	1. 1. 1. 1. 1.
Series	Description of Re Include Title and/or Fo	cords	Autho	nization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.	moude fille and/or Po	rin wunder	Retention Sched. No.	ltem No	Destroyed	(CUDIC PEEL)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/1999 - 12/31/1999	1	9-14-05	LANDFILL
							- 79.53	
						100		
						130.8		
EP 0 2 200	Destruction Approved by Hall of Records Con	vande. Py	up up		Destruction Certification	June	County Clev	L 9-14-
Date	State Archivis	st			Signature of Court	t Official	Title	Date
ev. 10/83 DC	GS-t				Instructions for Preparation an	d Submission on Reverse	Side	

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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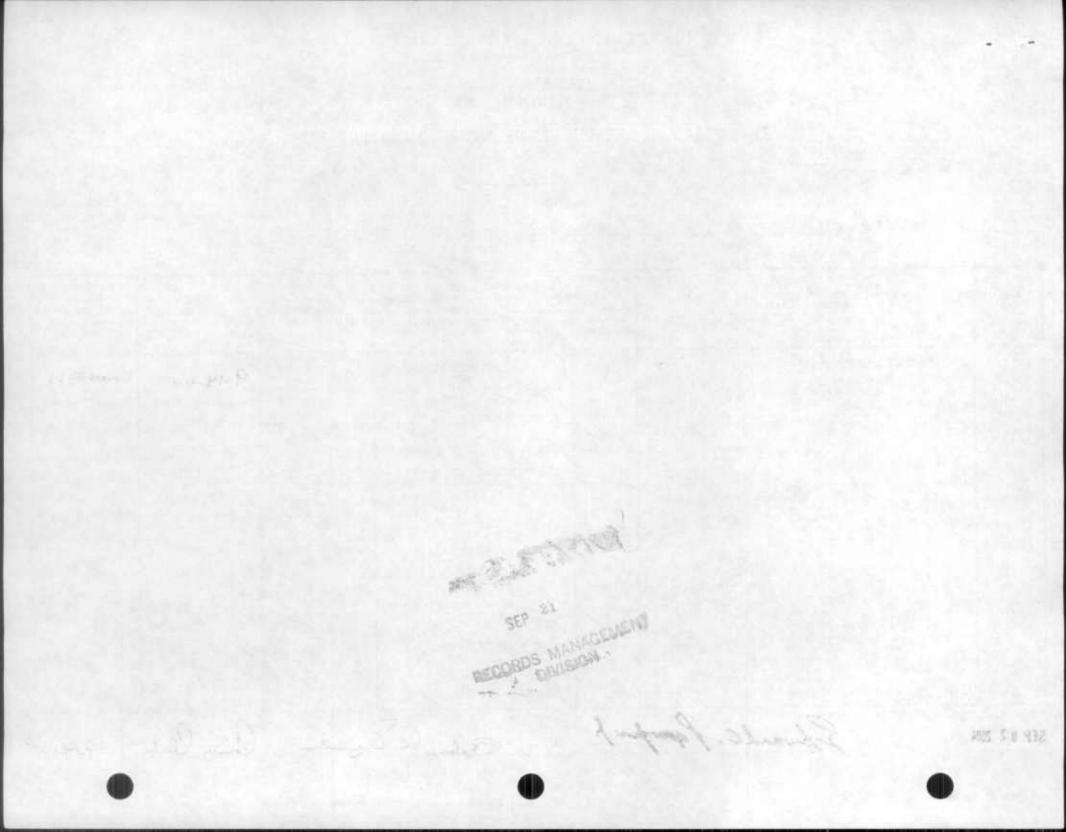
3661

	District Court of Maryland #4-3 COURT	St. Mary's Count COUNTY	y 8/11/0 DATE	4				
Series No.	Description o Include Title and/o	r Form Number	Autho	rization	Inclusive Dates of Records	Volume	Date of	Method of
10.			Retention Sched. No.	item No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/1999 - 12/31/1999	1	9-14-65	LANDFIL
<b>EP<u>02200</u></b> Date Rev. 10/83 DC	State Archi		aufer p	-	Destruction Certification Contraction Signature of Court Instructions for Preparation and	Official	Courty Clark Title	<u><u><u> </u></u></u>



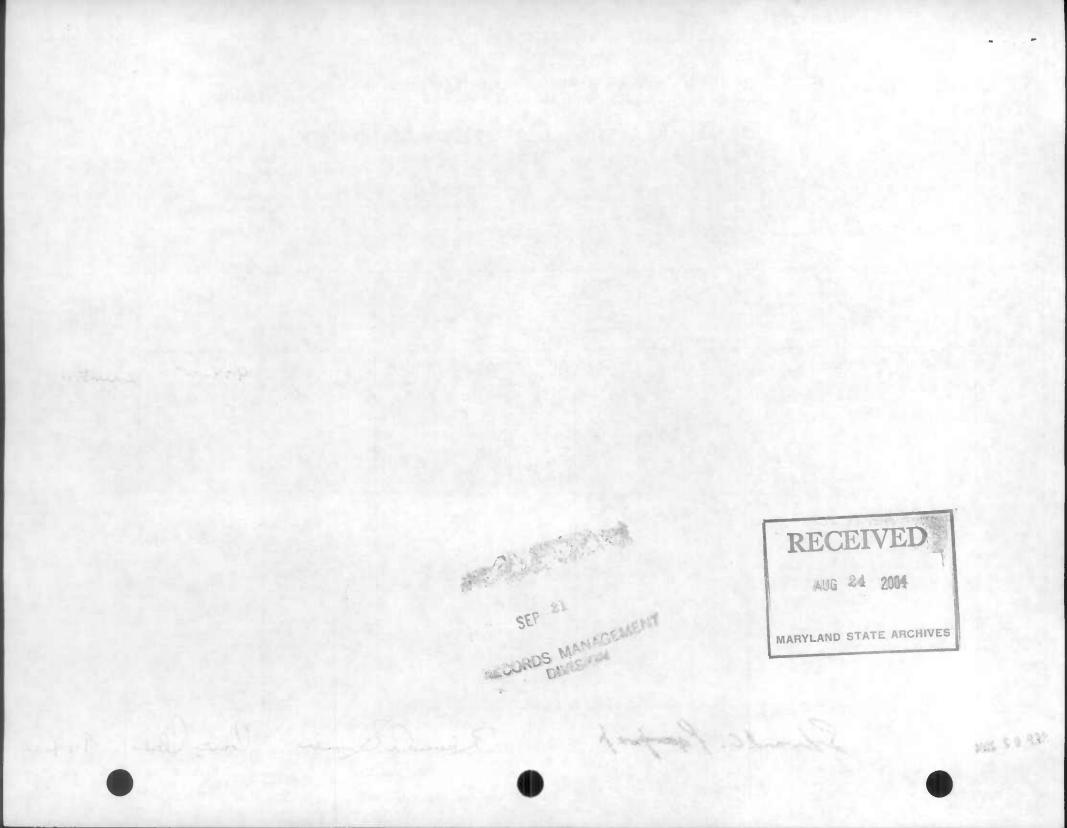
3662

	District Court of Maryland #4-3 St. Mary's Cou COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number		rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	ltem No	Destroyed			(Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals	2219	2	1/01/2000 - 12/31/2000	1	9-14-05	LANDFILL
	Destruction Approved by Hall of Records Commission						
0 2 2004		sporter h	_	Destruction Certification	Swie	Comity Clerk	9-140
ate	State Archivist			Signature of Court	Official	Title	Date



3662

	COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume	Date of	Method of
110.		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred landfill, etc.)
	Civil Sheriff's Transmittals	2219	2	1/01/2000 - 12/31/2000	1	9-14-05	LANDFill
	Destruction Approved by Hall of Records Commission						
<b>1 2 200</b> ate	* Stward C. /	perpert h	-	Destruction Certification	Quine	County Class	9-12
ne	State Archivist			Signature of Court	Official	Title	Date



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

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
eries	Description of Records Include Title and/or Form Number	Autho	prization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENANT CASES						
	Landlord/tenant records not involving a judgment for sum	2219	2	1/1/2001 - 12/31/2001	2.0	9-14-05	LANDFILL
	certain	Sec VI					
	(Failure to Pay Rents)						
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	Destruction Approved by Hall of Records Commission	1	1	Destruction Certification	10.		
1 2 2	005 Sdward C. Japan	1.1		Beleen Ca	Quint	County Ce	el 9-14

State Archivist

Rev. 10/83 DGS-

Date

Instructions for Preparation and Submission on Reverse Side

Signature of Court Official

Title

Date

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MARYLAND STATE ARCHIVES

2005

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
- 2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275 7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
- 3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court #4-3 St. Mary's County COURT COUNTY	4/15/05 DATE					
_				1			1
Series	Description of Records Include Title and/or Form Number	Auth	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Destroyed	(ound reet)	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENANT CASES	1000					
	Landlord/tenant records not involving a judgment for sum	2219	2	1/1/2001 - 12/31/2001	2.0	9-14-05	LANDFill
	certain	Sec VI		100000000			
	(Failure to Pay Rents)			Contraction of the			
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				11.00			
	Destruction Approved by Hall of Records Commission			Destruction Certification	5.0	0 00	0
12	2005 Stward C. Japan	prep	_	Balen (	Quel-	- Couty Cl	w 4.14
Date	State Archivist		-	Signature of Cour	t Official	Title	Date

Rev. 10/83 DGS-

Instructions for Preparation and Submission on Reverse Side

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- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

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	District Court of Maryland #4-3 COURT	St. Mary's County COUNTY	4/15/0 DATE	5				
Series	Description of Reco Include Title and/or Form	rds Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Number	Retention Sched. No.	Item No	Destroyed	(ouble reer)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/2001 - 12/31/2001	2.0	9-14-05	LANDEIL
								199.6
1 2 20	Destruction Approved by Hall of Records Commi	mlC. Paper	prop		Destruction Certification	Quie	County	Che 9-14
Date	State Archivist				Signature of Cour	t Official	Title	Date
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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

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	District Court of Maryland #4-3	St. Mary's County	4/15/0	)5				
	COURT	COUNTY	DATE					
Series	Description of Records Include Title and/or Form Number		Autho	prization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.			Retention Sched. No.	ltem No	Destroyed	(cubic reet)	DEStruction	(Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/2001 - 12/31/2001	2.0	9-14-05	hans Frill
	Destruction Approved by Hall of Reco	rds Commission			Destruction Certification	n ·		
MAY 1 2 20	<u>95</u>	to commission Iward C. Pg	ocoper p		Reli.	June	County Cles	L 9-14-03
Date	State A				Signature of Cour	t Official	Title	Date
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Hall of Records Commission **Records Management Division** 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	ict Court #4-3 COURT	St. Mary's County COUNTY	4/15/ DATE					
ieries		Description of Records	Autho	nization	Inclusive	Volume	Date of	Method of
No.	Include Title and/or Form Number		Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS						1 (	
	Criminal, Petty Offens	e Citations and Fugitive Warrant	2219	2a & b,c	1/1/2001 - 12/31/2001	35.0	92505	LANDFil a shree
	cases-Insides of folde	rs to be stripped. Folders, dockets	SecIV				. /	a shree
	and entries that docur	nent a judicial decision to be				1.000	1.00	
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	taken selected				1.00			
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	Destruction Approved by H	all of Records Commission			Destruction Certification	on		
1 2 21		Edward C. Jeper	, ,		0.0	X	A - (')	ul 9-14

State Archivist

Rev. 10/83 DGS-

Date

Instructions for Preparation and Submission on Reverse Side

Jule Liden Signature of Court Official

Title

Date

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

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of
		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS					1 /	
	Criminal, Petty Offense Citations and Fugitive Warrant	2219	2a & b,c	1/1/2001 - 12/31/2001	35.0	8/25/05	LANSFIL
	cases-Insides of folders to be stripped. Folders, dockets	SecIV					+ Shred
	and entries that document a judicial decision to be			No. Contraction			
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	retained permanently						12. 12.
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State Archivist

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Signature of Court Official

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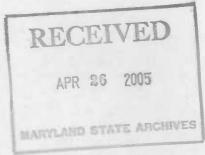
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Hall of Records Commission **Records Management Division** 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number	Autho	orization Item	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Sched. No.					
	NATURAL RESOURCES CASES	2219	2a, 2b	1/1/2001 - 12/31/2001	6.0	8/1/05	LANDF:1
	Insides of folders to be stripped. Folders, docket	ts and Sec IV	1.11		1910,000		MANOT. I
	entries that document a judicial decision to be re	tained				Contraction of the	
	permanently.		1.1				1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.
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	Destruction Approved by Hall of Records Commission			Destruction Certificatio			
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State Archivist

Instructions for Preparation and Submission on Reverse Side

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

Title

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNT	ry date				States and	
Series No.	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	item No				
	NATURAL RESOURCES CASES Insides of folders to be stripped. Folders, dock entries that document a judicial decision to be permanently.		2a, 2b	1/1/2001 - 12/31/2001	6.0	8/1/05	LANDF.11
1 2 20	Destruction Approved by Hall of Records Commission	Paperper p		Destruction Certificatio	Junei	Conta Cle	2 9-14

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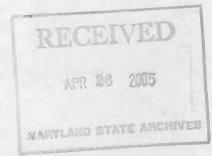
State Archivist

Instructions for Preparation and Submission on Reverse Side

Signature of Court Official

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#### DEPARTMENT OF GENERAL SERVICES Itall 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

Series	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.		Retention Sched. No.	ltem No				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met	2219 Sec IV	2a & b	1/1/2001 - 12/31/2001	25 cubic feet	99905	LANATIII
122	Destruction Approved by Hall of Records Commission	prop		Destruction Certification		$C = C_0$	e 9.14

Date Rev. 10/83 DGS

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION *

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- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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- 3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
- 4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TOT HE CHIEF CLERK'S OFFICE.)
- 5. FOR YOUR INFORMATION:

ONE LETTER-SIZE FILE DRAWER = 1..5 CU. FT. OF RECORDS ONE LEGAL -SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

#### **DEPARTMENT OF GENERAL SERVICES**

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

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE			1		
eries	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Destroyed			(Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS	2219	2a & b	1/1/2001 - 12/31/2001	25 cubic feet	9935	LANDF.11. Shrep
	Back-up paperwork on closed motor vehicle cases, closed	Sec IV			1		Shrep
	citizens arrests, traffic transmittals & non-mats traffic						
	citations. To be retained for 3 years and all audit						
	requirements have been met		in en l	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.			
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				100.4	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
					1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.		
				1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.			
	Destruction Approved by Hall of Records Commission		1	Destruction Certification	201	$\land \land$	1
122	2005 Storand C. Japan	prep	_	au Ci.	June	Conty Ce	el 9-14
ate	State Archivist			Signature of Cou	rt Official	Title	Date

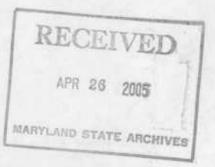
Rev. 10/83 DGS

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 CERTIFICTES AT LEAST IN TRIPLICATE.)
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- 3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission 7575 Watreloo Rd., P.O. Box 275 Jessup, Md. 20744 - 0275

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

December . 9, 2004

DISTRICT COURT #8 BALTIMORE CO Custody of Records at time of Destruction

SERIES DESCRIPTION OF RECORDS **INCLUSIVE DATES** VOLUME DATE OF METHOD OF AUTHORIZATION NO INCLUDE TITLE AND/OR FORM OF RECORDS (CUBIC FEET) DESTRUCTION DESTRUCTION DESTROYED (RECYC., SHRED. LANDFILL, ETC.) 1985 Civil Special Proceeding 2219 IL, 2 January 1985 Cases "Strip inside material" December 1985 8 8-30-05 Recycle

Destruction Approved by Hall of Records Commission

Destructon Certification

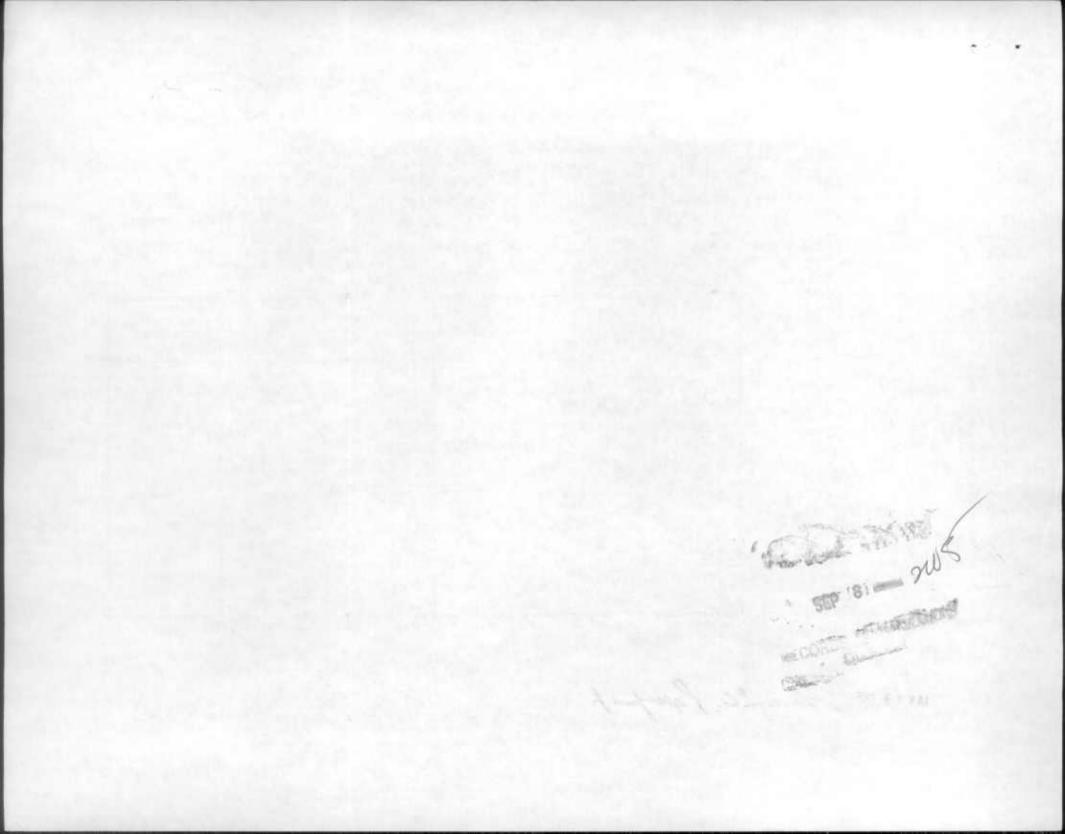
JAN 1 8 2005 Stward C. Japanper J.



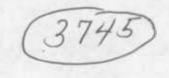
State Archivist

Date 8-30-05

Signature of Court official Title



DEPARTMENT OF GENERAL SERVICES Hall of Records Commission 7575 Watreloo Rd., P.O. Box 275 Jessup, Md. 20744 - 0275



8-4 Towson Court

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 BALTIMORE COUNTY Court

December . 9, 2004

DISTRICT COURT #8 BALTIMORE CO

Custody of Records at time of Destruction

SERIES DESCRIPTION OF RECORDS **INCLUSIVE DATES** AUTHORIZATION VOLUME DATE OF METHOD OF NO INCLUDE TITLE AND/OR FORM **OF RECORDS** (CUBIC FEET) DESTRUCTION DESTRUCTION DESTROYED (RECYC., SHRED. LANDFILL, ETC.) 1985 Civil Special Proceeding 2219 II, 2 January 1985 Cases "Strip inside material" December 1985 8 8-30-05 Recycle Destruction Approved by Hall of Records Commission

Destructon Certification

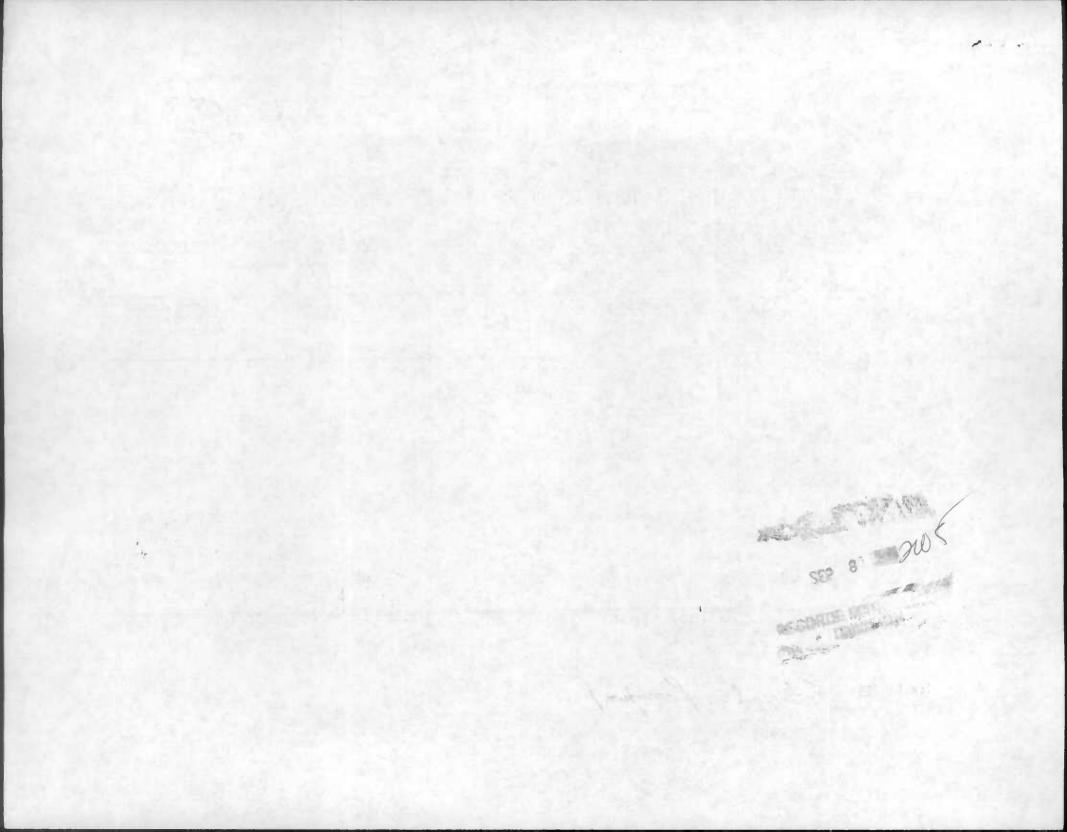
Sdward C. Japenper p JAN 1 8 2005 for March Support Service Supervisort

Date

State Archivist

Signature of Court official Title

Date 8-30-05



375.

#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	35		Landfill

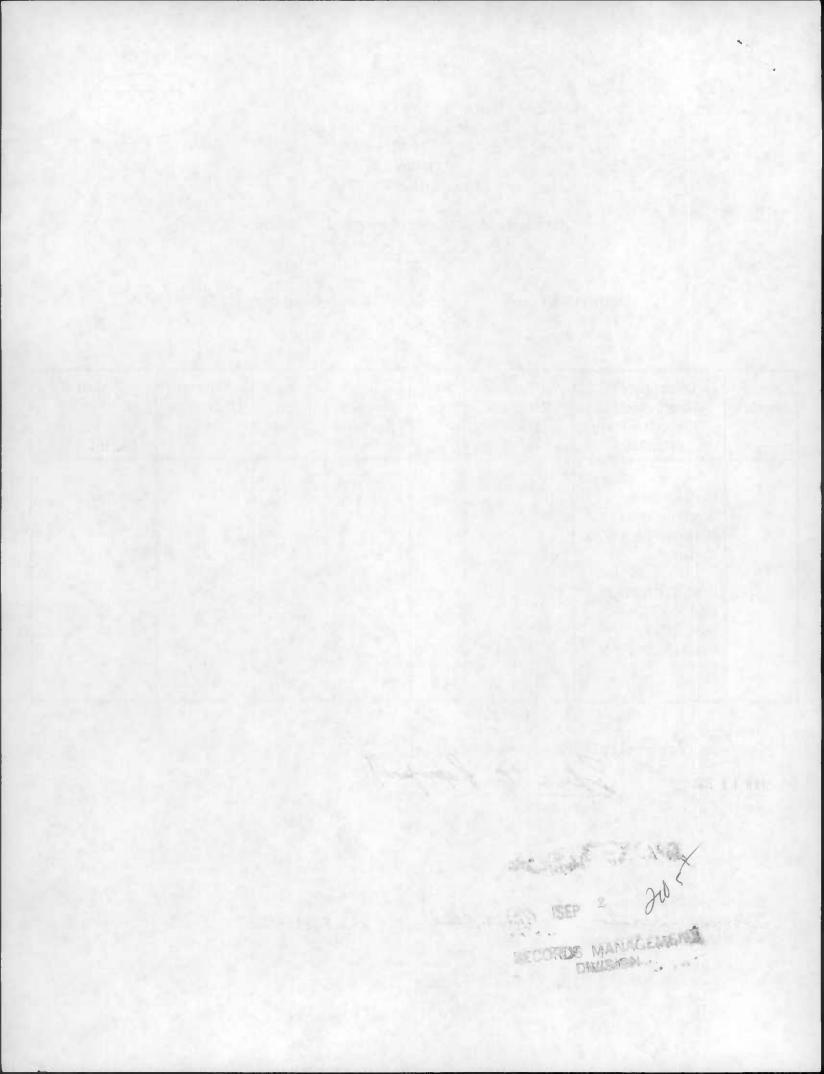
Date

Destruction Approved by Hall of Records Commission JAN 18 2005 Schward C. Paperfur h

State Archivist

Destruction Certificate Viryinin Danko Signature of Court Official

County Clerk Title



375-

#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	35		Landfill

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

State Archivist

Destruction Certificate Virying Oanho Signature of Court Official

County Clerk Title

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## Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Criminal Cases	2219	2	2001	25		Landfill
	FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY						

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

goorpure for Iward C. State Archivist

Destruction Certificate

Viryinin Dankr Signature of Court Official

County Clerk Title

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#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Criminal Cases	2219	2	2001	25		Landfill
	FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY						

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

dward C. Paperpre p State Archivist

**Destruction** Certificate

Divini Oanko Signature of Court Official

County Clerk Title

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## Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Expungments Criminal Cases	2219	2	2001	3		Landfill

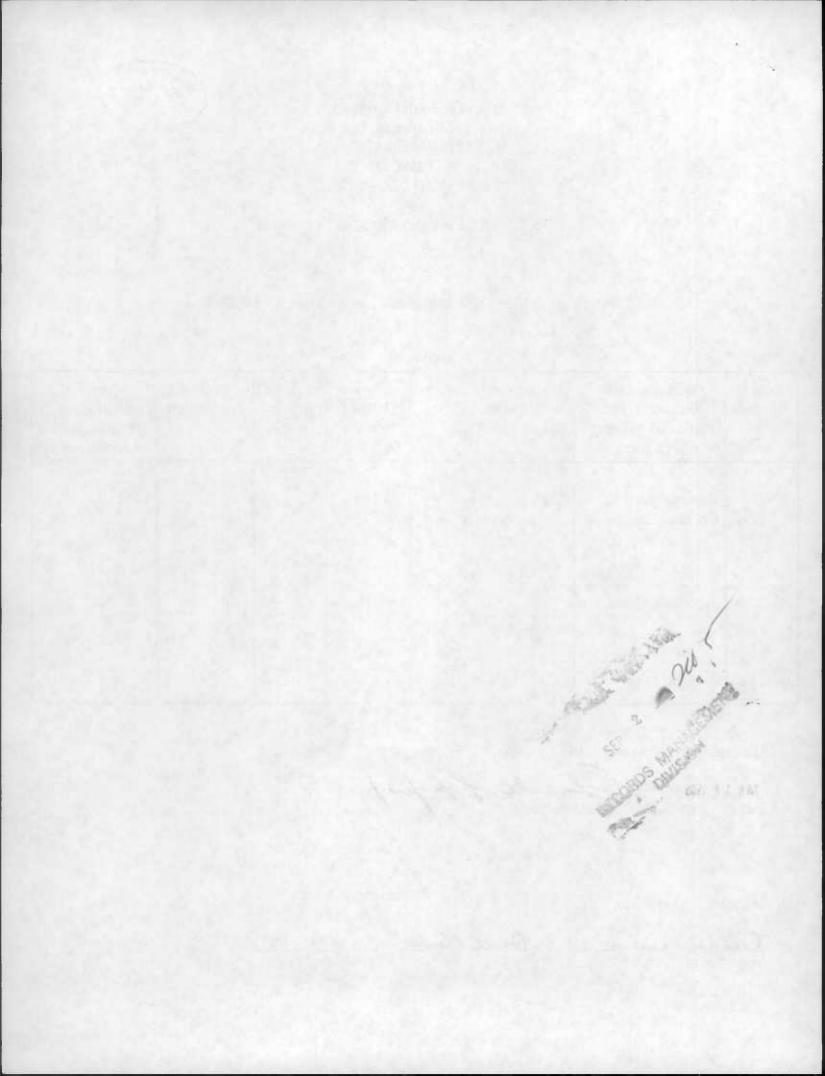
Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

State Archivist

**Destruction** Certificate

<u>Uijinin Dankr</u> Signature of Court Official Title



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#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Expungments Criminal Cases	2219	2	2001	3		Landfill

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

Stward C. / goerfure p State Archivist

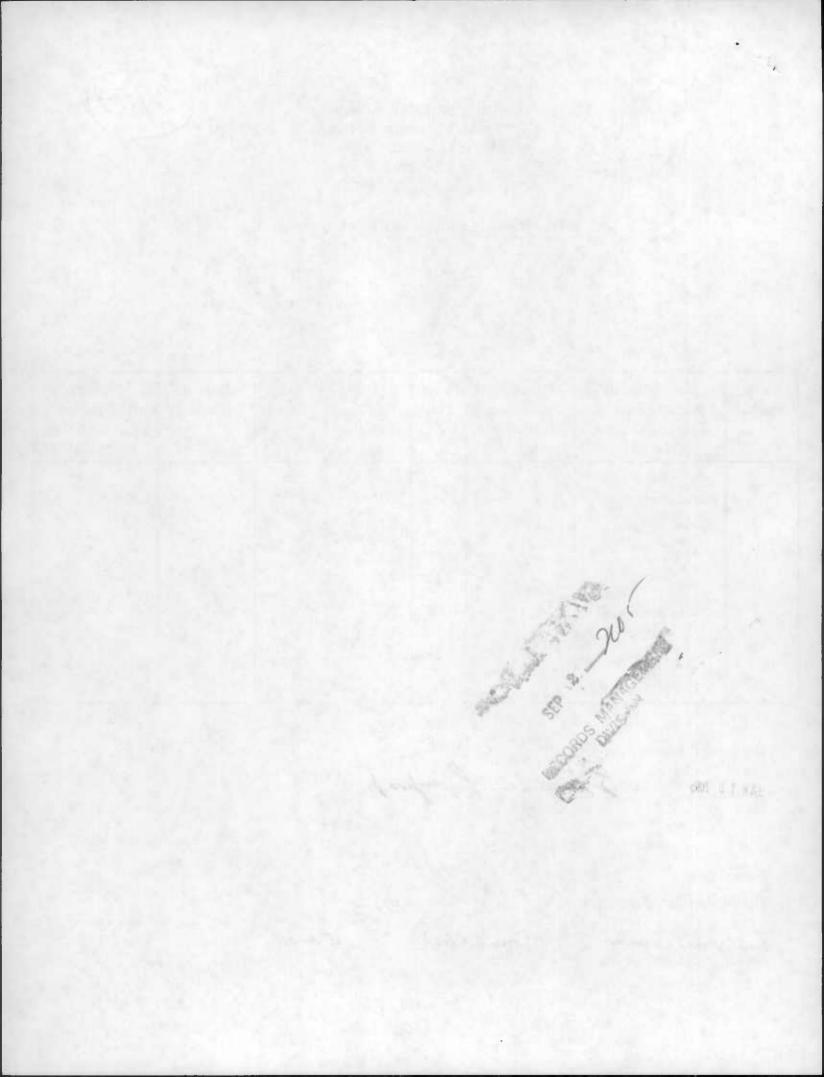
Destruction Certificate

Virin Darks Signature of Court Official

County Clerk Title

5-10-05

Date



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#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Fiscal Records	2219		2001	9		Landfill

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

aperfure for tward C. State Archivist

Destruction Certificate

Dirjinia Donkr Signature of Court Official

County Clerk Title

Mark Strange SEP 2 945 DIVESTIC

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#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Fiscal Records	2219		2001	9		Landfill

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

dward C. Japenperp

State Archivist

Destruction Certificate

Dizini Oarlo Signature of Court Official

Courty Clerk Title

5-10-05 Date

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#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Personnel Records for employees that have separated from District Court more than 5 years	2219		1997- 1999	1		Shred

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

State Archivist

Destruction Certificate

<u>Virginia Danks</u> Signature of Court Official Title

SEP 2 - 2005

## Proposal and Certificate of Records Destruction

District Court 1102

Washington County

December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Personnel Records for employees that have separated from District Court more than 5 years	2219		1997- 1999	1		Shred

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

State Archivist

Destruction Certificate

Signature of Court Official

Title

Date

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## Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource	2219	2	2001	2		Landfill
	FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY						

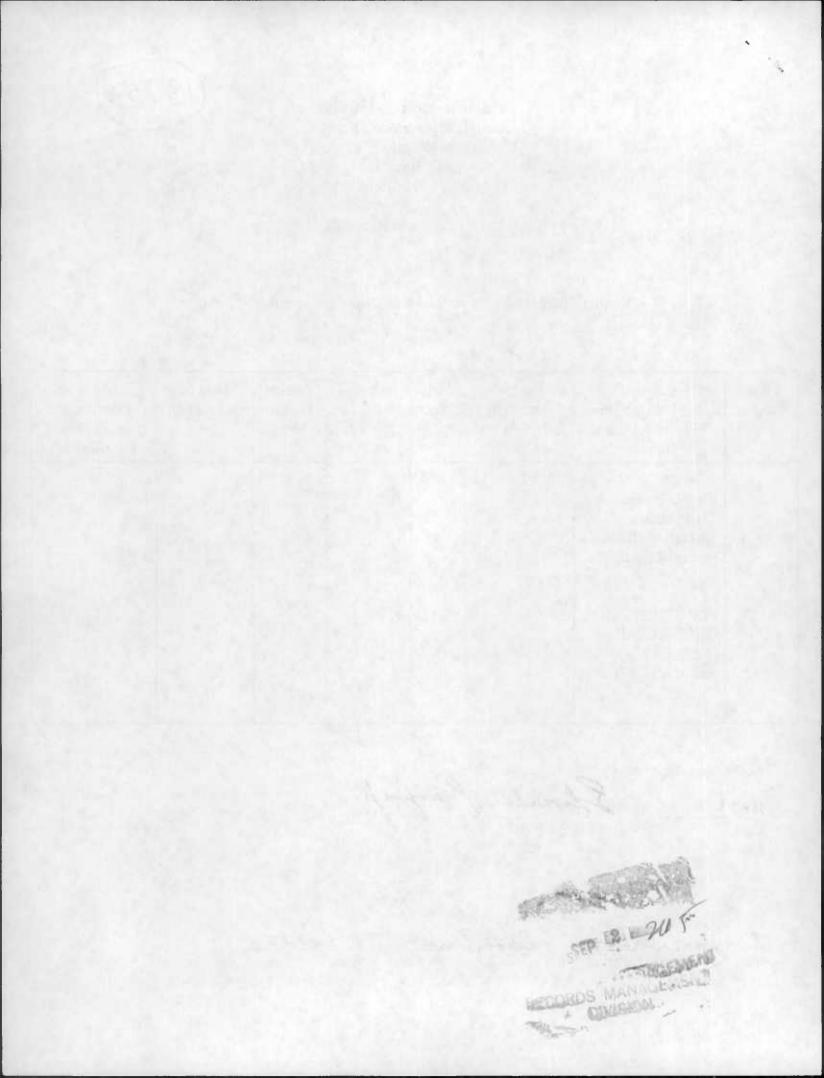
Destruction Approved by Hall of Records Commission IAN 1.8 2005 Schward C. Paperfus h

Date

State Archivist

Destruction Certificate Viryinin Danko Signature of Court Official

County Clerk Title



### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource	2219	2	2001	2		Landfill
	FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY						

Destruction Approved by Hall of Records Commission

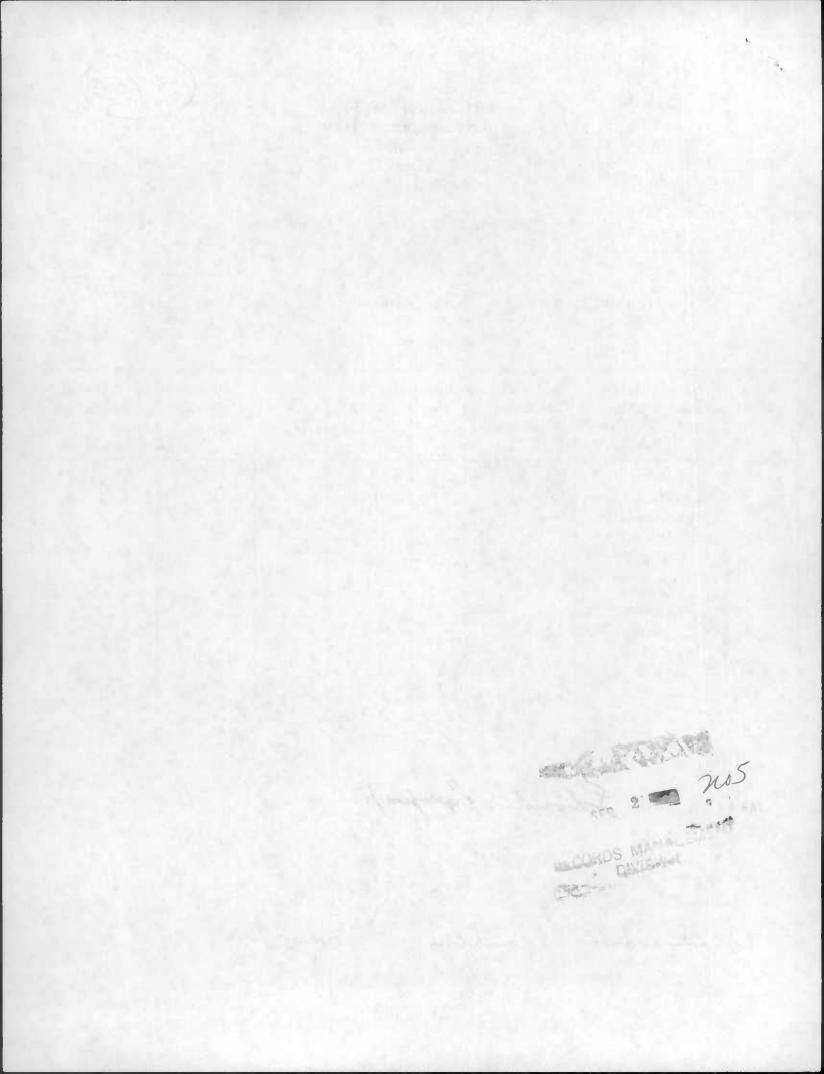
dward C. Paperpre p

JAN 1 8 2805 Date

State Archivist

**Destruction** Certificate Virginia Danko Signature of Court Official

County Clerk Title



#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	RDAT Tapes	2219		2001	3		Landfill
	Log Sheets to be sent to Landfill						

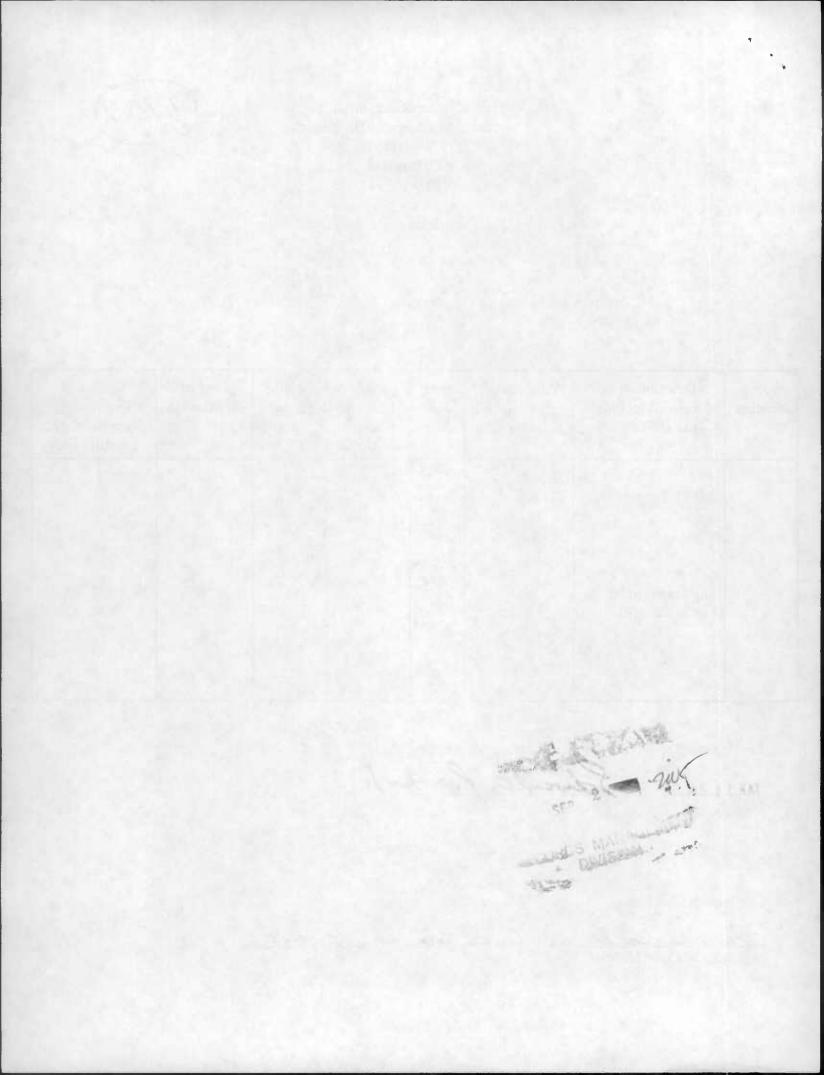
Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

goerfure for dward C. State Archivist

Destruction Certificate

Dizinin Danko County Clerk Signature of Court Official Title



### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	RDAT Tapes	2219		2001	3		Landfill
	Log Sheets to be sent to Landfill						

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

dward C. Japanpur h State Archivist

Destruction Certificate

Uizinin DankCounty Clerk5-10-05Signature of Court OfficialTitleDate

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#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Summary Ejectment Non-Money Judgment	2219	2	2001	4		Landfill

Destruction Approved by Hall of Records Commission

JAN 1 8 2005 Date

Paperper p tward C. State Archivist

Destruction Certificate Viryinin Danks Signature of Court Official

County Clerk Title

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#### Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Summary Ejectment Non-Money Judgment	2219	2	2001	4		Landfill

Destruction Approved by Hall of Records Commission

'JAN 1 8 2005

Date

dward C. Paperfuse h State Archivist

Destruction Certificate Virginia Danko Signature of Court Official

County Clerk Title

5-10-05 Date

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## Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recyclc, Shred, Landfill, etc.)
	Traffic Records	2219	2	2001	2		Landfill
	FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY						

Destruction Approved by Hall of Records Commission

JAN 1 8 2005

Date

Swand C. Paperprep State Archivist

Destruction Certificate <u>Uivini Danko</u> Signature of Court Official

County Clerk Title

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## Proposal and Certificate of Records Destruction

District Court 1102

Washington County December 7, 2004

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recyclc, Shred, Landfill, etc.)
	Traffic Records FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	2		Landfill

Destruction Approved by Hall of Records Commission

JAN 1 8 2005

Date

garpen for dward C. State Archivist

Destruction Certificate Virginia Danko Signature of Court Official

Courty Clerk Title

