

DEPARTMENT OF GENERAL SERVICES

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

4132

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

3/24/064

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>TRAFFIC ALPHA FOLDERS</u> 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	6/26/2006	SHRED, LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

6/2/06

Edward C. Papenfuss

Paul A. Jurek

County Clerk

6/26/06

Date

State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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

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

JUL 10 - mb
RECORDS MANAGEMENT

RECEIVED
APR 28 2008
MARYLAND STATE ARCHIVES

DISTRICT 04-03
05 JUN 13 PM 12:28
ST MARY'S COUNTY
RECEIVED

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
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District Court #4-3

St. Mary's County

3/24/064

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	<p><u>TRAFFIC ALPHA FOLDERS</u></p> <p>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met</p>	2219	2a & b	1/1/2002 - 12/31/2002	30 cubic feet	6/26/2006	SHRED, LANDFILL
	Sec IV						

Destruction Approved by Hall of Records Commission

Destruction Certification

6/2/06

Date

Edward G. Spangenberg
 State Archivist

Rebecca A. Quinn County Clerk *6/26/06*

Signature of Court Official

Title

Date

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JUN 10 ml
RECORDS MGMT. DIVISION

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
 COURT

St. Mary's County
 COUNTY

3/24/06
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>ADMINISTRATIVE RECORDS-RDATS</u> ELECTRONIC RECORDINGS Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State Archives	2219		1/1/2002 - 12/31/2002	3.0	6/26/06	hand file

Destruction Approved by Hall of Records Commission

6/26/06
 Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Rebecca A. Jones County Clerk
 Signature of Court Official Title Date
 6/26/06

INSTRUCTIONS FOR PREPARATION

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4122

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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	<p><u>ADMINISTRATIVE RECORDS-RDATS</u></p> <p>ELECTRONIC RECORDINGS</p> <p>Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State Archives</p>	2219		1/1/2002 - 12/31/2002	3.0	6/26/06	landfill

Destruction Approved by Hall of Records Commission

6/2/06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certification

Rebecca D. Quinn
Signature of Court Official

County Clerk
6/26/06
Title Date

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District Court of Maryland #4-3
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St. Mary's County
 COUNTY

3/24/06
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	<p><u>Civil Records-Expired Judgments</u></p> <p>Inside of closed Civil folders containing judgments for sum certain that have expired since twelve years have passed. Closed in 2003</p>	2219 Sec II	3	1/1/1993 - 12/31/1993	10.0		

Destruction Approved by Hall of Records Commission

Destruction Certification

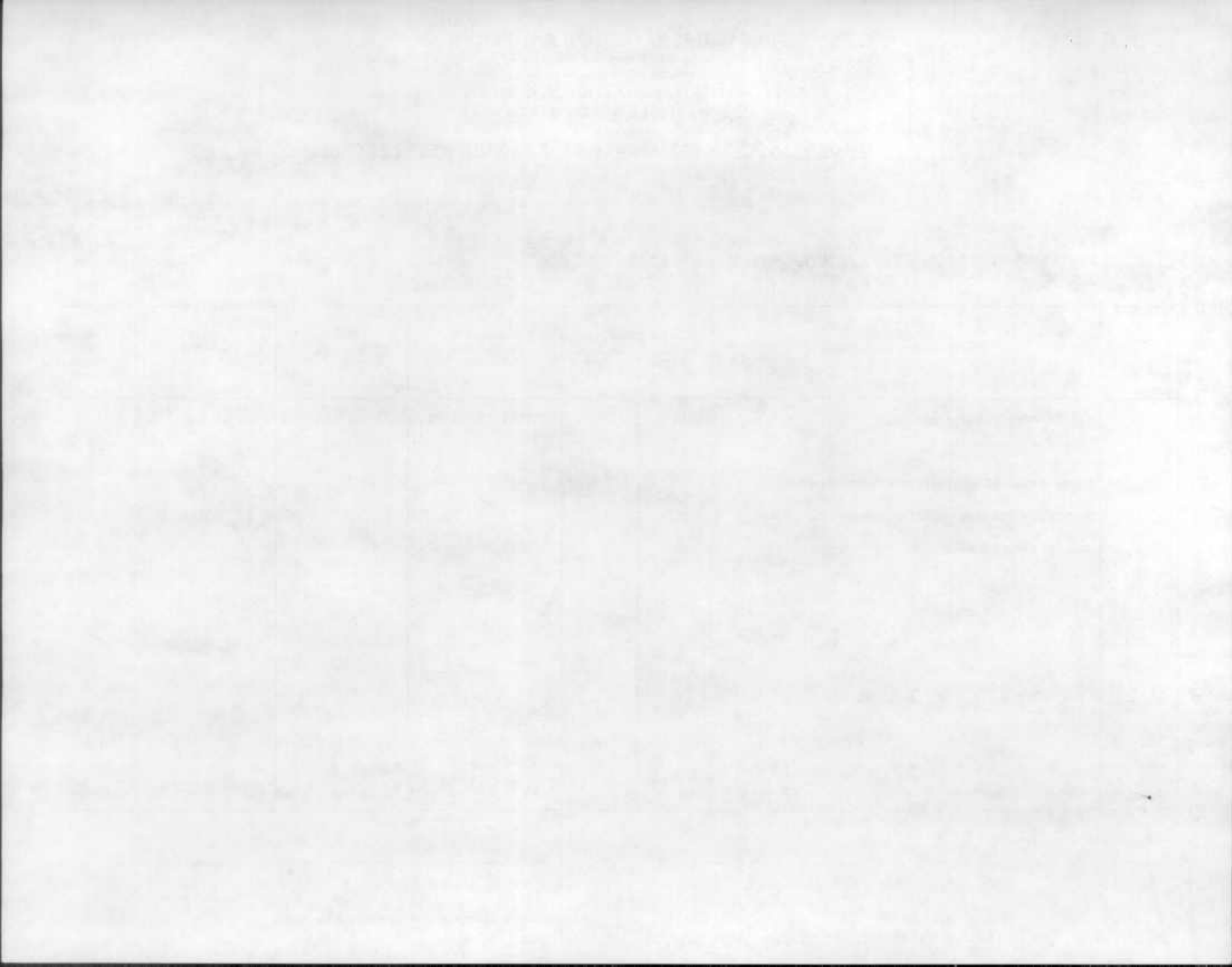
Date

State Archivist

Signature of Court Official

Title

Date



DEPARTMENT OF GENERAL SERVICES

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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St. Mary's County

3/24/06

COURT

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	<p><u>CRIMINAL RECORDS-EXPUNGED CASES</u></p> <p>Criminal file folders of expunged criminal cases and miscellaneous papers</p> <p>Closed in 2001</p>	2219	2d & e	1/1/2002- 12/31/2002	4.0	7-14-06	SHRED
		Sec IV					

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Saperstein

State Archivist

Destruction Certification

Robert A. Quinn County Clerk 7-14-06

Signature of Court Official

Title

Date

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	<p><u>CRIMINAL RECORDS-EXPUNGED CASES</u> Criminal file folders of expunged criminal cases and miscellaneous papers Closed in 2001</p>	<p>2219 Sec IV</p>	<p>2d & e</p>	<p>1/1/2002- 12/31/2002</p>	<p>4.0</p>	<p>7-14-06</p>	<p>Shred</p>

Destruction Approved by Hall of Records Commission

6/2/06
 Date

Edward C. Papenfuss Jr.
 State Archivist

Destruction Certification

Rebecca A. Quail Conroy Clark 7-14-06
 Signature of Court Official Title Date

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AUG 17
RECORDS MANAGEMENT
DIVISION

4124

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 #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

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	<u>Civil Records</u> Inside of Civil folders not involving a judgment for sum certain. Folders to be retained permanently Closed in 2001	2219 Sec II	2	1/1/ 2002 - 12/31/2002	10.0	7-24-06	LANDFILL

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Saperstein Jr

State Archivist

Destruction Certification

Robert A. Quinn County Clerk 7-25-06

Signature of Court Official

Title

Date

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AUG 17 2006
RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

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

4124

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3 St. Mary's County 3/24/06

 COURT COUNTY DATE

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Destruction Approved by Hall of Records Commission

6/2/06

 Date State Archivist

Destruction Certification

Rebecca Queen County Clerk 7-25-06

 Signature of Court Official Title Date

INSTRUCTIONS FOR PREPARATION

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MB
AUG 17 2006
RECORDS MANAGEMENT DIVISION



RECEIVED
ST. MARY'S COUNTY
DISTRICT COURT
06 JUN 13 PM 12:27
DISTRICT 04-03

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD. , P. O. Box 275
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

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Destruction Approved by Hall of Records Commission

6/21/06

Date

Edward C. Soper, Jr.

State Archivist

Destruction Certification

Debra A. Quinn

Signature of Court Official

Courtesy Clerk

Title

7-28-06

Date

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Handwritten notes and stamps:
M
21
2006
RECORDS MANAGEMENT CENTER

DEPARTMENT OF GENERAL SERVICES

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

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	<p><u>Civil Records-Expired Judgments</u></p> <p>Inside of closed Civil folders containing judgments for sum certain that have expired since twelve years have passed. Closed in 2003</p>	2219	3	1/1/1993 - 12/31/1993	10.0	7-28-06	LANDFILL
		Sec II					

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Rebecca A. Quinn County Clerk 7-28-06

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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

ML
AUG 17 2000
RECORDS MANAGEMENT DIVISION

DEPARTMENT OF GENERAL SERVICES

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

4130

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/24/06
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>Emergency Evaluations, Domestic Violence and Peace Order Records</u> 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	1/1/93-12/31/93	8.0	7-31-06	Landfill, Shred

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Rebecca A. Quinn County Clerk 7-31-06

Signature of Court Official

Title

Date

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AUG 17 1988
RECORDS MANAGEMENT DIVISION

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ml
AUG 17 2008
RECORDS MANAGEMENT DIVISION

RECEIVED
APR 28 2008
MARYLAND STATE ARCHIVES

DISTRICT 04-03
06 JUN 13 PM 12:28
RECEIVED
ST. MARY'S COUNTY

DEPARTMENT OF GENERAL SERVICES

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

4131

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/24/06
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>NATURAL RESOURCES CASES</u> Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently.	2219 Sec IV	2a, 2b	1/1/2002 - 12/31/2002	6.0	8/1/06	Landfill

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Spangenberg

State Archivist

Destruction Certification

Rebecca A. Quill

Signature of Court Official

County Clerk

Title

8/1/06

Date

INSTRUCTIONS FOR PREPARATION

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AUG 13 2000
RECORDS MANAGEMENT DIVISION

DEPARTMENT OF GENERAL SERVICES

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

4131

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/24/06
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Destruction Approved by Hall of Records Commission

6/2/06
Date

Edward C. Saperstein Jr
State Archivist

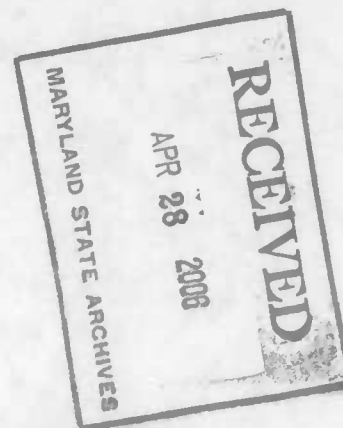
Destruction Certification

Rebecca A. Quenby County Clerk 8/1/06
Signature of Court Official Title Date

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AUG 17 2006
RECORDS MANAGEMENT DIVISION

DEPARTMENT OF GENERAL SERVICES

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

4128

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3
 COURT

St. Mary's County
 COUNTY

3/24/06
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CRIMINAL RECORDS</u> Criminal, Petty Offense Citations and Fugitive Warrant cases-Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently	2219 SecIV	2a & b,c	1/1/2002 - 12/31/2002	35.0	3/4/06	Shred + LANDFILL

Destruction Approved by Hall of Records Commission

6/2/06
 Date

Edward C. Papenfuss Jr
 State Archivist

Destruction Certification

Belen A. Quin
 Signature of Court Official

County Clerk
 Title

3/4/06
 Date

INSTRUCTIONS FOR PREPARATION

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Handwritten: JMS
RECORDS MANAGEMENT SECTION
81 FEB

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

District Court #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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	<u>CRIMINAL RECORDS</u> Criminal, Petty Offense Citations and Fugitive Warrant cases-Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently	2219 SecIV	2a & b,c	1/1/2002 - 12/31/2002	35.0	8/4/06	Shred + LANDFILL

Destruction Approved by Hall of Records Commission

6/2/06

Edward C. Saperstein

Date

State Archivist

Destruction Certification

Robert A. Dennis County Clerk

Signature of Court Official

Title

8/4/06

Date

INSTRUCTIONS FOR PREPARATION

MS
RECORDS MANAGEMENT DIVISION
SEP 18 2009

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
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RECEIVED
APR 28 2009
MARYLAND STATE ARCHIVES

DISTRICT 04-03
6 JUN 13 PM 12:28

RECEIVED
ST. MARY'S COUNTY
DISTRICT COURT

4373

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 #4-3

St. Mary's County

3/27/07

COURT

COUNTY

DATE

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		Retention Sched. No.	Item No				
	<p><u>CRIMINAL RECORDS-EXPUNGED CASES</u></p> <p>Criminal file folders of expunged criminal cases and miscellaneous papers</p> <p>Closed in 2001</p>	2219	2d & e	1/1/2003- 12/31/2003	4.0	6/13/07	Shred

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Papenfort

State Archivist

Destruction Certification

Paul A. Quinn County Clerk 6/13/07

Signature of Court Official

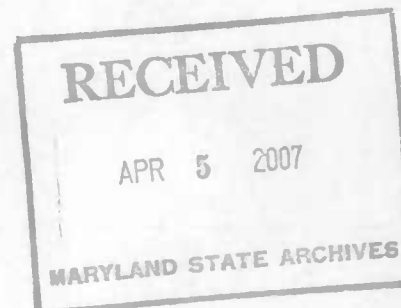
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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CRIMINAL RECORDS-EXPUNGED CASES</u> Criminal file folders of expunged criminal cases and miscellaneous papers Closed in 2001	2219 Sec IV	2d & e	1/1/2003- 12/31/2003	4.0	6/13/07	Shred

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Saperstein

State Archivist

Destruction Certification

Robert A. Jones

Signature of Court Official

County Clerk

Title

6/13/07

Date

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Handwritten notes:
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JUN 21 1984
RECORDS MANAGEMENT DIVISION

Handwritten note:
10/1/84

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

District Court #4-3
 COURT

St. Mary's County
 COUNTY

3/27/07
 DATE

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		Retention Sched. No.	Item No				
	<p><u>TRAFFIC ALPHA FOLDERS</u></p> <p>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met</p>	2219 Sec IV	2a & b	1/1/2003 - 12/31/2003	30.0	6-14-07	SHRED - LANDFILL

Destruction Approved by Hall of Records Commission

4/11/07
 Date

Edward C. Papenfuss Jr
 State Archivist

Destruction Certification

Bel A. Davis
 Signature of Court Official

County Clerk
 Title

6-14-07
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ONE LEGAL -SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS



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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

4380

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/27/07
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>ADMINISTRATIVE RECORDS</u> ELECTRONIC RECORDINGS Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State Archives	2219		1/1/2003 - 12/31/2003	3.0	6/14/07	handfile

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Paprocki

State Archivist

Destruction Certification

Robert A. Quisenberry

Signature of Court Official

County Clerk

Title

6/19/07

Date

INSTRUCTIONS FOR PREPARATION

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

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

4380

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/27/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>ELECTRONIC RECORDINGS</p> <p>Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State Archives</p>	2219		1/1/2003 - 12/31/2003	3.0	6/14/07	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Edward C. Paprocki

Debra A. Quinn

County Clerk

6/19/07

Date

State Archivist

Signature of Court Official

Title

Date

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Log
JUN 26

RECORDS MANAGEMENT DIVISION

1/2/91

1/2/91

1/2/91

DEPARTMENT OF GENERAL SERVICES

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

4378

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>TRAFFIC ALPHA FOLDERS</u></p> <p>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met</p>	2219 Sec IV	2a & b	1/1/2003 - 12/31/2003	30.0	6-14-07	Shred - LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Date

Edward C. Paperback

State Archivist

Robert A. Dennis

Signature of Court Official

County Clerk

Title

6-14-07

Date

INSTRUCTIONS FOR PREPARATION

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JUN 20 1984

RECORDS MANAGEMENT SECTION

DEPARTMENT OF GENERAL SERVICES

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

4125

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CIVIL LANDLORD/TENANT CASES</u> Landlord/tenant records not involving a judgment for sum certain (Failure to Pay Rents)	2219 Sec VI	2	1/1/2002 - 12/31/2002	4.0	6/15/07	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

6/2/06

Edward C. Spang

Richard A. Zine

Conley Cleve

6/19/07

Date

State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
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JUN 25 1994

DEPARTMENT OF GENERAL SERVICES

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

4125

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

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		Retention Sched. No.	Item No				
	<u>CIVIL LANDLORD/TENANT CASES</u> Landlord/tenant records not involving a judgment for sum certain (Failure to Pay Rents)	2219 Sec VI	2	1/1/2002 - 12/31/2002	4.0	6/15/07	Shred

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Papenfuss Jr

State Archivist

Destruction Certification

Robert A. Dennis

Signature of Court Official

Conely Clea

Title

6/19/07

Date

INSTRUCTIONS FOR PREPARATION

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JUN 28 2006
STATE ARCHIVES

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ST. MARY'S COUNTY
DISTRICT COURT
06 JUN 13 PM 12:27
DISTRICT 04-03

RECEIVED
APR 28 2006
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

4126

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/24/06
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CIVIL LANDLORD/TENANT MONEY JUDGMENTS</u> Landlord/Tenant records involving a judgment for sum certain that have expired since twelve years have passed (Failure to Pay Rents)	2219 Sec II	3	1/1/1993-12/31/1993	2.0	6/15/07	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

6/2/07

Edward C. Papenfuss

Robert D. Jones

County Clerk 6-19-07

Date

State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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2007

JUN 26 11 00 AM '07

DEPARTMENT OF GENERAL SERVICES

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

4126

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St.Mary's County 3/24/06
 COURT COUNTY DATE

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Destruction Approved by Hall of Records Commission

6/2/06
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Beth A. Jones
Signature of Court Official

County Clerk
Title

6-19-07
Date

INSTRUCTIONS FOR PREPARATION

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Law

JUN 26



RECEIVED
ST. MARY'S COUNTY
DISTRICT COURT
06 JUN 13 PM 12:27
DISTRICT 04-03

4/3/79

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
COURT

St. Mary's County
COUNTY

3/27/07
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>Emergency Evaluations, Domestic Violence and Peace Order Records</u> 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	6/13/07	Landfill, Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Date

Edward C. Rosenfeld

State Archivist

Robert A. Quinn

Signature of Court Official

County Clerk

Title

6/19/07

Date

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2007
JUN 26
STATE RECORDS MANAGEMENT CENTER

Records with and without...

4379

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

3/27/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>Emergency Evaluations, Domestic Violence and Peace Order</u> <u>Records</u> 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, SHRED

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Date

Edward C. Papenfuss

State Archivist

Robert A. Quine

Signature of Court Official

County Clerk

Title

6/18/07

Date

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DEPARTMENT OF GENERAL SERVICES

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

4381

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3

St. Mary's County

3/27/07

COURT

COUNTY

DATE

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	<u>CIVIL LANDLORD/TENANT CASES</u> Landlord/tenant records not involving a judgment for sum certain (Failure to Pay Rents)	2219 Sec VI	2	1/1/2003 - 12/31/2003	4.0	6/15/07	Shred

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Reba A. Quinn

Signature of Court Official

County Clerk

Title

6/19/07

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
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Handwritten: VME
JUN 26
RECORDS MANAGEMENT DIVISION

DEPARTMENT OF GENERAL SERVICES

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

4381

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CIVIL LANDLORD/TENANT CASES</u> Landlord/tenant records not involving a judgment for sum certain (Failure to Pay Rents)	2219 Sec VI	2	1/1/2003 - 12/31/2003	4.0	6/15/07	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Edward C. Papenfuss

Date

State Archivist

Carl A. Quire

Signature of Court Official

County Clerk

Title

6/19/07

Date

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mc
JUN 26 2007
RECORDS MANAGEMENT DIVISION

RECEIVED
APR 5 2007
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

4382

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/27/07
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>NATURAL RESOURCES CASES</u> Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently.	2219 Sec IV	2a, 2b	1/1/2003 - 12/31/2003	6.0	6/18/07	LANDFILL, SHRED

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Papenfort

State Archivist

Destruction Certification

Paul A. Quinn

Signature of Court Official

County Clerk

Title

6/14/07

Date

174

7-31/2

RECEIVED

JUN 26 2007

RECORDS MANAGEMENT

1-2-2007

4382

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
COURT

St. Mary's County
COUNTY

3/27/07
DATE

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

4/11/07

Date

[Signature]

State Archivist

Destruction Certification

[Signature]

Signature of Court Official

County Clerk

Title

6/19/07

Date

2/11

1/15/07

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APR 5 2007
MARYLAND STATE ARCHIVES

JUN 28 2007

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[Faint handwritten text, possibly a signature or address]

DEPARTMENT OF GENERAL SERVICES

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

4377

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>Civil Records - Dismissed or Satisfied</u></p> <p>Closed cases involving a judgment for sum certain that are dismissed or satisfied. Retain all original papers, exhibits, 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 decision (may be made on docket sheets, file jackets, or other docket or disposition materials) and case folders are retained permanently. Closed in 2003.</p>	2219 Sec II	2	1/1/ 2003 - 12/31/2003	10.0	7-18-07	SHREDDED, LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Date

Edward C. Papay
 State Archivist

Bob A. Quinn

Signature of Court Official

County Clerk 7-30-07

Title

Date

INSTRUCTIONS FOR PREPARATION

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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

4377

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Date

Edward C. Saperstein

State Archivist

Robert A. Jones

Signature of Court Official

County Clerk

Title

7-30-07

Date

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RECORDS MANAGEMENT CENTER
JESSUP, MARYLAND 20794
AUG 13 1987

DEPARTMENT OF GENERAL SERVICES

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

4376

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/27/07

COURT

COUNTY

DATE

Series No.	Description of Records include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>Civil Records-Expired Judgments</u></p> <p><u>Cases involving Judgement for a Sum Certain</u></p> <p>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.</p> <p>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.</p>	2219	3	1/1/1994 - 12/31/1994	10.0	7-19-07	STRIPPED, SHREDED, LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Edward C. Papenbruch

Robert A. Quisenberry

County Clerk

730-07

Date

State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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7/10/07
10:10 AM

DEPARTMENT OF GENERAL SERVICES

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

4376

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/27/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>Civil Records-Expired Judgments</u></p> <p><u>Cases involving Judgement for a Sum Certain</u></p> <p>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.</p> <p>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.</p>	2219	3	1/1/1994 - 12/31/1994	10.0	7-19-07	STRIPPED, SHREDED, LANDFILL
	Sec II						

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07

Edward C. Papenfuss

Rebecca A. Quire County Clerk

7-30-07

Date

State Archivist

Signature of Court Official

Title

Date

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AUG 19 2017
RECORDS MANAGEMENT DIVISION
STATE ARCHIVE

DEPARTMENT OF GENERAL SERVICES

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

4375

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #4-3
 COURT

St. Mary's County
 COUNTY

3/27/07
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CRIMINAL RECORDS</u> Criminal, Petty Offense Citations and Fugitive Warrant cases-Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently	2219 Sec IV	2a & b,c, & f	1/1/2003 - 12/31/2003	35.0	7-20-07	SHREDDED LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
 Date

Edward C. Pappas
 State Archivist

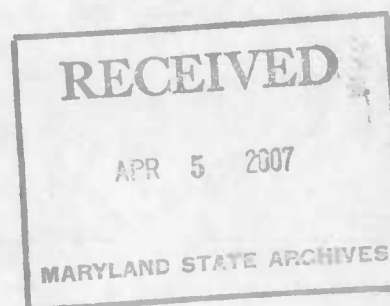
Robt. A. Quinn
 Signature of Court Official

County Clerk
 Title
 7-30-07
 Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
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4375

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 #4-3

St. Mary's County

3/27/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CRIMINAL RECORDS</u> Criminal, Petty Offense Citations and Fugitive Warrant cases-Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently	2219 Sec IV	2a & b,c, & f	1/1/2003 - 12/31/2003	35.0	7-20-07 /	SHREDDED, LANDFILL

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Popper

State Archivist

Destruction Certification

Bob A. Quinn

Signature of Court Official

County Clerk

Title

7-30-07

Date

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2007
AUG 13

1011

DEPARTMENT OF GENERAL SERVICES

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

4374

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/27/07
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CIVIL LANDLORD/TENANT MONEY JUDGMENTS</u> Landlord/Tenant records involving a judgment for sum certain that have expired since twelve years have passed (Failure to Pay Rents)	2219 Sec II	3	1/1/1994-12/31/1994	3.0	8-2-07	LANDFILL

Destruction Approved by Hall of Records Commission

4/11/07
 Date

Edward C. Saperstein
 State Archivist

Destruction Certification

Robert A. Janni County Clerk 8-2-07
 Signature of Court Official Title Date

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7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
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LM
AUG 13 2005
RECORDS MANAGEMENT DIVISION

10/20/05

4394

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 3/27/07
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>CIVIL LANDLORD/TENANT MONEY JUDGMENTS</u> Landlord/Tenant records involving a judgment for sum certain that have expired since twelve years have passed (Failure to Pay Rents)	2219 Sec II	3	1/1/1994-12/31/1994	3.0	8-2-07	LANDFILL



Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Papenfuss Jr

State Archivist

Destruction Certification

Del Q. Jones

Signature of Court Official

County Clerk

Title

8-2-07

Date

INSTRUCTIONS FOR PREPARATION

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

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

4121

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>ADMINISTRATIVE RECORDS</u> Supervisory and Management Reports that required sampling and verification and were retained for three years and until all audit requirements have been fulfilled</p>	2219 Sec 1	d	1/1/2002 - 12/31/2002	6.0	8-3-07	Landfill

Destruction Approved by Hall of Records Commission

6/2/06

Edward C. Papenfuss Jr

Date

State Archivist

Destruction Certification

Rob A. Quire

County Clerk

8-3-07

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

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

4/21

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3 St. Mary's County 3/24/06
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Supervisory and Management Reports that required sampling and verification and were retained for three years and until all audit requirements have been fulfilled</p>	2219 Sec I	d	1/1/2002 - 12/31/2002	6.0	8-3-07	landfill

Destruction Approved by Hall of Records Commission

6/2/00

Date

Edward C. Spenser Jr.

State Archivist

Destruction Certification

Bob H. Jones

Signature of Court Official

County Clerk

Title

8-3-07

Date

INSTRUCTIONS FOR PREPARATION

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RECORDS MANAGEMENT
DIVISION

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MARYLAND STATE ARCHIVES

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ST. MARY'S COUNTY
DISTRICT COURT
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DISTRICT 04-03

4372

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

3/27/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<u>ADMINISTRATIVE RECORDS</u> Supervisory and Management Reports that required sampling and verification and were retained for three years and until all audit requirements have been fulfilled	2219 Sec 1	d	1/1/2003 - 12/31/2003	8.0	8-3-07	landfill

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Pappas

State Archivist

Destruction Certification

Robt. L. Jones

Signature of Court Official

County Clerk

Title

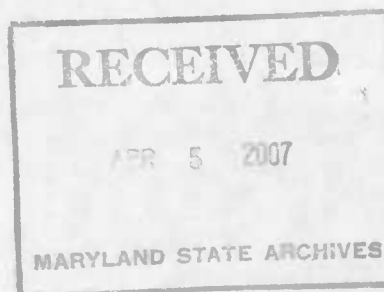
8-3-07

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AUG 13 2007

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
Records Management Division

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

4372

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/27/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Supervisory and Management Reports that required sampling and verification and were retained for three years and until all audit requirements have been fulfilled</p>	2219 Sec 1	d	1/1/2003 - 12/31/2003	8.0	8-3-07	LANDFILL

Destruction Approved by Hall of Records Commission

4/11/07

Date

Edward C. Pappas

State Archivist

Destruction Certification

Paul A. Quinn

Signature of Court Official

County Clerk
8-3-07

Title

8-3-07

Date

INSTRUCTIONS FOR PREPARATION

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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

4127

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3
 COURT

St. Mary's County
 COUNTY

3/24/06
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/2002 - 12/31/2002	2.0	4/16/08	LANDF: 11

Destruction Approved by Hall of Records Commission

6/21/06

Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Robert A. Jones County Clerk
 Signature of Court Official Title Date
 4/16/08

INSTRUCTIONS FOR PREPARATION

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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

4127

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/2002 - 12/31/2002	2.0	4/16/08	LAMAF:11

Destruction Approved by Hall of Records Commission

6/2/08

Edward C. Papenfuss

Date

State Archivist

Destruction Certification

Robert A. Quinn

County Clerk

4/16/08

Signature of Court Official

Title

Date

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APR 23 2008
RECORDS MANAGEMENT
DIVISION

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APR 28 2008
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

4127

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-3

St. Mary's County

3/24/06

COURT

COUNTY

DATE

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		Retention Sched. No.	Item No				
	Civil Sheriff's Transmittals	2219	2	1/01/2002 - 12/31/2002	2.0	4/16/08	LANDFILL

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Robert A. Jones County Clerk 4/16/08
 Signature of Court Official Title 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

4039

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC PAY BATCH ENVELOPES	2219	SEC. IV	2002	12	LANDFILL	

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Christina G. Funder 7/6/06 ADMIN CLERK
Signature of Court Official Title Date

WINDY
MAY 19 1961

7/20/61

7/20/61

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

4039

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC PAY BATCH ENVELOPES	2219	SEC. IV	2002	12	LANDFILL	

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certification

Christina H. Jones 7/6/06
Signature of Court Official Title Date

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MAY 19 1966

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT		COUNTY		DATE			
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil cases - Dismissed or Satisfied (PERMISSION TO STRIP)	2219	Sec. II	2001 2002	20 20 40		stripped stripped

Destruction Approved by Hall of Records Commission

4/24/06
Date

Edward C. Papadopoulos
State Archivist

Destruction Certification

Quinn H. [Signature]
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date

[Illegible handwritten scribble]

JUN 21

RECORDS MANAGEMENT
DIVISION

[Faint, illegible handwritten text]

4094

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

	COURT	COUNTY	DATE				
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil cases - Dismissed or Satisfied (PERMISSION TO STRIP)	2219	Sec. II	2001 2002	20 20		stripped stripped

Destruction Approved by Hall of Records Commission

4/24/06
Date

Edward C. Papacopula Jr
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date

Instructions for Preparation and Submission on Reverse Side

~~XXXXXXXXXXXXXXXXXXXX~~

JUN 21

WILCOX MANAGEMENT
DALLAS, TEXAS

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

4035

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

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		Retention Sched. No.	Item No.				
	CRIMINAL CASES Expunged Cases Closed in 2002. (Permission to shred)	2219 Sec. IV	2a, b, c.	1/1/02 thru 12/31/02	8		Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

22 Feb 06

Date

Edward C. Papenfort
 State Archivist

Antonia G. Fink

Signature of Court Official

ADMIN CLERK

Title

2/9/06

Date

Instructions for Preparation and Submission on Reverse Side

~~REDACTED~~

JUN 21

RECORDS MANAGEMENT
DIVISION

[Faint, illegible handwritten text]

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

4035

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Expunged Cases Closed in 2002 (Permission to shred)	2219 Sec. IV	2a, b, c.	1/1/02 thru 12/31/02	8		Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

22 Feb 06
Date

Edward C. Papenfuss
State Archivist

Quentin G. Finkle
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date

RECEIVED

JUN 21

RECORDS MANAGEMENT
DIVISION

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

4036

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HAREFORD CO

COURT

COUNTY

DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Natural Resources Cases Closed in 2002 (Permission to strip)	2219	Sec. IV 2a..b.c.	1/1/02 thru 12/31/02	2		Stripped

Destruction Approved by Hall of Records Commission

Destruction Certification

22 Feb 04

Date

Edward C. Spangenberg

State Archivist

Robert H. [Signature]

Signature of Court Official

ADMIN CLERK

Title

6-9-06

Date

Instructions for Preparation and Submission on Reverse Side

[Faint, illegible markings]

JUN 21

RECORDS MANAGEMENT
DIVISION

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

4036

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Natural Resources Cases Closed in 2002 (Permission to strip)	2219	Sec. IV 2a..b.c.	1/1/02 thru 12/31/02	2		Stripped

Destruction Approved by Hall of Records Commission

Destruction Certification

22 Feb 06
Date

Edward C. Lopez
State Archivist

Patricia H. [Signature]
Signature of Court Official

ADMIN CLERK
Title

6-9-06
Date

Instructions for Preparation and Submission on Reverse Side

JUN 21

RECORDS MANAGEMENT
BUREAU

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

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

4037

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARBOR CO.
 COURT DATE COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Parking Citation Cases Closed in-2002 (Permission to shred)	2219	Sec. IV 2a..b.c.	1/1/02 thru 12/31/02	1		Shredded

Destruction Approved by Hall of Records Commission

22 Feb 06
 Date: Edward C. Papermaster
 State Archivist

Destruction Certification

Quetta A. Frantz ADMIN CLERK 6/8/06
 Signature of Court Official Title Date

~~CONFIDENTIAL~~

JUN 21

RECORDS MANAGEMENT
DIVISION

[Faint, illegible handwritten text]

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

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

4037

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HANFORD CO. COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Parking Citation Cases Closed in 2002 (Permission to shred)	2219	Sec. IV 2a..b.c.	1/1/02 thru 12/31/02	1		Shredded

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Pappas
State Archivist

Destruction Certification

Quentin G. Frantz
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date

~~CONFIDENTIAL~~

JUN 21

RECORDS MANAGEMENT
DIVISION

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

4038

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Uniform Traffic Citations Closed in 2002 (Permission to strip/destroy)	2219	Sec. IV	1/1/02 thru 12/31/02	2		shredded

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Shirley C. Papenfuss
State Archivist

Destruction Certification

Christine H. Puder
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date

[Faint, illegible markings]

JUN 21

RECORDS MANAGEMENT
DIVISION

[Faint, illegible handwriting]

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

4038

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Uniform Traffic Citations Closed in 2002 (Permission to strip/destroy)	2219	Sec. IV	1/1/02 thru 12/31/02	2		shredded

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Christine H. Pugh
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date

~~RECEIVED~~

JUN 21 —

RECORDS MANAGEMENT
BUREAU

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

2002

4040

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Landlord/Tenant Cases Non-money judgments	2219	SEC.VI	2002	7		Shredded

Destruction Approved by Hall of Records Commission

22 Feb 02
Date

Edward C. Pappas
State Archivist

Destruction Certification

Richard J. Tucker
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date



JUN 21

WOODS MANAGEMENT
DIVISION

[Faint, illegible handwritten text, possibly a signature or date, spanning the bottom of the page.]

2002

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

4040

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Landlord/Tenant Cases Non-money judgments	2219	SEC.VI	2002	7		Shredded

Destruction Approved by Hall of Records Commission

22 Feb 02
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Arthur H. Tucker
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date

1963

JUN 21

WOODS MANAGEMENT
DIVISION

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

4041

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Administrative Papers	2219	SEC.VI	2002	2		destroyed
	Recording Tapes	2219	SEC II	2002	2		destroyed

4

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certification

Quentin M Ford II
Signature of Court Official

ADMIN CLERK
Title

6/2/06
Date

[Faint, illegible handwritten text]

JUN 21

WOODS MANAGEMENT
BUREAU

[Faint, illegible handwritten text]

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

4041

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Administrative Papers	2219	SEC.VI	2002	2		destroyed
	Recording Tapes	2219	SEC II	2002	2		destroyed

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Pope
State Archivist

Destruction Certification

Quentin H Ford
Signature of Court Official

ADMIN CLERK
Title

6/9/06
Date



JUN 21 *W6*

RECORDS MANAGEMENT
DIVISION

127

4034

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Closed in 2002 related papers, not including docket sheets (Permission to strip)	2219	2a, b, c.	1/1/02 thru 12/31/02	113		landfill

Destruction Approved by Hall of Records Commission

22 Feb 04
Date

Edward C. Fagerquist
State Archivist

Destruction Certification

[Signature]

Signature of Court Official

Administrative Clerk
Title

7/31/06
Date

AUG 17 7ub
RECORDS MANAGEMENT
1. GUSMAN

127

4034

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Closed in 2002 related papers, not including docket sheets (Permission to strip)	2219	2a, b, c.	1/1/02 thru 12/31/02	113		landfill

Destruction Approved by Hall of Records Commission

22 Feb 04
Date

Edward C. Saperstein
State Archivist

Destruction Certification

[Signature]

Signature of Court Official

Announcement Clerk
Title

7/31/06
Date

~~RECORDED~~

AUG 17 *rw*

RECORDS MANAG
DIV

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile/ Cina Files	2330	#1	1992-1994	10	8/16/07	shredding
				# 17542-18353			

Destruction Approved by Maryland State Archives

27 mar 07 Edward C. Saperstein Jr
 Date State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Clark Court Circuit 4/2/07
 Signature of Court Official Title Court Date

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2007 22 *ms*

4298

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Natural Resources Cases <u>Closed in 2003</u> (PERMISSION TO STRIP)	2219	Sec. IV 2a, b, c	1/1/03 thru 12/31/03	2	5/15/07	landfill

Destruction Approved by Hall of Records Commission

27 mar 07

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Arthur A. [Signature]

Signature of Court Official

ADMIN CLERK

Title

6/6/07

Date

10

Order blank form 2/10/10

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JUN 13 - 61

RECORDS SECTION

4298

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Natural Resources Cases <u>Closed in 2003</u> (PERMISSION TO STRIP)	2219	Sec. IV 2a, b, c	1/1/03 thru 12/31/03	2	5/15/07	landfill

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Arthur H. Smith
Signature of Court Official

ADMIN CLERK
Title

6/4/07
Date

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JAN 26 2007
MARYLAND STATE ARCHIVES

JUN 19
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4300

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC PAY BATCH ENVELOPES (PERMISSION TO SHRED)	2219	SEC. IV	2003	12	5/14/07	shredded & landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date

Edward C. [Signature]
State Archivist

Cynthia Y. [Signature]
Signature of Court Official

ADMIN. CLERK
Title

5/6/07
Date

Letter of [unclear] [unclear] [unclear]

21 NOV
[unclear]
[unclear]

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

4300

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC PAY BATCH ENVELOPES (PERMISSION TO SHRED)	2219	SEC. IV	2003	12	5/14/07	shredded + landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

27 MAR 07
Date

Edward C. Papenfort
State Archivist

Arthur G. Panko
Signature of Court Official

ADMIN CLERK
Title

6/6/07
Date

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JAN 26 2007
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JAN 26 2007
RECEIVED

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4303

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE PAPERS	2219	SEC. I	2003	2	5/11/07	landfill

Destruction Approved by Hall of Records Commission

27 MAR 07

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Arthur G. [Signature]

Signature of Court Official

ADMIN CLERK

Title

6/6/07

Date

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MAY 13 1900
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

John H. ...
...

4/303

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE PAPERS	2219	SEC. I	2003	2	5/11/07	landfill

Destruction Approved by Hall of Records Commission

27 Mar 07

Date

Edward C. Lopez

State Archivist

Destruction Certification

Carlton G. Pritchett

Signature of Court Official

ADMIN CLERK

Title

6/6/07

Date

William H. ...

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JAN 26 2007
MARYLAND STATE ARCHIVES

JUN 13
MIDDLE MARYLAND
HISTORICAL SOCIETY

4305

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Parking Citations Closed in 2003 (PERMISSION TO SHRED)	2219	SEC. IV 2a, b, c	1/1/03 - 12/31/03	1	SEP 13 2007	Landfill

Destruction Approved by Hall of Records Commission

27 mar 07

Date

Edward C. Kasper

State Archivist

Destruction Certification

Clotem Y. Poulte

Signature of Court Official

09-01
ADMIN CLERK

Title

9/14/07

Date

Instructions for Preparation and Submission on Reverse Side

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NOV 19 1947

~~██████████~~

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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

4305

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Parking Citations <u>Closed in 2003</u> (PERMISSION TO SHRED)	2219	SEC. IV 2a, b, c	1/1/03 - 12/31/03	1	SEP 13 2007	Landfill

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. Saperstein
State Archivist

Destruction Certification

Catherine G. [Signature]
Signature of Court Official

ADMIN CLERK
Title

9/10/07
0901
Date

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JAN 26 2007
MARYLAND STATE ARCHIVES

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~~STATE ARCHIVES~~

NOV 19 2007 RW7

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~~STATE ARCHIVES~~

John H. ...

✓ 4297

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<p>CRIMINAL CASES</p> <p>Closed in 2003 related papers, not including docket sheets</p> <p>(PERMISSION TO STRIP)</p>	2219	Sec. IV 2a, b, c	1/1/03 thru 12/31/03	115		

Destruction Approved by Hall of Records Commission

27 mar 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Arthur H. Paul
Signature of Court Official

09-01
ADMIN CLERK
Title

9/12/07
Date

~~CONFIDENTIAL~~

SEP 28

~~CONFIDENTIAL~~

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

4297

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<p>CRIMINAL CASES</p> <p>Closed in 2003 related papers, not including docket sheets</p> <p>(PERMISSION TO STRIP)</p>	2219	Sec. IV 2a, b, c	1/1/03 thru 12/31/03	115		

Destruction Approved by Hall of Records Commission

27 MAR 07
Date

Edward C. Spang
State Archivist

Destruction Certification

Arthur J. [Signature]
Signature of Court Official

09-01
ADMIN CLERK
Title

9/12/07
Date

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JAN 26 2007
MARYLAND STATE ARCHIVES

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✓ 4297

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<p>CRIMINAL CASES</p> <p>Closed in 2003 related papers, not including docket sheets</p> <p>(PERMISSION TO STRIP)</p>	2219	Sec. IV 2a, b, c	1/1/03 thru 12/31/03	115		

Destruction Approved by Hall of Records Commission

27 mar 07
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certification

Arthur H. Paul
Signature of Court Official

09-01
ADMIN CLERK
Title

9/12/07
Date

RECEIVED
SEP 28 1964

SEP 28

SEP 28 1964

4299

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SERIOUS TRAFFIC CASES Closed in 2003 (PERMISSION TO DESTROY)	2219	SEC. IV 2 a., b.	1/1/03 - 12/31/03	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07

Date

Edward C. Papenfuss
State Archivist

Arthur J. Pando
Signature of Court Official

09-01
ADMIN CLERK
Title

9/12/07
Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED
SEP 28 1958

SEP 28

RECEIVED

4299

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SERIOUS TRAFFIC CASES <u>Closed in 2003</u> (PERMISSION TO DESTROY)	2219	SEC. IV 2 a., b.	1/1/03 - 12/31/03	2		

Destruction Approved by Hall of Records Commission

Destruction Certification 09-01

27 Mar 07
Date

Edward C. Spencer
State Archivist

Arthur G. Porter
Signature of Court Official

ADMIN CLERK
Title

9/12/07
Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED
JAN 26 2007
MARYLAND STATE ARCHIVES

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SEP 28 2007

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RECEIVED
SEP 28 2007

4299

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SERIOUS TRAFFIC CASES Closed in 2003 (PERMISSION TO DESTROY)	2219	SEC. IV 2 a., b.	1/1/03 - 12/31/03	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07

Date

Edward C. Papenfort
State Archivist

Arthur H. [Signature]
Signature of Court Official

09-01
ADMIN. CLERK
Title

9/12/07
Date

Instructions for Preparation and Submission on Reverse Side

~~CONFIDENTIAL~~

SEP 28

~~CONFIDENTIAL~~

4304

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

1/10/07
DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Expunged Cases <u>Closed in 2003</u>	2219	Sec. IV 2 d.	1/1/03 thru 12/31/03	8		
	(PERMISSION TO DESTROY)						

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Arthur [Signature]
Signature of Court Official

09-01
ADUM CLERK
Title

9/12/07
Date

~~CONFIDENTIAL~~

SEP 28

~~CONFIDENTIAL~~

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

4304

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

COURT

COUNTY

DATE

1/10/07

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Expunged Cases <u>Closed in 2003</u>	2219	Sec. IV 2 d.	1/1/03 thru 12/31/03	8		
	(PERMISSION TO DESTROY)						

Destruction Approved by Hall of Records Commission

27 Mar 07

Date

Edward C. Popowich

State Archivist

Destruction Certification 09-01

Arthur G. Ford III

Signature of Court Official

ADMIN CLERK

Title

1/12/07

Date

RECEIVED
JAN 26 2007
MARYLAND STATE ARCHIVES

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SEP 28

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4304

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Expunged Cases <u>Closed in 2003</u>	2219	Sec. IV 2 d.	1/1/03 thru 12/31/03	8		
	(PERMISSION TO DESTROY)						

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. Kasper
State Archivist

Destruction Certification

Arthur G. Paul
Signature of Court Official

09-01
ADJUN CLERK
Title

9/2/07
Date

SEP 25

4312

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6 Montgomery 01/17/07
 COURT COUNTY DATE

APR - 2 2007

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic File Folders	2219	2	Year of 2001	35		Landfill Shred

Destruction Approved by Hall of Records Commission

27 Mar 07 Edward C. Papenfuss
 Date State Archivist

Destruction Certification

[Signature] Admin Clk 1/30/08
 Signature of Court Official Title Date

[Faint, illegible text, possibly a name or address]

MAR 12 1908 *WJ*

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

4312

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6
 COURT
 Montgomery
 COUNTY
 01/17/07
 DATE

APR - 2 2007

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic File Folders	2219	2	Year of 2001	35		Landfill Shred

Destruction Approved by Hall of Records Commission

27 mar 07
 Date
 Edward C. Papenfuss Jr.
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official
 Admin Clk
 Title
 1/30/08
 Date

MAR 12

WJ

4301

2002

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	LANDLORD/TENANT CASES Non-money judgments	2219	SEC.VI	2003	7	2/26/08	shredded

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. Papenfort
State Archivist

Destruction Certification

Cynthia Y. Duda
Signature of Court Official

ADMIN CLERK
Title

3/4/08
Date

~~CONFIDENTIAL~~
~~RESTRICTED SECTION~~

MAR 12 *W8*

~~CONFIDENTIAL~~

CONFIDENTIAL *RESTRICTED SECTION*

4/30/

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

2002

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	LANDLORD/TENANT CASES Non-money judgments	2219	SEC.VI	2003	7	2/26/08	shredded

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. Lopez
State Archivist

Destruction Certification

Carla G. Foster
Signature of Court Official

ADMIN CLERK
Title

3/4/08
Date

~~RECEIVED~~

MAR 12 *ms*

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RECEIVED
JAN 26 2007
MARYLAND STATE ARCHIVES

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4302

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.

1/10/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
✓	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 Landfill
					35		

Destruction Approved by Holl of Records Commission

27 Mar 07
Date

Edward C. Spangher
State Archivist

Destruction Certification

Quinn H. Daulton
Signature of Court Official

ADMIN CLERK
Title

3/4/08
Date

DEPARTMENT OF THE ARMY
HEADQUARTERS
WASHINGTON, D. C.
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON, D. C.

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Check for \$100.00

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

4302

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MD, #09 HARFORD CO.

1/10/07

COURT

COUNTY

DATE

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

Destruction Approved by Hall of Records Commission

27 Mar 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Antoinette H. Clark ADMIN CLERK
Signature of Court Official Title

3/4/08
Date

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MAR 12
2008

RECEIVED
JAN 26 2007
MARYLAND STATE ARCHIVES

Case 11-10000-0000

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

3719

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2005

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	2219		2001	12	4/10/2006	LANDFILL
		II	2				
		III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Papenfuss

Cheryl B. Miller

County Clerk

4/10/2006

Date

State Archivist

Signature of Court Official

Title

Date



[Handwritten signature]

APR 26 - 2006

NO. 11 133

PERSONNEL MANAGEMENT
DIVISION

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

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

3719

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2005

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	2219		2001	12	4/10/2006	LANDFILL
		II	2				
		III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 15 2004

Edward C. Saperstein

Cheryl B. Miller

County Clerk

4/10/2006

Date

State Archivist

Signature of Court Official

Title

Date

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APR 24 2006

RECORDS MANAGEMENT
Division

4005

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-TR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2002	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	1	↓	↓
					35.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

4/13/2006

Date



APR 24 2006

RECORDS MANAGEMENT
DIVISION

405

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-TR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2002	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	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

4/13/2006

Date

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RECORDS MANAGEMENT
DIVISION

4006

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-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	2219		2002	12	4/10/2006	LANDFILL
		II	2				
		III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Sponauger
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

4/13/2006
Date

APR 24 2006

RECORDS MANAGEMENT
CALIFORNIA

4006

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-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	2219	2	2002	12	4/10/2006	Landfill
		II	2				
		III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

4/13/2006
Date

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JAN 9 2006
MARYLAND STATE ARCHIVES

APR 24 *W4*

WORKS MANAGEMENT
DIVISION

4007

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-CR-2-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2002	2	4/13/2006	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Cheryl B. Miller County Clerk 4/13/2006
Signature of Court Official Title Date

~~CONFIDENTIAL~~

APR 24 1966

RECORDS MANAGEMENT
DIVISION

4007

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-CR-2-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2002	2	4/13/2006	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Papenfuss

State Archivist

Cheryl B. Miller County Clerk

Signature of Court Official

County Clerk

Title

4/13/2006

Date

MARYLAND STATE ARCHIVES
JAN 9 2009
RECEIVED

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APR 24

Jill

GLORYS MANAGEMENT
DALLAS, TX

4008

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-CR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2002	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		
					46.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

4/13/2006
Date

~~CONFIDENTIAL~~

APR 24 2wb

COOLS MANAGEMENT
DIVISION

408

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-CR-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2002	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	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Edward C. Papenfuss

Cheryl B. Miller

County Clerk

4/13/2006

Date

State Archivist

Signature of Court Official

Title

Date

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JAN 9 2008
MARYLAND STATE ARCHIVES

APR 24 2006
RECORDS MANAGEMENT
DIVISION

4009

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-CV-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2002	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		
					30.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

4/13/2006
Date



APR 24 2006

RECORDS SECTION
FBI/DOJ

4009

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-CV-1-06

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	1, 2, 3	2002	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06

Date

Edward C. Saperstein

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

4/13/2006

Date

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APR 24 2006

PROPERTY MANAGEMENT
DIVISION

4010

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2002		4/13/2006	Shredded
	Certificates of Deposit	V	1 a, b, c		13	↓	↓
	Closed Transcript Records		1 a		1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				4		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date
Edward C. Soper
State Archivist

Cheryl B. Miller County Clerk 4/13/2006
Signature of Court Official Title Date

~~CONFIDENTIAL~~

APR 24 *Jwb*

RECORDS MANAGEMENT
DIVISION

4010

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2002		4/13/2006	Shredded
	Certificates of Deposit	V	1 a, b, c		13	↓	↓
	Closed Transcript Records		1 a		1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				4		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06
Date

Edward C. Saperstein
State Archivist

Cheryl B. Miller
Signature of Court Official

COUNTY CLERK
Title

4/13/2006
Date

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JAN 9 2006
MARYLAND STATE ARCHIVES

APR 24 2006
RECORDS MANAGEMENT
DIVISION

4237

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

D.C. Cert. 3-2-F-1-07

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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 Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2003			Shredded NOV 19 2007
	Certificates of Deposit	V	1 a, b, c		13		
	Closed Transcript Records		1 a		1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Refund Request Forms				1		
	Petty Cash Reimbursements				25 22.50		

Destruction Approved by Hall of Records Commission

Destruction Certification

11 Dec 06

Edward C. [Signature]

Cheryl B. Miller County Clerk

11/19/2007

Date

State Archivist

Signature of Court Official

Title

Date

1877

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W

4237

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

D.C. Cert. 3-2-F-1-07

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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 Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2003			Shredded
	Certificates of Deposit	V	1 a, b, c		13		
	Closed Transcript Records		1 a		1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25	NOV 19 2007	
	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		
	Petty Cash Reimbursements				.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

11 Dec 06

Date

Edward C. Saperstein Jr

State Archivist

Cheryl B. Miller County Clerk

Signature of Court Official

County Clerk

Title

11/19/2007

Date

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DEC 18 1907

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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-CV-1-07

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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 Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						Shredded NOV 19 2007
	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		
	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 30.50		

Destruction Approved by Hall of Records Commission

Destruction Certification

11 Dec 06

Date

Edward C. [Signature]

State Archivist

Cheryl B. Miller County Clerk

Signature of Court Official

Title

11/19/07

Date

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

D.C. Cert. 3-2-CV-1-07

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2007

Cheryl B. Miller, County Clerk

COURT

COUNTY

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						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 19 2007	
	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

11 Dec 06 Edward C. Spangher

Cheryl B. Miller County Clerk 11/19/07

Date

State Archivist

Signature of Court Official

Title

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

D.C. Cert. 3-2-CR-1-07

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2007

Cheryl B. Miller, County Clerk

COURT

COUNTY

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						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 19 2007	
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2003	3		
	Management Reports	2219 I	1d	2003	1 46.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

11 Dec 06

Edward C. Papenfuss

Cheryl B. Miller County Clerk

11/19/07

Date

State Archivist

Signature of Court Official

Title

Date

10/10/18

10/10/18

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Hall of Records Commission
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7275 WATERLOO RD., P.O. Box 275
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 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 Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
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	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2003	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2003	3		
	Management Reports	2219 I	1d	2003	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

11 Dec 06

Edward C. Saperstein

Date

State Archivist

Cheryl B. Miller COUNTY CLERK 11/19/07

Signature of Court Official

Title

Date

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DEC 18 2007

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