

4349

**DISTRICT COURT OF MARYLAND
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 Headquarters-Operations Offsite Offices
Court

Anne Arundel
County

2/8/07
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
	Supervisor Copies of Employee Timesheets (stored in Manager's office) <i>2003-2005</i>	<i>2219</i>	<i>Section V Item 1c.</i>	<i>2003</i>	<i>2 FT</i>		<i>Shred</i>

Destruction Approved by Hall of Records Commission

4/11/07
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Operations Mgr.
Title 4/24/07
Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 28 2007
MARYLAND STATE ARCHIVES

MAY 25 2007
2007

MARYLAND STATE ARCHIVES

4349

Transmittal # _____

DISTRICT COURT OF MARYLAND
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 Headquarters-Operations Offsite Offices
Court

Anne Arundel
County

2/8/07
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
	Supervisor Copies of Employee Timesheets (stored in Manager's office) <i>2003-2005</i>	<i>2219</i>	<i>Section V Item 1c.</i>	<i>2003</i>	<i>2 FT</i>		<i>Shred</i>

Destruction Approved by Hall of Records Commission

4/11/07
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Operations Mgr.
Title

4/24/07
Date

RECEIVED
MAY 25 1947

LMC 52 1947

RECEIVED
MAY 25 1947

Transmittal # _____

4029

**DISTRICT COURT OF MARYLAND
 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 Traffic Processing Center-Ticket Room
Court

Anne Arundel
County

01/09/06
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
06W58	Traffic Citations	989			209		

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

[Signature]
State Archivist

Destruction Certification

Signature of Court Official

Title

Date

RECEIVED
JAN 19 2006
MARYLAND STATE ARCHIVES

FEB 21 2006
RECORDS MANAGEMENT
DUPONT

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

3958

NOV 14 2005

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD

Anne Arundel County

14 Nov 2005

Accession # 99A087

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 Microfilm and Destroy (MD Rule 16-505)	2219	Sect IV Items 1 and 2	1995	147	JAN 23 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2005

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official
Cranford

Supv. Records
Title

JAN 23 2006

Date

MSC 1, 2011

100

100

Page 2 of 2

MSC 1, 2011

100

JAN 27 — 2016

— CORUS MANAGEMENT
DIVISION

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

3958

NOV 14 2005

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD

Anne Arundel County

14 Nov 2005

Accession # 99A087

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 Microfilm and Destroy (MD Rule 16-505)	2219	Sect IV Items 1 and 2	1995	147	JAN 23 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2005

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official
Cranford

Supv. Records
Title

JAN 23 2006

Date

NO. 1000

JAN 27 — 2006

WOODS MANAGEMENT
SYSTEM

INSTRUCTIONS FOR PREPARATION

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

RECORDS MANAGEMENT
FEB 31 1988
206

RECORDS
MARCH 20 1988

AGENCY HOLDINGS IN RECORDS CENTER

ACCESSION NO.	NO.	CUBIC FEET	RANGE	SECTIONS	SCHEDULES	ITEMS	DISP
** RECORD MANAGEMENT CODE 15.02.25.01							
04W0556		6	18 34		0989	1	1/06
04W0557		5	19 09		0989	1	1/06
04W0558		4	19 08		0989	1	1/06
04W0559		3	5 21		0989	1	1/06
04W0560		2	19 23		0989	1	1/06
05W1272		6	14 04		0989	1	1/06
05W1273		4	14 04		0989	1	1/06
05W1274		2	14 04		0989	1	1/06
05W1275		1	14 04		0989	1	1/06
05W1276		1	14 04		0989	1	1/06
01W0852		70	142 25-26		0989	1	1/06
** Subtotal **							
		104					
*** Total ***							
		104					



RECEIVED

JAN 30 2006

MARYLAND STATE ARCHIVES

2006
JAN 30 2006
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

2/2/2

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center Annapolis MD 11 Aug 2006 Accession 01A21
 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.				
	MATS Citation Error Listing MVA Verification Listing	2219	Section IV Item 2d	2000	15	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

31 Aug 06
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
Cranford

Supv. Records
Title

SEP 19 2006

Date

SEP 26 2004

RECORDS MANAG
BIRMINGHAM

MARYLAND STATE ARCHIVES
MAY 6 2008
RECEIVED

SEP 18 2006
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

4212

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center Annapolis MD 11 Aug 2006 Accession 01A21
 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.				
	MATS Citation Error Listing MVA Verification Listing	2219	Section IV Item 2d	2000	15	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

31 Aug 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
Cranford

Supv. Records
Title

SEP 19 2006
Date

01732

RECEIVED
AUG 21 2006
MARYLAND STATE ARCHIVES



SEP 26 2006

ORDS MANAGEMENT

01732

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

4211

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center Annapolis MD 11 Aug 2006

Accession 00A2

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.				
	MATS Transaction Report MATS Overpayment Report	2219	Section IV Item 2d	1999	8	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

31 Aug 06
Date

Edward C. Papenfuss Jr
State Archivist

[Signature]
Signature of Court Official
Evanford

Supr. Records
Title

SEP 19 2006
Date

SEP 26

MLB

RECORDS MANAGEMENT
UNIT

10/1/2

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

4211

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center Annapolis MD 11 Aug 2006

Accession 00A2

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.				
	MATS Transaction Report MATS Overpayment Report	2219	Section IV Item 2d	1999	8	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

31 Aug 06
Date

Edward C. Papenfuss Jr.
State Archivist

[Signature]
Signature of Court Official
Cranford

Supv. Records
Title

SEP 19 2006
Date

SEP 26 2006



SEP 26 2006

RECORDS MANAGEMENT
SERVICES

RECEIVED
AUG 21 2008
MARYLAND STATE ARCHIVES

10/20/08

4210

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 Traffic Processing Center Annapolis, MD 11 Aug 2006

Accession 02A001

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.				
	MATS Citation Error Listing	2219	Section IV Item 2d	2001	16	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

31 Aug 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
Cranford

Supv. Records
Title

SEP 19 2006
Date

NOV 1 1966

SEP 26 2006

RECORDS MANAGEMENT
FBI - MEMPHIS

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

4210

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center Annapolis, MD 11 Aug 2006

Accession 02A001

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.				
	MATS Citation Error Listing	2219	Section IV Item 2d	2001	16	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

31 Aug 06.
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
Cranford

Sugr-Records
Title

SEP 19 2006

Date

RECEIVED

AUG 21 2006

MARYLAND STATE ARCHIVES

SEP 26

mls

RECORDS MANAGER

4206

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 Headquarters Annapolis MD 11 August 2006 Accession 99A107
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Administrative Records: ETR Check Registers Timecards Terminated Empl. Folders Contr. Comm. Timecards Contr. 311T's	2219	Sect I Item 2	1996 through 1998	25	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

31 Aug 06
Date

Edward C. Rosenfeld
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
Cranford

Supv. Records
Title

SEP 19 2006
Date

SEP 26 2004

RECORDS MANAGEMENT
DIVISION

10/10/04

4/206

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 Headquarters

Annapolis MD

11 August 2006

Accession 99A107

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Administrative Records: ETR Check Registers Timecards Terminated Empl. Folders Contr. Comm. Timecards Contr. 311T's	2219	Sect I Item 2	1996 through 1998	25	SEP 19 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

31 Aug 06.
Date

Edward C. Papenfuss
State Archivist

[Signature]
Signature of Court Official
Cranford

Supv. Records
Title

SEP 19 2006
Date

~~CONFIDENTIAL~~

SEP 26

WDB

RECORDS MANAGEMENT
EDUCATION

RECEIVED
AUG 21 2006
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

4174

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - Headquarters #13 - TPC Payments Anne Arundel County June 27, 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.				
	MATS. BATCHES - DESTROY Accession Number: 04W336	989	1		98		

Destruction Approved by Hall of Records Commission

16 Aug 06
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Signature of Court Official Title Date

SEP 18 2006

RECORDS MANAGEMENT
FBI

4295

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 - Headquarters #13 Anne Arundel 1-3-07
COURT TPC - Payments 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.				
	MATS - BATCHES - DESTROY Accession Numbers - 04W0359 05W1280 04W0349 05W1281 04W0351 05W1282 04W0352 05W1283 04W0353 05W1286 04W0354 04W0355 05W1268 05W1269 05W1270 05W1271 05W127 05W1278 05W1279	989	1		673		

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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

RECORDS MANAGEMENT
DIVISION

APR 18 —
2007

RECORDS MANAGEMENT
DIVISION

APR 30
2007

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

4295

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - Headquarters #13
 COURT TPC - Payments
 Anne Arundel COUNTY
 1-3-07 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.				
	HATS - BATCHES - DESTROY Accession Numbers - 04W0339 05W1280 04W0349 05W1281 04W0351 05W1282 04W0352 05W1283 04W0353 05W1286 04W0354 04W0355 05W1268 05W1269 05W1270 05W1271 05W1277 05W1278 05W1279	989	1		673		

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
 Date

Edward C. Papenfuss
 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.
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RECORDS MANAGEMENT DIVISION

APR 18 - 2007

RECORDS MANAGEMENT DIVISION

APR 30 2007

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

4295

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - Headquarters #13 Anne Arundel 1-3-07
 COURT TPC - Payments 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.				
	HATS - BATCHES - DESTROY	989	1		673		
	Accession Numbers - 04W0359 05W1280 04W0349 05W1281 04W0351 05W1282 04W0352 05W1283 04W0353 05W1286 04W0354 04W0355 05W1268 05W1269 05W1270 05W1271 05W1277 05W1278 05W1279						

Destruction Approved by Hall of Records Commission

27 Mar 07
 Date

Edward C. Papenfort
 State Archivist

Destruction Certification

Signature of Court Official

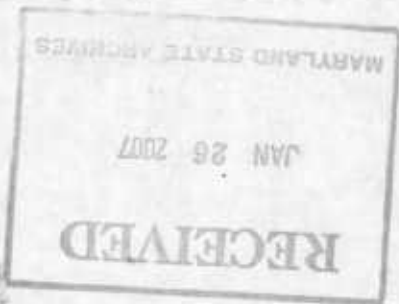
Title

Date

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RECORDS MANAGEMENT DIVISION
APR 18 2007
LMD

RECORDS MANAGEMENT DIVISION
APR 20 2007
LMD

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>4494</u>
Court Circuit			
County Howard	Date 6/25/07		

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.				
See attached	Criminal Court Files	2330 – Sect IV	Item 1 A,B	1988-1990	14 cu ft	9/7/07	Landfill

Destruction Approved by Maryland State Archives

24 June 07
Date

Edward A. [Signature]
State Archivist

Destruction Certification

[Signature] Clerk of Court 9/7/07
Signature of Court Official Title Date

RECEIVED
MAY 25 1968

MAR 25 1968

WJ

~~RECEIVED~~

[Faint signature]

4315

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

22 January 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error lising	2219	Sect IV Item 2	2003	007		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

21 Mar 07
Date

Edward C. Saperstein Jr
State Archivist

Joseph E. Watkins
Signature of Court Official

State Archivist
Title

APR 18 2007
Date

RECEIVED
MAR 6 2007
MARYLAND STATE ARCHIVES

[Faint, illegible stamp]

MAY 4 2007

RECORDS MANAGEMENT
DIVISION

4315

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
Court

Anne Arundel
County

22 January 2007
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error lising	2219	Sect IV Item 2	2003	007		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date
Edward C. Paprocki
State Archivist

Charlene D. Watkins
Signature of Court Official
Deputy State Archivist
Title
APR 18 2007
Date

100-10110

MAY 4 2007

RECORDS MANAGEMENT
SECTION

4403

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
Court

Anne Arundel
County

26 April 2007
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1991 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
Date

Edward C. Spangenberg
State Archivist

Gary F. Cranford Certification

[Signature]
Signature of Court Official
Supervisor, District Court Records

MAY 30 2007
Date

1005 4 10 1200

1005 4 10 1200

Handwritten signature

RECEIVED

JUN 2 2007

RECORDS MGMT. SECTION
1005 4 10 1200

4403

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
 Court

Anne Arundel
 County

26 April 2007
 Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1991 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
 Date

 State Archivist

Gary F. Cranford
 Signature of Court Official
Supervisor, District Court Records
 Title
MAY 30 2007
 Date

JUN 7 2007

RECORDS MANAGEMENT
DIVISION

41404

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Anne Arundel

26 April 2007

Court

County

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1992 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 may 07
Date

Edward C. P... ..
State Archivist

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

[Faint, illegible text]

JUN 7 2007

RECORDS MANAGEMENT
U.S. DEPARTMENT OF JUSTICE

4404

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1992 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

18 may 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

JUN 7 2007

RECORDS MANAGEMENT
SECTION

4405

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1993 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
Date

Edward C. Papenfuss Jr

State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official

Title

MAY 30 2007
Date

~~Instructions for Preparation and Submission on Reverse Side~~
Supervisor, District Court Records

100-100000

100-100000

100-100000

Handwritten signature

100-100000

JUN 7 2017

RECORDS MANAGEMENT
SECTION

4405

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
Court

Anne Arundel
County

26 April 2007
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1993 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss
State Archivist

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

DGS-55Q-9 Revised 9/24/01

Instructions for Preparation and Submission on Reverse Side
Supervisor, District Court Records

~~RECEIVED~~

JUN 7 2007

~~RECORDS MANAGEMENT~~
12-0-07

4406

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1994 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss Jr
State Archivist

Gary F. Cranford
Signature of Court Official

Title

MAY 30 2007
Date

RECEIVED

JUN 7 2007

RECORDS MANAGEMENT
SECTION

24406

Transmittal # _____

DISTRICT COURT OF MARYLAND
 DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1994 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss Jr
State Archivist

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

Charles [unclear]

[Faint stamp]

JUN 2 2007

RECORDS MANAGEMENT
SECTION

4407

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V. Item 1c.	1995 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss
State Archivist

Gary F. Cranford
Signature of Court Official

Title

MAY 30 2007
Date

100-10000

James J. [unclear]

~~RECORDED~~

JUN 7 2007

RECORDS MANAGEMENT
FBI - TAMPA

4407

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V. Item 1c.	1995 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 30 2007

18 May 07
Date

Edward C. Saperstein Jr
State Archivist

Gary F. Cranford

Signature of Court Official

Title

Date

[Faint, illegible text]

JUN 7 2007

RECORDS MANAGEMENT
SECTION

4408

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c	1996 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

Date

Edward C. Saperstein

State Archivist

Gary F. Cranford

Signature of Court Official

Title

MAY 30 2007

Date

~~CONFIDENTIAL~~

JUN 7 2007

RECORDS MANAGEMENT
SECTION

4408

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
Court

Anne Arundel
County

26 April 2007
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c	1996 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss
State Archivist

Gary F. Cranford

Signature of Court Official Title

MAY 30 2007
Date

100-100000

JUN 7 2007

RECORDS MANAGEMENT
SECTION

4409

Transmittal # _____

**DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275**

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1997 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss
State Archivist

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

[Faint, illegible text]

JUN 2 2017

RECORDS MANAGEMENT
FBI

4409

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1997 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss
State Archivist

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

RECEIVED

JUN 2 2007

RECORDS MANAGEMENT
SECTION

2410

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V. Item 1c.	1998 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Peperone Jr
State Archivist

Gary F. Cranford

MAY 30 2007

Signature of Court Official

Title

Date

JUN 7 2007
HARRIS MANAGERIAL
FBI

4410

Transmittal # _____

DISTRICT COURT OF MARYLAND
 DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V. Item 1c.	1998 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
Date

Edward C. Pappas
State Archivist

Destruction Certification

Gary F. Cranford

Signature of Court Official

Title

MAY 30 2007

Date

RECEIVED

JUN 7 2007

RECORDS MANAGEMENT
CALIFORNIA

4411

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
Court

Anne Arundel
County

26 April 2007
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1999 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

Supervisor, District Court Records
Signature and Submission on Reverse Side

JUN 7 2007
RECORDS MANAGEMENT
SECTION

4411

Transmittal # _____

DISTRICT COURT OF MARYLAND
 DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	1999 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss Jr.
State Archivist

Gary F. Cranford

Signature of Court Official

Title

Date

MAY 30 2007

Supervisor of District Court Records
Institution of the Side

SECRET

JUN 7 2007

RECORDS MANAGEMENT
BRANCH

4412

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	2000 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Gary F. Cranford

MAY 30 2007

Signature of Court Official

Title

Date

Instructions for District Court and Submitter on Reverse Side

JUN 2 - 2007
STUDIOS MANAGEMENT
LAUREN

4412

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	2000 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07
Date

Edward C. Papenfuss
State Archivist

Gary F. Cranford
Signature of Court Official

Title

MAY 30 2007
Date

[Faint, illegible text]

JUN 7 2007

PROJECT MANAGEMENT
[illegible]

4350

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: February 8, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous	2219 Sect V	1c				landfill
A	Daily Cash Register Files for Annapolis and Glen Burnie Cashiers			1998	16	6/13/07	
				1/2002 - 6/2003	47	"	
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies			1/2000 - 6/2003	4	5/22/07	
C	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			1/2000 - 6/2003	2	4/13/07	
D	NonMATS Deferred Payments Closed Accounts, Write-Offs			1/2000 - 6/2003	3	5/22/07	
E	Abandoned Property Forms			1998 - 2003	1	4/13/07	
F	MATS Deferred Payments Daily Summaries			1/2003 - 6/2003	2	5/22/07	
G	DCA 21 Check Requests Disbursement Transmittals	1/2003 - 6/2003	1	5/22/07			
					76		

Destruction approved by Hall of Records Commission

Destruction Certificate

27 Mar 07 Edward C. Papenfort Patricia L. Form Acctg Supr 6/13/07
Date State Archivist Signature of Court Official Title Date

2007

4355

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: February 8, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
A	Accounting - Miscellaneous	2219 Sect V	1c	1998	16	6/13/07	land fill
	Daily Cash Register Files for Annapolis and Glen Burnie Cashiers			1/2002 - 6/2003	47	"	
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies			1/2000 - 6/2003	4	5/22/07	
C	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			1/2000 - 6/2003	2	4/13/07	
D	NonMATS Deferred Payments Closed Accounts, Write-Offs			1/2000 - 6/2003	3	5/22/07	
E	Abandoned Property Forms			1998 - 2003	1	4/13/07	
F	MATS Deferred Payments Daily Summaries			1/2003 - 6/2003	2	5/22/07	
G	DCA 21 Check Requests Disbursement Transmittals			1/2003 - 6/2003	1	"	

Destruction approved by Hall of Records Commission

Destruction Certificate

27 Mar 07
Date

Edward C. Papenfuss
State Archivist

Patricia L. Brown
Signature of Court Official

Acote Supr
Title

6-13-07
Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

JUN 28 2007
RECEIVED
MANAGEMENT
RECORDS

4413

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	2001 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

18 may 07
Date

Edward C. Spangenberg
State Archivist

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

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JUN 2 2007

RECORDS MANAGEMENT
FBI - STAN

4413

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

26 April 2007

Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Benchtimes Reports	2219	Sect V Item 1c.	2001 Jan. - Dec.	007	MAY 30 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official Title

MAY 30 2007
Date

JUN 7

(over)

RECEIVED
JUN 7 1964

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4362

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR - 2 2007

District Court of Maryland for Anne Arundel County #7

05/04/98

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 Schedule No	Item No				
	DUD's CourtSmart Primary 01 thru 24 26 thru 129 Backup 1001 - 1008 1009 - 1011	2219	Section II Item 2	Oct 29, 2001 thru Dec 31, 2001	1/2	JUN - 8 2007	LANDFILL
Jan 1, 2002 thru Dec 18, 2002				1/2	JUN - 8 2007		
Oct 29, 2001 thru Dec 31, 2001				1/8	JUN - 8 2007		
Jan 1, 2002 thru Dec 24, 2002				1/4	JUN - 8 2007		

Destruction Approved by Hall of Records Commission

27 mar 07

Edward C. Rosenbaum

Date

State Archivist

Rev. 10/83 DGS-550-9

Gary F. Crawford Destruction Certification

JUN - 8 2007

Signature of Court Official
 Supervisor, District Court Records

Date

Instructions for Preparation and Submission on Reverse Side

100-100-100
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100-100-100
100-100-100

100-100-100

JUN 12 2007

ACQUIS MANAGEMENT
2007

4362

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR - 2 2007

District Court of Maryland for Anne Arundel County #7

05/04/98

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	DUD's CourtSmart Primary 01 thru 24 26 thru 129 Backup 1001 - 1008 1009 - 1041	2219	Section II Item 2	Oct 29, 2001 thru Dec 31, 2001	1/4	JUN - 8 2007	LANDFILL
				Jan 1, 2002 thru Dec 18, 2002	1/2	JUN - 8 2007	
				Oct 29, 2001 thru Dec 31, 2001	1/8	JUN - 8 2007	
				Jan 1, 2002 thru Dec 24, 2002	1/4	JUN - 8 2007	

Destruction Approved by Hall of Records Commission

27 mar 07

Date

Rev. 10/83 DGS-550-9

Edward C. [Signature]

State Archivist

Gary F. [Signature] Certification

JUN - 8 2007

Signature

Supervisor, District Court Records

Date

Instructions for Preparation and Submission on Reverse Side

JUN 12 2007

LIBRARY MANAGEMENT
EDUCATION

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4355

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-07

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Electronic Recordings DVD's Recordings from the period 8-12 Sep 2003 will be retained for archival purposes.	2219	2. C Sect II Item 2	1-2003 12-2003	1		Landfill 6-18-07

Destruction Approved by Hall of Records Commission

4/11/07
Date

Edward C. Saperstein
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Deborah F. Cox Div. Chief 6-18-07
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED
APR 3 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

LMC 81 000

RECEIVED MARYLAND STATE ARCHIVES

MAR 7 2007

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4355

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-07

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 Schedule No	Item No				
	Electronic Recordings DVD's Recordings from the period 8-12 Sep 2003 will be retained for archival purposes.	2219	7 C Sect II Item 2	1-2003 12-2003	1		Landfill 6-18-07

Destruction Approved by Hall of Records Commission

4/11/07

Date

Rev. 10/83 DGS-550-9

Edward C. Papenfuss
 State Archivist

Destruction Certification

Deborah F. Coy Div. Chief 6-18-07

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

LM 2007

RECEIVED
MAY 15 2007
LIBRARY

4443

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 - Headquarters #13 Anne Arundel 6-11-07
COURT COUNTY DATE
TPC - Payment Group

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.				
	MATS - BATCHES - DESTROY Accession No. - 04W0822	0989	1	July 2002 - Jan 10, 2003	100		

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Jul 07
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(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

APPROVED BY
DATE
LME

4443

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 - Headquarters #13 Anne Arundel 6-11-07
COURT COUNTY DATE
TPR - Payment Group

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.				
	MATS - BATCHES - DESTROY Accession No. - 04W0822	0989	1	July 2002 - Jan 10, 2003	100		

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Jul 07
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

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RECORDS MANAGEMENT
DIVISION
APR 20 1971
Lmf

INSTRUCTIONS FOR PREPARATION

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RECORDS MANAGEMENT DIVISION

JUN 19 2007

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

4511

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT CT - Headquarters #13
 COURT 0 COUNTY AnneArundel DATE 7-27-07
 TPC - Payment Group

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.				
	Mats - Batches - Destroy Cashier Reports - Destroy	989	1	12-15-03 - 12-31-03 1-1-03 - 12-31-03	14	SEP 21 2007	Landfill

Destruction Approved by Hall of Records Commission

Gary P. Cranford

Destruction Certification

31 AUG 07

Date

[Signature]

State Archivist

[Signature]
Signature of Court Official

Title

SEP 21 2007

Date

INSTRUCTIONS FOR PREPARATION

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4511

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT CT - Headquarters #13
 COURT COUNTY DATE
 TPC - Payment Group AnneArundel 7-27-07

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.				
	Mats - Batches - Destroy Cashier Reports - Destroy	989	1	12-15-03 - 12-31-03 1-1-03 - 12-31-03	14	SEP 21 2007	Landfill

Destruction Approved by Hall of Records Commission

[Signature]

Gary F. Cranford

Destruction Certification

SEP 21 2007

31 AUG 07
Date

State Archivist

[Signature]
Signature of Court Official

Title

Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

POSTED
SEP 28 1954

SEP 28

RECEIVED

SEP 13 2017

[Faint handwritten signature]

4500

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 for Anne Arundel County 28 June 2007

Accessions Numbers
98A211
01A237
98A209
07A081

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 Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Section II Items 2,3	1994	173	SEP - 4 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

24 June 07
Date

Edward C. Soper
State Archivist

Gary F. Cranford

SEP - 7 2007

Signature of Court Official Title Date
[Signature]
Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

I H

1005 A - 1002

SEP 19

207

1005 B - 1003

[Faint handwritten signature]

SEP 13 2007

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4358

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

05/04/98

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Glen Burnie Civil Dismissals & Satisfaction Reports	2219	Section II Item 2	0702-00001-02 thru 0702-16215-02	2010	10/3/07	Landfill
	Delete Reports	↓	↓	2002	1/3		Landfill
	Error Reports			2002	1/4		
	Civil Cashier Reports			2002	1		Landfill

Destruction Approved by Hall of Records Commission

27 Mar 07

Date

Edward C. Saperstein

State Archivist

Destruction Certification

B. Volente

Signature of Court Official

Division Chief

Title

10.3.07

Date

~~XXXXXXXXXX~~

OCT 25 2107

~~XXXXXXXXXX~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4358

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

05/04/98

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Glen Burnie Civ. Dismissals & Satisfaction	2219	Section II Item 2	0702-00001-02 thru: 0702-16215-02	2010		Landfill
	Delete Reports	↓	↓	2002	1/3	10/3/07	Landfill
	Error Reports	↓	↓	2002	1/4		
	Civil Cashier Reports	↓	↓	2002	1		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07

Edward C. Spencer

B. DeLent

Division Chief

10.3.07

Date

State Archivist

Signature of Court Official

Title

Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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OCT 25 9W7

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DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4360

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

05/04/98
 Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Glen Burnie Sheriff Transmittals 85969-85970 90734-90800 100700-100899 104440-104507 104701-104795 116500-116799 Return mail Miscellaneous	2219 ↓	Section II Item 2 ↓	2002 2002 2001-2002	2 4 2	10/3/07 "	Landfill "

Destruction Approved by Hall of Records Commission

27 mar 07
 Date

Edward C. Saperstein
 State Archivist

Destruction Certification

[Signature] Division Chief 10-3-07
 Signature of Court Official Title Date

~~XXXXXXXXXX~~

OCT 25

- 2607

~~XXXXXXXXXX~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4360

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

05/04/98
 Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Glen Burnie Sheriff Transmittals 85969-85970 90734-90800 100700-100899 104440-104507 104701-104795 116500-116799 Return mail Miscellaneous	2219 ↓	Section II Item 2 ↓	2002 2002 2001-2002	2 4 2	10/3/07 " "	Landfill

Destruction Approved by Hall of Records Commission

27 Mar 07

Date

Edward C. Pappas
 State Archivist

State Archivist

Destruction Certification

D. Valente
 Signature of Court Official

Signature of Court Official

Division Chief
 Title

Title

10.3.07
 Date

Date

Instructions for Preparation and Submission on Reverse Side

~~██████████~~
OCT 25

ZW7
~~██████████~~

4361

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

05/04/98

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Annapolis Sheriff Transmittals 38840 - 38952	2219	Section II Item 2	1999	} 1	10/3/07	Landfill
	67315 - 67463 38842 - 40034			2000			
	67464 - 67797 90001 - 90100 67298 - 67800 40070 - 40083 90760 - 90733			2001			

Destruction Approved by Hall of Records Commission

27 Mar 07

Date

Edward C. Pope

State Archivist

Destruction Certification

B. Valente

Signature of Court Official

Division Chief

Title

10.3.07

Date

~~XXXXXXXXXX~~

OCT 25 2007

~~XXXXXXXXXX~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

2/36/

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

05/04/98
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	Annapolis Sheriff Transmittals 38840 - 38952	2219	Section II Item 2	1999	} 1	10/3/07	Landfill
	67315 - 67463 38842 - 40034			2000			
	67464 - 67797 90001 - 90100 67298 - 67800 40070 - 40083 90700 - 90733			2001			
Destruction Approved by Hall of Records Commission				Destruction Certification			
27 mar 07 Date		Edward C. [Signature] State Archivist		[Signature] Signature of Court Official		Devisis Chief Title	
Rev. 10/83 DGS-550-9						10.3.07 Date	
Instructions for Preparation and Submission on Reverse Side							

~~XXXXXXXXXX~~

OCT 25 2007

~~XXXXXXXXXX~~

Transmittal # _____

4518

DISTRICT COURT OF MARYLAND
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 Headquarters-Operations
Court

Anne Arundel
County

8-30-07
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
	Citation Transmittals DCTPC-Ticket-Room	2219	IV 2-b	2002 - 2003	022 023 48		

Destruction Approved by Hall of Records Commission

6 Nov 07

Date

Edward C. Lawrence
State Archivist

Destruction Certification

Cheryl Williams

Signature of Court Official

Supervisor

Title

11-20-07

Date

1005-11

[Faint handwritten signature]

~~CONFIDENTIAL~~
DEC 18 1907

~~CONFIDENTIAL~~

Transmittal # _____

4518

DISTRICT COURT OF MARYLAND
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 Headquarters-Operations
Court

Anne Arundel
County

8-30-07
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
	Citation Transmittals DCTPC-Ticket-Room	2219	IV 2-b	2002 2003	022 023		

Destruction Approved by Hall of Records Commission

6 NOV 07
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

[Signature]
Title

11-20-07
Date

RECEIVED
FEBRUARY 17 1901
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

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Handwritten signature

RECEIVED
FEBRUARY 18 1901
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

DEC 18 1900
Handwritten initials

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4540

DISTRICT COURT OF MARYLAND
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 Headquarters-Operations
 Court

Anne Arundel
 County

December 13, 2007
 Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
	Traffic Citations DCTPC Ticket Room (06W0170)	2219	Sect. IV 2 a,b,c	2002	274		

Destruction Approved by Hall of Records Commission

4/11/08
 Date

[Signature]
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official

Supervisor
 Title

1-22-08
 Date

RECORDS MANAGEMENT

gmc - for NVR

RECORDS MANAGEMENT
DIVISION

10/1/88

RECORDS MANAGEMENT DIVISION
10/1/88

RECORDS MANAGEMENT DIVISION
10/1/88

4543

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 CT - Headquarters #13 AnneArundel 12-13-07
COURT COUNTY DATE
TPC - Payment Group

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.				
	MATS - BATCHES - DESTROY	989	1		15		
	Accession Numbers -						
	05W1284 (7 Boxes)	989	1	FY 2004			
	05W1285 (5 Boxes)	989	1	2003 - 2004			
	05W1287 (3 Boxes)	989	1	2003			

Destruction Approved by Hall of Records Commission

Destruction Certification

4 Jan 08
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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

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RECORDS MANAGEMENT

JAN 18

ms

RECORDS MANAGEMENT

4543

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 CT - Headquarters #13 AnneArundel 12-13-07

COURT COUNTY DATE
TPC - Payment Group

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	Accession Numbers -						
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	05W1285 (5 Boxes)	989	1	2003 - 2004			
	05W1287 (3 Boxes)	989	1	2003			

Destruction Approved by Hall of Records Commission

Destruction Certification

4 Jan 08
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

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RECEIVED
STATE ARCHIVIST

JAN 18 2008

RECEIVED
STATE ARCHIVIST

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

4543

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT CT - Headquarters #13 AnneArundel 12-13-07

COURT COUNTY DATE
 TPC - Payment Group

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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	05W1287 (3 Boxes)	989	1	2003			

Destruction Approved by Hall of Records Commission

Destruction Certification

4/1/08
 Date

[Signature]
 State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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RECORDS MANAGEMENT

JAN 18

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RECEIVED
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MAR 26

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STUDIOS MANAGEMENT

MAR 26 *SM*

STUDIOS MANAGEMENT

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MAY 23 1963

MAR 26 *ms*

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Jan

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S. M. WILSON
1911

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Handwritten text, possibly a name or address, partially obscured and difficult to read.

JAN 25

gmc

RECEIVED
GENERAL INVESTIGATIVE
DIVISION
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4525

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 04/18/07
 Court County CORRECTED Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	2002 Annapolis Landlord-Tenant Failure to Pay Rents	:2219	Section II Item 2	20710000001 thru 20710004299	4	JAN 11 2008	Landfill
	2002 Glen Burnie Landlord-Tenant Failure to Pay Rents			22720000001 thru 22720022144 Jan 1, 2002 Dec 31, 2002	12		

Destruction Approved by Hall of Records Commission

6 NOV 07

Date

Rev. 10/83 DGS-550-9

Edward C. Longman
 State Archivist

Destruction Certification

James R. Chester ADMIN. CLERK 1-14-08

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

~~XXXXXXXXXXXXXXXXXXXX~~

JAN 69

gmb

BOOKS
MANAGEMENT

4544

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT CT - Headquarters #13 Anne Arundel 12-13-07

COURT COUNTY DATE
TPC - Payment Group

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.				
	MATS-BATCHES - DESTROY Refunds/TA 2004	989	1	2004	10	1-16-08	LandFill

Destruction Approved by Holl of Records Commission

4 Jan 08
Date

Edward C. Gump
State Archivist

Destruction Certification

Jessie Beall
Signature of Court Official

Supervisor
Title

1-16-08
Date

INSTRUCTIONS FOR PREPARATION

JMC 62 NYT

RECORDS MANAGEMENT

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

4544

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT CT - Headquarters #13 Anne Arundel 12-13-07

TPC - ^{COURT}Payment Group 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.				
	HATS BATCHES - DESTROY Refunds/TA 2004	989	1	2004	10	1-16-08	LandFill

Destruction Approved by Hall of Records Commission

4 Jan 08
Date

Edward C. Openm
State Archivist

Destruction Certification

Debra Beale
Signature of Court Official

Supervisor
Title

1-16-08
Date

JAN 03 1997

JMC

RECORDS MANAGEMENT
C. 100-100000

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

4544

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT CT - Headquarters #13 Anne Arundel 12-13-07

COURT COUNTY DATE
 TPC - Payment Group

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.				
	HATS-BATCHES - DESTROY Refunds/TA 2004	989	1	2004	10	1-16-08	Landfill

Destruction Approved by Hall of Records Commission

4 Jan 08
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Debra Beall
Signature of Court Official

Supervisor
Title

1-16-08
Date

JMC 63 NYW

RECORDS MANAGEMENT
SECTION

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4353

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR 19 2007

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Parking Citations	2219	2. Section IV Item 2 a, b.	1-2003 12-2003	1.0	MAR 20 2008	Warehouse

Destruction Approved by Hall of Records Commission

4/11/07

Date

Rev. 10/83 DGS-550-9

Edward C. Lopez
 State Archivist

Destruction Certification

Jean M. Delto - Division Chief 3-25-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

3/27/08

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4353

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR 19 2007

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Parking Citations	2219	2. Section IV Item 2 a, b.	1-2003 12-2003	1.0	MAR 20 2008	Warehouse

Destruction Approved by Hall of Records Commission

4/11/07

Date

Rev. 10/83 DGS-550-9

Edward C. Lopez
 State Archivist

Destruction Certification

John M. DeLoe - Division Chief 3-25-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

~~XXXXXXXXXX~~

MAR 27 1968 *ms*

~~XXXXXXXXXX~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4353

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR 19 2007

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. [Signature]
 State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

[Signature] - Division Chief 3-25-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

AMERICAN SCIENCE

MAR 27

ms

AMERICAN SCIENCE

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4356

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-07

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Expunged Cases	2219	IV 2(d)	Jan. 2003 to Dec. 2003	24.0		Shred

Destruction Approved by Hall of Records Commission

10 Apr 07
Date

Edward C. Rosenbaum
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

James Michaelto - Division Chief 3-10-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side
Janella Chester Admin. Clerk 3/17/08

RECEIVED
MAR 26 2003
MARYLAND STATE ARCHIVES
GODS MANAGEMENT
2003
MAR 26
LWS

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4356

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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 Court County

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10 Apr 07
Date

Edward C. Lopez
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Jean Michelto - Division Chief 3-10-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

Janella Chester ADMIN. CLERK 3/17/08

RECEIVED
STUDY MATERIALS SECTION

MAR 26

ms

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DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4356

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

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Destruction Approved by Hall of Records Commission

10 Apr 07
Date

Edward C. Lopez
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Jan. Michele - Division Chief 3-10-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side
Janella Chester Admin. Clerk 3/17/08

~~RECEIVED~~

MAR 26 2008

~~RECEIVED~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4356

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-07

APR 19 2007

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Destruction Approved by Hall of Records Commission

10 Apr 07
Date

Edward C. [Signature]
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Jeannette [Signature] 3-25-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

RECEIVED
MAR 27 1958

MAR 27

ms



DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4356

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District Court of Maryland for Anne Arundel County #7

2-20-07

APR 19 2007

Court

County

Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Expunged Cases	2219	IV 2(d)	Jan. 2003 to Dec. 2003	24.0	MAR 20 2008	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Apr 07

Date

Edward C. Lescroart
 State Archivist

Rev. 10/83 DGS-550-9

John M. Reel 3-25-08
 Signature of Court Official Title Date

Division Chief

Instructions for Preparation and Submission on Reverse Side

~~SECRET~~
~~RESTRICTED~~ SIDE

MAR 27 1948

~~SECRET~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4356

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-07

APR 19 2007

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Expunged Cases	2219	IV 2(d)	Jan. 2003 to Dec. 2003	24.0	MAR 20 2008	Shred

Destruction Approved by Hall of Records Commission

10 Apr 07
Date

Edward C. [Signature]
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification *Division Chief*

Jacques M. [Signature] 3-25-08
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

~~SECRET~~
MAR 27 *sub*
~~SECRET~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4354

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-06

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Traffic / Criminal Misc. Paperwork	2219	2 Section IV Item 2 a., b.	1-2003 12-2003	36.0		Shred/ Landfill

Destruction Approved by Hall of Records Commission

4/11/07
Date

Edward C. Lopez
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Jessie M. Tolson Signature of Court Official
Division Chief Title
3-10-08 Date

Instructions for Preparation and Submission on Reverse Side

Samuel Hestel Admin. Clerk
3/17/08

RECORDS MANAGEMENT

MAR 26

Jm

~~RECORDS MANAGEMENT~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4354

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-06

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Traffic / Criminal misc. Paperwork	2219	2 Section IV Item 2 a., b.	1-2003 12-2003	36.0		Shred/ Landfill

Destruction Approved by Hall of Records Commission
4/11/07
 Date
 Rev. 10/83 DGS-550-9
Edward C. [Signature]
 State Archivist

Destruction Certification
[Signature] to Division Chief 3-10-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side
[Signature] Admin. Clerk 3/17/08

MEMBERS MANAGER

MAR 26

208

MEMBERS MANAGER

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4354

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-06

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Traffic / Criminal Misc. Paperwork	2219	2 Section IV Item 2 a., b.	1-2003 12-2003	36.0		Shred/ Landfill

Destruction Approved by Hall of Records Commission

4/11/07

Date

Rev. 10/83 DGS-550-9

Edward C. [Signature]
 State Archivist

Destruction Certification

[Signature] to Division Chief 3-10-08
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

[Signature] Admin. Clerk 3/17/08

~~XXXXXXXXXX~~

MAR 26 2008

~~XXXXXXXXXX~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4354

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-06

APR 19 2007

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Traffic / Criminal misc. Paperwork	2219	2 Section IV Item 2 a., b.	1-2003 12-2003	36.0	MAR 20 2008	Shred/ Landfill

Destruction Approved by Hall of Records Commission

4/11/07

Date

Rev. 10/83 DGS-550-9

Edward C. Lopez
 State Archivist

Destruction Certification

Division Chief

Jean M. White 3-25-08
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

~~CONFIDENTIAL~~

MAR 27

W8

~~CONFIDENTIAL~~

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4354

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Date 2-20-06

APR 19 2007

Court County

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Traffic / Criminal misc. Paperwork	2219	2 Section IV Item 2 a., b.	1-2003 12-2003	36.0	MAR 20 2008	Shred/ Landfill

Destruction Approved by Hall of Records Commission

4/11/07

Date

Rev. 10/83 DGS-550-9

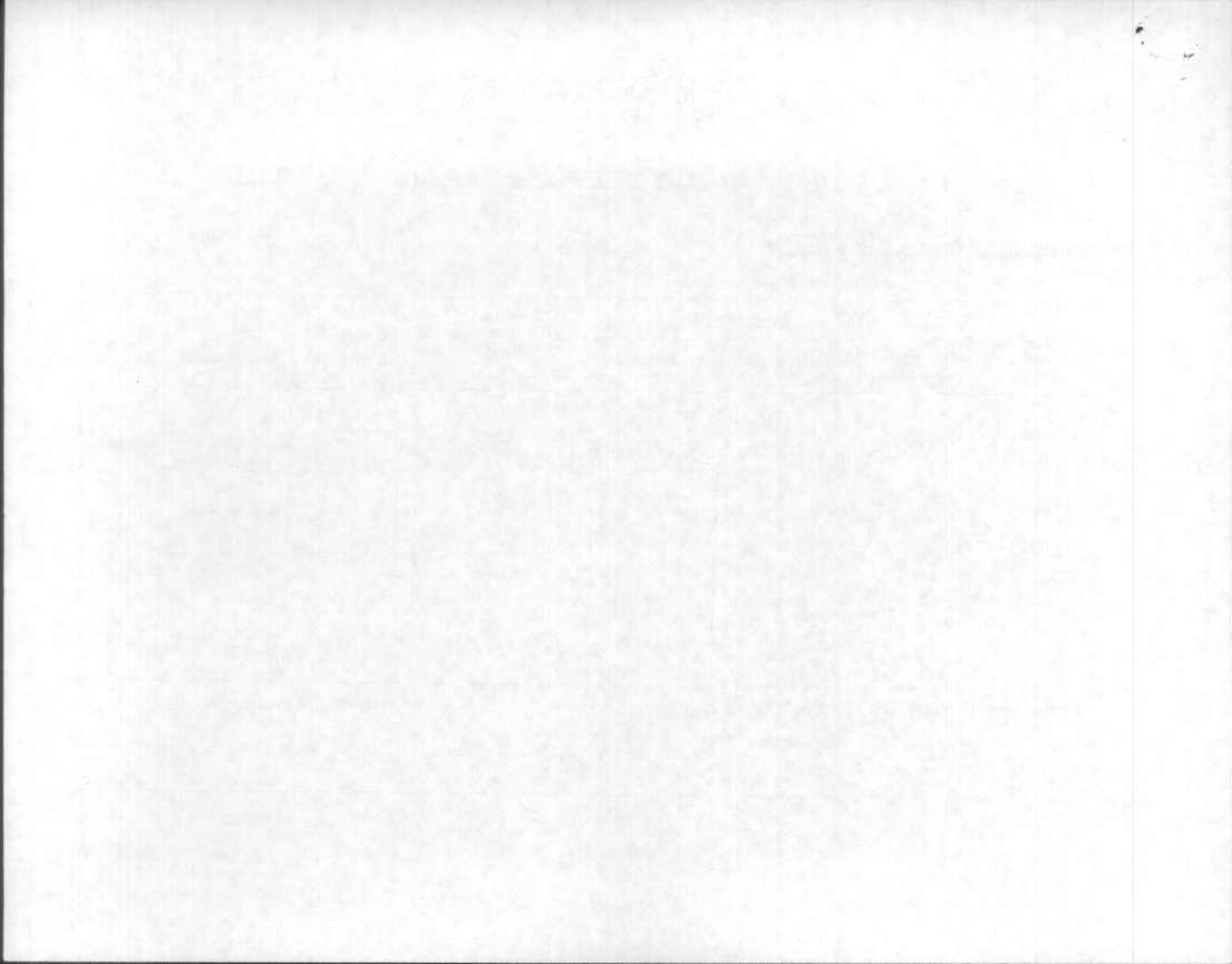
Edward C. Loper
State Archivist

Destruction Certification

Division Chief

Jean M. White 3-25-08
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4354

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Date 2-20-06

APR 19 2007

Court

County

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Traffic / Criminal Misc. Paperwork	2219	2 Section IV Item 2 a, b.	1-2003 12-2003	36.0	MAR 20 2008	Shred/ Landfill

Destruction Approved by Hall of Records Commission

4/11/07

Date

Rev. 10/83 DGS-550-9

Edward C. Lopez
State Archivist

Destruction Certification

Division Chief

Jean M. White 3-25-08
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

PROPERTY OF
INDIVIDUALS SERVICE
MAR 27 *ms*

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4355

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-07

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Electronic Recordings DVD's Recordings from the period 8-12 Sep 2003 will be retained for archival purposes.	2219	2. c Sect II Item 2.	1-2003 12-2003	1		Landfill

Destruction Approved by Hall of Records Commission

4/11/07
Date
Edward A. Spencer
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Jean M. White - Division Chief
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

Annalyn Chester Admin. Clerk 3-10-08
 3/17/08

~~RECEIVED~~

MAR 26

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DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD, P.O. BOX 275
 JESSUP, MD 20794-0275

4355

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7
 Court County

Date 2-20-07

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Electronic Recordings DVDs Recordings from the period 8-12 Sep 2003 will be retained for archival purposes.	2219	2 c Sect II Item 2.	1-2003 12-2003	1		Landfill

Destruction Approved by Hall of Records Commission

4/11/07
 Date
 Rev. 10/83 DGS-550-9
Edward C. Saperstein
 State Archivist

Destruction Certification

Jean M. White - Division Chief
 Signature of Court Official Title Date
 Instructions for Preparation and Submission on Reverse Side

Amelia Chester Admin. Clerk 3-10-08
 3/17/08

LIBRARY

MAR 26

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UNIVERSITY OF MICHIGAN

DEPARTMENT OF GENERAL SERVICES
 HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD; P.O. BOX 275
 JESSUP, MD 20794-0275

4355

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

2-20-07

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N ^o	Item N ^o				
	Electronic Recordings DVDs Recordings from the period 8-12 Sep 2003 will be retained for archival purposes.	2219	2. c Sect II Item 2.	1-2003 12-2003	1		Landfill

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Saperstein
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Jean M. White
Signature of Court Official

Title

Date

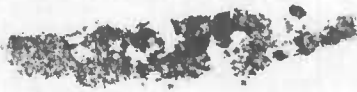
Instructions for Preparation and Submission on Reverse Side

Annika Chester Admin. Clerk 3-10-08
3/17/08

RECEIVED
GENERAL INVESTIGATION
DIVISION

MAR 26 1964

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4817

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 for Anne Arundel County Civil Div 19 August 2008

Accession Number 00A032

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 Cases Retain Dockets and indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1993	58	August 2008	Landfill

Destruction Approved by Hall of Records Commission

Gary F. Cranford Destruction Certification

10 Dec 08

[Signature]

DEC 23 2008

Date

State Archivist

[Signature]
Supervisor, District Court Records

Title

Date

RECEIVED
AUG 21 2008
MARYLAND STATE ARCHIVES

DEC 30 2008

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4817

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 for Anne Arundel County Civil Div 19 August 2008

Accession Number 00A032

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 Cases Retain Dockets and indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1993	58	August 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

[Signature]

State Archivist

Gary F. Cranford

Signature of Court Official

DEC 23 2008

Date

DEC 30 1948

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4811

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 for Anne Arundel County Civil Div 24 July 2008

Accession Number 04A016

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 Cases Retain dockets and indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1981	19	August 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward A. [Signature]
State Archivist

Gary F. Cranford

[Signature]
Signature of Court Official
Title
Date

DEC 23 2008

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rev. 10/83 DGS - 550 - 9

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

DEC 30 1948

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4811

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 for Anne Arundel County Civil Div 24 July 2008

Accession Number 04A016

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 Cases Retain dockets and indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1981	19	August 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. [Signature]
State Archivist

Gary F. Cranford

[Signature]
Signature of Court Official Title Date
DEC 23 2008

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Supervisor, District Court Records
Instructions for Preparation and Submission on Reverse Side

DEC 30 1948

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Anne Arundel County Civil Div 24 July 2008

Accession Number 04A019

COURT (Glen Burnie) 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 Cases Retain dockets and indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1991	57	August 2008	Landfill

Destruction Approved by Hall of Records Commission

Gary F. Cranford

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

[Signature]
Supervisor, District Court Records

Title

DEC 23 2008

Date

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rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

DEC 30

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4812

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 for Anne Arundel County Civil Div 24 July 2008

Accession Number 04A019

COURT (Glen Burnie) 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 Cases Retain dockets and indices permanently. Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1991	57	August 2008	Landfill

Destruction Approved by Hall of Records Commission

Gary F. Cranford Destruction Certification

10 Dec 08

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official
Supervisor, District Court Records

Title

DEC 23 2008

Date

IH

rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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AUG 1 2008
MARYLAND STATE ARCHIVES

DEC 30

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County Civil Div 22 Sep 2008

Accession Number 01A238

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 Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1995	54	September 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. [Signature]
State Archivist

Gary F. Cranford
[Signature]
Signature of Court Official

DEC 23 2008
Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

DEC 30 1918

218

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

4821

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County Civil Div 22 Sep 2008

Accession Number 01A238

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 Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits.	2219	Sect II Items 2,3	1995	54	September 2008	Landfill

Destruction Approved by Hall of Records Commission

Gary F. Cranford

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official
Supervisor, District Court Records
Title
DEC 23 2008
Date

DEC 30 2008

2008

4618

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
Court

Anne Arundel
County

Date **JAN 11 2008**

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error Listing	2219	Sect IV Item 2	2004	006	9/30/08	Shred.

Destruction Approved by Hall of Records Commission

2 Sep 08
Date

Edward C. J. [Signature]
State Archivist

Destruction Certification

Charles [Signature] 9-30-08
Signature of Court Official Title Date

OCT 2

1900

4/6/8

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations

Court

Anne Arundel

County

Date JAN 11 2008

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error Listing	2219	Sect IV Item 2	2004	006	9/30/08	Shred.

Destruction Approved by Hall of Records Commission

2 Sep 08
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

[Signature]
Title

9-30-08
Date

JGT 7.2

4618

Transmittal # _____

DISTRICT COURT OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Rd., P.O. Box 275

Proposal and Certificate of Records Destruction

District Court Headquarter-Operations
Court

Anne Arundel
County

Date JAN 11 2008

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error Listing	2219	Sect IV Item 2	2004	006	9/30/08	Shred.

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

[Signature]
Title
9-30-08
Date

DGS-55Q-9 Revised 9/24/01

Instructions for Preparation and Submission on Reverse Side

OCT 7 1961