

3963

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 CHARLES COUNTY 7E4-2  
200 CHARLES ST POB 3Q70  
1A PLATA MD 20646

COURT Charles COUNTY 11-9-05 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                  | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.         |                                      |                     |                     |   |
|            | 2001 Civil Cases Closed<br>Dismissed & Satisfied           | 2219                 | Set II<br>Item 2 | 2001                                 | 13 boxes            | Aug. 2005           | Shredded<br>+<br>Landfill                                 |

RECEIVED  
NOV 21 2005  
MARYLAND STATE ARCHIVES

Destruction Approved by Hall of Records Commission

Destruction Certification:

*Edward C. Fagan*  
State Archivist

*Debbie Radloff*  
Signature of Court Official  
*Civil Supervisor*

DEC 15 2005

Date

Rev. 10/03 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

11/2/05



3963

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 CHARLES COUNTY #A-2  
200 CHARLES ST POR 3Q70  
1A PLATA MD 20646

COURT Charles COUNTY Charles DATE 11-9-05

| Serial No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                  | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.         |                                      |                     |                     |   |
|            | 2001 Civil Cases Closed<br>Dismissed & Satisfied           | 2219                 | Sec II<br>Item 2 | 2001                                 | 13 boxes            | AUG-2005            | Shredded<br>+<br>Landfill                                 |

Destruction Approved by Hall of Records Commission

DEC 15 2005

Date

*Edward C. Ferguson*  
State Archivist

Destruction Certification

*Debbie Radcliff* Civil Supervisor 11/16  
Signature of Court Official Date

JAN 27 2006

LOADS MANAGEMENT  
DIVISION



4118

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

Charles County

3-30-06

APR 28 2006

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | 1993 Civil Judgments Expired                               | 2219                 | Sub IF #3 | 1993                                 | 10                  | 6/15/06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certificate

Debbie Radloff  
Signature of Court Official

Court Supervisor

6/28/06  
Date

~~CONFIDENTIAL~~  
JUL 19 *Tab*  
RECORDS MANAGEMENT  
SECTION

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

*2118*

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

Charles County 3-30-06

COURT COUNTY DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |  |
|            | 1993 Civil Judgments Expired                               | 2219                 | Sub II #3 | 1993                                 | 10                  | 6/15/06             | Landfill   |

Destruction Approved by Hall of Records Commission

*2/24/06*  
Date

*Edward C. Saperstein*  
State Archivist

Destruction Certification

*Debbie Radloff*  
Signature of Court Official

*Carl Saperstein*  
He

*6/28/06*  
Date

RECEIVED  
APR 19 2006  
MARYLAND STATE ARCHIVES

JUN 19 2006  
RECORDS MANAGEMENT  
Baltimore

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

4110

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

APR 28 2006

3/30/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No.  |                                      |                     |                     |  |
|            | 2002 R Dat tapes<br><br>Electronic recording tapes<br><br>Request to destroy. All tapes for archivist have been removed.<br>Request to destroy remaining. | 2219                 | Sec 111-2 | Jan 1, 2002 thru<br>Dec 31, 2002     | 10                  | 6/19/06             | Cut & trashed  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Richard C. Papenfuss*  
State Archivist

Destruction Certification

*Brenda L. Gannone* Court Clerk  
Signature of Court Official Title

6/19/06

~~CONFIDENTIAL~~

JUN 20 2006

RECORDS MANAGEMENT  
SECTION

10-11



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

4110

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

3/30/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No.  |                                      |                     |                     |  |
|            | 2002 R Dat tapes<br><br>Electronic recording tapes<br><br>Request to destroy. All tapes for archivist have been removed.<br>Request to destroy remaining. | 2219                 | Sec 111-2 | Jan 1, 2002 thru Dec 31, 2002        | 10                  | 6/19/06             | cut & shredded   |

Destruction Approved by Hall of Records Commission

Destruction Certification

6/19/06

4/24/06  
Date

Edward C. Paperfurner  
State Archivist

Brenda L. Hannum  
County Clerk



~~SECRET~~  
JAN 30  
RECORDS MANAGEMENT  
SECTION

*2006*

RECEIVED  
APR 19 2006  
MARYLAND STATE ARCHIVES

4116

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

Charles County

3-30-06

APR 28 2006

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | Landlord Tenant Money Judgments Expired                    | 2219                 | Seet II #3 | 1993                                 | 2                   | 6-19-06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/29/06  
Date

*Edward C. Saperstein*  
State Archivist

Destruction Certification

*Debbie Radloff* Civil Superior  
Signature of Court Official  
6/23/06  
Date

~~CONFIDENTIAL~~

JUL 19 2006

RECORDS MANAGEMENT  
EDMONTON

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

2116

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

Charles County

3-30-06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | Landlord Tenant Money Judgments Expired                    | 2219                 | Sect II #3 | 1993                                 | 2                   | 6-19-06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/29/06  
Date

*Edward C. Pagan*  
State Archivist

Destruction Certification

*Debbie Lachuff*  
Signature of Court Official

*Civil Superior*  
Title

6/28/06  
Date

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APR 19 2006  
MARYLAND STATE ARCHIVES

JUL 19 2006  
RECORDS MANAGEMENT  
EMIS/SEM

4117

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY 7E4-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

COURT Charles County DATE 3-30-06  
 COUNTY DATE

APR 28 2006

| Serial No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                  | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.         |                                      |                     |                     |   |
|            | Landlord Tenant<br>Non-money, Satisfied<br>Dismissed       | 2219                 | sect<br>II<br>#2 | 2002                                 | 5                   | 6-21-06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certificate

Debbie Radloff Civil Superior 4/28/06  
Signature of Court Official Date



JUL 19

*208*

RECORDS MANAGEMENT  
SECTION



4117

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County DATE 3-30-06  
 COUNTY

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.      |                                      |                     |                     |  |
|            | Landlord Tenant<br>Non-money, Satisfied<br>Dismissed       | 2219                 | Sect II<br>#2 | 2002                                 | 5                   | 6-2-06              | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certification

Debbie Radloff Court Supervisor  
Signature of Court Official

4/28/06  
Date

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MARYLAND STATE ARCHIVES

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RECORDS MANAGEMENT  
BRANCH

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

4109

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Charles

3/30/06

APR 28 2006

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |  |
|            | 2001 Traffic File Folders and Alpha Files                  | 2219                 | Sect IV #2 | Jan 1, 2001 thru Dec 31, 2001        | 25                  | 4/23/06             | Landfill   |
|            | 2002 Traffic File Folders And Alpha Files                  | 2219                 | Sect IV #2 | Jan 1, 2002 thru Dec 31, 2002        | 25                  |                     |  |
|            |  |                      |            |                                      | 50                  |                     |  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Bertha L. Stammers*  
Signature of Court Official  
Title Clerk

4/23/06

Date

RECORDS MANAGEMENT DIVISION  
JUL 3 2006

~~RECORDS MANAGEMENT DIVISION~~

JUL 3 2006

RECORDS MANAGEMENT DIVISION

*[Faint handwritten signature]*

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

4112

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

APR 28 2006

Charles

3/30/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                           | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | 2002 Natural Resources Citations<br><br>Request to strip and destroy inside material | 2219                 | Sec IV #2 | Jan 1, 2002 thru Dec 31, 2002        | 5                   | 6/23/06             | handful   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuse  
State Archivist

Destruction Certification

Brenda L. Stannard  
Signature of Court Official  
County Clerk  
6/23/06

~~REDACTED~~

JUL 3 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

4112

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

COURT COUNTY DATE  
 Charles 3/30/06

| Series No. | Description of Records<br>Include Title and/or Form Number                           | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |  |
|            | 2002 Natural Resources Citations<br><br>Request to strip and destroy inside material | 2219                 | Sec IV #2 | Jan 1, 2002 thru Dec 31, 2002        | 5                   | 6/23/06             | handful  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Spangenberg  
State Auditor

Brenda L. Hanmer  
County Clerk  
6/23/06

Destruction Certification



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APR 19 2006  
MARYLAND STATE ARCHIVES

JUL 3 *Wp*

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

4113

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

3/30/06

APR 28 2006

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number               | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | 2002 Criminal Files<br><br>Request to strip and destroy inside materials | 2219                 | Sec IV #2 | Jan 1, 2002 thru Dec 31, 2002        | 50                  | 6/23/06             | Landfill by Dumpster                                      |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certification

Brenda L. Hermann  
Signature of Court Official  
Title  
6/23/06

~~CONFIDENTIAL~~

JUL 3 2006

RECORDS MANAGEMENT  
EDUCATION

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

4113

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

3/30/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number               | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | 2002 Criminal Files<br><br>Request to strip and destroy inside materials | 2219                 | Sec IV #2 | Jan 1, 2002 thru Dec 31, 2002        | 50                  | 6/23/06             | Landfill by way of trash                                  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. [Signature]  
State Archivist

Destruction Certification

[Signature] Charles County Clerk

6/23/06

RECEIVED  
APR 10 2006  
MARYLAND STATE ARCHIVES

JUL 3 2006

RECORDS MANAGEMENT  
EDMUNDSON

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

4114

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

3/30/06

APR 28 2006

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                                | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No.      |                                      |                     |                     |  |
|            | 2002 Civil/Municipal Infraction Citations<br><br>Request to destroy inside materials only | 2219                 | Sect IV<br>#2 | Jan 1, 2002 thru Dec 31, 2002        | 5                   | 6/23/06             | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Popper  
State Archivist

Destruction Certification

Brenda Hannum  
Signature of Court Official  
Title Clerk 4/23/06



~~RECORDED~~

JUL 3 *Wlp*

RECORDS MANAGEMENT  
DIVISION



4114

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 CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

3/30/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                                | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.      |                                      |                     |                     |   |
|            | 2002 Civil/Municipal Infraction Citations<br><br>Request to destroy inside materials only | 2219                 | Sect IV<br>#2 | Jan 1, 2002 thru<br>Dec 31, 2002     | 5                   | 6/23/06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Edward C. Papenfuss*  
State Auditor

Destruction Certification

*Bertha L. Deannera*  
Court Clerk

6/23/06

MARYLAND STATE ARCHIVES  
APR 16 2008  
RECEIVED

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JUL 3 2006

WOODS MANAGEMENT  
DIVISION

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

3765

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles  
 COUNTY

1-5-05  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number    | Authorization        |               | Inclusive Dates of Records Destroyed                              | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|---|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.      |   |                     |                     |   |
|            | Traffic Alpha Files<br>2000<br>2001<br><br>Request to destroy | 2219                 | Sect IV<br>#2 | Jan 1, 2000 -<br>Dec 31, 2000<br><br>Jan 1, 2001-<br>Dec 31, 2001 | 15<br><br>15        | 6/23/06             | Landfill  |
|            |   |                      |               |   | 30                  |                     |   |

Destruction Approved by Hall of Records Commission

FEB 03 2005  
 Date

*Edward C. Papenfort*  
 State Archivist

Destruction Certification

*Bernd L. Hammann* County Clerk  
 Signature of Court Official Title Date  
 6/23/06

Instructions for Preparation and Submission on Reverse Side

~~CONFIDENTIAL~~

JUL 3 2006

RECORDS MANAGEMENT  
DIVISION

3765

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles  
 COUNTY

1-5-05  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number    | Authorization        |               | Inclusive Dates of Records Destroyed                              | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|---|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.      |   |                     |                     |   |
|            | Traffic Alpha Files<br>2000<br>2001<br><br>Request to destroy | 2219                 | SEct IV<br>#2 | Jan 1, 2000 -<br>Dec 31, 2000<br><br>Jan 1, 2001-<br>Dec 31, 2001 | 15<br><br>15        | 6/23/06             | Landfill  |

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Saperstein*  
 State Archivist

Destruction Certification

*Bertha L. Harrison*  
 Signature of Court Official  
 County Clerk  
 Date

Instructions for Preparation and Submission on Reverse Side

6/23/06

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JAN 20 2005  
MARYLAND STATE ARCHIVES

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JUN 3 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

3770

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles

1-5-05

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number      | Authorization        |                  | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|------------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.         |                                      |                     |                     |   |
|            | 2001 Traffic Must Appear File Folders<br><br>Request to destroy | 2219                 | Sec IV<br><br>#2 | Jan 1, 2001 -<br>Dec 31, 2001        | 15                  | 4/23/06             | Landfill  |

Destruction Approved by Hall of Records Commission

FEB 03 2005  
Date

*Edward C. Spangenberg*  
State Archivist

Destruction Certification

*David Gammert* County Clerk  
Signature of Court Official Title  
Date 4/23/06

Instructions for Preparation and Submission on Reverse Side

~~CONFIDENTIAL~~

JUL 3 2006

RECORDS MANAGEMENT  
EDMONTON

3770

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles

1-5-05

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number      | Authorization        |                  | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|------------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No.         |                                      |                     |                     |  |
|            | 2001 Traffic Must Appear File Folders<br><br>Request to destroy | 2219                 | Sec IV<br><br>#2 | Jan 1, 2001 -<br>Dec 31, 2001        | 15                  | 6/23/06             | Landfill   |

Destruction Approved by Hall of Records Commission

FEB 03 2005

Date

*Edward C. Spearman*  
 State Archivist

Destruction Certification

*Burde L. Steinman* County Clerk  
 Signature of Court Official Title Date

6/23/06

RECEIVED  
JAN 30 2005  
MARYLAND STATE ARCHIVES

~~RECEIVED~~

JUL 3 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

4109

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Charles

3/30/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |  |
|            | 2001 Traffic File Folders and Alpha Files                  | 2219                 | Sect IV #2 | Jan 1, 2001 thru Dec 31, 2001        | 25                  | 6/23/06             | landfill   |
|            | 2002 Traffic File Folders And Alpha Files                  | 2219                 | Sect IV #2 | Jan 1, 2002 thru Dec 31, 2002        | 25                  |                     |  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certification

Brenda L. Gammewere  
Signature of Court Official  
6/23/06  
Title  
County Clerk

RECEIVED  
APR 19 2006  
MARYLAND STATE ARCHIVES

~~RECEIVED~~

JUL 3 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

4111

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

APR 28 2006

COURT Charles COUNTY Charles DATE 3/30/06

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.      |                                      |                     |                     |   |
|            | Expungement Files 2002<br><br>Request to Shred             | 2219                 | Sect IV<br>#2 | Jan 1, 2002 -<br>Dec 31, 2002        | 4                   | 4/23/06             | Shred   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certification

Bernd L. Deannard  
Signature of Court Official  
County Clerk  
Title

4/23/06

~~RECEIVED~~

JUL 3 *ML*

~~GOODS MANAGEMENT~~  
DIVISION

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

4111

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

3/30/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.      |                                      |                     |                     |   |
|            | Expungement Files 2002<br>Request to Shred                 | 2219                 | Sect IV<br>#2 | Jan 1, 2002 -<br>Dec 31, 2002        | 4                   | 6/23/06             | Shred   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Edward C. Papenfuss*  
State At-L

Destruction Certification

*Bertha L. Deannard*  
County Clerk

6/23/06

RECEIVED  
APR 19 2006  
MARYLAND STATE ARCHIVES

~~RECEIVED~~

JUL 3 2006

RECORDS MANAGEMENT  
DIVISION

4115

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County DATE 3-30-06  
 COUNTY

APR 28 2006

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                   | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.          |                                      |                     |                     |   |
|            | 2002 Civil Cases Closed Dismissed and Satisfied            | 2219                 | Sect II<br>Part 2 | 2002                                 | 13                  | 4/23/06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Saperstein  
State Archivist

Destruction Certification:

Debbie L. Ladd Court Supervisor  
Signature of Court Official  
4/28/06  
Date

~~RECORDED~~

JUL 19 2006

RECORDS MANAGEMENT

~~RECORDED~~



4115

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County DATE 3-30-06  
 COUNTY

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                   | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.          |                                      |                     |                     |   |
|            | 2002 Civil Cases Closed Dismissed and Satisfied            | 2219                 | Sect II<br>Part 2 | 2002                                 | 13                  | 6/23/06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss Jr.  
State Archivist

Destruction Certification

Debbie Kadloff Civil Supervisor  
Signature of Court Official Date 6/23/06

RECEIVED  
APR 19 2006  
MARYLAND STATE ARCHIVES

~~RECORDED~~

JUL 19 *ML*

RECORDS MANAGEMENT  
BRADY

4186

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD  
 PO Box 3070, 200 Charles St  
 La Plata, MD 20646

Charles 6/27/06

| Series No. | Description of Records<br>Include Title and/or Form Number                             | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |  |
|            | Fiscal/Management Records<br><br>Receiving Reports; Interpreter Invoices (local copy); | 2219                 | Sect V. 1c | 2000, 2001, 2002                     | 2 boxes             | 9/6/06              | shred  |

Destruction Approved by Hall of Records Commission

16 Aug 06  
Date

Edward C. Spangenberg  
State Archivist

Destruction Certification

Bertha L. Yarnes County Clerk 9/6/06  
Signature of Court Official Title Date

RECEIVED  
JUL 11 2006  
MARYLAND STATE ARCHIVES

SEP 18 — 206  
RECORDS MANAGEMENT  
DIVISION

DEPARTMENT OF MARYLAND  
HALLS

1000 ...

4186

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD  
 PO Box 3070, 200 Charles St  
 La Plata, MD 20646

Charles 6/27/06

COURT COUNTY DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                             | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | Fiscal/Management Records<br><br>Receiving Reports; Interpreter Invoices (local copy); | 2219                 | Sect V 1c | 2000, 2001, 2002                     | 2 boxes             | 9/6/06              | Shred   |

Destruction Approved by Hall of Records Commission

Destruction Certification

No Aug 06  
Date

Edward C. Papenfuss  
State Archivist

Bertha L. Harrison County Clerk  
Signature of Court Official Title Date  
9/6/06

SEP 18 2wb  
RECORDS MANAGEMENT  
ENCL-104



4188

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

Charles County 6-27-2006

COURT COUNTY DATE

| Serial No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.      |                                      |                     |                     |   |
|            | 2001 Transmittals to the Sheriff<br>2002 Transmittals to the Sheriff<br><br>Request to destroy audit has been completed | 2219                 | Sec 7<br>V.1c | 2001--Jan-Dec.<br>2002--Jan-Dec.     | 3 boxes             | 9-5-06              | Shredded<br>Landfill                                      |

Destruction Approved by Hall of Records Commission

*Edward C. Pappas*  
 State Archivist

Destruction Certificate

*Debbie L. Lusk*  
 Signature of Court Official

*Civil Supervisor*  
 Title

9-5-06  
 Date

16 August  
 Date

RECEIVED

SEP 18

*2006*

RECORDS MANAGEMENT  
DIVISION

4188

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

Charles County 6-27-2006

COURT COUNTY DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-----------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | 2001 Transmittals to the Sheriff<br>2002 Transmittals to the Sheriff<br><br>Request to destroy audit has been completed | 2219                 | Sect V.1c | 2001--Jan-Dec.<br>2002--Jan-Dec.     | 3 boxes             | 9-5-06              | Shredded<br>Landfill                                      |

Destruction Approved by the Hall of Records Commission

*Edward C. Papenhausen*  
 State Archivist

Destruction Certification:

*Debbie L. Luchetti* Civil Supervisor  
 Signature of Court Official Date 9-5-06

16 August  
 Date

~~RECEIVED~~

SEP 18 2006

RECORDS MANAGEMENT  
DIVISION

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

4187

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD  
 200 Charles St,  
 PO Box 3070

La Plata, MD Charles 6/27/06  
 COURT COUNTY DATE

| Series No. | Description of Records<br>Include Title and/or Form Number           | 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 Dockets (local copies)<br>Request to destroy<br>Audit complete | 2219                 | Sect II-2 | Jan-DEc 2001<br><br>Jan - Dec 2002   | 1 box<br><br>1 box  | 9-5-06              | Shredded<br>Landfill                                   |

Destruction Approved by Hall of Records Commission

Destruction Certification

16 Aug 06  
Date

Edward C. Papenfuss  
State Archivist

Debbie Rudoff Civil Supervisor 9-5-06  
Signature of Court Official Title Date

SEP 18

*Jub*

RECORDS MANAGEMENT



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

487

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD  
 200 Charles St,  
 PO Box 3070  
 La Plata, MD

COURT Charles COUNTY Charles DATE 6/27/06

| Series No. | Description of Records<br>Include Title and/or Form Number           | Authorization        |           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | Civil Dockets (local copies)<br>Request to destroy<br>Audit complete | 2219                 | Sect II-2 | Jan-DEc 2001<br><br>Jan - Dec 2002   | 1 box<br><br>1 box  | 9-5-06              | Shredded<br>Landfill                                      |

Destruction Approved by Hall of Records Commission

16 Aug 06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certification

Debbie Rudolph  
Signature of Court Official

Civil SUPERVISOR  
Title

9-5-06  
Date

SEP 18

*Zuck*

RECORDS MANAGEMENT

SECTION

4185

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD  
 200 Charles Street  
 PO Box 3070  
 La Plata, MD 20646

Charles

6/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No. |                                      |                     |                     |  |
|            | Supervisor and Management Reports to include local copies of:<br><br>Bench Time Report; Releases<br><br>Thru December 2002<br><br>More than 3 years old and audit complete | 2219                 | SECTI-1  | 2000<br>2001<br>2002                 | 2 boxes             | 9/6/06              | Shred  |

Destruction Approved by Hall of Records Commission

Destruction Certification

16 Aug 06  
Date

*Edward C. Paprocki*  
State Archivist

*Beverly L. Garrison* County Clerk  
Signature of Court Official Title Date

~~CONFIDENTIAL~~

SEP 18 2006

RECORDS MANAGEMENT  
DIVISION

4185

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD  
 200 Charles Street  
 PO Box 3070  
 La Plata, MD 20646

Charles  
 COUNTY

6/27/06  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No. |                                      |                     |                     |  |
|            | Supervisor and Management Reports to include local copies of:<br><br>Bench Time Report; Releases<br><br>Thru December 2002<br><br>More than 3 years old and audit complete | 2219                 | SECTI-1  | 2000<br>2001<br>2002                 | 2 boxes             | 9/6/06              | Shred  |

Destruction Approved by Hall of Records Commission

16 Aug 06  
Date

Edward C. [Signature]  
State Archivist

Destruction Certification

Brenda [Signature] County Clerk 9/6/06  
Signature of Court Official Title Date

RECEIVED  
JUL 11 2006  
MARYLAND STATE ARCHIVES

SEP 18 2006  
RECORDS MANAGEMENT  
EDMUND



4330

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  
COURT #4-2, COURT HOUSE  
LA PLATA, MD 20646

Charles  
COUNTY

1-10-7  
DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No. |                                      |                     |                     |  |
|            | Expungement Files 2003<br><br>Request to Shred             | 2219                 | Sect. IV | Jan. 1, 2003 thru<br>Dec. 31, 2003   | 4                   | 4/24/07             | Shredded   |

Destruction Approved by Hall of Records Commission

27 mar 07  
Date

*Edward C. Papenfort*  
State Archivist

Destruction Certification

*Derek L. Harmon*  
Signature of Court Official  
Date

RECEIVED  
RECORDS SECTION

MAR 6 2008

RECEIVED

4/30

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  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646  
 COURT

Charles  
 COUNTY

1-10-7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No. |                                      |                     |                     |   |
|            | Expungement Files 2003<br><br>Request to Shred             | 2219                 | Sect. IV | Jan. 1, 2003 thru<br>Dec. 31, 2003   | 4                   | 4/24/07             | Shredded  |

Destruction Approved by Hall of Records Commission

27 mar 07  
 Date

*Edward C. Lopez*  
 State Archivist

Destruction Certification

*Bernard L. Harmon* *5/2/07*  
 Signature of Court Official Date

RECEIVED  
MAR 6 2007  
MARYLAND STATE ARCHIVES

~~RECEIVED~~  
MAR 6 *rus*  
~~RECEIVED~~

4385

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

Charles County

3-26-2007

COURT

COUNTY

DATE

| Serial No. | Description of Records<br>Include Title and/or Form Number       | Authorization        |                       | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.              |                                      |                     |                     |   |
|            | Delete and Error Reports<br>2000 thru 2003<br>Audit was complete | 2219                 | Sect V<br>Item<br>1C. | 2000<br>2001<br>2002<br>2003         | 2 boxes             | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification:

*Dorrie Rudolph* Civil Office  
Signature of Court Official

5/18/07  
Date

RECEIVED  
APR 9 2008  
MARYLAND STATE ARCHIVES

~~CONFIDENTIAL~~  
MAR 6 2008  
~~CONFIDENTIAL~~



4385

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

Charles County

3-26-2007

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number       | Authorization        |                       | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.              |                                      |                     |                     |   |
|            | Delete and Error Reports<br>2000 thru 2003<br>Audit was complete | 2219                 | Sect V<br>Item<br>1C. | 2000<br>2001<br>2002<br>2003         | 2 boxes             | 5/18/07             | shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Edward C. [Signature]*  
State Archivist

Destruction Certification:

*Debbie Radloff*  
Signature of Court Official

civil Supervisor  
Title

5/18/07  
Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED  
MAY 19 1968

MAR 6 1968

RECEIVED

4431

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

COURT Charles COUNTY 4/24/07 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |   | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | 2003 Electronic Sound Recordings<br>January 1st thru Dec 31, 2003<br><br>minus those dates pulled for permanent retention by State Archivist | 221 <sup>g</sup>     | Sect II #2<br><br>Sect 111 #2<br><br>Sect IV #2<br><br>Sect VI #2 | 1 Jan through 31 Dec 2003            | 1 FT                | 6/7/7               | Shred   |

Destruction Approved by Hall of Records Commission

25 May 07  
Date

Edward C. [Signature]  
State Archivist

Destruction Certification

[Signature] Court Clerk 6/7/7  
Signature of Court Official Title Date

RECEIVED  
JUN 15 2007  
U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
JUN 15 2007  
LM

4437

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

COURT Charles COUNTY Charles DATE 4/24/07

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |   | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.  |                                      |                     |                     |   |
|            | 2003 Electronic Sound Recordings<br>January 1st thru Dec 31, 2003<br><br>minus those dates pulled for permanent retention by State Archivist | 221 <del>9</del>     | Sect II #2<br><br>Sect 111 #2<br><br>Sect IV #2<br><br>Sect VI #2 | 1 Jan. through<br>31 Dec 2003        | 1 FT                | 6/7/7               | Shred   |

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07  
Date

Edward C. Papenfuss  
State Archivist

Brenda L. Shannon County Clerk 6/7/7  
Signature of Court Official Title Date

RECEIVED  
MAY 9 2007  
MARYLAND STATE ARCHIVES

JUN 15 2007  
RECORDS MANAGEMENT  
DIVISION

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



4386

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

COURT Charles County COUNTY Charles County DATE 3-26-07

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                       | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.              |                                      |                     |                     |   |
|            | Statistical Reports<br>Audit Complete<br>2002-----2003     | 2219                 | Section V<br>Item 1C. | 2002<br>2003                         | 1 box               | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Debbie Ladeff* Civil Supervisor  
Signature of Court Official Date 6/13/07

THE  
LIBRARY OF CONGRESS  
MAR 6 1968  
JAN 6 1968

4386

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County DATE 3-26-07  
 COUNTY

| Series No. | Description of Records<br>Include Title and/or Form Number            | Authorization        |                      | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.             |                                      |                     |                     |   |
|            | Statistical<br>Statistical Reports<br>Audit Complete<br>2002-----2003 | 2219                 | Set V<br>Item<br>1C. | 2002<br>2003                         | 1 box               | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

Edward C. Pappas  
State Archivist

Destruction Certification

Debbie Kubacki Civil Superior  
Signature of Court Official Date 6/13/07

RECEIVED

APR 9 2007

MARYLAND STATE ARCHIVES

~~CONFIDENTIAL~~  
MR 6 *ms*  
~~CONFIDENTIAL~~

4430  
 4430

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland  
 PO Box 3070  
 200 Charles St  
 La Plata, MD 20646

Charles 4/24/07

COURT COUNTY DATE

| Series No. | Description of Records<br>Include Title and/or Form Number            | Authorization        |                      | Inclusive Dates of Records Destroyed         | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------------------|--|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No.             |  |                     |                     |  |
|            | Supervisor Copies of Local Time Sheets for years 2001, 2002, and 2003 | 2219                 | Fiscal Sect V<br>1 C | Jan-Dec 2001<br>Jan-Dec 2002<br>Jan-Dec 2003 | > 1 FT              | 5/18/07             | shredded   |

Destruction Approved by Hall of Records Commission

25 May 07  
 Date

*Edward C. Seppert*  
 State Archivist

Destruction Certification

*Benjamin L. Hammer*  
 Signature of Court Official  
 Title  
 6/18/07  
 Date

~~CONFIDENTIAL~~

MAR 6 708

~~CONFIDENTIAL~~

*Handwritten signature*

4390

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County COUNTY Charles County DATE 3-20-07

| Serial No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |                                  | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------------------------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.                         |                                      |                     |                     |   |
|            | 2003 Transmittals to Sheriff<br><br>Request to destroy<br>audit has been <del>completed</del><br><i>completed</i> | 2219                 | sect<br>V, IC<br><br>Item<br>IC. | 2003                                 | 1 box               | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Sharon C. Long*  
State Archivist

Destruction Certification:

*Debbie Adoff*  
Signature of Court Official

Civil Supervisor  
Title

5/18/07  
Date



RECEIVED  
MAY 10 1908

MAR 6 2008

RECEIVED

4390

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County DATE 3-20-07  
 COUNTY

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |                                       | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------------------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.                              |                                      |                     |                     |   |
|            | 2003 Transmittals to Sheriff<br><br>Request to destroy audit has been <del>completed</del><br><i>completed</i> | <i>2219</i>          | <i>sect<br/>V IC<br/>Item<br/>IC.</i> | 2003                                 | 1 box               | <i>5/18/07</i>      | <i>shredded</i>   |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Edward C. Pappas*  
State Archivist

Destruction Certification

*Debra K. Adair* *Civil Superior* *5/18/07*  
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED  
APR 6 1967  
MARYLAND STATE ARCHIVES

~~RECEIVED~~  
MAR 6 1967

~~RECEIVED~~

4387

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

COURT \_\_\_\_\_ COUNTY Charles County DATE 3-20-07

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.                |                                      |                     |                     |   |
|            | Landlord Tenant Money Judgments Expired 1994               | 2219                 | Sect II<br>Items<br>2,3 | 1994                                 | 1 boxes             | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

Edward C. Pappas  
State Archivist

Destruction Certificate:

Debbie Lockoff Civil Supervisor  
Signature of Court Official Date 6/18/07

100

RECEIVED

MAR 6 2008

LIBRARY

4387

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #E4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County COUNTY Charles County DATE 3-20-07

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.                |                                      |                     |                     |   |
|            | Landlord Tenant Money Judgments Expired 1994               | 2219                 | Sect II<br>Items<br>2,3 | 1994                                 | 1 boxes             | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

Edward C. Papenfort  
State Archivist

Destruction Certificate

Debbie Radloff  
Signature of Court Official

Civil Supervisor  
Title

6/18/07  
Date

MARYLAND STATE ARCHIVES  
APR 9 2007  
RECEIVED

MARYLAND STATE ARCHIVES  
APR 13 2007  
RECEIVED

~~RECEIVED~~

MAR 15 2008

~~RECEIVED~~



4388

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

Charles County 3-26-2007

COURT COUNTY DATE

| Serial No. | Description of Records<br>Include Title and/or Form Number           | Authorization        |                          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|--------------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.                 |                                      |                     |                     |   |
|            | Lanlord Tenant Non-Money Judgments, Satisfactions and Dismissed 2003 | 2219                 | Sect VI<br>Items<br>1, 2 | 2003                                 | 3 boxes             | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Debbie Radloff*  
Signature of Court Official

Civil Supervisor  
6/18/07  
Date

RECEIVED

MAR 6 1908

RECEIVED

4388

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

Charles County

3-26-2007

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number           | Authorization        |                         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.                |                                      |                     |                     |   |
|            | Lanlord Tenant Non-Money Judgments, Satisfactions and Dismissed 2003 | 2219                 | Sec VI<br>Items<br>1, 2 | 2003                                 | 3 boxes             | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Debbie Radloff*  
Signature of Court Official

*Civil Supervisor*  
Date 6/18/07

RECEIVED  
MAY 19 1968

MAR 6 1968

RECEIVED  
MAY 19 1968

4430

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland  
 PO Box 3070  
 200 Charles St  
 La Plata, MD 20646

Charles 4/24/07

COURT COUNTY DATE

| Series No. | Description of Records<br>Include Title and/or Form Number            | Authorization        |                      | Inclusive Dates of Records Destroyed         | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------------------|--|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No.             |  |                     |                     |  |
|            | Supervisor Copies of Local Time Sheets for years 2001, 2002, and 2003 | 2219                 | Fiscal Sect V<br>1 C | Jan-Dec 2001<br>Jan-Dec 2002<br>Jan-Dec 2003 | > 1 FT              | 5/18/07             | Shredded   |

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07  
Date

Edward C. Spier  
State Archivist

Brenda L. Gorman  
Signature of Court Official  
Clerk  
Title  
5/18/07  
Date

RECEIVED  
MAY 9 2007  
MARYLAND STATE ARCHIVES

MAR 6

*ms*

4429

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 5070  
 LA PLATA MD 20646

Charles

4/24/07

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                       | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.              |                                      |                     |                     |  |
|            | Statistic Reports for Domestic Viol & Peace Orders         | 2219                 | Admin<br>Sec I<br>#1b | 2000, 2001, 2002<br>2003             | 2 FT                | 5/18/07             | Shredded   |

Destruction Approved by Hall of Records Commission

25 May 07  
Date

*Edward C. Repenput*  
State Archivist

Destruction Certification

*Bonnie L. Harmon* 6/18/07  
Signature of Court Official Title Date



RECEIVED  
MAY 6 2007  
MARYLAND STATE ARCHIVES

MAR 6 ... *ms*

4429

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY  
 P.O. BOX 3070  
 LA PLATA MD 20646

Charles

4/24/07

COURT

COUNTY

DATE

| Serial No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                           | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.                  |                                      |                     |                     |  |
|            | Statistic Reports for Domestic Viol & Peace Orders         | 2219                 | Admin<br>Sec I<br><br>#1b | 2000, 2001, 2002<br>2003             | 2 FT                | 5/18/07             | Shredded   |

Destruction Approved by Hall of Records Commission

25 May 07  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Bernd Hannemann* *Clara* 6/18/07  
Signature of Court Official Title Date

RECEIVED  
MAR 5 1958

MAR 6

*ms*

RECEIVED

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

4307

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles  
 COUNTY

1/10/7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number               | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | 2003 Criminal Files<br><br>Request to strip and destroy inside materials | 2219                 | Sec. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003.     | 50                  | 4/27/8              | <i>[Signature]</i>  |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 Mar 07  
 Date

*[Signature]*  
 State Archivist

*[Signature]*  
 Signature of Court Official  
 Date 4/27/8

100

2

*[Faint, illegible handwriting]*

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

4327

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646  
 COURT

Charles  
 COUNTY

1/10/7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number               | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | 2003 Criminal Files<br><br>Request to strip and destroy inside materials | 2219                 | Sec. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003.     | 50                  | 4/27/8              | landfill  |

Destruction Approved by Hall of Records Commission

Destruction Certification

21 Mar 07  
 Date

*Edward C. [Signature]*  
 State Archivist

*[Signature]*  
 Signature of Court Official  
 Charles County  
 Date 4/27/8

JUL

7

RECEIVED  
MAR 6 2007  
MONTANA STATE ARCHIVES



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

4307

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646  
 COURT

Charles  
 COUNTY

1/10/7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number               | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | 2003 Criminal Files<br><br>Request to strip and destroy inside materials | 2219                 | Sec. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003.     | 50                  | 4/27/8              | landfill  |

Destruction Approved by Hall of Records Commission

27 mar 07  
 Date

Edward C. Papenfort  
 State Archivist

Destruction Certification

*[Signature]*  
 Signature of Court Official  
 Date 4/27/8

JUL

7

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

4328

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles  
 COUNTY

1-10-7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                                | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.    |                                      |                     |                     |   |
|            | 2003 Civil/Municipal Infraction Citations<br><br>Request to destroy inside materials only | 2219                 | Sect. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 5                   | 6/27/8              | landfill  |

Destruction Approved by Hall of Records Commission

Destruction Certification:

27 Mar 07  
 Date

*Edward C. Popowich*  
 State Archivist

*Bertha L. Starnes*  
 Signature of Court Official  
 County Clerk  
 6/27/8  
 Date

101

2

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

4328

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles  
 COUNTY

1-10-7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                                | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.    |                                      |                     |                     |   |
|            | 2003 Civil/Municipal Infraction Citations<br><br>Request to destroy inside materials only | 2219                 | Sect. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 5                   | 6/27/8              | landfill  |

Destruction Approved by Hall of Records Commission

Destruction Certification

21 mar 07  
 Date

*Edward C. Kasper*  
 State Archivist

*Brenda L. Finney*  
 Signature of Court Official  
 Clerk  
 6/27/8  
 Date

MAR 6 2007  
RECEIVED  
MARYLAND STATE ARCHIVES

JOE 7.2.07

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

4328

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646  
 COURT

Charles  
 COUNTY

1-10-7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                                | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No.    |                                      |                     |                     |  |
|            | 2003 Civil/Municipal Infraction Citations<br><br>Request to destroy inside materials only | 2219                 | Sect. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 5                   | 6/27/8              | landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

27 MAR 07  
 Date

*Edward C. Papenfuss*  
 State Archivist

*Berlin L. Stansfield*  
 Signature of Court Official  
 Date 6/27/8



200



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

4329

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles  
 COUNTY

1-10-7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                           | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | 2003 Natural Resources Citations<br><br>Request to strip and destroy inside material | 2219                 | Sec. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 5                   | 6/27/8              | landfill ; shred  |

Destruction Approved by Hall of Records Commission

27 Mar 07  
 Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Brenda L. Giannone* *Court Clerk* 4/27/8  
 Signature of Court Official Date

JUL 7 1953

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

4329

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646  
 COURT

Charles  
 COUNTY

1-10-7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                           | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | 2003 Natural Resources Citations<br><br>Request to strip and destroy inside material | 2219                 | Sec. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 5                   | 6/27/8              | landfill & shred  |

Destruction Approved by Hall of Records Commission

27 mar 07  
 Date

*Edward C. Popowich*  
 State Archivist

Destruction Certification

*Pres. L. Hammer* County Clk 6/27/8  
 Signature of Court Official Date

RECEIVED  
MAR 9 2001  
MARYLAND STATE ARCHIVES

101  
101

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

4329

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 COURT #4-2, COURT HOUSE  
 LA PLATA, MD 20646

Charles  
 COUNTY

1-10-7  
 DATE

| Series No. | Description of Records<br>Include Title and/or Form Number                           | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | 2003 Natural Resources Citations<br><br>Request to strip and destroy inside material | 2219                 | Sec. IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 5                   | 6/27/8              | landfill ; shred  |

Destruction Approved by Hall of Records Commission

27 Mar 07  
 Date

*Edward C. Papenfort*  
 State Archivist

Destruction Certification

*Brenda L. Gianneau*  
 Signature of Court Official  
 Clerk  
 Date 6/27/8

100.

2. 100.



4383

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County COUNTY 3-20-07 DATE

| Serial No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|--------------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.                 |                                      |                     |                     |   |
|            | 1994 Civil Judgments Expired                               | 2219                 | SECT II<br>Items<br>2, 3 | 1994                                 | 10 boxes            | 5/18/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

Shawn C. Pasopis  
State Archivist

Destruction Certificate  
Dollie Kadey Court Supervisor 7/5/07  
 Signature of Court Official Date

~~XXXXXXXXXX~~

MAR 6 *ms*

~~XXXXXXXXXX~~

4383

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

Charles County

3-20-07

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.                |                                      |                     |                     |   |
|            | 1994 Civil Judgments Expired                               | 2219                 | Sec II<br>Items<br>2, 3 | 1994                                 | 10 boxes            | 5/18/07             | shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

*Edward C. Papenfort*  
State Archivist

Destruction Certification

*Debbie Kadach* Civil Supervisor 7/5/07  
Signature of Court Official Date

RECEIVED  
APR 10 2007  
MARYLAND STATE ARCHIVES

RECEIVED  
APR 10 2007  
MARYLAND STATE ARCHIVES

~~RECEIVED~~  
MAR 5 2007  
~~RECEIVED~~

4384

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #A-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

COURT Charles County DATE 3-20-07  
 COUNTY

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                      | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.             |                                      |                     |                     |   |
|            | 2003 Civil cases closed in 2003<br>Dismissed and Satisfied | 2219                 | Sect II<br>Item<br>2 | 2003                                 | 9 boxes             | 6/10/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

Edward C. Papenfuss Jr  
State Archivist

Destruction Certificate

Debbie Kulloff Civil Supervisor 7/6/07  
Signature of Court Official Date

RECEIVED  
MAR 6 1958

ms

~~RECEIVED~~

4384

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3Q70  
 LA PLATA MD 20646

COURT Charles County DATE 3-20-07  
 COUNTY

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                       | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-----------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.              |                                      |                     |                     |   |
|            | 2003 Civil cases closed in 2003<br>Dismissed and Satisfied | 2219                 | Sect II.<br>Item<br>2 | 2003                                 | 9 boxes             | 6/10/07             | Shredded  |

Destruction Approved by Hall of Records Commission

3 May 07  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certificate

Debbie Radloff Civil Superior 7/6/07  
Signature of Court Officer Date



RECEIVED  
APR 9 2007  
MARYLAND STATE ARCHIVES

RECEIVED  
APR 19 2007  
MARYLAND STATE ARCHIVES

MARYLAND STATE ARCHIVES  
MAR 6 2008

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, MD 21401

4537

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8

BALTIMORE COUNTY

District Court of Maryland

Court

County

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

| Series No. | Description of Records<br>Include Title and/or Form Number                  | Authorization        |                              | Inclusive Dates of Records Destroyed | Volume (Cubic feet) Boxes | Date of Destruction | Method of Destruction |          |          |
|------------|---|----------------------|------------------------------|--------------------------------------|---------------------------|---------------------|-----------------------|----------|----------|
|            |   | Retention Sched. No. | Item No.                     |                                      |                           |                     |                       |          |          |
| 1.         | <u>ACCOUNTING RECORDS</u>   | 2219<br>↓            | Sect V<br>Item<br>1. C.<br>↓ |                                      |                           |                     |                       |          |          |
|            | A. General Accounting Records   |                      |                              |                                      |                           |                     |                       |          |          |
|            | 1. Cash register reports; including Certificate of Deposits & deposit slips |                      |                              |                                      |                           | FY01 - FY04         | 133                   | 04/24/08 | Landfill |
|            | 2. Requests for State Revenue refunds                                       |                      |                              |                                      |                           | FY01 - FY04         | 3                     | "        | "        |
|            | 3. Monthly revenue reports (R1, R2, DCA 31 & DCA 95)                        |                      |                              | FY01 - FY04                          | 2                         | "                   | "                     |          |          |
|            | E. Miscellaneous Accounting Records   |                      |                              |                                      |                           |                     |                       |          |          |
|            | 1. Court Fund reconciliations, deposits and voided & cancelled checks       |                      |                              | FY01 - FY04                          | 9                         | "                   | "                     |          |          |

(FY 04 ended 30 June 2004)

Destruction Approved by Hall of Records Commission

Destruction Certification

4 Jan 08

Date

*[Signature]*

State Archivist

*[Signature]*

Signature of Court Official

Accounting Supervisor

Title

04/25/08

Date

~~CONFIDENTIAL~~

MAY 16 *JWS*

RECORDS MANAGEMENT  
DEPARTMENT

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
Records Management Division

Treasury Building, Rm. 302  
Annapolis, MD 21401

4537

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8

BALTIMORE COUNTY

District Court of Maryland

Court

County

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |                             | Inclusive Dates of Records Destroyed   | Volume (Cubic feet) Boxes         | Date of Destruction     | Method of Destruction   |
|------------|--|----------------------|-----------------------------|--|-----------------------------------|-------------------------|-------------------------|
|            |  | Retention Sched. No. | Item No.                    |  |                                   |                         |                         |
| 1.         | <u>ACCOUNTING RECORDS</u><br>A. General Accounting Records<br>1. Cash register reports; including Certificate of Deposits & deposit slips<br>2. Requests for State Revenue refunds<br>3. Monthly revenue reports (R1, R2, DCA 31 & DCA 95)<br><br>E. Miscellaneous Accounting Records<br>1. Court Fund reconciliations, deposits and voided & cancelled checks | 2219<br>↓            | Sect V<br>Item<br>I.C.<br>↓ | FY01 - FY04<br><br>FY01 - FY04<br>FY01 - FY04<br><br>FY01 - FY04<br><br>(FY 04 ended 30 June 2004) | 133<br><br>3<br>2<br><br>9<br>147 | 04/24/08<br>"<br>"<br>" | Landfill<br>"<br>"<br>" |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/25/08

Date

*Edward C. Green*

State Archivist

*Jawara R. Rios*

Signature of Court Official

Accounting Supervisor

Title

04/25/08

Date



MAY 16 2008

RECORDS MANAGEMENT  
SECTION

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

4538

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8

BALTIMORE COUNTY

District Court of Maryland

Court

County

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                       | Inclusive Dates of Records Destroyed | Volume (Cubic feet) Boxes | Date of Destruction | Method of Destruction |
|------------|--|----------------------|-----------------------|--------------------------------------|---------------------------|---------------------|-----------------------|
|            |  | Retention Sched. No. | Item No.              |                                      |                           |                     |                       |
| 1.         | <u>ACCOUNTING RECORDS</u>                                  |                      |                       |                                      |                           |                     |                       |
|            | E. Miscellaneous Accounting Records                        |                      |                       |                                      |                           |                     |                       |
|            | <del>1. Closed bond forfeiture reports</del>               |                      |                       | FY98 - FY04                          | 13                        | <i>me</i>           |                       |
|            | 2. Closed bad check records                                | 2219                 | Set V<br>Item<br>I.C. | FY01 - FY04                          | 1                         | 05/01/08            | Landfill              |
|            | 3. Closed deferred payment records                         |                      |                       | FY01 - FY04                          | 23                        | "                   | "                     |
|            | 4. Closed transcript requests (DCA 27)                     |                      |                       | FY01 - FY04                          | 3                         | "                   | "                     |
|            |  |                      |                       | (FY 04 ended<br>30 June 2004)        | 27                        |                     |                       |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/29/08  
 Date *Edward A. Openen*  
 State Archivist

*Jaura Rives*  
 Signature of Court Official  
 Accounting Supervisor  
 Title  
 05/01/08  
 Date

MAY 16 2008

RECORDS MANAGEMENT  
SECTION



DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, MD 21401

4538

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8

BALTIMORE COUNTY

District Court of Maryland

Court

County

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |                        | Inclusive Dates of Records Destroyed | Volume (Cubic feet) Boxes | Date of Destruction | Method of Destruction |
|------------|--|----------------------|------------------------|--------------------------------------|---------------------------|---------------------|-----------------------|
|            |  | Retention Sched. No. | Item No.               |                                      |                           |                     |                       |
| 1.         | <u>ACCOUNTING RECORDS</u>                                  |                      |                        |                                      |                           |                     |                       |
|            | E. Miscellaneous Accounting Records                        |                      |                        |                                      |                           |                     |                       |
|            | <del>1. Closed bond forfeiture reports</del>               |                      |                        | FY98 - FY04                          | 13                        | <i>mc</i>           |                       |
|            | 2. Closed bad check records                                | 2219                 | Sect V<br>Item<br>I.C. | FY01 - FY04                          | 1                         | 05/01/08            | Landfill              |
|            | 3. Closed deferred payment records                         |                      |                        | FY01 - FY04                          | 23                        | "                   | "                     |
|            | 4. Closed transcript requests (DCA 27)                     |                      |                        | FY01 - FY04                          | 3                         | "                   | "                     |
|            |  |                      |                        | (FY 04 ended<br>30 June 2004)        |                           |                     |                       |

Destruction Approved by Hall of Records Commission

Destruction Certification

4 Jan 08

*Edward C. [Signature]*

Date

State Archivist

*Gawre [Signature]*

Signature of Court Official

Accounting Supervisor

Title

05/01/08

Date

MAY 16

*rw8*

RECORDS MANAGEMENT  
FBI

4331

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  
COURT #4-2, COURT HOUSE  
LA PLATA, MD 20646

Charles  
COUNTY

1-10-7  
DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |   |
|            | 2003 Traffic File Folders and Alpha Files                  | 2219                 | Sect IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 25                  | 4/30/8              | landfill  |

Destruction Approved by Hall of Records Commission

27 mar 07  
Date

*Edward C. Papacopis*  
State Archivist

Destruction Certification

*Brenda L. Hammer* County Clerk  
Signature of Court Official  
Date 5-1-8

RECEIVED  
MAR 6 2007  
MARYLAND STATE ARCHIVES

MAY 9 2008  
RECORDS MANAGEMENT

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND  
 FOR CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

2061

COURT Charles COUNTY Charles DATE 9/22/98

| Series No. | Description of Records<br>Include Title and/or Form Number                                 | Authorization        |          | Inclusive Dates of Records Destroyed       | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No. |  |                     |                     |  |
|            | <u>ACCOUNTING</u><br><br>R1, R2, and DCA31<br>Retained for 3 years and audit was completed | 975                  |          | Jan, 1991-Dec. 1991<br>Jan. 1992-Dec. 1992 | 1<br>1<br><br>2     | 5/1/8               | Shred  |

**RECEIVED**  
 OCT 14 1998  
 MARYLAND STATE ARCHIVES

Destruction Approved by Hall of Records Commission  
Edward C. Papenfuss  
 State Archivist

Destruction Certificate:  
Brent Gannon Court Clerk 5/1/8  
 Signature of Court Official Date

OCT 20 1998  
 Date

RECEIVED  
MAY 10 1968  
U.S. DEPARTMENT OF JUSTICE

MAY 9 - 2us

U.S. DEPARTMENT OF JUSTICE

6001 O S 130

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 CHARLES COUNTY #4-2  
 200 CHARLES ST POB 3070  
 LA PLATA MD 20646

2061

COURT \_\_\_\_\_ COUNTY Charles DATE 9/22/98

| Series No. | Description of Records<br>Include Title and/or Form Number                                 | Authorization        |          | Inclusive Dates of Records Destroyed       | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>Recycle, shred, landfill, etc.) |
|------------|--|----------------------|----------|--|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No. |  |                     |                     |  |
|            | <u>ACCOUNTING</u><br><br>R1, R2, and DCA31<br>Retained for 3 years and audit was completed | 975                  |          | Jan, 1991-Dec. 1991<br>Jan. 1992-Dec. 1992 | 1<br>1              | 5/1/8               | Shred  |

Destruction Approved by Hall of Records Commission

OCT 20 1998

Date

Edward C. Saperstein  
 State Archivist

Destruction Certificate

Paul Harrison Constance 5/1/8  
 Signature of Court Official Date



~~SECRET~~

MAY 9 - 2008

*James C. [unclear]*

SECRET'S MANAGEMENT  
OCT 2 5 100

1331

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  
COURT #4-2, COURT HOUSE  
LA PLATA, MD 20646

Charles  
COUNTY

1-16-7  
DATE

| Series No. | Description of Records<br>Include Title and/or Form Number | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No.   |                                      |                     |                     |  |
|            | 2003 Traffic File Folders and Alpha Files                  | 2219                 | Sect IV #2 | Jan. 1, 2003 thru Dec. 31, 2003      | 25                  | 4/30/18             | landfill   |

Destruction Approved by Hall of Records Commission

27 mar 07  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Brenda L. Hermann* *Christy* 5/1/18  
Signature of Court Official Date

MAY 9 2008  
RECORDS MANAGEMENT  
SECTION

3086

9 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

Calvert

May 3, 2002

Accession 00A44

District #4-1

COURT

COUNTY

DATE

| Series No. | Descriptions of Records<br>Include Title and/or Form Number | Authorization        |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No. |                                      |                     |                     |   |
|            | Microfilm and destroy criminal<br>(Md Rule 1299)            | 975                  |          | 1995                                 | 9                   |                     |   |

Destruction Approved by Hall of Records Commission on

Destruction certification

MAY 23 2002

Date

*Edward C. Papenfuss*

State Archivist

*[Signature]*

Signature of Court Official

*Supv. Records*

Title

*7-12-04*

Date

INSTRUCTIONS FOR PREPARATION

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

*ml*

3086

9 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

Calvert

May 3, 2002

Accession 00A44

District #4-1

COURT

COUNTY

DATE

| Series No. | Descriptions of Records<br>Include Title and/or Form Number | Authorization        |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No. |                                      |                     |                     |   |
|            | Microfilm and destroy criminal<br>(Md Rule 1299)            | 975                  |          | 1995                                 | 9                   |                     |   |

Destruction Approved by Hall of Records Commission on

Destruction certification

MAY 23 2002

Date

*Edward C. Pappas*

State Archivist

*[Signature]*

Signature of Court Official

*Supv. Records*

Title

*7-12-04*

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MD 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 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<sup>st</sup> 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

JAN 27

*rw*

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

41084

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
 COURT                                      COUNTY                                      DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No |                                      |                     |                     |   |
|            | <u>ACCOUNTING RECORDS</u><br>Miscellaneous Fiscal/Accounting Records<br>Cancelled checks and check copies, cash receipts journals, R-1, DCA-31 R-2, receipts copies (does not include receipts used in Bond Forfeitures) stubs, and numerical inventory of receipts used, reconciliation and trial balance sheets, pay batch envelopes, transmittals to the Sheriff, bank statements and deposit receipts. Certificates of Deposit<br>Purchase orders and requisitions for supplies | 2219<br><br>Sec V    | 1c, 3   | 1/1/2002-12/31/2002                  | 16.0                | 7-25-06             | Shred Checks<br><br>Landfill all others listed            |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/29/06  
 Date

*Edward C. Papenfuss Jr.*  
 State Archivist

*Carolyn Kitchen*  
 Signature of Court Official

*County Clerk I*      9/7/06  
 Title                                      Date

RECEIVED  
APR 12 2006  
HAWAII STATE ARCHIVES

SEP 18 *Mlo*  
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

*4084*

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
 COURT      COUNTY      DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <p><u>ACCOUNTING RECORDS</u></p> <p>Miscellaneous Fiscal/Accounting Records</p> <p>Cancelled checks and check copies, cash receipts journals, R-1, DCA-31 R-2, receipts copies (does not include receipts used in Bond Forfeitures) stubs, and numerical inventory of receipts used, reconciliation and trial balance sheets, pay batch envelopes, transmittals to the Sheriff, bank statements and deposit receipts. Certificates of Deposit</p> <p>Purchase orders and requisitions for supplies</p> | 2219<br>Sec V        | 1c, 3   | 1/1/2002-12/31/2002                  | 16.0                | 7-25-06             | <p>Shred Checks</p> <p>Landfill all others listed</p>  |

Destruction Approved by Hall of Records Commission

*4/24/06*  
Date

*Edward C. Saperstein Jr*  
State Archivist

Destruction Certification

*Carolyn Kitchen*  
Signature of Court Official

*County Clerk I*      *9-7-06*  
Title      Date

RECEIVED

SEP 18

*File*

RECORDS MANAGEMENT  
GENERAL

DEPARTMENT OF GENERAL SERVICES

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

4085

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
 COURT                                      COUNTY                                      DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization            |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|--------------------------|----------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No.     | Item No  |                                      |                     |                     |  |
|            | <p><u>ADMINISTRATIVE RECORDS</u></p> <p>Supervisory and Management Reports that required sampling and verification and were retained for three years and until all audit requirements have been fulfilled</p> | <p>2219</p> <p>Sec I</p> | <p>d</p> | <p>1/1/2002 - 12/31/2002</p>         | <p>6.0</p>          | <p>7-25-06</p>      | <p>Shred/<br/>Landfill</p>                             |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
 Date

*Edward C. Papenfuss*  
 State Archivist

*Carlynn Kitcher*  
 Signature of Court Official

County Clerk I      9-7-06  
 Title                                      Date

~~RECEIVED~~

SEP 18

*ML*

~~RECORDS MANAGEMENT~~  
~~DIVISION~~





RECEIVED  
APR 12 2006  
MICHIGAN STATE ARCHIVES

SEP 18 — 2006  
RECORDS MANAGEMENT  
MICHIGAN STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

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

4086

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <u>ADMINISTRATIVE RECORDS</u><br>ELECTRONIC RECORDINGS<br>Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State Archives | 2219                 | 2       | 1/1/2002 - 12/31/2002                | 2.0                 | 7-25-06             | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
 Date

*Edward C. Papenfuss Jr*  
 State Archivist

*Carolee Kitcher*  
 Signature of Court Official

County Clerk I  
 Title

9-7-06  
 Date

MARYLAND STATE ARCHIVES  
APR 12 2006  
RECEIVED

SEP 18 2006  
RECORDS MANAGEMENT  
SECTION

**DEPARTMENT OF GENERAL SERVICES**

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

4188

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No |                                      |                     |                     |   |
|            | <p><u>ADMINISTRATIVE RECORDS</u></p> <p>ELECTRONIC RECORDINGS</p> <p>Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State Archives</p> | 2219                 | 2       | 1/1/2002 - 12/31/2002                | 2.0                 | 7-25-06             | Landfill  |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
Date

Edward C. Papenfuss Jr  
State Archivist

Carolyn Kitchen  
Signature of Court Official

County Clerk I      9-7-06  
Title      Date

SEP 18 1966  
RECORDS MANAGEMENT  
SECTION

*mlb*

*Charles W. [unclear]*

**DEPARTMENT OF GENERAL SERVICES**

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

4087

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |                     | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No             |                                      |                     |                     |  |
|            | <u>CRIMINAL RECORDS</u><br>Criminal, Petty Offense Citations and Fugitive Warrant cases-Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently | 2219<br>Sec IV       | 2a & b,,c,<br>d,e,f | 1/1/2002 - 12/31/2002                | 60.0                | 6-28-06             | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
Date

*Edward C. Papenfuss Jr.*  
State Archivist

*Carolyn Kitchen*  
Signature of Court Official

County Clerk I  
Title  
9-7-06  
Date

MARYLAND STATE ARCHIVES  
APR 12 2006  
RECEIVED

SEP 18 2006  
RECORDS MANAGEMENT  
DIVISION



DEPARTMENT OF GENERAL SERVICES

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

4087

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |                     | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No             |                                      |                     |                     |   |
|            | <u>CRIMINAL RECORDS</u><br>Criminal, Petty Offense Citations and Fugitive Warrant cases-Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently | 2219<br>Sec IV       | 2a & b,,c,<br>d,e,f | 1/1/2002 - 12/31/2002                | 60.0                | 6-28-06             | Landfill  |

Destruction Approved by Hall of Records Commission

4/29/06  
Date

Edward C. Papenfuss Jr  
State Archivist

Destruction Certification

Carolyn Kitchen  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date

SEP 18  
RECORDS  
MAY 1954  
204

**DEPARTMENT OF GENERAL SERVICES**

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

4088

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1                      Calvert County                      3/27/06  
 COURT    COUNTY    DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No |                                      |                     |                     |   |
|            | <u>CRIMINAL RECORDS-EXPUNGED CASES</u><br>Criminal file folders of expunged criminal cases and miscellaneous papers<br>Closed in 2001 | 2219<br><br>Sec IV   | 2d & e  | 1/1/2002- 12/31/2002                 | 8.0                 | 6-30-06             | Shred   |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Candy Kitchen  
Signature of Court Official

County Clerk I                      9-7-06  
Title    Date

MARYLAND STATE ARCHIVES

APR 12 2006

RECEIVED

SEP 16

*2004*

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

4088

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1                      Calvert County                      3/27/06  
 COURT    COUNTY    DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <u>CRIMINAL RECORDS-EXPUNGED CASES</u><br><br>Criminal file folders of expunged criminal cases and miscellaneous papers<br><br>Closed in 2001 | 2219                 | 2d & e  | 1/1/2002- 12/31/2002                 | 8.0                 | 6-30-06             | Shred  |
|            |   | Sec IV               |         |                                      |                     |                     |  |

Destruction Approved by Hall of Records Commission

4/24/06  
 Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Carolyn Kitchen*  
 Signature of Court Official

County Clerk I  
 Title

9-7-06  
 Date

SEP 18 1954

RECORDS MANAGEMENT  
SECTION

*MW*

DEPARTMENT OF GENERAL SERVICES

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

4089

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |                              | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|------------------------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No                      |                                      |                     |                     |  |
|            | <u>NATURAL RESOURCES CASES</u><br><br>Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently. | 2219<br><br>Sec IV   | 2a, 2b, 2c<br><br>2d, 2e, 2f | 1/1/2002 - 12/31/2002                | 6.0                 | 7-3-06              | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
Date

*Edward C. Papenfuss Jr*  
State Archivist

*Carolyn Kitchen*  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date



RECEIVED

SEP 18 — 2004

RECORDS MANAGEMENT  
BRANCH

DEPARTMENT OF GENERAL SERVICES

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

4089

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |                          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|--------------------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No.                 |                                      |                     |                     |   |
|            | <u>NATURAL RESOURCES CASES</u><br>Insides of folders to be stripped. Folders, dockets and entries that document a judicial decision to be retained permanently. | 2219<br>Sec IV       | 2a, 2b, 2c<br>2d, 2e, 2f | 1/1/2002 - 12/31/2002                | 6.0                 | 7-3-06              | Landfill  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Edward C. Papenfuss Jr.*  
State Archivist

Destruction Certification

*Carolyn Kitchen*  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date

SEP 18 - 2014  
RECORDS MANAGEMENT  
SECTION

DEPARTMENT OF GENERAL SERVICES

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

4090

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
 COURT      COUNTY      DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |                   | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No           |                                      |                     |                     |  |
|            | <u>TRAFFIC ALPHA FOLDERS</u><br>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met | 2219<br>Sec IV       | 2a, b,c,d<br>2e,f | 1/1//2002 - 12/31/2002               | 14.0                | 6-6-06              | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Edward C. Papenfuss Jr*  
State Archivist

Destruction Certification

*Candyn Kitchen*  
Signature of Court Official

County Clerk I      9-7-06  
Title      Date

MARYLAND STATE ARCHIVES

APR 12 2006

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SEP 5 8 2006

*2006*

DEPARTMENT OF GENERAL SERVICES

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

4090

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |                   | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No           |                                      |                     |                     |  |
|            | <u>TRAFFIC ALPHA FOLDERS</u><br>Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met | 2219<br>Sec IV       | 2a, b,c,d<br>2e,f | 1/1//2002 - 12/31/2002               | 14.0                | 6-6-06              | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
Date

Edward C. Papenfuss Jr  
State Archivist

Carolyn Kitchen  
Signature of Court Official

County Clerk I      9-7-06  
Title      Date

SEP 18

*2006*

RECORDS MANAGEMENT  
SECTION



DEPARTMENT OF GENERAL SERVICES

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

4091

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <p><u>Civil Records-Expired Judgments</u></p> <p>Inside of closed Civil folders containing judgments for sum certain that have expired since twelve years have passed. Closed in 2003</p> | 2219                 | 3       | 1/1/1993 - 12/31/1993                | 16.0                | 7-24-06             | Landfill   |
|            |   | Sec II               |         |                                      |                     |                     |  |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
Date

*Edward C. Papenfuss Jr*  
State Archivist

*Carolyn Kitchen*  
Signature of Court Official

County Clerk I  
9-7-06  
Date

MARYLAND STATE ARCHIVES  
APR 12 2006  
RECEIVED

SEP 18  
RECORDS MANAGEMENT  
*WLB*

DEPARTMENT OF GENERAL SERVICES

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

4091

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization             |          | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|---------------------------|----------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No.      | Item No  |                                      |                     |                     |  |
|            | <p><u>Civil Records-Expired Judgments</u></p> <p>Inside of closed Civil folders containing judgments for sum certain that have expired since twelve years have passed. Closed in 2003</p> | <p>2219</p> <p>Sec II</p> | <p>3</p> | <p>1/1/1993 - 12/31/1993</p>         | <p>16.0</p>         | <p>7-24-06</p>      | <p>Landfill</p>  |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
Date

*Edward C. Peperone Jr*  
State Archivist

*Cowley Kitchen*  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date

SEP 18

2016

RECEIVED  
LIBRARY

DEPARTMENT OF GENERAL SERVICES

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

4892

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

County County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <p><u>Civil Records</u></p> <p>Inside of Civil folders not involving a judgment for sum certain. Folders to be retained permanently Closed in 2001</p> | 2219<br>Sec II       | 2 (1)   | 1/1/ 2002 - 12/31/2002               | 18.0                | 7-24-06             | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06

Date

*Edward C. Papenfuss Jr*

State Archivist

*Carolyn Kitchan*

Signature of Court Official

County Clerk I

Title

9-7-06

Date

RECEIVED  
APR 12 2008  
MARYLAND STATE ARCHIVES

RECORDS MANAGEMENT  
SECTION  
sept - 18 - 2006

DEPARTMENT OF GENERAL SERVICES

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

40912

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

County County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <u>Civil Records</u><br>Inside of Civil folders not involving a judgment for sum certain. Folders to be retained permanently<br>Closed in 2001 | 2219<br>Sec II       | 2 (1)   | 1/1/ 2002 - 12/31/2002               | 18.0                | 7-24-06             | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Edward C. Papenfuss Jr*  
State Archivist

Destruction Certification

*Candy Kitchen*  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date



RECEIVED

SEP 18

2016

RECORDS MANAGEMENT  
SECTION

DEPARTMENT OF GENERAL SERVICES

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

4093

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <u>CIVIL LANDLORD/TENANT CASES</u><br>Landlord/tenant records not involving a judgment for sum certain<br>(Failure to Pay Rents) | 2219<br>Sec VI       | 2(1)    | 1/1/2002 - 12/31/2002                | 3.0                 | 7-25-06             | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss Jr  
State Archivist

Destruction Certification

Carolyn Kitchen  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date

MARYLAND STATE ARCHIVES  
APR 12 2006  
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SEP 18  
RECORDS MANAGEMENT  
*mlb*

DEPARTMENT OF GENERAL SERVICES

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

4093

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <u>CIVIL LANDLORD/TENANT CASES</u><br><br>Landlord/tenant records not involving a judgment for sum certain<br><br>(Failure to Pay Rents) | 2219<br><br>Sec VI   | 2(1)    | 1/1/2002 - 12/31/2002                | 3.0                 | 7-25-06             | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

*Edward C. Papenfuss Jr*  
State Archivist

Destruction Certification

*Candace Kitchen*  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date

SEP 16

2006

RECORDS MANAGEMENT

DEPARTMENT OF GENERAL SERVICES

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

4094

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
 COURT    COUNTY    DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <u>CIVIL LANDLORD/TENANT MONEY JUDGMENTS</u><br>Landlord/Tenant records involving a judgment for sum certain that have expired since twelve years have passed (Failure to Pay Rents) | 2219<br>Sec II       | 3       | 1/1/1993-12/31/1993                  | 2.0                 | 7-25-06             | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss Jr  
State Archivist

Destruction Certification

Carolyn Kitchen  
Signature of Court Official

County Clerk I      9-7-06  
Title    Date

MARYLAND STATE ARCHIVES  
APR 12 2006  
RECEIVED

SEP 18  
RECORDS MANAGEMENT  
SECTION  
*Full*



DEPARTMENT OF GENERAL SERVICES

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

4094

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
 COURT    COUNTY    DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |  |
|            | <u>CIVIL LANDLORD/TENANT MONEY JUDGMENTS</u><br>Landlord/Tenant records involving a judgment for sum certain that have expired since twelve years have passed (Failure to Pay Rents) | 2219<br>Sec II       | 3       | 1/1/1993-12/31/1993                  | 2.0                 | 7-25-06             | Landfill   |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certification

Carolea Kitchen  
Signature of Court Official

County Clerk I  
Title

9-7-06  
Date

~~RECORDED~~

SEP 18 - 2006

RECORDS MANAGEMENT  
GENERAL

DEPARTMENT OF GENERAL SERVICES

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

4095

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
COURT      COUNTY      DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |   |
|            | <u>Emergency Evaluations, Domestic Violence and Peace Order Records</u><br><br>Insides of folders to be stripped of original miscellaneous papers. Folders, dockets and entries that document a judicial decision to be retained permanently | 2219<br><br>Sec III  | 1       | 1/1/93-12/31/93                      | 6.0                 | 8-3-06              | Shred/<br>Landfill  |

Destruction Approved by Hall of Records Commission

4/24/06  
Date

Edward C. Papenfuss  
State Archivist

Destruction Certification

Candice Kitchen  
Signature of Court Official

County Clerk I      9-7-06  
Title      Date

RECEIVED  
APR 12 2006  
MARYLAND STATE ARCHIVES

SEP 18 — 2006  
RECORDS MANAGEMENT  
DIVISION

**DEPARTMENT OF GENERAL SERVICES**

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

4095

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1      Calvert County      3/27/06  
 COURT    COUNTY    DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |         | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No |                                      |                     |                     |   |
|            | <u>Emergency Evaluations, Domestic Violence and Peace Order Records</u><br><br>Insides of folders to be stripped of original miscellaneous papers. Folders, dockets and entries that document a judicial decision to be retained permanently | 2219<br><br>Sec III  | 1       | 1/1/93-12/31/93                      | 6.0                 | 8-3-06              | Shred/<br>Landfill  |

Destruction Approved by Hall of Records Commission

Destruction Certification

4/24/06  
 Date

Edward C. Papenfuss  
 State Archivist

Carolyn Kitchen  
 Signature of Court Official

County Clerk I  
 Title

9-7-06  
 Date

SEP 18  
RECORDS MANAGEMENT  
2016

DEPARTMENT OF GENERAL SERVICES

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

4428

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No     |                                      |                     |                     |   |
| 2.         | <p>Other Cases</p> <p>Case Records and Files. All original papers, exhibits and electronic recordings of testimony.</p> <p><u>Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been satisfied, then destroy. (Except recordings selected by the State Archivist.)</u></p> | 2219                 | SEC VI<br>2 | 1/1/2003 - 12/31/2003                | 3.0                 | July 12, 2007       | Landfill  |

Destruction Approved by Hall of Records Commission

25 May 08

State Archivist

Destruction Certification

*Carolyn A. Kitchen*

County Clerk I

Signature of Court Official

Title

4-18-08

Date

Instructions for Preparation and Submission on Reverse Side



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MAY 10 2007  
MARYLAND STATE ARCHIVES

MAY 6 2008  
ms

DEPARTMENT OF GENERAL SERVICES

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

4428

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No     |                                      |                     |                     |  |
| 2.         | <p>Other Cases</p> <p>Case Records and Files. All original papers, exhibits and electronic recordings of testimony.</p> <p><u>Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been satisfied, then destroy. (Except recordings selected by the State Archivist.)</u></p> | 2219                 | SEC VI<br>2 | 1/1/2003 - 12/31/2003                | 3.0                 | July 12, 2007       | Landfill   |

Destruction Approved by

25 May 07

Date  
Rev. 10/83 DGS-55Q-9

#15

*[Signature]*  
State Archivist

Destruction Certification

*[Signature]*

Signature of Court Official  
Instructions for Preparation and Submission on Reverse Side

County Clerk I

Title

4-18-08

Date

~~SECRET~~

MAY 6

*ms*

~~SECRET~~

DEPARTMENT OF GENERAL SERVICES

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

4424

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No     |                                      |                     |                     |  |
|            | <b>FISCAL RECORDS</b><br><br>Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax. | 2219                 | SEC V<br>1c | 1/1/2003 - 12/31/2003                | 16.0                | April 18, 2008      | Shred  |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

*Edward C. Pappas*

*Candice A. Kitcher*

Date

State Archivist

Signature of Court Official

County Clerk I

4-18-08

Title

Date

MAY 6

*JWS*

DEPARTMENT OF GENERAL SERVICES

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

4426

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No    |                                      |                     |                     |  |
| 2.         | <p><b>FISCAL RECORDS</b></p> <p><b>Budget and Fiscal Planning</b></p> <p>Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> | 2219                 | SEC V<br>2 | 1/1/2003 -<br>12/31/2003             | 1.0                 | November 15, 2007   | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

Date

State Archivist

*Carolyn A. Kitcher*

Signature of Court Official

County Clerk I

Title

4-18-08

Date

*Fugate*  
MAY 6 2008  
MAY 6 2008  
MAY 6 2008



DEPARTMENT OF GENERAL SERVICES

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

4426

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No    |                                      |                     |                     |  |
| 2.         | <p><b>FISCAL RECORDS</b></p> <p><b>Budget and Fiscal Planning</b></p> <p>Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> | 2219                 | SEC V<br>2 | 1/1/2003 -<br>12/31/2003             | 1.0                 | November 15, 2007   | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

*Edward C. Papenfuss Jr.*

*Candice A. Kitcher*

Date

State Archivist

Signature of Court Official

County Clerk I

4-18-08

Title

Date



MAY 6

2w8



DEPARTMENT OF GENERAL SERVICES

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

4427

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No    |                                      |                     |                     |  |
| 3.         | <p>FISCAL RECORDS</p> <p>Purchasing</p> <p>Actual Emergency and Repair Reports, Copies of Contract Award, Credit Memoranda, Notices of Award of Contract, Out of Schedule Requisitions for Supplies, Purchase Orders, Reports of Special Delivery, Requisitions for Supplies, Agency Interoffice Requisitions, Stores Requisition.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> | 2219                 | SEC V<br>3 | 1/1/2003 -<br>12/31/2003             | 1.0                 | July 3, 2007        | Landfill   |

Destruction Approved by Hall of Records Commission

18 May 07

Date

State Archivist

Rev. 10/83 DGS-55Q-9

#14

Destruction Certification

*Carolyn A. ...*

Signature of Court Official

County Clerk I

Title

4-18-08

Date

Instructions for Preparation and Submission on Reverse Side

MAY 6 218

DEPARTMENT OF GENERAL SERVICES

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

4427

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No    |                                      |                     |                     |  |
| 3.         | <p>FISCAL RECORDS</p> <p>Purchasing</p> <p>Actual Emergency and Repair Reports, Copies of Contract Award, Credit Memoranda, Notices of Award of Contract, Out of Schedule Requisitions for Supplies, Purchase Orders, Reports of Special Delivery, Requisitions for Supplies, Agency Interoffice Requisitions, Stores Requisition.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> | 2219                 | SEC V<br>3 | 1/1/2003 -<br>12/31/2003             | 1.0                 | July 3, 2007        | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

Date

*Edward C. Papenfuss*

State Archivist

*Candyn A. Kitcher*

Signature of Court Official

County Clerk I

Title

4-18-08

Date

~~████████████████████~~  
MAY 6 1918  
*ms*  
~~████████████████████~~  
~~████████████████████~~

DEPARTMENT OF GENERAL SERVICES

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

4414

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | 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.         | <p><u>Administrative Operation Records and Files</u></p> <p>Records and files containing correspondence, reports and miscellaneous administrative papers relating to the operation of the District Court including:</p> <p>a. Attorney General Opinions.</p> <p>b. Reports, correspondence, and miscellaneous papers.</p> <p>c. Material relating to policy, administrative orders or history of the court.</p> <p>d. Supervisory and Management Reports that require data sampling and verification.</p> <p>Retain permanently material having continuing legal or administrative value to the operation of the office; transfer periodically to State Archivist.</p> <p>Retain all other materials three (3) years and until all audit requirements have been fulfilled, then destroy</p> | 2219                 | SEC I<br>a,b,c,d | 1/1/03 thru 12/31/03                 | 10.0                | 7-12-07             | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

30 May 07  
 Date  
 Rev. 10/83 DGS-55Q-9

*Shirley C. Pappas*  
 State Archivist

*Carolyn A. Kitchen*  
 Signature of Court Official

County Clerk I  
 Title

April 18, 2008  
 Date

Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES

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

4414

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | 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.         | <p><u>Administrative Operation Records and Files</u></p> <p>Records and files containing correspondence, reports and miscellaneous administrative papers relating to the operation of the District Court including:</p> <p>a. Attorney General Opinions.</p> <p>b. Reports, correspondence, and miscellaneous papers.</p> <p>c. Material relating to policy, administrative orders or history of the court.</p> <p>d. Supervisory and Management Reports that require data sampling and verification.</p> <p>Retain permanently material having continuing legal or administrative value to the operation of the office; transfer periodically to State Archivist.<br/>                     Retain all other materials three (3) years and until all audit requirements have been fulfilled, then destroy</p> | 2219                 | SEC 1<br>a,b,c,d | 1/1/03 thru 12/31/03                 | 10.0                | 7-12-07             | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

30 May 07  
Date

*Edward C. Popejoy Jr.*  
State Archivist

*Carolyn A. Kitchen*  
Signature of Court Official

County Clerk I  
Title

April 18, 2008  
Date



MAY 6 2008

WORLD MANAGEMENT GROUP

**DEPARTMENT OF GENERAL SERVICES**

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

4415.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|---|----------------------|------------|--------------------------------------|---------------------|---------------------|---|
|            |   | Retention Sched. No. | Item No    |                                      |                     |                     |   |
| 2.         | <p><u>Administrative Operation Records and Files</u></p> <p>Personnel Files</p> <p>Records of office employees including books, records, forms, cards, and correspondence.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> | 2219                 | SEC I<br>2 | 1/1/01 thru 12/31/01                 | 1.0                 | April 17, 2007      | Shred   |

Destruction Approved by Hall of Records Commission

18 May 07  
Date

*Edward C. Papenfuss*  
State Archivist

Destruction Certification

*Carolyn A. Kitcher*  
Signature of Court Official

County Clerk I  
Title

4-18-08  
Date

RECORDED

MAY 6 2018

RECORDS

DEPARTMENT OF GENERAL SERVICES

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

4415

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |            | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No    |                                      |                     |                     |  |
| 2.         | <p><u>Administrative Operation Records and Files</u></p> <p>Personnel Files</p> <p>Records of office employees including books, records, forms, cards, and correspondence.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> | 2219                 | SEC I<br>2 | 1/1/01 thru 12/31/01                 | 1.0                 | April 17, 2007      | Shred  |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

*Edward C. Pappas Jr.*

*Carolyn A. Kitchen*

County Clerk I

4-18-08

Date

State Archivist

Signature of Court Official

Title

Date

*[Faint handwritten text]*

**MAY 6 208**

**RECORDS MANAGEMENT**



DEPARTMENT OF GENERAL SERVICES

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

4416

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number     | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No       |                                      |                     |                     |   |
|            | <u>Cases Involving Judgment for a Sum Certain</u>              | 2219                 | SEC II        |                                      |                     |                     |   |
| 2.         | original miscellaneous papers and exhibits                     |                      | Items 2 and 3 | 1/1/94 thru 1/31/94                  | 25.0                | July 20, 2007       | Landfill  |
| 3.         | Cases involving Judgment for a sum certain - records and files |                      |               |                                      |                     | July 20, 2007       | Landfill  |

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Jun 07

Date

State Archivist

Rev. 10/83 DGS-55Q-9

#3

*Edward C. [Signature]*

*Carolyn A. [Signature]*

County Clerk I

Title

April 18, 2008

Date

Instructions for Preparation and Submission on Reverse Side

~~SECRET~~  
- MAY 6 - 208  
~~SECRET~~

DEPARTMENT OF GENERAL SERVICES

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

4416

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number     | 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>Cases Involving Judgment for a Sum Certain</u>              | 2219                 | SEC II        |                                      |                     |                     |  |
| 2.         | original miscellaneous papers and exhibits                     |                      | Items 2 and 3 | 1/1/94 thru 1/31/94                  | 25.0                | July 20, 2007       | Landfill   |
| 3.         | Cases involving Judgment for a sum certain - records and files |                      |               |                                      |                     | July 20, 2007       | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Jun 08

Date

State Archivist

Signature of Court Official

County Clerk I

April 18, 2008

Title

Date

~~SECRET~~  
MAY 6 2008  
~~SECRET~~

*Handwritten signature*

DEPARTMENT OF GENERAL SERVICES

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

447

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No     |                                      |                     |                     |  |
| 2.         | <p><u>Original Miscellaneous Papers and Exhibits, and Electronic Recordings</u></p> <p>Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of dismissal or satisfaction and until all audit requirements are fulfilled, then destroy. (Except recordings selected by the State Archivist)</p> | 2219                 | SEC II<br>2 | 1/1/03 thru 1/31/03                  | 1.0                 | July 20, 2007       | Landfill   |

Destruction Approved by Hall of Records Commission

18 May 07

*Edward C. Pope*  
 State Archivist

Destruction Certification

*Carolyn A. Kitchin*  
 Signature of Court Official

County Clerk I  
 Title

April 18, 2008  
 Date

MAY 6

*JWS*

~~CONFIDENTIAL~~

DEPARTMENT OF GENERAL SERVICES

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

4417

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1  
 COURT

Calvert  
 COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No     |                                      |                     |                     |  |
| 2.         | <p><u>Original Miscellaneous Papers and Exhibits, and Electronic Recordings</u></p> <p>Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of dismissal or satisfaction and until all audit requirements are fulfilled, then destroy. (Except recordings selected by the State Archivist)</p> | 2219                 | SEC II<br>2 | 1/1/03 thru 1/31/03                  | 1.0                 | July 20, 2007       | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07  
 Date  
 Rev. 10/83 DGS-55Q-9

*Edward C. Papenfuss Jr.*  
 State Archivist

*Charles A. Kitcher*  
 Signature of Court Official

County Clerk I  
 Title

April 18, 2008  
 Date

Instructions for Preparation and Submission on Reverse Side

MAY 6

208

RECORDS MANAGEMENT



DEPARTMENT OF GENERAL SERVICES

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

4418

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No     |                                      |                     |                     |  |
| 3          | <p><u>Cases Involving Judgment for a Sum Certain</u></p> <p>Records and files involving cases pertaining to collection of debts, and or damages in which a judgment was awarded. Records and files include attachments, liens, motions and orders, sales and notices of liens of judgments.</p> <p>Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment. or until judgment expires and until all audit requirements are satisfied, then destroy.</p> | 2219                 | SEC II<br>3 | 1/1/94 thru 1/31/94                  | 25.0                | July 20, 2007       | Landfill   |

18 May 07  
 Date  
 State Archivist

Rev. 10/83 DGS-55Q-9

#5

Destruction Certification

Signature of Court Official  
 County Clerk I  
 Title  
 April 18, 2008  
 Date

Instructions for Preparation and Submission on Reverse Side



MAY 6

*2008*

RECORDS MANAGEMENT  
SECTION

DEPARTMENT OF GENERAL SERVICES

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

21418

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No     |                                      |                     |                     |  |
| 3          | <p><u>Cases Involving Judgment for a Sum Certain</u></p> <p>Records and files involving cases pertaining to collection of debts, and or damages in which a judgment was awarded. Records and files include attachments, liens, motions and orders, sales and notices of liens of judgments.</p> <p>Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment. or until judgment expires and until all audit requirements are satisfied, then destroy.</p> | 2219                 | SEC II<br>3 | 1/1/94 thru 1/31/94                  | 25.0                | July 20, 2007       | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

Date

Rev. 10/83 DGS-55Q-9

#5

State Archivist

*Edward C. Saperstein*

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

*Caroleen A. Kitcher*

County Clerk I

Title

April 18, 2008

Date

MAY 6

*W.S.*

RECORDS MANAGEMENT  
GENERAL

DEPARTMENT OF GENERAL SERVICES

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

4419

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1  
 COURT

Calvert  
 COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |              | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|--------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No      |                                      |                     |                     |  |
| 2.         | <p><u>Emergency Evaluation, Domestic Violence and Peace Order Records</u></p> <p><u>Original Miscellaneous Papers and Exhibits and Electronic Recordings</u></p> <p>Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment and until all audit requirements are satisfied, then destroy. (Except recordings selected by the State Archivist)</p> | 2219                 | SEC III<br>2 | 1/1/94 thru 1/31/94                  | 5.0                 | July 20, 2007       | Shred  |

Destruction Approved by Hall of Records Commission

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Carolyn A. Kitchin*  
 Signature of Court Official

County Clerk I  
 Title

April 18, 2008  
 Date

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MAY 6

*208*



DEPARTMENT OF GENERAL SERVICES

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

4419

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1  
 COURT

Calvert  
 COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |              | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|--------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No      |                                      |                     |                     |  |
| 2.         | <p><u>Emergency Evaluation, Domestic Violence and Peace Order Records</u></p> <p><u>Original Miscellaneous Papers and Exhibits and Electronic Recordings</u></p> <p>Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment and until all audit requirements are satisfied, then destroy. (Except recordings selected by the State Archivist)</p> | 2219                 | SEC III<br>2 | 1/1/94 thru 1/31/94                  | 5.0                 | July 20, 2007       | Shred  |

Destruction Approved by Hall of Records Commission

*[Signature]*  
 Date  
 Rev. 10/83 DGS-55Q-9

*[Signature]*  
 State Archivist

Destruction Certification

*[Signature]*  
 Signature of Court Official  
 County Clerk I  
 Title

April 18, 2008  
 Date

MAY 6 2008  
RECEIVED UNIVERSITY OF CALIFORNIA  
LIBRARY



DEPARTMENT OF GENERAL SERVICES

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

4420

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No       |                                      |                     |                     |   |
| 2.         | <p><u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u></p> <p><u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u></p> <p>a. A case which is dismissed or in which a nolle prosequi or stet is entered. Retain original papers, exhibits, and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled, then destroy. (Except recordings selected by the State Archivist)</p> | 2219                 | SEC IV<br>2 a | 1/1/03 thru 12/31/03                 | 15.0                | July 3, 2007        | Landfill  |

Destruction Approved by Hall of Records Commission

*Edward C. [Signature]*

Destruction Certification

*Candace [Signature]*

12 Jun 07

Date

State Archivist

Signature of Court Official

Title

Date

County Clerk I 4-18-2008

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MAY 22 2007  
MARYLAND STATE ARCHIVES

MAY 6

*WJH*

**RECEIVED**

DEPARTMENT OF GENERAL SERVICES

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

4420

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |               | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction<br>(Recycle, shred, landfill, etc.) |
|------------|--|----------------------|---------------|--------------------------------------|---------------------|---------------------|---|
|            |  | Retention Sched. No. | Item No       |                                      |                     |                     |   |
| 2.         | <p><u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u></p> <p><u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u></p> <p>a. A case which is dismissed or in which a nolle prosequi or stet is entered. Retain original papers, exhibits, and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled, then destroy. (Except recordings selected by the State Archivist)</p> | 2219                 | SEC IV<br>2 a | 1/1/03 thru 12/31/03                 | 15.0                | July 3, 2007        | Landfill  |

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Jun 07

*Edward C. Openfer*

*Carlynn A. Kitter*

County Clerk I 4-18-08

Date

State Archivist

Signature of Court Official

Title

Date

Rev. 10/83 DGS-100

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES

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

4421

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title end/or Form Number   | Authorization        |              | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|--------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No      |                                      |                     |                     |  |
| 2.         | <p><u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u></p> <p>b. A case in which a disposition is entered or probation before judgment is granted. Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled. (Except recordings selected by the State Archivist) If within that three-year period the defendant fails to comply with the order of court, the clerk shall continue to retain the original papers and exhibits in the file until the failure is cured or an arrest warrant issued as a result is invalidated by law.</p> <p>c. A criminal case for a misdemeanor in which an arrest warrant was issued on a charging document or as the result of a defendant's failure to appear for trial, remains unserved for three (3) years after issuance. Retain all the original papers and exhibits in the file until the invalidation and destruction of the warrant is authorized by the Chief Judge of the District Court, and then destroy.</p> | 2219                 | SEC IV<br>2b | 1/1/03 thru 12/31/03                 | 40.0                | July 3, 2007        | Landfill   |
|            |  | 2219                 | SEC IV<br>2c | 1/1/03 thru 12/31/03                 | 1.0<br><u>41</u>    | July 3, 2007        | Landfill   |

Destruction Approved by Hall of Records Commission

*Edward C. Papenfuss Jr.*  
 State Archivist

Destruction Certification

*Carolyn A. Kitchin*  
 Signature of Court Official

County Clerk I  
 Title

4-18-08  
 Date

18 May 07  
 Date  
 Rev. 10/83 DGS-55Q-9

#8

Instructions for Preparation and Submission on Reverse Side

MAY 6 1908  
NEW YORK

DEPARTMENT OF GENERAL SERVICES

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

4/2/21

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | Authorization        |              | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|--|----------------------|--------------|--------------------------------------|---------------------|---------------------|--|
|            |  | Retention Sched. No. | Item No      |                                      |                     |                     |  |
| 2.         | <p><u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u></p> <p>b. A case in which a disposition is entered or probation before judgment is granted. Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled. (Except recordings selected by the State Archivist) If within that three-year period the defendant fails to comply with the order of court, the clerk shall continue to retain the original papers and exhibits in the file until the failure is cured or an arrest warrant issued as a result is invalidated by law.</p> <p>c. A criminal case for a misdemeanor in which an arrest warrant was issued on a charging document or as the result of a defendant's failure to appear for trial, remains unserved for three (3) years after issuance. Retain all the original papers and exhibits in the file until the invalidation and destruction of the warrant is authorized by the Chief Judge of the District Court, and then destroy.</p> | 2219                 | SEC IV<br>2b | 1/1/03 thru 12/31/03                 | 40.0                | July 3, 2007        | Landfill   |
|            |  | 2219                 | SEC IV<br>2c | 1/1/03 thru 12/31/03                 | 1.0                 | July 3, 2007        | Landfill   |

Destruction Approved by Hall of Records Commission

18 May 07

Date

Rev. 10/83 DGS-55Q-9

*Edward C. Popowich Jr.*  
 State Archivist

Destruction Certification

*Carolyn A. Kitcher*  
 Signature of Court Official

County Clerk I  
 Title

4-18-08  
 Date

MAY 6

WJH



DEPARTMENT OF GENERAL SERVICES

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

4422

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1  
 COURT

Calvert  
 COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |                | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction              | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------------|--------------------------------------|---------------------|----------------------------------|--|
|            |   | Retention Sched. No. | Item No        |                                      |                     |                                  |  |
| 2.         | <u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u>   |                      |                |                                      |                     |                                  |  |
|            | d. Expunged case files and miscellaneous papers. Retain permanent records and indices for three (3) years and then destroy. Such destruction shall be promptly reported to the Records Management Division of the Hall of Records Commission.   | 2219                 | SEC IV<br>2, d | 1/1/03 thru 12/31/03                 | 10.0                | July 3, 2007<br>& April 18, 2008 | Shred  |
|            | e. Expunged case files and miscellaneous papers in multiple defendant cases. Retain expunged records and indices until the prison terms, if any, of all co-defendants convicted in the case have been served, and then destroy. Such destruction shall promptly be reported to the Records Management Division of the Hall of Records Commission. | 2219                 | SEC IV<br>2, e | 1/1/03 thru 12/31/03                 | 1.0                 | July 3, 2007<br>& April 18, 2008 | Shred  |
|            | f. Fugitive case files and miscellaneous papers. Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled, then destroy. (Except recordings selected by the State Archivist.)                                  | 2219                 | SEC IV<br>2, f | 1/1/03 thru 12/31/03                 | 1.0<br><br>12       | July 3, 2007                     | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07  
 Date

*Edward C. Spangenberg*  
 State Archivist

*Carolyn A. Kitcher*  
 Signature of Court Official

County Clerk I

4-18-08  
 Date

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MAY 10 2007  
MARYLAND STATE ARCHIVES

MAY 6 *ms*

DEPARTMENT OF GENERAL SERVICES

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

4422

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |                | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction              | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|----------------|--------------------------------------|---------------------|----------------------------------|--|
|            |   | Retention Sched. No. | Item No        |                                      |                     |                                  |  |
| 2.         | <u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u>   |                      |                |                                      |                     |                                  |  |
|            | d. Expunged case files and miscellaneous papers. Retain permanent records and indices for three (3) years and then destroy. Such destruction shall be promptly reported to the Records Management Division of the Hall of Records Commission.   | 2219                 | SEC IV<br>2, d | 1/1/03 thru 12/31/03                 | 10.0                | July 3, 2007<br>& April 18, 2008 | Shred  |
|            | e. Expunged case files and miscellaneous papers in multiple defendant cases. Retain expunged records and indices until the prison terms, if any, of all co-defendants convicted in the case have been served, and then destroy. Such destruction shall promptly be reported to the Records Management Division of the Hall of Records Commission. | 2219                 | SEC IV<br>2, e | 1/1/03 thru 12/31/03                 | 1.0                 | July 3, 2007<br>& April 18, 2008 | Shred  |
|            | f. Fugitive case files and miscellaneous papers. Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled, then destroy. (Except recordings selected by the State Archivist.)                                  | 2219                 | SEC IV<br>2, f | 1/1/03 thru 12/31/03                 | 1.0                 | July 3, 2007                     |  |

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07

*Edward C. Pappas*

*Carolyn A. Kitchener*

County Clerk I

4-18-08

Date

State Archivist

Signature of Court Official

Title

Date

MAY 6 1908  
MAY 6 1908

DEPARTMENT OF GENERAL SERVICES

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

4423

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>include Title and/or Form Number  | 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.         | FISCAL RECORDS<br><br>Accounting<br><br>b. Records documenting bonds posted in court cases including names, dates, sureties, and amounts of the bonds. All records pertaining to bonds forfeited.<br><br><b>Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.</b> | 2219                 | SEC V<br>1b | 01/01/96 - 12/31/96                  | 1.0                 | November 16, 2007   | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07

Date

*Edward C. Papenfuss Jr*

State Archivist

*Cassidy A Kitchen*

Signature of Court Official

County Clerk I

Title

4-18-08

Date

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DEPARTMENT OF GENERAL SERVICES

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

4423

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number   | 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.         | FISCAL RECORDS<br><br>Accounting<br><br>b. Records documenting bonds posted in court cases including names, dates, sureties, and amounts of the bonds. All records pertaining to bonds forfeited.<br><br>Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy. | 2219                 | SEC V<br>1b | 01/01/96 - 12/31/96                  | 1.0                 | November 16, 2007   | Landfill   |

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07

Date

*Edward C. Papenfuss*

State Archivist

*Carolyn A. Kitcher*

Signature of Court Official

County Clerk I

Title

4-18-08

Date

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MAY 10 2007  
MARYLAND STATE ARCHIVES

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*ms*  
MAY 6  
MAY 6 2007



DEPARTMENT OF GENERAL SERVICES

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

4424

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

| Series No. | Description of Records<br>Include Title and/or Form Number  | Authorization        |             | Inclusive Dates of Records Destroyed | Volume (Cubic Feet) | Date of Destruction | Method of Destruction (Recycle, shred, landfill, etc.) |
|------------|---|----------------------|-------------|--------------------------------------|---------------------|---------------------|--|
|            |   | Retention Sched. No. | Item No     |                                      |                     |                     |  |
|            | FISCAL RECORDS<br><br>Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax. | 2219                 | SEC V<br>1c | 1/1/2003 - 12/31/2003                | 16.0                |                     |  |

Destruction Approved by Hall of Records Commission

Destruction Certification

18 May 07

Date

*Edward C. Pappas Jr.*

State Archivist

*Carolyn A. Kitcher*

Signature of Court Official

County Clerk I

Title

4-18-08

Date

*[Faint, illegible handwriting]*



MAY 6 2008

