

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

Page 1 of 2

396/

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court  
COURT

Carroll Co.  
COUNTY

11-9-2005  
DATE

RCVD 06 DEC27'05 14:53

Note: → This is a Duplicate Copy of 3960

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1.	General Accounting Records (All CD's, Daily Receipts/Reports, etc.)	2330	II.1	Fiscal 1998 and Fiscal 1999	80, Cu. Ft.	1-4-06	Landfill
2.	General Accounting Records (All CD's, Daily Receipts/Reports, etc.)	2330	II.1	Fiscal 2000 and Fiscal 2001	80, Cu. Ft.	"	"
3.	Unused, preprinted Business License Applications (#06811218-06813020)	2330	II.6	2003	1, Cu. Ft.	1-27-06	Shred
4.	Domestic Relations Dept. Bank Statements & Reconciliations	2330	II.5	1979	1, Cu. Ft.	1-4-2006	Shred
5.	Checking Account Statements & Reconciliations	2330	II.5	Fiscal 1997 and Fiscal 1998			
6.	Monthly COSA Appeals Reports	2330	I.1	1963 thru 1995			
7.	Circuit Court Special Funds Daily Log & Computer Printout of deposits	2330	II.5	Fiscal 1994 thru Fiscal 1999	1, Cu. Ft.	1-4-2006	Landfill
8.	Daily accounts Receivable Log, & printouts of Criminal, Civil & Juv.	2330	II.1	January 1996 thru June 30, 2001			

Destruction Approved by Hall of Records Commission

DEC 15 2005

Date

*Edward C. [Signature]*  
State Archivist

Destruction Certification

*[Signature]*  
Signature of Court Official

*[Signature]*  
Clerk of Court

167  
2/15/2006  
Date

Wichita Falls, Tex. 10/10/1911  
J. B. McMillan  
J. B. McMillan

04  
FEB 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

Page 1 of 2

3962

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court

COURT

Carroll Co.

COUNTY

11-9-2005

DATE

Note: This is a duplicate  
Copy of 3960  
RCVD 06 DEC27'05 14:53

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1.	General Accounting Records (All CD's, Daily Receipts/Reports, etc.)	2330	II.1	Fiscal 1998 and Fiscal 1999	80 Cu. Ft.	1-4-06	Landfill
2.	General Accounting Records (All CD's, Daily Receipts/Reports, etc.)	2330	II.1	Fiscal 2000 and Fiscal 2001	80 Cu. Ft.	"	"
3.	Unused, preprinted Business License Applications (#06811218-06813020)	2330	II.6	2003	1 Cu. Ft.	1-27-06	Shred
4.	Domestic Relations Dept. Bank Statements & Reconciliations	2330	II.5	1979	1 Cu. Ft.	1-4-06	Shred
5.	Checking Account Statements & Reconciliations	2330	II.5	Fiscal 1997 and Fiscal 1998			
6.	Monthly COSA Appeals Reports	2330	I.1	1963 thru 1995			
7.	Circuit Court Special Funds Daily Log & Computer Printout of deposits	2330	II.5	Fiscal 1994 thru Fiscal 1999	1 Cu. Ft.	1-4-06	Landfill
8.	Daily accounts Receivable Log, & printouts of Criminal, Civil & Juv.	2330	II.1	January 1996 thru June 30, 2001			

Destruction Approved by Hall of Records Commission

DEC 15 2005

Date

*Edward C. [Signature]*

State Archivist

Destruction Certification

*Henry W. Shepley*  
Signature of Court Official

Clerk of Court  
Title

2/15/2006  
Date

10/10 : 0/0/1  
 Copy of 10/10  
 10/10/10

FEB 21 06  
 RECORDS MANAGEMENT  
 BUREAU

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

COPY

Page 1 of 2  
3960

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court  
COURT

Carroll Co.  
COUNTY

11-9-2005  
DATE

RCMD 06 DEC27'05 14:53

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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3.	Unused, preprinted Business License Applications (#06811218-06813020)	2330	II.6	2003	1, Cu. Ft.	1-27-2006	Shred
4.	Domestic Relations Dept Bank Statements & Reconciliations	2330	II.5	1979	1, Cu. Ft.	1-4-2006	Shred
5.	Checking Account Statements & Reconciliations	2330	II.5	Fiscal 1997 and Fiscal 1998			
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7.	Circuit Court Special Funds Daily Log & Computer Printout of deposits	2330	II.5	Fiscal 1994 thru Fiscal 1999	1, Cu. Ft.	1-4-2006	Landfill
8.	Daily accounts Receivable Log, & printouts of Criminal, Civil & Juv.	2330	II.1	January 1996 thru June 30, 2001			

Destruction Approved by Hall of Records Commission

DEC 15 2005

Date

Edward C. Spang  
State Archivist

Destruction Certification

Danyle Shipley  
Signature of Court Official

Clerk of Court  
Title

2/15/2006  
Date

COPY

FEB 21 1966

FEB 21 1966

FEB 21 1966

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

Page 2 of 2  
3961

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court

Carroll

11-9-05

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.				
9.	Budget Requests & Fiscal Planning Records	2330	II.2	Fiscal 1991 thru Fiscal 2001	.5 Cu.Ft.	1-27-06	Shred
10.	unused Receipt Books #16 & 17 (prenumbered 39571 - 40101)	2330	II.5	N/A	} 1.0 Cu. Ft.	1-27-06	Shred
11.	Unused blank Marriage Certificates Prenumbered 31053 - 31354	2330	II.5	N/A			
12.	Microfilm Shipping Tickets for Land Records & miscell records.	2330	I.1	1992 - 1995	.5 cu.Ft.	1-23-06	Shred
13.	Criminal case Disposition Sheets	2330	I.1	1979 - 1989	.5 Cu.Ft.	1-4-06	Recycled
14.	Criminal Daily Trial Termination Logs # 1, 2 & 3	2330	I.1	July 1980 - August 1984	1.0 Cu.Ft.	1-4-06	Recycled
15.	Criminal Daily Case Log # 1 & 2 Petit Jury List Aug-Nov 1983 Grand Jury List Nov. 1983 Term	2330	I.1	December 1975 - October 1985	.5 cu.Ft.	1-4-06	Shred

Destruction Approved by Hall of Records Commission

DEC 15 2005

Date

*Edward C. Spurgeon Jr.*

State Archivist

Destruction Certification

Signature of Court Official

Title

Date

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D. C. 20250

STATE OF CALIFORNIA

COUNTY OF SAN DIEGO

135

RECEIVED  
FEB 21 06  
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

Page 2 of 2

3962

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court

Carroll

11-9-05

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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11.	Unused blank Marriage Certificates Prenumbered 31053 - 31354	2330	II.5	N/A			
12.	Microfilm Shipping Tickets for Land Records & miscell records.	2330	I.1	1992 - 1995	.5 cu.Ft.	1-23-06	Shred
13.	Criminal case Disposition Sheets	2330	I.1	1979 - 1989	.5 Cu.Ft.	1-4-06	Recycled
14.	Criminal Daily Trial Termination Logs # 1, 2 & 3	2330	I.1	July 1980 - August 1984	1.0 Cu.Ft.	1-4-06	Recycled
15.	Criminal Daily Case Log # 1 & 2 Petit Jury List Aug-Nov 1983 Grand Jury List Nov. 1983 Term	2330	I.1	December 1975 - October 1985	.5 cu.Ft.	1-4-06	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2005

Date

*Edward C. Papenfuss*

State Archivist

Signature of Court Official

Title

Date

REC'D  
FEB 21-86  
RECORDS MANAGEMENT  
FBI

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

Page 2 of 2  
3960

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COPY

Circuit Court      Carroll      11-9-05  
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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10.	unused Receipt Books #16 & 17 (prenumbered 39571 - 40101)	2330	II.5	N/A	} 1.0 Cu. Ft.	1-27-2006	Shred
11.	Unused blank Marriage Certificates Prenumbered 31053 - 31354	2330	II.5	N/A			
12.	Microfilm Shipping Tickets for Land Records & miscell records.	2330	I.1	1992 - 1995	.5 cu.Ft.	1-23-2006	Shred
13.	Criminal case Disposition Sheets	2330	I.1	1979 - 1989	.5 Cu.Ft.	1-4-2006	Recycled
14.	Criminal Daily Trial Termination Logs # 1, 2 & 3	2330	I.1	July 1980 - August 1984	1.0 Cu.Ft.	1-4-2006	Recycled
15.	Criminal Daily Case Log # 1 & 2 Petit Jury List Aug-Nov 1983 Grand Jury List Nov. 1983 Term	2330	I.1	December 1975 - October 1985	.5 cu.Ft.	1-4-2006	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2005

Date

Edward C. [Signature]  
State Archivist

[Signature]  
Signature of Court Official

Clerk of Court  
Title

2/15/2006  
Date

COBY

FEB 21-06

RECORDS MANAGEMENT  
DIVISION

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

CIRCUIT COURT FOR WORCESTER 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.				
	EXPUNGED RECORDS OF WHICH 3 YEARS HAVE PASSED FROM SIGNING OF ORDER OF COURT CASE NOS: 3938 17552 19999 22665 4484 17659 20585 23k01407 4516 17661 20589 23k01471 6325 17715 20742 23k01782 6437 17848 20929 23k02146 8940 18028 20951 23k02217 9624 18225 20010 11008 18448 21011 11020 18562 21140 11310 18702 21187 12392 18703 21243 12648 19199 21623 13679 19558 21730 13741 19569 21844 14573 19570 22070 14804 19612 22212 14902 19620 22307 17007 19637 22359 17473 19647 22402				2	3938-14804 10-24-05 14902- 23-K-02-217 01-18-06	shredding  Shredding

FILED

2005 OCT 19 P 12:33

STEPHEN J. WALES  
CLERK OF COURT

Destruction Approved by Hall of Records Commission

OCT 14 2005

*Edward C. Pomeroy*  
State Archivist

Destruction Certification

Signature of Court Official

Title

Date


*Stephen J. Wales* Clerk of Circuit Court 1/23/06

**RECEIVED**  
JAN 24 2006  
MARYLAND STATE ARCHIVES

~~RECEIVED~~  
JAN 27 2006  
RECEIVED  
JAN 27 2006

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4369  Forward three (3) copies to address at left.
<b>Court - Circuit Court</b>			
P.O. Box 40 Snow Hill, Md. 21863			
<b>County</b> Worcester	<b>Date</b> 03/20/07		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	EXPUNGED CRIMINAL RECORDS	2330	5	10/24/02 thru 03/12/04	3	05/24/07	Shredded
	3243      21002      23293      23K03731 4725      21037      23K01139 6792      21213      23K01167 9102      21218      23K01455 15230      21296      23K01470 15243      21722      23K01572 15756      21767      23K02024 16593      21811      23K02578 18129      21879      23K02614 18130      21951      23K02671 19035      22543      23K02762 19110      22714      23K02770 19495      22852      23K02783 19915      22856      23K02838 19967      23054      23K02839 20853      23055      23K03018	Destruction Approved   Administrative Judge					

Copies of  
 you need  
 them.

**Destruction Approved by Maryland State Archives**

4/11/07  
Date

  
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

**Destruction Certification**

  
Signature of Court Official

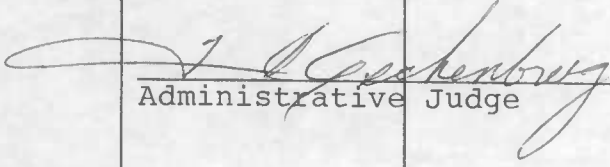
Clark  
Title

4/11/07  
Date

207

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4369  Forward three (3) copies to address at left.
<b>Court - Circuit Court</b>			
P.O. Box 40 Snow Hill, Md. 21863			
<b>County Worcester</b>	<b>Date 03/20/07</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

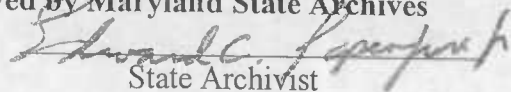
No.	Description of Records (Same Title as listed on Schedule)				Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
					Retention Schedule No.	Item No.				
	EXPUNGED CRIMINAL RECORDS				2330	5	10/24/02 thru 03/12/04	3	05/24/07	Shredded
	3243	21002	23293	23K03731	Destruction Approved   Administrative Judge			3	05/24/07	Shredded
	4725	21037	23K01139							
	6792	21213	23K01167							
	9102	21218	23K01455							
	15230	21296	23K01470							
	15243	21722	23K01572							
	15756	21767	23K02024							
	16593	21811	23K02578							
	18129	21879	23K02614							
	18130	21951	23K02671							
	19035	22543	23K02762							
	19110	22714	23K02770							
	19495	22852	23K02783							
	19915	22856	23K02838							
	19967	23054	23K02839							
	20853	23055	23K03018							

**Destruction Approved by Maryland State Archives**

4/11/07


Date

DGS 550-9 (rev. 8/04)

  
 State Archivist

Instructions for Preparation and Submission on next page

**Destruction Certification**

  
 Signature of Court Official

Title

4/11/07  
 Date

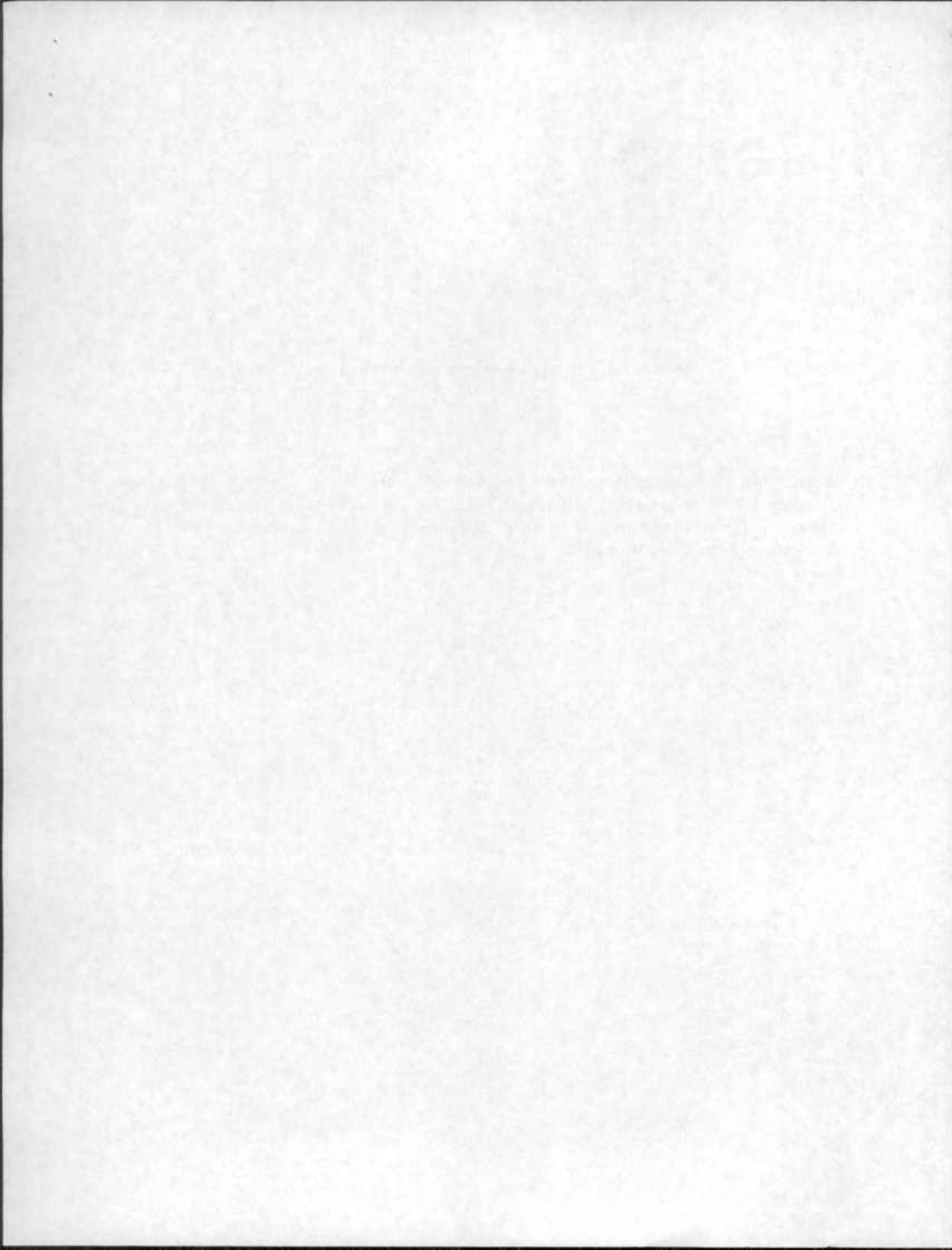
~~SECRET~~  
JUN 12 2007  
~~SECRET~~

# Memo

**To:** Stephen V. Hales  
**From:** Karin Lott  
**Date:** 6/15/07  
**Subject:** Proposal and Certificate of Records Destruction

Mr. Hales;

I'm returning your original Proposal and Certificate of Records Destruction form. We received the original along with two copies from your office. The original should be kept in your office and we will file the copy here at the Records Center. If I can be of further assistance please contact me at 410-799-1930 or 1379.



CIRCUIT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4700  Forward three (3) copies to address at left.
Court		
WORCESTER                      03/14/2008		
County                              Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FISCAL RECORDS SECTION II		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
11	DELIVERY ORDERS AND RECEIPTS	2330	5C	FY2002-FY2004	1.25	6/10/08	Shred
12	PAID BILLS AND INVOICES	2330	5F	FY1978-FY2004	2.50	6/10/08	Shred
13	RECEIPT COPIES AND STUBS	2330	5I	FY1991-FY2004	1.25	6/10/08	Shred
14	RECEIVING REPORTS	2330	5J	FY1994-FY2004	2.50	6/10/08	Shred
15	REQUISITIONS AND PURCHASE ORDERS	2330	5M	FY1995-FY2002	1.25	6/10/08	Shred
16	FISCAL CORRESPONDENCE	2330	5O	FY1984-FY2004	1.25	6/10/08	Shred
17	MISC. - MW506 Forms	2330	5	FY2003	.60	6/10/08	Shred
18	MISC. - CHILD SUPPORT ENFORCEMENT REP.	2330	5	FY1999-FY2004	2.50	6/10/08	Shred
19	MISC. - HALL OF RECORDS ACKNOWLEDGEMENTS	2330	5	FY1977-FY1985	.30	6/10/08	Shred
20	MISC. - LAND RECORDS SUMMARY TAPES	2330	5	FY1995-FY2002	.30	6/10/08	Shred

NOTATION: FY2004 is only from JULY 01, 2003 thru DECEMBER 31, 2003 (HAS BEEN AUDITED)  
 Destruction Approved by Maryland State Archives                      Destruction Certification

15 May 08                      *[Signature]*  
 Date                      State Archivist

*[Signature]*                      *[Signature]*                      6/10/08  
 Signature of Court Official                      Title                      Date

[REDACTED]

JUN 13 2008

RECEIVED MANAGEMENT  
[REDACTED]

CIRCUIT		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4700  Forward three (3) copies to address at left.
Court			
WORCESTER	03/14/2008		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FISCAL RECORDS SECTION II		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
21	MISC. - GAD FORMS	2330	5	FY1997-FY2000	.30	6/10/08	Shred
22	BUSINESS LICENSE APPLICATIONS	2330	6	FY1999-FY2004	.30	6/12/08	Shred

NOTATION: FY2004 is only from JULY 01, 2003 thru DECEMBER 31, 2003 (HAS BEEN AUDITED)  
 Destruction Approved by Maryland State Archives

15 May 08  
 Date

*Edward A. [Signature]*  
 State Archivist

*[Signature]*  
 Signature of Court Official

*Clark*  
 Title

6/11/08  
 Date

[REDACTED]

JUN 13 2008

[REDACTED] ENGAGEMENT  
[REDACTED]

CIRCUIT		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4700  Forward three (3) copies to address at left.
Court			
WORCESTER	03/14/2008		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FISCAL RECORDS SECTION II		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	CERTIFICATE OF DEPOSIT AND BANK DEP.SLIPS	2330	1A	FY1997-FY2003	2.50	6/10/08	Shred
2	DISTRIBUTION OF CHARGES	2330	1B	FY1998-FY2004	2.50	6/10/08	Shred
3	MEMORANDUM OF ADJUSTMENTS	2330	1C	FY1998-FY2004	1.25	6/10/08	Shred
4	BUDGET ESTIMATES	2330	2A	FY1999-FY2003	.80	6/10/08	Shred
5	MATERIAL AND SUPPLIES PHYSICAL INVENTORY	2330	2C	FY2000-FY2003	.30	6/10/08	Shred
6	REPORT OF MATERIALS AND SUPPLIERS	2330	2E	FY2000-FY2003	1.25	6/10/08	Shred
7	REQUEST FOR POSITION ACTION	2330	2F	FY1999&FY2002	.30	6/10/08	Shred
8	BUDGET PAPERS AND WORK SHEETS	2330	2G	FY1999-FY2003	.80	6/10/08	Shred
9	BANK BOOKS, STATEMENTS, AND DEPOSIT RECORD	2330	5A	FY1992-FY2004	2.50	6/10/08	Shred
10	CANCELED CHECKS, CHECK COPIES AND CHECK ST	2330	5B	FY1992-FY2004	2.50	6/10/08	Shred

NOTATION: FY2004 is only from JULY 01, 2003 thru DECEMBER 31, 2003 (HAS BEEN AUDITED)  
 Destruction Approved by Maryland State Archives

Destruction Certification

15 May 08  
 Date \_\_\_\_\_  
 State Archivist

Signature of Court Official \_\_\_\_\_ Title Clerk Date 6/11/08

100

JUN 13 2008

RECORDS MANAGEMENT  
CENTRAL

CIRCUIT		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4798 Forward three (3) copies to address at left.
Court			
WORCESTER	06/10/2008		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FISCAL RECORDS SECTION II		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	CASH REGISTER TAPES	2330	5 (i)	FY1992-FY2003	10	08/08/08	Disposal at the discretion of the Clerk.

**Destruction Approved by Maryland State Archives**

JUL 22 2008  
Date  
DGS 550-9 (rev. 8/04)

Edward C. Pennington  
State Archivist

Instructions for Preparation and Submission on next page

**Destruction Certification**

[Signature] Clerk  
Signature of Court Official  
8/11/08  
Title Date

AUG 13 218

Court <u>Circuit</u>		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>3934</u> Forward three (3) copies to address at left.
County <u>Talbot</u> Date <u>10-03-05</u>			

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Criminal Files - <sup>pre-purged</sup> (80 boxes)						
	Case # 3025-5135 (1984-1992)	655	Sec III #1+3				
	Requesting permission to purge files before sending to Archives for storage.		except when the proposed Retention Schedule is more stringent.				
2	Search Warrants + Expunged Cases (approx 10 cu.ft.)	655	Sec III 1+3	Expunged Cases 1962-1998 Search Warrants	2 cu.ft.	12-6-05	shredding in office

*The purging will take awhile - I'm sending this copy to let you know the #2 list is done.*

*Our Copy*

Destruction Approved by Maryland State Archives ☐

OCT 14 2005

*Edward C. Papenfuss*

Date OCT 14 2005

State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

*Ruth R. Martin* Records Manager

Signature of Court Official

Title

01-12-2006

Date

JAN 17 1906

RECORDS MAN  
DIVISION

CL

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Court <u>Circuit</u></td> <td style="width: 50%;"></td> </tr> <tr> <td>County <u>Talbot</u></td> <td>Date <u>09/29/2005</u></td> </tr> </table>	Court <u>Circuit</u>		County <u>Talbot</u>	Date <u>09/29/2005</u>	<p><b>Department of General Services</b>          Records Management Division          7275 Waterloo Road (Rte. 175)          P.O. Box 275          Jessup, Maryland 20794-0275</p>	<p style="font-size: 2em; font-family: cursive;">3933</p> <p>Forward three (3) copies to address at left.</p>
Court <u>Circuit</u>						
County <u>Talbot</u>	Date <u>09/29/2005</u>					

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Juvenile Records # 2008 - 2988	655	V-1.	1974 - 1988	15	01-17-06	Professional Shredding

Destruction Approved by Maryland State Archives ☐

Destruction Certification

OCT 14 2005

Date

DGS 550-9 (rev. 8/04)

Edward C. Luperfence

State Archivist

Ruth L. Martin

Signature of Court Official

Records Manager

Title

01-17-06  
Date

Instructions for Preparation and Submission on next page

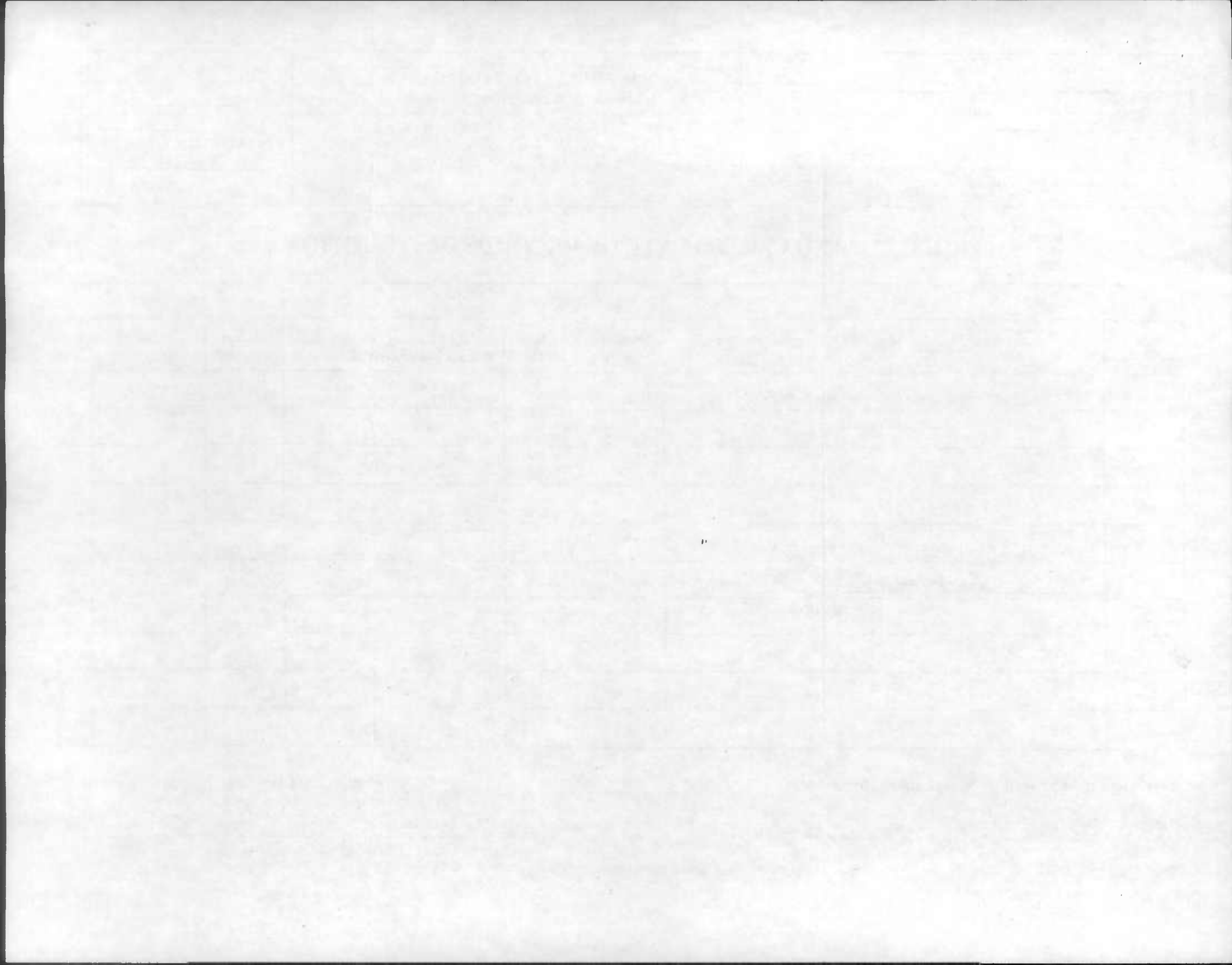
RECEIVED  
OCT 6 2005  
MARYLAND STATE ARCHIVES

JAN 19

*2004*

RECORDED & INDEXED  
JAN 19 2005

CLERK OF CIRCUIT COURT 1/12/00  
Title ☐ Date



3916

Circuit Court For Washington County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175). P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
Court		
Washington County		
County <span style="float: right;">Date</span>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Original Documents - Federal Tax Liens (Record copies being retained)	1044	I-23	1/1/1924- 12/31/2001	8	1/7/06	BURIED AT LANDFILL UNDER SUPERVISION OF DENNIS WEAVER, CLERK <i>A. Edwards</i>
2	Original Documents - Maryland State Tax Liens (Record copied being retained)	1044	I-23	10/1/1951 12/31/2001	8	1/7/06	
3	Original Documents - District Court Liens (Record copies being retained)	1044	I-23	5/1/1972- 12/31/2001	8	1/7/06	
4	Original Documents - Public Defender Liens (Record copies being retained)	1044	I-23	5/22/1973 12/31/2001	.1	1/7/06	
5	Original Documents - Medical Assistance Liens (Record copies being retained)	1044	I-23	2/13/1987	.1	1/7/06	
6	Original Documents - General Liens (Record copies being retained)	1044	I-23	7/1/1991- 12/31/2001	.2	1/7/06	
					24.4		

Destruction Approved by Maryland State Archives

SEP 29 2005

Date

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*Edward C. Spencer Jr.*  
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

*Dennis Weaver* *Chief of Court* 1/7/06  
Signature of Court Official Title Date

DEC 6 *mlb*

RECORDS MANAGEMENT  
DIVISION

3917

Circuit Court For Washington County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
Court		
Washington County		
County <span style="float: right;">Date</span>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Original Documents - Land Records	1044	VI-1	10/27/1942- 6/30/1962	90	8/15/08		RECYCLED
	PER SCHEDULE 1044, Item VI-1, these original documents are being offered to the archives for evaluation, after which rejected material will be destroyed. Record copies are being maintained and exist on film, hard copy and digital image. Original documents exist only where attempts to return to the maker or other party were unsuccessful.							

**Destruction Approved by Maryland State Archives**

SEP 29 2005

Date

DGS 550-9 (rev. 8/04)

*Edward C. Saperstein Jr.*  
State Archivist

Instructions for Preparation and Submission on next page

**Destruction Certification**

Signature of Court Official

Title

Date

*Clifford J. Brown* Clerk of Circuit Court 11/3/08

NOV 10  *WJ*

Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4402  Forward three (3) copies to address at left.
Court		
Allegany April 16, 2007		
County Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #7 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8374-8378 8382-8407 8410 8413-8418 8420 8425 8429-8432 8435-8443 8450-8454 8457-8472 8477 8484-8493	2330	1	11.13.91-4.16.92	1.0	9/27/07	Shredded
	Box #8 Juvenile Records - Child In Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8498 8501 8503 8507-8509 8513-8534 8538-8541 8543-8544 8549-8550 8553-8559 8563-8572 8576-8585 8588-8590	2330	1	4.17.92-8.28.92	1.0	10/25/07	Shredded
	Box #9 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8591-8596 8598-8605 8609-8611 8615-8616 8620 8626 8629-8637 8639-8641 8643 8648 8650-8652 8654-8663 8666-8667 8674 8677-8688 8692-8693 8695-8710	2330	1	8.28.92-1.19.9	1.0	10/25/07	Shredded

Destruction Approved by Maryland State Archives

18 May 07  
Date

*Edward C. [Signature]*  
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

\*\*\*\*\* DESTRUCTION COMPLETED 2/14/08

Destruction Certification

*Dane Lindsey*  
Signature of Court Official

*Clerk of Court*  
Title

4/18/07  
Date

*Dane Lindsey*

~~REDACTED~~

FEB 17 2008

~~REDACTED~~

Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4402 Forward three (3) copies to address at left.
Court		
Allegany April 16, 2007		
County Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #1 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 7780-7793 7795-7800 7803-7809 7815-7826 7829-7831 7834-7836 7838-7849 7851-7867	2330	1	9.5.89-12.31.89	1.0	10/16/07	Shredded
	Box #2 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 7868 7873-7875 7877-7894 7902-7907 7909-7911 7913-7917 7920-7922 7924-7926 7928 7930-7935 7937-7943 7945 7947-7957 7960-7975 7980-7982	2330	1	1.1.90-7.10.90	1.0	10/1/07	Shredded
	Box #3 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 7983-7988 7990-7993 7996-8001 8005 8007-8013 8015 8018 8020-8027 8029-8039 8041-8061 8065-8067 8069-8070 8072-8081	2330	1	7.10.90-11.13.90	1.0	2/8/08	Shredded

**Destruction Approved by Maryland State Archives**

18 May 07  
Date

*Edward C. Spencer*  
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

\*\*\*\*\* DESTRUCTION COMPLETED 2/14/08

**Destruction Certification**

*Dawn D. Zender* Clerk of Court 4/18/07  
Signature of Court Official Title Date  
*Dawn D. Zender*

RECEIVED  
FEB 17 1968

FEB 17 *MS*

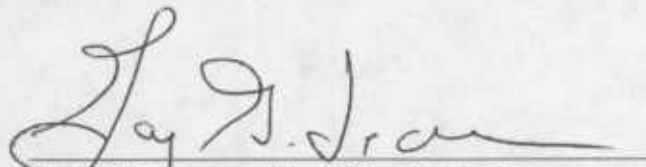
*[Illegible signature]*

**In the Circuit Court for Allegany County, Maryland**

**Administrative Order**

WHEREAS, Records Retention and Disposal Schedule for the Circuit Courts Of Maryland #2330, Section V, Juvenile Records, allows for the destruction of records. I hereby approve the destruction of the records listed on the Proposal and Certificate of Records Destruction Form 4402 signed by State Archivist, Dr. Edward Papenfuse and Clerk of Court, Dawne Lindsey, this 6<sup>th</sup> day of June, 2007.

The destruction of the records will be in compliance with the guidelines under Section 5, Part 7 of Records Retention and Disposal Schedule #2330.

  
Gary G. Leasure, Administrative Judge

**SECRET**

FEB 12 1948

*WLL*

**SECRET**

Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4462 Forward three (3) copies to address at left.
Court		
Allegany April 16, 2007		
County Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #4 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8082-8094 8097-8101 8103-8149 8152 8155-8156 8158-8161 8165 8167-8171 8173-8183	2330	1	11.13.90-5.1.91	1.0	10/17/07	Shredded
	Box #5 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8184-8187 8189 8191-8193 8197-8198 8201-8220 8224-8228 8231-8238 8242-8243 8246-8247 8250-8259 8262-8275	2330	1	5.1.91-9.3.91	1.0	10/1/07	Shredded
	Box #6 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8277-8278 8281 8286 8289-8300 8302 8304-8305 8308-8313 8316-8327 8331 8333-8334 8336-8350 8352 8355-8365 8371-8372	2330	1	9.3.91-11.18.91	1.0	9/26/07	Shredded

Destruction Approved by Maryland State Archives

18 May 07

Date

DGS 550-9 (rev. 8/04)

*Edward C. [Signature]*

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

*Dawn Lindsey*

Signature of Court Official

clerk of Court

Title

7/18/07

Date

\*\*\*\*\* DESTRUCTION COMPLETED 2/14/08

*Dawn Lindsey*

~~RECEIVED~~  
~~RECEIVED~~

FEB 12

*ms*

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Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4402 Forward three (3) copies to address at left.
Court		
Allegany April 16, 2007		
County Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #21 - Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9888 9891-9893 9896-9898 9902 9904 9908-9909 9911 9913-9924 9926 9928 9936 9938-9940 9948 9955 9961-9962 9964-9968 9970-9976 9978 9981-9982 9998 10000 10004 10009-10012 10014 10016-10018 10022 10024-10028 10031 10040-10044 10047-10049 10053-10056 10064-10065 10067 10070-10073	2330	1	6.27.97-1.5.98	1.0	10/15/07	Shredded
	Total Number Boxes to be Destroyed - 21						
	Juvenile Records - Page 25 Schedule No. 2330 Item 1						
	(. . . . child reaches age of twenty five (25))						

**Destruction Approved by Maryland State Archives**

18 May 07  
Date

DGS 550-9 (rev. 8/04)

*Edward C. [Signature]*  
State Archivist

Instructions for Preparation and Submission on next page

\*\*\*\* DESTRUCTION COMPLETED 2/14/08

**Destruction Certification**

*Dawn Lindsey*  
Signature of Court Official

*Clerk of Court*  
Title

4/18/07  
Date

*Dawn Lindsey*

FEB 17 1948



OFFICE OF

# Dawne D. Lindsey

CLERK OF THE CIRCUIT COURT  
FOR ALLEGANY COUNTY

30 WASHINGTON STREET  
CUMBERLAND, MD 21502

(301) 777-5922  
MARCOM: 777-5924  
MD. RELAY SERVICE VOICE/T.D.D.  
NO. 1-800-735-2258  
FAX (301) 777-2100

## Memo

**To:** Department of General Service  
Record Management Division  
**From:** Margaret A. Carter, Chief Deputy  
**Date:** February 14, 2008  
**Subject:** Proposal & Certificate of Record Destruction # 4402

This is to advise you that the destruction of Juvenile Records has been completed as of this date. Attached you will find a copy of the completed forms for your records.

**RECEIVED**  
**FEB 17**  
*ms*

Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4/4/02  Forward three (3) copies to address at left.
Court		
Allegany April 16, 2007		
County Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #19 - Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9603-9605 9610-9616 9619 9621-9625 9629 9633-9640 9643 9645-9647 9649 9655 9657-9662 9666 9669-9675 9684-9686 9688-9691 9693 9696 9698-9702 9704-9706 9708-9710 9712 9717 9721-9723 9725-9726 9731 9733-9737	2330	1	7.3.96-12.18.96	1.0	11/26/07	Shredded
	Box #20 - Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9739-9741 9746-9752 9754-9755 9757 9760 9762-9763 9769-9771 9774-9776 9778-9786 9790 9793 9799 9802-98-4 9806-9809 9812-9813 9815-9826 9830 9846-9847 9850-9853 9858 9861-9862 9865-9866 9870-9871 9873 9875-9876 9881-9884	2330	1	12.18.96-6.26.97	1.0	11/27/07	Shredded

**Destruction Approved by Maryland State Archives**

18 May 07  
Date  
Edward C. Spencer  
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

**Destruction Certification**

Dawn Lindsey  
Signature of Court Official  
Clerk of Court  
Title  
4/18/07  
Date

\*\*\*\* DESTRUCTION COMPLETED 2/14/08

Dawn Lindsey

RECEIVED  
BOSTONIAN SOCIETY

FEB 17 *ms*

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BOSTONIAN SOCIETY

Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4402 Forward three (3) copies to address at left.
Court		
Allegany		
County		
April 16, 2007	Date	

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #16 - Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9266-9273 9275-9280 9288-9291 9296-9310 9314-9319 9330-9332 9334-9336 9339-9348 9352 9354-9356 9359-9373	2330	1	4.27.96-9.15.95	1.0	1/17/08	Shredded
	Box #17 - Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9375-9389 9392-9393 9396 9400-9410 9412-9414 9417-9430 9432-9433 9438 9443-9448 9452-9456 9458 9460 9462 9464-9465 9468-9470 9473-9474 9476-9485	2330	1	9.15.95-2.12.96	1.0	1/17/08	Shredded
	Box #18 - Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9486-9494 9496-9497 9501 9503 9507-9512 9516-9519 9521-9522 9524-9526 9528-9533 9535-9554 9556-9559 9562-9563 9565-9569 9574-9575 9578-9580 9582 9585-9600	2330	1	2.12.96-7.3.96	1.0	1/17/08	Shredded

**Destruction Approved by Maryland State Archives**

18 May 07  
Date  
Edward C. Papenfuss  
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

\*\*\*\* DESTRUCTION COMPLETED 2/14/08

**Destruction Certification**

Dawn Lindsey Clerk of Court 4/18/07  
Signature of Court Official Title Date

Dawn Lindsey

~~SECRET~~

FEB 17 - 4 *ms*

~~SECRET~~

Circuit Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>4462</u>  Forward three (3) copies to address at left.
Court			
Allegany	April 16, 2007		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #13 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8980-9022 9028-9029 9032-9040 9042-9047 9050-9068	2330	1	3.8.94-7.7.94	1.0	2/13/08	Shredded
	Box #14 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9069 9071-9072 9077-9079 9082-9093 9096-9107 9110-9114 9118-9124 9129 9131-9146 9151 9153-9162 9165-9166	2330	1	7.8.94-11.21.94	1.0	1/29/08	Shredded
	Box #15 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 9169-9183 9185 9187-9197 9200-9215 9217 9219-9222 9226 9228-9230 9233-9234 9236-9241 9244 9246-9249 9252-9258 9260-9265	2330	1	11.21.94-4.27.95	1.0	1/28/08	Shredded

Destruction Approved by Maryland State Archives

18 May 07, Edward C. Papenfuss  
 Date State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

\*\*\*\*\* DESTRUCTION COMPLETED 2/14/08

Destruction Certification

Dane Lindsey Clerk of Court 4/18/07  
 Signature of Court Official Title Date

Dane Lindsey

~~XXXXXXXXXX~~

FEB 137 - 208

~~XXXXXXXXXX~~

Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4402 Forward three (3) copies to address at left.
Court		
Allegany April 16, 2007		
County Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Box #10 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8711-8713 8720-8729 8731-8744 8747-8759 8764-8766 8769-8780 8782 8787-8792 8796 8798-8807	2330	1	1.19.93-6.22.93	1.0	2/14/08	Shredded
	Box #11 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision (CINS) Case Number (s) 8808-8814 8816 8819-8823 8826-8831 8833-8842 8848-8858 8860-8865 8867-8868 8870 8872-8882 8885	2330	1	6.22.93-10.12.93	1.0	2/13/08	Shredded
	Box #12 Juvenile Records - Child in Need of Assistance (CINA), Delinquency, Child in Need of Supervision Case Number (s) 8886 8888-8905 8910-8920 8922-8932 8934-8936 8939-8946 8949-8960 8964-8975	2330	1	10.13.93-3.8.94	1.0	2/13/08	Shredded

**Destruction Approved by Maryland State Archives**

18 May 07  
Date  
Edward C. [Signature]  
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

\*\*\*\*\* DESTRUCTION COMPLETED 2/14/08

**Destruction Certification**

[Signature] Clerk of Court 4/18/07  
Signature of Court Official Title Date  
[Signature]

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FEB 17 *ms*

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4516

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Forward three (3) copies to address at left.
Court - Circuit Court			
30 Washington St. Cumberland, MD 21502			
County - ALLEGANY	Date - 8/17/07		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Financing Records Books No. 51 - 128	2330	SEC 9	4	1969 - 1995	20	
	Termination Statement Books No. 1 - 10	2330	SEC 9	4	1969 - 1975	5	
	Termination Statement Books No. 22 - 23	2330	SEC 9	4	1991 - 1995	.5	
	<b>** UCC FILINGS (Financing Statements)</b>					25.5	

Destruction Approved by Hall of Records Commission

1/3/2008  
Date

DGS 550-9 (rev. 8/04)

*Edward C. Taper*  
State Archivist

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

*Dawn D. Zerkow* Clerk of Court 2/27/08  
Signature of Court Official Title Date

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MAR 2 1968

WAR ? *ms*


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**In the Circuit Court for Allegany County**

**Administrative Order**

WHEREAS, Records and Disposal Schedule for the Circuit Court of Maryland # 2330, Section 9, Financing Statement and Related Papers, allows for destruction of records. I hereby approve the destruction of records listed on the Proposal and Certificate of Records Destruction Form 4516 signed by State Archivist, Dr. Edward Papenfuse and Clerk of Circuit Court, this 27 day of February, 2007.

The destruction of the records will be in compliance with the guideline under Section 9, part 4 of Records and Disposal Schedule # 2330.

  
\_\_\_\_\_  
Gary G. Leasure, Administrative Judge

RECEIVED  
MAR 7 1968

MR. J. M.

RECEIVED

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

41142

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit

Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Case Files	2330 Pg. 21 of 36 Section IV	1. A. & B.	10796 - 91654 1-21-1970 5-04-2001 Pgs. 1 - 844 Attached in sporadic sequence.	2358	7-14-2006	Shred
	Criminal Case Files	2330 Pg. 21 of 36 Section IV	1. A. & B.	17328 - 45999 2-20-1976 4-22-1987 Pgs. 1 - 11 Attached in sporadic sequence.		7-14-2006	Shred
	Criminal Case Files	2330 Section IV	2. A. & B.	10845 - 91148 2-04-1970 3-08-2001 Pgs. 1 - 85 Attached in sporadic sequence.		7-14-2006	Shred
	Criminal Case Files	2330 Pg. 21 of 36 Section IV	1. - A.	16432 - 45829 7-31-1975 4-10-1987 Pgs. 1 - 3 Attached in sporadic sequence.	✓	7-14-2006	Shred

Destruction Approved by Hall of Records Commission

*Legue*  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Ann L. Hunt*  
Signature of Court Official

*Judge*  
Title

*7-14-06*  
Date

1413

APR 17 2006  
RECORDS MANAGEMENT  
SECTION

4309

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit

Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Sealed Expunged Criminal Records	2330 Section IV-Criminal Records	5-6 (Pg. 23 of 36)	2002 - 2003	33.0	5-11-2007	Shred

Destruction Approved by Hall of Records Commission

4/11/07

Date

*Edward C. [Signature]*  
State Archivist

Destruction Certification

*[Signature]* Administrative  
Signature of Court Official Title Judge

4-23-07

Date

MAY 25

Wm

Circuit Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="text-align: right; font-size: 2em; font-family: cursive;">4655</div> Forward three (3) copies to address at left.
<b>Court</b>			
Montgomery	02/05/08		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Daily Receipt Reports	2330	1	Aug 03 – Dec 03	5.0 Cu Ft	4/3/08	Recycle
2	Daily Receipt Reports	2330	1	Jan 04 – Dec 04	12.0 Cu Ft	4/3/08	Recycle
3	Time sheets	2330	4	2002	5.0 Cu Ft	4/17/08	Shredded
4	Time sheets	2330	4	2003	3.0 Cu Ft	4/17/08	Shredded
5	Business License applications	2330	6	July 99 – 12/30/04	13.0 Cu Ft	4/17/08	Shredded
6	Business License adjustment records	2330	6	March 04 – 8/10/04	1.0 Cu Ft	4/17/08	Shredded
7	Cash Register Tapes	2330	1	8/28/03 – 12/28/04	67.0 Cu Ft	4/3/08	Recycle

**Destruction Approved by Maryland State Archives**

26 mar 08  
 Date  
 State Archivist

**Destruction Certification**

Brenda M. Smith  
 Signature of Court Official  
 Chief Deputy Clerk  
 Title  
 4/17/08  
 Date

**RECEIVED**

APR 02 2008

Clerk of the Circuit Court  
Montgomery County, Md.

APR 21

*ms*

**RECORDS MANAGEMENT**  
CLERK

EXPUNGED CRIMINAL COURT RECORDS  
(2002)

1 of 2

Exp Dates '02

all '02 unless noted

Case Type	Box No.	Case No.	Date	Case Type	Box No.	Case No.	Date	Case Type	Box No.	Case No.	Date
			Exp. Sealed				Exp. Sealed				Exp. Sealed
1 C	1	18967	1/18/02	C	3	48999 <sup>1-2</sup>	3/15/02	C	8	94635	5/20
2 C	1	24094	1/10/02	C	4	23413	2/21/02	C	9	10662	6/13
3 C	1	24289	1/10/02	C	4	39939	3/26/02	C		46467	6/20
4 C	1	26677	1/10/02	C	4	68788	3/26/02	C		52385	6/13
5 C	1	63077	1/10/02	C	4	68894	3/6/02	C		62096	7/18
6 C	1	67183	1/3/02	C	4	69615	3/6/02	C		80917	6/28
7 C	1	75278	1/4/02	C	4	70098	3/6/02	C		81764	7/19
8 C	1	75906	1/4/02	C	4	70388	3/1/02	C		85740	7/16
9 C	1	80325	1/17/02	C	5	50914	4/10/02	C		86257	6/20
10 C	1	81090	1/17/02	C	5	62657	4/12/02	C		86375	6/18
11 C	1	82119	1/11/02	C	5	66004	4/17/02	C		96273	6/7
12 C	1	82423	1/11/02	C	5	81105	4/10/02	C	10	91954	6/13
13 C	1	90957	1/17/02	C	5	85458	4/9/02	C		93181	7/19
14 C	1	91331	1/11/02	C	5	86169	4/22/02	C		93729	6/12
15 C	1	92080	1/10/02	C	5	90113	4/8/02	C		93900	6/14
16 C	1	92124	1/10/02	C	6	53185	5/6/02	C		94765	6/14
17 C	1	93399	1/10/02	C		71304	5/3/02	C		94814	7/18
18 C	2	27060	2/22/02	C		73751	5/1/02	C		94952	7/18
19 C	2	28735	2/20/02	C		82630	5/6/02	C	11	57450	7/23
20 C	2	63247	2/12/02	C		83275	5/2/02	C		81546	8/7
21 C	2	67185	2/12/02	C		83579	5/9/02	C		83463	7/23
22 C	2	72184	2/7/02	C		84549	5/22/02	C		86463	8/6
23 C	2	77443	2/11/02	C		86485	5/1/02	C		90926	8/7
24 C	2	79747	2/27/02	C		91085	5/2/02	C		92494	8/19
25 C	2	81361	2/26/02	C		92613 <sup>**</sup>	4/9/02	C		94949	8/6
26 C	2	83444	2/12/02	C		93233	5/2/02	C		95540	7/23
27 C	2	86627 <sup>1-2</sup>	2/12/02	C		94541	5/1/02	C		95563	7/25
28 C	2	88599	2/7/02	C	7	76123	6/7/02	C	12	61656	8/15
29 C	3	73122	3/26/02	C		77556 <sup>**</sup>	5/22/02	C	1	70950	8/8
30 C	3	77355	3/6/02	C		78960 <sup>**</sup>	5/22/02	C		75101	8/14
31 C	3	79182	3/4/02	C		80826 <sup>**</sup>	12/20/01	C		78521	8/14
32 C	3	79600	3/22/02	C		81665 <sup>**</sup>	5/13/02	C		79879	8/8
33 C	3	79975	3/28/02	C		82079 <sup>**</sup>	12/13/01	C		80709	8/14
34 C	3	80091	3/22/02	C		83180 <sup>1-3</sup>	5/22/02	C		81643	8/9
35 C	3	80349	3/19/02	C		84057 <sup>**</sup>	5/22/02	C		83009	8/15
36 C	3	81669	3/19/02	C		85095 <sup>**</sup>	5/21/02	C		83469	9/12
37 C	3	81672	3/18/02	C	8	93847	5/20/02	C		89869	8/14
38 C	3	81685	3/28/02	C		94193	5/21/02	C		95929	8/28
39 C	3	85718	3/28/02	C		94330	5/31/02	C	13	33923	8/30
40 C	3	88737	3/6/02	C		94363	5/20/02	C	13	72621 <sup>1-2</sup>	9/27

RECEIVED

MAY 25 - 2007

RECORDS MANAGEMENT  
SECTION

07  
Exp Sealed

MAY 25 2007

RECORDS MANAGEMENT  
DIVISION

[illegible]

~~CONFIDENTIAL~~

MAY 25 2007

RECORDS MANAGEMENT  
SECTION

## EXPUNGED CRIMINAL COURT RECORDS

(2003)

1 of 2

EXP Dates 03

Box no  
1 - January

unless stated

Case Type	Box No.	Case No.	Date Exp. Sealed	Case Type	Box No.	Case No.	Date Exp. Sealed	Case Type	Box No.	Case No.	Date Exp. Sealed
1 C	1	25815	1/9	C	4	82844	3/13	C	9	90918	5/29
2		36118	1/17			82902	3/13		1	92251	6/4
3		72125	1/17			83530	3/13			95773	6/5
4		73395	1/17			84349	3/5			96557	6/2
5		74107	1/17			86799	3/17		10	23666	7/29
6		74485	12/6/02		5	87048	3/27			49406	7/14
7		77032	12/6/02			87665	3/13			51937	7/29
8		83566	12/9/02			87931	3/13			54642	8/5
9		84037	12/3/02			88262	3/13			70469	8/5
10		92106	12/10/02			90761	2/20			71650	7/29
11		95247	12/9/02			92249	2/24			73244	7/24
12		96416	12/12/02			94850	3/17			75746	7/22
13		96440	12/6/02			95102	3/17			77042	8/5
14	2	33584	1/28			96462	3/20			79875	8/1
15		33600	1/24		6	45379	4/18			80725	8/5
16		60466	1/24			65854	4/14		11	81791	7/15
17		66203	1/28			68430	4/10			84018	7/29
18		68947	1/29			71708	4/17			84247	7/14
19		79079	1/21			80901	4/30			84593	7/7
20		79273	1/24			83458	4/18			84739	7/29
21		81801	1/24			84866	4/10			85297	7/29
22		82012	1/24			86952	4/14			88164	8/27
23		82015	2/6			87903	4/17			89202	7/29
24	3	83347	1/13			88115	4/24			90670	8/4
25		85352	1/24		7	92326	4/15			93862	7/29
26		85621	12/17			92568	4/30			94443	8/5
27		86360	1/15			92695	4/10		12	94693	7/24
28		88280	1/24			92857	4/21			94812	7/15
29		89044	1/24			95285	4/18			95417	8/4
30		90461	1/24			96451	4/10			95507	8/13
31		91731	2/6			96452	4/10			96518	7/29
32		95537	1/24			97303	4/18			96653	7/29
33		95803	1/24		8	48648	5/16			97242	7/4
34		96389	2/26			77112	6/3			97405	8/1
35	4	21430	3/13			77450	6/3			97640	7/22
36		58015	3/5			80267	6/2		13	39607	9/25
37		74805	3/13			81383	6/2			56446	9/25
38		80214	1/31			81901	6/2			65813	9/26
39		80537	3/12		9	82625	5/29			71429	9/23
40		81422	3/12		9	88582	6/4			75462	10/7

MAY 25 707

RECORDS MANAGEMENT  
DIVISION

Page 2  
1/4/3

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 WATERLOO ROAD, P.O. BOX 275  
Jessup, Maryland 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Court for Queen Anne's County May 26, 2006  
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.				
	Cash Register Tapes	2330	1	1/6/97 - 12/31/02 (29 boxes)	29 cu.ft.	8/3/06	Landfill.
	Certificate of Deposit and Bank Deposit Slips, Distribution of Charges, and Memorandum of Adjustments	2330	1	FY97 FY98 FY99 FY00 FY01 FY02	12 cu.ft.	8/3/06	Landfill and Shredded.
	Monthly Report of State Funds Collected and Deposited	2330	1	FY98 FY99 FY00 FY01 FY02	10 cu.ft.	8/3/06	Landfill

Destroyed: Katherine B Hager, Chief Deputy

Destruction Approved by Hall of Records Commission

6 Jul 06  
Date  
Edward C. Papenfuss  
State Archivist

Approved for Destruction  
Signature of Court Official  
Thomas G. Ross  
Title  
C. Annis-Talge  
Date  
5/30/06

SEP 18

*WLB*

RECORDS MANAGEMENT

RECORDS SECTION

21143 (1)

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 WATERLOO ROAD, P.O. BOX 275  
Jessup, Maryland 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Queen Anne's County

May 26, 2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1-4,218	Juvenile Records - case files only.  Juvenile Records #1200-1999 do not exist (clerk error in 1959 skipped these numbers.)	2330	1	8/27/45 - 12/29/87	24 c.ft.	7/17/06	Shredded

Destroyed: Katherine B. Hager, Chief Deputy Clerk 7/19/06.

Destruction Approved by Hall of Records Commission

6 April 06  
Date

Edward C. Saperstein  
State Archivist

Approved for  
Destruction

Thomas G. Ross C. Admin. Title 5/30/06  
Signature of Court Official Title Date

Thomas G. Ross

SEP 18 1966

SEP 18 1966

RECORDS MANAGEMENT  
DIVISION

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 WATERLOO ROAD, P.O. BOX 275  
Jessup, Maryland 20794-0275

4813

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Queen Anne's County

July 30, 2008

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	Item				
	Criminal October 1972 - October 1983 (38 Files) March 1986 - February 1999 (26 Files) March 1999 - October 2003 (10 Files)	Schedule 2330	Sec. 1 (b) Adm. Records		2.0 Cu.Ft 2.0 Cu.Ft 2.0 Cu.Ft		9/15/08 } landfill }
	Civil January 1975 - March 1996 - Support Mins (21 Files) September 1977 - March 1990 (22 Files) February 1991 - August 1991 (23 Files) October 2001 - October 2003 (7 Files)				2.0 Cu.Ft 2.0 Cu.Ft 2.0 Cu.Ft 2.0 Cu.Ft	QUEEN ANNE'S COUNTY 2008 SEP - 9 AM 11:31	9/26/08 } landfill }
	Juvenile January 1974 - March 1982 (8 Files) March 1983 - October 1998 (23 Files) October 2001 - October 2003 (7 Files)				2.0 Cu.Ft 2.0 Cu.Ft 2.0 Cu.Ft		9/26/08 } landfill }

Destruction Approved by Hall of Records Commission

Destruction Certification

5 Sep 08

Date

Edward C. Gorman  
State Archivist

[Signature]  
Signature of Court Official

Clerk of Court  
Title

9/29/08  
Date

Adm Order filed 9/10/08

OCT 21 1961 *ms*

4813

Hall of Records Commission  
Records Management Division  
7275 WATERLOO ROAD, P.O. BOX 275  
Jessup, Maryland 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Queen Anne's County

COURT		COUNTY		DATE		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
Series No.	Description of Records Include Title and/or Form Number	Retention	Item						
	Miscellaneous Drawer Juvenile: March 9, 1999 - March 29, 2000 April 2000: April 5, 2001 - September 28 2001: October 6, 2000 - March 28, 2001: (4 Files)  Civil: October 4, 1999 - January 31, 2001 February 1, 2000 - March 31, 2000: April 30, 2000 - September 27, 2000: October 2, 2000 - March 26, 2001: April 2, 2001 - September 26, 2001: (5 Files)	↓	↓			Total: 2.0 Cu.Ft		9/26/08 } shredded }  9/29/08 } landfill }	

Destruction Approved by Hall of Records Commission

5 Sep 08  
Date

*Edward C. Igoe*  
State Archivist

Destruction Certification

*[Signature]* Clerk of Court  
Signature of Court Official Title

9/29/08  
Date

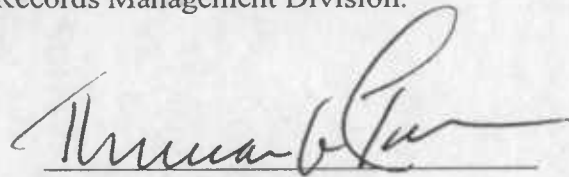
OCT 21  *ms*

THE CIRCUIT COURT FOR QUEEN ANNE'S COUNTY

ADMINISTRATIVE ORDER 08-03

Record Retention and Disposal

Pursuant to the Records Retention and Disposal Schedule for the Circuit Courts of Maryland, Number 2330, it is hereby **ORDERED**, this 10 day of September, 2008, that the Clerk of this Court is authorized to destroy the records series listed on the attached Proposal and Certificate of Records Destruction in accordance with the regulations of the Department of General Services, Hall of Records Commission, Records Management Division.



Thomas G. Ross,  
County Administrative Judge

Date: 9/10/08

RECEIVED  
CLERK, CIRCUIT COURT  
2008 SEP 11 AM 11:36  
QUEEN ANNE'S COUNTY

PM. 12 130

Records Management Division  
7275 WATERLOO ROAD, P.O. BOX 275  
Jessup, Maryland 20794-0275

RECEIVED  
CLERK, CIRCUIT COURT

4308

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION 2008 AUG 11 PM 3:02

QUEEN ANNE'S COUNTY

Circuit Court for Queen Anne's County

Jan. 18, 2007

COURT

COUNTY

DATE

Series  
No.

Description of Records  
Include Title and/or Form Number

Authorization

Retention

Item

Inclusive  
Dates of Records  
Destroyed

Volume  
(Cubic Feet)

Date of  
Destruction

Method of  
Destruction  
(Recycle, shred,  
landfill, etc.)

1 Jury selection papers, including qualification forms, computer listing, record of payment, summons, etc. used to select a jury.

2330

6b

March 1997 -  
October 2002

26

11/19/2008

Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07  
Date

State Archivist

Signature of Court Official

Title

11/19/08  
Date

COPY

DEC



*WJ*

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

Suzanne Mensch, Clerk PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Baltimore County  
County Courts Building  
401 Bosley Avenue  
P. O. Box 6754  
Towson, Maryland 21285-6754

ATT: William E. Allen, Chief Deputy

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.				
1	Expungement Criminal Files January 2000 - August 2003 32 Boxes	MD Rule 4-512(F) 2330	5	January 2000 Thru August 2003	64.00 FT		Shredded 11/8/06

Destruction Approved by Hall of Records Commission

12 OCT 06

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Signature of Court Official

Del Judge

Title

10/24/06

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.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
3. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records.
4. If the State Archivist approves the destruction, both copies will be signed and returned. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
5. For your information:

One letter-size file drawer = 1.5 cu. ft. of records  
One legal-size file drawer = 2.0 cu. ft. of records



NOV 16

RECORDS MANAGEMENT  
DIVISION

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

4307

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

RECEIVED

JAN 29 2007

MARYLAND STATE ARCHIVES

Suzanne Mench, Clerk  
Circuit Court for Baltimore County  
County Courts Building  
401 Bosley Avenue  
P. O. Box 6754  
Towson, Maryland 21285-6754

ATT: William E. Allen, Chief Deputy  
410-887-2697

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.				
1984	Juvenile Case Files 84J-001 - 84J1680	2330	1	JAN 1, 1984 DEC 31, 1984	28.0 CU FT		

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07

Date

Edward C. Spangenberg  
State Archivist

  
Signature of Court Official

4/3/07 Ad Judge  
Title Date

T-186 P. 02/02 F-852

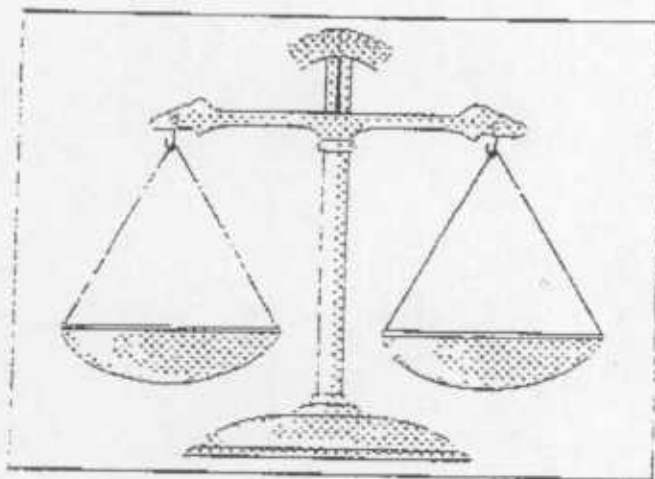
+4108873002

FROM-CLERK CIRCUIT COURT FOR BALTO CO

Apr-03-07 08:13am

APR 3 1967

WORLD'S MANAGEMENT  
DIVISION



## FAX COVER SHEET

TO: KarenFAX #: 410 799-8532

DEPT: \_\_\_\_\_

PHONE #: 410-799-~~8532~~FROM: JOHN ALMONDPHONE #: 410-~~3430~~ 887-3494

DEPT: CLERK'S OFFICE, CIRCUIT COURT BALTIMORE COUNTY

FAX #: 410-887-3062

PAGES: 2

(including cover page)

DATE: 4/6/07

MESSAGE:

This is the order for destruction  
from Edward Papenfuss.

John

APR 8 2007

RECORDS MANAGEMENT  
DIVISION

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4814 Forward three (3) copies to address at left.
Court Circuit Court – Clerk's Office			
County Frederick	Date August 5, 2008		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Expunged Criminal Records	2330	IV-5 (c)	11/8/02 -- 3/14/05	11 Cubic		
2	Search Warrants, Wire Taps, Special Investigations	2330	IV-3	7/16/71- 1/17/93	3 Cubic		
3	Criminal Case Files	2330	IV-1 (A-B)	10/16/98- 12/30/02	165 Cubic		
4	Criminal Case Files	2330	IV-1 (A-B)	7/17/92- 12/7/93	38 Cubic		
					217		

**Destruction Approved by Maryland State Archives**

5 Sep 08

Date

DGS 550-9 (rev. 8/04)

*Edward A. Langan*  
State Archivist

Instructions for Preparation and Submission on next page

**Destruction Certification**

*Shandra K. Dalton* Clerk  
Signature of Court Official Title

10/3/08  
Date

OCT 7 1948

DOCUMT DATE	DUE DATE	PURCHASE ORDER NUMBER			
10/01/08		09-25751-10			
NEXT SERVICE	ROUTE	STOP	REP CODE	DRVR	TYPE
00700700	MI7 /		0 MPK	RF	PG
CUST CODE	Circuit Court of Fred				
001688	100 W Patrick St				
	Frederick MD 21701				
	(301) 600-1973 BUZZ				



**ALL-SHRED INC.**  
**MOBILE DOCUMENT DESTRUCTION**  
 Shredding Today for Growth Tomorrow  
 4831 Winchester Blvd. - Frederick, MD 21703  
 301-874-1480 - 1-877-274-7333  
 www.allshredmd.com

SERVICE CODE	QUANTITY	POUNDS	DESCRIPTION	UNIT PRICE	AMOUNT
MI-RSPN			RTE SVC/POUND ON SIT	.18	
MI-FUELN			FUEL SURCHARGE	.10	
	Totes 29	LB 7814.90			\$1406.68
					Fuel Surchg \$140.67
TIME IN	TIME OUT			*TAXABLE	#DISCOUNTED
8:45	12:52	7814.90		TOTAL MISC CHGS	
				CURRENT CHARGES	\$1547.35
				TAX	
				TOTAL	\$1547.35
FORGE: 7800lbs Go to back at loading dock per Buzz 301-600-1973/jim Undegraff 301-600-1516 8A- 4P					

1A

X G.J. Working  
 Customers Signature

10-1-08  
 Date

**Certificate of Destruction**

ALL-SHRED, Inc. would like to thank you for the opportunity to recycle your high grade paper for the future of our environment, which we all value greatly. The material listed on this certificate was shredded as per customer instructions by ALL-SHRED, Inc. Shredded material is packaged and prepared for recycling in a commercial baler.

**Destruction Declaration**

I have first hand knowledge of this destruction process and declare under penalty of perjury that the foregoing is true and correct.

10-1-08  
 Date

Roger Thing  
 ALL-SHRED, Inc. Bonded Representative

Certificate not valid if not signed by an ALL-SHRED, Inc. Representative

White Copy - Certificate of Destruction, Yellow Copy - Office, Pink Copy - Client Invoice

200



130

Part 2 - 1909

Part 1 - 1908

Part 3 - 1910

4191

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
<b>Court</b>	<b>Circuit Court</b>		
175 Main Street, Prince Frederick, MD 20678			
<b>County</b>	Calvert <b>Date</b> 7/10/06		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Original land record instruments	<del>2330</del> 2330	4	1918 - 1985	1.5	8/29/06	Shread

**Destruction Approved by Maryland State Archives**

16 Aug 06  
 Date  
Edward C. Saperstein  
 State Archivist

**Destruction Certification**

Ronda L Libby      Land Supervisor      8/29/06  
 Signature of Court Official      Title      Date

SEP 18

*Wb*

RECORDS MANAGEMENT  
DIVISION

BOOK	PAGE	DATE	DOCUMENT
AAH 2	264	1918	DEED
AAH 17	376	1927	DEED
AAH 25	570	1931	DEED
JLB 20	408	1958	DEED
JLB 119	489	1970	RELEASE
148	101	1972	RELEASE
179	111	1975	RELEASE
218	554	1977	RELEASE
222	379	1977	POWER ATTNY
223	206	1977	RELEASE
231	386	1978	MORTGAGE
231	389	1978	MORTGAGE
241	144	1978	RELEASE
243	508	1979	RELEASE
244	179	1979	RELEASE
267	382	1980	PLAT
267	906	1980	DEED
273	470	1981	DEED
290	510	1982	RELEASE
297	167	1983	RELEASE
299	583	1983	DEED
315	658	1984	RELEASE
317	910	1984	RELEASE
319	77	1984	DEED
319	575	1984	ART OF INC
321	128	1984	SUB TR
321	129	1984	RELEASE
321	130	1984	RELEASE
327	810	1984	DEED
333	1	1985	DEED
332	980	1985	DEED
337	87	1985	POWER ATTNY
337	89	1985	DEED OF TRUST

Disposal Cart

SEP 18

July

RECORDS MANAGEMENT

337	269	1985	RELEASE
339	687	1985	RELEASE
339	835	1985	DEED
ABE 28	883	1985	FINANCING STMT

<del>1857</del>	<del>DEED</del>
<del>1885</del>	<del>MARRIAGE</del>
<del>1886</del>	<del>MARRIAGE</del>
<del>1886</del>	<del>MARRIAGE</del>

AWR 1	253	1948	DD214
AWR 1	207	1946	DD214

216

SEP 18

RECORDS MANAGEMENT

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

4535

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court Anne Arundel County 12/10/07  
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.				
	Daily Cash Settlement Sheets	2330	1	7/03 thru 12/05	35		
	Daily Cash Register tapes	"	5	7/03 thru 12/05	66		
	Copy orders Doc. & file Depts.	"	5	7/03 thru 12/05	10		
	License Dept. Rec. & Repts.	"	6	7/03 thru 12/05	11		
	Credit Card Info	"	5	7/03 thru 12/05	7		
	Time cards	"	4	7/03 thru 12/05	2		
	SRC acct. (closed)	"	5	7/99 thru 6/05	4		
	Phone bill info.	"	5	7/01 thru 12/05	2		
	Computer Rec (AS400)	"	5	7/03 thru 4/05	2		
	Invoices: Crim, Civil & Juv.	"					
	uncollectable, Paid & unpaid		5	6/96 thru 12/05	21		
	Budget & Revenue Repts.	"	2	97 FY thru 05FY	9		
	Acct. Dept. daily work	"	5	02 FY thru 05 FY	7		
					176		

Destruction Approved by Hall of Records Commission

4 Jan 08  
Date

*[Signature]*  
State Archivist

Destruction Certification

*[Signature]*  
Signature of Court Official

*[Signature]*  
Title

2-20-08  
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

APR 12 1988

APR 12 1988

RECORDS MANAGEMENT

10-8004

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

4535

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court

Anne Arundel County

12/10/07

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.				
	Daily Cash Settlement Sheets	2330	1	7/03 thru 12/05	35		
	Daily Cash Register tapes	"	5	7/03 thru 12/05	66		
	Copy orders Doc. & file Depts.	"	5	7/03 thru 12/05	10		
	License Dept. Rec. & Repts.	"	6	7/03 thru 12/05	11		
	Credit Card Info	"	5	7/03 thru 12/05	7		
	Time cards	"	4	7/03 thru 12/05	2		
	SRC acct. (closed)	"	5	7/99 thru 6/05	4		
	Phone bill info.	"	5	7/01 thru 12/05	2		
	Computer Rec (AS400)	"	5	7/03 thru 4/05	2		
	Invoices: Grim, Civil & Juv.	"					
	uncollectable, Paid & unpaid		5	6/96 thru 12/05	21		
	Budget & Revenue Repts.	"	2	97 FY thru 05FY	9		
	Acct. Dept. daily work	"	5	02 FY thru 05 FY	7		

Destruction Approved by Hall of Records Commission

Destruction Certification

4 Jan 08  
Date

*Edward C. Gump*  
State Archivist

*Doug Arnold*  
Signature of Court Official

*Asst. Chief Deputy*  
Title

2-20-08  
Date

~~RECEIVED~~  
~~POSTAL SERVICE~~

FEB 27 *W8*

~~RECEIVED~~  
~~POSTAL SERVICE~~

Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="text-align: right; font-size: 2em; font-family: cursive;">4526</div> Forward three (3) copies to address at left.
<b>Court</b>		
Charles County                      October 11, 2007		
<b>County</b> <b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Page 1 of 2

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.				
	Fiscal Records – Cash Register Receipts	2330	Sec II 5	07/02 – 09/04	27	12/10/07	Shred
	Fiscal Records – Miscellaneous Accounting Records	2330	Sec II 5	FY 2003	2	12/10/07	Shred
	Fiscal Records – General Accounting Records	2330	Sec II 1	FY 2003	2	12/10/07	Shred
	Fiscal Records – Payroll Acct. Records (Timesheets)	2330	Sec II 4	12/03 – 09/04	1	12/10/07	Shred
	Fiscal Records – Misc. Acct. Records (1099 & P/O)	2330	Sec II 5	1977 – 1994	1	12/10/07	Shred
	Administrative Records – Personnel files (applications)	2330	Sec I 9	06/93 – 09/99	1	12/10/07	Shred
	Administrative Records – Statistical Reporting to AOC	2330	Sec I 1	2001 – 2002	1	12/10/07	Shred
	Administrative Records – Reports	2330	Sec I 1	1980 – 2004	1	12/10/07	Shred
	Administrative Records – Ct Room Clerk Docket Sheets	2330	Sec I 1	07/97 – 12/97	1	12/10/07	Shred
	Administrative Records – Jury Qualification Forms	2330	Sec I 6b	03/00 – 03/03	<del>5</del> 42	12/10/07	Shred


**Destruction Approved by Maryland State Archives**

**Destruction Certification**

NOV 9 2007


Date

DGS 550-9 (rev. 8/04)



State Archivist

Instructions for Preparation and Submission on next page

  
Signature of Court Official

Manager  
Title

12/10/07  
Date

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 1/8/76 BY [signature]

EX-100-100000-100000

October 11, 2007

Page 2 of 2

[illegible]

~~SECRET~~

DEL 18 207

~~SECRET~~

Circuit Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4689 Forward three (3) copies to address at left.
Court			
Charles County	03/03/08		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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.				
	Fiscal Records - Payroll and Check Register	2330 Sec II 4b		07/23/91 thru 12/21/04	2	5/23/08	shred
	Administrative Records – excused and postponed jurors	2330 Sec I 6b		03/2003 thru 09/2003	5	5/23/08	shred
	Fiscal Records – Hand written receipt book	2330 Sec II 5I		1986 - 1999	.02	5/23/08	shred
	Fiscal Records - General Accounting Records	2330 Sec II 1		FY 2004	2	5/23/08	shred
	Fiscal Records – Miscellaneous Accounting Records	2330 Sec II 5		FY 2004	1	5/27/08	shred
	Administrative Records – Personnel Files (applications)	2330 Sec I 9		2001 – 2002	.02	5/27/08	shred
	Administrative Records – Ct Room Clerk Docket Sheets duplicate copies of daily docket sheets	2330 Sec I 1		07/03 – 06/04	1	5/27/08	shred
					11.04		

**Destruction Approved by Maryland State Archives**

15 May 08  
Date

*Edward A. Green*  
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

**Destruction Certification**

*Patricia Bullard, Manager*  
Signature of Court Official Title

5/27/08  
Date

JUN 3

rw8

RECORDS MANAGEMENT  
SECTION