DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Monogement Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20784-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Monagement 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 POR 3070 1.A. PLATA MD 20646

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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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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7275 WATERLOO RD., P.O. BOX 275
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Series	Description of Records	Authorization		Inclusive		Bar rend	Herborkel
No.	Include Title and/or Form Humber	Retention Sched, No.	ltem No.	Dates of Records Destrayed	(Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, (londfill, stc.)
	2002 R Dat tapes Electronic recording tapes Request to destroy. All tapes for	2219	Sec 111-2	Jan 1, 2002 thru Dec 31, 2002	10	6/19/6	Cut &
	archivist have been removed. Request to destroy remaining.						
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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No.	Include Title and/or Form Mumber	Retention School, No.	Hem No.	Dutes of Records Destrayed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, alice) Lord Ell, etc.
	2002 R Dat tapes Electronic recording tapes	2219	Sec 111-2	Jan 1, 2002 thru Dec 31, 2002	10	6/19/6	cut;
	Request to destroy. All tapes for archivist have been removed. Request to destroy remaining.			1			hashed
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POR 3070 1.A PLATA MD 20646

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	Landlord Tenant Money Judgments Expired	2219	Sect II #3:	1993	2	6-19-06	Land fill
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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

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

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	Landlord Tenant Non-money, Satisfied Dismissed	2219	Sect II + 2.	2002	5	6-21-06	Landfill

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

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY P.O. BOX 3070

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Series	Description of Recycle	Autho	rization	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched, No.	item No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	2001 Traffic File Folders and Alpha Files	2219	SectIV #2	Jan 102001 thru Dec 31, 2001	25	4/23/6	Largill
	2002 Traffic File Folders And Alpha Files	2219	Sect IV #2	Jan 1, 2002 thru Dec 31, 2002	25		
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State Archivist

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Authorizotion Methodof Serles Inclusive Description of Records Destruction Dates of Records No. Volume Date of Include Title and/or Form Number (Recycle, shred, Retention Destroyed (Cubic Feet) Item Destruction Schod, No. landfill, ota.) No. 6/23/6 hareful Jan 1, 2002 thru 2002 Natural Resources Citations 2219 Sec TV 5 #2 Dec 31, 2002 Request to strip and destroy inside material Destruction Approved by Hall of Records Commission () struction Certification)

Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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2002 Criminal Files	2219	Sec IV #2	Jan 1, 2002 thru Dec 31, 2002	50	6/23/6	Langlis
Request to strip and destroy inside materials						Dunps
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	2002 Criminal Files Request to strip and destroy	Description of Records Include Title and/or Form Number Retention Sched. No. 2002 Criminal Files 2219 Request to strip and destroy	Description of Records Include Title and/or Form Number Resention School No. 2002 Criminal Files 2219 Sec IV #2	Description of Records Include Title and/or Form Number Relention Sched. Hs. Relention Sched. Hs. 2002 Criminal Files 2219 Sec IV Jan 1, 2002 thru Bec 31, 2002 Request to strip and destroy	Description of Records Include Title and/or Form Number Retention Sched. No. 2002 Criminal Files 2219 Sec IV Jan 1, 2002 thru Dec 31, 2002 Request to strip and destroy	Description of Records Include Title and/or Form Number Retention Sched. No. 2002 Criminal Files 2219 Sec IV Jan 1, 2002 thru Dec 31, 2002 Request to strip and destroy

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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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	2002 Criminal Files	2219	Sec IV	Jan 1, 2002 thru Dec 31, 2002	50	6/23/6	Langung by way
	Request to strip and destroy inside materials						had
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	Destruction Approved by Hall of Records						1.6.1.

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Series No.	Description of Records Include Title and/or Form Humber	Authorization		Inclusive			Methodal
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	2002 Civil/Municipal Infraction Citations	2219	Sect IV	Jan 1, 2002 thru Dec 31, 2002	5	6/23/6	Lanful
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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		Retention Sched, No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	Destruction (Recycle, shreil Londall, etc.)
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	Request to destroy inside materials only		137				
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	Method of Destruction
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	Traffic Alpha Files 2000 2001 Request to destroy	2219	Sect IV #2	Jan 1, 2000 - Dec 31, 2000 Jan 1, 2001- Dec 31, 2001	15 15	6/23/6	Larght
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Rev. 10/83 DGS-550-9 Destruction Certification

Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.		(Cubic Faet)	Destruction	(Recycle, shred, Landfill, etc.)
	Traffic Alpha Files 2000 2001	2219	Sect IV #2	Jan 1, 2000 - Dec 31, 2000	15	6/23/6	Landfu
	Request to destroy			Jan 1, 2001- Dec 31, 2001	15		V
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7	2001 Traffic Must Appear File Folders	2219	Sec IV	Jan 1, 2001 - Dec 31, 2001	15	6/23/6	Landful
	Request to destroy						
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Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES Hall of Record pmmission 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 ILA PILATA, MD 20646

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No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, land@ll, etc.)
,	2001 Traffic Must Appear File Folders Request to destroy	2219	Sec IV	Jan 1, 2001 - Dec 31, 2001	15	@/23/6.	Lardfiel
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DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY P.O. BOX 3070 LA PLATA MD 20646

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

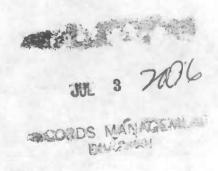
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3/30/6 DATE COURT COUNTY Authorization Method of Serles Inclusive Description of Records Destruction No. Dates of Records Volume. Include Title and/or Form Humber Date of Retention (Recycle, shred, Hem Destroyed (Cubic Feet) Destruction Sched. No. Lordfill, etc.) 2001 Traffic File Folders 2219 SectIV Jan 202001 thru 25 and Alpha Files. #2 Dec 31, 2001 2002 Traffic File Folders 2219 Sect IV Jan 1, 2002 thru 25 And Alpha Files #2 Dec 31, 2002

Destruction Approved by Hall of Records Commission

Destruction Certification Signature of Court Official





DEPARTMENT OF GENERAL SERVICES Hall Goords 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

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State Archivist

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES Hall i Boords 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

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	Expungement Files 2002 Request to Shred	2219	Sect IV #2	Jan 1, 2002 - Dec 31, 2002	. 4	6/23/6	Shred
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

> Charles County COURT COUNTY

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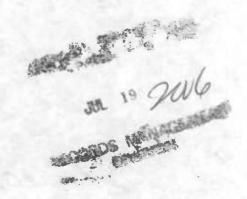
No.	Description of Records	Autho	ritation.	Inclusive			Mathedal
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	2002 Civil Cases Closed Dismissed and Satisfied	2219	Sect II	2002	13	4/23/06	Candfill
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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	2002 Civil Cases Closed Dismissed and Satisfied	2219	Sect II Jear 2	2002	13	6/23/06	Landfill

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Destruction Approved by Hall of Records Commission

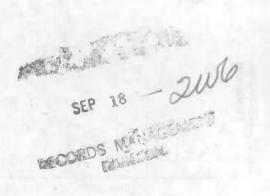
Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9





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

4186

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

State Archivist

6/27/06

COURT

COUNTY

DATE

	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive	Volum=	Date of	Method of Destruction
Series No.		Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Fiscal/Management Records Receiving Reports; Interpreter Invoices (local copy);	2219	Sect V lo	2000, 2001, 2002	2 boxes	9/6/6	Shrel
	Destruction Approved by Hall of Records						

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Signature of Court Official



DEPARTMENT OF GENERAL SERVICES
Holl of Records Commission
Records Monogement Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20784-0275

4188

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County

6-27-2006

COURT

COUNTY

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Destruction Certification .

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20784-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County

6-27-2006

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		Include Title and/or Form Humber	Retention Sched, Ho.	llem Na.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction Hecycle, shred, Imdfill, etc.)
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Signature of Court Of

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD 200 Charles St, PO Box 3070

La Plata MD

Charles

6/27/06

COUNTY

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD 200 Charles St, PO Box 3070

La Plata, MD

COURT COUNTY

DATE

Series		Autho	rization	Inclusive		Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

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

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	Supervisor and Management Reports to include local copies of: Bench Time Report; Releases Thru December 2002 More than 3 years old and audit complete	2219	SECTI-1	2000 2001 2002	2 boxes	9/6/6	Shred

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Signature of Court Official

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Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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No.		Retention School No.	Item No.				
	Supervisor and Management Reports to include local copies of: Bench Time Report; Releases	2219	SECTI-1	2000 2001 2002	2 boxes	9/6/6	Shred
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Instructions for Preparation and Submission on Reverse Side

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

LA PLATA. MD 20646 COURT

Charles COUNTY

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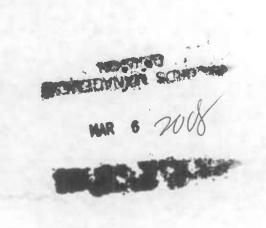
State Archivist

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Signature of Court Official

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

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COUNTY

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Date of	Method of Destruction
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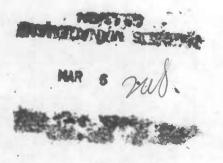
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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	Include Title and/or Form Number	Retention School No.	Item No.		Valume (Cubic Feel)	Dote of Destruction	Destruction Recycle, shred, Londfill, etc.)
	Delete and Error Reports 2000 thru 2003 Audit was complete	2219		2000 2001 2002 2003	2 boxes	5/18/07	Sheredded
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20784-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County

3-26-2007

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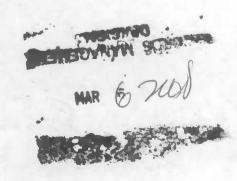
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Records Monogement Division
7275 WATERLOO RD., P.O. BOX 275
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

4/24/07

COUNTY

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

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Instructions for Preparation and Submission on Reverse Side

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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4/24/07

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	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
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	2003 Electronic Sound Recordings January 1st thru Dec 31, 2003	221 9	Sect II #2 Sect 111	1 Jan. through 31 Dec 2003	IFT	6/7/7	Shred
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Holl of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County

3-26-07

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COUNTY

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Description of Records	Autho	noitation	Inclusive			Method of Destruction : Recycle, shred, fondfill, etc.)
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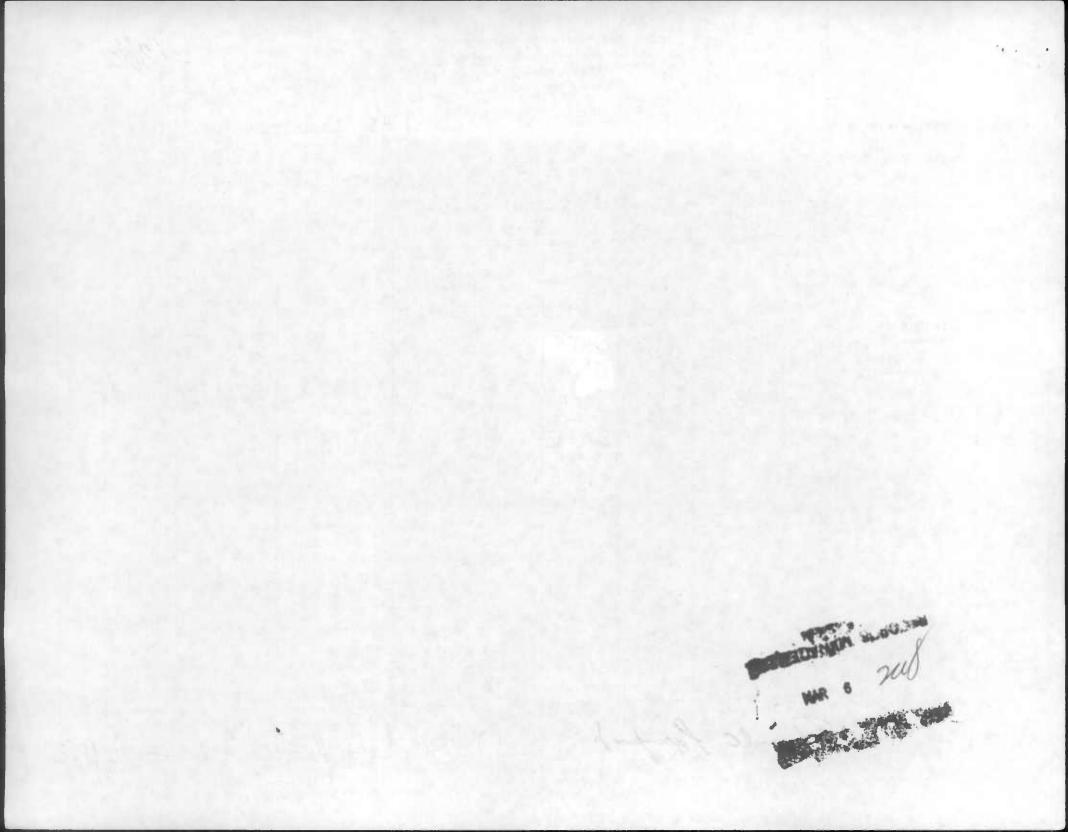
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT CO	JRT OF MARYLAND
	COUNTY #4-2
200 CHARLES	ST POB 3070
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Charles County

3-26-07 COURT COUNTY DATE

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

4/24/07

COURT

COUNTY

DATE

Series		Autho	rization	Inclusive Dates of Records Destroyed	Volume	Dote of	Method of Destruction
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	Supervisor Copies of Local Time Sheets for years 2001, 2002, and 2003	2219	Fiscal Sect V 1 C	Jan-DEc 2001 Jan-Dec 2002 Jan-Dec 2003	> I FT	5/18/07	Shadde
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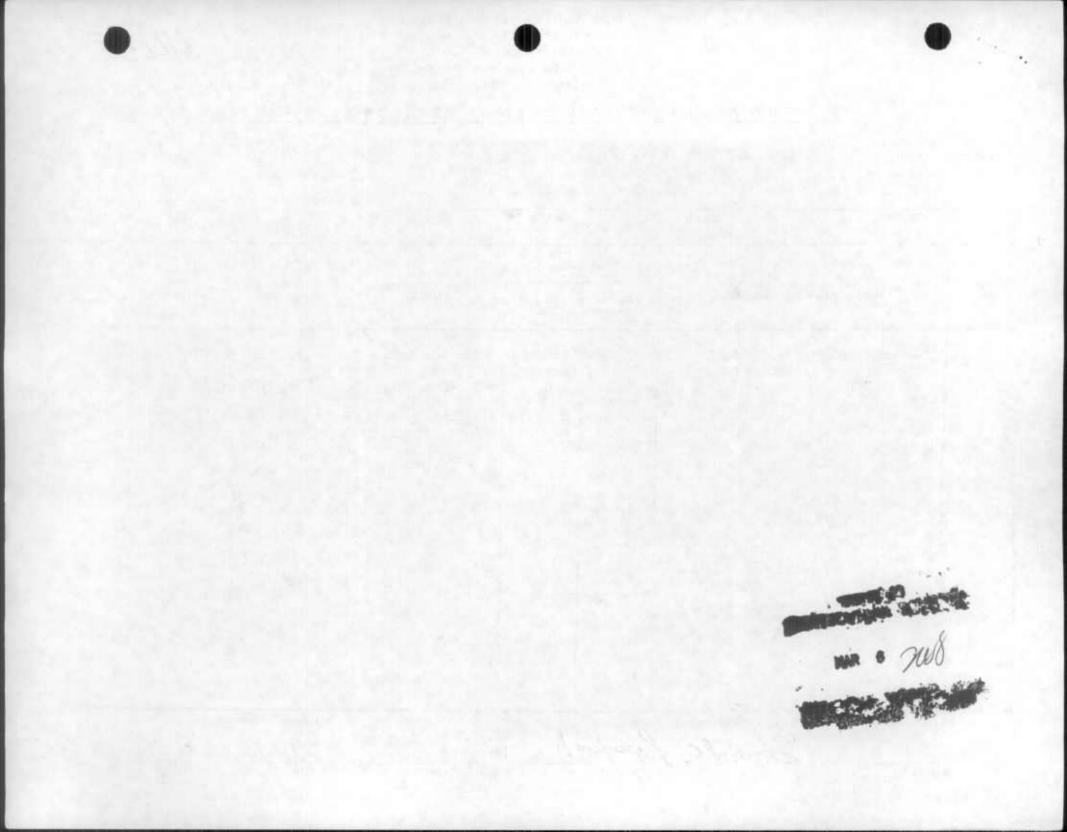
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Holl of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County

3-20-07

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COUNTY DATE

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Charles County

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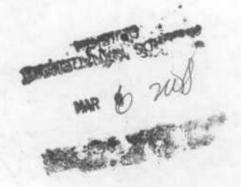
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Rev. 10/83 DGS-550-9 State Archivist

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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Monagement 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

Charles County

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COUNTY

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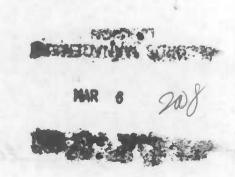
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DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County 3-20-07 COURT COUNTY DATE

erles No.	Description of Records	Autho	ritation	Inclusive			
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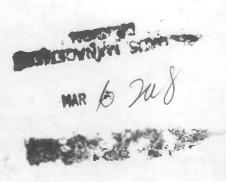
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DEPARTMENT OF GENERAL SERVICES
Holl of Records Commission
Records Monogement Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County

3-26-2007

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Ho.	Include Title and/or Form Humber	Retention Sched, No.	llem No.	Dotos of Records Dostroyed	Volume (Cubic Foot)	Date of Destruction	Destruction: Recycle, shred, foodfil, etc.)
	Lanlord Tenant Non-Money Judgments, Satisfactions and Dismissed 2003	2219		2003	3 boxes		Shedde
			Sect VI Items		Johnes	5/18/07	
			Items				
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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

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	Lanlord Tenant Non-Money Judgments, Satisfactions and Dismissed 2003	2219	,	2003	3 boxes		Shedde
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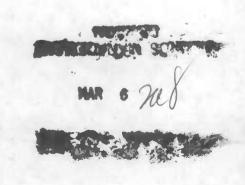
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DEPARTMENT OF GENERAL SERVICES ords Cammissian Records Inagement Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



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		Authorization		Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	Supervisor Copies of Local Time Sheets for years 2001, 2002, and 2003	2219	Fiscal Sect V 1 C	Jan-DEC 2001 Jan-Dec 2002 Jan-Dec 2003	>1 FT	5/18/107	Shridded
S. A	Destruction Approved by Hall of Records						

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9



DEPARTMENT OF GENERAL SERVICES ords 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 CHALLES DUNTY P.O. BOX 3070 LA PLATA NO 20646

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Sories No.		Autho	rization	Inclusive		Date of De (Recy	Method of Destruction
	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destrayed	Volume (Cubic Feet)		(Recycle, shred, landfill, etc.)
	Statistic Reports for Domestic Viol & Peace Orders	2219	Admin Sec I #1b	2000, 2001, 2002 2003	2 FT	5/18/07	Shredded
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100					Distribution Cast		

Destruction Approved by Hall of Records Commission

State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COUPT OF MARYLAND FOR CHANGE DUNTY P.O. BOX 3070 TA PLATA ND 20646

Charles

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No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Statistic Reports for Domestic Viol & Peace Orders	2219	Admin Sec I	2000, 2001, 2002 2003	2 FT		
			#1b			6/18/67	Shiedded
	to the second						
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State Archivist

Signature of Court Official

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Rev. 10/83 DGS-550-9 Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

LA PLATA, MD 20646 COURT

Charles COUNTY

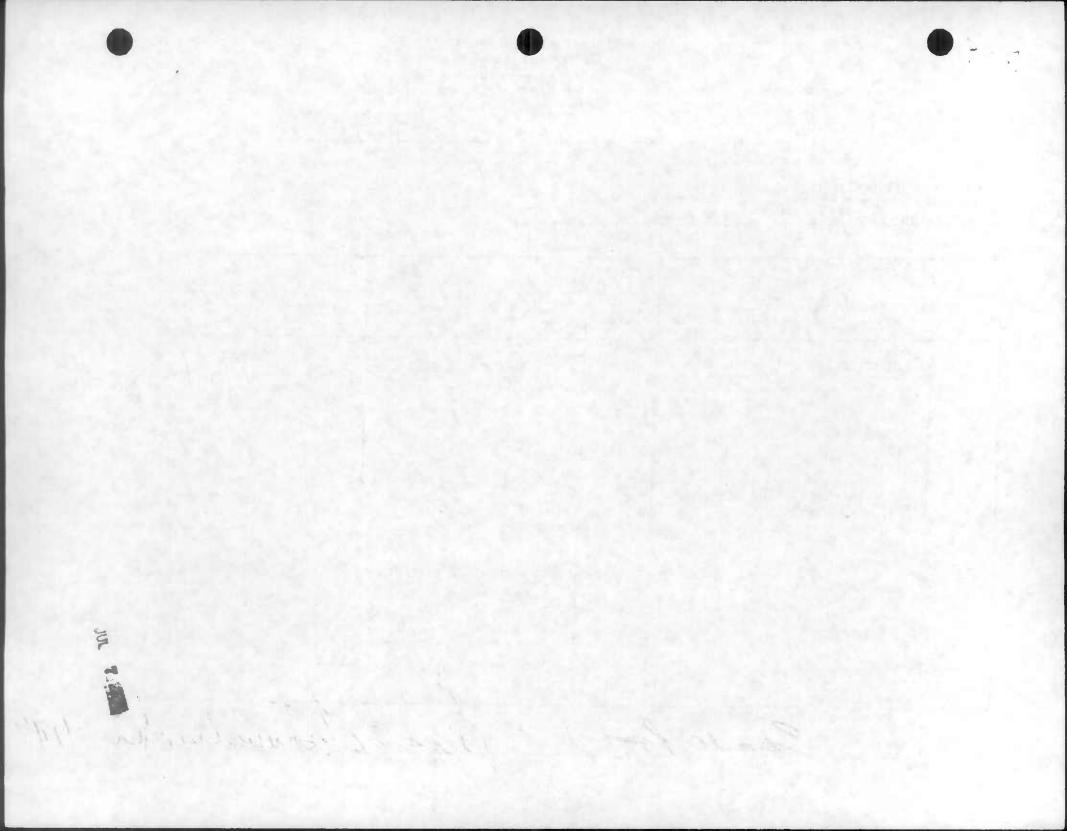
		Author	rization	Inclusive		Date of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	Recycle, shred, tandfill, etc.)
,	2003 Criminal Files	2219	Sec. IV	Jan. 1, 2003 thru Dec. 31, 2003.	50	4/27/8	langit
	Request to strip and destroy inside materials						
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State Archivist

Instructions for Preparation and Substantian on Contract Side

Signature of Court Official

Rev. 10/83 DGS-550-9



DEPARTMENT OF NERAL 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 COURT COUNTY

		Authorization Inclusive Volume	Value	Date of	Method of Destruction		
No.	Description of Records Include Title and/or Form Number	Retention Sched, No.	item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Recycle, shrod, (ordfil, etc.)
	2003 Criminal Files	2219	Sec. IV #2	Jan. 1, 2003 thru Dec. 31, 2003.	50	4/27/8	lordi
	Request to strip and destroy inside materials						
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Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

Rev. 10/83 DGS-550-9 Instructions for Preparation and Suh - n on - erse Side



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Charles COUNTY

Method of Authorization Inclusive Destruction. Series Date of Description of Records Volume Dates of Records Recycle, shrad, No. Destruction Include Title and/or Form Number (Cubic Feet) Destroy ed Retention Item. landfill, etc.) Sched. No. No. 2003 Criminal Files 2219 Sec. IV Jan. 1, 2003 thru 50 Dec. 31, 2003. #2 Request to strip and destroy inside materials Vertrution Certificatio

Destruction Approved by Hall of Records Commission

Instructions for Preparation and Sub- on on Therse Side

Rev. 10/83 DGS-550-9 DEPARTMENT O NERAL SERVICES
Holl of Records Commission
Records Monogement Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

LA PLATA, MD 20646

Charles

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		Autho	rizotion	Inclusi v•		Date of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention School, No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Destructio~	:Recycle, shrod, landfill, etc.)
,	2003 Civil/Municipal Infraction Citations	2219	Sect. IV #2	Jan. 1, 2003 thru Dec. 31, 2003	5	6/27/8	Carlfiel
	Request to destroy inside materials only						
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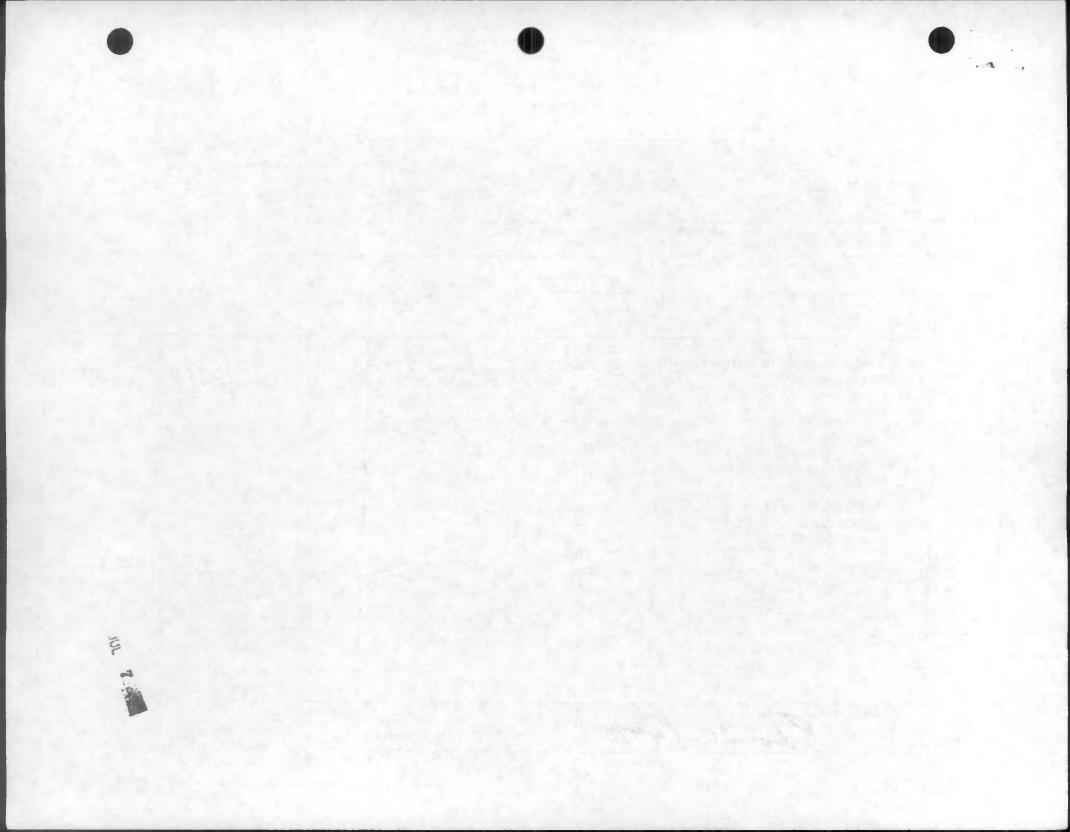
Signature of Court Official

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'Date

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Rev. 10/83 DGS-550-9



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

LA PLATA, MD 20646 COURT

Charles

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		Autho	rization	Inclusive		Date of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destrayed	Volume (Cubic Feet)	Destruction	:Recycle, shred, !andfill, etc.)
	2003 Civil/Municipal Infraction Citations	2219	Sect. IV #2	Jan. 1, 2003 thru Dec. 31, 2003	5	6/27/8	landfill
	Request to destroy inside materials only						
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Destruction Approved by Holl of Records Commission

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Signature of Court Official

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DEPARTMENT O :NERAL SERVICES

Hall of Records Commission

Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

LA PLATA, MD 20646

Charles

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COURT COUNTY

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Series	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive	12.4	Date of	Method of Destruction
No.		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	Recycle, shred, landfil, etc.)
	2003 Civil/Municipal Infraction Citations	2219	Sect. IV #2	Jan. 1, 2003 thru Dec. 31, 2003	5	6/27/8	lanefil
	Request to destroy inside materials only						
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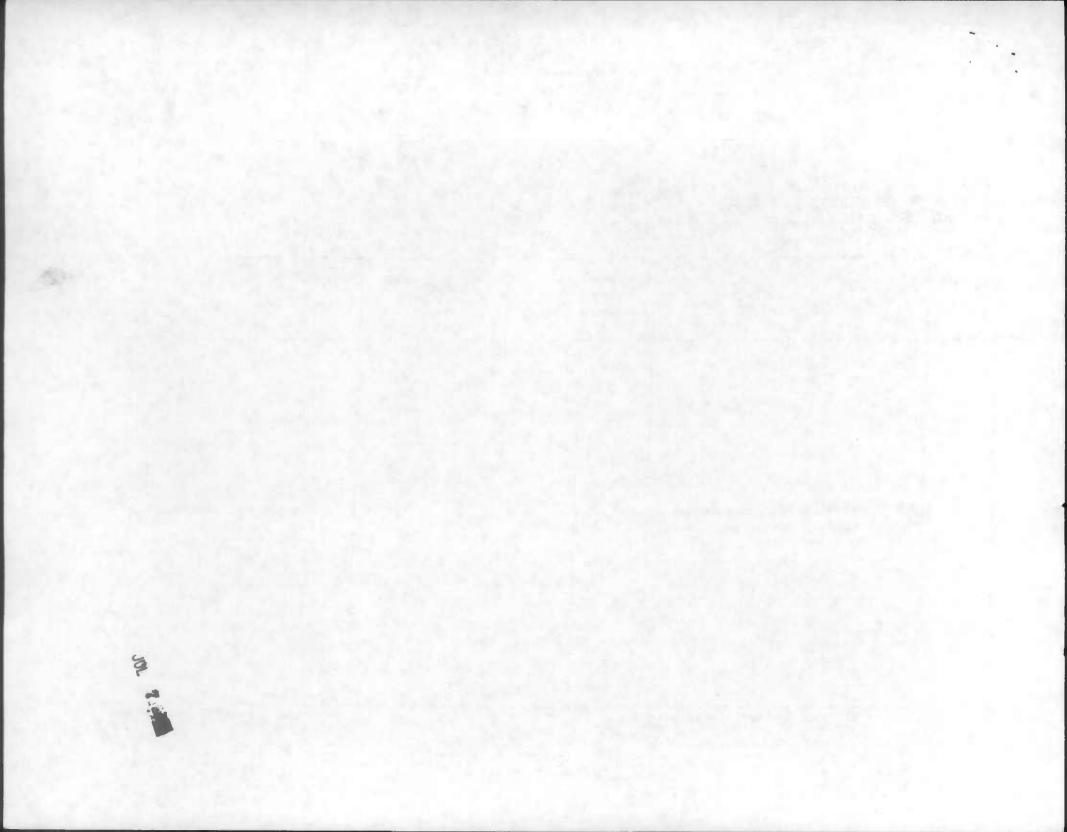
State Archivist

Signature of Court Official

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Rev. 10/83 DGS-550-9

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DEPARTMENT O NERAL 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

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Series		Author	ization	Inclusive		Date of	Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Irem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	2003 Natural Resources Citations	2219	Sec. IV	Jan. 1, 2003 thru Dec. 31, 2003	5	6/27/8	larlfill i shul
	Request to strip and destroy inside material						
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Signature of Court Official

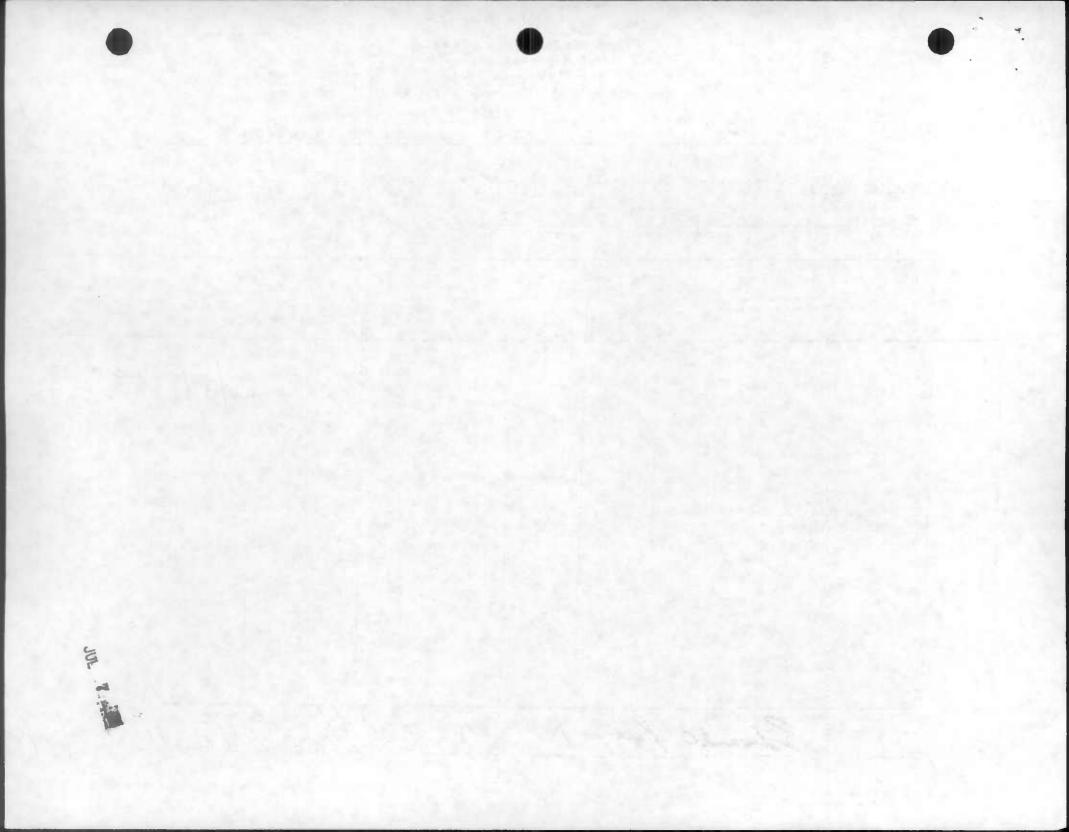
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

LA PLATA. MD 20646 COURT

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4		Author	ization	Inclusive	Volume	Date of	Nethod of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	2003 Natural Resources Citations	2219	Sec. IV #2	Jan. 1, 2003 thru Dec. 31, 2003	5	6/27/8	larlfill ; strel
	Request to strip and destroy inside material		7				
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Destruction Approved by Hall of Records Commission

Signature of Court Official

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DEPARTMENT O INERAL SERVICES
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Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

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Description of Records Include Title and/or Form Number	Author	rization	Inclusive			Method of Destruction
	Retention Sched. No.	Item No.	Dutes of Records Destroyed	(Cubic Feet)	Destruction	Recycle, shred, Londfill, etc.)
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	2003 Natural Resources Citations Request to strip and destroy	Description of Records Include Title and/or Form Number Retention Sched. No. 2003 Natural Resources Citations 2219 Request to strip and destroy	Request to strip and destroy	Description of Records Include Title and/or Form Number Retention Sched. No. Item No. Destroyed 2003 Natural Resources Citations 2219 Sec. IV Jan. 1, 2003 thru Dec. 31, 2003 Request to strip and destroy	Description of Records Include Title and/or Form Number Retention Sched. No. Retention	Description of Records Include Title and/or Form Number Retention Sched. No. Particulary Description of Records Destroyed Particulary Description Sched. No. Date of Destruction Da

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State Archivist

Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles County

3-20-07

COURT

COUNTY

DATE

Ho.	Description of Records	Authorization		Inclusive			Hethodol
	Include Title and/or Form Humber	Retention School, No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dute of Destruction	Destruction Recycle, shred, Iwdfill, etc.)
	1994 Civil Judgments Expired	2219		1994	10 boxes		
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			±+ems			5/18/17	Shriffer
			2,3				
	2.73mm	391	256		N. C. C.		
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Signature of Court Official

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DEL ANIMENT 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

Charles County

3-20-07

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Ho.	Include Title and/or Form Number	Retention School, No.	liem Na.	Doios of Records Dostroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, elc.)
	1994 Civil Judgments Expired	2219		1994	10(boxes		
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			SectII.			5/18/07	a shell
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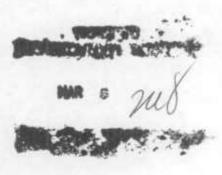
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Instructions for Preparation and Sub. in an ' verse Side







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

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Charles County COUNTY

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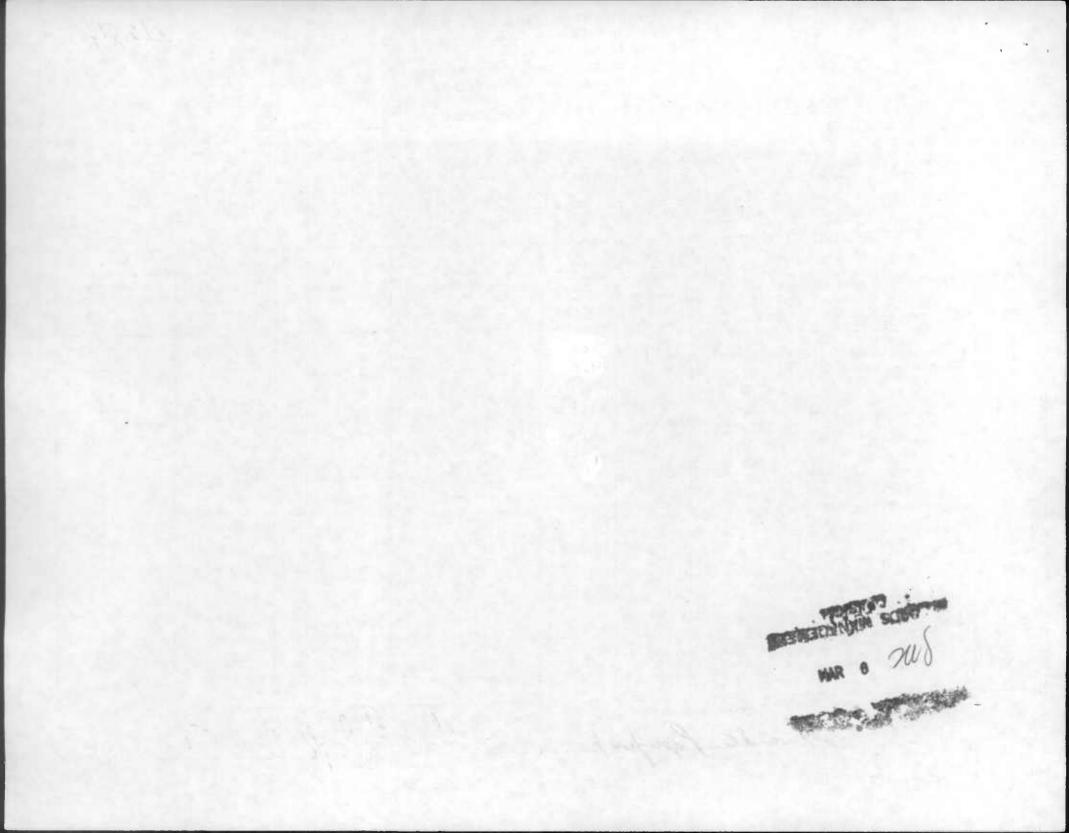
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	Include Title and/or Form Number	Retention School, No.	liom No.	Dossor Records Dossroyed	Volume (Cubic Feet)	Date of Destruction	Destruction Recycle, shied, landfill, etc.)
	2003 Civil cases closed in 2003 Dismissed and Satisfied	2219		2003	9 boxes		
			Sect II.			6/10/07	Shredde

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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	2003 Civil cases closed in 2003 Dismissed and Satisfied	2219		2003	9 boxes		
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DEPARTMENT OF GENERAL SERVICES

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

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

					MI II de MICHA	ei vach, Aaministr	alle Clerk
Series	Description of Records	Author	rization	Inclusive	Volume	Date of	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic feet) Boxes	Destruction	Destruction
1.	ACCOUNTING RECORDS A. General Accounting Records 1. Cash register reports; including Certificate of Deposits & deposit slips 2. Requests for State Revenue refunds 3. Monthly revenue reports (R1, R2, DCA 31 & DCA 95)	2219	SectI Item 1. C.	FY01 - FY04 FY01 - FY04 FY01 - FY04	133 3 2	04/24/08	Landfill
	E. Miscellaneous Accounting Records 1. Court Fund reconciliations, deposits and voided & cancelled checks			FY 04 ended 30 June 2004	9	11	***

Destruction Approved by Hall of Records Commission

State Archivist

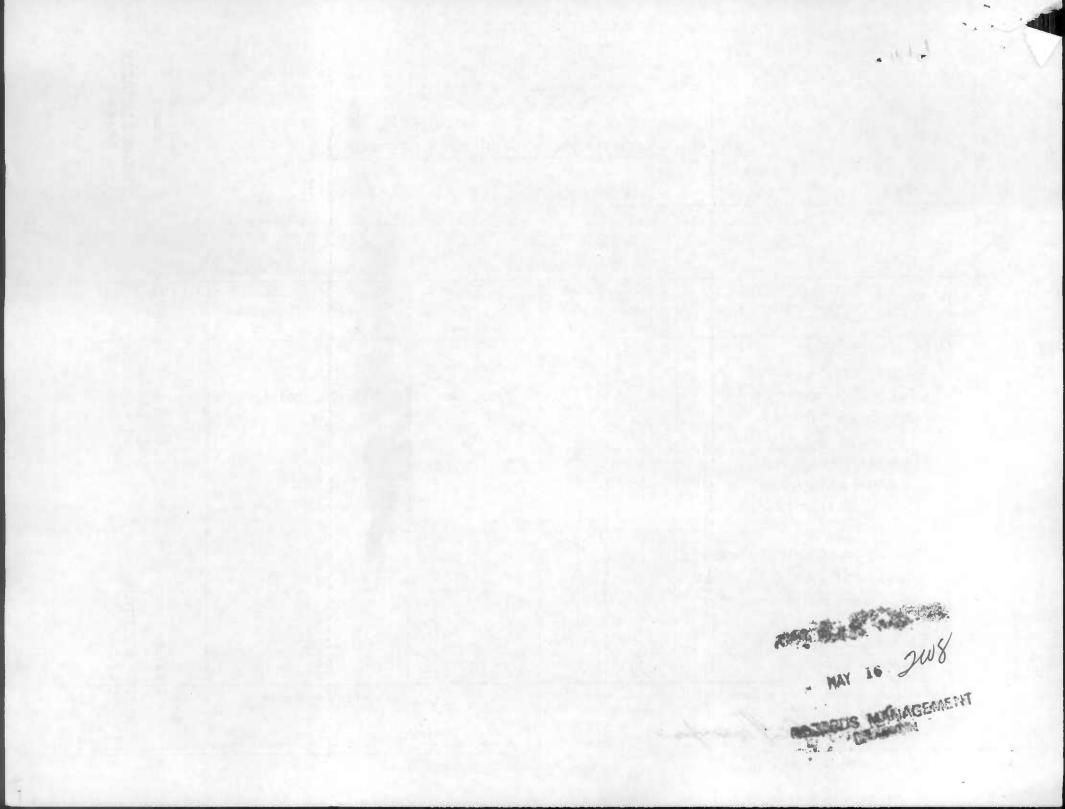
Accounting Supervisor

Signature of Court Official

Title

Destruction Certification

Date



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

Court

County

District Court of Maryland

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

Series	Description of Records	Author	rization	Inclusive	Volume	Date of	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic feet) Boxes	Destruction	Destruction
1.	ACCOUNTING RECORDS A. General Accounting Records 1. Cash register reports; including Certificate of Deposits & deposit slips	2219	SectI Item 1. C.	FY01 - FY04	133	04/24/08	Landfill
	2. Requests for State Revenue refunds3. Monthly revenue reports(R1, R2, DCA 31 & DCA 95)			FY01 - FY04 FY01 - FY04	3 2	11	11
	E. Miscellaneous Accounting Records 1. Court Fund reconciliations, deposits and voided & cancelled checks			FY01-FY04 FY 04 ended 30 June 2004	147	71	"

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

Accounting Supervisor

04 25 08

Signature of Court Official

Title

Date

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT	COURT	#8

BALTIMORE COUNTY

Court

County

District Court of Maryland

120 E. Chesapeake Avenue

Towson, MD 21286

Series	Description of Records	Author	i-att.			el Vach, Administ	runve cierk
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	(Cubic feet)	Date of Destruction	Method of Destruction
1.	E. Miscellaneous Accounting Records 1. Glosed bond forfeiture reports 2. Closed bad check records 3. Closed deferred payment records 4. Closed transcript requests (DCA 27)	2219	Sect I I tem 1. C.	FY98-FY04 FY01-FY04 FY01-FY04 FY01-FY04 FY 04 ended 30 June 2004	Boxes 13 1 23 3	- Jane 05/01/08 "	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

Accounting Supervisor

Signature of Court Official

Title

Date

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DEPARTMENT OF GENERAL SERVICES

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT	COURT	#8
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BALTIMORE COUNTY

Court

County

District Court of Maryland

120 E. Chesapeake Avenue

Towson, MD 21286

Series	Description of Records	A				el Vach, Administr	ative Clerk
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic feet) Boxes	Date of Destruction	Method of Destruction
1.	E. Miscellaneous Accounting Records 1. Closed bond forfeiture reports 2. Closed bad check records 3. Closed deferred payment records 4. Closed transcript requests (DCA 27)	2219	Sect I I Tem 1. C.	FY98-FY04 FY01-FY04 FY01-FY04 FY01-FY04 FY 04 ended 30 June 2004	13 1 23 3	05/01/08 ""	Landfill " "

Destruction Approved by Hall of Records Commission

Date

State Archivist

Destruction Certification

Accounting Supervisor

Signature of Court Official

Title

Date

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DEPARTMENT OF NERAL 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

DATE

COURT

COUNTY

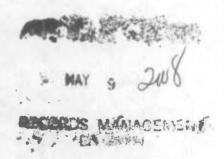
Seriee No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records Dastroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction : Recycle, shred, !andfill, atc.)
		Retention Sched. No.	ltem No.				
	2003 Traffic File Folders and Alpha Files	2219	Sect IV #2	Jan. 1, 2003 thru Dec. 31, 2003	25	4/30/8	lartful
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Signature of Court Official

Rev. 10/83 DGS-550-9

Instructions for Preparation and Subviction on Contract Side





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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

9/22/98

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rles	Description of Records Include Title and/or Form Humber	Authorization		Inclusive			Method of Destruction
No.		Retention Sched, No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	Recycle, shred, landfill, etc.)
	ACCOUNTING R1, R2, and DCA31 Retained for 3 years and audit was completed	975		Jan, 1991-Dec. 1991 Jan. 1992-Dec. 1992	1 1	4/1/8	Shrid
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Destruction Approved by Hall of Records Commission

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DEPARTMENT OF GERAL SERVICES Hall of Record nmission 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

COURT

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		Retention Schod, No.	li•m No.	Dotos of Records Dostroyed	Volume (Cubic Feet)	Dote of Destruction	Destruction : Recycle, shred, landfill, etc.)
	ACCOUNTING R1, R2, and DCA31 Retained for 3 years and audit was completed	975		Jan, 1991-Dec. 1991 Jan. 1992-Dec. 1992	1 1	3/1/8	phred

Destruction Approved by Hall of Records Commission

Date

Instructions for Preparation and Sub-

Signature of Court Official

Destruction Certification

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Rev. 10/83 DGS-550-9



DEPARTMENT OF NERAL SERVICES
Hall of Records Commission
Recards 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

1-16-7

COURT

COUNTY

DATE

		Author	rization	1nclusi v •		Date of	Method of Destruction	
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ftem No.	Dotes of Records Destrayed	Volume (Cubic Feet)	Destruction	: Recycle, shred, !andfill, etc.)	
,	2003 Traffic File Folders and Alpha Files	2219	Sect IV #2	Jan. 1, 2003 thru Dec. 31, 2003	25	4/30/8	laselfill	
	ALL & YAM							

Destruction Approved by Hall of Records Commission

27 mar 07

State Archivist

Signature of Court Official

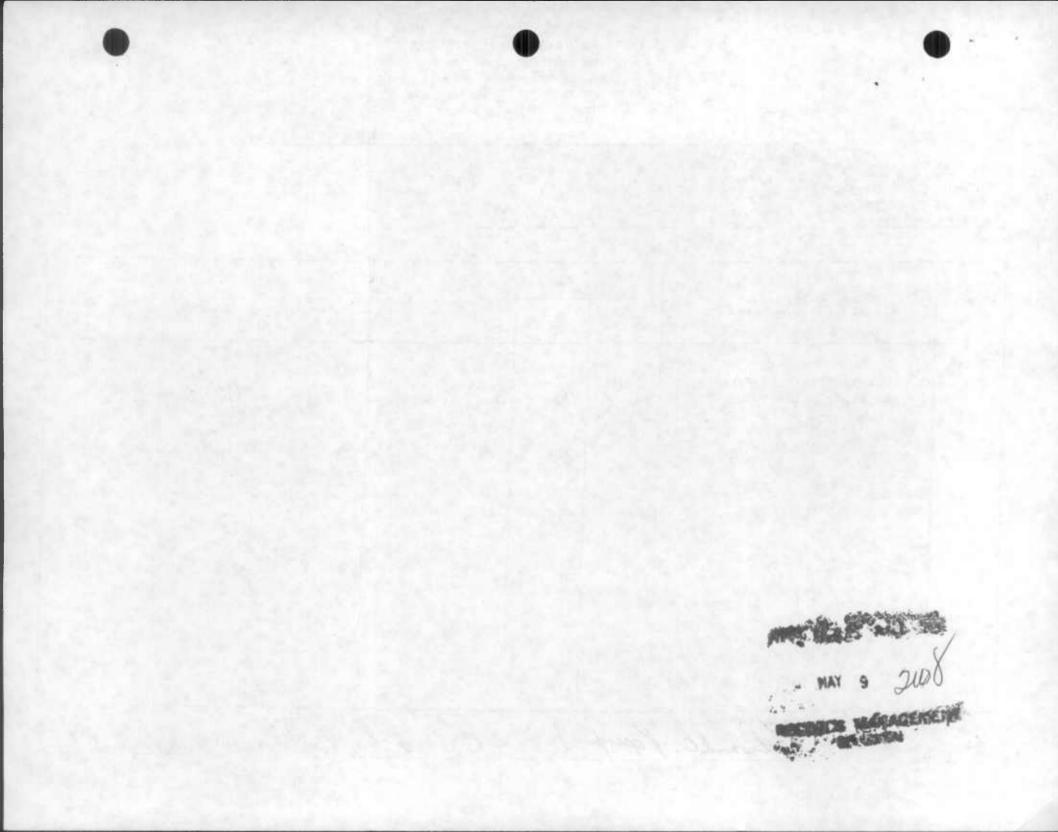
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Date

Instructions for Preparation and Subsection on Operate Side

Destruction Certification

Rev. 10/83 DGS-550-9



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

9DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Accession 00A44 Calvert May 3, 2002 District #4-1 COURT COUNTY DATE

	Descriptions of Records Include Title and/or Form Number	Authoriz	ation				Method of
Series No.		Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Microfilm and destroy criminal (Md Rule 1299)	975		1995	9	١.	

Destruction Approved by Hall of Records CommissiItem on

Destruction certification

MAY 2 3 2002

State Archivist

Shound C. Paperfus p

Signature of Court Official

Rev. 10/83 DGS-55Q-9

Date

INSTRUCTIONS FOR PREPARATION

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> 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. ARRAGEMENTS WILL BE MADE FOR TRANSER 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

9DEPARTMENT 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

	Descriptions of Records Include Title and/or Form Number	Authoriz	zation	Inclusive Dates of Records Destroyed	1517		Method of Destruction (Recycle, shred, landfill, etc.)
Series No.		Retention Sched. No.	Item No.		Volume (Cubic Feet)	Date of Destruction	
	Microfilm and destroy criminal (Md Rule 1299)	975		1995	9		

Destruction Approved by Hall of Records CommissiItem on

Destruction certification

MAY 2 3 2002

Date

Signature of Court Official

Rev. 10/83 DGS-55Q-9

INSTRUCTIONS FOR PREPARATION

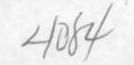
- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.

 (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No	Destroyed	(outside total)		(Recycle, shred, landfill, etc.)
ACCOUNTING F	RECORDS					7-25-06	Shred
Miscellaneous F	Fiscal/Accounting Records	2219	1c, 3	1/1/2002-12/31/2002	16.0	7-23-00	Checks
Cancelled check	ks and check copies, cash receipts journals,	Sec V					Landfill
R-1, DCA-31 R-2	2, receipts copies (does not include receipts						all other
used in Bond Fo	orfeitures) stubs, and numerical inventory of		100				
receipts used, r	econciliation and trial balance sheets, pay	777					
batch envelope	s, transmittals to the Sheriff, bank						
statements and	deposit receipts. Certificates of Deposit						
Purchase order	s and requisitions for supplies						The state of
10 74 30					A THE		
				S-1877 N	1000		

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

County Clerk I 9/2/06

Signature of Court Official

Rev. 10/83 DGS-55Q-9

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	Item No	Destroyed		Desduction	(Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS						
	Miscellaneous Fiscal/Accounting Records 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 Purchase orders and requisitions for supplies	2219 Sec V	1c, 3	1/1/2002-12/31/2002	16.0	7-25-06	Shred Checks Landfill all other listed

State Archivist

Signature of Court Official

Date

Rev. 10/83 DGS-55Q-9



Hall of Records Commission Records Management Division

7275 WATERLOO RD., P. O. Box 275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794 - 0275

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

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

Destruction Approved by Hall of Records Commission Loade. Paperpus f

State Archivist

Destruction Certification

County Clerk I

9-7-06

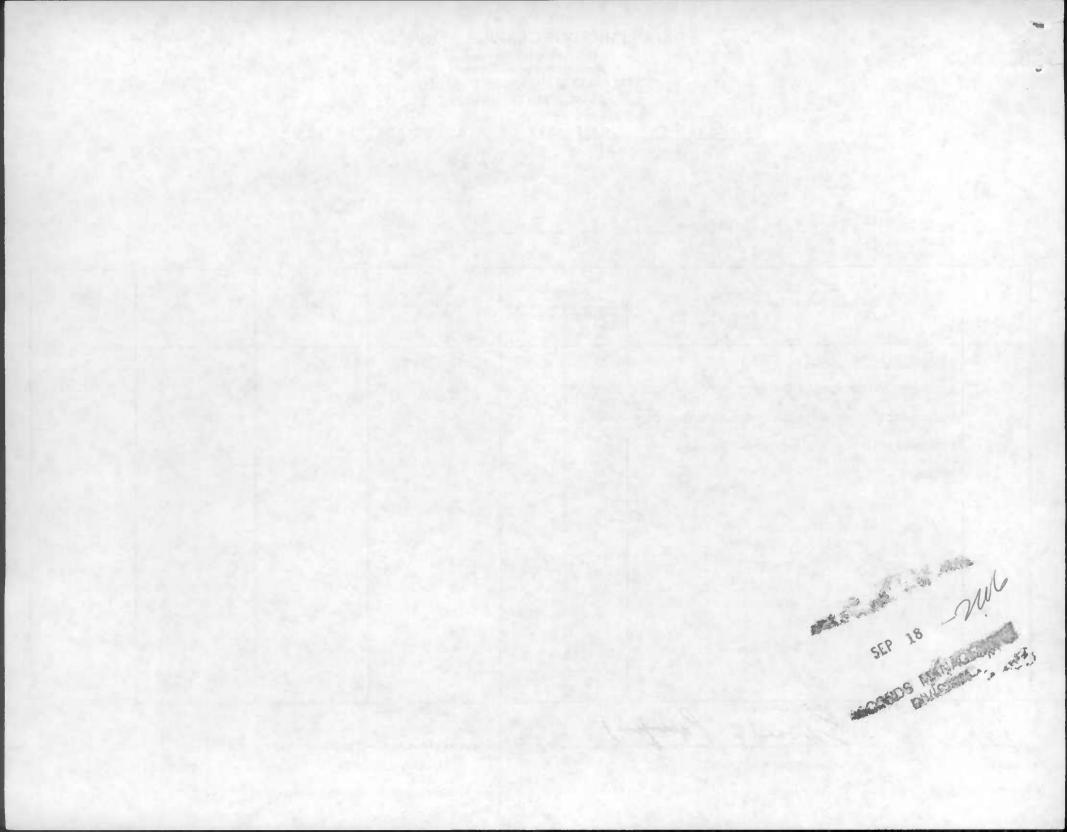
Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

Description of Records Include Title and/or Form Number	7144101	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Retention Sched. No.	Item No		(Cubic Feet)	Destruction	
MINISTRATIVE RECORDS ervisory and Management Reports required sampling and verification and were retained for e years and until all audit requirements have been lled	2219 Sec I	d	1/1/2002 - 12/31/2002	6.0	7-25-06	Shred/ Landfil
11	ervisory and Management Reports required sampling and verification and were retained for e years and until all audit requirements have been	INISTRATIVE RECORDS 2219 ervisory and Management Reports required sampling and verification and were retained for e years and until all audit requirements have been	IINISTRATIVE RECORDS ervisory and Management Reports required sampling and verification and were retained for e years and until all audit requirements have been	IINISTRATIVE RECORDS ervisory and Management Reports required sampling and verification and were retained for e years and until all audit requirements have been	Sched. No. No No IINISTRATIVE RECORDS ervisory and Management Reports required sampling and verification and were retained for e years and until all audit requirements have been	Sched. No. No

State Archivist

County Clerk I

9-7-06

Signature of Court Official

Title

Date

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Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Destroyed	(Oddie i eet)	Destruction	(Recycle, shred, landfill, etc.)
	ADMINISTRATIVE RECORDS	2219	2			7-25-06	Landfill
	ELECTRONIC RECORDINGS	Sec 2-		1/1/2002 - 12/31/2002	2.0		
	Retain for 3 years and then destroy-Rdat recordings of	IV					
	court proceedings except recordings selected for State						
	Archives						
					E 0.0		
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	Destruction Approved by Hall of Records Commission			Destruction Certification			

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

County Clerk I

9-7-06

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Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
	Retention Sched. No.	Item No	Destroyed	(ounic reet)	Destruction	(Recycle, shred, landfill, etc.)
ADMINISTRATIVE RECORDS	2219	2			7-25-06	Landfil1
ELECTRONIC RECORDINGS	Sec 2-		1/1/2002 - 12/31/2002	2.0		
Retain for 3 years and then destroy-Rdat recordings of	IV			Taylor		
court proceedings except recordings selected for State						
Archives			Line		100	
			Laure English			
	100					
						10/19
				-17		166
	ELECTRONIC RECORDINGS Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State	ADMINISTRATIVE RECORDS ELECTRONIC RECORDINGS Sec 2- Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State	ADMINISTRATIVE RECORDS ELECTRONIC RECORDINGS Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State	ADMINISTRATIVE RECORDS ELECTRONIC RECORDINGS Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State 2219 2 1/1/2002 - 12/31/2002	ADMINISTRATIVE RECORDS ELECTRONIC RECORDINGS Sec 2- Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State	ADMINISTRATIVE RECORDS ELECTRONIC RECORDINGS Sec 2- Retain for 3 years and then destroy-Rdat recordings of court proceedings except recordings selected for State 2219 2 1/1/2002 - 12/31/2002 2.0 7-25-06

State Archivist

County Clerk I

9-7-06

Signature of Court Official

Title

Date

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	Item No	Destroyed	(ouble recty	Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS						
	Criminal, Petty Offense Citations and Fugitive Warrant	2219	2a & b,,c,	1/1/2002 - 12/31/2002	60.0	6-28-06	Landfill
	cases-Insides of folders to be stripped. Folders, dockets	Sec IV	d,e,f			1.00	
	and entries that document a judicial decision to be						
	retained permanently						
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					R. C. W.		
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		19.00					
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State Archivist

County Clerk I

9-7-06

Signature of Court Official

Title

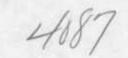
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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District	Court	of	Mar	yland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

eries	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.	morate interaction of the territorial and the	Retention Sched. No.	Item No	Destroyed			
	CRIMINAL RECORDS						
	Criminal, Petty Offense Citations and Fugitive Warrant	2219	2a & b,,c,	1/1/2002 - 12/31/2002	60.0	6-28-06	Landfil
	cases-Insides of folders to be stripped. Folders, dockets	Sec IV	d,e,f		173 H. L		
	and entries that document a judicial decision to be						
	retained permanently						
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Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

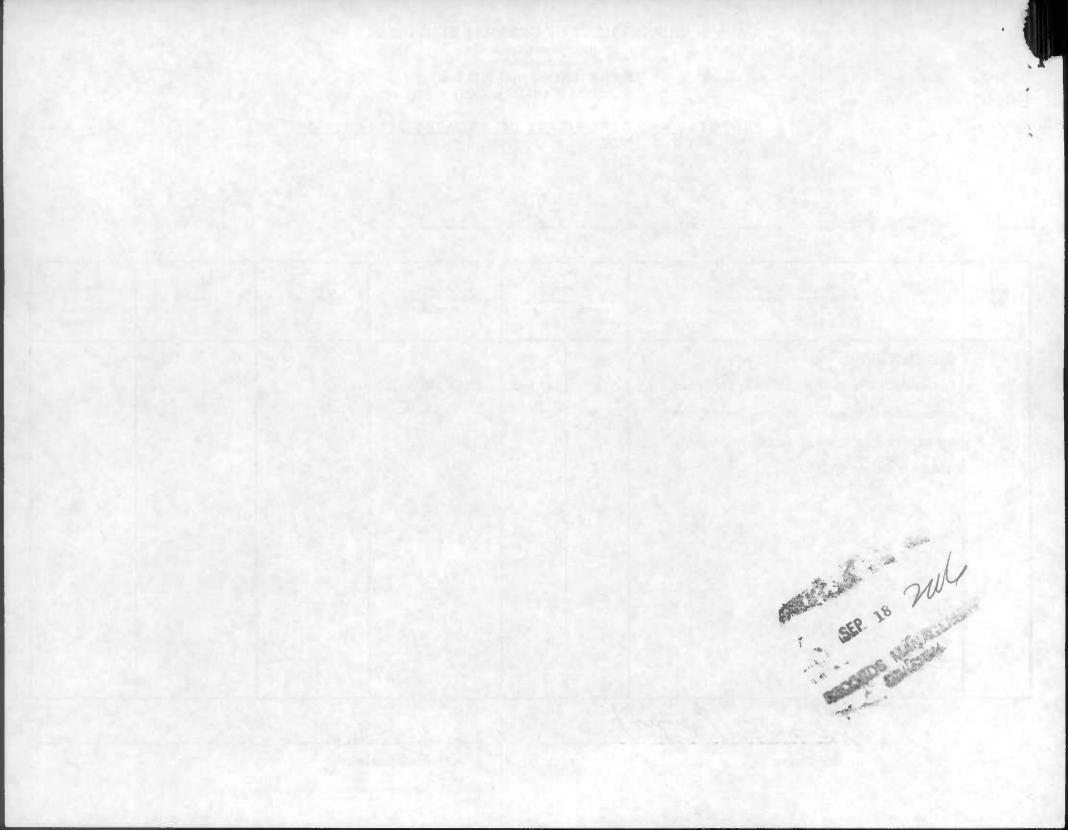
County Clerk I

9-7-06

Title

Date

Rev. 10/83 DGS-55Q-9



Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No	Destroyed			(Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS-EXPUNGED CASES	2219	2d & e	1/1/2002- 12/31/2002	8.0		
1,28	Criminal file folders of expunged criminal cases and	Sec IV	13.35			6-30-06	Shred
	miscellaneous papers					Shippy 1993	
	Closed in 2001						
							PHOLES.
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Destruction Approved by Hall of Records Commission

State Archivist

County Clerk I

9-7-06

Signature of Court Official

Destruction Certification

Title

Date

Rev. 10/83 DGS-55Q-9

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	Item No	Destroyed			(Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS-EXPUNGED CASES	2219	2d & e	1/1/2002- 12/31/2002	8.0		
	Criminal file folders of expunged criminal cases and	Sec IV				6-30-06	Shred
	miscellaneous papers						
	Closed in 2001						
				7.00			
					100 100		
			P. As -				M. S. S.
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Destruction Approved by Hall of Records Commission

Date

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Destruction Certification

County Clerk I

9-7-06

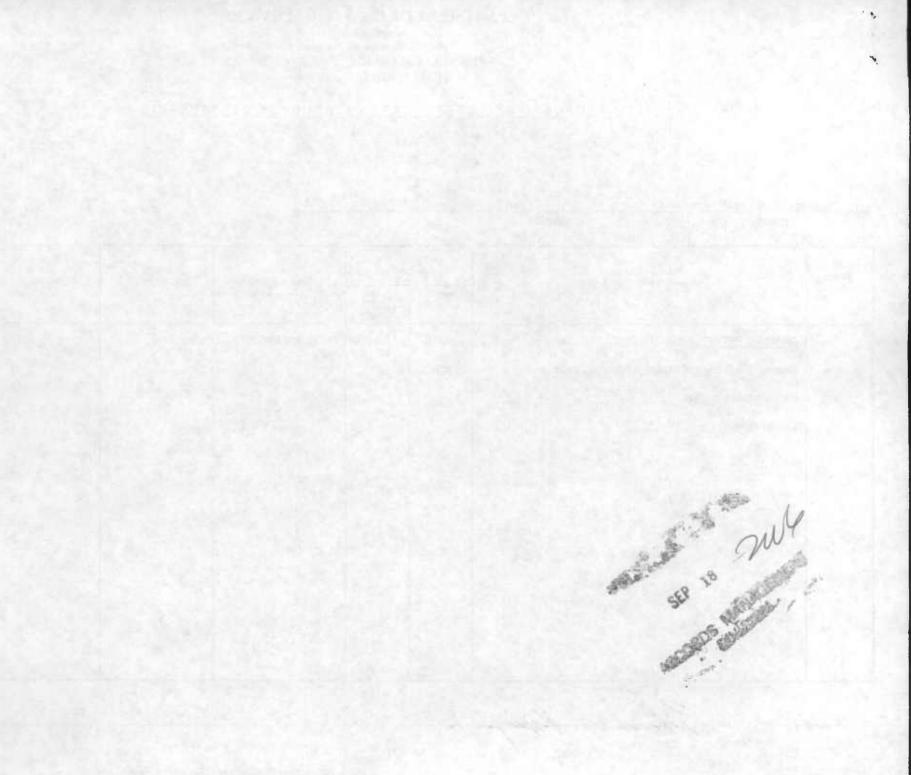
Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of
No.		Retention Sched. No.	Item No	Destroyed		Destruction	Destruction (Recycle, shred, landfill, etc.)
	NATURAL RESOURCES CASES	2219	2a, 2b, 2c	1/1/2002 - 12/31/2002	6.0		
	Insides of folders to be stripped. Folders, dockets and	Sec IV	2d, 2e, 2f			7-3-06	Landfill
	entries that document a judicial decision to be retained					10.2	
	permanently.						
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Destruction Approved by Hall of Records Commission

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Destruction Certification

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County Clerk I

9-7-06

Signature of Court Official

Title

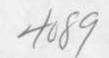
Date

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Auth	orization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of	Method of
No.		Retention Sched. No.	Item No			Destruction	Destruction (Recycle, shred, landfill, etc.)
	NATURAL RESOURCES CASES	2219	2a, 2b, 2c	1/1/2002 - 12/31/2002	6.0		
	Insides of folders to be stripped. Folders, dockets and	Sec IV	2d, 2e, 2f			7-3-06	Landfill
	entries that document a judicial decision to be retained	1	130	THE RESERVE			
	permanently.			N. Maria			Mark II
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		The state of					111111111111111111111111111111111111111

Destruction Approved by Hall of Records Commission

State Archivist

Lward C. Paperport

County Clerk I

9-7-06

Signature of Court Official

Destruction Certification

Title

Date

Rev. 10/83 DGS-55Q-9



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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

AC. Paperport

3/27/06

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No	Destroyed	former (and	Source Const	(Recycle, shred landfill, etc.)
	TRAFFIC ALPHA FOLDERS	2219	2a, b,c,d	1/1//2002 - 12/31/2002	14.0	4.6.06	11841
	Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic	Sec IV	2e,f			6-6-06	Landfil
	citations. To be retained for 3 years and all audit	1338	1.37				
	requirements have been met	100					
		The second	76	A.A.			
		1					11/4
		1		ALTERNATION AND ADDRESS OF THE PARTY OF THE		L. Kath	
			100				17 3

Destruction Approved by Hall of Records Commission

State Archivist

Signature of Court Official

County Clerk I

Title

9-7-06 Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794 - 0275

District Count of Manufaced 44 6
District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.	include the analyst contradition	Retention Sched. No.	ltem No	Destroyed	(Gabic i cet)	355145557	(Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizens arrests, traffic transmittals & non-mats traffic citations. To be retained for 3 years and all audit requirements have been met	2219 Sec IV	2a, b,c,d 2e,f	1/1//2002 - 12/31/2002	14.0	6-6-06	Landfill
	Destruction Approved by Hall of Records Commission			Destruction Certification			

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

County Clerk I

9-7-06

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9

SEP

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275 409/

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

eries No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
NO.		Retention Sched. No.	item No	Destroyed	(Gabic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Records-Expired Judgments	2219	3	1/1/1993 - 12/31/1993	16.0		
	No. 7 and the second se	Sec II					115 111
	Inside of closed Civil folders containing judgments for					7-24-06	Landfil
	sum certain that have expired since twelve years have						
	passed. Closed in 2003						
							Le of the
				1000			
				Maria Control			

Destruction Approved by Hall of Records Commission

Data

State Archivist

Destruction Certification

Wolfin Kitchen

County Clerk I

9-7-06

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



SEP 18 2000

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Author	rization	Inclusive Dates of Records	Volume (Cubic Foot)	Volume Date of (Cubic Feet) Destruction	Method of Destruction
No.	module file and/of Form Number	Retention Sched. No.	Item No	Destroyed	(Cubic Feet)		(Recycle, shred, landfill, etc.)
	Civil Records-Expired Judgments	2219	3	1/1/1993 - 12/31/1993	16.0		
		Sec II					
	Inside of closed Civil folders containing judgments for					7-24-06	Landfil
	sum certain that have expired since twelve years have						
	passed. Closed in 2003						
					Book to the		
					100	1111	
						The Late of the	
				Marin Like	100 P		

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

County Clerk I

9-7-06

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side



Hall of Records Commission
Records Management Division
75 WATERLOO RD. P. O. Box

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)		Method of Destruction
No.	modes the angle (of the first)	Retention Sched. No.	Item No	Destroyed	(ount reet)	Destruction	(Recycle, shred, landfill, etc.)
	Civil Records						
	Inside of Civil folders not involving a judgment for sum	2219	2 (1)	1/1/ 2002 - 12/31/2002	18.0	7-24-06	Landfill
	certain. Folders to be retained permanently	Sec II					
	Closed in 2001		- 20				
			1967			6.45	
		100				B7-07-18	
			1111			ACT POLICE	
			A. To			Service Service	

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

County Clerk I

9-7-06

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side



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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

County County

3/27/06

COURT

COUNTY

DATE

eries	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	item No	Destroyed	(Subject eet)		(Recycle, shred, landfill, etc.)
	Civil Records						
	Inside of Civil folders not involving a judgment for sum	2219	2 (1)	1/1/ 2002 - 12/31/2002	18.0	7-24-06	Landfill
	certain. Folders to be retained permanently	Sec II					
	Closed in 2001					Beel Mark	
						Same of	
		S. A.					
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Destruction Approved by Hall of Records Commission

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State Archivist

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County Clerk I

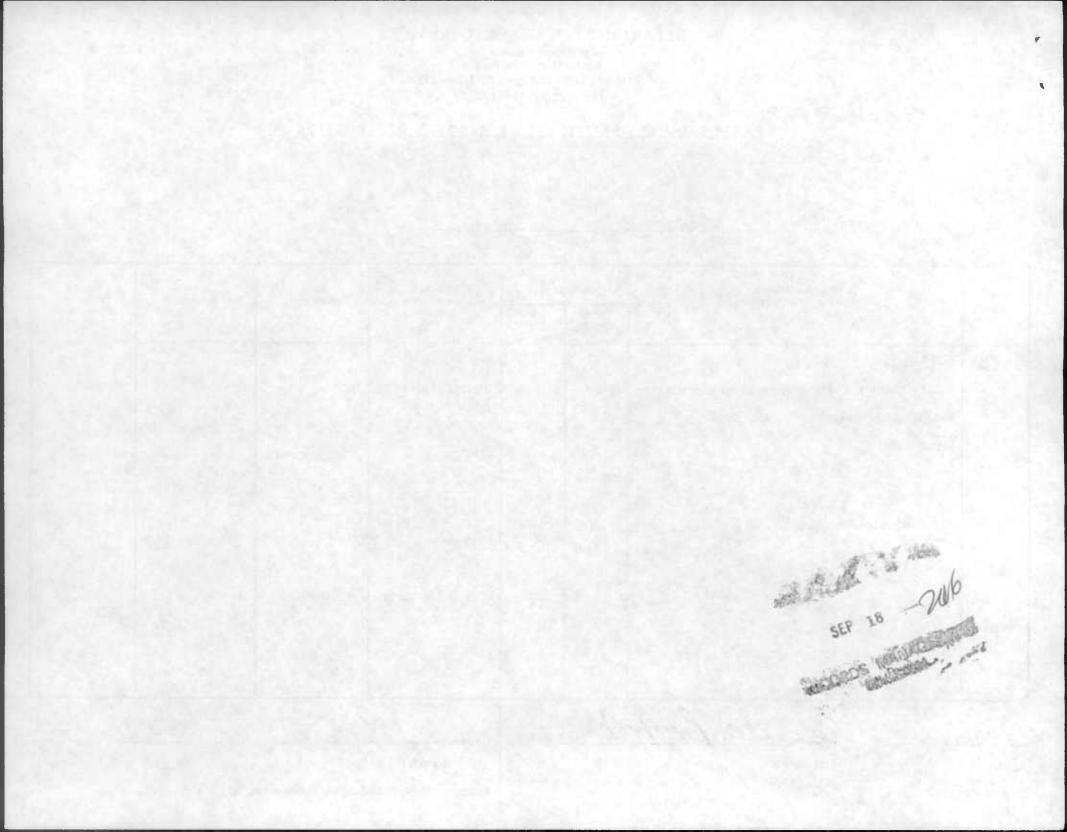
9-7-06

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275 4893

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Autho	iorization Inclusive Dates of Records		Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.	And the state of t	Retention Sched, No.	Item No	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENANT CASES Landlord/tenant records not involving a judgment for sum certain	2219 Sec VI	2(1)	1/1/2002 - 12/31/2002	3.0	7-25-06	Landfill
	(Failure to Pay Rents)						
		14					
Pre-						Frank.	

Destruction Approved by Half of Records Commission

Shoule, Paperfus J.

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State Archivist

Destruction Certification

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County Clerk I

9-7-06

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side





Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 2 4093

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series	Description of Records Include Title and/or Form Number	Autho	orization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.		Retention Sched. No.	Item No	Destroyed	(Subic reet)	Destruction	
	CIVIL LANDLORD/TENANT CASES						
	Landlord/tenant records not involving a judgment for sum	2219	2(1)	1/1/2002 - 12/31/2002	3.0	7-25-06	Landfill
	certain	Sec VI				10/45 S/TH	
	(Failure to Pay Rents)						3.4
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						A STATE OF	1000
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Destruction Approved by Hall of Records Commission

State Archivist

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County Clerk I

9-7-06

Signature of Court Official

Title

Date

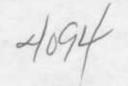
Instructions for Preparation and Submission on Reverse Side



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Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
110.		Retention Sched. No.	Item No	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL LANDLORD/TENANT MONEY JUDGMENTS	2219	3	1/1/1993-12/31/1993	2.0		
	Landlord/Tenant records involving a judgment for sum	Sec II				7-25-06	Landfill
	certain that have expired since twelve years have passed	1.33					
	(Failure to Pay Rents)						X
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		7.00		M45-76			
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Destruction Approved by Hall of Records Commission

State Archivist

County Clerk I

9-7-06

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

MARYLAND STATE ARCHIVES

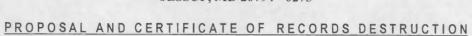
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Hall of Records Commission Records Management Division

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



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

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

Rev. 10/83 DGS-55Q-9

State Archivist

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County Clerk I

9-7-06

Signature of Court Official

Destruction Certification

Title

Date



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert County

3/27/06

COURT

COUNTY

DATE

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

Destruction Approved by Hall of Records Commission

State Archivist

County Clerk I

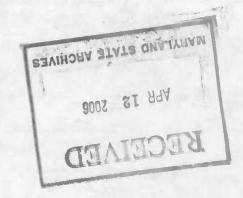
9-7-06

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
NO.		Retention Sched. No.	Item No	n Destroyed	(500)	Desduction	(Recycle, shred, landfill, etc.)
	Emergency Evaluations, Domestic Violence and Peace Order Records Insides of folders to be stripped of original miscellaneous	2219 Sec III	1	1/1/93-12/31/93	6.0	8-3-06	Shred/ Landfill
	papers. Folders, dockets and entries that document a judicial decision to be retained permanently						

Destruction Approved by Hall of Records Commission

State Archivist

Signature of Court Official

County Clerk I

9-7-06

Destruction Certification

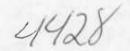
Title

Date

Rev. 10/83 DGS-55Q-9



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title end/or Form Number	Author Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
2.	Case Records and Files. All original papers, exhibits and electronic recordings of testimony. 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.)	2219	SEC VI	1/1/2003 - 12/31/2003	3.0	July 12, 2007	Landfill

Destruction Approved by Hall of Records Commission

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Date Rev. 10/83 DGS-55Q-9 * State Archivist

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County Clerk I

4-18-08

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Title

Date



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
2.	Case Records and Files. All original papers, exhibits and electronic recordings of testimony. 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.)	2219	SEC VI	1/1/2003 - 12/31/2003	3.0	July 12, 2007	Landfill

Destruction Approved to Translate

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

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

Destruction Certification

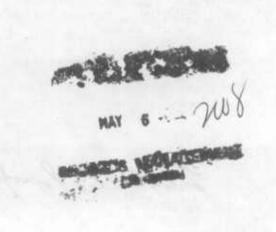
County Clerk I

Title

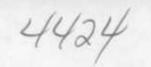
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Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275 JESSUP, MD 20794 - 0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	Item No	Destroyed	(0000000)		(Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
	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, Withholdinlg Tax.	2219	SEC V 1c	1/1/2003 - 12/31/2003	16.0	April 18, 2008	Shred

Destruction Approved by Hall of Records Commission

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State-Archivist

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County Clerk I

4-18-08

Signature of Court Official

Title

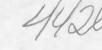
Date

Rev. 10/83 DGS-55Q-9



Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1 Calvert

COURT COUNTY DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	Item No	Destroyed	(Casio Foci)		(Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
2.	Budget and Fiscal Planning	2219	SEC V	1/1/2003 - 12/31/2003	1.0		
	Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action					November 15, 2	007 Landfill
	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.						
	and a second sec						
	UMAN D YEAR OF						

Destruction Approved by Hall of Records Commission

Date

State Archivist

Destruction Certification

Itiler County Clerk I

4-18-08

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



Hall of Records Commission Records Management Division

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





PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	Item No	Destroyed	(Subtrices)	Desti della il	(Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
2.	Budget and Fiscal Planning	2219	SEC V	1/1/2003 - 12/31/2003	1.0	November 15, 200	7 Landfill
	Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action						
	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.						

Destruction Approved by Hall of Records Commission want C. Paperpurp.

Date

State Archivist

Destruction Certification

County Clerk I

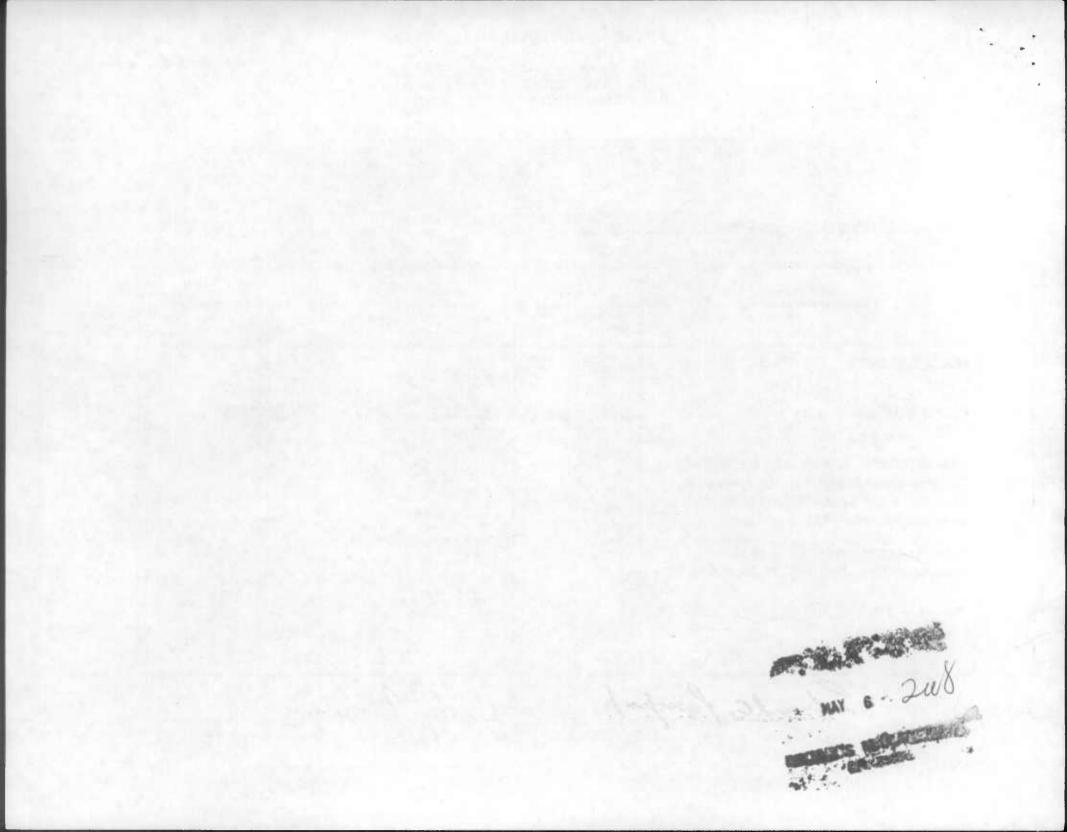
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Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

	FISCAL RECORDS	Retention Sched. No.	- Item No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
3							
	Purchasing	2219	SEC V	1/1/2003 - 12/31/2003	1.0		
	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.					July 3, 2007	Landfill
	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.						
	a YAM			1			

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Date

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Destruction Certification

County Clerk I

4-18-08

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	Item No	Destroyed			(Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
3.	Purchasing	2219	SEC V	1/1/2003 - 12/31/2003	1.0	July 3, 2007	Landfill
	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.						
	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.						

Destruction Approved by Hall of Beoogle Commission

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*State Archivist

Destruction Certification

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County Clerk I

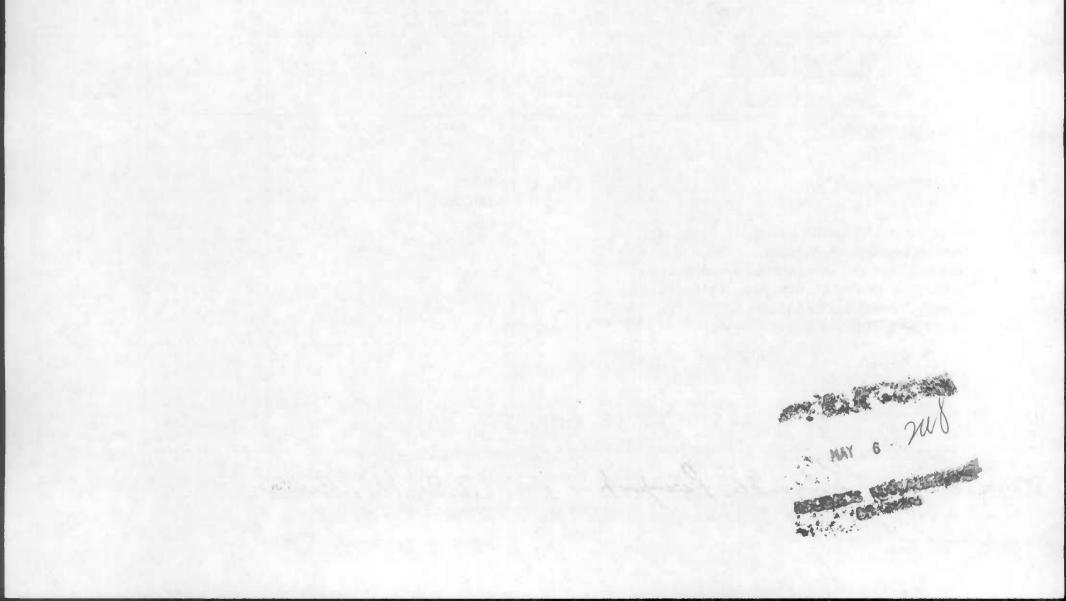
4-18-08

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



Hall of Records Commission Records Management Division 75 WATERLOO RD., P. O. Box 2

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794 - 0275

District	Court	of Mar	yland	#4-1

Calvert

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Retentio		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Operation Records and Files	2219	SEC I a,b,c,d	1/1/03 thru 12/31/03	10.0		
	Records and files containing correspondence, reports					7-12-07	Landfill
	and miscellaneous administrative papers relating to the						
	operation of the District Court including:						
	a. Attorney General Opinions.						
	b. Reports, correspondence, and miscellaneous papers.						
	c. Material relating to policy, administrative orders or history of the court.						
	d. Supervisory and Management Reports that require data sampling and verification.			31			
	Retain permanently material having continuing legal or administrative value to the operation of the office; transfer periodically to State Archivist.			100 May 100			
	Retain all other materials three (3) years and until all audit requirements have been juffilled, then destroy	118					
	Destruction Approved by Hall of Records Commission			Destruction Certificati	00		

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

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Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

County Clerk I

April 18, 2008

Title

Date



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MARYLAND STATE ARCHIVES

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Retention Sched No.	item	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Operation Records and Files	2219	SEC I a,b,c,d	1/1/03 thru 12/31/03	10.0		
	Records and files containing correspondence, reports					7-12-07	Landfill
1.	and miscellaneous administrative papers relating to the				A PARTY NA		
	operation of the District Court including:						
	a. Attorney General Opinions.			TAIL LAND			
	b. Reports, correspondence, and miscellaneous papers.						
	c. Material relating to policy, administrative orders or history of the court.						
	d. Supervisory and Management Reports that require data sampling and verification.						
	Retain permanently material having continuing legal or administrative value to the operation of the office; transfer periodically to State Archivist. Retain all other materials three (3) years and until all audit requirements have been fulfilled, then destroy						

Destruction Approved by Hall of Records Commission

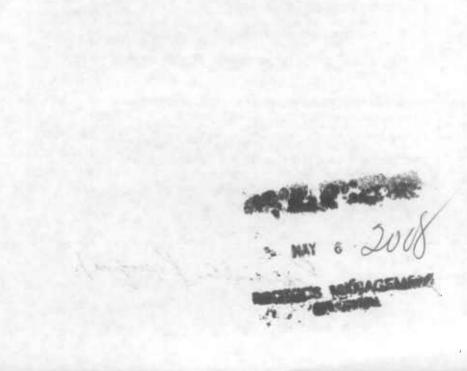
Rev. 10/83 DGS-55Q-9

Signature of Court Official

Destruction Certification

County Clerk I

April 18, 2008



Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	nization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Operation Records and Files	2219	SEC I	1/1/01 thru 12/31/01	1.0		
	Personnel Files					April 17, 2007	Shred
	Records of office employees including books, records, forms, cards, and correspondence.						
	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.						
may	Destruction Approved by Hall of Records Commission Livand C. Laperful	wh		Destruction Certification	A Kitchen	County Clerk	4-18

Date

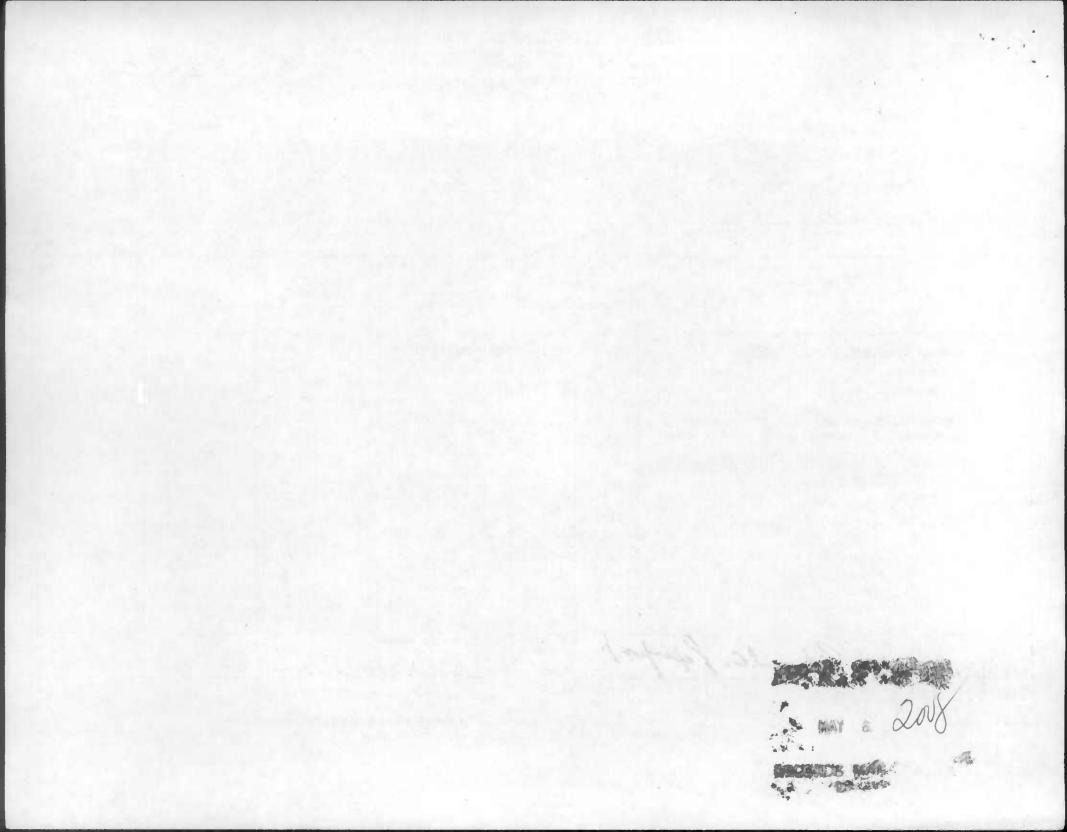
State Archivist

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

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

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State Archivist

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County Clerk I

4-18-08

Signature of Court Official

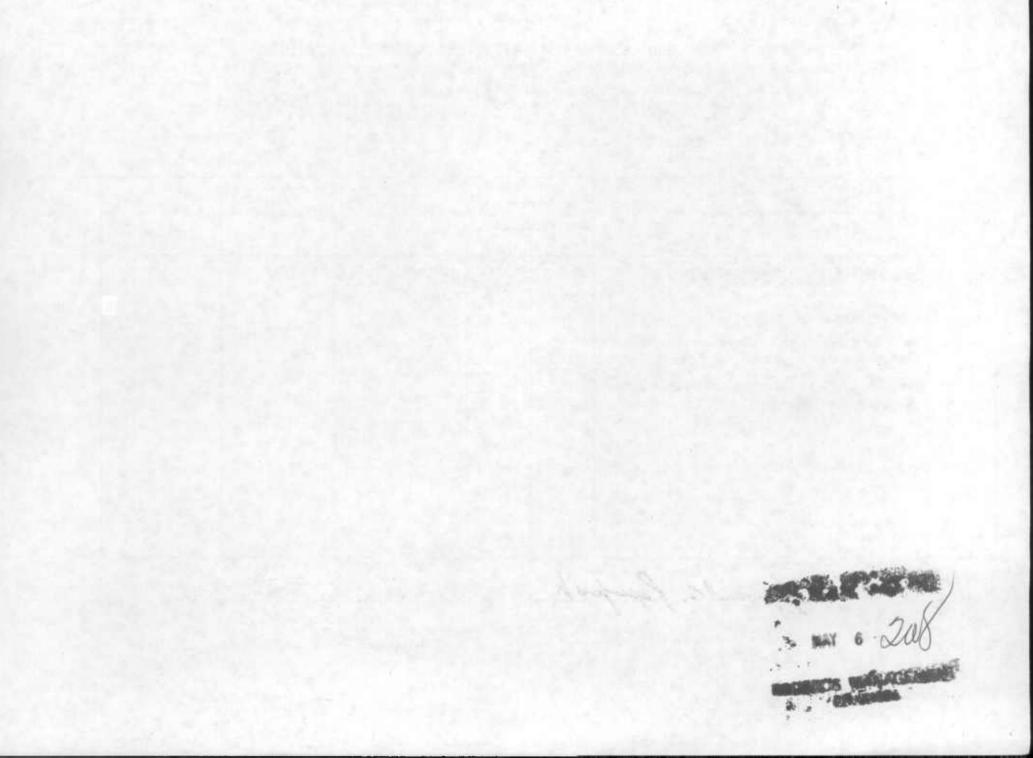
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Title

Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1 Calvert
COURT COUNTY

DATE

Series No.	Description of Records include Title and/or Form Number	Retention Sched. No.	horization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Cases Involving Judgment for a Sum Certain	2219	SEC II				
			Items 2 and 3	1/1/94 thru 1/31/94	25.0		
2	original miscellaneous papers and exhibits.					July 20, 200 7	Landfill
3.	Cases involving Indopent for a sum certain - records and files					July 20, 2007	Landif11

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Date

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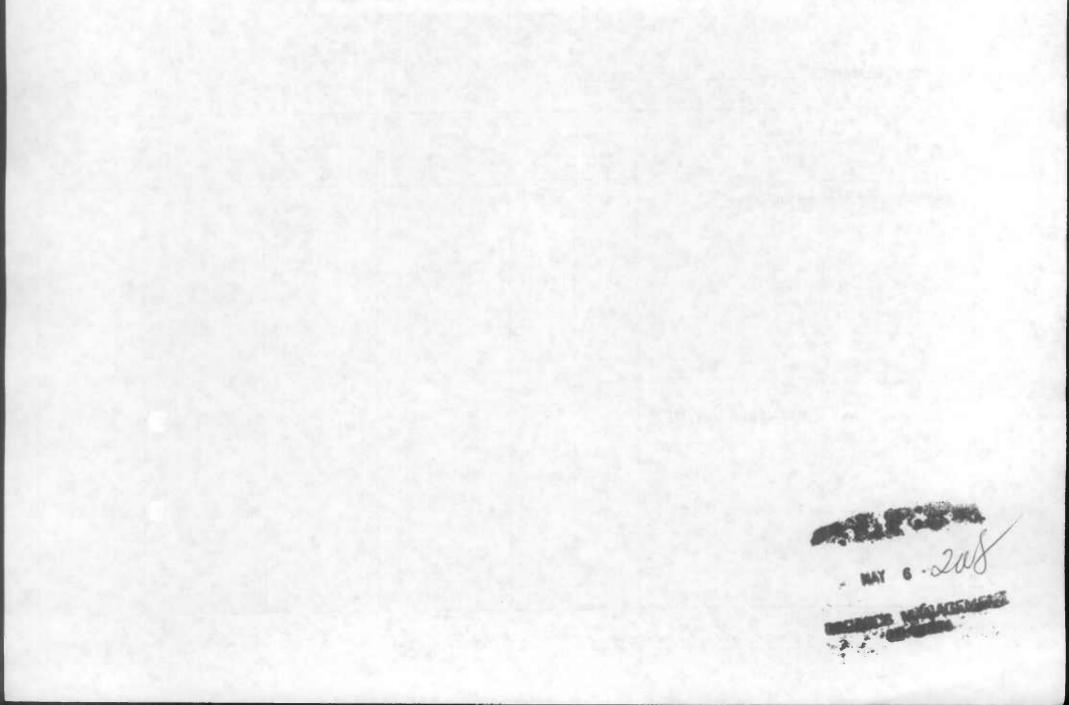
Singature of Court Official

County Clerk I

April 18, 2008 Date

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

Rev. 10/83 DGS-55Q-9 #3



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

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

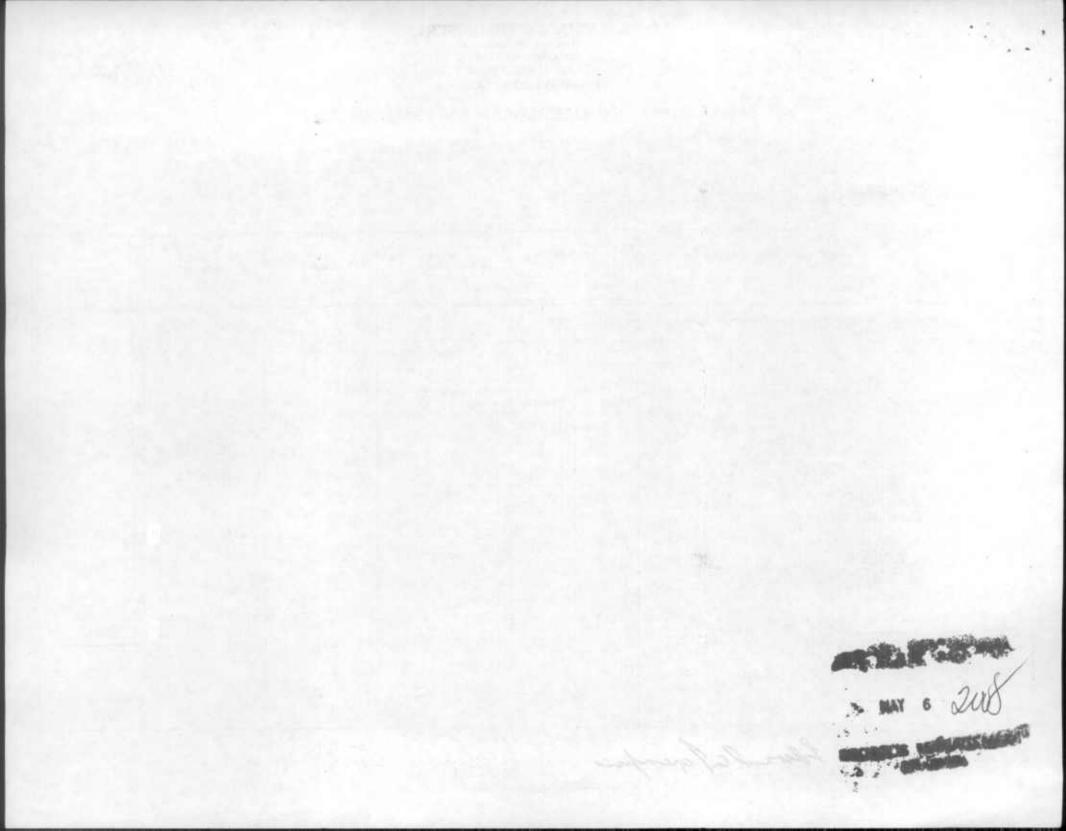
Rev. 10/83 DGS-55Q-9

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Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

County Clerk I April 18, 2008



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1 Calvert COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Original Miscellaneous Papers and Exhibits, and Electronic Recordings	2219	SEC II	1/1/03 thru 1/31/03	1.0		
2.	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)					July 20, 2007	Landfill

Destruction Approved by Half of Riguerda Commission

Rev. 10/83 DGS-55Q-9

State Archivist

Destruction Certification

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

County Clerk I

April 18, 2008



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1 Calvert DATE COUNTY COURT

Series No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Original Miscellaneous Papers and Exhibits, and Electronic Recordings	2219	SEC II	1/1/03 thru 1/31/03	1.0		
2.	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)					July 20, 20017	Landfill
	a 194						245

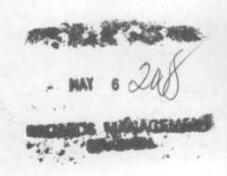
Destruction Approved by Hall of Records Commission

Rev. 10/83 DGS-55Q-9

Destruction Contribution Hohen County Clerk I

April 18, 2008

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



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 Maryla	nd #4-1 Calv	rert
COURT	COUN	NTY DAT

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
3	Cases Involving Judgment for a Sum Certain	2219	SEC II				
	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.			1/1/94 thru 1/31/94	25.0	July 20, 2007	Landfill
	Retain all original papers and exhibits for a period of twelve (12) years after entry of iudgment, or until iudgment expires and until all audit requirements are satisfied, then destroy.						

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

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Destruction Certification

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County Clerk I

April 18, 2008

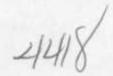
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Date

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

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1 Calvert COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
3	Cases Involving Judgment for a Sum Certain	2219	SEC II				
	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.			1/1/94 thru 1/31/94	25.0	July 20, 2007	Landfill
	Retain all original papers and exhibits for a period of twelve (12) vears after entry of iudament, or until iudament expires and until all audit requirements are satisfied, then destroy.						
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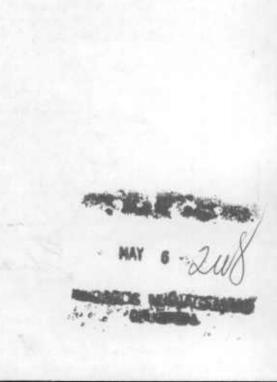
Date Rev. 10/83 DGS-55Q-9 State Archivist

Destruction Certification

County Clerk I

April 18, 2008

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



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

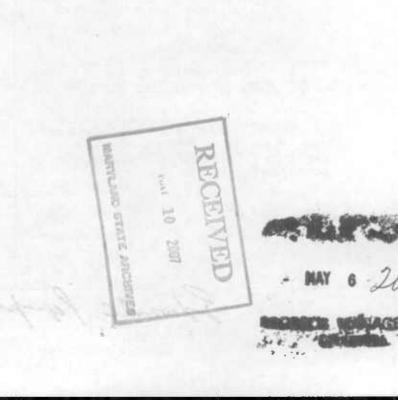
District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Emergency Evaluation, Domestic Violence and Peace Order Records						
	Original Miscellaneous Papers and Exhibits and Electronic Recordings						
	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)	2219	SEC III	1/1/94 thru 1/31/94	5.0	July 20, 2007	Shred
in a							
	Destruction Approved by Hall of Records Commission		l.				

State Archivist

County Clerk I

April 18, 2008



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

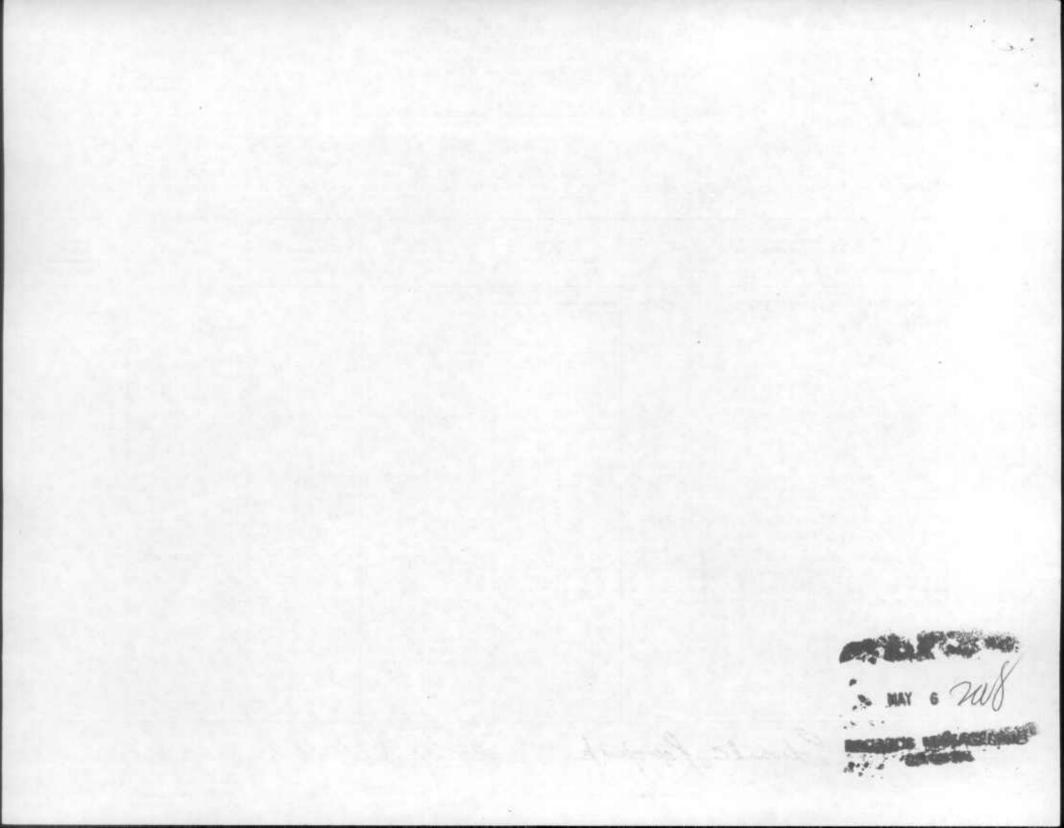
District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Emergency Evaluation, Domestic Violence and Peace Order Records						
	Original Miscellaneous Papers and Exhibits and Electronic Recordings 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)	2219	SEC III 2	1/1/94 thru 1/31/94	5.0	July 20, 2007	Shred

Rev. 10/83 DGS-55Q-9

Killer County Clerk I Signature of Court Official

April 18, 2008



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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Description of Records Authorization Series Inclusive Volume Date of Method of Include Title and/or Form Number No. **Dates of Records** (Cubic Feet) Destruction Destruction Retention Item Destroyed (Recycle, shred, Sched, No. No landfill, etc.) Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records Criminal, Natural Resource, Traffic, Parking, Civil/Municipal 2. July 3, 2007 Landfill Citations and Red Light Camera Records a. A case which is dismissed or in which a noile prosequi or stet is 2219 SEC IV 1/1/03 thru 12/31/03 15.0 entered. Retain original papers, exhibits, and electronic recordings 2a 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)

Destruction Approved by Hall of Records Commission

Lower Commission

12 Jun 07

State Archivist

Destruction Certification

Audio A Kittle County Clerk I 4-18-2008

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

Date

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MARYLAND STATE ARCHIVES

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records						
	Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records 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)	2219	SEC IV 2 a	1/1/03 thru 12/31/03	15.0	July 3, 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

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State Archivist

Signature of Court Official

Title

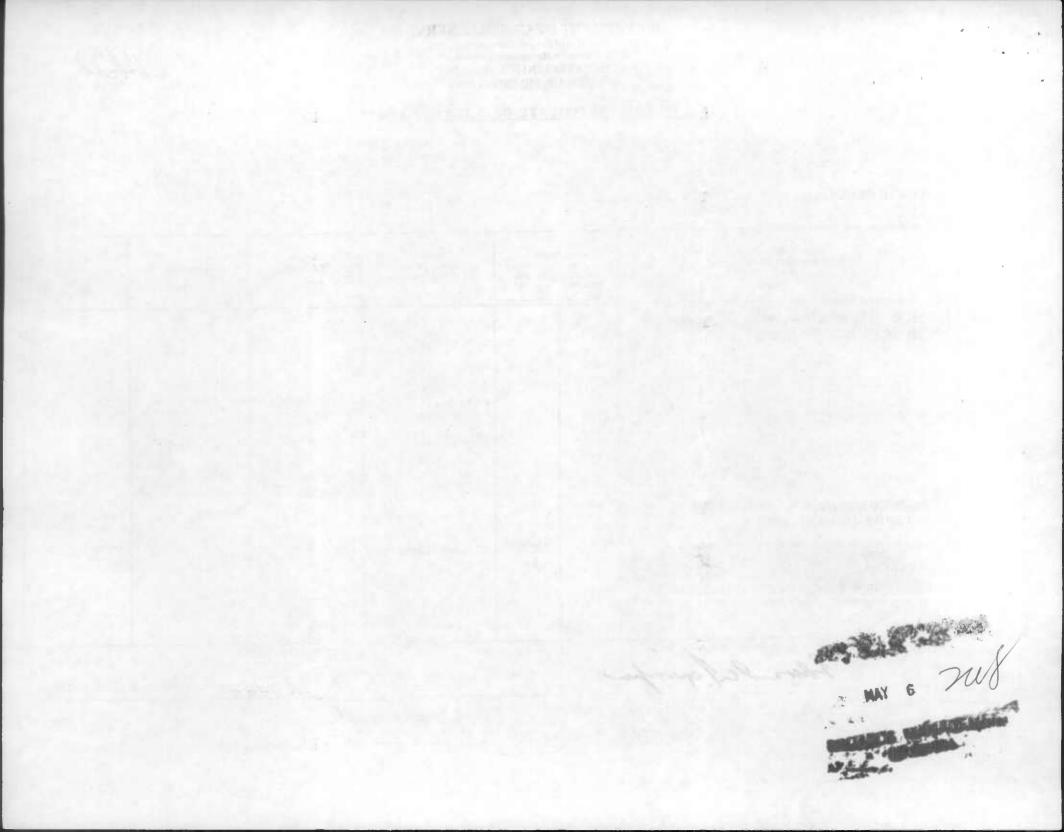
County Clerk I

Date

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Rev. 10/83 DGS-550

Instructions for Preparation and Submission on Reverse Side



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

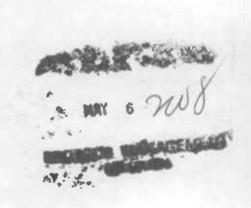
District Court of Maryland #4-1 Calvert COURT DATE COUNTY

Series No.	Description of Records Include Title end/or Form Number	Author Retention Sched, No.	orization tem No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records						
2.	b. A case in which a disposition is entered or probation before judgment is granted. Retain all original naners 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 neriod the defendant fails to comply with the order of court, the clerk shall continue to retain the original paners and exhibits in the file until the failure is cured or an arrest warrant issued as a result is invalidated by law.	2219	SEC IV 2b	1/1/03 thru 12/31/03	40.0	July 3, 2007	Landfill
	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 naners 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.	2219	SEC IV 2c	1/1/03 thru 12/31/03	1.0	July 3, 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification County Clerk I

4-18-08



IIall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

COURT

Calvert

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records						
2.	b. A case in which a disposition is entered or probation hefore judgment is granted. Retain all original naners, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disnosition and until all audit requirements have heen fulfilled. (Excent 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 paners and exhibits in the file until the failure is cured or an arrest warrant issued as a result is invalidated by law.	2219	SEC IV 2b	1/1/03 thru 12/31/03	40.0	July 3, 2007	Landfill
	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 naners 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.	2219	SEC IV 2c	1/1/03 thru 12/31/03	1.0	July 3, 2007	Landfill
. 4							

County Clerk

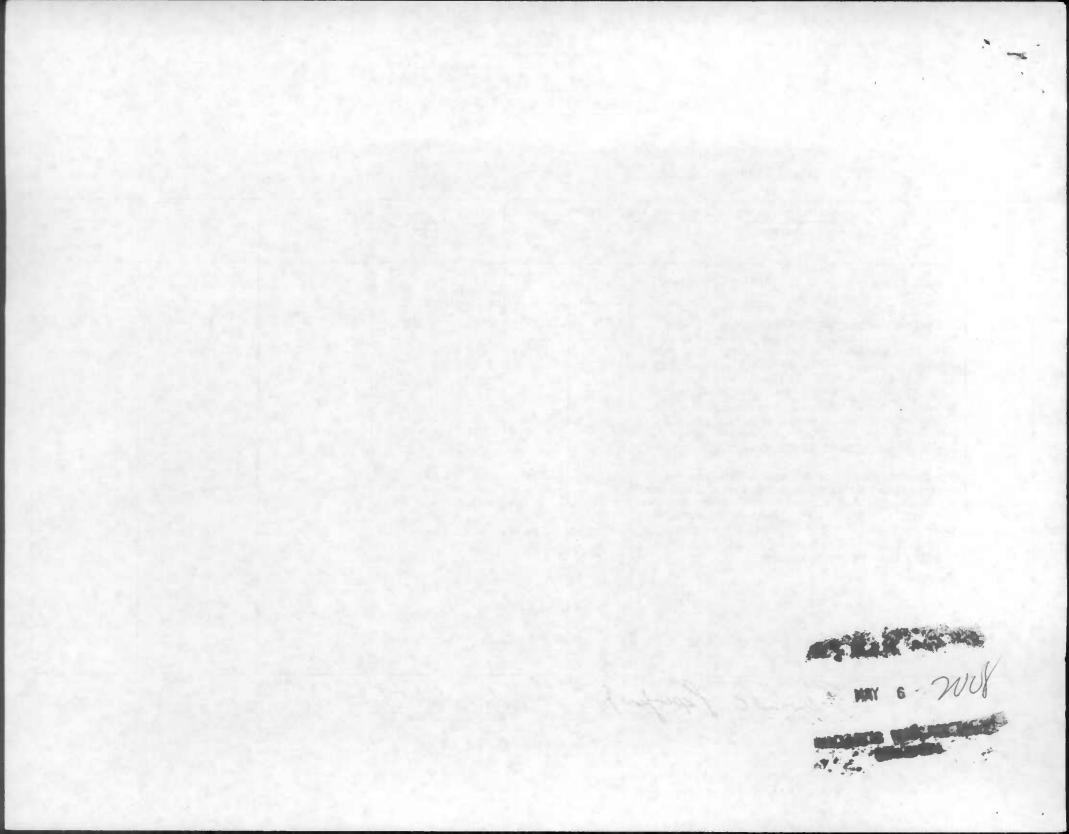
Destruction Certification

<u>4-18-08</u> Date

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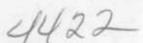
Instructions for Preparation and Submission on Reverse Side

Signature of Court Official



Hall of Records Commission Records Management Division 7275 WATERLOO RD., P. O. Box 275

JESSUP, MD 20794 - 0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	District Court of Maryland #4-1 Calvert						
	COURT COUNTY	DATE					
Series No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	rization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
2.	Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records d. Expunded 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 2, d	1/1/03 thru 12/31/03	10.0	July 3, 2007 & April 18, 200	Shred B
	e. Expunged case files and miscellaneous papers in multiple defendant cases. Retain expunded 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 2,e	1/1/03 thru 12/31/03	1.0	July 3, 2007 & April 18, 200	Shred 8
	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 2,f	1/1/03 thru 12/31/03	1.0	July 3, 2007	Landfill
, - 1 b	Destruction Approved by Hall of Records Commission				Destruction Certification	ation	
25 Mg	Stranke Peperp	nh		Carolyn ak	ItcherCounty C	lerk I 4-	18-08
Date	State Archivist			Signature of Cou	rt Official	Title	Date
Rev. 10/83	DG\$-550			Instructions for Preparatio	n and Submission on Re	verse Side	



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 Include Title and/or Form Number	Author Retention Sched. No.	orization Item No	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
2.	Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records d. Expunded 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 2, d	1/1/03 thru 12/31/03	10.0	July 3, 2007 & April 18, 200	Shred 8
	e. Expunged case files and miscellaneous papers in multiple defendant cases. Retain expunded records and indices until the prison terms. if anv. 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 2,e	1/1/03 thru 12/31/03	1.0	July 3, 2007 & April 18, 200	Shred 8
	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 2,f	1/1/03 thru 12/31/03	1.0	July 3, 2007	

Destruction Approved by Hall of Records Commission

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County Clerk I

Destruction Certification

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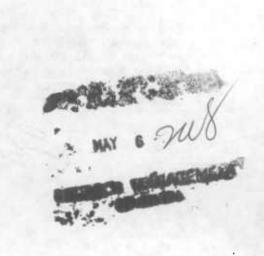
State Archivist

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of
No.		Retention Sched. No.	ltem No	Destroyed	(Subject eet)		Destruction (Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
1.	Accounting						
	b. Records documenting bonds posted in court cases including names, dates, sureties, and amounts of the bonds.	2219	SEC V	01/01/96 - 12/31/96	1.0	November 16, 2007	Landfill
	All records pertaining to bonds forfeited. Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.			*			

Date

State Archivist

Witchen County Clerk I

4-18-08

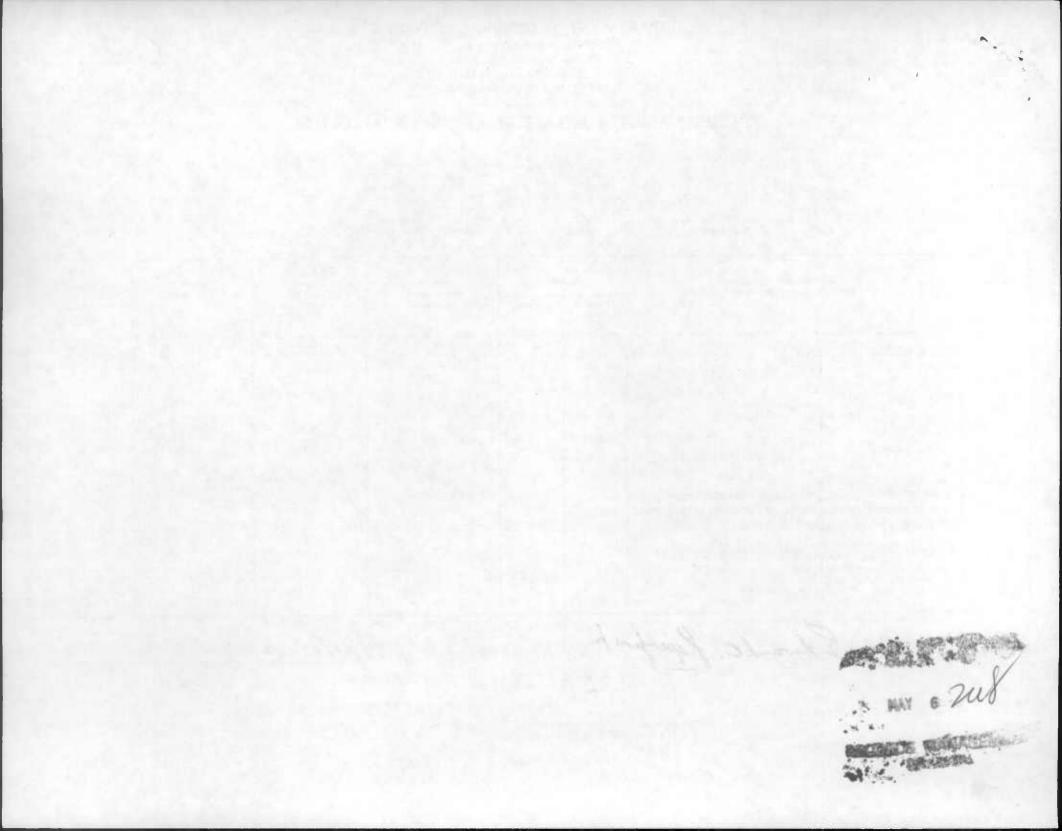
Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1	Calvert	
COURT	COUNTY	DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	Method of		
		Retention Sched. No.	item No	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)		
	FISCAL RECORDS								
	Accounting								
	b. Records documenting bonds posted in court cases including names, dates, sureties, and amounts of the bonds. All records pertaining to bonds forfeited.	2219	2219 SEC V 1b			01/01/96 - 12/31/96	1.0	November 16, 2007	Landfill
	Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.								
	Destruction Approved by Hall of Records Commission Approved Appr	n h		Destruction Certificat	tion				

Date

County CLerk

Signature of Court Official

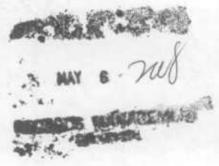
Title

Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side





Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No	Destroyed	(oubic reet)	Destruction	(Recycle, shred, landfill, etc.)
	FISCAL RECORDS						
	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, Withholdinlg Tax.	2219	SEC V 1c	1/1/2003 - 12/31/2003	16.0		

Destruction Approved by Hall of Records Commission

Date

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County Clerk I

4-18-08

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9

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