# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Series No.         Description of Records Include Title and/or Form Number         Authorization         Inclusive Deter of Records Sched No.         Volume (Colic Feet)         Date of Detruction         Method of Bestruction           TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met         2219 Sec IV         2a & b         1/1/2002 - 12/31/2002         30 cubic feet         Co or Jonce         Sched Sch Detruction		District Court #4-3 St. Mary's C COURT COUNT		24/064 E				
No.     Retention Sched. No.     Item No     Destroyed     Count retry     Destruction     Destruction       Image: TRAFFIC ALPHA FOLDERS     2219     2a & b     1/1/2002 - 12/31/2002     30 cubic feet     (a) (a) (a) (b) (c) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c		Description of Records	Aut	horization				
Back-up paperwork on closed motor vehicle cases, closed Sec IV citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit	No.	include little and/or Form Number				(Cubic Feet)	Destruction	(Recycle, shred,
		Back-up paperwork on closed motor vehicle of citizens arrests, traffic transmittals & non-mat citations. To be retained for 3 years and all au	ases, closed Sec IV s traffic	2a & b	1/1/2002 - 12/31/2002	30 cubic feet	6/04/2000	Shres, LAUDE.(1

Date

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

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

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- 4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TOT HE CHIEF CLERK'S OFFICE.)
- 5. FOR YOUR INFORMATION:

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court #4-3 St. Mary's County COURT COUNTY	DATE	4/064				
Series	Description of Records Include Title and/or Form Number	Autho	prization	inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	item No	Destroyed	(ouncil cet)	Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS	2219	2a & b	1/1/2002 - 12/31/2002	30 cubic feet	6242006	Shred, LANDF.11
	Back-up paperwork on closed motor vehicle cases, closed	Sec IV	Pres.	10.00	The second		LANDF. 11
	citizens arrests, traffic transmittals & non-mats traffic			24.022	Selection -		
	citations. To be retained for 3 years and all audit			1.00			
	requirements have been met			5-3 3 - NO.			
			1200	1.	1.000		
		12.00		1.2.2.2.2.2.2.2			
		1.00					
				19.000			
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				E. S. A. D. P.			
			-				
	Destruction Approved by Hall of Records Commission			Destruction Certificatio	n		
1 1	State Archivist			Re. (	No. :	(), (), (), (), (), (), (), (), (), (),	16
206	Same IC Front	1	_	Juli	1. Jun	Jours m	

Instructions for Preparation and Submission on Reverse Side

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- 5. FOR YOUR INFORMATION:

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

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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

-f122

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
eries	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of
No.		Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS-RDATS	2219					
	ELECTRONIC RECORDINGS	Sec 1-		1/1/2002 - 12/31/2002	3.0	6/26/06	hanoFil
	Retain for 3 years and then destroy-Rdat recordings of	IV		10-21-21-22			1000
	court proceedings except recordings selected for State			45.313			
	Archives						
				Contraction of the	2.500		
				1.5.9.6.0	122.24		
	Destruction Approved by Hall of Records Commission			Destruction Certification			

6/2/06

Date

State Archivist

Instructions for Preparation and Submission on Reverse Side

Signature of Court Official

Relieu

e long

Title

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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

4/22

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
eries	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of
No.		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS-RDATS	2219	30.00				
	ELECTRONIC RECORDINGS	Sec 1-		1/1/2002 - 12/31/2002	3.0	6/26/06	hanst: 11
	Retain for 3 years and then destroy-Rdat recordings of	IV		TF - S - S - T			
	court proceedings except recordings selected for State			1.1.1.1.1.1.1			
	Archives						
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	Destruction Approved by Hall of Records Commission		Fresh	Destruction Certificatio	n	0	1. 1. 1. 1.
12/00	6 Strand C. Japer	prep		Rebe l.	June	County Ch	ech lef

6/2100

Date

Hwand C. Japenpor

State Archivist

Rev. 10/83 DGS-55Q-9

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Title

Date

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4123

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
ries	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
lo.		Retention Sched. No.	ltern No	Destroyed	(Gubic reet)	Destruction	(Recycle, shro landfill, etc.
	Civil Records-Expired Judgments	2219	3	1/1/1993 - 12/31/1993	10.0		
		Sec II				1.	
	Inside of closed Civil folders containing judgments	for	1.5.5	3.58			
	sum certain that have expired since twelve years h	ave			100 L 100	all the second	
	passed. Closed in 2003		2.4	1			
				1. 1. A.			
				1.1.1.1.1.1.1.1.1			
						Contract Same	
					10		
		March Street		- Children			
-	Destruction Approved by Hall of Records Commission						

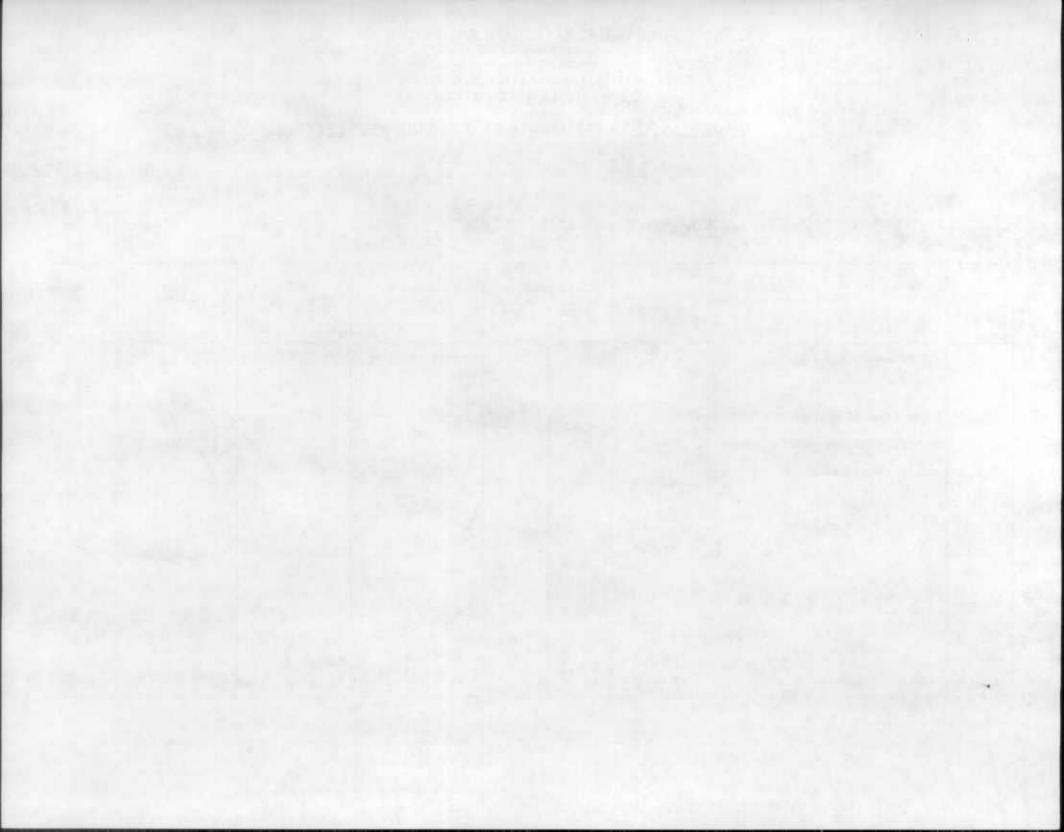
Date

Signature of Court Official

Title

Date

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4129

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

D	istrict Court #4-3	St. Mary's County	3/24/06					
	COURT	COUNTY	DATE					
Series	Descri	iption of Records e and/or Form Number	Autho	orization	Inclusive	Volume	Date of	Method of
No.			Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	<u>CRIMINAL RECORDS</u> -EXPL Criminal file folders of exp miscellaneous papers		2219 Sec IV	2d & e	1/1/2002- 12/31/2002	4.0	7-14-06	Shred
	Closed in 2001					127.28	13.3	
			1					
							13253	
							Production of	
6/2/02	Destruction Approved by Hall of R	ecords Commission	por p		Destruction Certification	on a Que	- Courty Cl	lech 7-14-04
Date	State	e Archivist			Signature of Cou	urt Official	Title	Date
Por 10/92 D	29.550.0				laster for Decembr	101 11 5		

Instructions for Preparation and Submission on Reverse Side

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

4129

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court #4-3	St. Mary's County	3/24/06					
	COURT	COUNTY	DATE					
Series	Desc Include Tit	ription of Records le and/or Form Number	Auth	orization	Inclusive Dates of Records	Volume	Date of	Method of
No.	include in		Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS-EXP	UNGED CASES	2219	2d & e	1/1/2002- 12/31/2002	4.0	7-14-06	Shrep
	Criminal file folders of exp	ounged criminal cases and	Sec IV		The second second			120012
	miscellaneous papers		1.3.8		Section and	1. 1. 1.		12.60
	Closed in 2001					1.1.1.1.1.1.1.1.1	1.5	1.57
			1590			1.	1005017124	1972
						122013		
			12.30		1.22	1.2.3		
					13.1	1		1.1.1.1.1.1
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				1.1	1.			1912
	Contraction of the second		1.00	100			1.	
			1000	1. 64	1.		1000	1.1.1.1.1.1
	Destruction Approved by Hall of	Records Commission			Destruction Certification	00		
lala	2 2	Award C. Japen	purch	_	Reben	Aquie	Comey Cla	e 7-14-1
Date	Stat	e Archivist			Signature of Cou	rt Official	Title	Date

Instructions for Preparation and Submission on Reverse Side

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Distric	t Court #4-3 St. Mary's County		3/24/06				
	COURT COUNTY	DATE					
Series	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Destroyed	(Cubic reet)	Desauction	(Recycle, shred, landfill, etc.)
	Civil Records						
	Inside of Civil folders not involving a judgment for sum	2219	2	1/1/ 2002 - 12/31/2002	10.0	7-24-06	LANAF II
	certain. Folders to be retained permanently	Sec II				and the second	1
	Closed in 2001	1999	1.5				
		-					
						10.2.2	1785
							1.
			2.57	L'ATTAC SE	S 240		
					-		
3/06	Destruction Approved by Hall of Records Commission	mpor p		Destruction Certificatio	2 June	County Cle	uh 7.25
ate	State Archivist			Signature of Cour	t Official	Title	Date

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4124

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COURT COUNTY	DATE	3/24/06				
eries No.	Description of Records include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of
NO.		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Civil Records			12112			
	Inside of Civil folders not involving a judgment for sum	2219	2	1/1/ 2002 - 12/31/2002	10.0	7-24-26	LANDTIL
	certain. Folders to be retained permanently	Sec II			1.11	1.	
	Closed in 2001				01-16		
		1.1			a fair		
					1 Maria		
		1.28					
				14.5			19.24
				100.581.53	213.0		
					11.12.5	CINTER	
	and the second						1.2.1.
	and the second second				1.50	1000	
,	Destruction Approved by Hall of Records Commission			Destruction Certification	30.	0 0	
26	0 Strand C. Japany	hasp	1	Reberral	1 Quel	- Courty Cler	1 7-25
te	State Archivist			Signature of Cour	t Official	Title	Date

Rev. 10/83 DGS-55Q-9

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MARYLAND STATE ARCHIVES 01518101 04-03 00 JUN 13 PM 12: 27 - - 10 LIKIUS RECEIVED

4123

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Destruction (Recycle, shre landfill, etc.)
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Date

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State Archivist

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

Title

Date

Signature of Court Official

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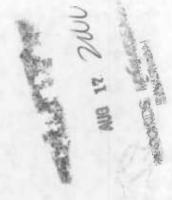


4123

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	COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number	Authori Retention Sched. No.	zation Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Records-Expired Judgments	2219 Sec II	3	1/1/1993 - 12/31/1993	10.0	7-28.000	Lanot. 1
	Inside of closed Civil folders containing judgments for	511		1991.201.4	1.4		1000
	sum certain that have expired since twelve years have						
	passed. Closed in 2003			1993			
				S. 1. 2. 1		1.20.112.13	
				100111-1			1.1.1
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	Dental State of the State						
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						1.00	
	Destruction Approved by Hall of Records Commission			Destruction Certification	n		
alc	to Strond C. Ja	scoper p	1	Rebein	Jul	County le	h 7-2
ate	State Archivist			Signature of Cour	t Official	Title	Date

Rev. 10/83 DGS-55Q-9



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

	COURT COUNTY	DATI					
Series	Description of Records Include Title and/or Form Number	Auth	norization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Destroyed	(cable reet)	Destruction	(Recycle, shred, landfill, etc.)
1	Emergency Evaluations, Domestic Violence and Peace Order	2219	2	1/1/93-12/31/93	8.0	7-31-00	LANSFill
	Records	Sec III				1.1.1.1.1.1.1	Shred
	Insides of folders to be stripped of original miscellaneous	1					1.5.197
	papers. Folders, dockets and entries that document a			1.	1000		
	judicial decision to be retained permanently			2.0.000	and the second		1.00
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		1.20		- and a start of the			
						Contract Contract	
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15	Destruction Approved by Hall of Becords Commission	-		Destruction Certifica	tion		
aloce	Schward C. Japanp	mp		Relaen	a. Queil	- County Cle	1 7-31
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Rev. 10/83 DGS-55Q-9

State Archivist

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

4130

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3 St.Mary's County COURT COUNTY	<u>3/24/06</u> DATE					
ies '	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of
		Retention Sched. No.	ltem No	Destroyed	(oubic reet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Emergency Evaluations, Domestic Violence and Peace Order	2219	2	1/1/93-12/31/93	8.0	7-31-06	LAND F. C
	Records	Sec III				7-31-06	Shrep
	Insides of folders to be stripped of original miscellaneous				19.10		
	papers. Folders, dockets and entries that document a				0.000		
	judicial decision to be retained permanently		1.1	2.5 5 5 3/			
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106	Destruction Approved by Hall of Resortds Commission	~ h		Destruction Certification	Quarter	County Cle	1 7-3
9	State Archivist			Signature of Cou	Int Official	Title	Date

Rev. 10/83 DGS-55Q-9

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

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

MARYLAND APR STATE ARCHIVES

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	unty <u>3/24/06</u> DATE		alekt here			
eries No.	Description of Records Include Title and/or Form Number	Autho	Drization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	ltem No	Destroyed	(0000000)		(Recycle, shred, landfill, etc.)
	NATURAL RESOURCES CASES	2219	2a, 2b	1/1/2002 - 12/31/2002	6.0	3/1 010	Laust:1
	Insides of folders to be stripped. Folders, dockets an	nd Sec IV				1 1	1999
	entries that document a judicial decision to be retained	ed					1.1
	permanently.	1 6 2	37 13				
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2/66	Destruction Approved by Hall of Recurs Commission	genfine for		Destruction Certification	aquie	Comty Cle	re 8/1
ate	State Archivist			Signature of Cour	t Official	Title	Date

Instructions for Preparation and Submission on Reverse Side

4131

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

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3	St. Mary's County	3/24/06					
	COURT	COUNTY	DATE					
Series	Description of Records Include Title and/or Form Number		Authorization		Inclusive	Volume	Date of Destruction	Method of
No.		include little and/or Form Number		ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	NATURAL RESOURCES CASES		2219	2a, 2b	1/1/2002 - 12/31/2002	6.0	55100	LANDTIN
	Insides of folders to be stripped.	Folders, dockets and	Sec IV	12		Carlo Bar		
	entries that document a judicial d	ecision to be retained		1			1	
	permanently.			1.2		13.000	View Star	
							and the second	
	Chieve States			-		12 10 1		
			100					
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	10.00			12.10	1.1.2-1.1.1.1.1		Kernere I	
			1000		1.1.2.1.1.1.1.1			
				100.0				
			3					
	Sec. 2			1.1			1.1.1.1.1.1	
	Destruction Approved by Hall of Posterior Con	nmission			Destruction Certification	n n	00	
plalac	Destruction Approved by Hall of Con	and C. Japon	prop		Rehen	U. Dumb	- Conty le	we \$1/00
Date	State Archivis	st			Signature of Cour	t Official	Title	Date

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4131

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MARYLAND APR STATE ARCHIVES

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

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

4128

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distri	ict Court #4-3	St. Mary's County	3/24/					
	COURT	COUNTY	DATE					
eries	Incl	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.)
No.				ltem No				
	CRIMINAL RECORDS							
	Criminal, Petty Offens	se Citations and Fugitive Warrant	2219	2a & b,c	1/1/2002 - 12/31/2002	35.0	3/4/06	Shrea +
	cases-Insides of fold	ers to be stripped. Folders, dockets	SecIV					LANAFI
	and entries that docu	ment a judicial decision to be				1.1.1.1	1.1.1.1.1.1.1.1.1	
	retained permanently			10.2		1.11	1.	1200
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	and the state					12 12 12 12	121313	
	Destruction Approved by	Hall of Records Commission		1	Destruction Certificatio	on	0 0	1
100	2	Sowand C. Japan	tere fr		Belen (	June	County Cl	leve s/
te		State Archivist			Signature of Cou	rt Official	Title	Date

Date Rev. 10/83 D

State Archivist

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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# **DEPARTMENT OF GENERAL SERVICES**

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

4128

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

ries	Description of Records	Authorization Retention Item Sched. No. No		Inclusive	Volume	Date of Destruction	Method of
No.	Include Title and/or Form Number			Dates of Records Destroyed	(Cubic Feet)		Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS	1					
	Criminal, Petty Offense Citations and Fugitive Warrant	2219	2a & b,c	1/1/2002 - 12/31/2002	35.0	50/4/06	Shrep + LANDF: (1
	cases-Insides of folders to be stripped. Folders, dockets	SeclV	1.200		Ser Break		LANDTIN
	and entries that document a judicial decision to be				1	1	
	retained permanently					1.2.1	
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100	Destruction Approved by Hall of Records Commission			Destruction Certificatio	2 .	0 0	

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- OMG at ats 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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4373

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

[	District Court #4-3	St. Mary's County	3/27/07					
	COURT	COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number		Autho	orization	Inclusive	Volume	Date of	Method of
NO.		include inte anulor confit number		ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shree landfill, etc.)
	CRIMINAL RECORDS-EXI	PUNGED CASES	2219	2d & e	1/1/2003-12/31/2003	4.0	6/13/07	Shreb
	Criminal file folders of ex	punged criminal cases and	Sec IV				-11.	SULCE
	miscellaneous papers			22-5				
	Closed in 2001					2 - Y - S		
			1.1			The second		
						18.2		
						12	- 31	
				÷		18		
				5				
	6-11 C						10 I	
	19.52							
11	Destruction Approved by Hall of	Becerds commission	. J. c. h		Destruction Certificatio		0 00	
1116	07	Award C. 1 qu	- por pi	_	Bul U.	June	County Cle	e 61:
te	Sta	te Archivist			Signature of Cour	t Official	Title	Date
/83 DC	GS-55Q-9				Instructions for Preparation an	d Submission on Reverse S	de	

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4373

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court #4-3 COURT	St. Mary's County COUNTY	<u>3/27/07</u> DATE					
eries	Desc	cription of Records				1		Т
No.	Include Th	tle and/or Form Number		orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
			Retention Sched. No.	ltem No	Destroyed			(Recycle, shred landfill, etc.)
	CRIMINAL RECORDS-EXP	PUNGED CASES	2219	2d & e	1/1/2003- 12/31/2003	4.0	6/13/07	Shred
	Criminal file folders of exp	ounged criminal cases and	Sec IV					
	miscellaneous papers							
	Closed in 2001				1. S. I.			1.1.1
	101 10 10 10 10 10 10 10 10 10 10 10 10							
				1.10	2.5			100
						1922 11 12		1.1.1
			1.1					
						5		1
	Desire					1.		
	Destruction Approved by Hall of F	Percerde Commission						
(111	/	dward C. Jap	copre p		Destruction Certificatio		$O_{2}O_{0}$	·
е		e Archivist	1		Signature of Cour	t Official	Title	
3 D	GS-55Q-9							Dat
	00 00 4 0				Instructions for Preparation ar	d Submission on Reverse Si	de	

- LME
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4378

## **DEPARTMENT OF GENERAL SERVICES** Hall of Records Commission **Records Management Division**

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
eries	Description of Records Include Title and/or Form Number	Auth	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Destroyed	(500101.004)		(Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS	2219	2a & b	1/1/2003 - 12/31/2003	30.0	6-14-07	Shred- LANDE-11
	Back-up paperwork on closed motor vehicle cases, closed	Sec IV					LANCOTON
	citizens arrests, traffic transmittals & non-mats traffic		1				
	citations. To be retained for 3 years and all audit						
	requirements have been met						
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	Destruction Approved by Hall of Records Commission	1		Destruction Certification	Pn	-0 0	
Int	07 Idward C. Japan	hach		Ball	Jui	County of	el Gr
ate	State Archivist			Signature of Cour	urt Official	Title	Date

Instructions for Preparation and Submission on Reverse Side

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Rev. 10/83 DGS-55Q-9

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

RECEIVED APR 5 2007 MARYLAND STATE ARCHIVES

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

eries	Description of Records Include Title and/or Form Number	Authoriz	ation	Inclusive	Volume	Date of	Method of
No.		Retention Sched. No.	item No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS	2219					
	ELECTRONIC RECORDINGS	Sec T-		1/1/2003 - 12/31/2003	3.0	6/14/07	hanstil
	Retain for 3 years and then destroy-Rdat recordings of	Ht- Item					
	court proceedings except recordings selected for State	Ltem					
	Archives					1449	
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Rev. 10/83 DGS-55Q-9

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  - FOR YOUR INFORMATION:

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RECEIVED APR 5 MARYLAND STATE ARCHIVES

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3 COURT	St. Mary's County COUNTY	<u>3/27/07</u> DATE		1.5			
Series No.	Description of Re Include Title and/or Fo	cords rm Number	Authoriz	ation	Inclusive Dates of Records	Volume	Date of	Method of
NO.			Retention Sched, No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS		2219					
	ELECTRONIC RECORDINGS		Sec T-		1/1/2003 - 12/31/2003	3.0	6/14/07	LANDTIL
	Retain for 3 years and then destroy	y-Rdat recordings of	Ht Item					
	court proceedings except recordin	gs selected for State	Linem					
	Archives							
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hile	Destruction Approved by Hall of Records Com	mission and C. Paper	-lash		Destruction Certification		0 - 00	
1110			1		Then It.	June	County U	ect 6/10
ate	State Archivis				Signature of Cour	rt Official	Title	Date

Rev. 10/83 DGS-55Q-9

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court #4-3 St. Mary's County	3/2	7/07				
	COURT COUNTY	DATE					
Series	Description of Records Include Title and/or Form Number	Autho	prization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of
No.		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS	2219	2a & b	1/1/2003 - 12/31/2003	30.0	6-14-07	Shrep -
	Back-up paperwork on closed motor vehicle cases, closed	Sec IV				4-71	Shreb- LANDFIL
	citizens arrests, traffic transmittals & non-mats traffic						
	citations. To be retained for 3 years and all audit						
	requirements have been met						
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11	Destruction Approved by Hall of Records Commission			Destruction Certification	1 0 1	0 0	0
4/11/0	07 Edward C. Japan	hap		Behnli	. Anne	County C	leve 5-14-0
Date	State Archivist			Signature of Cour	t Official	Title	Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9

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- 5. FOR YOUR INFORMATION:

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

0	District Court #4-3	St. Mary's County	3/24/06					
	COURT	COUNTY	DATE					
Series	D	Description of Records e Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.	menda		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENA	ANT CASES						
	Landlord/tenant record	s not involving a judgment for sum	2219	2	1/1/2002 - 12/31/2002	4.0	6/15/07	Shred
	certain		Sec VI	1.500	1			
	(Failure to Pay Rents)			1.1				1
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Date	5	State Archivist	-	-	Signature of Cour	t Official	Title	Date
Rev. 10/83 D	a 2-9				Instructions for Preparation ar	nd Submission on Reverse S	Side	

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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4125

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

D	istrict Court #4-3	St. Mary's County	3/24/06					
	COURT	COUNTY	DATE					
Series No.	D Include	escription of Records Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
NO.			Retention Sched. No.	ltem No	Destroyed	(Cubic reet)	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENA	NT CASES						
	Landlord/tenant records	s not involving a judgment for sum	2219	2	1/1/2002 - 12/31/2002	4.0	6/15/07	Shrep
	certain		Sec VI					
	(Failure to Pay Rents)					and the second		
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	Destruction Approved by Hall	of Records Commission	1 1		Destruction Certificatio	n .	0 0	
6/2/0	6	Stward C. Jeper	pine p	_	Rell.	Que	County Cle	2 6/19
Date		State Archivist		-	Signature of Cou	rt Official	Title	Date
Rev. 10/83 D	0-9				Instructions for Preparation ar	nd Submission on Reverse Si	de	

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

MARYLAND 01518161 04-03 06 JUN 13 PM 13: 27 ST. M. SECELVED



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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4 COURT	I-3 St.Mary's County COUNTY	3/24/06 DATE					
eries	Description o Include Title and/or	f Records	Autho	nization	Inclusive Dates of Records	Volume	Date of Destruction	Method of
No.	include ritle and/or		Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred landfill, etc.)
	CIVIL LANDLORD/TENANT MON	NEY JUDGMENTS	2219	3	1/1/1993-12/31/1993	2.0	6/15/07	Shrep
	Landlord/Tenant records involvi	ing a judgment for sum	Sec II	1.00				
	certain that have expired since t	twelve years have passed			No. of the second	Ref 1		
	(Failure to Pay Rents)					in the second		
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te	State Archi	ivist		-	Signature of Cou	rt Official	Title	Date

Rev. 10/83 DC 2-9

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

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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3 St.Mary's County COURT COUNTY	3/24/06 DATE			Contract of		
Series No.	Description of Records include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of
NO.		Retention Sched. No.	item No	Destroyed	(Cubic reet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENANT MONEY JUDGMENTS	2219	3	1/1/1993-12/31/1993	2.0	6/15/07	Shred
	Landlord/Tenant records involving a judgment for sum	Sec II			fin fin	0,13,01	MrcD
	certain that have expired since twelve years have passed						
	(Failure to Pay Rents)				1	1	
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ate	State Archivist		1.4.5	Signature of Cou	Irt Official	Title	Date

Rev. 10/83 D b-9

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
eries No.	Description of Records Include Title and/or Form Number	Auth	orization	Inclusive Dates of Records	Volume	Date of	Method of
NO.		Retention Sched. No.	item No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Emergency Evaluations,Domestic Violence and Peace Order Records Insides of folders to be stripped of original miscellaneous papers. Folders, dockets and entries that document a judicial decision to be retained permanently	2219 Sec III	2	1/1/94-12/31/94	8.0	6(18/07	LANDFILL
11/0	Destruction Approved by Hall of Records Commission	here h		Destruction Certificati	ion Quere	C	ert 6/19)
ate	State Archivist		_			(Gunna) Ch	u//4/

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3 St.Mary's County COURT COUNTY	<u>3/27/07</u> DATE					
Series No.	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume	Date of	Method of
NO.		Retention Sched. No.	item No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Emergency Evaluations, Domestic Violence and Peace Order	2219	2	1/1/94-12/31/94	8.0	6/18/07	LANDFIL
	Records	Sec III					LANDFILL
	Insides of folders to be stripped of original miscellaneous		100	199 - 11			
	papers. Folders, dockets and entries that document a						
	judicial decision to be retained permanently						
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ate			-	treele.	gune	Concilly L	the 6/1
ale	State Archivist			Signature of Con	urt Official	Title	Date

Title

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

RECEIVED 2007 APR 5 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

1

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

D	istrict Court #4-3 COURT	St. Mary's County COUNTY	<u>3/27/07</u> DATE					
ries	Descrip	otion of Records and/or Form Number	Autho	prization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, Iandfill, etc.)
lo.	include The		Retention Sched. No.	ltem No	Destroyed	(ouble reet)	Destruction	
	CIVIL LANDLORD/TENANT	CASES			21110			
	Landlord/tenant records no	t involving a judgment for sum	2219	2	1/1/2003 - 12/31/2003	4.0	6/15/07	Shred
	certain		Sec VI					
	(Failure to Pay Rents)			1				
				2.12				
	-		-					
				1				
nlo	Destruction Approved by Hall of Re	divand C. Paper	two p		Destruction Certificati	). Quine	Conzy Cle	L 6/19
ate	State	Archivist			Signature of Cou	urt Official	Title	Date
83 D	GS-55Q-9				Instructions for Preparation a	and Submission on Reverse	Side	

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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D	istrict Court #4-3	St. Mary's County	3/27/07				
	COURT	COUNTY	DATE				
Series	Description of Records include Title and/or Form Number		Authorization	Inclusive	Volume	Date of	Method of
No.	incide:		Retention Item Sched. No. No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Oestruction (Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENA	NT CASES					
	Landlord/tenant records	not involving a judgment for sum	2219 2	1/1/2003 - 12/31/2003	4.0	6/15/07	Shred
	certain		Sec VI				
	(Failure to Pay Rents)						
				10.851			
					1.18		
					1 - 12		
					E		
					16		
	180				10	5.6	
L	Destruction Approved by Hall	of Paparde Commission		Destruction Certificati	10 A	1	
4/11/0		Livand C. Jeperg	have for	Beh Q.	June	County Cl	Pere 6/14/0
Date	S	tate Archivist		Signature of Cou	rt Official	Title	Date
Rev. 10/83 DG	GS-55Q-9			Instructions for Preparation a	nd Submission on Reverse S	ide	

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RECEIVED 2007 5 APR MARYLAND STATE ARCHIVES

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	COURT	COUNTY	DATE		diam'n a st			
eries	Description of Records Include Title and/or Form Number		Autho	orization	Inclusive	Volume (Cubic Feet)	Date of	Method of
No.			Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic reet)	Destruction Destruction (Recycle, shree	(Recycle, shred, landfill, etc.)
	NATURAL RESOURCES CAS	ES	2219	2a, 2b	1/1/2003 - 12/31/2003	6.0	6/18/07	LANDFIL
	Insides of folders to be stripp	ed. Folders, dockets and	Sec IV	1.1	- 00 S T (20 M)			Shred
	entries that document a judic	ial decision to be retained						
	permanently.							
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	A State of the				A Second			
	Destruction Approved by Hall of Reco	zis Commission	1		Destruction Certificatio	n		
110	57 5	wand C. Japa	-prep		Bel.	Juni	County Cler	2 6/19/
ate	State A	rchivist			Signature of Cou	rt Official	Title	Dale

Rev. 10/83 DGS-55Q-9

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number	Autho	prization	Inclusive Dates of Records	Volume	Date of Destruction	Method of Destruction (Recycle, shred, łandfill, etc.)
		Retention Sched. No.	ltem De	Destroyed	(Cubic Feet)		
	NATURAL RESOURCES CASES Insides of folders to be stripped. Folders, dockets ar entries that document a judicial decision to be retain permanently.		2a, 2b	1/1/2003 - 12/31/2003	6.0	6/18/07	LANDFill, Shred
			non.				
11110	Destruction Approved by Hall of Records Commission	Carendrach		Destruction Certification	Quine	County Clea	2 6/19

Rev. 10/83 DGS-55Q-9

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MARYLAND STATE ARCHIVES RECEIVED APR 5 2007 and the second JUN 20 207

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		DATE	-				
Series No.	Description of Records Include Title and/or Form Number	Auth	lorization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of	Method of
		Retention Sched. No.	item No		(Gunic rear)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Civil Records - Dismissed or Satisfied						
	Closed cases involving a judgment for sum certain that are	2219	2	1/1/ 2003 - 12/31/2003	10.0	7-18-07	Shredded LANDF.K
	dismissed or satisfied. Retain all original papers, exhibits,	Sec II					LANDFIL
	and electronic recordings of testimony for a period of three						
	(3) years after entry of dismissal or satisfaction and until all			1410 1 1 1 2			
	audit requirements are fulfilled, then destroy insides of			F			
	folders only. Dockets and entries that document a judicial			11 17			
	decision (may be made on docket sheets, file jackets, or			17			
	other docket or disposition materials) and case folders are				1 Contracts		
	retained permanently. Closed in 2003.						
				15			
	Destruction Approved by Hall of Records Commission					and the state	
1110	27 Storade, Japan	1.1		Destruction Certification		0 . 0	0 7.70
Date	State Archivist	and p	-	Signature of Court	Jun	Title	Date

Rev. 10/83 DGS-55Q-9

instructions for Preparation and Submission on Reverse Side

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT St. Mary's County COURT COUNTY	DATE	3/27/07				
	1	DATE					
eries No,	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of
		Retention Sched. No.	ltem No	Destroyed	(Cubic reet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Civil Records - Dismissed or Satisfied						
	Closed cases involving a judgment for sum certain that are	2219	2	1/1/ 2003 - 12/31/2003	10.0	7-18-07	SHRED DO
	dismissed or satisfied. Retain all original papers, exhibits,	Sec II					LANDFIL
	and electronic recordings of testimony for a period of three						
	(3) years after entry of dismissal or satisfaction and until all						
	audit requirements are fulfilled, then destroy insides of						
	folders only. Dockets and entries that document a judicial			1000			
	decision (may be made on docket sheets, file jackets, or					2	
	other docket or disposition materials) and case folders are						
	retained permanently. Closed in 2003.						
			1				
	Destruction Approved by Hall of Records Commission			Destruction Certification	0	2 0	
110	7 Edward C. Japenp	mp		Belen a.	June	Community (	2 7-30
e	State Archivist			Signature of Court	Official	Title	Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

Bill and Bill

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115	COURT COUNTY	DATE					
Series No.	Description of Records include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	Method of
		Retention Sched. No.	ltem No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Civil Records-Expired Judgments	2219	3	1/1/1994 - 12/31/1994	10.0	7-19-07	STRIPPED, SHREDDEA LANDFILL
	Cases involving Judgement for a Sum Certain	Sec II					LANDFil
	Records and files involving cases pertaining to			10.000			
	collection of debts, and or damages in which a judgment						
	was awarded. Records and files include attachments, liens,						
	motions and orders, sales and notices of liens of						1.1.1.1
	judgments. Retain all original papers and exhibits for a						
	period of twelve (12) years after entry of judgment, or				4	12	
	until all audit requirements are satisfied, then destroy.			1.1.1.1.6	1.3	1	
	Dockets and entries that document a judicial decision (may be made on docket sheets, file jackets or other docket or disposition materials) and case folders are retained permanently.						

4/11/07

Lward C. Japanpor p State Archivist

Date

Rev. 10/83 DGS-55Q-9

Signature of Court Official

Title

ounty Clerk

Date

730-07

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

RECEIVED 2007 APR 5 MARYLAND STATE ARCHIVES

4 . M. J.

4376

Date

Title

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No		(Cable Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Records-Expired Judgments Cases involving Judgement for a Sum Certain Records and files involving cases pertaining to collection of debts, and or damages in which a judgment was awarded. Records and files include attachments, liens, motions and orders, sales and notices of liens of judgments. Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment, or until all audit requirements are satisfied, then destroy. Dockets and entries that document a judicial decision (may be made on docket sheets, file jackets or other docket or disposition materials) and case folders are retained permanently.	2219 Sec II	3	1/1/1994 - 12/31/1994	10.0	4-19-07	STRIPPED Shreader LANDE:11
	Destruction Approved by Hall of Records Commission			Destruction Certificati		. 0 00	

2 dward C State Archivist

Date

Instructions for Preparation and Submission on Reverse Side

Signature of Court Official

Rev. 10/83 DGS-55Q-9

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4375

JESSUP, MD 20794 - 0275

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	<u>3/27/</u> DATE					
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of
		Retention Sched. No.	ltem No	Destroyed	(cubic reet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS						
	Criminal, Petty Offense Citations and Fugitive Warrant	2219	2a & b,c,	1/1/2003 - 12/31/2003	35.0	7-20-07	SHREDDE
	cases-Insides of folders to be stripped. Folders, dockets	Sec IV	& f			and the second	LANDT.
	and entries that document a judicial decision to be			14.1			
	retained permanently						
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		12.3.4					
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		1.42	1.00		1 32 1		
		1.5	1-6-				
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	Destruction Approved by Hall of Records Commission			Destruction Certificatio		0 1	)
<u>hul</u>	07 Edward Gaper	hasp	_	Rell.	Quine	County C	lech 7-30
ate	State Archivist			Signature of Cour	Official	Title	Date
)/83 D	GS-55Q-9			Instructions for Preparation an	d Submission on Reverse S	ide	

Instructions for Preparation and Submission on Reverse Side

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NU.		Retention Sched. No.	item No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS				-		
	Criminal, Petty Offense Citations and Fugitive Warrant	2219	2a & b,c,	1/1/2003 - 12/31/2003	35.0	7-20-07	SHROPPET
	cases-Insides of folders to be stripped. Folders, dockets	Sec IV	& f	1403220		4	LANAT
	and entries that document a judicial decision to be					(	
	retained permanently	-					
		1.15	2.5				
				Provide States			
						1	
		1.12					
		1.1	1.5		1.1.1		
11/0	Destruction Approved by Hall of Records Commission	pre p		Destruction Certification	Quine	County C	lect 7-3
e	State Archivist			Signature of Cour	t Official	Title	Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9

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		Retention Sched. No.	ltem No	Destroyed	(Cubic reet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENANT MONEY JUDGMENTS	2219	3	1/1/1994-12/31/1994	3.0	4-2-07	LANDF:11
	Landlord/Tenant records involving a judgment for sum	Sec II		1.0			
	certain that have expired since twelve years have passed						
	(Failure to Pay Rents)						
		1.1					
							1 - 1 - 1
					1.1		A Comment
	Destruction Approved by Hall of Records Commission						
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ate	State Archivist			Signature of Cou	rt Official	Title	Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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

# 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

eries No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	Method of
¥0.		Retention Item Sched. No. No		Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENANT MONEY JUDGMENTS	2219	3	1/1/1994-12/31/1994	3.0	9-2-07	LANDF. 6
	Landlord/Tenant records involving a judgment for sum	Sec II			1000		
	certain that have expired since twelve years have passed				1.5		
	(Failure to Pay Rents)	3	10.13	144.4			
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Rev. 10/83 DGS-55Q-9

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3 St. Mary's County		3/24/06		and the second second			
	COURT	COUNTY	DATE					
Series	Description of Include Title and/or		Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of Destruction
No.			Retention Item Sched. No. No		Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS Supervisory and Management R that required sampling and verif three years and until all audit re- fulfilled	fication and were retained for	2219 Sec I	d	1/1/2002 - 12/31/2002	6.0	8-3-0-7	Londier
6 / 2 / 0 ( Date	Destruction Approved by Hall of Records C	Commission wand C. Paper	here for		Destruction Certification Rel Q.S. Signature of Court	fune	County Cler Title	2 <u>8-307</u> Date
Rev. 10/83 DC	<b>1</b> .9			•	Instructions for Preparation ar	nd Submission on Reverse	Side	

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- 5. FOR YOUR INFORMATION:

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3 St. Mary's County COURT COUNTY	3/24/06 DATE					
Series	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of	Method of Destruction
No.		Retention Sched. No.	ltem No		(ouble feet)	Destruction	(Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS	2219	d	1/1/2002 - 12/31/2002	6.0	8-3-17	Salfie
	Supervisory and Management Reports	Sec I		1. Sec. 1.			0
	that required sampling and verification and were retained for			1.50 5.08		1992 6	1.1.1
	three years and until all audit requirements have been				1.0.2		1. 1. 2. 1.
	fulfilled			1.6.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.	No. States	1.00	11-12-12-1
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				1.11.1.1.1.	105		1.5357
				10000	and the second	ALL TOTAL	
					1.1.1	and the second	1.
				1.2.2		1.2.1	
						CLOBER N.	
	Destruction Approved by Hall of Records Commission	prop		Destruction Certification	». June	Courty Cle	el 8-3-0
Date	State Archivist			Signature of Cou	rt Official	Title	Date

Rev. 10/83 D

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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4372

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of
NO.		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS	2219	d	1/1/2003 - 12/31/2003	8.0	8-3-07	Laws Fill
	Supervisory and Management Reports	Sec 1		1.2.2.		0 (	
	that required sampling and verification and were retained for			1.1.2			
	three years and until all audit requirements have been			1.1.1.1			
	fulfilled		100				
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			1			94 10 1	
	Destruction Approved by Hall of Records Commission			Destruction Certificatio	n		
1/11/0	DI Edward C. Japente	mp		Rehl	quie.	Conity Cler	2 8-3
Date	State Archivist			Signature of Cour	t Official	Title	Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICTES AT LEAST IN TRIPLICATE.)
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4372

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3 St. Mary's County COURT COUNTY	<u>3/27/07</u> DATE					
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of
NO.		Retention Sched. No.	ltem No	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS	2219	d	1/1/2003 - 12/31/2003	8.0	8-3-07	LANDFA
	Supervisory and Management Reports	Sec I		Caller and		0 1	
	that required sampling and verification and were retained for						10.00
	three years and until all audit requirements have been						
	fulfilled						
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1110	Destruction Approved by Hall of Records Commission	u þ		Destruction Certificatio	. Quie	Comey Co	ber 8-3
Date	State Archivist			Signature of Cour	t Official	Title	Date
10/83 DG	GS-55Q-9			Instructions for Preparation an	d Submission on Reverse		

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3	St. Mary's County	3/24/0	6				
	COURT	COUNTY	DATE					
Series No.	Description of Red Include Title and/or For		Autho	rization	inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of
NO.			Retention Sched. No.	ltem No	Destroyed	(oubic reet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/2002 - 12/31/2002	2.0	4/10/08	LANDF: 11
								12.25
ine :	ACTO NAT DEP					1.2		
	Destruction Assessed by Unit of Research Con-							
<u>6 1210(</u> Date	Destruction Approved by Hall of Records Comm	and C. fip	infort f	-	Destruction Certification Signature of Cour	que	Courty Cle	<u>e 4/16/0</u>
Rev. 10/83 D				•	Instructions for Preparation an			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

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-3	3/24/0	6					
	COURT	COUNTY	DATE					
Series	Description of Records Include Title and/or Form Number		Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.			Retention Sched. No.	ltem No	Destroyed	(ouble reet)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Sheriff's Transmittals		2219	2	1/01/2002 - 12/31/2002	2.0	4/16/28	LANAF:11
						1	a starter	
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6/2/01		mission and C. Japa	for h		Destruction Certification	Quie	Courty Chie	- 4/16/22
Date	State Archivis	t			Signature of Court	t Official	Title	Date
Rev. 10/83 DC	<b>6</b> -9			•	Instructions for Preparation an	d Submission on Reverse S	Side	

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# DEPARTMENT OF GENERAL SERVICES

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

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

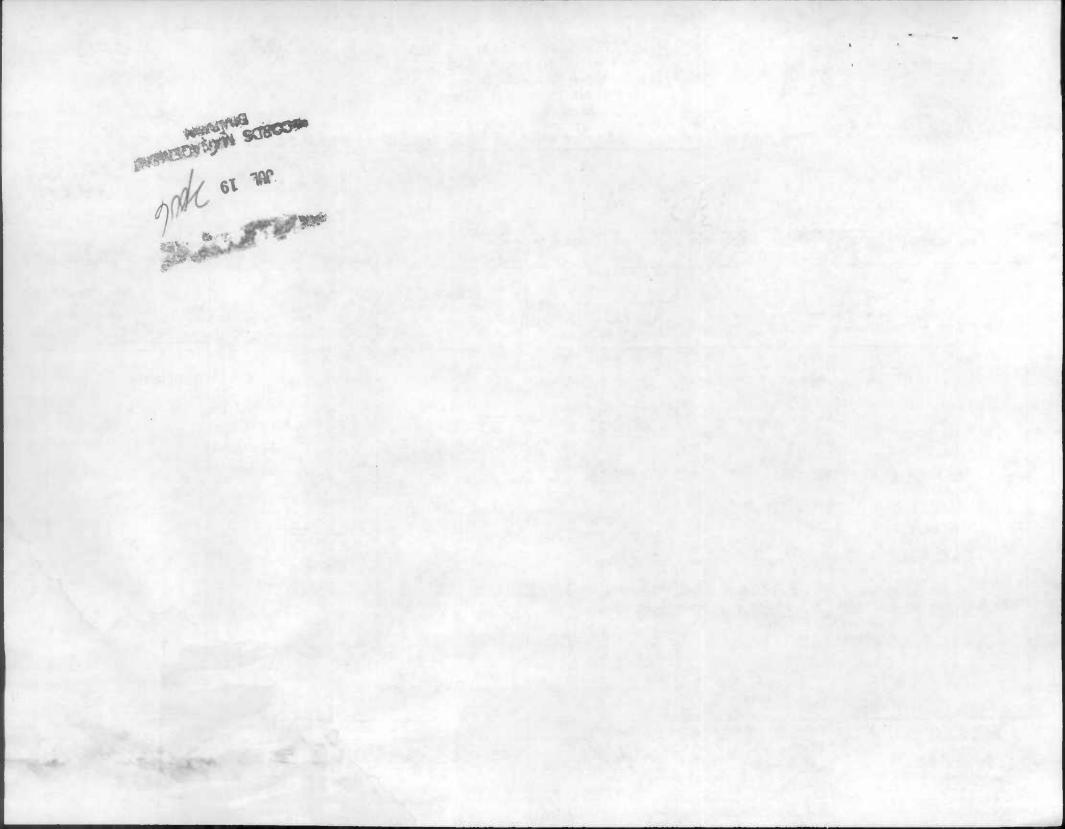
	District Court of Maryland #4-3 S	St. Mary's County COUNTY	3/24/0 DATE					
Series No.	Description of Records Include Title and/or Form Number		Authorization Retention tom Sched. No. No		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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,/2/0( Date	Destruction Approved by Hall of Records Commission	IC. Paping	kan f.	_	Destruction Carillication Charles Signature of Court	qui	Courty Cle	e <u>4/16)</u> Date
w. 10/83 DL	0.9				Instructions for Preparation an		Side	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE Authorization Methodal Inclusiva Series Description of Records Destruction Valume Dates of Records Datest No. Include Title and/or Form Number (Recycle, shred, (Cubic Fast) Destruction Retention liem Destroy ed landfill, etc.) Sched. No. No. LANDFILL FRAFFIC PAY BATCH ENVELOPES 2219 SEC. IV 2002 12 Destruction Approved by Hall of Records Commission Destruction Certification 22 Feb06 Date Signature of Court Official Date State Archivist Rev. 10/83 Instructions for Preparation and Submission on Reverse Side DGS-550-9



# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE Authorization Method of Inclusive Serles Description of Records Destruction Volume Doleof Dotes of Records No. Include Title and/or Form Number (Recycle, shred, Destroyed (Cubic Foot) Destruction Retention ltem landfill, etc.) Sched. No. No. . ... **FRAFFIC PAY BATCH ENVELOPES** LANDFILL 2219 SEC. IV 2002 12 Destruction Approved by Holl of Records Commission Destruction Certification wan Date Stote Archivist Signature of Court Official Dote Rev. 10/83 Instructions for Preparation and Submission on Reverse Side DGS-550-9

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DATE

#### DISTRICT COURT OF MD, #09 HARFORD CO.

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COUNTY

Hethod of Authorization Inclusive Destruction Series Velume Date of Description of Records Dates of Records (Recycle, shred, No. Include Title and/or Form Number (Cubic Feet) Destruction Destroy ed Retention [tem landfill, etc.) Sched. No. No. stripped stripped Civil cases -2219 Sec. II 2001 20 Dismissed or Satisfied 20 2002 PERMISSION TO STRIP) . . .... Destruction Approved by Holl of Records Commission **Destruction** Certification tward C. 1 ADMIN ABER aper have. Title Signoture of Court Official

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Instructions for Preparotion and Submission on Reverse Side

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

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DATE

# DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

Sortes Na.	Description of Records Include Title and/or Form Number	Autho	visotion	Inclusive Datas of Records Destroyed	Velume (Cubic Feet)	Dote of Destruction	Hethod of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched, No.	ltem No.				
	Civil cases - Dismissed or Satisfied PERMISSION TO STRIP)	. 2219	Sec. II	2001 2002	20 20		stripped stripped
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Date -----

Instructions for Preparatian and Submission on Reverse Side

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

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

#### DISTRICT COURT OF MD, #09 HARFORD CO

COURT

COUNTY

DATE

		Authorization		Inclusive		Date of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	Velume (Cubic Feet)	Detect Destruction	(Recycle, shred, landfill, etc.)
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	(Permission to shred)						
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	Date State A	Destruction Certification Quelles A Fred Te ADMIN QERK 5/9/06 Signature of Court Official Title Date Instructions for Preparation and Submission on Reverse Side					

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

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COURT

COUNTY

DATE

	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Date of	Hethod of Destruction
Series No.		Retention Sched. No.	item Na.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, Tond£11, stc.)
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		1					
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Instructions for Preparation and Submission on Reverse Side

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#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-9275

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

#### DISTRICT COURT OF MD #09 HARFORD CO

COURT

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COUNTY

		Authorization		Inclusive		Dete of	Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	Velume (Cubic Feet)	Destruction	(Recycle, shred lendfill, etc.)
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#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

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DISTRICT COURT OF MD, #09 HARFORD CO. COUNTY

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Instructions for Preparation and Submission on Reverse Side

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DISTRICT COURT OF MD, #09 HARFORD CO.

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

# DISTRICT COURT OF MD, #09 HARFORD CO.

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No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feer)	Dote of Destruction	Destruction (Recycle, shred, landfill, etc.)
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	Closed in 2002 related papers, not including docket sheets			12/31/02			
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Do	te State	Archivist		Signature of Court C	Official	Title	7/3//0C
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#### DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO. COUNTY DATE Authorization Method of Inclusive Series Description of Records Destruction Dotes of Records Volume No. Doteof Include Title and/or Form Number (Recycle, shred, Retention (Cubic Feet) Destroy ed Destruction 1tem landfill, etc.) Sched. No. No. . ... land fill 113 **CRIMINAL CASES** 2219 2a, b, c. 1/1/02 thru 12/31/02 Closed in 2002 related papers, not including docket sheets (Permission to strip) Destruction Approved by Holl of Records Commission Destruction Certification Schwande. Jeperprep who the 22 Febdy 31/00 Date Stote Archivist Signature of Court Official Title Rev. 10/83 DGS-550-9 Instructions for Preparation and Submission on Reverse Side

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Harford County Circuit Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175)	4352
20 WEST Courtland Street Bel Air, MD. 21014	P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
County Harford Date 2/09/07		

# **PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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**Destruction Approved by Maryland State Archives** 

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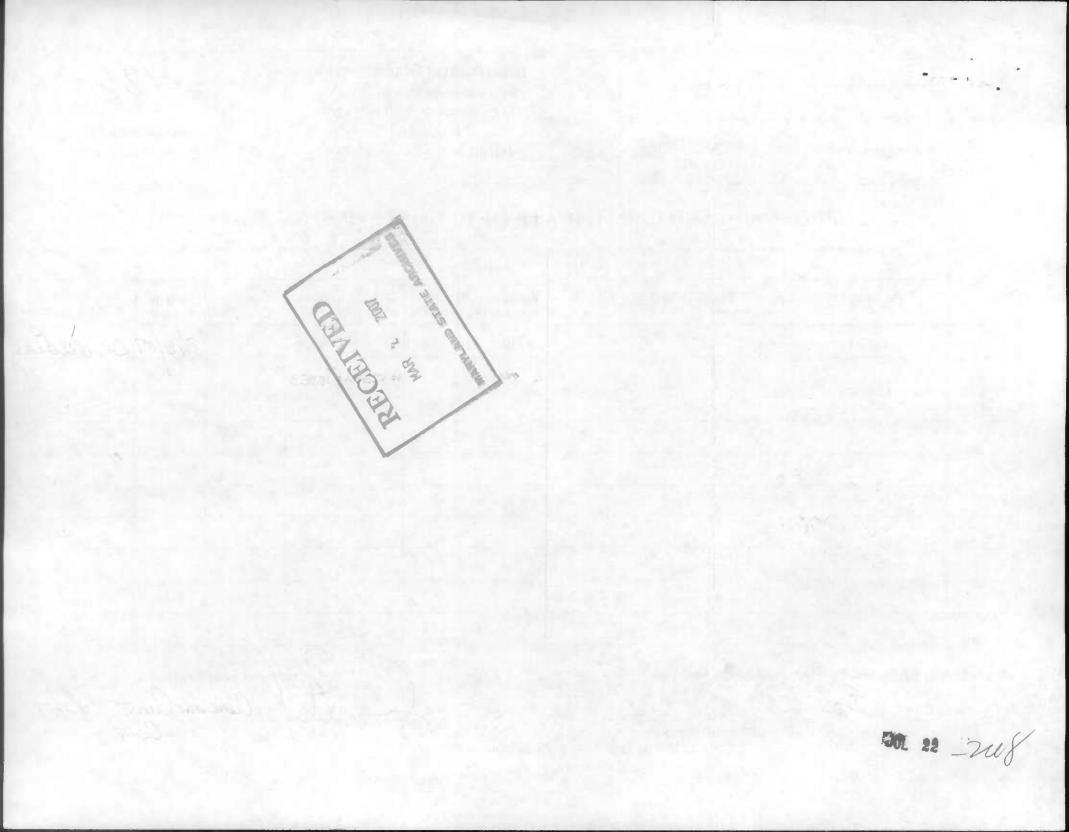
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State Archivist

**Destruction** Certification CLORK AT THE CIRCUT Signature of Court Official Title Cong

Instructions for Preparation and Submission on next page

Date



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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

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Sarlas Na.	Description of Records Include Title and/or Form Number	Autho	vization	Inclusive Dates of Records Destroyed	Velume (Cubic Feet)	Date of Destruction	Hethod of Destruction (Recycle, shred, landfill, etc.)
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	CRIMINAL CASES Natural Resources Cases <u>Closed in 2003</u>	. 2219	Sec. IV 2a, b, c	1/1/03 thru 12/31/03	2.	5/15/07	landfill
	(PERMISSION TO STRIP)						
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Instructions for Preparation and Submission on Reverse Side

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## DISTRICT COURT OF MD, #09 HARFORD CO.

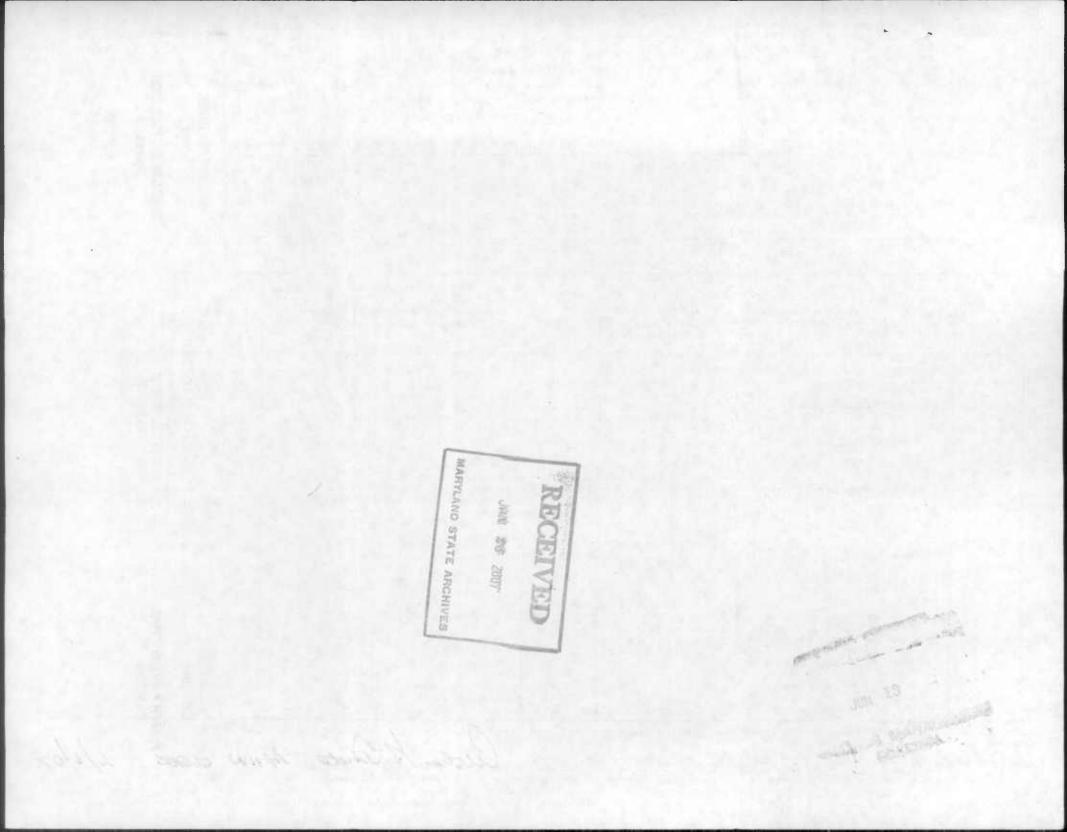
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DISTRICT COURT OF MD, #09 HARFORD CO.

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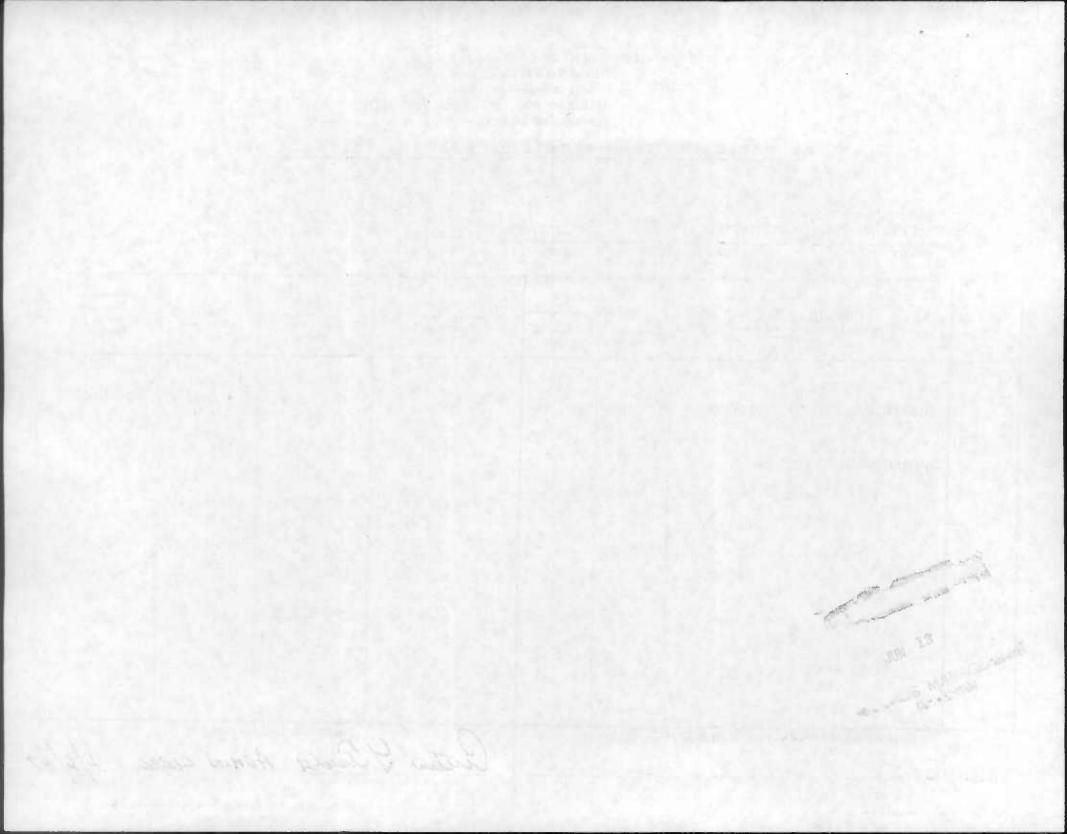
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Instructions for Preparation and Submission on Reverse Side

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

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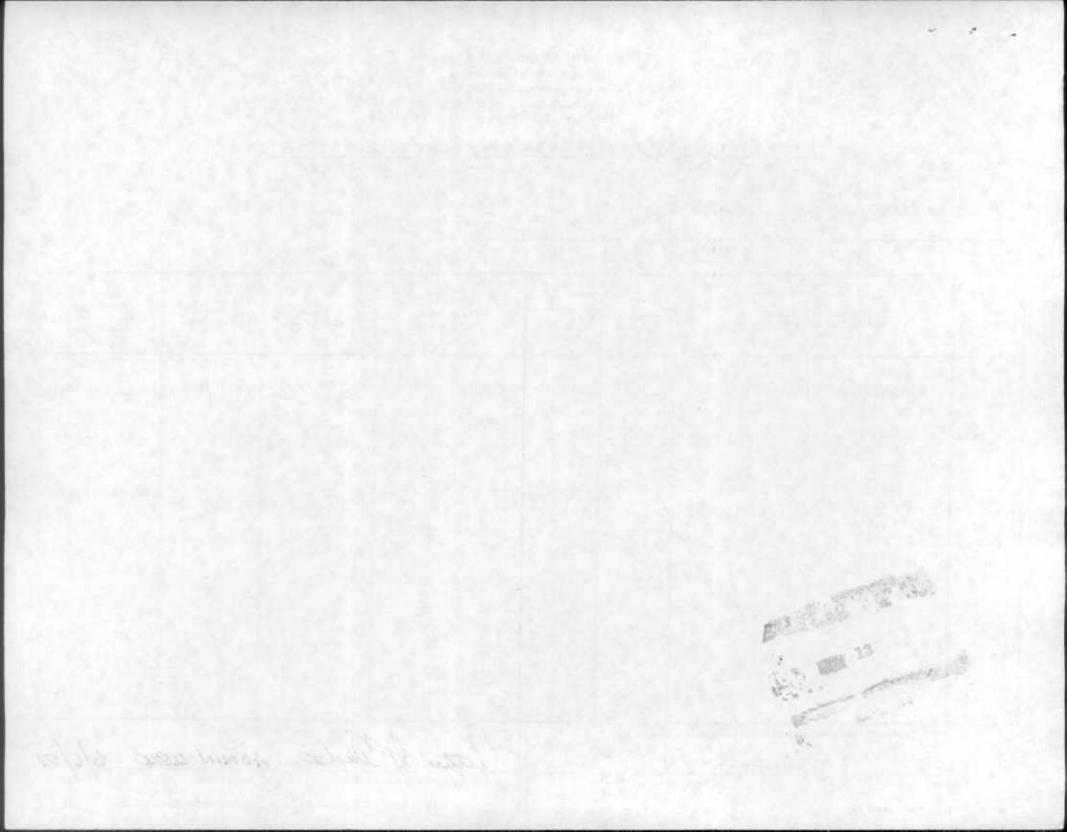
### DISTRICT COURT OF MD, #09 HARFORD CO.

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

# DISTRICT COURT OF MD, #09 HARFORD CO.

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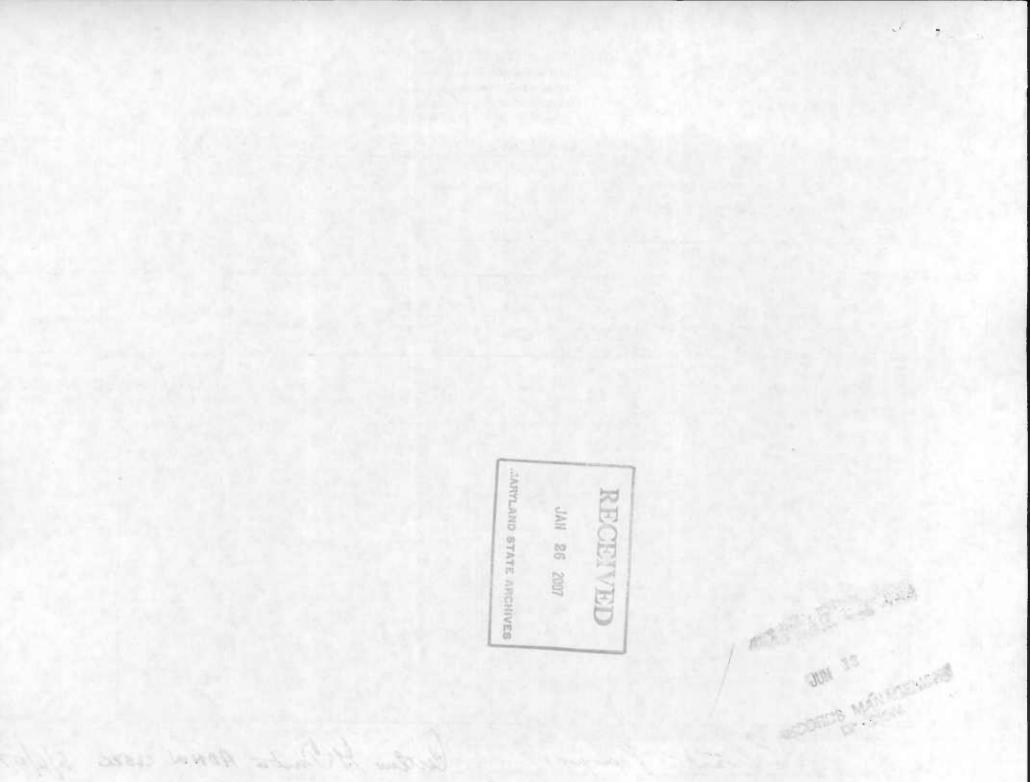
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Instruction's for Preparation and Submission on Reverse Side

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# DISTRICT COURT OF MD, #09 HARFORD CO.

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DISTRICT COURT OF MD, #09 HARFORD CO.

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Instructions for Preparation and Submission on Reverse Side

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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DISTRICT COURT OF MD, #09 HARFORD CO.

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Methodof Authorization inclusive Destruction Doteof Velume Dates of Records (Recycle, shred, Description of Records Series Destruction (Cubic Feet) landfill, etc.) Include Title and/or Form Number Destroy ed No. Retention item Sched. No. No. 2 1/1/03 -SERIOUS TRAFFIC CASES 2219 SEC. IV 12/31/03 2 a., b. Closed in 2003 (PERMISSION TO DESTROY) Destruction Certification 09-01 CLERK Destruction Approved by Holl of Records Commission -Signature of Court Official Title State Archivist Date Instructions for Preparotion and Submission on Reverse Side

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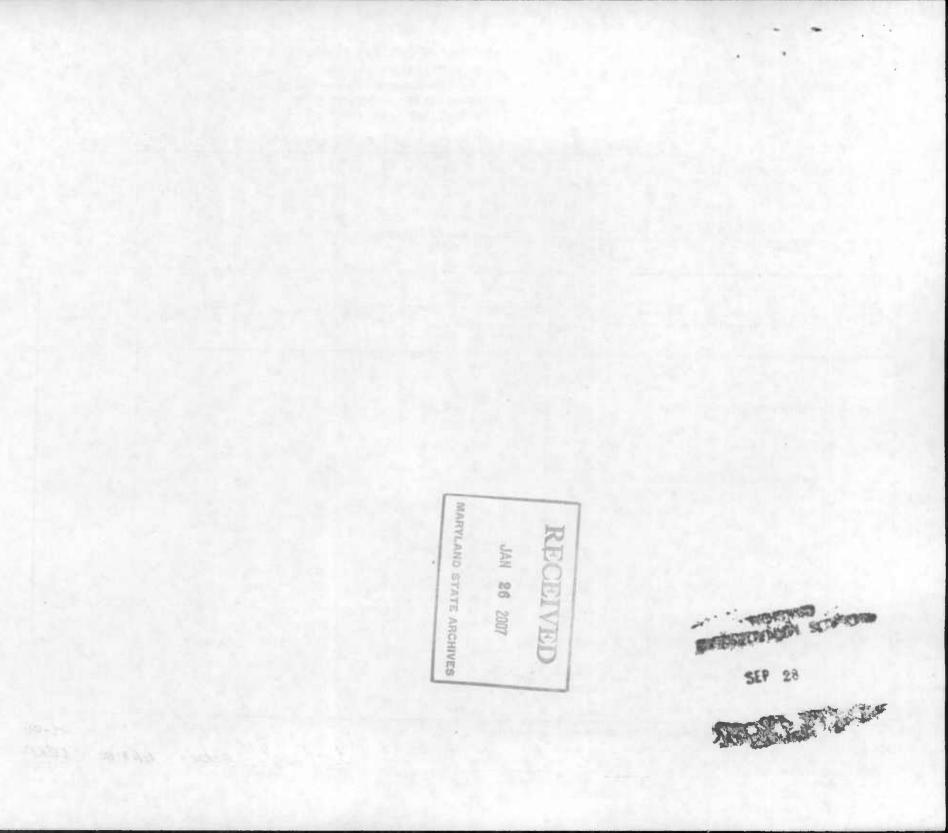
# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DATE

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	Method of Destruction
Series No.		Retention Sched. No.	ltem Na.	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, land\$11, etc.)
			-		-		
	SERIOUS TRAFFIC CASES	2219	SEC. IV 2 a., b.	1/1/03 - 12/31/03	2		
	Closed in 2003				1.00	1000	
	(PERMISSION TO DESTROY)						
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	1 /500	Commission	nifi	arthin &		ification 09-0 MAN CLER Title	
	Date State"	Archivist		Signature of Co	s for Preparation and		Contraine.



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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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DISTRICT COURT OF MD, #09 HARFORD CO.

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Method of Authorization Inclusive Des muction Doteof Velume Dates of Records Series Description of Records (Recycle, shred, (Cubic Feet) Destruction No. Include Title end/or Form Number Destroy ed landfill, etc.) Retention Item Sched. No. No. ----SERIOUS TRAFFIC CASES 2219 SEC. IV 1/1/03 -2 2 a., b. 12/31/03 Closed in 2003 (PERMISSION TO DESTROY) **Destruction** Certification Destruction Approved by Hall of Records Commission 09-01 CLERK AUMIN Goe Title Signoture of Court Official Stote Archivis Dote

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DATE

DISTRICT COURT	OF MD, #09	HARFORD CO.
COURT		COUNTY

Rev. 10/83 DG5-550-9

Series Ha		Authorization		Inclusive	Volume	Date of	Method of Destruction
	Description of Records Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	CODMINIAL CASES	2210	Cos IV	1/1/02	8		
	CRIMINAL CASES Expunged Cases	2219	Sec. IV 2 d.	1/1/03 thru	8		
	Expunged Cases		2 0.	12/31/03			
	Closed in 2003						
	· · · · · · · · · · · · · · · · · · ·						
	(PERMISSION TO DESTROY)						
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2		Paserter	a h	And the	Paul	OUN CLER	r alala
ZIMO		Archivist		Signature of Cou	Int Official	Title	Date
Rev to/e		CICHIA121			for Preparation and	Submission on Rev	verse Side

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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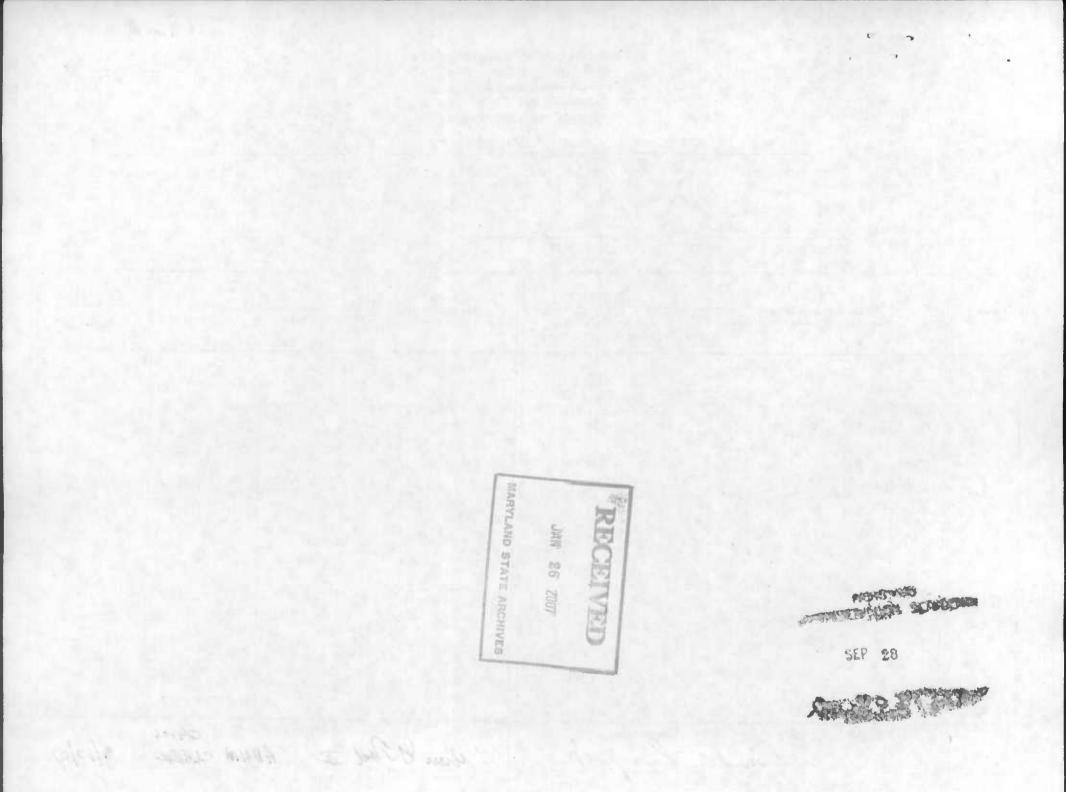
DISTRICT COURT OF MD, #09 HARFORD CO. COURT COUNTY

DATE

	Description of Records include Title and/or Ferm Number	Authorization		Inclusive		Date of	Hethod of Destruction
Sories No.		Retention Sched. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Foot)	Dele et Destruction	(Recycle, shred, lendfill, etc.)
	CRIMINAL CASES Expunged Cases	2219	Sec. IV 2 d.	1/1/03 thru 12/31/03	8		
	Closed in 2003						a titota anana ita anti anana i
	(PERMISSION TO DESTROY)						
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27 m	Destruction Approved by Holl of Records of August 2007 State A	Commission Perception	wh	Signoture of Cou	Destruction Certi Market II A rt Officiol	ficotian 09.e DHN CLERK Title	. <u>1/12/07</u> Date
	· commune 9 American			the state of the state of	C. D	Submission on Rev	erse Side

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Instructions for Preparatian and Submission on Rev



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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

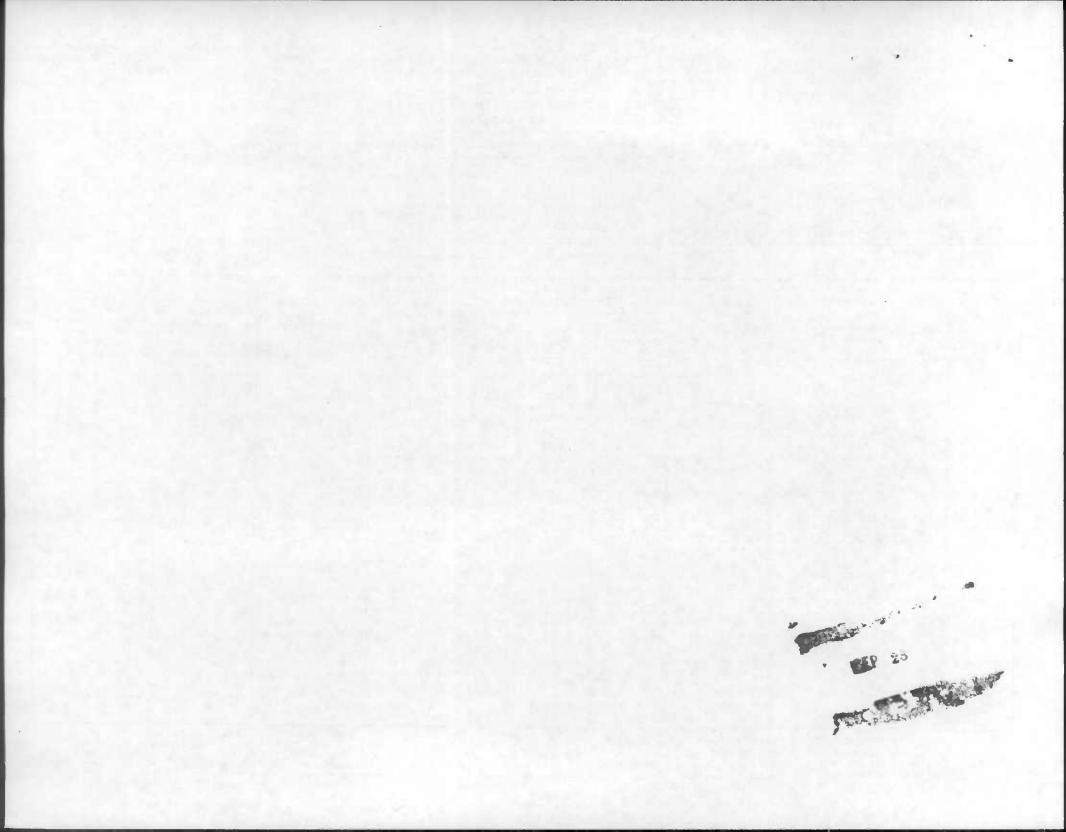
DISTRICT COURT OF MD, #09 HARFORD CO COURT COUNTY

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Hethod of Authorization Inclusive Destruction Dote of Volume Serles Description of Records Dates of Records (Recycle, shred, (Cubic Foot) Destruction No. Include Title end/or Form Number Destroy ed Retention landfill, etc.) Item Sched. No. No. ----CRIMINAL CASES 2219 Sec. IV 1/1/038 **Expunged** Cases 2 d. thru 12/31/03 Closed in 2003 (PERMISSION TO DESTROY) Destruction Certification Destruction Approved by Hall of Records Commission 09-01 9/ 1/07 Date margare 11 DUN CLEKE 2 Ewand C. 1 Sale . marc Title Signature of Court Official State Archivis Date Instructions for Preparatian and Submission on Reverse Side Rev. 10/83



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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6 Montgomery 01/17/07 COURT APR - 2 2007 COUNTY DATE Authorization Serles Description of Records Inclusive No. Method of Include Title and/or Form Number Dates of Records Volume Retention Date of Item Destruction Destroyed (Cubic Feet) Sched. No. Destruction No. (Recycle, shred, landfill, etc.) Traffic File Folders 2 2219 Year of 2001 35 Landfill Shred Destruction Approved by Hall of Records Commission Destruction Certification 2 maron ward C. Admin Date State Archivist Signature of Court Official Title Date Rev. 10/83 DGS - 550 - 9 Instructions for Preparation and Submission on Reverse Side

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT	COUNTY		DATE			APR - 2 2007
Series Description of Records No. Include Title and/or Form Number	Description of Records	Authorization		Inclusive	1		
	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)	
	Traffic File Folders.	2219	2	Year of 2001	35		Landfill Shred
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	2						
<u>Ma</u> Da	Destruction Approved by Hall of <u>107.</u> <u>Juvanl C.</u> te State Archive DGS - 550 - 9	sperfuse ,	hission h	Auguste of Court Offi	Destruction Certification	D 011.	- <u>1/30/0</u>

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DISTRICT COURT OF MD, #09 HARFORD CO.

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	Description of Records Include Title and/or Form Number	Authorization		inclusi va	Volume	Dole of	Method of Destruction
Series No.		Retention Sched. No.	îtem No.	Dotes of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	LANDLORD/TENANT CASES Non-money judgments	2219	SEC.VI	2003	7	2/26/08	shredded
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		Authori	izotion	Inclusive Dotes of Records	Velume	Dale of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention Sched, No.	liem No.	Destroyed	(Cubic Feel)	Destruction	(Recycle, shred, landfill, etc.)
	LANDLORD/TENANT CASES Non-money judgments	2219	SEC.VI	2003	7	2/26/08	shredded
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27 mg	Destruction Approved by Hall of Records C CO ote Stote A	Paperper	u þ	Atalus & Signature of Cour	Destruction Certification Cert		<u>3/4/89</u>
	of man -			Instructions (	a Pressention and S	ubmission on Rev	erse Side



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# DISTRICT COURT OF MD, #09 HARFORD CO.

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Method of Authorization Inclusive Destruction Doleof Volume Serles Dotes of Records Description of Records (Recycle, shred, (Cubic Feet) Destruction No. Include Title and/or Form Number Destroy ed Landfill, etc.) Retention Item. Sched. No. No. Stupped 2003 20 CIVIL CASES 2219 Sec. II Dismissed or Satisfied 20/08 Stripped (PERMISSION TO STRIP) 2/10/08 15 **CIVIL CASES - Expired Judgments** 2219 . Sec. II 1993 (PERMISSION TO STRIP) Destruction Certification Destruction Approved by Holl of Records Commission MOMIN CLERK 3/4/08 Title tward C. Jeperper Signoture of Court Official State Archivist Dote Instructions for Preparation and Submission on Reverse Side D ...

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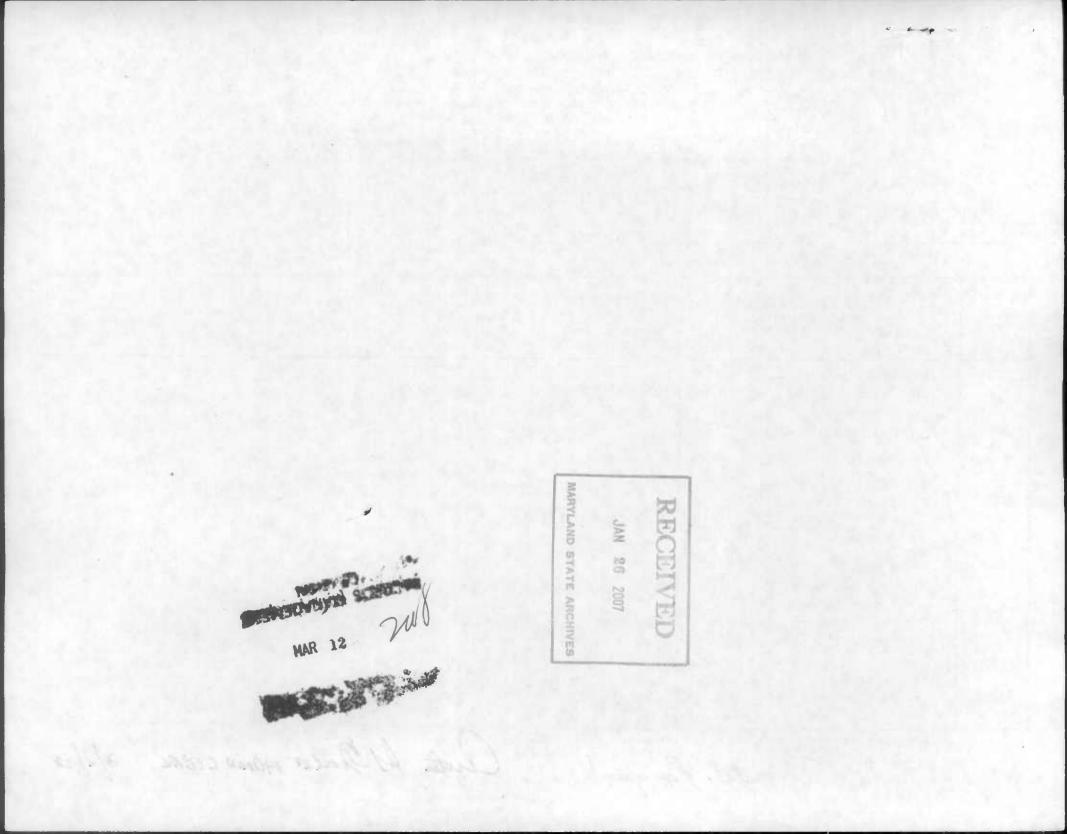
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	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dotes of Records Destroyed	Volume (Cubic Foot)	Date of Destruction	Method of Destruction
Series No.		Retention Sched. No.	ltem No.				(Recycle, shred, landfill, etc.)
	CIVIL CASES Dismissed or Satisfied (PERMISSION TO STRIP)	2219	Sec. II	2003	20	2/20/08	stripped Landfill
	CIVIL CASES - Expired Judgments (PERMISSION TO STRIP)	2219	Sec. II	1993	15	2/20/08	stripped
-				1 4	at Ropp		
27 V	Destruction Approved by Holl of Record Maron State	s Commission Parenters	h	Queter &	Destruction Certi Destruction Certi	fication ADANN CLERC Title	c 3/4/2



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

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Authori	Authorization		Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)		
	R-DAT RECORDING TAPES	2219 II	2	2001	12	4/10/2006	LANDFILL		
		III	2	STREET, ST					
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Signature of Court Official

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State Archivist

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

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Cecil	January 1, 2	2005		Cheryl E	B. Miller, Cour	nty Clerk	
	COURT	COUNTY	DATE			CUSTODIAN OF REC	CORDS AT TIM	E OF DESTR	UCTION
Series No.	Descriptio Include Title ar	on of Records nd/or Form Number		Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
				Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	R-DAT RECORDING T	APES		2219         V	2 2 2	2001	12	4/10/2006	LANdFill

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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

	COURT COUNTY D	ATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	ICTION
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	TRAFFIC						19
	TRANSMITTALS	2219 IV	2 a&b	2002	2	4/13/2006	Shredded
	MISCELLANEOUS CORRESPONDENCE			2002	7		
	BATCH ENVELOPES			2002	10		
	CLOSED TRAFFIC FILES			2002	14		
	CLOSED NONMATS CITATIONS			2002	.5		
	CLOSED CITIZEN ARRESTS			2002	0		
	CLOSED PARKING CITATION			2002	1		
	MANAGEMENT REPORTS	2219 I	1d	2002	255	- ~	1

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State Archivist

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Signature of Court Official

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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

DISUIC	t Court of Maryland Cecil Janua	ry 1, 2006		Cheryl	B. Miller, Cou	nty Clerk			
	COURT COUNTY E	DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION					
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.	Destroyed		Destruction	(Recycle, shred, landfill, etc.)		
	TRAFFIC								
	TRANSMITTALS	2219 IV	2 a&b	2002	2	4/13/2006	Shredded I		
	MISCELLANEOUS CORRESPONDENCE			2002	7				
	BATCH ENVELOPES	1.66		2002	10				
	CLOSED TRAFFIC FILES	12		2002	14				
	CLOSED NONMATS CITATIONS	. 0		2002	.5				
	CLOSED CITIZEN ARRESTS			2002	0				
	CLOSED PARKING CITATION		31-	2002	1				
	MANAGEMENT REPORTS	2219 I	1d	2002	1	$\downarrow$	$\checkmark$		

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State Archivist

Signature of Court Official

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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

	COURT C	OUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	IE OF DESTRU	JCTION
Series No.	Description of Include Title and/o	of Records or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
			Retention Sched. No.	Item No.				
	R-DAT RECORDING TAF	PES	2219 II III	2 2	2002	12	4/10/2006	LANDFILL
			IV	2				1
	4						1 1 2 1	

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Signature of Court Official

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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

Distric	t Court of Maryland	Cecil	January 1, 2006		Cheryl	B. Miller, Cou	nty Clerk				
	COURT	COUNTY	DATE	TE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Des Include Ti	cription of Records tle and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
			Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)			
	R-DAT RECORDIN	G TAPES	2219         V	2 2 2 2	2002	12	4/10/2006	LowdFill			
					N. C.			No.			
	The state										

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Signature of Court Official

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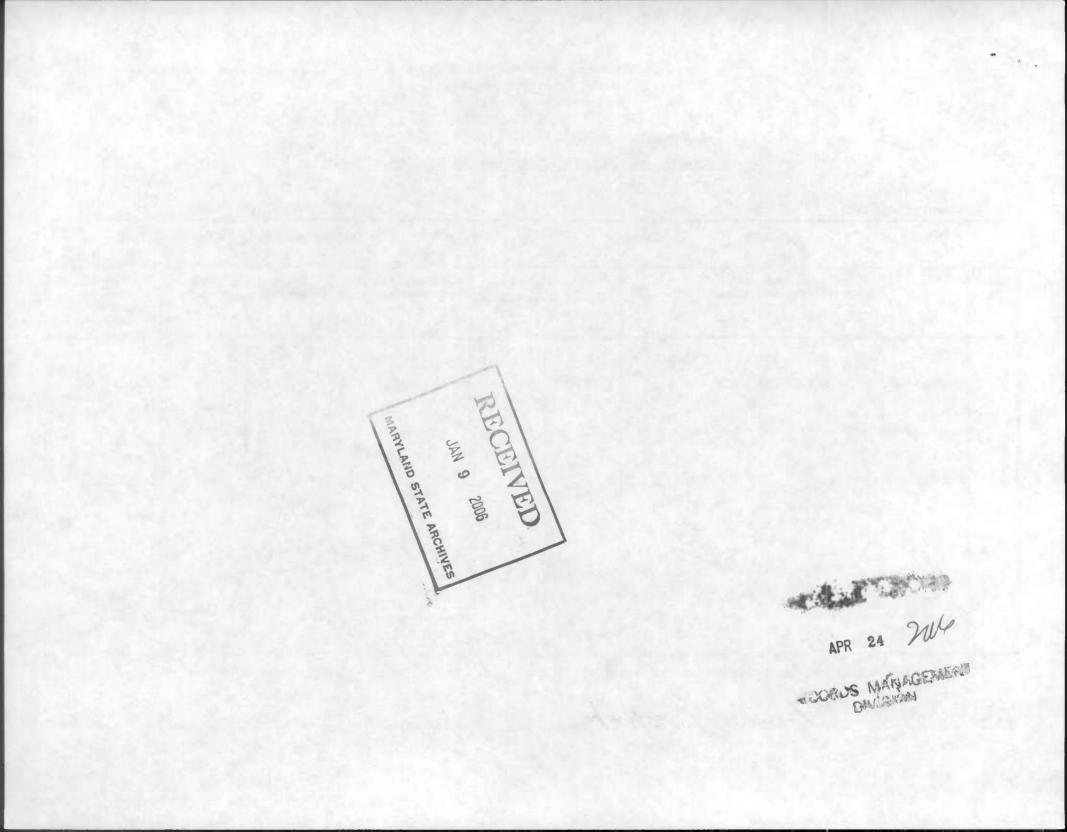
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	ct Court of Maryland	Cecil	January 1, 20	06		Cheryl	B. Miller, Cou	nty Clerk	1.1.1
	COURT	COUNTY	DATE			CUSTODIAN OF REC	CORDS AT TIM	IE OF DESTRU	JCTION
Series No.		n of Records d/or Form Number		Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
				Retention ched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL	CASES		2219 Sec IV	2 d&e	2002	2	4/13/2006	Shredded
	*To be shredded								
			1						
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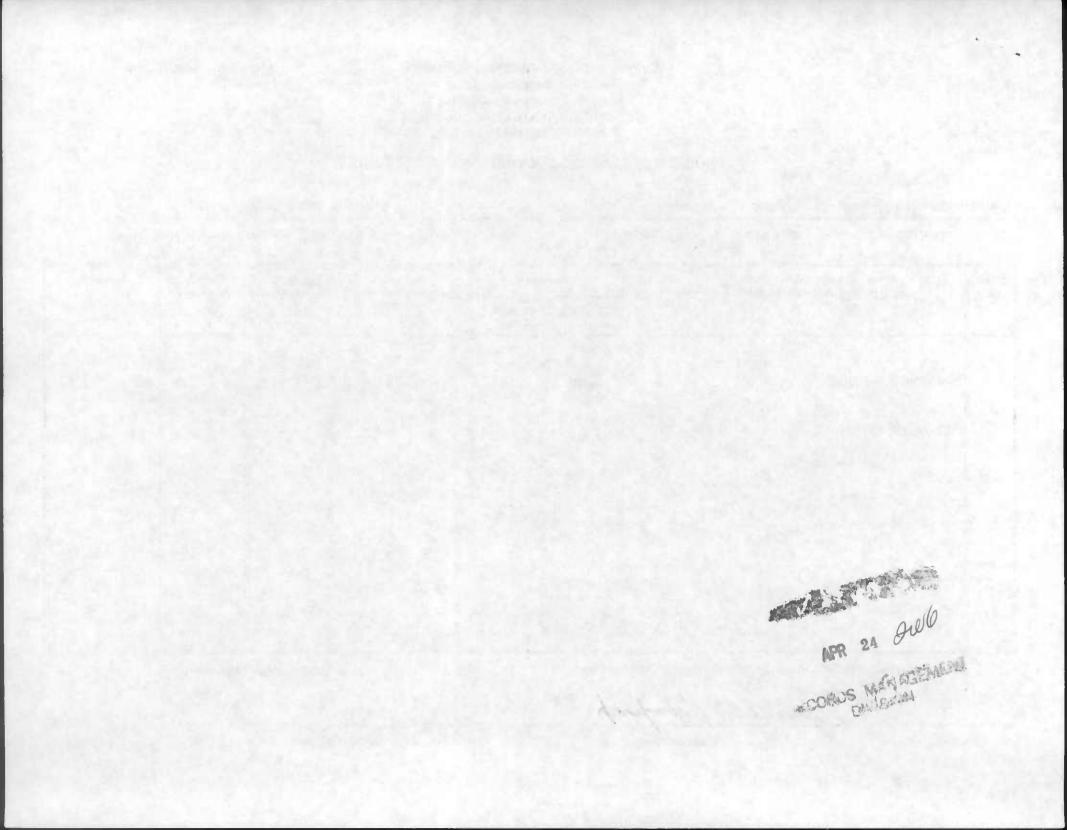
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<u>County CIER</u> Title

Date

Signature of Court Official

t Official



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

## 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

Distric	t Court of Maryland	Cecil Ja	nuary 1, 2006		Cheryl E	3. Miller, Cou	nty Clerk			
	COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.		iption of Records e and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
			Retention Sched. No.	Item No.	Destroyed		(Recycle, shred, landfill, etc.)			
	EXPUNGED CRIMIN	IAL CASES	2219 Sec IV	2 d&e	2002	2	4/13/2006	Shredded		
	*To be shredded			170	3/2-					
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4/13/2006 Date

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State Archivist

Signature of Court Official

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

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	COURT COUNTY	DATE	(	CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	CTION
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(,		(Recycle, shred, landfill, etc.)
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2002	40	4/13/2.006	Shredded (
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2002	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2002	3		
	Management Reports	2219 I	1d	2002	1		

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**Destruction Certification** 

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County CLERK

4/13/2006

Signature of Court Official

Title

Date

State Archivist

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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

t Court of Maryland Cecil	January 1, 2006	<u> </u>				
COURT COUNTY	DATE		CUSTODIAN OF RE	CORDS AT TIM	E OF DESTRU	ICTION
Description of Records Include Title and/or Form Number	Au	thorization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of	Method of Destruction
			Destroyed			(Recycle, shred, landfill, etc.)
CRIMINAL						
CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2002	40	4/13/2006	Shredded
NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	-	2002	2.5		
CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2002	3		
Management Reports	2219 I	1d	2002	1		
	COURT COUNTY Description of Records Include Title and/or Form Number CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only)	COURTCOUNTYDATEDescription of Records Include Title and/or Form NumberAutomatic Retention Sched. NotCRIMINALCRIMINALCRIMINAL CLOSED (Stripped material only)2219 IVNATURAL RESOURCE CLOSED (Stripped material only)2219 IVCIVIL CITATIONS CLOSED (Stripped material only)2219 IV	COURTCOUNTYDATEDescription of Records Include Title and/or Form NumberAuthorizationRetention Sched. No.Item No.CRIMINAL CRIMINAL CLOSED (Stripped material only)2219 IVNATURAL RESOURCE CLOSED (Stripped material only)2219 IVCIVIL CITATIONS CLOSED (Stripped material only)2219 IVCIVIL CITATIONS CLOSED (Stripped material only)2219 IV	COURTCOUNTYDATECUSTODIAN OF Records Inclusive Dates of Records DestroyedDescription of Records Include Title and/or Form NumberAuthorizationInclusive Dates of Records DestroyedCRIMINAL CRIMINAL CLOSED (Stripped material only)2219 IV2 a, b, c, f2002NATURAL RESOURCE CLOSED (Stripped material only)2219 IV2002CIVIL CITATIONS CLOSED (Stripped material only)2219 IV2002	COURTCOUNTYDATECUSTODIAN OF RECORDS AT TIMDescription of Records Include Title and/or Form NumberAuthorizationInclusive Dates of Records DestroyedVolume (Cubic Feet)CRIMINAL CRIMINAL CLOSED (Stripped material only)CRIMINAL CLOSED (Stripped material only)2219 IV2 a, b, c, f200240NATURAL RESOURCE CLOSED (Stripped material only)2219 IV20022.52.5CIVIL CITATIONS CLOSED (Stripped material only)2219 IV20023	COURT     COUNTY     DATE     CUSTODIAN OF RECORDS AT TIME OF DESTRU       Description of Records Include Title and/or Form Number     Authorization     Inclusive Dates of Records Retention     Volume Date of Destroyed     Date of Cubic Feet)       CRIMINAL     CRIMINAL     2219     2 a, b, c, f     2002     40     41/13/bca6       NATURAL RESOURCE CLOSED (Stripped material only)     2219     1     2002     2.5     (       CIVIL CITATIONS CLOSED (Stripped material only)     2219     1     2002     3     1

Destruction Approved by Hall of Records Commission

2 Febore

dward C. Japer

Date

State Archivist

**Destruction Certification** 

Cherry B. Miere County CLERK

Title

Signature of Court Official

Date

4/13/2006

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D.C. Cert. 3-2-CV-1-06

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

Distric	t Court of Maryland Cecil Janua	ary 1, 2006	100 million	Cheryl	B. Miller, Cou	nty Clerk	
	COURT COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	IE OF DESTRU	ICTION
Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	ltem No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2002	23	4/13/2006	Shredded
	Landlord/Tenant Cases	2219 II		2002	2.5		
	Summary Ejectment Money Judgments	2219 II		1993	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	1993	2		
	Emergency Evaluations (stripped material only)	2219 III	1, 2	1993	.5		
	Management Reports	2219 I	1d	2002	1-30.	FV	$\checkmark$

Destruction Approved by Hall of Records Commission

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**Destruction Certification** 

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State Archivist

Signature of Court Official

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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

Distric	t Court of Maryland Cecil Janu	ary 1, 2006	Cheryl B. Miller, County Clerk						
	COURT COUNTY DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.	Description of Records Include Title and/or Form Number	Author	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, Iandfill, etc.)		
	CIVIL				1. 10 Parts				
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2002	23	4/13/2006	Shreddea		
	Landlord/Tenant Cases	2219 11		2002	2.5				
	Summary Ejectment Money Judgments	2219 II		1993	1.5				
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	1993	2				
	Emergency Evaluations (stripped material only)	2219 	1, 2	1993	.5				
	Management Reports	2219 I	1d	2002	1	V	V		

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State Archivist

Signature of Court Official

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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

	t Court of Maryland				006 Cheryl B. Miller, County Clerk CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
	COURT	COUNTY	DATE		CUSTODIA	AN OF RECORDS AT	TIME OF DES	IRUCTION				
Series No.		escription of Records		Author	ization	Inclusive Dates of Records	Volume	Date of	Method of			
140.	Include Title and/or Form Number		Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle shred, landfill, etc.)				
	ACCOUNTING RE	CORDS		2219		2002		4/13/2006	Shredded			
	Certificates of Deposit			V	1 a, b, c		13	1	(			
	Closed Transcript Reco	ords		24.4	1a		1					
	Closed Deferred Paym	ent Records	1		2, 3		1.5					
	Commissioner Daily Tr	ansmittals	1.				1.25					
	Court Fund Receipts a	nd Ledger Cards					2					
	Satisfied Bad Checks						.5		1000			
	Purchase Orders & Re	ceiving Reports					.5					
	Statistical Report						1					
	Auditors Receipt Copie	es	1		10.00		.5					
	. Bank Statements		100				+					
	Refund Request Forms	6					1					
	Petty Cash Reimburse	ments					.25		$\checkmark$			

Destruction Approved by Hall of Records Commission

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Date

State Archivist

**Destruction Certification** 

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Signature of Court Official

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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

JISUIC	t Court of Maryland Cecil	January 1, 2006	Cheryl B. Miller, County Clerk							
	COURT COUNTY DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of	Method of			
INO.		Retention Sched. No.	Item No.			Destruction	Destruction (Recycle shred, landfill, etc.)			
	ACCOUNTING RECORDS	2219		2002		4/13/2006	Shredded			
	Certificates of Deposit	V	1 a, b, c		13	1	1			
	Closed Transcript Records		. 1a		1					
	Closed Deferred Payment Records		1 2,3		1.5					
	Commissioner Daily Transmittals				1.25					
	Court Fund Receipts and Ledger Cards	1.	1.8		2					
	Satisfied Bad Checks		Dealer.		.5					
	Purchase Orders & Receiving Reports				.5					
	Statistical Report	18	1.5		1					
	Auditors Receipt Copies				.5		34 17			
	-Bank-Statements		1		+					
	Refund Request Forms		1		1					
	Petty Cash Reimbursements		1		.25		$\checkmark$			

Destruction Approved by Hall of Records Commission

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Date

State Archivist

"Level B. Mille County CLERK 4/13/2006

Signature of Court Official

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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

Distric	ct Court of Maryland Cecil January 1, 2007		Cheryl B. Miller, County Clerk							
COURT COUNTY DATE			CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Numb		orization	Inclusive Dates of Records Destroyed	Volume	Date of	Method of			
INO.		Retention Sched. No.	Item No.		(Cubic Feet)	Destruction	Destruction (Recyc shred, landfill, etc.			
	ACCOUNTING RECORDS	2219		2003			Shredded			
	Certificates of Deposit	V	1 a, b, c		13		J' l'equea			
	Closed Transcript Records		1a		1					
	Closed Deferred Payment Records		2, 3		1.5	1.1				
	Commissioner Daily Transmittals				1.25	NOV 1 9 20	007			
	Court Fund Receipts and Ledger Cards				2	2.0.00				
	Satisfied Bad Checks				.5					
	Purchase Orders & Receiving Reports				.5					
	Statistical Report				1					
	Auditors Receipt Copies				.5	1				
	Refund Request Forms				1					
	Petty Cash Reimbursements	Contract Change			25 0 0	1.50	1			

Destruction Approved by Hall of Records Commission

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State Archivist

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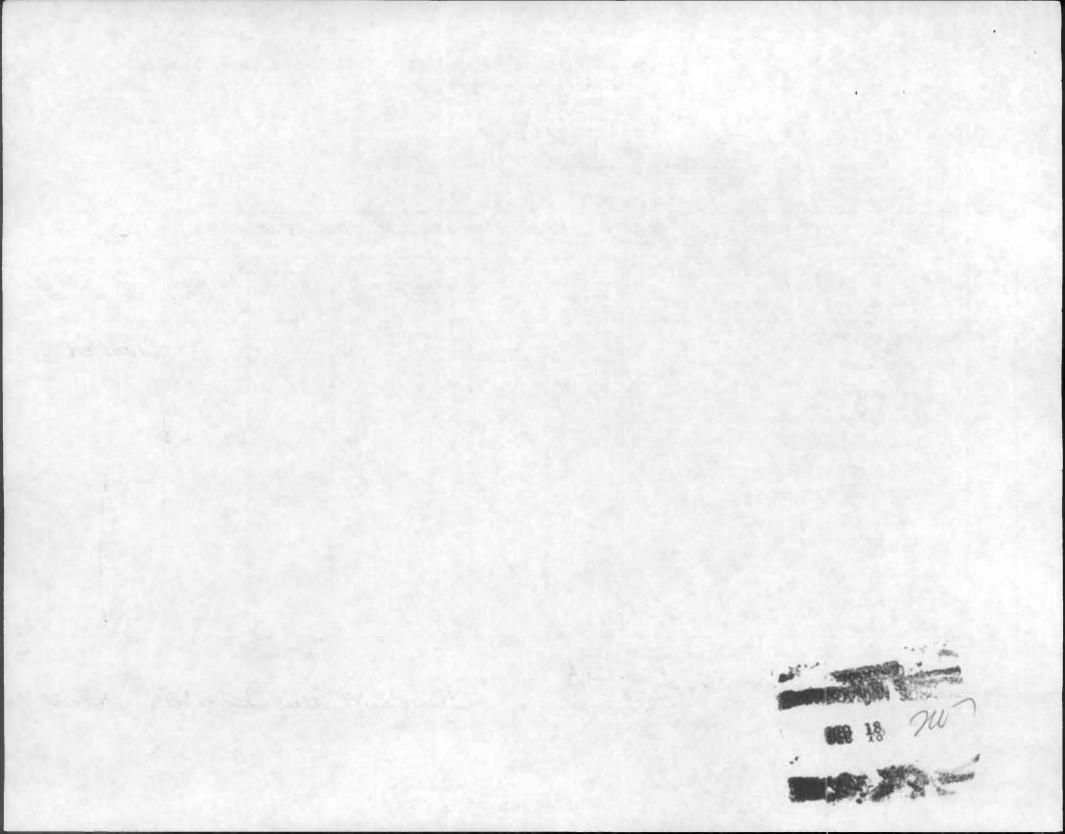
Title

Date

Signature of Court Official

Date

11/19/2007



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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

Distric	t Court of Maryland Cecil	January 1, 2	2007 Cheryl B. Miller, County Clerk								
	COURT COUNTY DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION								
Series No.	Description of Records		Authori	ization	Inclusive Dates of Records Destroyed	Volume	Date of Destruction	Method of			
NO,	Include Title and/or Form Number		Retention Sched. No.	ltem No.		(Cubic Feet)		Destruction (Recycle shred, landfill, etc.)			
	ACCOUNTING RECORDS		2219		2003			Shredded			
	Certificates of Deposit		V	1 a, b, c		13		(			
	Closed Transcript Records			1a		1					
	Closed Deferred Payment Records			2,3		1.5					
	Commissioner Daily Transmittals					1.25	NOV 1 9 20	07 /			
	Court Fund Receipts and Ledger Cards					2					
	Satisfied Bad Checks					.5					
	Purchase Orders & Receiving Reports					.5					
	Statistical Report					1					
	Auditors Receipt Copies					.5					
	Refund Request Forms					1	10014				
	Petty Cash Reimbursements					.25					

Destruction Approved by Hall of Records Commission

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Date

State Archivist

**Destruction Certification** 

Clerk B.M

Jille County CIERK 11/19/2007

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Signature of Court Official

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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

Distric	t Court of Maryland Cecil Jar	nuary 1, 2007	Cheryl B. Miller, County Clerk								
	COURT COUNTY DAT		E CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION								
Series No.	Description of Records	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction				
		Retention Sched. No.	ltem No.	Destroyed			(Recycle, shred landfill, etc.)				
	CIVIL						Shredded				
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2003	23						
	Landlord/Tenant Cases	2219 II		2003	2.5	NOV 1 9 20	07				
	Summary Ejectment Money Judgments	2219 		1994	1.5						
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	1994	2						
	Emergency Evaluations (stripped material only)	2219 	1, 2	1994	.5						
	Management Reports	2219 I	1d	2003	20.5	0					

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Signature of Court Official

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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

Distric	t Court of Maryland Cecil Janu	lary 1, 2007	Cheryl B. Miller, County Clerk							
	COURT COUNTY DATE		CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred landfill, etc.)			
	CIVIL						Shredded			
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2003	23					
	Landlord/Tenant Cases	2219 II		2003	2.5					
	Summary Ejectment Money Judgments	2219 II		1994	1.5	NOV 1 9 20	07			
	Domestic Violence Cases (stripped material only)	2219 III	1, 2	1994	2					
	Emergency Evaluations (stripped material only)	2219 III	1, 2	1994	.5					
	Management Reports	2219 I	1d	2003	1					

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Signature of Court Official

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State Archivist

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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

Distric	t Court of Maryland Cecil	January 1, 200	)7	Cheryl B. Miller, County Clerk						
	COURT COUNTY	DATE		(	CUSTODIAN OF REC	ORDS AT TIM	E OF DESTRU	JCTION		
Series No.	Description of Records Include Title and/or Form Number	Der	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
			etention hed. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)		
	CRIMINAL							Shredded		
	CRIMINAL CLOSED (Stripped material only)		2219 IV	2 a, b, c, f	2003	40				
	NATURAL RESOURCE CLOSED (Stripped material only)		2219 IV		2003	2.5	NOV 1 9 20	07		
	CIVIL CITATIONS CLOSED (Stripped material only)		2219 IV		2003	3				
	Management Reports	:	2219 I	1d	2003	1	-			

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Cherry B. Miller Countralook 11/19/07 Title

Signature of Court Official

Date

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State Archivist

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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

Distric	t Court of Maryland Cecil	January 1, 2007		Cheryl	B. Miller, Cour	nty Clerk	
	COURT COUNTY	DATE	(	CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRI	UCTION
eries No.	Description of Records Include Title and/or Form Number		nization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred landfill, etc.)
	CRIMINAL						Shredded
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2003	40		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2003	2.5	NOV 1 9 2	2007
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2003	3		
	Management Reports	2219 I	1d	2003	1		

Destruction Approved by Hall of Records Commission

Dec 06 Date

State Archivist

**Destruction Certification** 

Cherry B. Miller County CLERK 11/19/07

Title

Signature of Court Official

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