

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

3799

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL CASES - OPEN	2219 975 Sec. II		1992	3	8/1/05	Shred
	CIVIL CASES - CLOSED ONLY			2001	5		

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

Edward C. Popper

State Archivist

Destruction Certification

Linda C. Rosen

Signature of Court Official

County Clerk

Title

9/22/05

Date

SEP 80

205

RECORDS MANAGEMENT
DIVISION

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

3799

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL CASES - OPEN	2219 975 Sec. II		1992	3	8/1/05	Shred
	CIVIL CASES - CLOSED ONLY			2001	5		

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

Edward C. Spangenberg
 State Archivist

Destruction Certification

Vivian C. Rogers
 Signature of Court Official

County Clerk
 Title

9/22/05
 Date

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MARYLAND STATE ARCHIVES

SEP 30

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RECORDS MANAGEMENT
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 District 2, Somerset County
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DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

3805

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES (Stripped) Closed cases more than 3 years old	975 ²²¹⁹ Sec. IV	a,b,c	2001	15	8/1/05	Shred

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Vicki C. Rogien

Signature of Court Official

County Clerk

Title

9/22/05
Date

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

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Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

Edward C. Papermaster

State Archivist

Destruction Certification

Vicki C. Hogan

Signature of Court Official

County Clerk

Title

9/22/05

Date

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2-2, Somerset County

Court

County

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

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

Edward C. Papenfuss Jr.
 State Archivist

Destruction Certification

Vicki C. Pagan
 Signature of Court Official

County Clerk
 Title

9/22/05
 Date

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

3802

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2-2, Somerset County

Court

County

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

FEB 18 2005

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

Edward C. Pappas Jr.
 State Archivist

Destruction Certification

Justin C. Hogan
 Signature of Court Official

County Clerk
 Title

8/24/05
 Date

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RECORDS MANAGEMENT
DIVISION

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09-30-05
#1724

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

3800

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	NATURAL RESOURCES CITATIONS Closed cases more than 3 years old	2219 975 Sec. IV	2	2001	1	8/1/05	shred

Destruction Approved by Hall of Records Commission

FEB 18 2005

Date

Edward C. Saperstein
 State Archivist

Destruction Certification

Walter C. Rogers
 Signature of Court Official

County Clerk
 Title

9/22/05
 Date

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SEP 30 2005

RECORDS MANAGEMENT
DIVISION

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

3800

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-2, Somerset County

Court

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	NATURAL RESOURCES CITATIONS Closed cases more than 3 years old	2219 975 Sec. IV	2	2001	1	8/1/05	Shred

Destruction Approved by Hall of Records Commission

Edward C. I. [Signature]
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official

County Clerk
 Title

9/22/05
 Date

FEB 18 2005
 Date

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SEP 30 2005

RECORDS MANAGEMENT
DIVISION

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MARYLAND STATE ARCHIVES

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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

D.C. Cert. 3-2-F-1-05

3715

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2001		3/28/2005	Shredded
	Certificates of Deposit	V	1 a, b, c		13		
	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				.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spang

Cheryl B. Miller

County Clerk

3/28/2005

Date

State Archivist

Signature of Court Official

Title

Date

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D.C. Cert. 3-2-F-1-05

3715

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2001			
	Certificates of Deposit	V	1 a, b, c		13	3/28/2005	Shredded
	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				.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Spangenberg

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

3/28/2005

Date



SEP 6 - 2005

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
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 7275 WATERLOO RD., P.O. Box 275
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D.C. Cert. 3-2-CV-1-05

3716

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	23	3/28/2005	Shredded
	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		

Destruction Approved by Hall of Records Commission

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APR 15 2004

Edward C. [Signature]

Cheryl B. Miller

COUNTY CLERK

3/28/2005

Date

State Archivist

Signature of Court Official

Title

Date

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D.C. Cert. 3-2-CV-1-05

3716

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2001	23	3/28/2005	SHREDDED
	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		

Destruction Approved by Hall of Records Commission

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DEC 15 2004

Edward C. Sampson

Cheryl B. Miller

COUNTY CLERK

3/28/2005

Date

State Archivist

Signature of Court Official

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D.C. Cert. 3-2-CR-1-05

3717

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2001	40	3/28/2005	Shredded
	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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Edward C. Saperstein

Cheryl B. Miller

County Clerk

3/28/2005

Date

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Signature of Court Official

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PROPERTY MANAGEMENT
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3717

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2001	40	3/28/2005	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219- IV		2001	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2001	3		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2005

Edward C. Franquet

Cheryl B. Miller

County Clerk

3/28/2005

Date

State Archivist

Signature of Court Official

Title

Date

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RECORDS MANAGEMENT
SECTION

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
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 JESSUP, MD 20794-0275

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3718

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2001	2	3/28/2005	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Pomeroy

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

3/28/2005

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3718

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

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		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2001	2	3/28/2005	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Fagan

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

3/28/2005

Date

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RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
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 JESSUP, MD 20794-0275

D.C. Cert. 3-2-TR-1-05

3720

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 Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2001	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			2001	0		
	CLOSED PARKING CITATION			2001	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. [Signature]

Cheryl B. Miller

County Clerk

3/28/2005

Date

State Archivist

Signature of Court Official

Title

Date

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MARYLAND STATE ARCHIVES

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RECORDS MANAGEMENT

DEPARTMENT OF GENERAL SERVICES
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D.C. Cert. 3-2-TR-1-05

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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

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	Z BATCH ENVELOPES			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

Destruction Certification

DEC 15 2004

Edward C. [Signature]

Cheryl B. Miller

COUNTY CLERK

3/28/2005

Date

State Archivist

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~

SEP 6 2005

RECORDS MANAGEMENT
DIVISION

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

3830

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.	2219 SEC III	2	1/1/92 thru 12/31/92	1.0	8-30-05	Landfill

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Pappas

State Archivist

Destruction Certification

Carolyn Kitchen

Signature of Court Official

County Clerk I

Title

8/30/05

Date

Instructions for Preparation and Submission on Reverse Side

~~RECORDS MANAGEMENT DIVISION~~



RECORDS MANAGEMENT DIVISION

~~RECORDS MANAGEMENT DIVISION~~

SEP 14 2005

RECORDS MANAGEMENT DIVISION

SEP 14 2005

3830

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.	2219 SEC III	2	1/1/92 thru 12/31/92	1.0	8-30-05	Landfill

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Spearman
 State Archivist

Destruction Certification

Carolyn Kitchen
 Signature of Court Official

County Clerk I
 Title

8/30/05
 Date

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APR 27 2005
MARYLAND STATE ARCHIVES

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RECORDS MANAGEMENT
DIVISION

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DIVISION

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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

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219	1c	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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Papenfuss
State Archivist

Carolyn A. Kitcher
Signature of Court Official

County Clerk I
Title
8/30/05
Date

George Jones

SEP 14 2005

SEP 14 2005

UNIVERSITY OF CALIFORNIA
LIBRARY

3822

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7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219	1c	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

Destruction Approved by Hall of Records Commission

APR 22 2005

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Carolyn A. Kitcher County Clerk I 8/30/05
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

[Redacted]

SEP 14 2008
RECORDS MANAGEMENT
DIVISION

[Faint handwritten signature]

3820

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

4-1 Prince Frederick

Calvert

4-6-06

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005

Date

Edward C. [Signature]
State Archivist

Carolyn A. Kitchen County Clerk I
Signature of Court Official Title

8/30/05
Date

[Faint, illegible stamp]

SEP 14

[Handwritten initials]

RECORDS MANAGEMENT
DIVISION

3820

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

4-1 Prince Frederick Calvert 4-6-06
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Popper
State Archivist

Carolyn A. Hitcher County Clerk I 8/30/05
Signature of Court Official Title Date

~~CONFIDENTIAL~~

SEP 14 2005

~~MANAGEMENT
DIVISION~~

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3824

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

4-1 Prince Frederick Calvert April 6, 2005
COURT COUNTY DATE

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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005

Date

Edward C. Papenfuss
State Archivist

Carolyn A. Kitchen
Signature of Court Official

County Clerk I *8/30/05*
Title Date

~~CONFIDENTIAL~~

SEP 14 2 45 P

ADDRESS: [illegible]
[illegible]

[illegible]

3824

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

4-1 Prince Frederick Calvert April 6, 2005

COURT COUNTY DATE

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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Spencer
State Archivist

Carolyn A. Kitchen
Signature of Court Official

County Clerk I *8/30/05*
Title Date

RECEIVED

SEP 14 2 47

RECORDS MANAGEMENT
DIVISION

Handwritten signature or initials

3826

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P.O. BOX 273
 JESSUP, MD 20794-0273

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick Calvert April 6, 2005
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed in 2001	2219 SEC IV	2 d,e,	1/1/01 thru 12/31/01	10	7-15-05	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Papenfuss Jr
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title

8/30/05
Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED

SEP 14 2 47 P

RECORDS MANAGEMENT

3826

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

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed in 2001	2219 SEC IV	2 d,e,	1/1/01 thru 12/31/01	10	7-15-05	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005

Date

Edward C. Pappert
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title

8/30/05
Date

SEP 14

JWS

CORDS MANAGEMENT
DIVISION

APR 14 1974

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

3827

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

4-6-05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 27 2005
Date

Edward C. Pasorup
State Archivist

Carolyn Kitchon
Signature of Court Official

County Clerk I
Title

8/30/05
Date

SEP 14 2005

SEP 14 2005

CORDS MANAGEMENT
DIVISION

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3827

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

4-1 Prince Frederick Calvert 4-6-05
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Papenfuss
State Archivist

Carolyn Kitchen County Clerk
Signature of Court Official Title Date 8/30/05

UNITED STATES DEPARTMENT OF THE ARMY

SEP 14 2007

US ARMY CORPS OF ENGINEERS
CORPS MANAGEMENT

10/11/07

3828

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

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/01 thru 12/31/01	10	7-5-05	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward G. Spangenberg
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title
8/30/05
Date

SEP 24 1952

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RECORDS MANAGER
LAWYER

ZWS

3828

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

4-1 Prince Frederick Calvert April 6, 2005

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases	2219 SEC IV	1 2 a,b,c, d,e,f.	1/1/01 thru 12/31/01	10	7-5-05	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward G. Spangenberg
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title

8/30/05
Date

RECEIVED

SEP 14 2005

RECORDS MANAGEMENT
DIVISION

Charles Taylor

3829

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

4-1 Prince Frederick Calvert 4-6-05
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Saperstein
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title 8/30/05
Date

Instructions for Preparation and Submission on Reverse Side

RECORDS MANAGEMENT DIVISION

SEP 11

RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION

SEP 14 2011

RECORDS MANAGEMENT DIVISION

3829

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

4-1 Prince Frederick Calvert 4-6-05
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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

Destruction Approved by Hall of Records Commission

APR 22 2005
Date

Edward C. Saperstein
State Archivist

Destruction Certification

Carey Kitchen *County Clerk I* *8/30/05*
Signature of Court Official Title Date

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RECORDS MANAGEMENT
DIVISION

SEP 14 2015
RECORDS MANAGEMENT
DIVISION

3819

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

4-1 Prince Frederick Calvert 4-6-05
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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

Destruction Approved by Hall of Records Commission

APR 22 2005

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Cynthia A. Kitchen County Clerk I 8/30/05
Signature of Court Official Title Date

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SEP 14 2005

RECORDS MANAGEMENT
LAWSON

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3819

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

4-1 Prince Frederick Calvert 4-6-05
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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

Destruction Approved by Hall of Records Commission
APR 22 2005
Date
Edward C. Papenfuss
State Archivist

Destruction Certification
Carolyn A. Kitchen County Clerk 8/30/05
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

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SEP 14 2005
RECORDS MANAGEMENT

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3821

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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	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 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 Holl of Records Commission

APR 22 2005

Date

Edward C. Saperstein
State Archivist

Destruction Certification

Candy A. Kitcher
Signature of Court Official

County Clerk
Title
8/30/05
Date

Instructions for Preparation and Submission on Reverse Side

State Dept

SEP 14 1948

SEP 14 2008

RECORDS MANAGEMENT
DIVISION

3821

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

4-1 Prince Frederick

Calvert

April 6, 2005

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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	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 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 Commission

Destruction Certification

APR 22 2005

Date

Edward C. Spangenberg
State Archivist

Carolyn A. Kitchen County Clerk I
Signature of Court Official Title 8/30/05
Date

SEP 14 2008
RECORDS MANAGEMENT
DIVISION

3825

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

4-1 Prince Frederick Calvert April 6, 2005
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/01 thru 12/31/01	2.0	8-30-05	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Saperstein
State Archivist

Carolyn Kitcher
Signature of Court Official

County Clerk I
Title

8/30/05
Date

RECEIVED

SEP 14 2008

RECORDS MANAGEMENT
DIVISION

Handwritten signature

3825

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

4-1 Prince Frederick Calvert April 6, 2005
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/01 thru 12/31/01	2.0	8-30-05	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

APR 22 2005
Date

Edward C. Papenfuss
State Archivist

Carolyn Kitchin
Signature of Court Official

County Clerk I 8/30/05
Title Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED

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RECORDS MANAGEMENT
DIVISION

3823

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 Calvert April 6, 2005
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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
APR 22 2005
Date
Edward C. [Signature]
State Archivist

Destruction Certification
Carolyn A. Kitchen County Clerk I 8/30/05
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

SEP 14

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RECORDS MANAGEMENT
DIVISION

3823

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

4-1 Prince Frederick Calvert April 6, 2005
COURT COUNTY DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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 Hall of Records Commission

APR 22 2005
Date

Edward C. Spangenberg Jr
State Archivist

Destruction Certification

Carly A. Kitchen County Clerk I 8/30/05
Signature of Court Official Title Date

RECEIVED

SEP 14 1965

RECORDS MANAGEMENT
DIVISION

3862

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY #4-2
 200 CHARLES ST POB 3Q70
 LA PLATA MD 20646

COURT

Charles
 COUNTY

4/25/05
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1992 Civil Judgments Expired	2219	Sect II #3	1992	12		

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Saperstein Jr.
 State Archivist

Destruction Certification

Debbie Radloff
 Signature of Court Official

4/17/05
 Date

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2005

RECORDS MANAGEMENT
DIVISION

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

3862

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY 7/A-2
 200 CHARLES ST POB 3070
 LA PLATA MD 20646

COURT

Charles
 COUNTY

4/25/05
 DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1992 Civil Judgments Expired	2219	Sect II #3	1992	12		

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Spenser Jr.
 State Archivist

Destruction Certification:

Debbie Radloff
 Signature of Court Official

6/17/05
 Date

~~CONFIDENTIAL~~

SEP 8 — *WJ*

RECORDS MANAGEMENT
DIVISION

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

3863

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY #A-2
 200 CHARLES ST POB 3Q70
 LA PLATA MD 20646

COURT

Charles
 COUNTY

4-25-05
 DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1992 Landlord Tenant Money Judgments Expired	2219	Sub II #3	1992	2		

Destruction Approved by Hall of Records Commission

Edward C. Spangenberg
 State Archivist

Destruction Certificate

Debbie Radloff
 Signature of Court Official

6/20/05
 Date

MAY 12 2005

Date

RECEIVED

SEP 6

2005

RECORDS MANAGEMENT
UNIT

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

3863

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY #A-2
 200 CHARLES ST POB 3Q70
 LA PLATA MD 20646

Court

Charles
 COUNTY

4-25-05
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1992 Landlord Tenant Money Judgments Expired	2219	Sub II #3	1992	2		

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Pappas
 State Archivist

Destruction Certificate

Debbie Radloff
 Signature of Court Official

6/20/05
 Date

RECORDS MANAGEMENT DIVISION
SEP 8 — 2005

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

3870
3810

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD
 200 Charles St
 La Plata, MD 20646

Charles 04-02

3/8/04

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2000 Traffic Must Appears file Folders Request to destroy.	2219	SEC IV #2	Jan 1, 2000 thru Dec 31, 2000	15		

Destruction Approved by Hall of Records Commission

MAR 18 2005

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Beulah G. Gammie
 Signature of Court Official

Title

8/28/05

0185

SEP 8

205

RECORDS MANAGEMENT
DIVISION

3810

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD
200 Charles St
La Plata, MD 20646

Charles 04-02

3/8/04

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2000 Traffic Must Appears file Folders Request to destroy.	2219	SEC IV #2	Jan 1, 2000 thru Dec 31, 2000	15		

Destruction Approved by Hall of Records Commission

Edward C. Fagerquist

State Archivist

Destruction Certification

Brenda L. Lianne

Signature of Court Official

County Clerk
8/28/15

MAR 10 2005

Date

RECEIVED
MAR 15 2005
MARYLAND STATE ARCHIVES

SEP 8 2005
RECORDS MANAGEMENT
DIVISION

31. 8.1 5AM

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

3766

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 COURT #4-2, COURT HOUSE
 LA PLATA, MD 20646

Charles

1-5-05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2001 Civil/Municipal Infraction Citations Request to destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31, 2001	4		

Destruction Approved by Hall of Records Commission

FEB 03 2005
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda L. [Signature] County Clerk
Signature of Court Official Title Date 2/2/05

RECORDED
INDEXED
MAR 3 1965
FBI - MEMPHIS
205

3766

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 COURT #4-2, COURT HOUSE
 LA PLATA, MD 20646

Charles
 COUNTY

1-505
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2001 Civil/Municipal Infraction Citations Request to destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31, 2001	4		

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

Edward C. Spangenberg
 State Archivist

Destruction Certification

Brenda L. Heanine County Clerk
 Signature of Court Official
 Title
 Date 8/26/05

RECEIVED
JAN 20 2005
MARYLAND STATE ARCHIVES

SEP 8
RECORDS MANAGEMENT
DIVISION
JW

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

3769

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 1-5-05 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2001 Criminal Files Request to strip and destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31 2001	50		

Destruction Approved by Hall of Records Commission

Edward C. Papenfuse
 State Archivist

Destruction Certificate

Brenda L. Hammond
 Signature of Court Official
 Date 8/26/05

FEB 03 2005
 Date

~~CONFIDENTIAL~~

SEP 8

205

RECORDS MANAGEMENT
CALIFORNIA

3769

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 1-5-05 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, incinerate, etc.)
		Retention Sched. No.	Item No.				
	2001 Criminal Files Request to strip and destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31 2001	50		

FEB 03 2005 Destruction Approved by Hall of Records Commission

Edward C. Saperstein
 State Archivist

Destruction Certificate

Brenda L. Thammie County Clerk
 Signature of Court Official

Date *2/26/05*

RECEIVED
JAN 20 2005
MARYLAND STATE ARCHIVES

SEP 8
RECORDS MANAGEMENT
2005
JWS

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

3864

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY #A-2
 200 CHARLES ST POB 3Q70
 LA PLATA MD 20646

COURT _____ COUNTY Charles DATE 4/25/5

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2001 Landlord tenant Satisfied, dismissed Non-money Judgements	2219	Sect II #2	2001	5		

Destruction Approved by Hall of Records Commission

Edward C. Pappas
 State Archivist

MAY 12 2005

Date

Rev. 10/83 DGS-550-9

Destruction Certificate

Debbie Rodoff
 Signature of Court Official

6/20/05
 Date

SEP 8 1964
RECORDS MANAGEMENT
WASHINGTON

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

3864

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY #1-2
 200 CHARLES ST POB 3Q70
 L.A. PLATA MD 20646

COURT _____ COUNTY Charles DATE 4/25/5

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2001 Landlord tenant Satisfied, dismissed Non-money Judgments	2219	Sect II #2	2001	5		

Destruction Approved by Hall of Records Commission

Edward C. Papenfuss
 State Archivist

Destruction Certificate

Debbie Radloff
 Signature of Court Official

6/20/05
 Date

MAY 12 2005
 Date

SEP 8 2005
RECORDS MANAGEMENT
DIVISION

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

3767

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 COURT #4-2, COURT HOUSE
 LA PLATA, MD 20646

Charles

1-5-05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2001 Natural Resources Files Request to destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31 2001	4		

Destruction Approved by Hall of Records Commission

FEB 03 2005
 Date

Edward C. Searcy
 State Archivist

Destruction Certification

Deborah L. Yarnum County Clerk
 Signature of Court Official Title Date
 8/20/05

Instructions for Preparation and Submission on Reverse Side

SEP 8 - 205
RECORDS MANAGEMENT
SECTION

3767

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 COURT #4-2, COURT HOUSE
 LA PLATA, MD 20646
 COURT COUNTY DATE
 Charles 1-5-05

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2001 Natural Resources Files Request to destroy inside material only	2219	Sec IV #2	Jan 1, 2001 - Dec 31 2001	4		

Destruction Approved by Hall of Records Commission

FEB 03 2005
 Date

Edward C. Spangenberg
 State Archivist

Destruction Certification

Brenda L. Hammer County Clerk
 Signature of Court Official Title Date 8/26/05

Instructions for Preparation and Submission on Reverse Side

RECEIVED
JAN 20 2005
MARYLAND STATE ARCHIVES

SEP 8 2005
RECORDS MANAGEMENT

Charles County Treasurer's Office

Department of General Services

Prepare in duplicate

Reporting Agency

Records Management Division
7275 Waterloo Road (Rte. 175)

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

P.O. Box 275

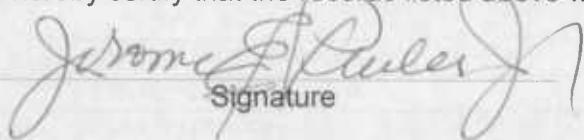
Division or Unit

Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Correspondence	C-826	1	7/1/02 to 12/18/02	1 Box	09/02/2005	Dumpster
2	Correspondence	C-826	1	12/02 to 7/03	1 Box	09/02/2005	Dumpster
3	Utility Bills & AR	C-826	18	7/13/00 to 9/26/00	1 Box	09/02/2005	Dumpster
4	Utility Bills & AR	C-826	18	12/6/00 to 2/15/01	1 Box	09/02/2005	Dumpster
5	Utility Bills & AR	C-826	18	2/16/01 to 4/6/01	1 Box	09/02/2005	Dumpster
6	Utility Bills & AR	C-826	18	4/9/01 to 6/8/01	1 Box	09/02/2005	Dumpster
7	Utility Bills & AR	C-826	18	6/11/01 to 8/20/01	1 Box	09/02/2005	Dumpster
8	Utility Bills & AR	C-826	18	8/21/01 to 10/19/01	1 Box	09/02/2005	Dumpster
9	Utility Bills & AR	C-826	18	10/23/01 to 12/01	1 Box	09/02/2005	Dumpster
10	Utility Bills & AR	C-826	18	2/14/02 to 4/14/02	1 Box	09/02/2005	Dumpster
11	Utility Bills & AR	C-826	18	4/15/02 to 6/7/02	1 Box	09/02/2005	Dumpster
12	Utility Bills & AR	C-826	18	12/11/01 to 2/11/02	1 Box	09/02/2005	Dumpster
13	Transfer, Set Up Sheets FY99 Address changes, districts 1-6	C-826	24	FY99	1 Box	09/02/2005	Dumpster
14	Transfer, set up Sheets FY99 address changes district 7-10, BPP & Corp.	C-826	24	FY99	1 Box	09/02/2005	Dumpster
15	Transfer, set up Sheets FY00 address changes districts 6-10, BPP & Corp.	C-826	24	FY00	1 Box	09/02/2005	Dumpster
16	Transfer, set up Sheets FY00 address changes districts 1-6, BPP & Corp.	C-826	24	FY00	1 Box	09/02/2005	Dumpster
17	Mass Billing/Payment letters, queries, listings and correspondence Levy Year 2000/01	C-826	26	FY01	1 Box	09/02/2005	Dumpster
18	Mass Billing/Payment letters, queries, listings and correspondence Levy Year 2001/02	C-826	26	FY02	1 Box	09/02/2005	Dumpster

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


Signature

Charles County Treasurer
Title

09/09/2005
Date



[Faint, illegible text]

SEP 14 *2005*

RECORDS MANAGEMENT
SECTION



Charles County Treasurer's Office

Department of General Services

Prepare in duplicate

Reporting Agency

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

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

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
19	Property Redeemed, Void-cert's.	C-826	30	FY98-99	1 Box	09/02/2005	Dumpster
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	Payment Allocation	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 3/4 year, 1/2 year, 1/4 year Supplemental, CB Credit, Credit Entity Rpts., Public Utility Cert., Corp Cert., State & Cnty generated rpts.	C-826	21	FY01	1 Box	09/02/2005	Dumpster
34	Tax rolls-Real full year FY02 3/4 year, 1/2 year, 1/4 year Supplemental, CB Credit, Credit Entity Rpts., Public Utility Cert., Corp Cert., State & Cnty generated rpts.	C-826	21	FY02	1 Box	09/02/2005	Dumpster

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


Signature

Charles County Treasurer
Title

09/09/2005
Date

~~CONFIDENTIAL~~

SEP 14

JWF

RECORDS MANAGEMENT
UNIT

3660

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission

Records Management Division

7275 WATERLOO RD. , P. O. Box 275

JESSUP, MD 20794 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

8/11/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/1998 - 12/31/1998	1	9-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

Edward C. Papenfuss

State Archivist

Destruction Certification

Rebecca A. Quinlan County Clerk 9-14-05

Signature of Court Official

Title

Date

SEP 02 2004

Date

INSTRUCTIONS FOR PREPARATION

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

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS
ONE LEGAL -SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

50-18-85

DEPARTMENT OF GENERAL SERVICES

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

3660

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3
 COURT

St. Mary's County
 COUNTY

8/11/04
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Sheriff's Transmittals	2219	2	1/01/1998 - 12/31/1998	1	9-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 02 2004

Date

Edward C. Spangenberg

State Archivist

Robert R. Smith

Signature of Court Official

County Clerk 9-14-05

Title

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPPLICATE.)
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7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS



SEP 21

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

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

3661

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

8/11/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/1999 - 12/31/1999	1	9-14-05	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 02 2004

Edward C. [Signature]

[Signature]

County Clerk

9-14-05

Date

State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

SEP 21

RECORDS MANAGEMENT DIVISION

DEPARTMENT OF GENERAL SERVICES

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

3661

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

8/11/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/1999 - 12/31/1999	1	9-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 02 2004

Edward C. Spangenberg

Robert A. Dwyer

County Clerk

9-14-05

Date

State Archivist

Signature of Court Official

Title

Date

RECEIVED

SEP 21

RECORDS MANAGEMENT

[Faint handwritten text]

[Faint handwritten signature]

3662

DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

8/11/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/2000 - 12/31/2000	1	9-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

SEP 02 2004

Date

Edward C. Spangenberg

State Archivist

Destruction Certification

Robert A. Dennis

Signature of Court Official

County Clerk

Title

9-14-05

Date

Faint handwritten text, possibly a date or reference number.

[Faint, illegible stamp or text]

SEP 21

RECORDS MANAGEMENT
DIVISION

[Faint handwritten signatures and text across the bottom of the page]

3662

DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

8/11/04

COURT

COUNTY

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Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 02 2004

Edward C. Pappas

Robert A. Quinn

County Clerk

9-14-05

Date

State Archivist

Signature of Court Official

Title

Date

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SEP 21
RECORDS MANAGEMENT
DIVISION

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AUG 24 2004
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

3850

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CIVIL LANDLORD/TENANT CASES</u> Landlord/tenant records not involving a judgment for sum certain (Failure to Pay Rents)	2219 Sec VI	2	1/1/2001 - 12/31/2001	2.0	9-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. [Signature]
 State Archivist

Beleese A. [Signature]
 Signature of Court Official

County Clerk
 Title

9-14-05
 Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

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

RECEIVED
APR 26 2005
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

3850

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>CIVIL LANDLORD/TENANT CASES</u></p> <p>Landlord/tenant records not involving a judgment for sum certain (Failure to Pay Rents)</p>	2219 Sec VI	2	1/1/2001 - 12/31/2001	2.0	9-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Edward C. Paganini

Robert A. Quinn

County Clerk

9-14-05

Date

State Archivist

Signature of Court Official

Title

Date

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RECEIVED
STAFFORD COUNTY
DISTRICT COURT
05 JUN -3 AM 10:12
DISTRICT 04-03

DEPARTMENT OF GENERAL SERVICES

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

3852

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

4/15/05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/2001 - 12/31/2001	2.0	9-14-05	LANDFILL

Destruction Approved by Hall of Records Commission

Edward C. Papenfuss Jr

State Archivist

Destruction Certification

Robert A. Dyer

Signature of Court Official

County Clerk *9-14-05*

Title

Date

MAY 12 2005

Date

INSTRUCTIONS FOR PREPARATION

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

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APR 26 2005
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

352

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

4/15/05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/2001 - 12/31/2001	2.0	9-14-05	Waste Fill

Destruction Approved by Hall of Records Commission

Edward C. Papenfuss Jr

State Archivist

MAY 12 2005

Date

Rev. 10/83 DGS-

Destruction Certification

Paul A. Dwyer

Signature of Court Official

County Clerk

Title

9-14-05

Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
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SEP 21 —
RECORDS MANAGEMENT DIVISION
RECEIVED
SALARIES COURT
DISTRICT COURT
05 JUN -3 AM 10: 12
DISTRICT 04-03

DEPARTMENT OF GENERAL SERVICES

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

3847

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>CRIMINAL RECORDS</u></p> <p>Criminal, Petty Offense Citations and Fugitive Warrant cases-Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently</p>	2219 SecIV	2a & b,c	1/1/2001 - 12/31/2001	35.0	9/25/05	LANDFILL & SHRED

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Robert A. Dennis
 Signature of Court Official

County Clerk
 Title

9-14-05
 Date

INSTRUCTIONS FOR PREPARATION

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

SEP 21

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

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

3847

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

COURT

COUNTY

DATE

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Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. [Signature]
 State Archivist

[Signature]
 Signature of Court Official

County Clerk
 Title

9-14-05
 Date

INSTRUCTIONS FOR PREPARATION

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

RECEIVED
APR 26 2005
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

3851

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>NATURAL RESOURCES CASES</u> Insides of folders to be stripped. Folders, docket and entries that document a judicial decision to be retained permanently.	2219 Sec IV	2a, 2b	1/1/2001 - 12/31/2001	6.0	8/1/05	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Edward C. Papenfuss

Rebecca A. Dwyer *County Clerk* 9-14-05

Date

State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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STATE RECORDS MANAGEMENT DIVISION
SEP 21

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

DEPARTMENT OF GENERAL SERVICES

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

3851

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
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Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. Pappas Jr

State Archivist

Robert A. Demei

Signature of Court Official

County Clerk

Title

9-14-05

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RECORDS MANAGEMENT DIVISION
SEP 21
RECEIVED
DISTRICT COURT
05 JUN - 3 AM 10:12
DISTRICT 04-009

RECEIVED
APR 26 2005
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

3854

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

4/15/05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>TRAFFIC ALPHA FOLDERS</u></p> <p>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met</p>	2219 Sec IV	2a & b	1/1/2001 - 12/31/2001	25 cubic feet	9/9/05	LANDFILL + SHRED

Destruction Approved by Hall of Records Commission

MAY 12 2005

Date

Edward C. Papenfuss Jr

State Archivist

Destruction Certification

Robert A. Dwyer

Signature of Court Official

County Clerk

Title

9-14-05

Date

INSTRUCTIONS FOR PREPARATION

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

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS
ONE LEGAL -SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

SEP 21
RECORDS MANAGEMENT DIVISION

RECEIVED
ST. MARY'S COUNTY
DISTRICT COURT
05 JUN -3 AM 10:13
DISTRICT 04-03

DEPARTMENT OF GENERAL SERVICES

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

3854

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>TRAFFIC ALPHA FOLDERS</u></p> <p>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met</p>	2219 Sec IV	2a & b	1/1/2001 - 12/31/2001	25 cubic feet	9/9/05	hand file + Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. Papenfuss Jr.

State Archivist

Alan A. Dwyer

Signature of Court Official

County Clerk

Title

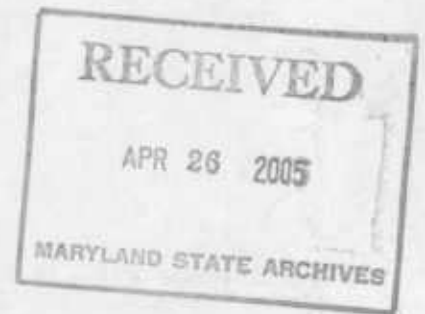
9-14-05

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
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ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS



RECEIVED
ST. MARY'S COUNTY
DISTRICT COURT
05 JUN -3 AM 10:13
DISTRICT 04-03

SEP 21

RECORDS MANAGEMENT

3745

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

December 9, 2004
Date

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

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

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 18 2005

Edward C. Spangola Jr
Date State Archivist

[Signature]
Signature of Court official Title Support Service Supervisor II
Date 8-30-05

SEP '81
RECORDS
205

3745

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

December 9, 2004
Date

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

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

Destruction Approved by Hall of Records Commission Destruction Certification

JAN 18 2005

Edward C. Papenfuss

Date State Archivist

R. Marsh Support Service Supervisor II

Signature of Court official Title Date 8-30-05

RECEIVED

SEP 8

205

RECORDED

INDEXED

3752

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 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 18 2005
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate
Virginia Dando
Signature of Court Official

County Clerk
Title

5-10-05
Date

Faint handwritten text, possibly a signature or date.

SEP 2
RECORDS MANAGEMENT
DIVISION
205

3752

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 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 18 2005
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate

Virginia O'Leary
Signature of Court Official

County Clerk
Title

5-10-05
Date

SEP 3 205
RECORDS MANAGEMENT
DIVISION

3753

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 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 FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	25		Landfill

Destruction Approved by Hall of Records Commission

JAN 18 2005
Date

Edward C. Spangenberg
State Archivist

Destruction Certificate

Virginia Banks
Signature of Court Official

County Clerk
Title

5-10-05
Date

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MS
RECORDS AND SERVICES
DIRECTION

3753

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 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 FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	25		Landfill

Destruction Approved by Hall of Records Commission

JAN 18 2005
Date

Edward C. Spearman Jr
State Archivist

Destruction Certificate

Virginia Danko
Signature of Court Official

County Clerk
Title

5-10-05
Date



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SEP 2

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RECORDS MANAGEMENT

2017

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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 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 18 2005
Date Edward C. Saperstein Jr
State Archivist

Destruction Certificate

Virginia O'Leary County Clerk 5-10-05
Signature of Court Official Title Date

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SEP 2 1964
RECORDS MANAGEMENT
DIVISION
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3754

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 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 18 2005
Date

Edward C. Papermaster Jr
State Archivist

Destruction Certificate

Virginia Blank
Signature of Court Official

County Clerk
Title

5-10-05
Date

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RECORDS MANAGEMENT
DIVISION

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3755

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 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 18 2005
Date
Edward C. Popper
State Archivist

Destruction Certificate

Virginia Lamb County Clerk 5-10-05
Signature of Court Official Title Date

3755

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 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 18 2005
Date
Edward C. Papenfuss
State Archivist

Destruction Certificate

Virginia O'Leary County Clerk 5-10-05
Signature of Court Official Title Date



~~CONFIDENTIAL~~

SEP 2 — 2005

RECORDS MANAGEMENT
DIVISION

SEP 3 1 1944

3756

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 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 18 2005
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate

Virginia Lamb
Signature of Court Official

County Clerk
Title

5-10-05
Date

3756

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 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 18 2005
Date

Edward C. Saperstein
State Archivist

Destruction Certificate

Signature of Court Official

Title

Date

351

SEP 2

205

RECORDS MANAGEMENT
DIVISION

3758

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 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 FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	2		Landfill

Destruction Approved by Hall of Records Commission

JAN 18 2005
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate

Virginia Alanko
Signature of Court Official

County Clerk
Title

5-10-05
Date

100-100000

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~~CONFIDENTIAL~~

SEP 12 2015

RECORDS MANAGEMENT
DIVISION

3758

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 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 FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	2		Landfill

Destruction Approved by Hall of Records Commission

JAN 18 2005
Date
Edward C. Papenfuss
State Archivist

Destruction Certificate

Virginia Alanko County Clerk 5-10-05
Signature of Court Official Title Date



~~CONFIDENTIAL~~

SEP 2 1955

205

RECORDS MANIA
DAVIDSON

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

3757

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 Log Sheets to be sent to Landfill	2219		2001	3		Landfill

Destruction Approved by Hall of Records Commission

JAN 18 2005
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate

Virginia Banks
Signature of Court Official

County Clerk
Title

5-10-05
Date

3757

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 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.)
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Destruction Approved by Hall of Records Commission

JAN 18 2005
Date

Edward C. Saperstein Jr
State Archivist

Destruction Certificate

Virginia Dando
Signature of Court Official

County Clerk
Title

5-10-05
Date

~~CONFIDENTIAL~~
SEP 2 - 2005
RECORDS MANAGEMENT
SECTION

3759

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 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 18 2005

Date

Edward C. Papenfuss

State Archivist

Destruction Certificate

Virginia Banks

Signature of Court Official

County Clerk

Title

5-10-05

Date

111

~~CONFIDENTIAL~~
Sept 20 2005
RECORDS MANAGEMENT
DIVISION

3759

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 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.)
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Destruction Approved by Hall of Records Commission

JAN 18 2005
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate
Virginia Alanko
Signature of Court Official

County Clerk
Title

5-10-05
Date

100

SEP 12 1964

SEP 12

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RECORDS MANAGEMENT DIVISION
U.S. DEPARTMENT OF JUSTICE

3751

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 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.)
	Traffic Records FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	2		Landfill

Destruction Approved by Hall of Records Commission

JAN 18 2005
Date

Edward C. Saperstein Jr
State Archivist

9/10/05

Destruction Certificate
Virginia Alanko
Signature of Court Official

County Clerk
Title

5-10-05
Date



[Faint, illegible handwriting]

NOV 2 1955
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DISPATCH

3751

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 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.)
	Traffic Records FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	2	2001	2		Landfill

Destruction Approved by Hall of Records Commission

JAN 18 2005

Date

Edward C. Spangenberg
State Archivist

Destruction Certificate

Virginia Alanko
Signature of Court Official

County Clerk
Title

5-10-05
Date



2015
SEP 2
CREDIT MANAGEMENT
SECTION