

4000

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

D.C. Cert. 3-5-MISC-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 | | 2002 | 6 | 6/5/06 | landfill |
| | | II | 2 | | | | |
| | | III | 2 | | | | |
| | | IV | 2 | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss

State Archivist

Green Archuff

Signature of Court Official

Adm Clerk

Title

6/5/06

Date

~~SECRET~~

JUN 30

240

~~SECRET~~

4000

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

D.C. Cert. 3-5-MISC-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Talbot

January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

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|------------|--|-------------------------|-------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 II III IV | 2 2 2 | 2002 | 6 | 6/5/06 | landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Edward C. Papenfuss Jr

Grace J. Acuff

Adam Clarke

6/6/06

Date

State Archivist

Signature of Court Official

Title

Date

RECEIVED
JAN 9 2006
MARYLAND STATE ARCHIVES

~~RECEIVED~~

JUN 30 *Wub*

RECORDS MANAGEMENT
Baltimore

3999

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

D.C. Cert. 3-5-TR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

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|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | TRAFFIC | | | | | | |
| | TRANSMITTALS | 2219 IV | 2 a&b | 2002 | 1 | 4/10/06 | Shredded ↓ |
| | MISCELLANEOUS CORRESPONDENCE | | | 2002 | 1 | | |
| | BATCH ENVELOPES | | | 2002 | 7 | | |
| | CLOSED TRAFFIC FILES | | | 2002 | 7 | | |
| | CLOSED NONMATS CITATIONS | | | 2002 | 1 | | |
| | CLOSED CITIZEN ARRESTS | | | 2002 | 1 | | |
| | CLOSED PARKING CITATION | | | 2002 | 1 | | |
| | MANAGEMENT REPORTS | 2219 I | 1d | 2002 | 1 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Rosenbruch

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

4-11-06

Date

DEPARTMENT OF HEALTH
BUREAU OF VITAL RECORDS
STATE OF CALIFORNIA
MARRIAGE LICENSE

1944

DATE OF BIRTH

PLACE OF BIRTH

RESIDENCE

SEX

NAME OF GROOM

NAME OF BRIDE

REGISTRATION

ISSUE DATE

APR 24 1944
RECORDS MATRIMONIAL
DIVISION

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

D.C. Cert. 3-3-MISC-1-05

3725

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2005

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 | | 2001 | 5 | 4/10/06 | landfill |
| | | II | 2 | | | | |
| | | III | 2 | | | | |
| | | IV | 2 | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Saperstein Jr.

Grace DeLuca

Adm. Clerk

5/5/06

Date

State Archivist

Signature of Court Official

Title

Date

[Faint handwritten text]

MAY 24

[Handwritten signature]

RECORDS MANAGEMENT
FBI/DOJ

3999

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

D.C. Cert. 3-5-TR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Talbot

January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
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| | | Retention Sched. No. | Item No. | | | | |
| | TRAFFIC | | | | | | |
| | TRANSMITTALS | 2219 IV | 2 a&b | 2002 | 1 | 4/10/06 | Shredded ↓ |
| | MISCELLANEOUS CORRESPONDENCE | | | 2002 | 1 | | |
| | BATCH ENVELOPES | | | 2002 | 7 | | |
| | CLOSED TRAFFIC FILES | | | 2002 | 7 | | |
| | CLOSED NONMATS CITATIONS | | | 2002 | 1 | | |
| | CLOSED CITIZEN ARRESTS | | | 2002 | 1 | | |
| | CLOSED PARKING CITATION | | | 2002 | 1 | | |
| | MANAGEMENT REPORTS | 2219 I | 1d | 2002 | 1 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Rosenfeld
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

4-11-06
Date

STATE OF TEXAS
COUNTY OF [illegible]
[illegible]
[illegible]

[illegible]
[illegible]



APR 24 *ZWK*

RECORDS MANAGEMENT
DIVISION

4001

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

D.C. Cert. 3-5-CR-2-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 2219 Sec IV | 2 d&e | 2002 | 1 | 4-11-06 | Shredded ✓ |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

4-11-06
Date

4001

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

D.C. Cert. 3-5-CR-2-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 2219 Sec IV | 2 d&e | 2002 | 1 | 4-11-06 | Shredded ✓ |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date
Edward C. Soper Jr
State Archivist

Loretta Baker
Signature of Court Official
County Clerk
Title
4-11-06
Date

UNIT NO. 1
SECTION 1
SUBSECTION 1
PAGE 1

~~RECORDED~~
APR 24 2006
RECORDS MANAGEMENT
DIVISION

4002

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

D.C. Cert. 3-5-CR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL | | | | | | |
| | CRIMINAL CLOSED (Stripped material only) | 2219 IV | 2 a, b, c, f | 2002 | 16 | 4-11-06 | shred |
| | NATURAL RESOURCE CLOSED (Stripped material only) | 2219 IV | | 2002 | 2 | | ↓ |
| | CIVIL CITATIONS CLOSED (Stripped material only) | 2219 IV | | 2002 | 4 | | |
| | MANAGEMENT REPORTS | 2219 I | 1d | 2002 | 1 | | |
| | | | | | 1 23 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

4-11-06

Date

4002

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

D.C. Cert. 3-5-CR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL | | | | | | |
| | CRIMINAL CLOSED (Stripped material only) | 2219 IV | 2 a, b, c, f | 2002 | 16 | 4-11-06 | shred |
| | NATURAL RESOURCE CLOSED (Stripped material only) | 2219 IV | | 2002 | 2 | | ↓ |
| | CIVIL CITATIONS CLOSED (Stripped material only) | 2219 IV | | 2002 | 4 | | |
| | MANAGEMENT REPORTS | 2219 I | 1d | 2002 | 1 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfort
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

4-11-06
Date

UNIT OF GOVERNMENT
PROGRAMS
PROGRAMS
PROGRAMS
PROGRAMS

UNIT OF GOVERNMENT

PROGRAMS

UNIT OF GOVERNMENT

PROGRAMS

UNIT OF GOVERNMENT
PROGRAMS



APR 24 1966

RECORDS MANAGEMENT
DIVISION

1966

4003

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

D.C. Cert. 3-5-CV-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL | | | | | | |
| | Civil Cases Closed (stripped material only) | 2219 II | 1, 2, 3 | 2002 | 15 | 4-11-06 | Shred |
| | Landlord/Tenant Cases | 2219 II | | 2002 | 2 | | |
| | Summary Ejectment Money Judgments | 2219 II | | 1993 | 1 | | |
| | Domestic Violence Cases (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | | |
| | Emergency Evaluations (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | | |
| | Management Reports | 2219 I | 1d | 2002 | 1 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Edward C. Papenfuss

Loretta Baker

County Clerk

4-11-06

Date

State Archivist

Signature of Court Official

Title

Date

4003

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

D.C. Cert. 3-5-CV-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL | | | | | | |
| | Civil Cases Closed (stripped material only) | 2219 II | 1, 2, 3 | 2002 | 15 | 4-11-06 | Shred |
| | Landlord/Tenant Cases | 2219 II | | 2002 | 2 | ↓ | ↓ |
| | Summary Ejectment Money Judgments | 2219 II | | 1993 | 1 | ↓ | ↓ |
| | Domestic Violence Cases (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | ↓ | ↓ |
| | Emergency Evaluations (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | ↓ | ↓ |
| | Management Reports | 2219 I | 1d | 2002 | 1 | ↓ | ↓ |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

4-11-06
Date

UNCLASSIFIED
DATE 01/11/01 BY 60322 UCBAW/STW



APR 24 2006

CORUS MANAGEMENT

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4004

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

D.C. Cert. 3-5-F-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ACCOUNTING RECORDS | 2219 | | 2002 | | 4-11-06 | shred |
| | Certificates of Deposit | V | 1 a, b, c | | 5 | | shred |
| | Closed Transcript Records | | 1 a | | 1 | | |
| | Closed Deferred Payment Records | | 2, 3 | | 1.5 | | |
| | Commissioner Daily Transmittals | | | | 1.5 | | |
| | Court Fund Receipts and Ledger Cards | | | | 2 | | |
| | Satisfied Bad Checks | | | | .5 | | |
| | Purchase Orders & Receiving Reports | | | | 1 | | |
| | Statistical Report | | | | 1 | | |
| | Auditors Receipt Copies | | | | .5 | | |
| | Bank Statements | | | | 1 | | |
| | Refund Request Forms | | | | 1 | | |
| | Petty Cash Reimbursements | | | | .5 | | |
| | | | | | 16.5 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Edward C. Soper

Loretta Baker

County Clerk

4-11-06

Date

State Archivist

Signature of Court Official

Title

Date

RECEIVED
JAN 9 2006
MARYLAND STATE ARCHIVES

APR 24
JWB
RECORDS MANAGEMENT
DIVISION

4004

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

D.C. Cert. 3-5-F-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2006

Loretta Baker, County Clerk

COURT

COUNTY

DATE

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|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ACCOUNTING RECORDS | 2219 | | 2002 | | 4-11-06 | shred |
| | Certificates of Deposit | V | 1 a, b, c | | 5 | | |
| | Closed Transcript Records | | 1 a | | 1 | | |
| | Closed Deferred Payment Records | | 2, 3 | | 1.5 | | |
| | Commissioner Daily Transmittals | | | | 1.5 | | |
| | Court Fund Receipts and Ledger Cards | | | | 2 | | |
| | Satisfied Bad Checks | | | | .5 | | |
| | Purchase Orders & Receiving Reports | | | | 1 | | |
| | Statistical Report | | | | 1 | | |
| | Auditors Receipt Copies | | | | .5 | | |
| | Bank Statements | | | | 1 | | |
| | Refund Request Forms | | | | 1 | | |
| | Petty Cash Reimbursements | | | | .5 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Edward C. Popowich

Loretta Baker

County Clerk

4-11-06

Date

State Archivist

Signature of Court Official

Title

Date

RECEIVED
JAN 9 2008
MARYLAND STATE ARCHIVES

~~RECEIVED~~

APR 24 *Jul*

*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

D.C. Cert. 3-5-MISC-1-05

3737

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2005

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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|------------|--|-------------------------|-------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 II III IV | 2 2 2 | 2001 | 6 | 4/10/06 | landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Loretta Baker *Adm Clerk* 5/5/06

Date

State Archivist

Signature of Court Official

Title

Date

RECEIVED

MAY 24 2006

RECORDS MANAGEMENT

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

D.C. Cert. 3-5-MISC-1-05

3737

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2005

Loretta Baker, County Clerk

COURT

COUNTY

DATE

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| | | II | 2 | | | | |
| | | III | 2 | | | | |
| | | IV | 2 | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Spangenberg

Loretta Baker

Adm. Clerk

3/5/06

Date

State Archivist

Signature of Court Official

Title

Date

100

RECEIVED
DEC 6 2004
MARYLAND STATE ARCHIVES

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MAY 24 2006

RECORDS MANAGEMENT
FBI

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

1207

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Prince Georges County

Civil Div

11 Aug 2006

Accession 04A001

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 - Expired Judgments | 2219 | Sect II | 1991 | 176 | JAN - 4 2007 | 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
GARY F. CRANFORD

Supervisor, Records
Title

JAN - 4 2007
Date

JAN 16 9W7

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

4207

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Prince Georges County

Civil Div

11 Aug 2006

Accession 04A001

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 - Expired Judgments | 2219 | Sect II | 1991 | 176 | JAN - 4 2007 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

31 Aug 06.
Date

Edward C. [Signature]
State Archivist

[Signature]
Signature of Court Official

Supervisor Records
Title

JAN - 4 2007
Date

RECEIVED
AUG 21 2008
MARYLAND STATE ARCHIVES

JAN 16 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

4208

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Prince Georges County Civil Div 11 Aug 2006
 COURT COUNTY DATE

Accession 02A069
 02A70
 02A71

| 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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | SEct II | 1996 | 106 428 | 30 Jan 2007 | Landfill |

Destruction Approved by Hall of Records Commission

Edward C. Saperstein Jr.
 State Archivist

31 Aug 06
 Date

Destruction Certification

Gary F. Cranford
 Signature of Court Official
 GARY F. CRANFORD

Supervisor Records
 Title

FEB - 2 2007
 Date

MANAGEMENT

12

1997

1997

4208

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 Prince Georges County Civil Div 11 Aug 2006
COURT COUNTY DATE

Accession 02A069
02A70
02A71

| 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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | SEct II | 1996 | 106 428 | 30 Jan. 2007 | Landfill |

Destruction Approved by Hall of Records Commission

31 Aug 06
Date

Edward C. [Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
GARY F. CRANFORD

Supervisor, Records
Title

FEB - 2 2007
Date

FEB 15 2007

RECEIVED

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

4209

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Prince Georges County

Civil Div

11 Aug 2006

Accession 03A021

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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | Sect II | 1997 | 169 | MAR - 1 2007 | Landfill |

Destruction Approved by Hall of Records Commission

31 Aug 06
Date

Edward C. Pappas
State Archivist

Destruction Certification

Gary F. Cranford

Signature of Court Official
GARY F. CRANFORD

Supervisor Records
Title

MAR - 2 2007
Date

MS 1-100

MAR 20 - 2007

RECORDS MANAGEMENT
DIVISION

2/209

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 Prince Georges County

Civil Div

11 Aug 2006

Accession 03A021

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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | Sect II | 1997 | 169 | MAR - 1 2007 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

31 Aug 06
Date

Edward C. Pappas
State Archivist

[Signature]
Signature of Court Official
GARY F. CRANFORD

Supervisor, Records
Title

MAR - 2 2007
Date

MAR 23 2007

COOPER'S MANAGEMENT
CORPORATION

RECEIVED
AUG 21 2008
MARYLAND STATE ARCHIVES

4282

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 Prince Georges County Civil Div 11 Dec 2006

Accession 05A14

97A4
97A5

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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | Sect II | 1992 | 190 | | Landfill |

Destruction Approved by Hall of Records Commission

Edward C. Papenfuss

27 Mar 07
Date

State Archivist

Destruction Certification

Gary F. Cranford

Signature of Court Official
GARY F. CRANFORD

Supervisor, Records
Title

APR - 4 2007
Date

2007

APR 2007

RECORDS MANAGEMENT
DIVISION

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JAN 25 2007
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

4282

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Prince Georges County Civil Div 11 Dec 2006

Accession 05A14

COURT

COUNTY

DATE

97A4

97A5

| 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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | Sect II | 1992 | 190 | | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

Edward C. Peperone Jr
State Archivist

Gary F. Cranford
Signature of Court Official
GARY F. CRANFORD

Supervisor, Records
Title

APR - 4 2007
Date

In-House

APR 10

LW7

GENIE MANAGEMENT
CORPORATION

41364

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 Prince Georges County Civil Div 8 March 2007

Accessions 03A130
04W405
03A125

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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | Sect II <i>Item 2</i> | 1998 | 221 | <i>19 April 2007</i> | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date

Edward C. Papenfuss
State Archivist

[Signature]
Signature of Court Official
GARY F. CRANFORD

Supervisor, Records
Title

APR 20 2007
Date

I H

~~CONFIDENTIAL~~

MAY 4-2007

~~CONFIDENTIAL~~

4364

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 Prince Georges County Civil Div 8 March 2007

Accessions 03A130
04W405
03A125

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 - Satisfied/Dismissed (Stripped Material Only) | 2219 | Sect II Item 2 | 1998 | 221 | 19 April 2007 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date

Edward C. Papenfort
State Archivist

Gary F. Cranford
Signature of Court Official
GARY F. CRANFORD

Supervisor, Records
Title

APR 20 2007
Date

Instructions for Preparation and Submission on Reverse Side

I H

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECEIVED

MAY 4-2007

MANAGEMENT
DIVISION

Jan 18 2007 04:09pm

DISTRICT COURT RECORDS Fax 3015740287

P003/003

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7278 WATERLOO RD., P.O. BOX 271
 JESSUP, MD 20714-0271

4333

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland
 14735 Main Street,
 Courthouse
 Upper Marlboro, Md. 20772

District Court of Maryland for PG County 14735 Main Street Upper Marlboro Md 20772
 COURT COUNTY DATE

| Serial No. | Description of Records (Include Title and/or Form Number) | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | 2002 Criminal Cases (Closed) (Stripped Material Only) | 2219 Sect IV | 2 a, b, c, e | 2002 | 5 | | To be carried to Landfill |

Destruction Approved by Hall of Records Commission

27 mar 07
 Date

Edward C. Paschke
 State Archivist

Destruction Certification

Christopher H. Welch *Supervisor*
 Signature of Court Official Title

4/23/07
 Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED
MAR 6 2007
MARYLAND STATE ARCHIVES

RECEIVED

MAY 4 2007

RECORDS MANAGEMENT
CENTRAL

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7278 WATERLOO RD., P.O. BOX 275
 JESSUP, MD 20714-0275

4333

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION
 District Court of Maryland
 14735 Main Street,
 Courthouse
 Upper Marlboro, Md. 20772

District Court of Maryland for PG County 14735 Main Street Upper Marlboro Md 20772
 COURT COUNTY DATE

| Serial No. | Description of Records (Include Title and/or Form Number) | Administration | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | 2002 Criminal Cases (Closed) (Stripped Material Only) | 2219 Sect IV | 2 a, b, c, E | 2002 | 5 | | To be carried to Landfill |

Destruction Approved by Hall of Records Commission

27 mar 07

Date

Edward C. Pasenich

State Archivist

Destruction Certification

Christopher H. Wells *Supervisor*
 Signature of Court Official Title

4/23/07
 Date

Retention, Disposition and Submission to Records Staff

Jan 18 2007 04:09pm P003/003
 DISTRICT COURT RECORDS Fax 3015740287

MAY 4 2007

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7278 WATERLOO RD., P.O. BOX 173
 JESSUP, MD 20794-0273

4332

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION
 District Court of Maryland
 14735 Main Street
 Courthouse
 Upper Marlboro, Md. 20772

District Court of Md for PG County ~~16705 Main Street~~ Upper Marlboro 20772 January 17, 2007
 COURT COUNTY DATE

| Section 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, landfil, etc.) |
|-------------|--|----------------------|-----------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | 2003 Criminal Cases (Closed) (Stripped Material Only) | 2219 Sect IV | 2 a, b, c, f | 2003 | 8 | | To be Carried to the Landfil |

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. Pappas
State Archivist

Destruction Certification

Christopher D. Wick
Director of Court Official

Supervisor F
Title

4/23/07
Date

Jan 18 2007 04:08pm P002/003

DISTRICT COURT RECORDS Fax 30151740287

RECEIVED

MAY 4 2007

RECORDS MANAGEMENT
DIVISION

Jan 18 2007 04:08pm P002/003

DISTRICT COURT RECORDS Fax 3015740287

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

4332

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland
 14735 Main Street
 Courthouse
 Upper Marlboro, Md. 20772

District Court of Md for PG County ~~14735 Main Street~~ Upper Marlboro 20772 January 17, 2007
 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. | | | | |
| | 2003 Criminal Cases (Closed) (Stripped Material Only) | 2219 Sect IV | 2 a, b, c, f | 2003 | 8 | | To be Carried to the Landfill |

Destruction Approved by Hall of Records Commission

27 Mar 07

Edward C. Pappas
 State Archivist

Destruction Certification

Christopher D. Will
 Director of Court Official

Superior 7
 Title

4/23/07
 Date

MAY 4 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

3696

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #5 PRINCE GEORGE'S 9-14-2004

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 A BOXES STIRPPABLE | 975 2219 | 212 | 2000 | 138 | | |

Destruction Approved by Hall of Records Commission

OCT 19, 2004

Date

Edward C. Langford
 State Archivist

Destruction Certification

Christopher D. Wall *Supervisor I Records*
 Signature of Court Official Title

4/27/07
 Date

100-100000-100000

MAY 95 - 2017

100-100000-100000

100-100000-100000

100-100000-100000

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

3696

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #5 PRINCE GEORGE'S 9-14-2004

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 A BOXES STIRPPABLE | 975 2219 | 2/2 | 2000 | 80 138 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

OCT 19 2004
Date

Edward C. Papenfuss
State Archivist

Christopher D. Wall
Signature of Court Official

Superior I. Rank
Title

4/27/07
Date

W. H. R. ...

...

W. H. R. ...

MAY 25

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JUN 2 2017

RECORDS MANAGEMENT
SECTION

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APR 9 2007
MARYLAND STATE ARCHIVES

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APR 19 2007
MARYLAND STATE ARCHIVES

JUN 2 2007

RECORDS MANAGEMENT
SECTION

4363

| | | | |
|-------------------------------|--------------------|--|---|
| | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 05-02-03-02-07 Acct |
| Court: District Court | | | Forward three (3) copies to address at left. |
| | | | |
| County Prince George's | Date 3/1/07 | | |

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. | | | | |
| | Miscellaneous Accounting Records for year 2002 | 2219 | 1C | | | | |
| | Bad Check Transmittal and daily records | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
| | Daily Cashier journals and register reports | | | 2002 | 13.0 | 7-5-07 | LANDFILL |
| | Court fund receipts and balance sheets | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
| | Check stubs and Cancelled Checks and Bank Statements | | | 2002 | 2.0 | 7-5-07 | LANDFILL |
| | Commissioners Weekly Transmittal | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
| | Bond Forfeiture reports | | | 2002 | 4.0 | 7-5-07 | LANDFILL |
| | Transcript statements and index cards | | | 2002 | 2.0 | 7-5-07 | LANDFILL |
| | Non Mats Deferred Monthly reports and orders | | | 2002 | 9.0 | 7-5-07 | LANDFILL |
| | MATS deferred Monthly reports and orders | | | 2002 | 14.0 | 7-5-07 | LANDFILL |

Destruction Approved by Maryland State Archives

21 mar 07

Date

DGS 550-9 (rev. 8/04)

Edward C. Saperstein
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Acct. Supervisor
Signature of Court Official Title
7/9/07
Date

2607
JUL 20 1957
RECORDS MANAGEMENT
SECTION

4363

| | | | |
|-------------------------------|--------------------|--|---|
| | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 05-02-03-02-07 Acct |
| Court: District Court | | | Forward three (3) copies to address at left. |
| | | | |
| County Prince George's | Date 3/1/07 | | |

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. | | | | |
| | Miscellaneous Accounting Records for year 2002 | 2219 | 1C | | | | |
| | Bad Check Transmittal and daily records | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
| | Daily Cashier journals and register reports | | | 2002 | 13.0 | 7-5-07 | LANDFILL |
| | Court fund receipts and balance sheets | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
| | Check stubs and Cancelled Checks and Bank Statements | | | 2002 | 2.0 | 7-5-07 | LANDFILL |
| | Commissioners Weekly Transmittal | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
| | Bond Forfeiture reports | | | 2002 | 4.0 | 7-5-07 | LANDFILL |
| | Transcript statements and index cards | | | 2002 | 2.0 | 7-5-07 | LANDFILL |
| | Non Mats Deferred Monthly reports and orders | | | 2002 | 9.0 | 7-5-07 | LANDFILL |
| | MATS deferred Monthly reports and orders | | | 2002 | 14.0 | 7-5-07 | LANDFILL |

Destruction Approved by Maryland State Archives

27 mar 07
 Date
 State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Signature of Court Official
 Title
 Date

7/9/07
 Date

SECRET

JUL 20 2017

SECRET

4363

| | | | |
|-------------------------------|--------------------|--|---|
| | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | 05-02-03-02-07 Acct |
| Court: District Court | | | Forward three (3) copies to address at left. |
| | | | |
| County Prince George's | Date 3/1/07 | | |

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. | | | | |
| | Miscellaneous Accounting Records for year 2002 | 2219 | 1C | | | | |
| | Bad Check Transmittal and daily records | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
| | Daily Cashier journals and register reports | | | 2002 | 13.0 | 7-5-07 | LANDFILL |
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| | Check stubs and Cancelled Checks and Bank Statements | | | 2002 | 2.0 | 7-5-07 | LANDFILL |
| | Commissioners Weekly Transmittal | | | 2002 | 1.0 | 7-5-07 | LANDFILL |
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| | Transcript statements and index cards | | | 2002 | 2.0 | 7-5-07 | LANDFILL |
| | Non Mats Deferred Monthly reports and orders | | | 2002 | 9.0 | 7-5-07 | LANDFILL |
| | MATS deferred Monthly reports and orders | | | 2002 | 14.0 | 7-5-07 | LANDFILL |

Destruction Approved by Maryland State Archives

21 Mar 07
Date

Edward C. Popenfort
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Acct. Supervisor 7/9/07
Signature of Court Official Title Date

JUL 20 2017

RECORDS MANAGEMENT
SECTION

4016

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

D.C. Cert. 3-6-MISC-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 | | 2002 | 7 | landfill ↗ | 4/10/06 |
| | | II | 2 | | | ↓ | ↓ |
| | | III | 2 | | | | |
| | | IV | 2 | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. [Signature]
State Archivist

[Signature]
Signature of Court Official

Adm. Clerk
Title

5/5/06
Date



MAY 24 2006

RECORDS MANAGEMENT
DIVISION

4016

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

D.C. Cert. 3-6-MISC-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|-------------------------|-------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 II III IV | 2 2 2 | 2002 | 7 | landfill ↓ | 4/10/06 ↓ |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Edward C. Saperstein

Amily Thompson

Adm Clerk

5/5/06

Date

State Archivist

Signature of Court Official

Title

Date

RECEIVED
JAN 9 2006
MARYLAND STATE ARCHIVES

MAY 24 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

D.C. Cert. 3-6-MISC-1-05

3743

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2005

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 | | 2001 | 7 | 4/10/06 | landfill |
| | | II | 2 | | | | |
| | | III | 2 | | | | |
| | | IV | 2 | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Papenfuss

State Archivist

Gracie W. Askeff

Signature of Court Official

Adm. Clerk

Title

5/5/06

Date

RECEIVED
DEC 6 2004
MARYLAND STATE ARCHIVES

MAY 24 2006
RECORDS MANAGEMENT
FBI/DOJ

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

D.C. Cert. 3-6-MISC-1-05

3743

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2005

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | R-DAT RECORDING TAPES | 2219 | | 2001 | 7 | 4/10/06 | landfill |
| | | II | 2 | | | | |
| | | III | 2 | | | | |
| | | IV | 2 | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Papenfuss

Grace Schuff

Adm. Clerk

5/5/06

Date

State Archivist

Signature of Court Official

Title

Date



MAY 24 2006

RECORDS MANAGEMENT
DIVISION

4011

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

D.C. Cert. 3-6-TR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | TRAFFIC | | | | | | |
| | TRANSMITTALS | 2219 IV | 2 a&b | 2002 | 1 | 4/11/06 | Shredding |
| | MISCELLANEOUS CORRESPONDENCE | | | 2002 | 3 | ↓ | ↓ |
| | BATCH ENVELOPES | | | 2002 | 4 | | |
| | CLOSED TRAFFIC FILES | | | 2002 | 4 | | |
| | CLOSED NONMATS CITATIONS | | | 2002 | 1 | | |
| | CLOSED CITIZEN ARRESTS | | | 2002 | 1 | | |
| | CLOSED PARKING CITATION | | | 2002 | 1 | | |
| | MANAGEMENT REPORTS | 2219 I | 1d | 2002 | 1 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

[Signature]
Signature of Court Official

County Clerk
Title

4-11-06
Date



APR 28 2016

RECORDS MANAGEMENT
DIVISION

4011

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

D.C. Cert. 3-6-TR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | TRAFFIC | | | | | | |
| | TRANSMITTALS | 2219 IV | 2 a&b | 2002 | 1 | 4/11/06 | Shredding |
| | MISCELLANEOUS CORRESPONDENCE | | | 2002 | 3 | ↓ | ↓ |
| | BATCH ENVELOPES | | | 2002 | 4 | | |
| | CLOSED TRAFFIC FILES | | | 2002 | 4 | | |
| | CLOSED NONMATS CITATIONS | | | 2002 | 1 | | |
| | CLOSED CITIZEN ARRESTS | | | 2002 | 1 | | |
| | CLOSED PARKING CITATION | | | 2002 | 1 | | |
| | MANAGEMENT REPORTS | 2219 I | 1d | 2002 | 1 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Saperstein Jr

State Archivist

[Signature]

Signature of Court Official

Title

4-11-06

Date



APR 26

Zab

ASSETS MANAGEMENT
DIVISION

4012

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

D.C. Cert. 3-6-CR-2-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Caroline

January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 2219 Sec IV | 2 d&e | 2002 | 1 | 4/11/06 | Shredding |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss

State Archivist

Amily Thompson

Signature of Court Official

Co. Clerk

Title

4-11-06

Date

~~CONFIDENTIAL~~

APR 28

Jul

RECORDS MANAGEMENT
DIVISION

12

4012

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

D.C. Cert. 3-6-CR-2-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 2219 Sec IV | 2 d&e | 2002 | 1 | 4/11/06 | Shredding |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Speer, Jr.
State Archivist

Amily Thompson Co. Clerk 4-11-06
Signature of Court Official Title Date

APR 28

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LOADS MANAGEMENT
DIVISION

4013

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

D.C. Cert. 3-6-CR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL | | | | | | |
| | CRIMINAL CLOSED (Stripped material only) | 2219 IV | 2 a, b, c, f | 2002 | 12 | 4/11/06 | Shredding |
| | NATURAL RESOURCE CLOSED (Stripped material only) | 2219 IV | | 2002 | 2 | ↓ | ↓ |
| | CIVIL CITATIONS CLOSED (Stripped material only) | 2219 IV | | 2002 | 1 | | |
| | MANAGEMENT REPORTS | 2219 I | 1 d | 2002 | 1 | | |
| | | | | | 14 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Co. Clerk
Title

4-11-06
Date



APR 28

W6

WOODS MANAGEMENT
DIVISION

4013

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

D.C. Cert. 3-6-CR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL | | | | | | |
| | CRIMINAL CLOSED (Stripped material only) | 2219 IV | 2 a, b, c, f | 2002 | 12 | 4/11/06 | Shredding |
| | NATURAL RESOURCE CLOSED (Stripped material only) | 2219 IV | | 2002 | 2 | ↓ | ↓ |
| | CIVIL CITATIONS CLOSED (Stripped material only) | 2219 IV | | 2002 | 1 | ↓ | ↓ |
| | MANAGEMENT REPORTS | 2219 I | 1 d | 2002 | 1 | ↓ | ↓ |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss Jr

State Archivist

Amily Thompson

Signature of Court Official

Co. Clerk

Title

4-11-06

Date

APR 26 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

D.C. Cert. 3-6-CV-1-06 4014

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL | | | | | | |
| | Civil Cases Closed (stripped material only) | 2219 II | 1, 2, 3 | 2002 | 10 | 4/11/06 | Shredding |
| | Landlord/Tenant Cases | 2219 II | | 2002 | 1 | ↓ | ↓ |
| | Summary Ejectment Money Judgments | 2219 II | | 1993 | 1 | ↓ | ↓ |
| | Domestic Violence Cases (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | ↓ | ↓ |
| | Emergency Evaluations (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | ↓ | ↓ |
| | Management Reports | 2219 I | 1d | 2002 | 1 | ↓ | ↓ |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss Jr

State Archivist

Sigmund

Signature of Court Official

Co. Clerk

Title

4-11-06

Date

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APR 28 2016

RECORDS MANAGEMENT
DIVISION

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

D.C. Cert. 3-6-CV-1-06 ⁴⁰¹⁴

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL | | | | | | |
| | Civil Cases Closed (stripped material only) | 2219 II | 1, 2, 3 | 2002 | 10 | 4/11/06 | Shredding |
| | Landlord/Tenant Cases | 2219 II | | 2002 | 1 | ↓ | ↓ |
| | Summary Ejectment Money Judgments | 2219 II | | 1993 | 1 | ↓ | ↓ |
| | Domestic Violence Cases (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | ↓ | ↓ |
| | Emergency Evaluations (stripped material only) | 2219 III | 1, 2 | 1993 | 1 | ↓ | ↓ |
| | Management Reports | 2219 I | 1d | 2002 | 1 | ↓ | ↓ |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06 Edward C. Lopez
 Date State Archivist

[Signature] Co. Clerk 4-11-06
 Signature of Court Official Title Date



APR 28

Jwb

RECORDS MANAGEMENT
DIVISION

4015

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

D.C. Cert. 3-6-F-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ACCOUNTING RECORDS | 2219 | | 2002 | | | |
| | Certificates of Deposit | V | 1 a, b, c | | 5 | 4/11/06 | Shredding |
| | Closed Transcript Records | | 1 a | | 1 | ↓ | ↓ |
| | Closed Deferred Payment Records | | 2, 3 | | 1.5 | | |
| | Commissioner Daily Transmittals | | | | 1.5 | | |
| | Court Fund Receipts and Ledger Cards | | | | 2 | | |
| | Satisfied Bad Checks | | | | .5 | | |
| | Purchase Orders & Receiving Reports | | | | 1 | | |
| | Statistical Report | | | | 1 | | |
| | Auditors Receipt Copies | | | | .5 | | |
| | Bank Statements | | | | 1 | | |
| | Refund Request Forms | | | | 1 | | |
| | Petty Cash Reimbursements | | | | .5 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Co. Clerk
Title

4-11-06
Date

RECORDED

APR 28

RWB

RECORDS MANAGEMENT
DIVISION

4015

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

D.C. Cert. 3-6-F-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2006

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ACCOUNTING RECORDS | 2219 | | 2002 | | | |
| | Certificates of Deposit | V | 1 a, b, c | | 5 | 4/11/06 | Shredding |
| | Closed Transcript Records | | 1 a | | 1 | ↓ | ↓ |
| | Closed Deferred Payment Records | | 2, 3 | | 1.5 | | |
| | Commissioner Daily Transmittals | | | | 1.5 | | |
| | Court Fund Receipts and Ledger Cards | | | | 2 | | |
| | Satisfied Bad Checks | | | | .5 | | |
| | Purchase Orders & Receiving Reports | | | | 1 | | |
| | Statistical Report | | | | 1 | | |
| | Auditors Receipt Copies | | | | .5 | | |
| | Bank Statements | | | | 1 | | |
| | Refund Request Forms | | | | 1 | | |
| | Petty Cash Reimbursements | | | | .5 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

[Signature]
Signature of Court Official

Co. Clerk
Title

4-11-06
Date



APR 28 *July*

RECORDS MANAGEMENT
DIVISION

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

D.C. Cert. 3-6-CR-2-05

3742

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2005

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 2219 Sec IV | 2 d&e | 2001 | 1 | 4/11/06 | shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Saperstein Jr.

[Signature]

CO. CLERK

4-11-06

Date

State Archivist

Signature of Court Official

Title

Date



RECEIVED
DEC 6 2004
MARYLAND STATE ARCHIVES



MAY 24 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

D.C. Cert. 3-6-CR-2-05

3742

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2005

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 2219 Sec IV | 2 d&e | 2001 | 1 | 4/11/06 | shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Date

Edward C. Spangenberg

State Archivist

Amily Thompson

Signature of Court Official

Title

4-11-06

Date

MAY 24 2006

RECORDS MANAGEMENT
DIVISION

3412

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

D.C. Cert. 3-6-CR-2-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 975 Sec IV | 2 a&b | 2000 | 1 | 4/11/06 | shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Edward C. Pappas

Amily Thompson

Co. Clerk

4-11-06

Date

State Archivist

Signature of Court Official

Title

Date

James P. [unclear]



MAY 24

2016

RECORDS MANAGEMENT 0 330
SERIALS

3412

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

D.C. Cert. 3-6-CR-2-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2004

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | EXPUNGED CRIMINAL CASES <i>*To be shredded</i> | 975 Sec IV | 2 a&b | 2000 | 1 | 4/11/06 | shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Pappas

State Archivist

Amily Thompson

Signature of Court Official

Co. Clerk

Title

4-11-06

Date

~~CONFIDENTIAL~~

MAR 24 2006

~~CONFIDENTIAL~~
DIVISION

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

3977

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/01/05
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence | 2219 Sec. I | 1 | 1/1/2002 thru 12/31/2002 | 21 | 3-14-06 thru 4-3-06 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Spangenberg
State Archivist

Kathleen M. Wafford
Signature of Court Official

Ad Clerk
Title

6-11-07 *imo*
Date

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

3977

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence | 2219 Sec. I | 1 | 1/1/2002 thru 12/31/2002 | 21 | 3-14-06 thru 4-3-06 | Shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

RECEIVED
JAN 6 2008
BARTLAND STATE ARCHIVES

JUN 13
RECORDS MANAGEMENT
78

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

3979

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|---------------------------------|--------------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ELECTRONIC RECORDINGS For Year of <u>2002</u> | 2219 Sec. II & Sec. IV | 2 2 a, b, f | 1/1/2002 thru 12/31/2002 | 5 | 6-8-07 | Land fill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
 Date

Edward C. Papenfuss
 State Archivist

Kathleen M. Stafford
 Signature of Court Official

Ad Clerk
 Title

6-11-07
 Date

10-1-1954

10-1-1954

JUN 13

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

3979

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT ALLEGANY 12/01/05
 COURT COUNTY DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|---------------------------------|--------------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ELECTRONIC RECORDINGS For Year of <u>2002</u> | 2219 Sec. II & Sec. IV | 2 2 a, b, f | 1/1/2002 thru 12/31/2002 | 5 | 6-8-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

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JAN 6 2008
MARYLAND STATE ARCHIVES

JUN 19
RECORDS MANAGEMENT
SECTION

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

3980

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in <u>2002</u> | 2219 Sec. IV | 2 a, b | 1/1/2002 thru 12/31/2002 | 11 | 6-8-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
 Date

Edward C. Saperstein Jr
 State Archivist

Kathleen M. Halford
 Signature of Court Official

Ad Clerk
 Title

6-11-07
 Date

JUN 18 1953

JUN 18

RECORDS MANAGEMENT
SECTION

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

3980

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in <u>2002</u> | 2219 Sec. IV | 2 a, b | 1/1/2002 thru 12/31/2002 | 11 | 6-8-07 | Land Fill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

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JAN 6 2006
HERRING STATE ARCHIVES

JUN 13
RECORDS MANAGEMENT
SECTION

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

3981

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|----------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Cases Expunged in <u>2002</u> | 2219 Sec. IV | 2 d, e | 1/1/2002 thru 12/31/2002 | 5 | 2-14-06 thru 2-22-06 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date
Edward C. Spangola
State Archivist

Kathleen M. Hafford
Signature of Court Official
Ad Clerk
Title
6-11-07
Date

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

3981

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|----------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Cases Expunged in <u>2002</u> | 2219 Sec. IV | 2 d, e | 1/1/2002 thru 12/31/2002 | 5 | 2-14-06 thru 2-22-06 | shredded |

Destruction Approved by Hall of Records Commission

Edward C. [Signature]

Destruction Certification

2 Feb 06
 Date

State Archivist

Signature of Court Official

Ad Clerk
 Title

Date

RECEIVED
JAN 6 2006
MARYLAND STATE ARCHIVES

JUN 13

RECORDS MANAGEMENT
SERVICES

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

Transmittal # 12-1-CR-1-2006

3982

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-----------|--------------------------------------|---------------------|----------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in <u>2002</u> | 2219 Sec. IV | 2 a, b, f | 1/1/2002 thru 12/31/2002 | 48 | 8-25-06 thru 4-23-07 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

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

Transmittal # 12-1-CR-1-2006

3982

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/01/05
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-----------|--------------------------------------|---------------------|----------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Criminal, Petty Offense Citations & Fugitive Warrant Cases Closed in <u>2002</u> | 2219 Sec. IV | 2 a, b, f | 1/1/2002 thru 12/31/2002 | 48 | 8-25-06 thru 4-23-07 | Shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papay
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

RECEIVED
JAN 6 2006
MARYLAND STATE ARCHIVES

JUN 13

RECORDS MANAGEMENT
02-1004

Transmittal # 12-1-NR-1-2006

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

3983

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/01/05
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|--------------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Natural Resources cases Closed in <u>2002</u> | 2219 Sec. IV | 2 a, b | 1/1/2002 thru 12/31/2002 | 1 | 8-1-06 thru 8-4-06 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Saperstein
State Archivist

Kathleen M. Hafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

1954

| Date | Description | Amount | Balance | Total | Interest | Total | Total | Total |
|------|-------------|--------|---------|-------|----------|-------|-------|-------|
| 1/1 | Balance | | | | | | | |
| 1/2 | ... | | | | | | | |
| 1/3 | ... | | | | | | | |
| 1/4 | ... | | | | | | | |
| 1/5 | ... | | | | | | | |

1954

JUN 13

LANDS MANAGEMENT
1954

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

Transmittal # 12-1-NR-1-2006

3983

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|--------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Natural Resources cases Closed in <u>2002</u> | 2219 Sec. IV | 2 a, b | 1/1/2002 thru 12/31/2002 | 1 | 8-1-06 thru 8-4-06 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
 Date

Edward C. Papenfuss
 State Archivist

Kathleen M. Stafford
 Signature of Court Official

Ad Clerk
 Title

6-11-07
 Date

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JAN 5 2006
MARYLAND STATE ARCHIVES

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JUN 18

RECORDS MANAGEMENT
12-1-05

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

3984

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders | 2219 Sec. V | 1 c 2 3 | 1/1/2002 thru 12/31/2002 | 43 | 6-8-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Pappas
State Archivist

Kathleen M. Hafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

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

3984

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders | 2219 Sec. V | 1 c 2 3 | 1/1/2002 thru 12/31/2002 | 43 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
 Date

Edward C. [Signature]
 State Archivist

Kathleen M. Stafford
 Signature of Court Official

Ad Clerk
 Title

6-11-07
 Date

RECEIVED
JAN 6 2006
MARYLAND STATE ARCHIVES

JUN 13
RECORDS MANAGEMENT
2006

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

Transmittal # 12-1-SP-1-2006

3985

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | MISCELLANEOUS RECORDS Special Proceeding cases Closed in <u>1991, 1992 & 1993</u> | 975 Sec. VI | 1 | 1/1/1991 thru 12/31/1993 | 3 | 6-8-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Pappas
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

UNIVERSITY OF CALIFORNIA
LANDS MANAGEMENT
SECTION
JUN 13 —

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

3985

Transmittal # 12-1-SP-1-2006

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | MISCELLANEOUS RECORDS Special Proceeding cases Closed in <u>1991, 1992 & 1993</u> | 975 Sec. VI | 1 | 1/1/1991 thru 12/31/1993 | 3 | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06 Edward C. Saperstein
 Date State Archivist

Kathleen M. Stafford Ad Clerk 6-11-07
 Signature of Court Official Title Date

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BART AND STATE ARCHIVES

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

398

Transmittal # 12-1-A-1-2006

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in <u>2002</u> | 2219 Sec. VI | 2 a, b | 1/1/2002 thru 12/31/2002 | 7 | 6-8-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
 Date

Edward C. Popper
 State Archivist

Kathleen M. Stafford
 Signature of Court Official

Ad Clerk
 Title

6-11-07
 Date

RECEIVED
JAN 9 2008
MARYLAND STATE ARCHIVES

JUN 13 —
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

Transmittal # 12-1-A-1-2006

3986

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT ALLEGANY 12/01/05
 COURT COUNTY DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in <u>2002</u> | 2219 Sec. VI | 2 a, b | 1/1/2002 thru 12/31/2002 | 7 | 6-8-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-11-07
Date

RECEIVED
JAN 6 2006
MASSACHUSETTS STATE ARCHIVES

MASSACHUSETTS
JUN 19
MASSACHUSETTS STATE ARCHIVES

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

3978

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
 COURT

ALLEGANY
 COUNTY

12/01/05
 DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1993</u> | 2219 Sec. II | 3 | 1/1/1993 thru 12/31/1993 | 13 | 6-14 → 8-17-07 | Shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Saperstein
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

8/18/07
Date

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

3978

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/01/05
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1993</u> | 2219 Sec. II | 3 | 1/1/1993 thru 12/31/1993 | 13 | 6-14 → 8-17-07 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Pappas Jr
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

8/18/07
Date

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JAN 6 2008
MARYLAND STATE ARCHIVES

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JAN 6 2008

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence | 2219 Sec. I | 1 | 1/1/2003 thru 12/31/2003 | 34 | 7-12-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27mar07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

7-18-07
Date

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10/25/70

4284

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ADMINISTRATIVE RECORDS Administrative Operation Files Commissioner Activity Reports Applications for Charging Documents (No probable cause) General Correspondence | 2219 Sec. I | 1 | 1/1/2003 thru 12/31/2003 | 34 | 7-12-07 | Land fill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Hafford
Signature of Court Official

Ad Clerk
Title

7-18-07
Date

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JAN 26 2007
MARYLAND STATE ARCHIVES

OCT 25 . 2007

4285

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|----------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1994</u> | 2219 Sec. II | 3 | 1/1/1994 thru 12/31/1994 | 15 | 6-14-07 → 8-17-07 | Shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date
Edward C. Pappas
State Archivist

Kathleen M. Hafford
Signature of Court Official
Ad Clerk
Title
8/18/07
Date

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OCT 25 - 2W7

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4285

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|----------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CIVIL RECORDS Sum Certain Judgments Expired Judgments in <u>1994</u> | 2219 Sec. II | 3 | 1/1/1994 thru 12/31/1994 | 15 | 6-14-07 → 8-17-07 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date

Edward C. Papenfuss Jr.
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

8/18/07
Date

~~CONFIDENTIAL~~

OCT 25 - 2007

~~CONFIDENTIAL~~

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JAN 26 2007
MARYLAND STATE ARCHIVES

Handwritten text, possibly a signature or date.

4286

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Cases Expunged in <u>2003</u> | 2219 Sec. IV | 2 d, e | 1/1/2003 thru 12/31/2003 | 7 | 1-3-07 thru 1-22-07 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

1-23-07
Date

4280

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Cases Expunged in <u>2003</u> | 2219 Sec. IV | 2 d, e | 1/1/2003 thru 12/31/2003 | 7 | 1-3-07 thru 1-22-07 | Shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

21 mar 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

1-23-07
Date

RECEIVED
JAN 26 2007
MARTLAND STATE ARCHIVES

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~~XXXXXXXXXX~~

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4287

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

Transmittal # 12-1-A-1-2007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in <u>2003</u> | 2219 Sec. VI | 2 a, b | 1/1/2003 thru 12/31/2003 | 6 | 7-12-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date

Edward C. Spangher
State Archivist

Kathleen M. Hafford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

~~XXXXXXXXXX~~

OCT 25 2017

~~XXXXXXXXXX~~

XXXXXXXXXX

4287

Transmittal # 12-1-A-1-2007

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Civil Citations and Municipal Infraction cases Closed in <u>2003</u> | 2219 Sec. VI | 2 a, b | 1/1/2003 thru 12/31/2003 | 6 | 7-12-07 | Land fill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date

Edward C. Papenfort
State Archivist

Kathleen M. Hofford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

RECEIVED
JAN 26 2017
MARYLAND STATE ARCHIVES

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LM

[REDACTED]

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

4289

Transmittal # 12-1-NR-1-2007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Natural Resources cases Closed in <u>2003</u> | 2219 Sec. IV | 2 a, b | 1/1/2003 thru 12/31/2003 | 1 | 6-15-07 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

Edward C. Papenhausen
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

6-15-07
Date

10/25/07

~~CONFIDENTIAL~~

OCT 25 2007

~~CONFIDENTIAL~~

[Faint handwritten signature]

4289

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

Transmittal # 12-1-NR-1-2007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Natural Resources cases Closed in <u>2003</u> | 2219 Sec. IV | 2 a, b | 1/1/2003 thru 12/31/2003 | 1 | 6-15-07 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date
Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official
Ad Clerk
Title
6-15-07
Date

RECEIVED

JAN 26 2007

MARYLAND STATE ARCHIVES

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OCT 25

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~~XXXXXXXXXX~~

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in <u>2003</u> | 2219 Sec. IV | 2 a, b | 1/1/2003 thru 12/31/2003 | 11 | 7-12-07 | Land fill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Wafford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

~~XXXXXXXXXX~~
OCT 25 2007

4290

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | CRIMINAL RECORDS Traffic Citations - old Serious Traffic Folders Closed in <u>2003</u> | 2219 Sec. IV | 2 a, b | 1/1/2003 thru 12/31/2003 | 11 | 7-12-07 | Land fill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 MAR 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

RECEIVED
JAN 26 2007
MARYLAND STATE ARCHIVES

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OCT 25 LMC

~~XXXXXXXXXX~~

4291

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|--|--|---------------------------------|--------------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ELECTRONIC RECORDINGS For Year of <u>2003</u> | 2219 Sec. II & Sec. IV | 2 2 a, b, f | 1/1/2003 thru 12/31/2003 | 1 | 7-12-07 | Landfill |
| <p>Electronic Recordings for the period 08-12 September 2003 will be retained permanently for archival purposes.</p> | | | | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

10 April 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

STANDARD
STANDARD SCIENCE

OCT 25 1907

STANDARD SCIENCE

4291

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|--|--|---------------------------------|--------------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | ELECTRONIC RECORDINGS For Year of <u>2003</u> | 2219 Sec. II & Sec. IV | 2 2 a, b, f | 1/1/2003 thru 12/31/2003 | 1 | 7-12-07 | Land fill |
| <p>Electronic recordings for the period 08-12 September 2003 will be retained permanently for archival purposes.</p> | | | | | | | |

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Apr 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

RECEIVED

JAN 25 2007

MARYLAND STATE ARCHIVES

RECEIVED

MAR 27 2007

MARYLAND STATE ARCHIVES

OCT 25 2007

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

4292

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders | 2219 Sec. V | 1 c 2 3 | 1/1/2003 thru 12/31/2003 | 46 | 7-12-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date

Edward C. Papenfort
State Archivist

Kathleen M. Stafford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

113021

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OCT 25 2W7

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4292

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | FISCAL RECORDS DCA 1, DCA 2, DCA 3, DCA 4, DCA 4a, DCA 9 DCA 11, DCA 27, DCA 254, bank books & statements, cancelled checks, check stubs, cash receipt journals, R-1, DCA 31, expense accounts, certified mail books & logs, transmittal sheets, roster cards, payroll & check register, time cards, purchase orders, receiving reports, warehouse requisitions, xerox bills, credit bureau bills, deferred payment sheets, court fund sheets, daily work folders | 2219 Sec. V | 1 c 2 3 | 1/1/2003 thru 12/31/2003 | 46 | 7-12-07 | Land fill |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

Edward C. Papenfuss Jr
State Archivist

Kathleen H. Stafford
Signature of Court Official

Ad Clerk
Title

7/18/07
Date

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

4293

Transmittal # 12-1-SP-1-2007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT ALLEGANY 12/18/06
COURT COUNTY DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | MISCELLANEOUS RECORDS Special Proceeding cases Closed in <u>1994</u> | 975 Sec. VI | 1 | 1/1/1994 thru 12/31/1994 | 4 | 6-13-14-07 | Shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07 Edward C. Papenfuss
Date State Archivist

Kathleen M. Stafford Ad Clerk 6-15-07
Signature of Court Official Title Date

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

~~XXXXXXXXXX~~

OCT 25 2W7

~~XXXXXXXXXX~~

Transmittal # 12-1-SP-1-2007

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

4293

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

TWELFTH DISTRICT
COURT

ALLEGANY
COUNTY

12/18/06
DATE

| Series No. | Description of Records Include Title and/or Form Number | Authorization | | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
| | | Retention Sched. No. | Item No. | | | | |
| | MISCELLANEOUS RECORDS Special Proceeding cases Closed in <u>1994</u> | 975 Sec. VI | 1 | 1/1/1994 thru 12/31/1994 | 4 | 6-13+14-07 | shredded |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 MAR 07
Date

Edward C. Papenfuss
State Archivist

Kathleen M. Hafford
Signature of Court Official

Ad Clerk
Title

6-15-07
Date

Callaway, John

RECEIVED
JAN 26 2007
MARYLAND STATE ARCHIVES

[REDACTED]

OCT 25 2007

[REDACTED]

70-210

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4819

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 Carroll County Civil Div 2 Sep 2008 Accession Number 99A285

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 | 15 | September 2008 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

IH
10 Dec 08
Date

[Signature]
State Archivist

Gary F. Crawford

[Signature] Title Date
DEC 23 2008

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

DEC 30

2008

4819

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 Carroll County Civil Div 2 Sep 2008 Accession Number 99A285

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 | 15 | September 2008 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

IH
10 Dec 08
Date

[Signature]
State Archivist

Gary F. Cranford
[Signature]
Signature of Court Official

DEC 23 2008
Title Date

DEC 30 1948

4046

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Administrative Records- Personnel Files | 2219 | 2 | 2000 | 1 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22mar06
Date
Edward C. Papenfuss
State Archivist

Camie Dillard
Signature of Court Official
County Clerk
Title
6/30/06
Date

WORLDWIDE
CORPORATION

2004

JUL 19

NEW YORK

Handwritten text, likely bleed-through from the reverse side of the page.

4046

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Administrative Records- Personnel Files | 2219 | 2 | 2000 | 1 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22mar06
Date
Edward C. Speer
State Archivist

Carrie Dillard
Signature of Court Official
County Clerk
Title
6/30/06
Date

RECORDS MANAGEMENT
BRANCH

2006

MAR 19

[Blurred stamp]

RECEIVED
MAR 9 2006
MARYLAND STATE ARCHIVES

[Faint handwritten text]

4047

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 17 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06 Edward C. Papenfuss Jr
Date State Archivist

Carrie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

WATERBURY
CONNECTICUT

2006 JUN 19

WATERBURY

WATERBURY JUN 19 2006

4047

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 17 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06
Date

Edward C. Saperstein
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 6/30/06
Title Date

RECORDS MANAGEMENT
Baltimore

2006
JUL 19

RECEIVED

RECEIVED
MAR 3 2006
MARYLAND STATE ARCHIVES

4048

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 30 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06 Edward C. Papenfuss
Date State Archivist

Camie Dillard County clerk 6/30/06
Signature of Court Official Title Date

YORKVILLE
SCHOOL

APR 19 1906

MAINTENANCE

Handwritten text, likely a signature or address, appearing as faint bleed-through from the reverse side of the page.

4048

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 30 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06 Edward C. Pappas
Date State Archivist

Carie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

RECORDS MANAGEMENT
DIVISION

2006
JUN 19



RECEIVED
MAR 3 2006
MARYLAND STATE ARCHIVES

Faint, illegible handwriting at the bottom of the page.

4049

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Expunged Criminal Cases | 2219 | 2 | 2002 | 3 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06 Edward C. Papenfuss
Date State Archivist

Camie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

RECEIVED
RECORDS SECTION

JUN 19 1961

RECEIVED

Handwritten text, likely a signature or name, appearing as a faint, mirrored bleed-through from the reverse side of the page.

4049

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Expunged Criminal Cases | 2219 | 2 | 2002 | 3 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 March 06 Edward C. Papenfuss
Date State Archivist

Camie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

RECORDS MANAGEMENT
DIVISION

JUL 19 2006

RECEIVED
MAR 9 2006
MARYLAND STATE ARCHIVES

Gene D. Brown

4050

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Fiscal Records | 2219 | 1 | 2002 | 8 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06 Edward C. [Signature]
Date State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 6/30/06
Title Date

RECORDS MANAGEMENT

200

JUL 19

RECORDS MANAGEMENT

RECORDS MANAGEMENT

4050

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Fiscal Records | 2219 | 1 | 2002 | 8 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 March 06 Edward C. Papenfuss
Date State Archivist

Camie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

RECORDS MANAGEMENT
ENVIRONMENT

2006 - JUL 19

RECEIVED
MAR 3 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

4051

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 5 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22mar06
Date

Edward C. Papermaster
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk
Title

6/30/06
Date

RECORDS MANAGEMENT

2016

61 200

RECORDS MANAGEMENT

Handwritten text at the bottom of the page, possibly a signature or date, which is very faint and difficult to read.

4051

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 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 5 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06
Date

Edward C. Popper
State Archivist

Carie Dillard
Signature of Court Official

County Clerk 6/30/06
Title Date

RECORDS MANAGEMENT
DIVISION

MAR 19 2006



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MAR 3 2006
MARYLAND STATE ARCHIVES

Faint, illegible handwriting at the bottom of the page.

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

4052

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | RDAT Tapes Log Sheets to be shredded | 2219 | 2 | 2002 | 3 | | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06
Date

Edward C. Popenjane
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk
Title

6/30/06
Date

[Faint, illegible handwriting]

APR 19 — *2016*

**WOODS MANAGEMENT
DIVISION**

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

4052

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | RDAT Tapes Log Sheets to be shredded | 2219 | 2 | 2002 | 3 | | Landfill |

Destruction Approved by Hall of Records Commission

2/21/06 Edward C. Spencer Jr.
 Date State Archivist

Destruction Certification

Carrie Dillard County Clerk 6/30/06
 Signature of Court Official Title Date

RECEIVED
MAR 3 2006
MARYLAND STATE ARCHIVES

Handwritten text, possibly a name or title, mostly illegible due to fading.

JUL 19 *ms*
RECORDS MANAGEMENT
Baltimore

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

4053

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Summary Ejectment Non-Money Judgments | 2219 | 2 | 2002 | 3 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06 Edward C. Papenfuss
Date State Archivist

Carrie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

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

4053

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Summary Ejectment Non-Money Judgments | 2219 | 2 | 2002 | 3 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06 Edward C. Papenfuss
Date State Archivist

Carrie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

RECEIVED
MAR 3 2006
MARYLAND STATE ARCHIVES

James D. ...

~~...~~

JUN 19

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

4054

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Traffic Records RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 25 | | Shred |

Destruction Approved by Hall of Records Commission

22 mar 06 Edward C. Papenfuss Jr
Date State Archivist

Destruction Certification

Carrie Dillard County Clerk 6/30/06
Signature of Court Official Title Date

RECORDS MANAGEMENT
EVALUATION

2006
FEB 19

[Faint, illegible text]

[Faint, illegible text]

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

4054

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2006

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Traffic Records RETAIN DOCKETS PERMANENTLY | 2219 | 2 | 2002 | 25 | | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

22 mar 06
Date

Edward C. Papenfuss
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 6/30/06
Title Date

~~RECORDS MANAGEMENT~~

9706 61 100

~~RECORDS MANAGEMENT~~

RECEIVED
MAR 9 2006
MARYLAND STATE ARCHIVES

9706

State Director

State Director

4348

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Administrative Records- Personnel Files | 2219 | Section I Item 2 | 2001 | 1 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date
Edward C. Pappas
State Archivist

C. Dillard
Signature of Court Official

Co. CLK.
Title

12-24-07
Date

~~CONFIDENTIAL~~

JAN 9

ras

~~CONFIDENTIAL~~

4340

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Administrative Records- Personnel Files | 2219 | Section I Item 2 | 2001 | 1 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date

Edward C. Papenfuss
State Archivist

Camie Dillard
Signature of Court Official

Co. CLK.
Title

12-24-07
Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECEIVED
JAN 9 2008

JAN 9 2008

RECEIVED

4341

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|------------------------------|--------------------------------------|---------------------|---------------------|--|
| | Civil Cases Involving A Judgment for a Sum Certain <i>Dismissed / Satisfied</i> FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | <i>Section II Item 2</i> | 2003 | 18 | <i>12-24-07</i> | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Papenfort
Date State Archivist

Camie Dillard Co. CLK. 12-24-07
Signature of Court Official Title Date

~~SECRET~~
~~CONFIDENTIAL~~

JAN 9 - 1948

~~SECRET~~

4341

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|------------------------------|--------------------------------------|---------------------|---------------------|--|
| | Civil Cases Involving A Judgment for a Sum Certain <i>Dismissed/Satisfied</i> FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | <i>Section II Item 2</i> | 2003 | 18 | <i>12-24-07</i> | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date

Edward C. Soper
State Archivist

Carrie DuRand
Signature of Court Official

Co. CLK.
Title

12-24-07
Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

~~RECEIVED~~
JAN 9 2008

~~RECEIVED~~

4342

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|---------------------------|--------------------------------------|---------------------|---------------------|--|
| | Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | Section IV Item 2 a, b | 2003 | 30 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Soper
Date State Archivist

Carrie Dillard Co. CLK. 12-24-07
Signature of Court Official Title Date

RECEIVED
MUNICIPALITY OF SINGAPORE

JAN 9 2008



4342

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|---|------------------------------------|---------------------------|--------------------------------------|---------------------|---------------------|--|
| | Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | Section IV Item 2 a, b | 2003 | 30 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Spangher
Date State Archivist

Camie Dillard Co. CLK. 12-24-07
Signature of Court Official Title Date

RECEIVED
MAR 4 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECORDS
PRESERVATION SECTION

JAN 9 2008

[Handwritten signature]

4343

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|-------------------------|--------------------------------------|---------------------|---------------------|--|
| | Expunged Criminal Cases | 2219 | Section IV Item 2 d. | 2003 | 6 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Papermaster
Date State Archivist

Carrie Dillard Co. CLK. 12-24-07
Signature of Court Official Title Date

RECEIVED
NEWSPAPER SERVICE

JAN 9 *ms*

~~XXXXXXXXXXXX~~

4343

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|-------------------------|--------------------------------------|---------------------|---------------------|--|
| | Expunged Criminal Cases | 2219 | Section IV Item 2 d. | 2003 | 6 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date
Edward C. Seper
State Archivist

Carrie Dillard
Signature of Court Official
Co. CLK.
Title
12-24-07
Date

4344

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|------------------------|--------------------------------------|---------------------|---------------------|--|
| | Fiscal Records | 2219 | Section V Item 1 c. | 2003 | 8 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

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

Carrie Dillard Co. CLK. 12-24-07
Signature of Court Official Title Date

RECEIVED
DIRECTOR'S OFFICE

JAN 9

WJG

~~RECEIVED~~

4344

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|-----------------------|--------------------------------------|---------------------|---------------------|--|
| | Fiscal Records | 2219 | Section V Item 1c. | 2003 | 8 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Popenjane
Date State Archivist

Cami Dillard Co. CLK. 12-24-07
Signature of Court Official Title Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 31 2007
MARYLAND STATE ARCHIVES

RECEIVED
JAN 9 2008

JAN 9 2008

4345

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------------|--------------------------------------|---------------------|---------------------|--|
| | Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | Section IV Item 2 a, b. | 2003 | 5 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date
Edward C. Papenfuss
State Archivist

Camie Dillard
Signature of Court Official
Co. CLK.
Title
12-24-07
Date

RECEIVED
INSURANCE DIVISION

JAN 9

ms

~~RECEIVED~~

4345

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|-----------------------------|--------------------------------------|---------------------|---------------------|--|
| | Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY | 2219 | Section IV Item 2 a., b. | 2003 | 5 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Papermaster
Date State Archivist

Carrie Dillard CO. CLK. 12-24-07
Signature of Court Official Title Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECEIVED
GOVERNMENT
INFORMATION SERVICE

JAN 9

2008



4346

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Summary Ejectment Non-Money Judgments | 2219 | Section II Item 2 | 2003 | 3 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Speer
Date State Archivist

Carie Dillard Co. CLK. 12-24-07
Signature of Court Official Title Date

RECEIVED
BETHLEHEM SCHOOL

JAN 9 2008

RECEIVED

4346

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | Summary Ejectment Non-Money Judgments | 2219 | Section II Item 2 | 2003 | 3 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date
Edward C. Pappas
State Archivist

Carrie Dillard
Signature of Court Official
co. CLK.
Title
12-24-07
Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECEIVED
INTERNATIONAL SECURITY

JAN 9 2008

RECEIVED

4347

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------------|--------------------------------------|---------------------|---------------------|--|
| | Traffic Records RETAIN DOCKETS PERMANENTLY | 2219 | Section IV Item 2a., b. | 2003 | 26 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date
Edward C. Speer
State Archivist

Carrie Dillard
Signature of Court Official
Co. CLK.
Title
12-24-07
Date

~~CONFIDENTIAL~~

JAN 9 1958

~~CONFIDENTIAL~~

4347

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|-----------------------------|--------------------------------------|---------------------|---------------------|--|
| | Traffic Records RETAIN DOCKETS PERMANENTLY | 2219 | Section IV Item 2 a., b. | 2003 | 26 | 12-24-07 | Shred |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date
Edward C. Popenjancich
State Archivist

Carrie Dillard
Signature of Court Official
Co. CLK.
Title
12-24-07
Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECEIVED
JAN 9 2007

JAN 9 *WS*

RECEIVED

4348

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | DVD's Log Sheets to be shredded | 2219 | Section II Item 2 | 2003 | 3 | 12-24-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07 Edward C. Speer
Date State Archivist

Camie Dilard Co. CLK. 12-24-07
Signature of Court Official Title Date

POSTAGE
NEVER EXCEEDS
SEVENTY-FIVE CENTS

JAN 9 2008



41348

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 11-01 County: Frederick Date: January 29, 2007

| Series Number | Description of Records Include Title and/or Form Number | Authorization Retention Schedule # | Authorization Item # | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|---------------|--|------------------------------------|----------------------|--------------------------------------|---------------------|---------------------|--|
| | DVD's Log Sheets to be shredded | 2219 | Section II Item 2 | 2003 | 3 | 12-24-07 | Landfill |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date
Edward C. Soper
State Archivist

Carrie Dilant
Signature of Court Official
Co. CLK.
Title
12-24-07
Date

RECEIVED
MAR 7 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

~~RECEIVED~~
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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 Frederick County 10 Jan 2008

Accession Number 07A084

COURT COUNTY DATE

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|------------|--|----------------------|--------------------------|--------------------------------------|---------------------|---------------------|--|
| | | 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 | 32 | 10 Sep 2008 | Landfill |

Stripped

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

[Signature]

Gary F. Cranford

SEP 26 2008

Date

State Archivist

Signature of Court Official

Title

Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

IH
rev. 10/83

DGS - 550 - 9

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rev. 10/83 DGS - 550 - 9

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

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OCT 13 2007