

4018

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Summary Ejectment Non-Money Judgment	2219	Set II Item 2	2002	5	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Spangenberg
State Archivist

Destruction Certificate

Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

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SEP 19
RECORDS MANAGEMENT
SECTION

22

4018

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Summary Ejectment Non-Money Judgment	2219	Section II Item 2	2002	5	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate

Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

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JAN 9 2006
MARYLAND STATE ARCHIVES

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SEP 18 2006
RECORDS MANAGEMENT
BALTIMORE, MD

4019

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Traffic Records FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	Section Item ~	2002	3	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06 Edward C. Papenfuss Jr
Date State Archivist

Destruction Certificate
Sara Snyder County Clerk 9-1-06
Signature of Court Official Title Date

RECORDS MANAGEMENT
SEP 18
2016

4019

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Traffic Records FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	Section 4 Item 2	2002	3	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Pappas
State Archivist

Destruction Certificate
Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

RECORDS MANAGEMENT
SEP 18
Baltimore
John

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JAN 9 2006
MARYLAND STATE ARCHIVES

4020

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	Sect II Item 2	2002	36	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06 Edward C. Papenfuss
Date State Archivist

Destruction Certificate
Sara Snyder County Clerk 9-1-06
Signature of Court Official Title Date

SEP 18
DML

4020

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	Sect II Item 2	2002	36	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Popper
State Archivist

Destruction Certificate

Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

RECORDS MANAGEMENT
SEP 18
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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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	<i>Sect IV</i> 2	2002	26	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Destruction Certificate
Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

RECORDS MANAGEMENT
SEP 18
JPM

4021

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	Sect IV, 2	2002	26	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate
Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

RECORDS MANAGEMENT
SEP 18
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MARYLAND STATE ARCHIVES

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Hall of Records Commission
Records Management Division
7275 Waterloo Rd.
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Jessup, MD 20794-0275

Proposal and Certificate of Records Destruction

District Court 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Expungements Criminal Cases	2219	Sect IV, 2d	2002	2	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate

Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

RECORDS MANAGEMENT

SEP 18

2006

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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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Expungements Criminal Cases	2219	Sect IV, 2d	2002	2	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Pappas Jr
State Archivist

Destruction Certificate
Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

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Hall of Records Commission
Records Management Division
7275 Waterloo Rd.
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Jessup, MD 20794-0275

Proposal and Certificate of Records Destruction

District Court 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Fiscal Records	2219	Sect. 5, 2	2002	12	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Destruction Certificate

Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

SEP 18 2006
RECORDS MANAGEMENT

4023

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Fiscal Records	2219	<u>Sect V,</u> 2	2002	12	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss Jr.
State Archivist

Destruction Certificate
Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

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MARYLAND STATE ARCHIVES

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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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	RDAT Tapes Log Sheets to be sent to landfill	2219	SECRET 2 Item 2	2002	2	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Pappas Jr
State Archivist

Destruction Certificate

Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

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2002

STUDIOS MANAGEMENT
SOLICITORS

4024

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	RDAT Tapes Log Sheets to be sent to landfill	2219	Sec A1 2 Item 2	2002	2	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06 Edward C. Papenfuss
Date State Archivist

Destruction Certificate

Sara Snyder County Clerk 9-1-06
Signature of Court Official Title Date

SEP 18 - 2006
RECORDS MANAGEMENT
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MARYLAND STATE ARCHIVES

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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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource Cases FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	Section IV 2 Item	2002	3	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss Jr
State Archivist

Destruction Certificate

Dana Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

RECORDED

SEP 18 706

RECORDS MANAGEMENT
SECTION

4025

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 1102 Washington County December 8, 2005

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, Shred, Landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource Cases FOR STRIPPING ONLY-RETAIN DOCKETS PERMANENTLY	2219	<u>Section IV</u> 2 item	2002	3	9-1-06	Landfill

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Papenfuss
State Archivist

Destruction Certificate
Sara Snyder
Signature of Court Official

County Clerk
Title

9-1-06
Date

SEP 18 2006
RECORDS MANAGEMENT
SECTION

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JAN 9 2006
MARYLAND STATE ARCHIVES

4316

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expired Civil judgments and expired rent judgments FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section II	2003	2	7-24-07	Shred Landfill <i>MS</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

21 Mar 07
Date
Edward C. Papenfuss
State Archivist

Daria Snyder
Signature of Court Official
County Clerk
Title
7-25-07
Date

RECEIVED
DISTRICT COURT MD #11
HAGERSTOWN
9T:11W 5-16

240-420-4647

207

4316

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expired Civil judgments and expired rent judgments FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section II	2003	2	7-24-07	Shred Landfill <i>hfs</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date
Edward C. Papenfuss
State Archivist

Sara Snyder
Signature of Court Official
County Clerk
Title
7-25-07
Date

RECEIVED
DISTRICT COURT MD #11
HAGERSTOWN
AM 11:16

RECEIVED
240-420-4647

RECEIVED
MAY 6 2007
MARYLAND STATE ARCHIVES

MAY 13 2007

4317

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records Parking Citations FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Item 2 a, b, c	2003	20	7-24-07	Shred Landfill <i>JS</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07
Date

Edward C. Papenfuss
State Archivist

DIST. COURT MD # 11003 1510
HAGERSTOWN
07 APR - 5 AM 11:16

Sara Snyder
Signature of Court Official

County Clerk
Title

7-25-07
Date

240-420-4647

RECEIVED

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NOV 13 - 2007

~~CONFIDENTIAL~~

4317

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records Parking Citations FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Item 2 a, b, c	2003	20	7-24-07	Shred Landfill <i>sf</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07 Edward C. [Signature] Sara Snyder County Clerk 7-25-07
 Date State Archivist Signature of Court Official Title Date

RECEIVED
 APR - 5 AM 11:16
 DIST. COURT MD #11
 HAGERSTOWN

240-420-4647

MARYLAND STATE ARCHIVES
MAR 6 2007
RECEIVED

[Faint handwritten text]
AUG 23 2007
[Signature]

4318

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain <i>Dismissed/Satisfied</i> FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	<i>Section II Item 2</i>	2003	38	7-24-07	Shred Landfill <i>df</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

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

Sara Snyder
Signature of Court Official
County Clerk
Title
7-25-07
Date

240-420-4647

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LIBRARY

4318

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain <i>Dismissed/Satisfied</i> FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	<i>Section II Item 2</i>	2003	38	<i>7-24-07</i>	<i>Shred Landfill hpf</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

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

Sara Snyder County Clerk 7-25-07
Signature of Court Official Title Date

240-420-4647

MARYLAND STATE ARCHIVES
MAR 6 2007
RECEIVED

MARYLAND STATE ARCHIVES
MAR 21 2007
RECEIVED

AUG 13 2007
RECORDS MANAGEMENT

4319

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Summary Ejectment Non-money judgment FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section II item 2	2003	5	7-24-07	Shred Landfill <i>sp</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

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

Sara Snyder
Signature of Court Official
County Clerk
Title
7-25-07
Date

240-420-4647

AUG 13 — ZW 7

RECEIVED
MAY 19 1944

4319

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Summary Ejectment Non-money judgment FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section II Item 2	2003	5	7-24-07	Shred Landfill <i>ds</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

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

Sara Snyder County Clerk 7-25-07
Signature of Court Official Title Date

240-420-4647

MARYLAND STATE ARCHIVES
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MAY 6 2007

MARYLAND STATE ARCHIVES
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MAY 21 2007

AUG 13 967

MARYLAND STATE ARCHIVES

4320

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2 a,b,c,f	2003	26	7-24-07	Shred Landfill <i>lg</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07 Edward C. Spang
Date State Archivist

Dara Snyder County Clerk 7-25-07
Signature of Court Official Title Date

RECEIVED
APR - 5 AM 11:16
HAGERSTOWN
DISTRICT COURT MD

240-420-4647

AUG 18

2007

4320

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2 a,b,c,f	2003	26	7-24-07	Shred Landfill sfj

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07 Edward C. Papenfuss
Date State Archivist

Sara Snyder County Clerk 7-25-07
Signature of Court Official Title Date

240-420-4647

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07 APR - 5 AM 11:16
#11

MARYLAND STATE ARCHIVES
MAR 6 2007
RECEIVED

[Faint handwritten notes]
AUG 13 2007
RECEIVED MARYLAND STATE ARCHIVES

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expungements Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2 d,e	2003	2	7-24-07	Shred Landfill sp

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07 Edward C. Paperfuss Sara Snyder County Clerk 7-25-07
 Date State Archivist Signature of Court Official Title Date

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240-420-4647

1887

AUG 18 207

U.S. DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

4321

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expungements Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2 d,e	2003	2	7-24-07	Shred Landfill <i>sp</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07 Edward C. Papenfuss
Date State Archivist

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DISTRICT COURT MD #11
HAGERSTOWN
APR 5 AM 11:16

Sara Snyder County Clerk 7-25-07
Signature of Court Official Title Date

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AUG 13 2007

4322

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2 a,b,c,f	2003	3	7-24-07	Shred Landfill sp

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date
Edward C. Saperstein
State Archivist

Dave Snyder
Signature of Court Official
County Clerk
Title
7-25-07
Date

RECEIVED

240-420-4647

AUG 13 2007
RECEIVED
OFFICE

4322

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2 a, b, c, f	2003	3	7-24-07	Shred Landfill <i>sf</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

27 mar 07 Edward C. Pappas
Date State Archivist

RECEIVED
DIST. COURT MD #11
11 APR 5 AM 11:16

Sara Snyder County Clerk 7-25-07
Signature of Court Official Title Date

240-420-4647

MARYLAND STATE ARCHIVES
MAR 6 2007
RECEIVED

AUG 13
LW7

4323

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Fiscal Records	2219	Section V Item 1. Accounting c. miscellaneous	2003	12	7-24-07	Shred Landfill SJS

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07
Date

Edward C. Popper
State Archivist

Dana Snyder
Signature of Court Official

County Clerk
Title

7-25-07
Date

240-420-4647

RECEIVED
U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
DENVER, COLORADO

AUG 13 2007

RECORDS MANAGEMENT
SECTION

4323

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Fiscal Records	2219	Section V Item 1. Accounting C. miscellaneous	2003	12	7-24-07	Shred Landfill <i>sf</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07
Date

Edward C. Papenfuss
State Archivist

Sara Snyder
Signature of Court Official

County Clerk
Title

7-25-07
Date

240-420-4647

RECEIVED
MAR 29 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 6 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 21 2007
MARYLAND STATE ARCHIVES

RECEIVED
AUG 28 2007
MARYLAND STATE ARCHIVES

2007

4324

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	DVD recordings FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Sections II - Item 2 IV - Item 2 a, b	2003	1	7-24-07	Shred Landfill sj

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date

Edward C. Papenfuss
State Archivist

Sara Snyder
Signature of Court Official

County Clerk
Title

7-25-07
Date

240-420-4647

NOV 13 1907

AUG 13 2007

RECORDS MANAGEMENT
SERIALS

4324

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

Proposal and Certificate of Records Destruction

Court: District Court 11-02 County: Washington Date: January 18, 2007

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	DVD recordings FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Sections II - Item 2 IV - Item 2 a., b.	2003	1	7-24-07	Shred Landfill <i>js</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

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

Sara Snyder
Signature of Court Official
County Clerk
Title
7-25-07
Date

240-420-4647

MARYLAND STATE ARCHIVES
MAR 6 2007
RECEIVED

MARYLAND STATE ARCHIVES
MAR 21 2007
RECEIVED

~~RECEIVED~~

AUG 13 2007
RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 7273 WATERLOO RD., P.O. Box 275
 JESSUP, MD 20794-0273

3007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland
 COURT

Dorchester ~~02~~-01
 COUNTY

01/15/2002
 DATE

1997 - Accession
 03A131

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.				
	Stripped Criminal - Inside Material Only	975	IV	1996-1998	25 Cubic Feet	12/15/02	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2002

Date

Edward C. Spencer

State Archivist

Barbara J. Johnson

Signature of Court Official

Louise C. Clark

Title

2/25/2003

Date

RECEIVED

JUN 22 - 2ab

RECEIVED

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 7273 WATERLOO RD., P.O. Box 275
 JESSUP, MD 20794-0273

3007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Dorchester *02-01* 01/15/2002
 COURT COUNTY DATE

1997- Accession
 03A131

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.				
	Stripped Criminal - Inside Material Only	975	IV	1996-1998	25 Cubic Feet	12/15/02	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2002

Date

Edward C. Papacostas

State Archivist

Marlene J. Johnson

Signature of Court Official

Forresty Clark 2/25/2003

Title

Date

ST. LOUIS, MO

JAN 27 2006

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 7273 WATERLOO RD., P.O. Box 275
 JESSUP, MD 20794-0273

3860

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland
 COURT

Dorchester
 COUNTY

04/27/205
 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.				
	Stripped Civil - Inside Material Only	2219 975 Sec II	1	1987-2001	48 Cubic Feet		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. [Signature]
 State Archivist

Darlene E. Johnson [Signature]
 Signature of Court Official

County Clerk [Signature]
 Title

8/25/06
 Date

Cambridge 2-1

RECEIVED
SEP 18

9/18/6

[Faint handwritten signature]

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 7273 WATERLOO RD., P.O. Box 275
 JESSUP, MD 20794-0273

3860

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Dorchester 04/27/2005
 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.				
	Stripped Civil - Inside Material Only	<i>du</i> 2219 975 Sec II	1	1987-2001	48 Cubic Feet		<i>Landfill</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. Paganoni Jr.
 State Archivist

Darlene E. Johnson
 Signature of Court Official

County Clerk
 Title

8/25/06
 Date

RECEIVED
MAY 18 1968

726

RECEIVED
MAY 18 1968

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 7273 WATERLOO RD., P.O. Box 275
 JESSUP, MD 20794-0273

3861

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland
 COURT

Dorchester
 COUNTY

04/27/2005
 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.				
	Stripped Criminal - Inside Material Only	2219 875 Sec IV	2a,b,c	1/1/98 thru 12/31/98 1/1/99 thru 12/31/99 1/1/00 thru 12/31/00	12 Cubic Feet 12 Cubic Feet 12 Cubic Feet		Landfill

30

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. Pappas

State Archivist

Dorlene E. Johnson

Signature of Court Official

County Clerk

Title

8/25/00

Date

Cambridge 27

RECORDS MANAGEMENT
SECTION

MC

SEP 18



RECEIVED

MAY 4 2005

MARYLAND STATE ARCHIVES

RECEIVED

MAY 9 2005

MARYLAND STATE ARCHIVES

Handwritten signature or text at the bottom of the page.

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7273 WATERLOO RD., P.O. Box 275
 JESSUP, MD 20794-0273

3861

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Dorchester 04/27/205
 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.				
	Stripped Criminal - Inside Material Only	<i>esu</i> 2219 875 Sec IV	2a,b,c	1/1/98 thru 12/31/98 1/1/99 thru 12/31/99 1/1/00 thru 12/31/00	12 Cubic Feet 12 Cubic Feet 12 Cubic Feet		<i>Landfill</i>

Destruction Approved by Hall of Records Commission

Destruction Certification

MAY 12 2005

Date

Edward C. Papenfuss
 State Archivist

Darlene E. Johnson
 Signature of Court Official

County Clerk
 Title

8/25/00
 Date

RECORDS MANAGEMENT
DIVISION

SEP 18 1966

100-100000-100000

4026

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - Montgomery Co.
Court *DEC 30 2005* County *Rockville MD 20850*

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.				
	<i>Traffic File Folder year 2001</i>	<i>2219</i>	<i>Set IV Items 2a. + 2b.</i>	<i>2001</i>	<i>45 bts.</i>		

Destruction Approved by Hall of Records Commission
2 Feb 06
Date
Edward C. Lopez
State Archivist

Destruction Certification
DR Bell
Signature of Court Official
Supv I
Title
2-13-06
Date

MAR 1 2016
RECORDS MANAGEMENT
FBI/DOJ

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

4026

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - Montgomery Co.
 Court
 DEC 30 2005
Rockville MD 20850
 County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<i>Traffic File Folder year 2001</i>	<i>2219</i>	<i>Sec IV Items 2a. + 2b.</i>	<i>2001</i>	<i>45 bts.</i>		

Destruction Approved by Hall of Records Commission

2 Feb 06
 Date

Edward C. [Signature]
 State Archivist

Destruction Certification

DR Bell
 Signature of Court Official

Supv. J.
 Title

2-13-06
 Date

MARYLAND STATE ARCHIVES
JAN 11 2008
RECEIVED

MAR 1 2006
MARYLAND STATE ARCHIVES

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

4027

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - Montgomery Co.
 Court DEC 30 2005 County Rockville MD 20850

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 Year 2000	2219	Sec IV Items 2a + 2b	2000	(42 bxs)		

Destruction Approved by Hall of Records Commission
 2 Feb 06
 Date
 Edward C. [Signature]
 State Archivist

Destruction Certification
 [Signature]
 Signature of Court Official
 Title
 2/13/06
 Date



[Faint, illegible stamp]
MAR 1 2006
RECORDS MANAGEMENT
DIVISION

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

4027

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - Montgomery Co.
Court DEC 30 2005 County *Rockville MD 20850*

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.				
	<i>Traffic File Folders Year 2000</i>	<i>2219</i>	<i>Sec IV Items 2a. + 2b.</i>	<i>2000</i>	<i>(42 bxs)</i>		

Destruction Approved by Hall of Records Commission

2 Feb 06
Date

Edward C. Spangenberg
State Archivist

Destruction Certification

DR Bell
Signature of Court Official

Supv.
Title

2/13/06
Date

RECEIVED
JAN 11 2006
MARYLAND STATE ARCHIVES

MAR 1 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

3943

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Prince Georges 05

7 October 2005

Accession # 99A139

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Microfilm and Destroy (MD Rule 16-505)	2219	Sect IV Items 1 and 2	1994	51 62	MAR - 1 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 09 2005

Date

Edward C. Papenfuss
 State Archivist

[Signature]
 Signature of Court Official
 Crantow

Supv. Records
 Title

MAR - 2 2006

Date

MAR 10 1944

MAR 10

U.S. DEPARTMENT OF THE ARMY
HEADQUARTERS
WASHINGTON, D.C.

sub

3943

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

Prince Georges 05

7 October 2005

Accession # 99A139

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Microfilm and Destroy (MD Rule 16-505)	2219	Sect IV Items 1 and 2	1994	51 62	MAR - 1 2006	Landfill

Destruction Approved by Hall of Records Commission

NOV 09 2005

Date

Edward C. Papenfuss Jr.
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
Cranford

Supv. Records
Title

MAR - 2 2006

Date

RECEIVED
OCT 19 2005
MARYLAND STATE ARCHIVES

100-100000

MAR 10 *sub*

305 MANAGEMENT
DIVISION

100-100000

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

4/202

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit
 COURT

Montgomery
 COUNTY

July 31, 2006
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1	Original recorded deeds, deeds of trust, releases, assignments, etc.	2230	Section VII 4	2003	4.0	8/30/06	Shred

Destruction Approved by Hall of Records Commission

16 Aug 06
 Date

Edward C. Spangenberg
 State Archivist

Destruction Certification

Molly Q Ruhl
 Signature of Court Official

Clerk
 Title

8/28/06
 Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P.O. BOX 275, 7275 WATERLOO ROAD (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 THE TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

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

RECORDS MANAGEMENT
SEP 18
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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

1133

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #6 Montgomery County 3 May 2006

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	2d and e	1/2001 - 12/2001	55	22 Sep 06	To be shredded

Destruction Approved by Hall of Records Commission

6/2/06
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Mark A. [Signature]

Signature of Court Official

Angela [Signature]
Title

SHredded
9/22/06
Date

RECORDS MANAGEMENT

Oct 16 2006

10/16/06

10/16/06

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

1133

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #6 Montgomery County 3 May 2006

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	2d and e	1/2001 - 12/2001	55	22 Sep 06	To be shredded

Destruction Approved by Hall of Records Commission

6/2/06
Date

Edward C. Papenfort
State Archivist

Destruction Certification

Mark P. ...
Signature of Court Official

Sally ...
Title

SHredded
9/22/06
Date

RECORDS MANAGEMENT

Oct 10 2016

RECORDS MANAGEMENT
DIVISION

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

4134

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #6 Montgomery County 3 May 2006

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	2d and e	1/2002 - 12/2002	52	22 Sep 06	To be shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

6/2/06

Date

Edward C. Papenfuss Jr.

State Archivist

Mark D. Sellman

Signature of Court Official

Supply Officer

Title

SHredded

9-29-06

Date

RECEIVED

OCT 16 2010

RESEARCH MANAGEMENT
DIVISION

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

4134

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #6 Montgomery County 3 May 2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records - Expunged Cases	2219	2d and e	1/2002 - 12/2002	52	22 Sep 06	To be shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

6/2/06
Date

Edward C. Lopez
State Archivist

Mark D. Selman
Signature of Court Official

Supply Officer
Title

SHredded
9-29-06
Date

WORLDWIDE MANAGEMENT
PHILADELPHIA

07/16 JWB

07/16 JWB

07/16 JWB

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

4135

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #6 Montgomery County 3 May 2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records- Expunged Cases	2219	2d and e	1/2003 - 12/2003	74	22 Sep 06	To be shredded

Destruction Approved by Hall of Records Commission

6/2/06

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Walter J. Allmon

Signature of Court Official

Supervisor

Title

SARE DDED

9/29/06

Date

RECORDS MANAGEMENT
DIVISION

074 30 Jul

RECORDS MANAGEMENT
UNIT

Oct 16 2011

2011 OCT 16 10 10 AM

2011 OCT 16 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

4214

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Accession 02A78

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only)	2219	Sect II	1993	36	JAN - 4 2007	Landfill

Destruction Approved by Hall of Records Commission

31 AUG 04
 Date Edward C. Papenfuss Jr.
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official
 GARY F. CRANFORD
 Title Supervisor, Records
 Date JAN - 4 2007

JAN 16 1967

W7

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

4214

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Montgomery County Civil Div 11 Aug 2006 Accession 02A78
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only)	2219	Sect II	1993	36	JAN - 4 2007	Landfill

RECEIVED
 JESSUP STATE ARCHIVES
 AUG 11 2006

Destruction Approved by Hall of Records Commission

31 Aug 06.
 Date

Edward C. Pappas
 State Archivist

Destruction Certification

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

Supervisor, Records
 Title
 JAN - 4 2007
 Date

RECEIVED
AUG 21 2006
MARYLAND STATE ARCHIVES

JAN 16 2007
RECORDS MANAGEMENT
DIVISION

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

4296

DISTRICT COURT #6

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR 6 10 37 AM '07

District Court of Maryland for Montgomery County 29 December 2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CLOSED Landlord/Tenant Failure-to-pay rent cases	2219	Sect. II Item 2	2003	15	4-19-07	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

2007 APR 5 2 36 PM
 Edward C. [Signature]
 State Archivist

[Signature]
 Signature of Court Official

[Signature]
 Title

4/6/07
 Date

RECEIVED

MAY 9 2007

MANAGEMENT
DIVISION

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

4296

DISTRICT COURT #6

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

APR 6 10 37 AM '07

District Court of Maryland for Montgomery County 29 December 2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CLOSED Landlord/Tenant Failure-to-pay rent cases	2219	Sect. II Item 2	2003	15	4-19-07	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07
Date

Edward C. [Signature]
State Archivist

Diana L. Brown [Signature]
Signature of Court Official

Supervisor [Signature]
Title

4/6/07
Date

RECEIVED
DISTRICT COURT #6
MONTGOMERY COUNTY
STATE ARCHIVIST

RECEIVED

MAY 4 2007

ACCOUNTS MANAGEMENT
CENTRAL

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

4399

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Montgomery County Civil Div 6 April 2007

Accession 03A018

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only; retain dockets and indices permanently)	2219	Sect II Item 2	1995	39	MAY - 4 2007	Landfill

Destruction Approved by Hall of Records Commission

3 May 07
Date

Edward C. [Signature]
State Archivist

Gary F. Cranford

Destruction Certification

[Signature]
Signature of Court Official

Title

JUN - 1 2007
Date

IH

1944

1944

1944

1944

207

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

4399

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Montgomery County Civil Div 6 April 2007

Accession 03A018

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only; retain dockets and indices permanently)	2219	Sect II Item 2	1995	39	MAY - 4 2007	Landfill

Destruction Approved by Hall of Records Commission

3 May 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official

JUN - 1 2007
Title Date

RECEIVED
APR 19 2007
MARYLAND STATE ARCHIVES

RECEIVED
APR 10 2007
MARYLAND STATE ARCHIVES

LM
APR 2 2007

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

4432

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County Civil Div 2 May 2007
 COURT COUNTY DATE

Accessions 02A145
 02A138

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only)	2219	Sect II Item 2	1994	176	MAY 29 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
 Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Gary F. Cranford

Signature of Court Official

Title

JUN -1 2007
 Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

RECEIVED

JUN 7 1967

RECORDS MANAGEMENT
UNIT 23

67-1-1000

67-1-1000

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

4432

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County Civil Div 2 May 2007

Accessions 02A145
 02A138

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only)	2219	Sect II Item 2	1994	176	MAY 29 2007	Landfill

Destruction Approved by Hall of Records Commission

18 May 07
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official

JUN - 1 2007
Title Date

I H.

RECEIVED
MAY 8 2007
MARYLAND STATE ARCHIVES

~~CONFIDENTIAL~~

JUN 2 2007

RECORDS MANAGEMENT
1-800-333-3333

4441

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

Accessions 98A12
98A11
02A44
05A04

District Court of MD for Montgomery County Civil Div 11 June 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1992	202	1 Aug 2007	Landfill

Destruction Approved by Hall of Records Commission

24 July 07
Date

Edward C. Cooper
State Archivist

Gary F. Crawford

Destruction Certification

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

AUG 10 2007
Date

IH.

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

100-100000

Wm
AUG 13 1964
H. H. H. H.

LIBRARY OF THE UNIVERSITY OF CHICAGO
540 EAST 57TH STREET
CHICAGO, ILL. 60637

Wm

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

2/4/1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accessions 98A12
 98A11
 02A44
 05A04

District Court of MD for Montgomery County Civil Div 11 June 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1992	202	1 Aug 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

24 June 07.
Date

Edward C. Gump
State Archivist

Gary F. Cranford
Signature of Court Official

Supervisor, District Court Records
Title
AUG 10 2007
Date

IH

RECEIVED
JUN 18 1937
HAWAIIAN STATE ARCHIVES

1937

1937

Wm. H. Bishop
JUN 18 1937

RECEIVED
JUN 18 1937

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

4339

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County Civil Div 5 February 2007
 COURT COUNTY DATE

Accession 96A27

96A26

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only)	2219	Sect II Item 2	1991	165	19 April 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

4/11/07
Date

Edward C. Papenfuss
State Archivist

[Signature]
Signature of Court Official
GARY F. CRANFORD

Supervisor, Records
Title

APR 20 2007
Date

MAY 4 2007

ADDRESS MANAGEMENT
EDUCATION

RECEIVED
MAY 31 2007
MARYLAND STATE ARCHIVES

RECEIVED
MAR 4 2007
MARYLAND STATE ARCHIVES

MAY 8 2007

RECORDS MANAGEMENT
DIVISION

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

4440

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit

Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Case Files 27060 sporadically thru 95353 (For Subtypes - 15 And 16 That Are All Nolled With A Disposition Date Between 05/2001 And 6/04/2002) Subtypes 15 - Indictment 16 - Information	2330 Pg.21 of 36 Section IV	1. A.	10-09-1981 thru 4-08-2002	1.5	8-03-2007	shred
	Criminal Case Files 18967 sporadically thru 95665 (For Subtypes - 17, 18, 24, And 25 With A Status Date Between 05/11/2001 And 06/04/02) Subtypes 17 - Bindover - Jury 18 - Bindover - Appeal 24 - Motor Veh BO - Jury 25 - Motor Vehicle Appeal	2330 Pg.21 of 36 Section IV	1. B.	1-21-1977 thru 5-31-2002	55.0 56.5		

ANN S. HARRINGTON
 JUDGE

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Jul 07
 Date

Edward C. Cooper
 State Archivist

Ann S. Harrington
 Signature of Court Official

Administrative
 Title Judge

7/30/07
 Date

44110

DEPARTMENT OF SOCIAL SERVICES
1221 W. 4th Street
Harrisburg, Pennsylvania 17102
Telephone: 765-1234
Fax: 765-5678

OFFICE OF THE ASSISTANT ATTORNEY GENERAL

RECEIVED
JUN 24 1997
HARRISBURG STATE ARCHIVES

Case No.	Date	Party	Description	Amount	Status	Remarks
100-1234	1997	J. Doe	Settlement of estate	\$10,000	Paid	Settlement of estate of J. Doe, deceased. Amount paid to beneficiary.
100-5678	1998	M. Smith	Estate tax return	\$5,000	Filed	Estate tax return for M. Smith, deceased. Filed for estate.

AUG 3 1997

[Signature]
Assistant Attorney General

[Signature]
Assistant Attorney General

4523

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6
 COURT

Montgomery
 COUNTY

9/28/07
 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.				
	Traffic File Folders	2219	Sect IV Item 2 a + b	Year of 2003 Jan. 1, 2003 through Dec. 31, 2003	100 boxes (100 cf.)		Landfill Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

6 NOV 07
 Date

[Signature]
 State Archivist

[Signature]
 Signature of Court Official

Admin CLK 3/5/08
 Title Date

CLERK'S OFFICE
DISTRICT COURT #6

NOV 29 2007

RECEIVED

MANAGEMENT

MAR 12

WJ

RECEIVED

4523

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6 Montgomery 9/28/07
 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 File Folders	2219	Sect II Item 2 a + b	Year of 2003 Jan. 1, 2003 through Dec. 31, 2003	100 boxes (100 cf.)		Landfill Shred

Destruction Approved by Hall of Records Commission

6 Nov 07 Edward C. Gorman
 Date State Archivist

Destruction Certification

James L. ... Admin CLK 3/5/08
 Signature of Court Official Title Date

CLERK'S OFFICE
DISTRICT COURT

NOV 19 1907

RECEIVED

~~RECEIVED~~

MAR 12

W.B.

~~RECEIVED~~

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

3573

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6 - Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic Money Transmittals			1999	32 boxes		Shred

Destruction Approved by Hall of Records Commission

MAY 07 2008

Date

Edward C. Pappas

State Archivist

Destruction Certification

Quincy Schinner

Signature of Court Official

Admin Clk

Title

3/5/08

Date

RECEIVED
MAR 12 1954

WJ

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

3572

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6 - Montgomery

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic Money Transmittals			1998	34 boxes		Shred

Destruction Approved by Hall of Records Commission

Edward C. [Signature]

MAY 07 2004

Date

State Archivist

Destruction Certification

Judy [Signature]
 Signature of Court Official

Admin Clk.

Title

3/5/08
 Date

MAR 12 4

WJ

3897

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT ROCKVILLE MONTGOMERY 06-01 6-28-05
 COURT COUNTY DATE

JUL 14 2005

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</u> LOG SHEETS	2219	16	JAN - DEC 1997	12 BOXES		Shred
			Section	JAN - DEC 1998	12 BOXES		
			I	JAN - DEC 1999	12 BOXES		
			Item	JAN - DEC 2000	12 BOXES		
			1	JAN - DEC 2001	12 BOXES		
					60		

Destruction Approved by Hall of Records Commission

JUL 11 2005

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Jennifer L. ...

Signature of Court Official

Admin Clerk

Title

3/5/08

Date

~~XXXXXXXXXX~~

MAR 12

WJ

~~XXXXXXXXXX~~

3897

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT ROCKVILLE MONTGOMERY 06-01 6.28.05
 COURT COUNTY DATE

JUL 14 2005

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</u> LOG SHEETS	2219	16	JAN - DEC 1997	12 BOXES		Shred
			Section I	JAN - DEC 1998	12 BOXES		
			Item 1	JAN - DEC 1999	12 BOXES		
				JAN - DEC 2000	12 BOXES		
				JAN - DEC 2001	12 BOXES		

Destruction Approved by Hall of Records Commission

JUL 11 2005

Date

Edward C. Papenfuss Jr.
 State Archivist

Destruction Certification

Jimmy Johnson Admin Clk 3/5/08
 Signature of Court Official Title Date

MAR 12

WJ

4522

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6
 COURT

Montgomery
 COUNTY

9/28/07
 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.				
	Traffic File Folders	2219	Sect IV Item 2 a + b	Year Of 2002 Jan. 1, 2002 through Dec. 31, 2002	100 boxes (100 cf.)		Landfill Shred

Destruction Approved by Hall of Records Commission

6 nov 07
 Date

[Signature]
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official

Admin clk
 Title

3/5/08
 Date

CLERK'S OFFICE
DISTRICT COURT #6

NOV 19 2007

RECEIVED

~~RECEIVED~~

MAR 12

W.B.

~~RECEIVED~~

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

4522

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6
 COURT

Montgomery
 COUNTY

9/28/07
 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.				
	Traffic File Folders	2219	Sect IV Item 2 a + b	Year of 2002 Jan. 1, 2002 through Dec. 31, 2002	100 boxes (100 cf.)		Landfill Shred

Destruction Approved by Hall of Records Commission

6 Nov 07
 Date

[Signature]
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official

Admin Clerk
 Title

3/5/08
 Date

CLERK'S OFFICE
DISTRICT COURT #6

NOV 19 2007

RECEIVED

RECEIVED

MAR 12 2008

RECEIVED

4684

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County Civil Div 7. March 2008

Accession Numbers 02A018
94A124
01A160

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and indices permanently Strip and destroy original papers, exhibits	2219	Section II Items 2,3	1989	48	April 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. [Signature]
State Archivist

Gary F. Cranford

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

DEC 30

Zus

4684

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County Civil Div 7. March 2008

Accession Numbers 02A018
94A124
01A160

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and indices permanently Strip and destroy original papers, exhibits	2219	Sec't II Items 2,3	1989	48	April 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

Gary E. Cranford

[Signature] _____
Signature of Court Official Title Date

DEC 23 2008

DEC 30

218

4639

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County 1 FEB 2008

Accession Number 06A171

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1983	32	15 Sep 2008	Landfill

Stripped

Destruction Approved by Hall of Records Commission

Gary F. Cranford Destruction Certification

SEP 26 2008

2 Sep 08

Edward C. [Signature]

[Signature]

Date

State Archivist

Signature of Court Official

Title

Date

Supervisor, District Court Records

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

OCT 11 1967

207

4639

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County 1 FEB 2008

Accession Number 06A171

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1983	32	15 Sep 2008	Landfill

Stripped

Destruction Approved by Hall of Records Commission

Destruction Certification

Gary F. Cranford

SEP 26 2008

2 Sep 08

Edward C. [Signature]

Date

State Archivist

Signature of Court Official

Title

Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

OCT 1 2007

4639

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County 1 FEB 2008

Accession Number 06A171

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1983	32	15 Sep 2008	Landfill

Stripped

Destruction Approved by Hall of Records Commission

Gary F. Cranford Destruction Certification

SEP 26 2008

2 Sep 08

Edward J. [Signature]

[Signature]

Date

State Archivist

Signature of Court Official

Title

Date

Supervisor, District Court Records

IH

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

OCT 11 1967

207

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

41650

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT MONTGOMERY COUNTY 1/30/2008
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Administrative Correspondence 2004	2219 Sec. I	1	1/1/2004 thru 12/31/2004	20	9-15-08	shred

Destruction Approved by Hall of Records Commission

2 Sep 08
Date

Edward C. Gump
State Archivist

Destruction Certification

Judy Schuman
Signature of Court Official

Ad Clerk
Title

12/1/08
Date

DEC 29

W.S.

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

41650

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT
 COURT

MONTGOMERY COUNTY
 COUNTY

1/30/2008
 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 Correspondence 2004	2219 Sec. I	1	1/1/2004 thru 12/31/2004	20	9-15-08	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
 Date

Edward C. Longman
 State Archivist

James L. ...
 Signature of Court Official

Ad Clerk
 Title

12/1/08
 Date

DEC 29 2008

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

4652

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT
 COURT

MONTGOMERY COUNTY
 COUNTY

1/30/2008
 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.				
	Batched Daily Money Payments 2001 - 2004	2219 Sec. V	1 c.	1/1/2001 thru 12/31/2004	60	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
 Date

Edward C. [Signature]
 State Archivist

[Signature]
 Signature of Court Official

Ad Clerk
 Title

12/15/08
 Date

DEC 29

2158

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

4652

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT
 COURT

MONTGOMERY COUNTY
 COUNTY

1/30/2008
 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.				
	Batched Daily Money Payments 2001 - 2004	2219 Sec. V	1 c.	1/1/2001 thru 12/31/2004	60	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
 Date

Edward C. [Signature]
 State Archivist

[Signature]
 Signature of Court Official

Ad Clerk
 Title

12/15/08
 Date

DEC 29

2008

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

4653

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT
 COURT

MONTGOMERY COUNTY
 COUNTY

1/30/2008
 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.				
	Batched Central PC 1999 - 2004	2219 Sec. I	1	1/1/1999 thru 12/31/2004	150	9-15-08	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. Topp
State Archivist

[Signature]
Signature of Court Official

Ad Clerk
Title

6/15/08
Date

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

4653

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT
 COURT

MONTGOMERY COUNTY
 COUNTY

1/30/2008
 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.				
	Batched Central PC 1999 - 2004	2219 Sec. I	1	1/1/1999 thru 12/31/2004	150	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
 Date

Edward C. [Signature]
 State Archivist

[Signature]
 Signature of Court Official

Ad Clerk
 Title

12/15/08
 Date

DEC 29

ms

4549

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 - District 6
COURT

Montgomery County - Rockville
COUNTY

JAN - 3 2008
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 & Miscellaneous Papers</u> Admin. Files 1990-1999 Batched Non-Est 2000-2002 Batched Central PC 1997-1998 Batched Payments 2000 Batched TR/CR Correspondence 2002-2004	2219	Sect I Items 1, b, c, d.	1990 - 2004	196	9-15-08	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2-Sep-08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Ad Clerk
Title

12/1/08
Date

DEC 29 1960

W8

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

4549

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland - District 6
COURT

Montgomery County - Rockville
COUNTY

JAN - 3 2008
DATE

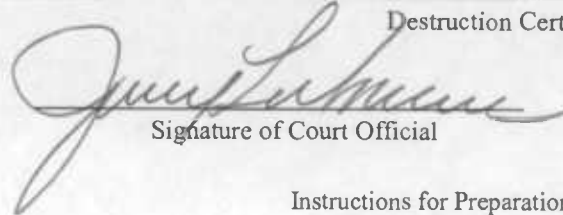
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<u>Administrative & Miscellaneous Papers</u> Admin. Files 1990-1999 Batched Non-Est 2000-2002 Batched Central PC 1997-1998 Batched Payments 2000 Batched TR/CR Correspondence 2002-2004	2219	Sect I. Items 1, b, c, d.	1990 - 2004	196	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date


State Archivist


Signature of Court Official

Ad Clerk
Title

12/1/08
Date

DEC 29 1993 MS

4616

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

SIXTH DISTRICT
COURT

MONTGOMERY
COUNTY

01/01/08
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>PERSONNEL RECORDS</u> Personnel folders of employees separated from employment 2002 and earlier.	2219	Sec. I Item 2	2002 and previous years.	2	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. [Signature]
State Archivist

[Signature]
Signature of Court Official

Ad Clerk
Title

12/5/08
Date

DEC 29 1948 *208*

RECEIVED

DEC 29

2008

4/6/2

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

JAN - 3 2008

DISTRICT 6

MONTGOMERY

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>Accounting Records</u> Batched courtroom clerk trial balance sheets.	2219	[Redacted] Sect. V Item IC.	1997 thru 12/31/2004	100	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Ad Clerk
Title

12/15/08
Date

1915

317 502

DEC 29



ms

4615

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

JAN - 3 2008

DISTRICT 6

MONTGOMERY

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.				
	Accounting Records DPAYs, Payment Summaries, Detail Reports, Batched Daily Work, Transcript Invoices, Invoices, Receiving Reports	2219	[Redacted] Sect. V Item 1c. and Item 3	1996 thru 12/31/2004	230	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Ad Clerk
Title

12/15/08
Date

ESTIM

2011

DEC 29 2011

2011

4615

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

JAN - 3 2008

DISTRICT 6

MONTGOMERY

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.				
	Accounting Records DPAYs, Payment Summaries, Detail Reports, Batched Daily Work, Transcript Invoices, Invoices, Receiving Reports	2219	Sect. V Item 1c and Item 3	1996 thru 12/31/2004	230	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date
[Signature]
State Archivist

[Signature]
Signature of Court Official
Ad Clerk
Title

12/15/08
Date

1951

1951

V. L. D.

[Faint signature]

DEC 29 1951 *Zuf*

4616

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

SIXTH DISTRICT
COURT

MONTGOMERY
COUNTY

01/01/08
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.				
	PERSONNEL RECORDS Personnel folders of employees separated from employment 2002 and earlier.	2219	Sec. I Item 2	2002 and previous years.	2	9-15-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. [Signature]
State Archivist

[Signature]
Signature of Court Official

Ad Clerk
Title

12/15/08
Date

DATE

EXPIRES

Name	Address	City	State	Zip	Remarks

DEC 29 1952

Handwritten signature

DEC 30

EC 30

208

4822

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County 24 Sep 2008

Accession Number 03A036

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain dockets and indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1990	39	September 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date
IH
Rev. 10/83

Edward C. J. [Signature]
State Archivist

Gary F. Cranford
Signature of Court Official

DEC 23 2008
Title Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

DEC

30

ms

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

4647

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied) Retain Dockets permanently	2219 Sec. II	2	1/1/2000 thru 12/31/2000	120	12-10-08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. [Signature]

State Archivist

[Signature]

Signature of Court Official

Ad Clerk

Title

12/10/08

Date

DEC 29 1948

ras

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

1647

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT
 COURT

MONTGOMERY COUNTY
 COUNTY

2/01/2008
 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.				
	CLOSED CIVIL CASES (Dismissed or Satisfied) Retain Dockets permanently	2219 Sec. II	2	1/1/2000 thru 12/31/2000	120	12-10-08	Shred

Destruction Approved by Hall of Records Commission

2 Sep 08
 Date

[Signature]
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official

Ad Clerk
 Title

12/10/08
 Date

DEC 29 1948

3931

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

9-13-05

DISTRICT COURT #8 BALTIMORE CO

Court

Date

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2000 Traffic Alpha Files	2219	VI, 2	January thru December 2000	183		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 29 2005

Edward C. Papenfuss

Date

State Archivist

[Signature]

Signature of Court official Title

1-27-06

Support Service Supervisor #

Date

APR 7 1932
RECORDS MANAGEMENT
UNIVERSITY OF MICHIGAN

3931

RECEIVED
SEP 26 2005
MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

9-13-05

DISTRICT COURT #8 BALTIMORE CO

Court

Date

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2000 Traffic Alpha Files	2219	VI, 2	January thru December 2000	183		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 29 2005

Edward C. Saperstein

Date

State Archivist

[Signature]

Signature of Court official

Title

Date

Support Service Supervisor II

1-27-06

[Faint, illegible handwriting]

APR 77

206

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

3501

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #8
 Baltimore County

DISTRICT COURT TOWSON
120 N CHESAPEAKE AVE
TOWSON MD 21286-5307

2/3/04

COURT

COUNTY

DATE

Kathleen Welton, Division Chief

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.				
	--- --- Parking Tickets 1998 1999 2000	975		1998 1999 2000	3	1/25/06	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 05 2004

Date

Edward C. Pappas
 State Archivist

Kathleen Welton *Division Chief* *1/30/06*
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

Handwritten text, possibly a name or address, very faint and illegible.

Handwritten text at the bottom left, possibly a signature or address, very faint and illegible.

MAR 17
RECORDS MANAGEMENT
UNIT

Wife

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P.O. BOX 273
 JESSUP, MD 20794-0273

3501

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #8
 Baltimore County

DISTRICT COURT TOWSON
120 B CHESAPEAKE AVE
TOWSON MD 21286-5307
 COUNTY DATE

Kathleen Welton, Division Chief

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.				
	--- Parking Tickets 1998 1999 2000	975		1998 1999 2000	3	1/25/06	Shred

Destruction Approved by Hall of Records Commission

MAR 05 2004
 Date

Edward C. Pappert
 State Archivist

Destruction Certification

Kathleen Welton *Division Chief* 1/30/06
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

~~CONFIDENTIAL~~

MAR 12

WLP

RECORDS MANAGEMENT
DIVISION

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

2756

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 8
 Baltimore County

DISTRICT COURT TOWSON
 120 E CHESAPEAKE AVE
 TOWSON MD 21286-5807

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Parking Tickets 1992 1993 1994 1995 1996 1997	975		1992 1993 1994 1995 1996 1997	4	1/23/06	Shred

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Kathleen Allulster
 Signature of Court Official

Division Chief
 Title

1/30/06
 Date

INSTRUCTIONS FOR PREPARATION

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

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

2016

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

2756

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 8
 Baltimore County

DISTRICT COURT TOWSON
 120 E CHESAPEAKE AVE
 TOWSON MD 21286-5807
 County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Parking Tickets 1992 1993 1994 1995 1996 1997	975		1992 1993 1994 1995 1996 1997	4	1/23/06	Shred

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Katherine A. ... Signature of Court Official
Division Chief Title
 1/30/06 Date

INSTRUCTIONS FOR PREPARATION

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

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

MAR 12 1968

206

3910

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

August 12, 2005
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION	INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2001 Criminal Expungements	Schedule 2219 Section IV	January 2001 thru December 2001	28		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 01 2005
Edward C. Papenfuss Jr

Date State Archivist

[Signature] 2-9-06
Support service supervisor II

Signature of Court official Title Date

RECORDED & INDEXED

APR 7

JDD

RECORDS MANAGEMENT

UNIT 100

3910

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

August 12, 2005
Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2001 Criminal Expungements	Schedule 2219 Section IV		January 2001 thru December 2001	28		shred

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 01 Edward C. Spangenberg

Date State Archivist

[Signature] 2-9-06
Support Service Supervisor #
Signature of Court official Title Date

RECEIVED
AUG 23 2005
MARYLAND STATE ARCHIVES

APR 7 2006

APR 7
RECORDS MANAGEMENT
DIVISION
JWB

24017

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-1 Catonsville Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

10/26/05
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	Time cards of Current employees	2719 Sect V	Item IC.	1996 thru 2004 2002	1 box		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Feb 06 Edward C. Saperstein

Date State Archivist

R. Marsh Support Service Supervisor II

Signature of Court official Title Date 2-27-06

October

10/1 10/2 10/3 10/4 10/5 10/6 10/7 10/8 10/9 10/10 10/11 10/12 10/13 10/14 10/15 10/16 10/17 10/18 10/19 10/20 10/21 10/22 10/23 10/24 10/25 10/26 10/27 10/28 10/29 10/30 10/31

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4017

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-1 Catonsville Court

DISTRICT COURT #8 BALTIMORE COUNTY

10/26/05

DISTRICT COURT #8 BALTIMORE CO

Court

Date

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	Time Cards of Current employees	Sect V	Item 1C.	1996 thru 2004 2002	1 box		

Destruction Approved by Hall of Records Commission

Destruction Certification

26 Nov 2005 Edward C. Papenfuss

Date

State Archivist

[Signature] Support Service Supervisor II

Signature of Court official Title

Date

2-27-06

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JAN 9 2006
MARYLAND STATE ARCHIVES

2007

NOV 19 2007

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

4033

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT TOWSON
 120 E CHESAPEAKE AVE
 TOWSON MD 21286-5207

District #8 - Baltimore Co. 1/30/2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Personnel Records (includes: Supervisor's copies of timecards, leave requests & medical certificates)	975		1995 1996 1997 1998 1999 2000	2	3/13/06	Records shredded

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Kathleen McLister
Signature of Court Official

Simon Chies
Title

3/13/06
Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

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

APR 7 1966
JMB

RECORDS MANAGEMENT DIVISION
STATE ARCHIVIST
100 E. CALVERT ST. 7th FL.
BALTIMORE, MD. 21201

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

4033

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT TOWSON
 120 N CHESAPEAKE AVE
 TOWSON MD 21286-5207

District #8 - Baltimore Co. 1/30/2006

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Personnel Records (includes: Supervisor's copies of timecards, leave requests & medical certificates)	975		1995 1996 1997 1998 1999 2000	2	3/13/06	Records Shredded

Destruction Approved by Hall of Records Commission

22 Feb 06
Date

Edward C. Lopez
State Archivist

Destruction Certification

Katherine S. ...
Signature of Court Official

Durham Chief
Title

3/13/06
Date

RECEIVED
FEB 14 2006
MARYLAND STATE ARCHIVES

Faint handwritten notes, possibly "State" and "10/20/06"

APR 7 2006
RECORDS MANAGEMENT DIVISION

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3915

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

August 30, 2005
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1991 Civil Special Proceeding Cases. "strip inside material only"	2219	II, 2	January 1991 thru December 1991	15		Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 15 2005

Edward C. [Signature]
Date State Archivist

[Signature] 3-10-06
Support Service Supervisor II
Signature of Court official Title Date

APR 7 *Sub*

RECORDS MANAGEMENT
DIVISION

3915

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

August 30, 2005
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1991 Civil Special Proceeding Cases "strip inside material only"	2219	II, 2	January 1991 thru December 1991	15		Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

SEP 15 2005

Date State Archivist

Edward C. Papenfuss

Signature of Court official

R. Maul

Title

Support Service Supervisor II

3-10-06

Date

RECEIVED

SEP 7 2005

MARYLAND STATE ARCHIVES

APR 7 2006

RECORDS MANAGEMENT
DIVISION

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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 20, 2006
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2002 Rents Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	2002 January thru December	23	5-26-06	landfill

Destruction Approved by Hall of Records Commission Destruction Certification

4/24/06 Edward C. Papenfuss
Date State Archivist

R. March 5-26-06
Signature of Court official Title Date
Support Service Supervisor #

MARYLAND STATE ARCHIVES
APR 11 2006
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RECORDS MANAGEMENT DIVISION
APR 11 2006
LME

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2/08/

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 20, 2006
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2002 Rents Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section IV, 2	2002 January thru December	23	5-26-06	landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 Edward C. Papenfuss Jr
Date State Archivist

[Signature] 5-26-06
Signature of Court official Title Date
support service supervisor II

RECORDS MANAGEMENT
APR 10 1977

LME

APR 10 1977

4080

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-1 Catonsville Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

1/10/06
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET) [boxes]	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	Failure to pay rent cases & warrants of restitution (money judgements removed)	Schedule 2219	Section II, 2	2002 January thru December	17	5-26-06	landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 Edward C. Papenfuss

Date State Archivist

[Signature] 5-26-06
Support Service Supervisor II
Signature of Court official Title Date

MARYLAND STATE ARCHIVES
APR 11 2006
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APR 13 Jw7

RECORDS MANAGER
J. J. [Signature]

4080

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-1 Catonsville Court

DISTRICT COURT #8 BALTIMORE COUNTY

1/10/06

DISTRICT COURT #8 BALTIMORE CO

Court

Date

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET) [boxes]	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	Failure to pay rent cases & warrants of restitution (money judgements removed)	Schedule 2219	Section II, 2	2003 January thru December	17	5-26-06	landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 Edward C. Papenfuss Jr

Date

State Archivist

[Signature] 5-26-06
Support Service Supervisor II

Signature of Court official

Title

Date

APR 13 2017

RECORDS MANAGEMENT
SECTION

3656

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

July 28, 2004
Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1997 Criminal Cases Strip inside Material only	schedule	975	1997	160	9-15-06	Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

AUG 13 2004

Edward C. Spangenberg

Date

State Archivist

[Signature]

Signature of Court official Title

Date

9-15-06

Support Service Supervisor II

APR 13 2017
RECORDS MANAGEMENT
APR 30 2017
RECORDS MANAGEMENT

4079

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 20, 2006
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1999 Civil "A" Boxes To strip and destroy inside material only	Schedule 2219	VI, 2	1999 January thru December	320	10-20-06	Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 Edward C. Saperstein

Date State Archivist

[Signature] 10-20-06
Support Service Supervisor II

Signature of Court official Title Date

STANDARD

APR 30 - 2007

STANDARD

APR 13 2007

STANDARD

STANDARD MANAGEMENT
CORPORATION

3656

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

July 28, 2004
Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION	INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1997 Criminal Cases Strip inside Material only	Schedule 975	1997	160	9-15-06	Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

AUG 13 2004

Edward C. Spangenberg

Date

State Archivist

[Signature]

Signature of Court official

Title

9-15-06

Date

Support Service Supervisor II

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AUG 4 2004
MARYLAND STATE ARCHIVES

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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

1213

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore City Civil Div 11 Aug 2006

Accession 01A264

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only)	2219	Sect II	1998	589	NOV 20 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

31 Aug 06
Date

Edward C. Pappas
State Archivist

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

Supervisor, Records
Title
NOV 20 2006
Date

NOV 2 1964



NOV 21 *JWP*

RECORDS MANAGEMENT
SECTION

NOV 3 1964

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

4213

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore City Civil Div 11 Aug 2006

Accession 01A264

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases - Satisfied/Dismissed (Stripped Material Only)	2219	Sect II	1998	589	NOV 20 2006	Landfill

RECEIVED

Destruction Approved by Hall of Records Commission

31 Aug 06
Date

Edward C. Spierman
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
GARY F. CRANFORD

Supervisor, Records NOV 20 2006
Title Date

NOV 9 2006

NOV 13 2006

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RECORDS MANAGEMENT
DIVISION

NOV 9 2006

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MARYLAND STATE ARCHIVES

3867

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

May 5, 2005
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1998 Civil "A" Boxes To strip and destroy inside material only	Schedule 2219	VI, 2	1998 January thru December	328		Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

Edward C. Papenfuss

Date State Archivist

[Signature]

Signature of Court official Title

12-12-06

Date

Support Service Supervisor II

[Faint, illegible handwritten text]

[Faint, illegible handwritten text]

206

ISSUED: JAN 14 1964
UNIVERSITY

3867

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

May 5, 2005
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1998 Civil "A" Boxes To strip and destroy inside Material only	Schedule 2219	VI, 2	1998 January thru December	328		Recycle

Destruction Approved by Hall of Records Commission Destruction Certification

JUN 02 2005

Edward C. Papenfuss

Date State Archivist

[Signature]

Signature of Court official Title Date

12-12-06

Support Service Supervisor II

RECEIVED
MAY 16 2005
MARYLAND STATE ARCHIVES

APR 7 2006
RECORDS MANAGEMENT
DIVISION

4398

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-5 Essex Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

April 2, 2007
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2003 Rents Failure to Pay Rent Cases (Non-Money Judgment)	2219	Section II 2	2003 January thru December	24		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papenfuss

F. M. [Signature] Support Service Supervisor II

Date State Archivist

Signature of Court Official Title

Date 5-24-07

106 AT ACN

4079

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

March 20, 2006

DISTRICT COURT #8 BALTIMORE CO

Court

Date

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1999 Civil "A" Boxes To strip and destroy inside material only	Schedule 2219	VI, 2	1999 January thru December	320	10-20-06	Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 *Edward C. Papenfuss*

Date State Archivist

[Signature] 10-20-06
Support Service Supervisor II

Signature of Court official Title Date

IRVING COUNTY STATE ARCHIVES
APR 11 2006
RECEIVED

APR 30 2007

RECORDS MANAGEMENT
DIVISION

APR 13 2007

RECORDS MANAGEMENT
DIVISION

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4398

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-5 Essex Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

April 2, 2007
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2003 Rents Failure to Pay Rent Cases (Non-Money Judgment)	2219	Section VI 2	2003 January thru December	24		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Peperup

Support Service Supervisor II

Date

State Archivist

Signature of Court Official Title

Date

5-24-07

RECEIVED
APR 10 2007
MARYLAND STATE ARCHIVES

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NOV 19 2007

~~NOV 19 2007~~

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DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 7575 Watrelow Rd., P.O. Box 275
 Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-5 Essex Court

DISTRICT COURT #8 BALTIMORE COUNTY

April 2, 2007
 Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2002 Rents Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	2002 January Thru December	24		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papenfuss

Ann Muehl Support Service Supervisor II

Date

State Archivist

Signature of Court Official Title

Date 5-24-07

17/11

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 8
 Baltimore County

1/10/07

DISTRICT COURT #8-1
 900 WALKER AVENUE
 BALTIMORE, MARYLAND 21223

Court

County

8-1 Catonsville Court

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet) [boxes]	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2003 Failure to pay rent cases and warrants of restitution (money judgments have been removed)	995	Section IV, 2	2003 January Thru December	15		Landfill

Destruction Approved by Hall of Records Commission

3 May 07
 Date

Edward C. Lopez
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official

Support Service Supervisor II
 Title
 5-24-07

INSTRUCTIONS FOR PREPARATION

NOV 19 1961

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

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

43910107

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 8
 Baltimore County

1/10/07

DISTRICT COURT #8-1
 900 WALKER AVENUE
 BALTIMORE, MARYLAND 21223

Court

County

8-1 Catonsville Court

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet) [boxes]	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	2003 Failure to pay rent cases and warrants of restitution (Money judgments have been removed)	995 2219	Section VI, 2	2003 January Thru December	15		Landfill

Destruction Approved by Hall of Records Commission

3 May 07
 Date

Edward C. Lopez
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official

Support Service Supervisor II 5-24-07

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NOV 9 2007
MARYLAND STATE ARCHIVES

~~SECRET~~

NOV 19 2007

~~SECRET~~

4397

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-5 Essex Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

April 2, 2007
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2002 Rents Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section IV, 2	2002 January Thru December	24		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papenfort

Date State Archivist

[Signature] Support Service Supervisor II

Signature of Court Official Title

Date 5-24-07

RECEIVED
APR 10 2007
MARYLAND STATE ARCHIVES

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NOV 19 2007

4 of 2

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 20, 2006
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2002 Criminal Expurgements	Schedule 22.19 Section IV		January 2002 thru December 2002	28		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 Edward C. Papenfuss
Date State Archivist

Jan Marsh Support Service Supervisor
Signature of Court official Title Date 6-4-07

NOV 19 2007

4082

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 20, 2006
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2002 Criminal Expungements	Schedule 2219 Section IV		January 2002 thru December 2002	28		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 Edward C. Papenfuss

Date State Archivist

[Signature] Support Service Supervisor II

Signature of Court official Title Date

6-4-07

MARYLAND STATE ARCHIVES
APR 11 2008
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[Redacted]

NOV 19 2007

[Redacted]

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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelod Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 30, 2007
Date

8-4 Towson Court
DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC, SHRED, LANDFILL, ETC.)
	2003 Criminal Expungements	Schedule 2219 Section IV Item 2 d.		2003 January thru December	24		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papenfuss
Date State Archivist

R. March Support Service Supervisor II
Signature of Court official Title Date 7-20-07

NOV 19 2007

4395

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 30, 2007
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2003 Criminal Expungements	Schedule 2219 Section IV Item 2d.		2003 January thru December	24		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papoport

Date State Archivist

[Signature] Support Service Supervisor II

Signature of Court official Title Date

7-20-07

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APR 9 2007
MARYLAND STATE ARCHIVES

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~~NOV 19 2007~~

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession Number 05A254

District Court of Maryland for Baltimore County Constable's Office 27 June 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Constable Transportation, Time, Service Report DCA35	2219	Section V ITEM 1c.	1999 - 2003	122	AUG - 2 2007	Landfill

Destruction Approved by Hall of Records Commission

Edward C. Taper

24 Jul 07
Date

State Archivist

Destruction Certification
Gary F. Crantford

[Signature]

Signature of Court Official

Supervisor, District Court Records

Title

AUG - 3 2007

Date

Instructions for Preparation and Submission on Reverse Side

IH w2/r33

10/10/10

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AUG 10 2007

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 08-10-2007 BY SP-5 MNA/STP

FOR OFFICIAL USE ONLY
UNCLASSIFIED

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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

Accession Number 05A254

District Court of Maryland for Baltimore County Constable's Office 27 June 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Constable Transportation, Time, Service Report DCA35	2219	Section V ITEM 1c.	1999 - 2003	122	AUG - 2 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

Gary F. Cranford

AUG - 3 2007

24 June 07
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

IH 11/2/07

2007

10/10/07

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10/10/07

AUG 10 2007

WILSON MANAGEMENT

[Handwritten signature]

3868

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelow Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

May 5, 2005
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1998 Criminal Cases Strip inside Material only	Schedule 2219	II, 2	January 1998 thru December 1998	160		Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 02 2005 Edward C. Pappert

Date State Archivist

[Signature] Support Service Supervisor II

Signature of Court official Title Date 10-2-07

NOV 19

rw7

3868

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

May 5, 2005
Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	1998 Criminal Cases Strip inside Material only	Schedule 2219	II, 2	January 1998 thru December 1998	160		Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 02 2005

Edward C. Spangenberg

Date

State Archivist

[Signature]

Signature of Court official

Title

Support Service Supervisor II

Date

10-2-07

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MAY 16 2005
MARYLAND STATE ARCHIVES

James P. ...
NOV 19 2007

4394

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelod Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

March 30, 2007
Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2003 Rents Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	2003 January thru December	24		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papenfuss

Date

State Archivist

[Signature] Support Service Supervisor

Signature of Court official Title

Date

10-30-07

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NOV 19 2007

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41394

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelod Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

March 30, 2007
Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	2003 Rents Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	2003 January thru December	24		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07

Date

State Archivist

Edward C. [Signature]

Signature of Court official Title

[Signature] Support Service Supervisor II

Date

10-30-07

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MARYLAND STATE ARCHIVES

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4078

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelod Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 BALTIMORE COUNTY

March 26, 2006
Date

8-4 Towson Court
DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED., LANDFILL, ETC.)
	1992 Civil Special Proceeding Cases "Strip inside material only"	2219	VI, 2	January 1992 thru December 1992	15		Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06 Edward C. Saperstein

Date State Archivist

[Signature] Support Service Supervisor #

Signature of Court official Title Date

10-31-07

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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 26, 2006
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED, LANDFILL, ETC.)
	1992 Civil Special Proceeding Cases "Strip inside material only"	2219	VI, 2	January 1992 thru December 1992	15		Recycle

Destruction Approved by Hall of Records Commission Destruction Certification

4/24/06
Edward C. Papenfuss Jr
Date State Archivist

[Signature] Support Service Supervisor II
Signature of Court official Title Date 10-31-07

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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelod Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

March 30, 2007

DISTRICT COURT #8 BALTIMORE CO

Court

Date

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2000 Civil "A" Boxes To Strip and destroy inside material only	Schedule 2219	II, 2	2000 January thru December	345	12-10-07	Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papenfort

Date

State Archivist

Jennie Marsh Support Service Supervisor II

Signature of Court official

Title

Date

12-10-07

JAN 17

JM

MANAGEMENT

4395

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 30, 2007
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2000 Civil "A" Boxes To Strip and destroy inside material only	Schedule 2219	II, 2	2000 January thru December	345	12-10-07	Recycle

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Papenfuss
Date State Archivist

Janice March Support Service Supervisor II
Signature of Court official Title Date 12-10-07



JMC 21 NOV

RECORDS MANAGEMENT
C. B. Smith

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MARYLAND STATE ARCHIVES

4393

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watrelco Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY

March 30, 2007
Date

DISTRICT COURT #8 BALTIMORE CO

Court

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2001 Traffic Alpha Files	Schedule 2219	IT, 2	2001 January thru December	190	12-14-07	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07

Edward C. Lopez

Date

State Archivist

James Marsh Support Service Supervisor II

Signature of Court official

Title

Date

12-14-07

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4393

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 BALTIMORE COUNTY
Court

March 30, 2007
Date

8-4 Towson Court
DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC., SHRED. LANDFILL, ETC.)
	2001 Traffic Alpha Files	Schedule 2219	II, 2	2001 January thru December	190	12-14-07	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

3 May 07 Edward C. Peperup
Date State Archivist

Janice Marsh Support Service Supervisor II
Signature of Court official Title Date 12-14-07



JM JAN 17 2007

RECORDS MANAGEMENT
L-10

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MARYLAND STATE ARCHIVES

4532

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore County Civil Div 9 Nov 2007

Accession 01A251

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1990	100	2 Jan. 2008	Landfill

Destruction Approved by Hall of Records Commission

12 Dec 07
Date

Edward C. [Signature]
State Archivist

Gary F. Cranford

Destruction Certification

[Signature]
Signature of Court Official

Title

2 Jan. 2008
Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

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MARYLAND STATE ARCHIVES

JAN 17 2008

[Handwritten signature]

4532

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore County Civil Div 9 Nov 2007

Accession 01A251

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1990	100	2 Jan. 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Dec 07
Date

Edward C. Gump
State Archivist

Gary F. Cranford

[Signature]
Signature of Court Official

2 Jan. 2008
Date

Title

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side



JAN 22

MS

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4532

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore County Civil Div 9 Nov 2007

Accession 01A251

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1990	100	2 Jan. 2008	Landfill

Destruction Approved by Hall of Records Commission

12 Dec 07
Date

Edward C. Green
State Archivist

Destruction Certification

Gary F. Cranford

[Signature]
Signature of Court Official

Title

2 Jan. 2008
Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

IH



JMC 22 NOV

MANAGEMENT
CONSULTANTS

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

4531

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore County Civil Div 9 Nov 2007

Accession 07A089

COURT

COUNTY

DATE

old: 03W188
01A115

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1989	119	FEB - 4 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Dec 07
Date

Edward C. Green
State Archivist

Gary F. Cranford
Signature of Court Official

FEB - 4 2008
Date

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NOV 14 1967

MARYLAND STATE ARCHIVES

FEB 26

PERSONNEL MANAGEMENT

4531

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore County Civil Div 9 Nov 2007

Accession 07A089

Ord: 03W188
01A115

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Section II Items 2,3	1989	119	FEB - 4 2008	Landfill

Destruction Approved by Hall of Records Commission

Gary F. Cranford

Destruction Certification

12 Dec 07
Date

Edward J. [Signature]
State Archivist

[Signature]
Signature of Court Official

FEB - 4 2008

Title Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side



FEB 20

RECORDS MANAGEMENT
DIVISION

4531

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD for Baltimore County Civil Div 9 Nov 2007

Accession 07A089

COURT

COUNTY

DATE

old: 03W188
01A115

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and Destroy original papers, exhibits	2219	Sect II Items 2,3	1989	119	FEB - 4 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Dec 07
Date

[Signature]
State Archivist

Gary F. Cranford

[Signature]
Signature of Court Official

FEB - 4 2008

Title

Date

Supervisor, District Court Records



FEB 26

MANAGEMENT
CORPORATION

[Faint handwritten signature or text]

4550

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Baltimore County Constable's Office 1 January 2008

Accession Number
05A254

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.				
	Constable Transportation, Time, Service Report DCA35	2219	Section V Item 1c.	2004	26	SEP 19 2008	Landfill

Destruction Approved by Hall of Records Commission

2 Sep 08
Date

Edward A. Gensler
State Archivist

Gary F. Cranford Destruction Certification

SEP 19 2008

[Signature] _____
Signature of Court Official Title Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

1915

1915

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OCT 10 1915

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

4550

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Baltimore County Constable's Office 1 January 2008

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COURT COUNTY DATE

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Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. Gump
State Archivist

Gary F. Cranford
Signature of Court Official

SEP 19 2008

Title Date

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801 10 OCT 1958 *rm*

4558

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275
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State Archivist

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SEP 19 2008

[Signature] _____
Signature of Court Official Title Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

OCT 10 1908