

3917

Circuit Court For Washington County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
Court		
Washington County		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Original Documents - Land Records	1044	VI-1	10/27/1942-6/30/1962	90	10/30/08	RECYCLED THRO COUNTY PROGRAM
	PER SCHEDULE 1044, Item VI-1, these original documents are being offered to the archives for evaluation, after which rejected material will be destroyed. Record copies are being maintained and exist on film, hard copy and digital image. Original documents exist only where attempts to return to the maker or other party were unsuccessful.						

Destruction Approved by Maryland State Archives

SEP 29 2005

Date

DGS 550-9 (rev. 8/04)

Edward C. Rappaport

State Archivist

[Signature]

Administrative Judge Signature of Court Official

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]

Clerk of Circuit Court 12/31/08

Title

Date

RECEIVED

SEP 8

ZW 5

RECEIVED

JAN 5

ZW 9

NO 12 1922

4657

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 Anne Arundel County

7 Feb 2008

Accession Number 05A003

COURT

COUNTY

(Glen Burnie office)
DATE

99W488
(old: 98A176)

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Retain Dockets and Indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1992	56	Feb. 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. [Signature]
State Archivist

Gary F. Cranford

[Signature]
Signature of Court Official
Title
Date

DEC 24 2008

JAN

5

2005

4657

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 Anne Arundel County

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Accession Number 05A003

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99W488
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	Civil Cases Retain Dockets and Indices permanently Strip and destroy original papers, exhibits	2219	Sect II Items 2,3	1992	56	Feb: 2008	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

Gary F. Cranford
[Signature]
Signature of Court Official

DEC 24 2008
Title Date

ISBN 5 ■ 2009

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-weight: bold;">4351</div> Forward three (3) copies to address at left
COURT			
Washington County	February 10, 2007		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Admin Operation Records and Files (Attorney Grievance Commission Requests for Subpoenas)	2330 (retain 3 years + audit)	1-1	01/01/2001 - 06/30/2003	0.1	4/25/07	RECYCLED
2	Admin Operation Records and Files (Notices of Appointment of County Officials)	2330 (retain 3 years + audit)	1-1	07/01/2001 - 06/30/2003	0.3	"	"
3	Admin Operation Records and Files (Miscellaneous Correspondence)	2330 (retain 3 years + audit)	1-1	01/01/2001 - 12/31/2003	0.5	"	"
4	Admin Operation Records and Files (Miscellaneous Inmate Correspondence)	2330 (retain 3 years + audit)	1-1	01/01/2001 - 12/31/2003	1.0	"	"
5	Admin Operation Records and Files (Miscellaneous Bankruptcy Court Notices and Correspondence)	2330 (retain 3 years + audit)	1-1	01/01/2001 - 12/31/2003	0.1	"	"
6	Admin Operation Records and Files (Miscellaneous Requests for Copies of Records And Related Correspondence)	2330 (retain 3 years + audit)	1-1	01/01/2001 - 12/31/2003	0.1	"	"
7	Jury, Grand Jury, Bailiff, and Witness Records (Jury Selection Forms, Papers and Documentation)	2330 (retain 4 years)	1-6	02/01/2000 - 01/31/2003	6.0	11/3/08	SHREDDED THEN RECYCLED
8	Personnel Files (Retired/Deceased/Temporary Employees)	2330 (retain 5 years + audit)	1-9	01/01/1975 - 12/31/2001 (Dates Employment Ended)	0.0	11/3/08	"
9	Personnel Files (Copies of Employment Applications, Interview/Selection Information - Originals with AOC)	2330 (retain 5 years + audit)	1-9	01/01/2001 - 12/31/2001	0.2	11/3/08	"
10							

Destruction Approved by Maryland State Archives

Destruction Approved by Court

Destruction Certificate

27 MAR 07 Edward C. Papenfuss
 Date State Archivist

4/25/07 [Signature]
 Date Administrative Judge

[Signature] Clerk of Circuit Court
 Signature of Court Official Title
 12/31/08

JAN 5 1949

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	4351 Forward three (3) copies to address at left
COURT			
Washington County	February 10, 2007		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
11	General Accounting Records (Daily Worksheets)	2330 (retain 3 years + audit)	II - 1	07/01/2001 - 06/30/2003	1.0	4/25/07	RECYCLED
12	General Accounting Records (General Fund Duplicate Deposit Slips)	2330 (retain 3 years + audit)	II - 1	07/01/2001 - 06/30/2003	0.1	"	"
13					0.0		"
14	General Accounting Records (General Fund Certificates of Deposit)	2330 (retain 3 years + audit)	II - 1	07/01/2001 - 06/30/2003	0.2	"	"
15	General Accounting Records (STARS 101 & 102 Monthly Disbursements/Refunds and STARS120 Adjustments - for General, Sundry and Local Fund)	2330 (retain 3 years + audit)	II - 1	07/01/2001 - 06/30/2003	0.3	"	"
16	General Accounting Records (STARS Reports and BART Reports -Revenues, Expenses, etc.)	2330 (retain 3 years + audit)	II - 1	07/01/2001 - 06/30/2003	0.2	"	"
17	Budget and Fiscal Planning Records (Budget Requests, Appropriations, etc.)	2330 (retain 3 years + audit)	II - 2	07/01/2000 - 06/30/2003	0.2	"	"
18	Payroll Accounting Records (Time Sheets, Payroll Transmittals, Payroll Registers, Miscellaneous Payroll Records)	2330 (retain 3 years + audit)	II - 4	07/01/1995 - 06/30/2003	5.0	11/3/08	SHREDED, THEN RECYCLED
19	Miscellaneous Accounting Records (General Fund Paid Bills and Invoices)	2330 (retain 3 years + audit)	II - 5	07/01/2001 - 06/30/2003	4.0	4/25/07	RECYCLED
20	Miscellaneous Accounting Records (Daily Audit Reports, Receipts, Cash Register Tapes, Cashiers Slips, Voids, Ringout)	2330 (retain 3 years + audit)	II - 5	01/01/2003 - 06/30/2003	4.0	"	"

Destruction Approved by Maryland State Archives
 Date: 27 Mar 07
 State Archivist: Edward C. [Signature]

Destruction Approved by Court
 Date: 4/12/07
 Administrative Judge: [Signature]

Destruction Certificate
 Signature of Court Official: [Signature]
 Title: CLERK OF CIRCUIT COURT
 Date: 12/31/08

UNIT	DATE	LOCATION	TIME	STATUS

REPORT OF CONTACTS

NO.	NAME	ADDRESS	PHONE	DATE	TIME	STATUS
1						
2						
3						
4						
5						
6						
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9						
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11						
12						
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19						
20						

JAN 5 1950 *WJG*

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">4351</div>
COURT			Forward three (3) copies to address at left
Washington County	February 10, 2007		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
21	Miscellaneous Accounting Records (1099 Forms and Supporting Documentation)	2330 (retain 3 years + audit)	II-5	07/01/2000 – 06/30/2003	0.1	4/25/07	RECYCLED
22	Miscellaneous Accounting Records (Circuit Court Fund - Cancelled Checks, Deposit Slips, Bank Statements, Disbursement Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.3	"	"
23	Miscellaneous Accounting Records (Family Law Funds – Cancelled Checks, Deposit Slips, Bank Statements, Paid Invoices/Orders, Payment Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.3	"	"
24	Miscellaneous Accounting Records (Law Library Funds - Cancelled Checks, Deposit Slips, Bank Statements, Paid Invoices/Orders, Payment Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.3	"	"
25	Miscellaneous Accounting Records (Check Chargeback Notices, Records of Collection Efforts, Supporting Documentation)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.3	"	"
26	Miscellaneous Accounting Records (Records of Individual Interest Bearing Litigant Fund Accounts – Bank books, Bank Statements, Deposit Slips, Withdrawals)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.1	"	"
27	Miscellaneous Accounting Records (Recordation Tax Affidavits)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.2	"	"
28	Miscellaneous Accounting Records (Requests for Refunds of Recording Taxes and License Fees)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.3	"	"
29	Miscellaneous Accounting Records (Requests for Refunds of other fees)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.3	"	"
30							

<p>Destruction Approved by Maryland State Archives</p> <p>21 Mar 07 <u>Edward C. Popeno</u> Date State Archivist</p>	<p>Destruction Approved by Court</p> <p>4/27/07 <u>[Signature]</u> Date Administrative Judge</p>	<p>Destruction Certificate</p> <p><u>[Signature]</u> Clerk of Circuit Court Signature of Court Official Title</p> <p style="text-align: right; font-size: 1.5em;">12/31/08</p>
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The following information was obtained from the records of the
 Department of the Interior, Bureau of Land Management, on
 January 3, 1958, at Washington, D. C.

STATE OF CALIFORNIA

Section	Range	County	Acres	Remarks
1	10	Alameda	10	
2	10	Alameda	10	
3	10	Alameda	10	
4	10	Alameda	10	
5	10	Alameda	10	
6	10	Alameda	10	
7	10	Alameda	10	
8	10	Alameda	10	
9	10	Alameda	10	
10	10	Alameda	10	
11	10	Alameda	10	
12	10	Alameda	10	
13	10	Alameda	10	
14	10	Alameda	10	
15	10	Alameda	10	
16	10	Alameda	10	
17	10	Alameda	10	
18	10	Alameda	10	
19	10	Alameda	10	
20	10	Alameda	10	

JAN 5 1958 *ms*

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-weight: bold;">4351</div> Forward three (3) copies to address at left
COURT			
Washington County	February 10, 2007		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
31	Miscellaneous Accounting Records (Accounts Receivables – Photocopy Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.5	4/25/07	RECYCLED
32	Miscellaneous Accounting Records (Accounts Receivables – Criminal Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.5	"	"
33	Miscellaneous Accounting Records (Accounts Receivables – Civil Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.5	"	"
34	Miscellaneous Accounting Records (Accounts Receivables – Child Support IV-D Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2001 – 06/30/2003	0.5	"	"
35							
36							
37	Business Licenses Records (Business Licenses)	2330 (retain 3 years + audit)	II-6	05/01/2001 – 04/30/2003	1.0	11/3/08	SHREDDED, THEN RECYCLED
38	Business Licenses Records (Business License Applications)	2330 (retain 3 years + audit)	II-6	05/01/2001 – 04/30/2003	2.0	"	"
39	Business Licenses Records (Zoning Certificates supporting Business License Applications)	2330 (retain 3 years + audit)	II-6	05/01/2001 – 04/30/2003	0.2	4/25/07	RECYCLED
40	Gunning Rig and Duck Blind License Records	2330 (retain 3 years + audit)	II-6	06/30/2001 – 07/01/2003	0.1	"	"

Destruction Approved by Maryland State Archives
 21 mar 07 Edward C. Papenfuss
 Date State Archivist

Destruction Approved by Court
 4/25/07 [Signature]
 Date Administrative Judge

Destruction Certificate
[Signature] Clerk of Circuit Court
 Signature of Court Official Title
 12/31/08

JAN 5 1958

me

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">4351</div> Forward three (3) copies to address at left
COURT			
Washington County	February 10, 2007		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
41	Civil Case Files through #18700 (NOTE: Files required to be retained permanently have been pulled from these records and will be transferred to MSA)	2330	III - 2 (retain 12 yrs from close)	07/22/1986 - 02/03/1994	48.0	4/25/07	RECYCLED
42	Administrative Operation Records and Files (Courtroom Clerk Notes - Civil)	2330	I - 1 (retain 3 years + audit)	01/01/2001 - 12/31/2003	2.0	"	"
43	Administrative Operation Records and Files (Courtroom Clerk Notes - IV-D Child Support)	2330	I - 1 (retain 3 years + audit)	01/01/2001 - 12/31/2003	2.0	"	"
44	Assignment Notice Sheets (Daily and Weekly Assignment Office Notices)	2330	I - 2 (retain 3 years + audit)	01/01/2001 - 12/31/2003	2.0	"	"
45	Assignment Notice Sheets (IV-D Child Support Scheduling Records)	2330	I - 2 (retain 3 years + audit)	01/01/2001 - 12/31/2003	2.0	"	"
46	Lien Records (Original papers related to Public Defender Liens #1 through 4- record copies will be retained permanently)	2330	III - 9 (retain 12 years)	1973 - 1976	0.1	"	"
47	Juvenile Case Files (Circuit Court Files)	2330	V - 1B (retain till later of child reaches age 25 or 12 years from money judgt)	None at this time.	0.0	11/3/08	SHREDDED, THEN RECYCLED
48	Juvenile Case Files (DJJ Files)			1976 (Child's DOB)	10.0		
49	Administrative Operation Records and Files (Courtroom Clerk Notes - Juvenile, CINA, TPR, Adoption)	2330	I - 1 (retain 3 years + audit)	01/01/2001 - 12/31/2003	1.0	"	"
50	Bankruptcy Papers (Originals - record copies previously transferred to MSA - treat as liens)	2330	III - 9	1924 - 1981	0.1	4/25/07	RECYCLED

Destruction Approved by Maryland State Archives
 27 mar 07 Edward C. Papenfort
 Date State Archivist

Destruction Approved by Court
 4/17/07 [Signature]
 Date Administrative Judge

Destruction Certificate
[Signature] Clerk of Circuit Court
 Signature of Court Official Title
 12/31/08

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	4351 <hr/> Forward three (3) copies to address at left
COURT			
Washington County	February 10, 2007		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
51	Criminal Case Files (Jury Trial Prayers and Appeals from District Court ONLY – NO indictments or informations)	2330 (retain 5 yrs from close)	IV – 1B	07/01/1991 – 08/24/1994	107.0	4/25/07	RECYCLED
52	Criminal Case Files (Indictments and Informations ONLY – Files required to be retained permanently have been pulled from these records to be transferred to MSA)	2330 (retain 20 yrs from close)	IV – 1C2	None at this time.	0	"	"
53	Search Warrants, Wire Taps (Although 2330 requires 12 years, Judge Wright wants these retained 20 years)	2330 (*retain 12 yrs from filing)	IV – 3	01/01/1970 - 12/31/1986	2.0	11/3/08	SHREDDED THEN RECYCLED
54	Special Investigations (includes special investigations from "rough bundle")	2330 (retain 12 yrs from filing)	IV – 3	01/01/1970 – 12/31/1994	2.0	"	"
55	Assignment Notice Sheets (Criminal Scheduling Records)	2330 (retain 3 years + audit)	I – 2	01/01/2001 – 12/31/2003	1.5	4/25/07	RECYCLED
56	Miscellaneous Criminal Cases (Extradition papers from "rough bundle")	2330 (retain 5 yrs from filing)	IV – 6	1972 - 1994	0.5	"	"
57	Expunged Criminal Records	2330 (retain 3 yrs from exp.)	IV – 5C	01/01/2001 – 12/31/2003	1.5	"	"
58							
59							
60							

Destruction Approved by Maryland State Archives
 2/10/07 Edward C. Pappas
 Date State Archivist

Destruction Approved by Court
 4/25/07 [Signature]
 Date Administrative Judge

Destruction Certificate
[Signature] Clerk of Circuit Court
 Signature of Court Official Title
 12/31/08

MARYLAND STATE ARCHIVES
MAR 2 2007
RECEIVED

JAN 5

mg

MARYLAND PAPER

16151 ELLIOTT PKWY.
WILLIAMSPORT, MD 21795
301-223-6550

WEIGHT TICKET

GROSS
TARE
NET

08:26 PM 04/25/07
04012090 1b

08:13 PM 04/25/07
04003530 1b

GROSS
TARE
NET

TRAILER/CAR NUMBER	DATE	ORDER NO.	NET WT.	DRIVER
			2480	ON <input checked="" type="checkbox"/> OFF <input type="checkbox"/>
COMMODITY				PRICE
COMMODITY				AMOUNT

Records DESTROYED

DRIVER _____
SHIPPER _____
CARRIER NAME WALCO INDUSTRIES CORP

BALED
LOOSE
OTHER

TOTAL

MP1

The Data IMAGE Group

SHRED WORKORDER

101D East Baltimore St.
Hagerstown, MD 21740
800-272-8227

Customer Name
WALCO INDUSTRIES CORP
ATTN: Dennis

www.dataimagegroup.com

Date P/U	Time P/U	Driver	Drop Off	Walk-In

	Application Name	# Boxes	# Bins	# Bags	LBS
1	Misc Files 11	43			1753
2					
3					
4					
5					
6					
7					
8					
9					

Customer Notes

Operator Notes


JAN 5

WJ

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	4835 Forward three (3) copies to address at left
COURT			
Washington County	November 3, 2008		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Original Documents - Land Records	233C	VII 4	1962 - 1983	45 CF	10/30/08	RECYCLED THRU COUNTY PROGRAM
							INFORMAL PRELIMINARY APPROVAL RECEIVED FROM ARCHIVIST

Destruction Approved by Maryland State Archives 5/28/09 Date  State Archivist	Destruction Approved by Court 1-13-09 Date  Administrative Judge	Destruction Certificate  Signature of Court Official Clerk Circuit Court
--	--	--

Jan 16 3 2008

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	4838 Forward three (3) copies to address at left
COURT			
Washington County	November 3, 2008		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

C.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Juvenile Case Files (DJJ files)	2330	V-1B	1977-1980 (child's D.O.B.)	35 cf	11/3/08	SHREDDED, THEN RECYCLED
							INFORMAL PRELIMINARY APPROVAL RECEIVED FROM ARCHIVIST

Destruction Approved by Maryland State Archives

5 Jan 09
Date

Edward J. ...
State Archivist

Destruction Approved by Court

1-13-09
Date
[Signature]
Administrative Judge

Destruction Certificate

[Signature]
Signature of Court Official
Clerk, Circuit Court
Title

JAN 16 1909

mg

[Faint handwritten text]

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">4852</div> Forward three (3) copies to address at left
COURT			
Washington County	January 5, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
11	General Accounting Records (Daily Worksheets)	2330 (retain 3 years + audit)	II - I	07/01/2003 - 06/30/2005	1.0	6/24/09	RECYCLED @ MARYLAND PAPER
12	General Accounting Records (General Fund Duplicate Deposit Slips)	2330 (retain 3 years + audit)	II - I	07/01/2003 - 06/30/2005	0.1	"	"
13					0.0		
14	General Accounting Records (General Fund Certificates of Deposit)	2330 (retain 3 years + audit)	II - I	07/01/2003 - 06/30/2005	0.2	"	"
15	General Accounting Records (STARS I01 & I02 Monthly Disbursements/Refunds and STARS120 Adjustments - for General, Sundry and Local Fund)	2330 (retain 3 years + audit)	II - I	07/01/2003 - 06/30/2005	0.3	"	"
16	General Accounting Records (STARS Reports and BART Reports -Revenues, Expenses, etc.)	2330 (retain 3 years + audit)	II - I	07/01/2003 - 06/30/2005	0.2	"	"
17	Budget and Fiscal Planning Records (Budget Requests, Appropriations, etc.)	2330 (retain 3 years + audit)	II - 2	07/01/2003 - 06/30/2005	0.2	"	"
18	Payroll Accounting Records (Time Sheets, Payroll Transmittals, Payroll Registers, Miscellaneous Payroll Records)	2330 (retain 3 years + audit)	II - 4	07/01/2003 - 06/30/2005	5.0	12/17/09	SHRED @ DATA IMAGE GROUP
19	Miscellaneous Accounting Records (General Fund Paid Bills and Invoices)	2330 (retain 3 years + audit)	II - 5	07/01/2003 - 06/30/2005	0.5	6/24/09	RECYCLED @ MARYLAND PAPER
20	Miscellaneous Accounting Records (Daily Audit Reports, Receipts, Cash Register Tapes, Cashiers Slips, Voids, Ringout)	2330 (retain 3 years + audit)	II - 5	07/01/2003 - 06/30/2005	4.0	"	"

Destruction Approved by Maryland State Archives

30 mar 09
Date

Edward C. [Signature]
State Archivist

Destruction Approved by Court

6-24-09
Date

[Signature]
Administrative Judge

Destruction Certificate

[Signature]
Signature of Court Official

[Signature]
Clerk of Court
Title

[Faint, illegible text, possibly bleed-through from the reverse side of the page]

[Faint handwritten text]

NEG. 30  2005

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	4852
COURT			
Washington County	January 5, 2009		
COUNTY	DATE		

Forward three (3) copies
to address at left

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Item	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
21	Miscellaneous Accounting Records (1099 Forms and Supporting Documentation)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.1	6/24/09	RECYCLED MARYLAND PAPER
22	Miscellaneous Accounting Records (Circuit Court Fund - Cancelled Checks, Deposit Slips, Bank Statements, Disbursement Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.3	"	"
23	Miscellaneous Accounting Records (Family Law Funds – Cancelled Checks, Deposit Slips, Bank Statements, Paid Invoices/Orders, Payment Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.3	"	"
24	Miscellaneous Accounting Records (Law Library Funds - Cancelled Checks, Deposit Slips, Bank Statements, Paid Invoices/Orders, Payment Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.3	"	"
25	Miscellaneous Accounting Records (Check Chargeback Notices, Records of Collection Efforts, Supporting Documentation)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.3	"	"
26	Miscellaneous Accounting Records (Records of Individual Interest Bearing Litigant Fund Accounts – Bank books, Bank Statements, Deposit Slips, Withdrawals)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.1	"	"
27	Miscellaneous Accounting Records (Recordation Tax Affidavits)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.2	"	"
28	Miscellaneous Accounting Records (Requests for Refunds of Recording Taxes and License Fees)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.3	"	"
29	Miscellaneous Accounting Records (Requests for Refunds of other fees)	2330 (retain 3 years + audit)	II-5	07/01/2003 – 06/30/2005	0.3	"	"
30							

Destruction Approved by Maryland State Archives

Destruction Approved by Court

Destruction Certificate

30 mar 09
Date
State Archivist

6-24-09
Date
Administrative Judge

Signature of Court Official
Title

3/2/09

2009

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	4852 Forward three (3) copies to address at left
COURT			
Washington County	January 5, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
31	Miscellaneous Accounting Records (Accounts Receivables - Photocopy Accounts - Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2003 - 06/30/2005	0.5	6/24/09	RECYCLED @ MARYLAND PAPER
32	Miscellaneous Accounting Records (Accounts Receivables - Criminal Accounts - Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2003 - 06/30/2005	0.5	''	''
33	Miscellaneous Accounting Records (Accounts Receivables - Civil Accounts - Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2003 - 06/30/2005	0.5	''	''
34	Miscellaneous Accounting Records (Accounts Receivables - Child Support IV-D Accounts - Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2003 - 06/30/2005	0.5	''	''
35							
36							
37	Business Licenses Records (Business Licenses)	2330 (retain 3 years + audit)	II-6	07/01/2003 - 06/30/2005	1.0	''	''
38	Business Licenses Records (Business License Applications)	2330 (retain 3 years + audit)	II-6	07/01/2003 - 06/30/2005	2.0	''	''
39	Business Licenses Records (Zoning Certificates supporting Business License Applications)	2330 (retain 3 years + audit)	II-6	07/01/2003 - 06/30/2005	0.2	''	''
40							

Destruction Approved by Maryland State Archives

30 mar 09 Edward C. Igenfuss
 Date State Archivist

Destruction Approved by Court

6-24-09 [Signature]
 Date Administrative Judge

Destruction Certificate

[Signature] Clerk of Court
 Signature of Court Official Title

DEC 30 2009

MARYLAND PAPER

16151 ELLIOTT PKWY.
WILLIAMSPORT, MD 21795
301-223-6550

WEIGHT TICKET

GROSS
TARE
NET

Received Court Records

Jeff Hooper

GROSS
TARE
NET

TRAILER/CAR NUMBER	DATE	ORDER NO.	NET WT.	DRIVER
	6/24/09			ON <input type="checkbox"/> OFF <input type="checkbox"/>

COMMODITY	PRICE	AMOUNT

DRIVER _____
SHIPPER _____
CARRIER NAME _____

BALED
LOOSE
OTHER

TOTAL

1007
DEC 30 2009



DATA IMAGE RECORDS DESTRUCTION SERVICE

CERTIFICATE OF DESTRUCTION

To: Washington County Courthouse
c/o Dennis Weaver
P.O. Box 229
Hagerstown, MD 21740

CERTIFICATION

We certify that the records received from the Washington County Courthouse in Hagerstown, MD that weighed 1815 lbs. have been shredded and recycled. The documents have been handled and destroyed in a confidential manner by The Data IMAGE Group.

65 Boxes of Miscellaneous Files

Certified by

A handwritten signature in black ink, appearing to be 'D. Weaver', is written over a horizontal line.

President

Date: 12/17/2009

Record management made easy - since 1980

2009
MAY 30

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	4926 Forward three (3) copies to address at left
COURT			
Washington County	February 15, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
51	Criminal Case Files (Jury Trial Prayers and Appeals from District Court ONLY – NO indictments or informations)	2330	IV – 1B (retain 5 yrs from close)	08/24/1994 – 09/01/1999	125.0	6/24/09	RECYCLED @ MARYLAND PAPER
52	Criminal Case Files (Indictments and Informations ONLY – Files required to be maintained per statute & not subject to removal from District Court to be transferred to M.A.A.)	2330	IV – 1B (retain 20 yrs from close)	None	0		
53	Search Warrants, Wire Taps (Although 2330 requires 12 years, Judge Wright wants these retained 20 years)	2330	IV – 3 (*retain 12 yrs from filing)	01/01/1987 – 12/31/1988	1.0	12/17/09	SHRED & RECYCLE @ DATA IMAGE GROUP
54	Special Investigations (includes special investigations from "rough bundle")	2330	IV – 3 (retain 12 yrs from filing)	01/01/1995 – 12/31/1996	2.0	12/17/09	"
55	Assignment Notice Sheets (Criminal Scheduling Records)	2330	I – 2 (retain 3 years + audit)	01/01/2004 – 12/31/2005	1.5	12/17/09	"
56	Miscellaneous Criminal Cases (Extradition papers from "rough bundle")	2330	IV – 6 (retain 5 yrs from filing)	None at this time			
57	Expunged Criminal Records	2330	IV – 5C (retain 3 yrs from exp.)	01/01/2004 – 12/31/2005	1.5	12/17/09	"
58							
59							
60							

Destruction Approved by Maryland State Archives

30 MAR 09 Edward C. Longman
Date State Archivist

Destruction Approved by Court

6-24-09 [Signature]
Date Administrative Judge

Destruction Certificate

[Signature] CLERK OF COURT
Signature of Court Official Title

1977
1978
1979

1980
1981
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1989
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1991

UNITED STATES DEPARTMENT OF AGRICULTURE

Year	Production	Consumption	Exports	Imports	Stocks
1977					
1978					
1979					
1980					
1981					
1982					
1983					
1984					
1985					
1986					
1987					
1988					
1989					
1990					
1991					

DEC 30 - 2009

[Handwritten signature]

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">4926</div> Forward three (3) copies to address at left
COURT			
Washington County	FEB 15, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Juvenile Case Files (Circuit Court Files)	2330 (age 25 or 12 yr fr Sjudgt)	V-1B	1977-1983 (child's D.O.B.)	10.0 cf	12/17/09	SHRED & RECYCLE @ DATA IMAGE GROUP
	Juvenile Case Files (DJJ Files)	2330 (age 25 or 12 yr fr Sjudgt)	V-1B	NONE AT THIS TIME	NONE	12/17/09	SHRED & RECYCLE

Destruction Approved by Maryland State Archives
 30 MAR 09 Edward A. [Signature]
 Date State Archivist

Destruction Approved by Court
 6-24-09 [Signature]
 Date Administrative Judge

Destruction Certificate
[Signature] Clerk of Court
 Signature of Court Official Title

RECEIVED
FEB 23 2009
MARYLAND STATE ARCHIVES

REC 30-2WS

[Faint, illegible handwritten text]

MARYLAND PAPER

16151 ELLIOTT PKWY.
WILLIAMSPORT, MD 21795
301-223-6550

WEIGHT TICKET

GROSS
TARE
NET

Received Court Records

GROSS
TARE
NET

Jeff Hooper

TRAILER/CAR NUMBER	DATE	ORDER NO.	NET WT.	DRIVER
	<i>6/24/09</i>			ON <input type="checkbox"/> OFF <input type="checkbox"/>

COMMODITY	PRICE	AMOUNT
	TOTAL	

DRIVER _____
SHIPPER _____
CARRIER NAME _____

BALED
LOOSE
OTHER

MP1

215

DEC 30 - 2009



DATA IMAGE RECORDS DESTRUCTION SERVICE

CERTIFICATE OF DESTRUCTION

To: Washington County Courthouse
c/o Dennis Weaver
P.O. Box 229
Hagerstown, MD 21740

CERTIFICATION

We certify that the records received from the Washington County Courthouse in Hagerstown, MD that weighed 1815 lbs. have been shredded and recycled. The documents have been handled and destroyed in a confidential manner by The Data IMAGE Group.

65 Boxes of Miscellaneous Files

Certified by



President

Date: 12/17/2009

Record management made easy - since 1980

5007

50-50

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-weight: bold;">5026</div> Forward three (3) copies to address at left
COURT			
Washington County	July 7, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Administrative Operation Records and Files (Courtroom Clerk Notes – Civil)	2330 (retain 3 years + audit)	1 – 1	01/01/2004 – 12/31/2005	2.0	October 22, 2010 October 22, 2010	Shredded, then recycled
2	Administrative Operation Records and Files (Courtroom Clerk Notes – IV-D Child Support)	2330 (retain 3 years + audit)	1 – 1	01/01/2004 – 12/31/2005	2.0		
3	Assignment Notice Sheets (Daily and Weekly Assignment Office Notices)	2330 (retain 3 years + audit)	1 – 2	01/01/2004 – 12/31/2005	2.0		
4	Assignment Notice Sheets (IV-D Child Support Scheduling Records)	2330 (retain 3 years + audit)	1 – 2	01/01/2004 – 12/31/2005	2.0		
5	Administrative Operation Records and Files (Courtroom Clerk Notes – Juvenile, CINA, TPR, Adoption)	2330 (retain 3 years + audit)	1 – 1	01/01/2004 – 12/31/2005	1.0		
6	Jury, Grand Jury, Bailiff, and Witness Records (Jury Selection Forms, Papers and Documentation)	2330 (retain 4 years)	1 – 6	02/01/2004 – 01/31/2005	4.0		

Destruction Approved by Maryland State Archives
Edward C. Green
 Date: 17 AUG 09 State Archivist

Destruction Approved by Court
[Signature]
 Date: 8-16-10 Administrative Judge

Destruction Certificate
[Signature]
 Signature of Court Official
Cluck of Court
 Title

NOV 12 2010

NOV 12 11

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5026</div> Forward three (3) copies to address at left
COURT			
Washington County	July 7, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Administrative Operation Records and Files (Courtroom Clerk Notes – Civil)	2330 (retain 3 years + audit)	1 – 1	01/01/2004 – 12/31/2005	2.0	October 22, 2010 October 22, 2010	Shredded, then recycled
2	Administrative Operation Records and Files (Courtroom Clerk Notes – IV-D Child Support)	2330 (retain 3 years + audit)	1 – 1	01/01/2004 – 12/31/2005	2.0		
3	Assignment Notice Sheets (Daily and Weekly Assignment Office Notices)	2330 (retain 3 years + audit)	1 – 2	01/01/2004 – 12/31/2005	2.0		
4	Assignment Notice Sheets (IV-D Child Support Scheduling Records)	2330 (retain 3 years + audit)	1 – 2	01/01/2004 – 12/31/2005	2.0		
5	Administrative Operation Records and Files (Courtroom Clerk Notes – Juvenile, CINA, TPR, Adoption)	2330 (retain 3 years + audit)	1 – 1	01/01/2004 – 12/31/2005	4.0		
6	Jury, Grand Jury, Bailiff, and Witness Records (Jury Selection Forms, Papers and Documentation)	2330 (retain 4 years)	1 – 6	02/01/2004 – 01/31/2005	4.0		

Destruction Approved by Maryland State Archives

17 AUG 09

Date

Edward C. [Signature]

State Archivist

Destruction Approved by Court

8-16-10

Date

[Signature]

Administrative Judge

Destruction Certificate

[Signature]

Signature of Court Official

Chief of Court

Title

NOV 12 2010

NOV 12 2010

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	5056 <hr/> Forward three (3) copies to address at left
COURT			
Washington County	December 23, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Jury, Grand Jury, Bailiff, and Witness Records (Jury Selection Forms, Papers and Documentation)	2330 (retain 4 years)	1-6	02/01/2003 - 01/31/2004	3.0	10/22/10	Shredded, then recycled

Destruction Approved by Maryland State Archives
 19 Jan 10 *[Signature]*
 Date State Archivist

Destruction Approved by Court
 8-16-10 *[Signature]*
 Date Administrative Judge

Destruction Certificate
[Signature] Clerk of Court
 Signature of Court Official Title

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	5056 <hr/> Forward three (3) copies to address at left
COURT			
Washington County	December 23, 2009		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Jury, Grand Jury, Bailiff, and Witness Records (Jury Selection Forms, Papers and Documentation)	2330 (retain 4 years)	I-6	02/01/2003 - 01/31/2004	3.0	10/22/10	Shredded, then recycled

Destruction Approved by Maryland State Archives
 19 Jan 10 Edward C. Toppin
 Date State Archivist

Destruction Approved by Court
 8/16/10 [Signature]
 Date Administrative Judge

Destruction Certificate
[Signature] Clerk of Court
 Signature of Court Official Title

NOV 12 2010

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5124</div> <p>Forward three (3) copies to address at left</p>
COURT			
Washington County	Jan 21, 2010		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Juvenile Case Files (DJJ Files)	2330 (age 25 or 12 yr fr \$judgt)	V-1B	1981 - 1984 (Child's DOB)	56	10/22/2010	Shredded, then recycled


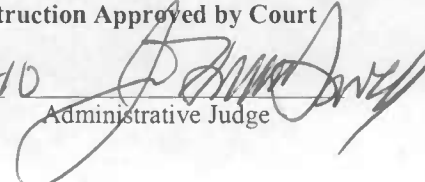
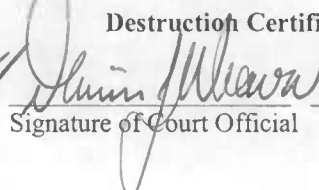
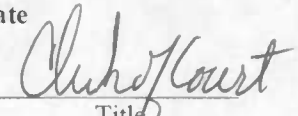
<p>Destruction Approved by Maryland State Archives</p> <p><u>16 Feb 10</u> <u>[Signature]</u> Date State Archivist</p>	<p>Destruction Approved by Court</p> <p><u>8-16-10</u> <u>[Signature]</u> Date Administrative Judge</p>	<p>Destruction Certificate</p> <p><u>[Signature]</u> <u>[Signature]</u> Signature of Court Official Clerk of Court</p>
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NOV 12 2010

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5124</div> Forward three (3) copies to address at left
COURT			
Washington County	Jan 21, 2010		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

NO.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Juvenile Case Files (DJJ Files)	2330 (age 25 or 12 yr fr \$judgt)	V-1B	1981 - 1984 (Child's DOB)	56	10/22/10	Shredded, then recycled

Destruction Approved by Maryland State Archives 16 Feb 10  Date State Archivist	Destruction Approved by Court 8-16-10  Date Administrative Judge	Destruction Certificate   Signature of Court Official Title
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10/12/10

(E) [unclear]
[unclear]

NOV 12 2010

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	5243 Forward three (3) copies to address at left
COURT			
Washington County	June 21, 2010		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Search Warrants, Wire Taps (Although 2330 requires 12 years, Judge Wright wants these retained 20 years)	2330	IV - 3 (*retain 12 yrs from filing)	01/01/1989 - 12/31/1989	1.0	October 22, 2010	Shredded, then recycled
2	Special Investigations (includes special investigations from "rough bundle")	2330	IV - 3 (retain 12 yrs from filing)	01/01/1997 - 12/31/1997	2.0		
3	Assignment Notice Sheets (Criminal Scheduling Records)	2330	I - 2 (retain 3 years + audit)	01/01/2006 - 12/31/2006	1.5		
	Expunged Criminal Records	2330	IV - 5C (retain 3 yrs from exp.)	01/01/2006 - 12/31/2006	1.5		

Destruction Approved by Maryland State Archives
 7/30/10 *[Signature]*
 Date State Archivist

Destruction Approved by Court
 8-16-10 *[Signature]*
 Date Administrative Judge

Destruction Certificate
[Signature] Clerk of Circuit Court
 Signature of Court Official Title

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	<u>5243</u> Forward three (3) copies to address at left
COURT			
Washington County	June 21, 2010		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

NO.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Search Warrants, Wire Taps (Although 2330 requires 12 years, Judge Wright wants these retained 20 years)	2330	IV - 3 (*retain 12 yrs from filing)	01/01/1989 - 12/31/1989	1.0		
2	Special Investigations (includes special investigations from "rough bundle")	2330	IV - 3 (retain 12 yrs from filing)	01/01/1997 - 12/31/1997	2.0		
3	Assignment Notice Sheets (Criminal Scheduling Records)	2330	I - 2 (retain 3 years + audit)	01/01/2006 - 12/31/2006	1.5		
	Expunged Criminal Records	2330	IV - 5C (retain 3 yrs from exp.)	01/01/2006 - 12/31/2006	1.5	October 22, 2010	Shredded, then recycled

Destruction Approved by Maryland State Archives

7/30/10 *Edward C. Green*
 Date State Archivist

Destruction Approved by Court

8-16-10 *[Signature]*
 Date Administrative Judge

Destruction Certificate

[Signature] Clerk of Court
 Signature of Court Official Title

NOV 12 2010

RECEIVED
JUL 7 2010
MARYLAND STATE ARCHIVES



DATA IMAGE RECORDS DESTRUCTION SERVICE

CERTIFICATE OF DESTRUCTION

To: Washington County Courthouse
c/o Dennis Weaver
P.O. Box 229
Hagerstown, MD 21740

CERTIFICATION

We certify that the records received from the Washington County Clerk of Circuit Court in Hagerstown, MD that weighed 1762 lbs. have been shredded and recycled. The documents have been handled and destroyed in a confidential manner by The Data IMAGE Group.

49 Boxes of Miscellaneous Files

Certified by



President

Date: 10/22/2010

Record management made easy - since 1980

NOV 12 2010



DATA IMAGE RECORDS DESTRUCTION SERVICE

CERTIFICATE OF DESTRUCTION

To: Washington County Courthouse
c/o Dennis Weaver
P.O. Box 229
Hagerstown, MD 21740

CERTIFICATION

We certify that the records received from the Washington County Clerk of Circuit Court in Hagerstown, MD that weighed 1762 lbs. have been shredded and recycled. The documents have been handled and destroyed in a confidential manner by The Data IMAGE Group.

49 Boxes of Miscellaneous Files

Certified by


President

Date: 10/22/2010

Record management made easy - since 1980

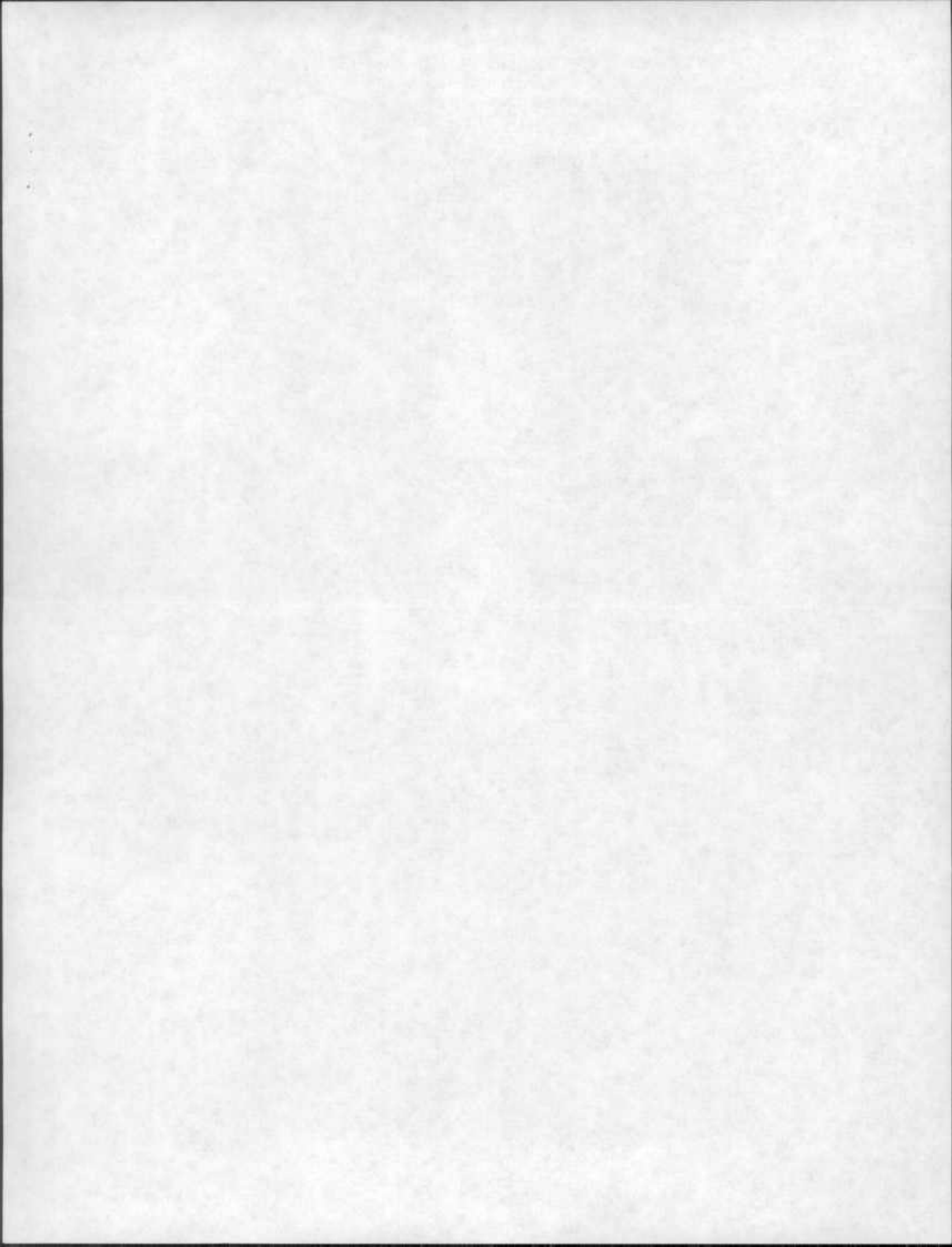
NOV 12 2010

CIRCUIT COURT FOR WASHINGTON COUNTY
Dennis J. Weaver
Clerk of the Circuit Court
P.O. Box 229
24 Summit Avenue
Hagerstown, MD 21741-0229
(301)-733-8660, TTY for Deaf: (301)-791-2632
Civil(301)790-4972 Criminal(301)790-7941

Case Number:

Department of General Services
Records Management Division
P. O. Box 275
Jessup, MD 20794-0275

FOLD HERE



4/663

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Criminal Cases	2219	Sect IV Items 2 d., e., f.	2004	6		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. J. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

Co. CLK.
Title

12-30-08
Date

[Faint, illegible handwriting]

JAN 22 1909 *209*

4663

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Criminal Cases	2219	Sect IV Items 2 d, e, f.	2004	6		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10/21/08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

CO. CLK.
Title

12-30-08
Date

Faint, illegible handwriting, possibly a signature or name.

JAN 22 1921 *208*

21664

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain <i>Dismissed / Satisfied</i> FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	<i>Sect II</i> <i>Item 2</i>	2004	40		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

Edward C. J. [Signature]
State Archivist

Camie DuRand

Signature of Court Official

CO. CLK

Title

12-30-08

Date

[Faint, illegible handwriting]

JAN 22 1911
Buc

4664

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain <i>Dismissed / Satisfied</i> FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	<i>Sect II</i> <i>Item 2</i>	2004	40		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

Co. CLK.
Title

12-30-08
Date

Faint, illegible handwriting, possibly a signature or address.

JAN 22 1928
218

4465

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Records- Personnel Files	2219	Sect. I Item 2	2002	1		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

Carrie Dillard
Signature of Court Official

CO. CLK.
Title

12-30-08
Date

JAN 22

208

465

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Records- Personnel Files	2219	Sect. I Item 2	2002	1		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward A. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

Co. CLK.
Title

12-30-08
Date

12-30-08

JAN 22 1909

209

4666

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Fiscal Records	2219	Sect V Item 1c.	2004	16		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward A. [Signature]
State Archivist

Camie Dillard *Co. CLK.* *12-30-08*
Signature of Court Official Title Date

JAN 22 [redacted] *RMZ*

4666

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Fiscal Records	2219	Sect V Item 1c.	2004	16		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

Camie Dillard Co. CLK.
Signature of Court Official

12-30-08
Date

10-22-08

JAN 22 1959

4467

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Sect IV Item 2a., 2b.	2004	35		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. Igenfuss
State Archivist

Carrie Dillard
Signature of Court Official

Co. CLK
Title

12-30-08
Date

JAN 22 1901 *W. G.*

4467

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Sect IV Item 2a., 2b.	2004	35		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date
8-25-08

[Signature]
State Archivist

Camie Dillard
Signature of Court Official

Co. CLK.
Title

12-30-08
Date

JAN 22 1928

208

4468

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	Sect IV Items 2a., 2b.	2004	32		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

Camie Dillard
Signature of Court Official

CO. CLK.
Title

12-30-08
Date

JAN 22  JWS

4/6/08

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	Sect IV Items 2a., 2b.	2004	32		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

Carrie Dillard
Signature of Court Official

Co. CLK.
Title

12-30-08
Date

[Faint, illegible handwriting]

JAN 22  *[Signature]*

4669

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Sect IV Items 2a., 2b.	2004	5		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

Edward C. Longman
State Archivist

Camie Dillard
Signature of Court Official

CO. CLK.
Title

12-31-08
Date

JAN 22 1902
Pmt

4669

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Sect IV Items 2a., 2b.	2004	5		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

CO. CLK.
Title

12-30-08
Date

JAN 22

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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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Summary Ejectment Non-Money Judgments Retain Dockets Permanently	2219	Sect. II Item 2	2004	5		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

Carie Dillard
Signature of Court Official

CO. CLK.
Title

12-30-08
Date

JAN 22

208

22

4670

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Summary Ejectment Non-Money Judgments Retain Dockets Permanently	2219	Sect. II Item 2	2004	5		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date
[Signature]
State Archivist

[Signature]
Signature of Court Official
CO. CLK.
Title
12-30-08
Date

JAN 22

Rm

4671

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	DVD's (Recordings for the period 4-8 Oct will be retained for Archivist. Log Sheets to be shredded)	2219	Sect II Item 2 Sect III Item 3 Sect IV Item 2a.	2004	3		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date
[Signature]
State Archivist

Carrie Dillard
Signature of Court Official
CO. CLK.
Title
12-30-08
Date

JAN 22
N 22

209

4671

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: February 21, 2008

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	DVD's (Recordings for the period 4-8 Oct will be retained for Archivist. Log Sheets to be shredded)	2219	Sect II Item 2 ----- Sect III Item 3 ----- Sect IV Item 2a.	2004	3		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

CO. CLK.
Title

12-30-08
Date

JAN 22 1902
J. M. G.

4912

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Records- Personnel Files	2219	Section I Item 2	2003	1	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 March
Date

Edward A. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-7-09
Date

APR 17 → 2015

4912

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Records- Personnel Files	2219	Section I Item 2	2003	1	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-7-09
Date

APR 19 - 1949

4912

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Administrative Records- Personnel Files	2219	Section I Item 2	2003	1	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09
Date

Edward A. Green
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-7-09
Date

APR 17 - 2019

4913

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Fiscal Records	2219	Section V Item 1 c.	2005	16	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date
Lester A. [Signature]
State Archivist

Camie Dillard
Signature of Court Official
County Clerk
Title
4-7-09
Date

1889
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1889

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1889

4913

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Fiscal Records	2219	Section V Item 1 c.	2005	16	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date
Edward C. [Signature]
State Archivist

Camie Dillard
Signature of Court Official
County Clerk
Title
4-7-09
Date

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4913

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Fiscal Records	2219	Section V Item 1 c.	2005	16	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09
Date

Edward A. Joseph
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-7-09
Date

APR 19 1969

4914

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Item 2a., 2b.	2005	35	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward A. Quimper
State Archivist

Cami Dillard
Signature of Court Official

County Clerk
Title

4-8-09
Date

APR 11 1909
J.M.P.

4914

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Item 2a., 2b.	2005	35	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date
[Signature]
State Archivist

Camie Dillard
Signature of Court Official
County Clerk
Title
4-8-09
Date

1009
11-11-11

4914

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Cases FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Item 2a., 2b.	2005	35	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. Agnew
State Archivist

Cami Dillard
Signature of Court Official

County clerk
Title

4-8-09
Date

1958

1958

1958

4915

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2a. , 2b.	2005	32	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward A. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-8-09
Date

6mm
2059

2009

4915

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2a. , 2b.	2005	32	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward A. Tompkins
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-8-09
Date

MR. T. W. H.

2014

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4915

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2a., 2b.	2005	32	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date: Edward A. Tompkins
State Archivist

Camie Dillard
Signature of Court Official County Clerk
Title 4-8-09
Date

3000

4916

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2a., 2b.	2005	5	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. Joseph
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk
Title

4-8-09
Date

MR 11
2004

4916

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2a., 2b.	2005	5	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

[Signature]
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 4-8-09
Title Date

198

MAR 17

1986

4916

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Petty Offenses Civil Citations Alcohol Violations Natural Resource FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219	Section IV Items 2a., 2b.	2005	5	APR - 9 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 March
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

County Clerk
Title

4-8-09
Date

APR 19

2019

4917

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Summary Ejectment Non-Money Judgments RETAIN DOCKETS PERMANENTLY	2219	Section II Item 2	2005	5	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. [Signature]
State Archivist

Camie Duward
Signature of Court Official

County Clerk 4-8-09
Title Date

1979

2019

2019

4917

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Summary Ejectment Non-Money Judgments RETAIN DOCKETS PERMANENTLY	2219	Section II Item 2	2005	5	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date
Edward A. Taper
State Archivist

Carrie Dillard
Signature of Court Official
County Clerk
Title
4-8-09
Date

~~SECRET~~

2054

SECRET

4917

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Summary Ejectment Non-Money Judgments RETAIN DOCKETS PERMANENTLY	2219	Section II Item 2	2005	5	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 March
Date

Edward A. [Signature]
State Archivist

Camie Duward
Signature of Court Official

County Clerk *4-8-09*
Title Date



14

2014

4919

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Criminal Cases	2219	Section IV Items 2 d., e., f.	2005	6	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09
Date

Edward C. Tompkins
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 4-8-09
Title Date

1000

2019

Handwritten text, possibly a signature or date, appearing as a faint horizontal line across the middle of the page.

1000

4919

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Criminal Cases	2219	Section IV Items 2 d., e., f.	2005	6	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward A. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-8-09
Date

APP 17

2009

4919

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Criminal Cases	2219	Section IV Items 2 d., e., f.	2005	6	APR - 2 2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

County Clerk 4-8-09
Title Date

1111

2009

4920

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	DVD's (except recordings for the period of 11-7-05 through 11-11-05 which are retained for the Archivist.) Log Sheets to be shredded	2219 A1	Section II Item 2 Section III Item 3 Section IV Item 2a.	2005	3	4-27-09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09
Date

Edward C. [Signature]
State Archivist

Carrie Dillard
Signature of Court Official

County clerk 4-27-09
Title Date

5109

MAY 3 2009

4920

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	DVD's (except recordings for the period of 11-7-05 through 11-11-05 which are retained for the Archivist.) Log Sheets to be shredded	2219 A1	Section II Item 2 Section III Item 3 Section IV Item 2a.	2005	3	4-27-09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

County Clerk 4-27-09
Title Date

MAY - 3 - 2009

2009

4950

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	DVD's (except recordings for the period of 11-7-05 through 11-11-05 which are retained for the Archivist.) Log Sheets to be shredded	2219 A1	Section II Item 2 Section III Item 3 Section IV Item 2a.	2005	3	4-27-09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09
Date

Edward C. Igenfus
State Archivist

Carrie Dillard
Signature of Court Official

County clerk 4-27-09
Title Date

MAY 5

2007

4918

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219 A1	Section II Item 2	2005	40	4-15-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09
Date
[Signature]
State Archivist

Camie Dillard
Signature of Court Official
County Clerk
Title
4-15-09
Date

MAY 5 2009

4918

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219 A1	Section II Item 2	2005	40	4-15-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09
Date
Edward A. [Signature]
State Archivist

Camie Dillard
Signature of Court Official
County Clerk
Title
4-15-09
Date

[Faint, illegible handwriting]

MAY 5 2009

4908

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

Proposal and Certificate of Records Destruction

Court: District Court 11-01 County: Frederick Date: January 12, 2009

Series Number	Description of Records Include Title and/or Form Number	Authorization Retention Schedule #	Authorization Item #	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Cases Involving A Judgment for a Sum Certain FOR STRIPPING ONLY- RETAIN DOCKETS PERMANENTLY	2219 A1	Section II Item 2	2005	40	4-15-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09
Date

Edward C. [Signature]
State Archivist

Camie Dillard
Signature of Court Official

County Clerk
Title

4-15-09
Date

MAY - 5 - 2009

4809

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

JUL 14 2008

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Frederick County 14 July 2008

Accession Number 98A145

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal - Closed Files	2219	Section IV Items 2,3	1994	14	Jan. 2009	To be scanned and landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Jan 09
Date


Edward C. [Signature]
State Archivist

Gary F. Cranford
[Signature]
Signature of Court Official

AUG - 5 2009
Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

AUG 10  2009

4

4809

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

JUL 14 2008

District Court of Maryland for Frederick County 14 July 2008

Accession Number 98A145

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal - Closed Files	2219	Section IV Items 2,3	1994	14	Jan. 2009	To be scanned and landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Jan 09
Date

[Signature]
State Archivist

Gary F. Cranford

[Signature]
Signature of Court Official

Title

AUG - 5 2009
Date

rev. 10/83 DGS - 550 - 9

scan 2

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

AUG 10 2009

4809

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

JUL 14 2008

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Frederick County 14 July 2008

Accession Number 98A145

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal - Closed Files	2219	Section IV Items 2,3	1994	14	Jan. 2009	To be scanned and landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Jan 09
Date

Edward C. [Signature]
State Archivist

Gary F. Cranford
[Signature]
Signature of Court Official

AUG - 5 2009
Date

AUG 10 [REDACTED] 2009

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5115 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	DVD's except recordings for the period of 12-4-06 through 12-8-06 which are retained for the Archivist	2219	Section II Item 2	2006	3	3-10-10	Landfill
	Log sheets to be shredded	2219 A1	Section III Item 3			Log sheets 3-10-10	Shred
		2219	Section IV Item 2a.				

Closed in 2006

Destruction Approved by Maryland State Archives

16 Feb 10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Camie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

12

3110 10/11

3110 10/11

MAR 26 2010

3110 10/11

12

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5115 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	DVD's except recordings for the period of 12-4-06 through 12-8-06 which are retained for the Archivist	2219	Section II Item 2	2006	3	3-10-10 ^{CD}	Land fill
	Log sheets to be shredded	2219 A1	Section III Item 3			Log Sheets 3-10-10	shred
		2219	Section IV Item 2a.				
Closed in <u>2006</u>							

Destruction Approved by Maryland State Archives

11 Feb 10
Date

Edward C. Topp
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5115</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	DVD's	2219	Section II Item 2	2006	3	3-10-10	Landfill
	except recordings for the period of 12-4-06 through 12-8-06 which are retained for the Archivist						
	Log sheets to be shredded	2219 A1	Section III Item 3			Log sheets 3-10-10	Shred
		2219	Section IV Item 2a.				
	Closed in <u>2006</u>						

Destruction Approved by Maryland State Archives

16 Feb 10
Date

Edward C. Green
State Archivist

Destruction Certification

Camie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5077</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Administrative Personnel Files Closed in <u>2004</u>	2219	Section I Item 2	2004	1	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. Jopson
State Archivist

Carnie Dillard
Signature of Court Official

County Clerk
Title

3-10-10
Date

State of Md

Casey D. Brown, County Clerk

RECEIVED
FEB 8 2010
MARYLAND STATE ARCHIVES

MAR 26 2010

head 3/10/08

3-10-08
Carmel, California

MAR 26 2010

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5078 Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal/Accounting	2219	Section V Item 1c.	2006	16	3-10-10	shred

1 c. 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, Juvenile Support and Account Books, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax.

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy

Destruction Approved by Maryland State Archives

24 Feb 10
Date

[Signature]
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

3-10-10
Date

340 10 2000

MAR 26 2010

MAR 26 2010

Constitution of the State of New York

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5078 Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal/Accounting	2219	Section V Item 1c.	2006	16	3-10-10	shred

I c. 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, Juvenile Support and Account Books, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax.

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy

Destruction Approved by Maryland State Archives

24 Feb 10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

30000 0000

China Petroleum & Chemical Corp

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5078 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal/Accounting	2219	Section V Item 1c.	2006	16	3-10-10	shred

1 c. 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, Juvenile Support and Account Books, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax.

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy

Destruction Approved by Maryland State Archives

24 Feb 10
Date

Edward C. Jopson
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

3-10-10
Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5079
Court	Date		
Frederick County			
County			
			Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Cases involving a Judgment for a sum certain <i>Dismissed or Satisfied cases only</i> For Stripping only - retain dockets permanently <i>Item 2.</i> <u>Original Miscellaneous Papers and Exhibits, and Electronic Recordings</u>	2219	Section II Item 2	2006	40	3-10-10	Shred
	Closed in 2006	Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of <i>dismissal or satisfaction</i> and until all audit requirements are fulfilled, then destroy. (Except recordings selected by the State Archivist)					

Destruction Approved by Maryland State Archives

24 Feb 10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

2010 01 25

MAR 26 2010

Chun P. Hwang
County Clerk

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5079 Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Cases involving a Judgment for a sum certain <i>Dismissed or Satisfied cases only</i> For Stripping only - retain dockets permanently <i>Item 2.</i> <u>Original Miscellaneous Papers and Exhibits, and Electronic Recordings</u>	2219	Section II Item 2	2006	40	3-10-10	Shred
	Closed in 2006	Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of <i>dismissal or satisfaction</i> and until all audit requirements are fulfilled, then destroy. (Except recordings selected by the State Archivist)					

Destruction Approved by Maryland State Archives

24 Feb 10
Date

Richard A. [Signature]
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

3-11-10

James Robinson County Clerk 3-11-10

MAR 26 2010

3-11-10

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5079 Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Cases involving a Judgment for a sum certain <i>Dismissed or Satisfied cases only</i> For Stripping only - retain dockets permanently <i>Item</i> 2. <u>Original Miscellaneous Papers and Exhibits, and Electronic Recordings</u>	2219	Section II Item 2	2006	40	3-10-10	Shred
	Closed in 2006		Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of <i>dismissal or satisfaction</i> and until all audit requirements are fulfilled, then destroy. (Except recordings selected by the State Archivist)				

Destruction Approved by Maryland State Archives

24 Feb 10
Date

Edward C. Quenfen
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk
Title

3-10-10
Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5080 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Summary Ejectment Non-money Judgments Retain dockets permanently Closed in <u>2006</u>	2219	Section II Item 2	2006	5	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. Gump
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

base drive

County Clerk
Clerk of Court

MAR 26 2010

111111

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5080 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Summary Ejectment Non-money Judgments Retain dockets permanently Closed in <u>2006</u>	2219	Section II Item 2	2006	5	3-10-10	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

[Signature]
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk
Title

3-10-10
Date

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MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5080 Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Summary Ejectment Non-money Judgments Retain dockets permanently Closed in <u>2006</u>	2219	Section II Item 2	2006	5	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. Jopson
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5081 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Retain docket permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	.32	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. Jumper
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

3-26-10

Low Dose Carb 400 3114

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5081 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Retain docket permanently Closed in 2006	2219	Section IV Item 2a. 2b.	2006	32	3-10-10	shred

Destruction Approved by Maryland State Archives

12 Feb 10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Camie Dillard
Signature of Court Official

County Clerk
Title
3-10-10
Date

11

11

MAR 26 2010

11

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5081</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Retain dockets permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	32	3-10-10	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. Jumper
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5082</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal For stripping only- Retain dockets permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	35	3-10-10	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

[Signature]
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

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MAR 26 2010

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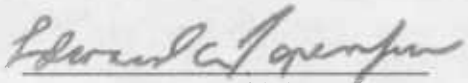
District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5082 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

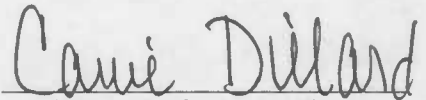
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal For stripping only- Retain dockets permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	35	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
 Date

 State Archivist


 Signature of Court Official

County Clerk
 Title
3-10-10
 Date

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MAR 26 2010

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District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5082</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal For stripping only- Retain dockets permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	35	3-10-10	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. Jopson
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5083</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Petty Offenses Civil Citations Alcohol Violations Natural Resource For stripping only- Retain dockets permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	5	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. [Signature]
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

Case Docket Court Clerk 3-10-10

3-10-10 2:45 PM

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5083</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Petty Offenses Civil Citations Alcohol Violations Natural Resource For stripping only- Retain dockets permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	5	3-10-10	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

[Signature]
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

10/12/08

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5083 Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Petty Offenses Civil Citations Alcohol Violations Natural Resource For stripping only- Retain dockets permanently Closed in <u>2006</u>	2219	Section IV Item 2a. 2b.	2006	5	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

[Signature]
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5084</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Cases that have been Expunged. Closed in <u>2006</u>	2219	Section IV Item 2d. 2e. 2f.	2006	7	3-10-10	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. [Signature]
State Archivist

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

Bank of America

Chase Bank of America

MAR 26 2010

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5084</u> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Cases that have been Expunged. Closed in <u>2006</u>	2219	Section IV Item 2d. 2e. 2f.	2006	7	3-10-10	shred

Destruction Approved by Maryland State Archives

12 Feb 10
Date

Edward C. Joseph
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

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MAR 26 2010

11054

District 11-01	1-11-10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5084 <hr/> Forward three (3) copies to address at left.
Court	Date		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Cases that have been Expunged. Closed in <u>2006</u>	2219	Section IV Item 2d. 2e. 2f.	2006	7	3-10-10	shred

Destruction Approved by Maryland State Archives

Destruction Certification

12 Feb 10
Date

Edward C. Toppin
State Archivist

Camie Dillard
Signature of Court Official

County Clerk 3-10-10
Title Date

MAR 26 2010

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Office of the Public Defender - Harford Co.
Reporting Agency
25 Bond Street, Bel Air MD 21014
Division or Bureau

PREPARE IN DUPLICATE
 Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
	District Court Files FY06	812	ZA	July 1, 2005 to Dec. 31, 2006		1/15/09	All-Shred Truck (on-site shredding) certificate attached.
	District Court Files FY07			Jan 1, 2007 to Dec. 31, 2007			

I hereby certify that the above listed records were disposed of as indicated.

[Signature]
Signature

Administrative Officer

1/15/09

JAN 22 2009

DOCUMT DATE	DUE DATE	PURCHASE ORDER NUMBER			
01/15/09		C80P9200530			
NEXT SERVICE	ROUTE	STOP	REP CODE	DRVR	TYPE
99/99/99	MI/06/04	1	EM	H3	
CUST CODE	Public Defenders Office 2 South Bond St. District Court Bldg Belair MD 21014 (410) 836-4881				
002841					



ALL-SHRED INC.
MOBILE DOCUMENT DESTRUCTION
Shredding Today for Growth Tomorrow
4831 Winchester Blvd. - Frederick, MD 21703
301-874-1480 - 1-877-274-7333
www.allshredmd.com

SERVICE CODE	QUANTITY	POUNDS	DESCRIPTION	UNIT PRICE	AMOUNT
MI-RSPN			RTE SVC/POUND ON SIT	.19	\$471.64
MI-FUELN			FUEL SURCHARGE	.10	\$47.17
	8 TOTES	2482.6	F406 F407 Dlct files		
TIME IN	TIME OUT	2482.6		*TAXABLE	#DISCOUNTED
0835	9:50			TOTAL MISC CHGS	X
				CURRENT CHARGES	
				TAX	
				TOTAL	

Purge-1200 lbs. park in loading zone on Pennsylvania Ave. Data location is on 4th floor. See Robin on 2nd floor. Call in AM with approx time. 410-836-4881

1A


Customers Signature

011509
Date

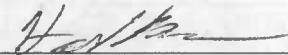
Certificate of Destruction

ALL-SHRED, Inc. would like to thank you for the opportunity to recycle your high grade paper for the future of our environment, which we all value greatly. The material listed on this certificate was shredded as per customer instructions by ALL-SHRED, Inc. Shredded material is packaged and prepared for recycling in a commercial baler.

Destruction Declaration

I have first hand knowledge of this destruction process and declare under penalty of perjury that the foregoing is true and correct.

011509
Date


ALL-SHRED, Inc. Bonded Representative Certificate not valid if not signed by an ALL-SHRED, Inc. Representative

JAN 28

2004

2004

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Office of the Public Defender - Harford Co.

Reporting Agency

2 S. Bond Street, Bel Air MD 21014

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	District Court Files F408	812	2A	July 1, 2007 to Dec 31, 2008	54	3/5/10	All-Shred Truck (on site shredding - Certificate attached)

I hereby certify that the above listed records were disposed of as indicated.



Signature

Administrative Officer

Title

3/5/10

Date

DGB 550-2

UNITED STATES GOVERNMENT

OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-6000

FORM NO. 101 (REV. 10-1-79)

1. TITLE AND SYNOPSIS

2. AUTHOR

3. PERFORMING ORGANIZATION

4. REPORT NUMBER

5. DATE

6. AVAILABILITY STATEMENT

7. AUTHORING ORGANIZATION

8. PERFORMING ORGANIZATION

APR 11 2010

DOCUMT DATE	DUE DATE	PURCHASE ORDER NUMBER			
03/05/10		C80P9200530 C80P0402317			
NEXT SERVICE	ROUTE	STOP	REP CODE	DRVR	TYPE
99/99/99	MI/06/05		ERS	TC	PG
CUST CODE	Public Defenders Office 2 South Bond St. District Court Bldg Bel Air MD 21014 (410) 836-4881				
002841					



ALL-SHRED INC.
MOBILE DOCUMENT DESTRUCTION
Shredding Today for Growth Tomorrow
 4831 Winchester Blvd. - Frederick, MD 21703
 301-874-1480 - 1-877-274-7333
 www.allshredmd.com

SERVICE CODE	QUANTITY	POUNDS	DESCRIPTION	UNIT PRICE	AMOUNT
MI-RSPN	5 Totals	1624 lbs	RTE SVC/POUND ON SIT	.19	\$ 308.56
MI-FUELN			FUEL SURCHARGE	.10	30.85
					<u>339.41</u>
RINolan District 9 - Howard Co. District of 08 files 3/5/10 C80P0402317					
TIME IN	TIME OUT	POUNDS		*TAXABLE	#DISCOUNTED
8:10	9:30	1624 lbs			
				TOTAL MISC CHGS	
				CURRENT CHARGES	
				TAX	
				TOTAL	\$ 339.41
3-5-10 Purge 5BXs Purge-20 file drw park in loading zone on Pennsylvania Ave. Data location is on 4th floor. See Robin on 2nd floor. Call in AM with approx time. 410-836-4881 8:30 AM					

Customers Signature: RINolan / K. [Signature] Date: 3/5/10

Certificate of Destruction

ALL-SHRED, Inc. would like to thank you for the opportunity to recycle your high grade paper for the future of our environment, which we all value greatly. The material listed on this certificate was shredded as per customer instructions by ALL-SHRED, Inc. Shredded material is packaged and prepared for recycling in a commercial baler.

Destruction Declaration

I have first hand knowledge of this destruction process and declare under penalty of perjury that the foregoing is true and correct.

Date: 3/5/10 ALL-SHRED, Inc. Bonded Representative Certificate not valid if not signed by an ALL-SHRED, Inc. Representative



APR 11 2010

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>4825</u> Forward three (3) copies to address at left.
Court Circuit Court <i>ju</i>		
County St. Mary's Date 9-15-2008	Page 1	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓	General Acct. Records	2330 II	1a	2000	1	1/29/09	Shred-IT
✓	Misc. Acct. Records	2330 II	5f				
✓	General Acct. Records	2330 II	1b	2000	1	4/29/09	"
✓	Misc Acct. Records	2330 II	5h	2000			
✓	Payroll Acct. Records	2330 II	4d	2000			
✓	Misc. Acct. Records	2330 II	5k	2000	1	4/29/09	"
✓	Misc. Acct. Records	2330 II	5o&5m	2000	1	"	"
✓	Misc. Acct. Records	2330 II	5b&5a	1999-2001	1	"	"
				7-1999 - 6-2002			
✓	Payroll Acct. Records	2330 II	4b	2001	1	"	"

Destruction Approved by Maryland State Archives

13 Jan 09

Date
DGS 550-9 (rev. 8/04)

[Signature]

State Archivist

Destruction Certification

[Signature] Clerk
Signature of Court Official Title

Date

2/3/2009

Instructions for Preparation and Submission on next page

JAN 20 2009

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2169
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		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Circuit Court <i>ju</i>			
County St. Mary's Date 9-15-2008		Page 2	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	FISCAL RECORDS Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓	General Acct. Records	2330 <u>II</u>	1d	2001	1	1/29/09	Shred It
✓	Misc. Acct. Records	2330 <u>II</u>	5i	2000	1	"	"
	General Acct. Records	2330 <u>II</u>	1a	2000			
✓	Misc. Acct. Records	2330 <u>II</u>	5i	1999-2000	1	"	"
ADMINISTRATIVE RECORDS							
✓	Admin. Records (Jury O forms)	2330 <u>I</u>	6b	2002	1	"	"
✓	Admin. Records (Jury O cards)	2330 <u>I</u>	6b	3-2002	1	"	"
✓	Admin. Records (summons)	2330 <u>I</u>	6b.	3-2002- 3-2003			
✓	Admin. Records (jury disqual cards)	2330 <u>I</u>	6b.	2004	1	"	"

Destruction Approved by Maryland State Archivist

13 Jan 09

Date

DGS 550-9 (rev. 8/04)

State Archivist

[Signature]

Destruction Certification

Signature of Court Official

Title

Date

John W. Williams, Clerk

Instructions for Preparation and Submission on next page

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Circuit Court <i>ju</i>		
County St. Mary's Date 9-15-2008	Page 3	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Admin. Rec. (Not used jury qual cards)	2330 I	6b	2004	1	4/29/09	Shred-IT
	Misc. Acct. Rec.	2330 II	51	6-30-99	5	"	"
	FISCAL RECORDS Section II No. 6			6-26-2002			
	Business License Records	2330	6	1995-2001	1	"	"
	Business License Records	2330	6	2000	1	"	"
	Business License Records	2330	6	1999	1	"	"
	Business License Records	2330	6	2001	1	"	"
	Marriage Records Sec VIII #5182001-19000	2330	3B	n.d.	1	"	"

Destruction Approved by Maryland State Archives

13 Jan 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Destruction Certification

Joan W. Williams; Clerk
 Signature of Court Official Title Date
 2/3/2009

Instructions for Preparation and Submission on next page

John W. Williams; Clerk

FEB 6

209

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Circuit Court <i>ju</i>			
County St. Mary's Date 9-15-2008		Page 4	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box #1 Destruc.) See attached list	2330	1a&b	1977-1985	1	1/29/09	Shred-IT
	Criminal Case Files (Box #2 Destruc.) See attached list	2330	1a&b	1984-1987	1	"	"
	Criminal Case Files (Box #3 Destruc.) See attached list	2330	1a&b	1986-1987	1	"	"
	Criminal Case Files (Box #4 Destruc.) See attached list	2330	1a&b	1987-1989	1	"	"
	Criminal Case Files (Box #5 Destruc.) See attached list	2330	1a&b	1987-1989	1	"	"

Destruction Approved by Maryland State Archives

13 Jan 09 *[Signature]*
 Date State Archivist

Destruction Certification

[Signature] Clerk
 Signature of Court Official Title Date 2/3/2009

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

FEB

6



209

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Circuit Court <i>fw</i>			
County St. Mary's Date 9-15-2008		Page 5	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box # 6 Destruc.) See attached list	2330	1a&b	1988-1989	1	1/24/09	Shred-It
	Criminal Case Files (Box #7 Destruc.) See attached list	2330	1a&b	1987-1990	1	"	"
	Criminal Case Files (Box #8 Destruc.) See attached list	2330	1a&b	1989-1991	1	"	"
	Criminal Case Files (Box #9 Destruc.) See attached list	2330	1a&b	1988-1991	1	"	"
	Criminal Case Files (Box #10 Destruc.) See attached list	2330	1a&b	1991	1	"	"

Destruction Approved by Maryland State Archives

Bryan

Date
DGS 550-9 (rev. 8/04)

Edward J. ...

State Archivist

Destruction Certification

Jason M. Williams, Clerk
Signature of Court Official Title Date

Instructions for Preparation and Submission on next page

2/3/2009

FEB 6 2009

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Circuit Court <i>ju</i>		
County St. Mary's Date 9-15-2008	Page 6	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box #11 Destruc.) See attached list	2330	1a&b	1991	1	1/29/09	shred-IT
	Criminal Case Files (Box #12 Desturc.) See attached list	2330	1a&b	1991	1	"	"

Destruction Approved by Maryland State Archives

13 Jan 09

Date
DGS 550-9 (rev. 8/04)

[Signature]

State Archivist

Destruction Certification

[Signature] _____
 Signature of Court Official Title Date

Instructions for Preparation and Submission on next page

2/23/2009

[Faint, illegible handwriting]

FEB 6 2009

Box # 1 Destruction

4212 Bramell, Robert Joseph
4265 Love, Daniel Eugene
4324 Martin, John Frederick
4326 Simmons, alan Sherrod
4330 Carson, Perry Edward
4445 Griffen, David Robert
4470 Oswald, William Jay
4482 Daulton, Steven John
4495 Rhodes, Douglas
4686 Duke, Michael Saunders
4694 Druash, John M.
4758 Stewart, John Edward
4850 Redick, Robert Ross Jr.
4888 Houchens, Rueben Benjamin
4889 Bradford, Robert W. Jr.
4894 Young, Thomas Nelson
4906 Louis, Joseph Edward
4916 Richards, Leroy Ralph
4939 Dyson, Angelina M.
4979 Milburn, William G.
4990 Young, Joseph Leon
5110 Mc Ginnis, Michael R.
5113 "
5130 Byers, Russell Lynn
5188 Poe, Roger Wayne
5259 Stubbs, Lorena Eve Gould
4755 Ball, Mack Edward

Oct, 1977 - Feb, 1985

5/20/03



FEB 6

Box 2 Destuction

5260 John Lewis Stubbs
5302 Deborah Tatum
5438 Robert Louis Butler
5544 Belina A. Bowman
5565 Kara Lee Cipra
5657 Stephen Douglas Hardin
5662 Eunice T. Gunn
5708 Dwayne Anthony Swann
5715 Melvin Ernest Johnson
5716 Tracy Wayne Sewell
5760 Richard Arthur Miller Jr.
5784 Dale Lee Justus
5785 Terry Anthony Clarke
5788 Randy Deangelo Brooks
5790 Joseph Jeremiah Kelly Jr.
5801 Brooks Roger Clemmer
5832 Melvin Ernest Johnson
5866 Nelson L. Helms
5872 James Phillip Walker
5947 Nelson L. Helms
5994 Patrick Henry Bond
6007 Thomas Francis Knott
6035 Paul Davis Mitchell, Sr.
6566 William Olin Mattingly

2009



FEB 6

Box # 3 Destruction

6081 Jeffrey Thomas White
6093 Joseph A. Broome
6094 Gary V. Shubrooks
6141 James M. Batchelor
6177 Walter Bernard Price
6221 Michael Ray Ralls
6243 Leo Emile Nesmith
6291 Vincent D. Barnes
6295 Irma F. Mason
6306 Joseph A. Young
6331 Donald Matthew Mc Allister
6380 John Oliver Hamilton, III
6385 Thomas Anthony Quinn
6463 Daniel Timothy Brashear
6521 Willie Albert Harris
6522 Katherine Virginia Wingo
6531 Ernest William Steagull
6554 James Andrew Coiner
6559 Jackson R. Jones
6560 Jackson Reice Jones
6568 Richard Scott Carver
6606 Danielle Rene Heus
6610 John Joseph Flowers

March, 1986 → Aug 1987

July



FEB 6

Box # 4 Destruction

6615 Michael Sylvester Thomas
6650 David j. Jamieson
6672 Felisha Kaye Davidson
6673 Francis Matthew Scriber
6718 Scott Anthony Butler
6771 Bradley Scott Walkner
6895 Robert NMN Adams, Jr.
6897 Patrick Shawn Dwyer
6915 John Philip Spinicchia
6927 Jill Campbell
6955 Randal Roy Price
7025 Michael Gibband Dickerson
7065 George R. Arndt, III
7070 Mark Allen Grunow
7072 David Lloyd Edwards
7089 George Richard Arndt, III
7109 Robert S. Schnebly
7148 Jerry Michael Weber* gave to Lisa
7158 Eunice Winget
7164 Marvin Gray Eaton
7166 Peter Jerome Knott, Jr
7204 Mark Joseph Thompson
7250 Russell Burton Scott
7368 Peter Jerome Knott
7374 Dale Raymond Deats
7383 Mark Anthony Robinson
7385 Ernest Jerome Stewart
7391 Venice Nannette Johnson
7485 Anthony Mark Homes
7504 John Wesely Lonkert, III
7522 Thomas J. Mc Millan
7542 Alice Huckleby
7545 Charles William Powell
7571 Victor Teodoro Woodland
7592 John Francis Tippet Sr.
7646 Charles Edman Turner, IV.
7754 Edward Joseph Penn
7764 William R. Mesmer
7774 Sylvia Marie Aldridge

April 1987 → Jan 1989

2/29



FEB 6

Box # 5 Destruction

6808 Andree Ross Harrod
8179 Daniel J. Ball
8180 William S. Parks
8184 Chester L. Young
8226 Rickie Lee Fraser
8233 Belinda Diana Bower
8272 Alan Lee Guilds
8273 Robert William Guy
8277 John D. Chase
8293 Edgar Charles Brockman
8297 Marvin Gray Eaton, Jr.
8305 Toney L. Daye
8313 Charles Roger Davison
8327 Robert Stanley Finson
8339 Mark H. Burroughs
8344 Christopher Robert Butler
8406 Norman Christopher Lwery
8409 Craig D. Armstrong
8413 Stacey Robert Smith
8415 David W. Underwood
8421 Gregory Daniel Kolliopoulos
8435 Scott Devin Porter
8455 Robert Carl Hatton
8456 Douglas William Zimmerman
8474 Sharon C. Lloyd
8506 Davina A. Keefe
8507 Eileen M. Szczygiel
8516 George Brent Lyles
8520 Kenneth L. Estep
8533 James Randolph Young
8534 Carolyn Sue Edwards
8569 William Theodore Kaspar
8580 Douglas Lee Simmons
8584 John Edward Prevost
8607 Melissa Deanna Tricoche
8636 Scott Devin Porter
8644 Steven Wayne Sanderford
8651 Byron Haynes Hall

Aug 1987 → Nov 1989

4mb



FEB 0

Box # 6 Destruction

7730 Martin G. Holt
7776 Thomas Alonzo Young
~~7788 Robert Anthony Robinson~~
7811 James Edard Chase, Jr.
7814 Aaron Hayden Brooks
7840 Roland Wendell Carter
7841 Robert Allen Butler
7845 William Theodore Kaspar, Jr.
7850 Alida Mae Nelson
7865 James M. McKay, III
7880 Randall Gene Mace
7888 Michael Darnell Thomas
7892 Jack Lee Hicks
7898 Lisa Adele Fant-Whitesel
7901 Robert William Guy
7918 Gregory William Kowalski
7923 James Eugene Hall , Jr.
7950 John David Horton
7967 Vincenzo Lusi
7992 Daniel Allen Spooner
8012 Gladys Duckett
8015 Kimberly Johnson
8029 John Andre Morgan
8035 Carl Russel Murden
8038 James Sidney Mason, Jr.
8041 James Raymond Sherwood, Jr.
8042 Marvin Gray Eaton, Jr.
8050 Wayne D. Baldwin
~~8057 Robert William Guy~~
8064 Vernon Eugene Johnson
8083 Mary T. Harris
8112 Anthony Olaf Reich
8115 David Todd Wood
8117 Wayne Anthony Briscoe
8120 Michael Lavon Chase
8122 James D. Trent, III
8124 Keith O'Neal Jefferson
8125 Lillian Loutelia Bazemore
8133 James R. Sherwood, Jr.
8139 Evelyn C. Vallandingham
8142 John W. Vallandingham
8159 George Bainbridge Chew
8175 George Paul Cindric

Aug 1988 - May, 1989

W9



FEB 6

Box #7 Destruction

6456 Thomas Anthony Quinn
6781 Kurt B. Kinion
5868 Nelson L. Helms
8678 John Edward Prevost
8681 Tina Marie Vincent
8694 William R. Mesmer
8702 Jonathan Kevin Mc Cullen
8705 Rodney Delray Taylor
8728 Bethia Johnson Jenkins
8741 Joseph Calvin Robinson
8774 George P. Cindric
8818 George Paul Cindric
8829 Kenneth Lynn Myers
8849 Michael Anthony Somerville
8859 Sidney Brian Carpenter
90-17 William Arnold Stone
90-35 Jerome Kevin Savoy
90-40 James W. Abell, Sr.
90-44 Larry M. Thomas
90-47 James Alexander Courtney
90-62 Rhonda Sue Morton
90-65 Vickie Carter aka Vickie Woodland
90-71 Genny Lynn Martin
90-83 Patrick Henry Bond
90-123 Charles V. Long, Jr.
90-128 Ronald B. Stilley
90-130 William Everett Parks
90-148 Robert H. Hubbard, Jr.
90-149 Joseph H. Smith, Jr.
90-153 Patrick Kevin Guy
90-180 Laffan Xavier Price
90-186 Charles Lippincott Hamilton
90-188 Francis Allen Broome
90-190 Lewis Chester Baker
90-204 Robert Francis Eberle
90-209 James NMN Price
90-212 Joseph A. Green

April 1987 -

. April - 1990

2009



FEB 6

Box 8 Destruction

90-214 Kenneth A. Kauffman
90-215 Lisa P. Barnes
90-226 Emerson Deangelo Hatton
90-254 Kenneth Terrill Greene
90-256 Leonard Patrick Augillard
90-283 Vernon Earl Grinder
90-295 Randy Alan Boarman
90-313 Michael Lee Meriweather
90-315 James (NMN Callahan, Jr.
90-321 Donald Gene Redd
90-324 Debra D. Bowman aka Debra Shorter
90-330 Walter H. Nelson, Jr.
90-335 Joseph Ingantius Baker
90-339 Theordore Xavier Dorsey
90-346 William Glen Fleeger
90-353 William Henry Dale, Jr.
90-373 Ryan (NMN) Frederick
90-375 Edward Stanley Balicheski
90-398 Timothy Kenneth Hoffnagle
90-400 Robert Milton Banks
90-414 George Roger Wathan, Jr.
90-430 Bruce Darnell Owens
90-432 Leroy Joseph Bush
90-443 Sheryl Lynn Botelho
90-450 John Suter Jones IV
90-476 Gregory Ernest Mora
90-495 Eric Moore, Jr.
09-508 Jackie Frederick Shuck
90-511 Randy Deangelo Brooks
90-523 Mary Robinson Adams
90-528 Richard John Lococo
90-535 Darlene S. Frazier
90-537 Gregory Ernest Mora
90-548 Doris Elizabeth Thomas
90-556 Richard E. Stone, Jr.
90-561 Robert Allison Graves
90-562 John David Goldsmith
90-566 Robert W. Guy
90-578 Troy R. Trybus
90-582 Debrah Marie Justus
90-585 Thomas Joseph Kraft
90-595 David A. Mister

2009



FEB 6

Box 9 Destruction

7148 Jerry Michael Weber 2-24-88
88-7529 Lawrence Michael Wolfe
6552 ~~6582~~ Jerry Michael Weber 6-09-87
91-425 Robert Jay Oswald
90-602 Gerald Cunningham 2nd 90-607
90-612 Steven B. Poynter
90-615 Charles Steven Bowles
90-616 Priscella Cecelia King
90-624 David Lee Douglas
90-628 John Henry Butler
90-642 Warren Anthony Young
90-643 Steven Morgan
90-649 Bruce Adam Spell
90-670 Steven Guerry Moore
90-672 Wayne Marcella Thomas
90-675 Paul Ashcom Virts
90-680 Aloysius Guy
91-10 Francis K. Brooks
91-22 Richard Thomas Sabath
91-28 Timothy J. Brown
91-29 John Solomon Clayton
91-30 James W. Abell, Sr.
91-37 Kevin Michael Barbour
91-42 Rodney William Milton
91-43 Lindsay Willson Cowall, Sr.
91-44 Jerome Anthony Chase
91-58 Robert Lee Smith
91-59 James Phillip Tippitt, St.
91-73 Thomas Adison Billingsley
91-74 David Wayne Young, Sr.
91-75 Bertha M Hayden
91-94 Linda Ellen Schmidt
91-103 Chester Leroy Young
91-114 James Gant Mills
91-115 Geoffrey Glen Grimes
91-124 Deborah Ann Nelson
91-161 Joseph Xavier Bowman
91-166 Christopher Michael Cook
91-167 "
91-173 Shelby Marie Spalding

224



FEB 6 1964

Box #10 Destruction

91-177	Harry Demarr
91-182	David B. Butler
91-193	Jerry Jerome Estep
91-196	Robert Lewis Carter
91-199	Glen (NMN) Rothback
91-200	John Edward Butler, Sr.
91-205	Victor Teodoro Woodland
91-206	Kenneth Ocia Buckler
91-222	Lawrence Jerome Somerville, Jr.
91-230	Francis Xavier Dyson
91-239	Rico Duvall Cole III
91-254	Eric Manuel Scriber
91-255	John David Wilson
91-256	Jackson Leroy Shadrick
91-257	Patrick Kevin Guy
91-258	Brent Caulder
91-276	Garry Victor Shubrooks
91-282	Albert Fish
91-289	Michael Alan Bailey
91-290	Michael Anthony Pierce
91-309	Rebecca Jean Ford
91-318	Ernest Clyde Duvall, Jr.
91-319	Brian Deandre Bush
91-320	Mary Francis Elderkin
91-334	David (NMN) Maskalenko
91-337	Aaron Lee Davis
91-338	Michael Lavon Chase
91-340	Phillip E. Meagher III
91-357	Wayne Anthony Briscoe
91-361	Donna Marie Warring
91-363	Phillip Edward Meagher III
91-364	Laura Ann Cannle
91-366	Allan Gene Reimer
91-368	Jo Ann Clark
91-383	Richard Earl Stone, Jr.
91-387	Marc Anthony Quade
91-392	Clayton Timothy Dixon
91-399	Paul Ashcom Virts

2009



FEB 6

Box 11 Destruction

91-410 Voyt Delane Peoples
91-420 Dennis Lee Edwards
91-427 James Leroy Greenwell
91-430 Richard Wayne Jackson
91-433 Devonne Michael Thompson
41-437 George Bainbridge Chew
41-446 Clark James Crampton
91-447 Shane Douglas Hinley
91-454 Kevin Lamont Dickerson
91-461 Wendy Sue Ruleman
91-462 "
91-463 John fitzgeral Jacobs
91-465 Samuel (NMN) Cowell
91-468 George Eugene Thompson
91-474 George Ralph Clayton, Jr.
91-475 Louis Manuel Morgan, Jr.
91-476 Phillip Edward Meagher, III
91-477 Agnes Contadina Queen
91-494 Dinah Marie Baker
91-519 Lloyd Malcom Blair
91-520 Joseph Roy Blackistone
91-522 James Arthur Morgan
91-524 Maverick Adverse Madison
91-525 Gerald Elwood Dean
91-527 Thomas Joseph Farrell
91-529 Martin Charles Abell
91-534 Joseph Irving Knott, Jr.
91-536 David Meredith Fowkes
91-549 Robert Imirie Blackstone
91-553 James Ronald Quade
91-557 Robert I. Blackistone
91-559 Joseph Keith Jackson
91-560 DonaldWayne Holt
91-567 Joyce Ann Trice
91-568 David Meredith Fowkes
91-569 Alex Douglas Weitzel
91-570 Gideon (NMN) Buck, Sr.
91-572 Lorraine Y. Boudreau
91-573 John Eugene Rhoads
91-578 Thomas Eugene Daye
91-579 Charles B. Milburn

2004

FEB 6 2004

Box 12 Destruction

7-18-91 - 8-15-91

91-530 Marvin Lee Somerville
91-543 Michael Anthony thrower
91-563 Michael Warren Hall
91-565 Ralph Arthur Tawney, Jr.
91-584 Joseph Desales Thomas
91-585 Jacqueline Ann Butler aka Jacqueline Ann O'Day
91-586 Jahn Walter Bush
91-587 Dale Lee Justus
91-589 GeraldDwayne Cribbs
91-590 Thomas Jefferson Beach
91-592 "
91-593 "
91-594 "
91-595 "
91-596 - 91-610 Thomas Jefferson Beach
91-612 George Arthur Pingleton, Jr.
91-614 - 91-618 George Arthur Pingleton, Jr.
91-620 - 91-631 "
91-634 - 91-636 "
91-638 - 91-641 "
91-643 Troy Richard Trybus
91-645 - 91-652 Troy Richard Trybus
91-654 - 91-657 "
91-659 - 91-671 "
91-675 - 91-702 "
91-703 - 91-709 "
91-712 Robin L. Allwine
91-720 Robert Crain Mack
91-725 Greg Harvey
91-746 Carrie Harvey

9
22



FEB 6

RECYCLE

CERTIFICATE REFERS TO INVOICE NO.:

32548030

SHRED-IT U.S.A. INC.
850 EAST GUDE DRIVE, SUITE H
ROCKVILLE, MD 20850
PHONE 301-315-0070

DATE: 1/28/2009

CMJ

1:29:09
AUTOMATIC

SERVICE LOCATION:

BILLED TO:
FUEL SURCHARGE IS BEING IMPLEMENTED AS OF 1/1/09

1:29:09 32548030

CLERK OF CIRCUIT COURT (NA)
41605 COURTHOUSE DR
NO FUEL SURCHARGE
LEONARDTOWN, MD 20650

T1800

0827

442.89

This is to certify that Shred-it destroyed confidential information on-site for the above mentioned company by

St. Mary's

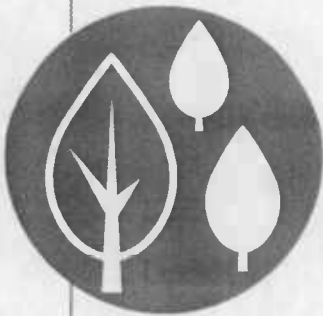
TRUCK NO.: *1125*

TRUCK NO.:

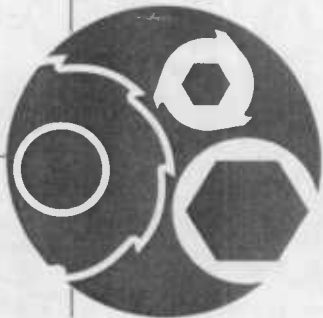
TOTAL TIME: *J. Williams*
1:29 HRS.: *2* MIN.: *13*

MOBILE CUSTOMER SERVICE REP.:

CLIENT: *Christina Miller*
PRINT CUSTOMER'S NAME: *Christina Miller*



This year your firm's share of wood saved through Shred-it's recycling program amounts to 3 trees.



CERTIFICATE OF DESTRUCTION

THANK YOU FOR YOUR BUSINESS.

SECURING YOUR OFFICE AND THE ENVIRONMENT



FEB 0. 2009

INVOICE

INVOICE NO: 32548030



SHRED-IT U.S.A. INC.
850 EAST GUDE DRIVE, SUITE 111
ROCKVILLE, MD 20850
PHONE 301-315-0070

A SECURIT. COMPANY FUEL SURCHARGE IS BEING IMPLEMENTED AS OF

to: CLERK OF CIRCUIT COURT (NA)
41605 COURTHOUSE DR
NO FUEL SURCHARGE
FREDERICKTOWN, MD 20650

BILL TO:

RECEIVED

JAN 29 2009

68 Boxes

Quantity and quality OK. Goods & services received by: DATE 1-29-09
Initials CMY Date 1-29-09
Invoice Date 1-29-09 Invoice # 32548030
PO # Invoice Description

PCA	Project	Object	Amount
71800		0827	442.89

Federal ID # SSN 98-0157899
Robbs and extensions checked, and payment not previously requested for items on this invoice. Not subject to approval of State Purchasing Bureau.
Approved by J. Williams Date 1-29-09

CIRCUIT COURT DESTRUCTION DECLARATION
OF SA. MOFFAT
ON THE DATE SHOWN, DESIGNATED CONFIDENTIAL DATA WAS SHREDDED AND DESTROYED AS PER CUSTOMER'S INSTRUCTIONS.

TRUCK NO.: 1135 TRUCK NO.: TOTAL TIME 13 HRS. 2 MIN. 13
TIME IN: 10:18 TIME IN: CLIENT SIGNATURE CHRISTINA M. YEE
TIME OUT: 12:31 TIME OUT: MOBILE CUSTOMER SERVICE REP: Jean-Pierre
CHRISTINA M. YEE

ACCOUNT NO.	TERMS	PURCHASE ORDER NO.												
3210936	NET 30 DAYS, 2% PER MONTH ON OVERDUE ACCOUNTS													
WE RECYCLE THIS YEAR YOUR FIRM'S SHARE OF WOOD SAVED THROUGH SHRED-IT'S RECYCLING PROGRAM AMOUNTS TO <u>3</u> TREES. THANK YOU FOR YOUR BUSINESS		<table border="1"> <thead> <tr> <th>ITEM</th> <th>RATE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Shredding Per Minute</td> <td>3.33</td> <td>442.89</td> </tr> <tr> <td>TAX %</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL CHARGES</td> <td>442.89</td> </tr> </tbody> </table>	ITEM	RATE	AMOUNT	Shredding Per Minute	3.33	442.89	TAX %			TOTAL CHARGES		442.89
ITEM	RATE	AMOUNT												
Shredding Per Minute	3.33	442.89												
TAX %														
TOTAL CHARGES		442.89												

FEB 6 205

HONORABLE
KAREN H. ABRAMS
COUNTY ADMINISTRATIVE JUDGE

HONORABLE
C. CLARKE RALEY
ASSOCIATE JUDGE

HONORABLE
MICHAEL J. STAMM
ASSOCIATE JUDGE

Joan W. Williams
CLERK OF THE CIRCUIT COURT
FOR ST. MARY'S COUNTY
P. O. BOX 676
LEONARDTOWN, MD 20650
301-475-7844 EXT. 4567



TTY 301-475-6597
800-988-5052

February 3, 2009

State Records Management Center
P.O. Box 275
7275 Waterloo Road (Route 175)
Jessup, Maryland
20794

Dear Sirs:

Enclosed you will find the three sets of documents that have been destroyed on January 29, 2009. The Rockville company Shred It came down and processed the files. Enclosed you will find a copy of the receipt of service.

If you have any questions, or if I may be of service in any way please don't hesitate to call.

Sincerely,

Joan W. Williams

Joan W. Williams
Clerk of the Court for
St. Mary's County

Enclosures
JWW/cmy

FEB 6 2009 JWW

1881

RECEIVED

18

4845

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<i>Joan W. Williams</i> Forward three (3) copies to address at left.
Court Circuit		
County St. Mary's Date 11-25-2008	Page 1	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 1 for destruc- See attached list tion)	2330	sec. IV 1a&b	8-16-1991 10-1-1991	1	1/29/08	Shred-It
	Criminal Case Files (Box 2 for destruc- See attached list tion)	2330	sec. IV 1a&b	10-1-1991 11-14-1991	1	"	"
	Criminal Case Files (Box 3 for destruc- See attached list tion)	2330	sec. IV 1a&b	11-18-1991 12-23-1991	1	"	"
	Criminal Case Files (Box 4 for destruc- See attached list tion)	2330	sec. IV 1a&b	12-23-1991 1-23-1992	1	"	"
	Criminal Case Files (Box 5 for destruc- See attached list tion)	2330	sec. IV 1a & b	1-23-1992 2-14-1992	1	"	"

Destruction Approved by Maryland State Archives

13 Jan 09

Date

DGS 550-9 (rev. 8/04)

Edward C. Gorman

State Archivist

Destruction Certification

Joan W. Williams Clerk
Signature of Court Official Title

Date

2/3/2009

Instructions for Preparation and Submission on next page

JAN 20 2009

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[Faint handwriting]

[Vertical column of faint handwriting]

[Faint handwriting]

[Stamp]
FEB 10 1909
[Handwritten initials]

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Circuit		
County St. Mary's Date 11-25-2008	Page 2 continued	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 6 for destruction) See attached list	2330	Sec. IV 1a & b	2-14-1992 3-05-1992	1	1/29/09	Shred-IT
	Criminal Case Files (Box 7 for destruction) See attached list	2330	Sec. IV 1a & b	3-14-1991 3-05-1992 3-24-1992	1	"	"
	Criminal Case Files (Box 8 for destruction) See attached list	2330	Sec. IV 1a & b	3-25-1992 4-09-1992	1	"	"
	Criminal Case Files (Box 9 for destruction) See attached list	2330	Sec. IV 1a & b	4-09-1992 5-12-1992	1	"	"
	Criminal Case Files (Box 10 for destruction) See attached list	2330	Sec. IV 1a & b	5-07-1992 5-26-1992	1	"	"

Destruction Approved by Maryland State Archives

13 Jan 09

Date

DGS 550-9 (rev. 8/04)

State Archivist

Edward C. [Signature]

Destruction Certification

Signature of Court Official

Title

Date

Joan W. Williams, Clerk

2/2/2009

Instructions for Preparation and Submission on next page

FEB 10 1962

JUG

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Circuit			
County St. Mary's Date 11-25-2008		Page 3 continued	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 11 for destruction) See attached list	2330	Sec. IV 1a&b	5-28-1992 6-15-1992	1	1/29/09	Shred-It
	Criminal Case Files (Box 12 for destruction) See attached list	2330	Sec. IV 1a&b	6-17-1992 7-15-1992	1		

Destruction Approved by Maryland State Archives

13 Jan 09

Date
DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Destruction Certification

Joan W. Williams, Clerk
Signature of Court Official Title Date

2/3/2009

Instructions for Preparation and Submission on next page

From the Williams, Clark
papers

FEB 10 1904

204

Box 1 For Destruction

91 727 Corey Eugene Butler 8-16-91
" 728 "
" 729 Robert Imirie Blackistone
" 734 Janice Renee Head
" 735 James Brandon Carlisle Glover
" 737 Diedre Lynn Wirman
" 741 George French Baker
" 742 Charles Deshield Insley, Jr.
" 762 Thomas Allan Herring
" 764 Michael Warren Hall
" 765 John James Kubiel
" 766 Franklin Gregory Jones
" 770 Noxie H. Carson
" 771 Wendell I. Ford
" 773 Martin Gerard Holt
" 774 Martin G. Holt
" 775 Roger Lee Benfield
" 776 Jeffrey Lynn Barnes
" 784 Jeffrey Kent Garris
" 785 Joseph A. Russell
" 786 Robert F. Russell
" 787 Francis Zavier Russell
" 788 Eleanor Ann Russell
" 794 John Patrick Cameron
" 797 Keith Smith
" 798 Mark Alan Henson
" 802 Donald Rudolf Lovecchio
" 803 James Willard Abell
" 804 James Walter Johnson
" 805 Kevin Wayne Russell
" 807 David Lathaniel Williams
" 809 Cynthia Shoemake
" 810 Reginald Vance Richmond
" 811 Patrick Kevin Guy
" 815 James Gant Mills
" 818 Iram Anthony Charles
" 822 Clive Malcolm, Jr.
" 823 Robert James Knott
" 824 Michael Donald Carnahan
" 826 Daniel John Swiderski
" 827 Lance Sheldon Lamoureux
" 828 Blanche Laungayan Penn
" 829 Karen Jeanine Grumbine
" 831 Brent Caulder
" 833 Rickey Alan Upchurch 10-1-91

W

FEB 6 1954

Box 2 For Destruction

91 835 Christopher Alan Garland 10-1-91
" 836 Charles Douglas Saylor
" 838 John Gorman Lynch
" 839 "
" 842 George Martin Connelly, Sr.
" 843 Karen D. Thomas
" 846 John donald Buckler
" 851 James Ernest Bowles
" 852 William Kimberly McFarland
" 853 Theodore X. Dorsey
" 859 James Edward Nolan
" 861 Leslie C. Perry
" 868 Jeffrey Philip Owens
" 869 Charles Henry Stewart
" 870 William Keith Jenkins
" 871 Lashaun Marcia Young
" 874 Eileen Margaret Maguire
" 878 Robert Imirie Blackistone
" 879 "
91 884 Marshall Louis Rothwell
" 887 John Joseph Ksoline
" 889 Jerry Jerome Estep
" 890 Donald Richard Heist
" 891 James Levon Johnson
" 892 Jonathan Donald Martin
" 893 Frederick Steven Williams, Jr.
" 894 Ray Henerson Allen
" 101 Norman Lester Sloop
4827 Karen Jaye Tracy
91 898 Riccardo David Pierotti
" 900 Anthony Lewis Frederick
" 902 James P. Abell
" 903 Jerry J. Estep
" 908 Steve Dale Yeager
" 910 John Preston Stone
" 911 Charles Allen Lacey
" 912 Mary A. Young-Turbyfill
" 913 Bruce Edward Chainay
" 914 John Garmon Lynch, Jr.
" 916 Lisa Ann Thomas
" 917 Anna Marie Hona Mimay
" 918 Thomas R. Banks
" 921 Stephen John Quine 11-14-91

2011

FEB 0 11

Box 3 For Destruction

91 922 Mary J. Bosse 11-18-91
" 923 David Eugene Walker
" 924 "
" 926 Joseph Glenn Pilkerton
" 930 David Lee Douglas
" 931 John Daniel Dowell
" 932 Charles Raymond Mowery
" 933 Kirk Andrew Spalding
" 934 LarryB. Farneda
" 935 Donna Yvonne McGlothlin
" 937 Thomas Matthew Douglas
" 938 Barbara Evelyn King
" 939 Katherine Ann Willett
" 940 Gary Lee Stanley
" 943 James Junior Stewart aka James Edward Carter
" 946 Jennifer Michelle Fortin
" 947 Gregory Lionel Barnes
" 948 David Ottis Rice
" 949 Danny Lynn Tucker
" 950 David Wayne Cline
" 951 Joe Floyd Washington
" 953 Gary Lee Ferko
" 954 George W. Beatty
" 955 Marc Anthony Herbert
" 956 Conelius Leroy Chase
" 957 Mary Agness Huntt
" 958 Elisa Michelle Thrower
" 959 Francis Wayne Bridgett
" 963 James Philip Robinson
" 964 James R. Somerville
" 965 Terry L. Medley
" 966 Wayne Anthony Brisco
" 971 Mendell Paul Thompson
" 973 Wayne Anthony Brisco
" 974 Paul Anthony Broome
" 976 Ronald Sylvester Thomas
" 978 Robert William Guy
" 979 Robert Josephy Conway
" 980 William Truesdale
" 981 Scott Eugene Johnson
" 982 Kent David Broecker
" 983 Daniel Charles Sison
" 984 Theodore Richter Clark
" 985 James Aloysius Connelly
" 986 Michael Warrn Hall
" 987 Joseph William Sullivan
" 988 Sonja Minerva Hebb
" 989 Joseph Francis Chase III
" 990 Jerome Anthony Chase 12-23-91

5M6

FEB 10 1966

Box 4 For Destruction

91 991 William Anthony Young 12-23-91
" 992 Ronald S. Thomas
" 993 Ronald Sylvester Thomas
" 994 Arthur Louis Seibert
" 995 Jerome Michael Majda
" 997 Julius Eugene Young, Jr.
" 998 Chilton Thomas Walker
" 999 Richard Lee Potts, Sr.
" 1000 Darwin T. Banks
" 1001 Thomas Aaron Monat
92 001 James Michael Ritter
" 005 Diane M. Kelly
" 007 Charles Anthony Battle
" 009 Herbert Wayne Burroughs
" 010 Steven Shawn Crain
" 011 Patricia Ann Miller
" 012 Kenneth Shover Knisely, Jr.
" 013 Edwina Denise Fenwick
" 014 David Melchoir Norris
" 015 John Gordon Wilfong, III.
" 016 Shirley Marie Briscoe
" 017 Thomas R. Barnes
" 018 Larry Matthew Thomas
" 019 Steven Kobilis
" 020 "
" 021 Daniel Joseph Pounds
" 022 George Steven Lewis
" 025 Robert Baucom
" 026 "
" 027 James Aloysius Bean, Jr.
" 028 Maurice Xavier Queen
" 030 Darrell Andrea Johnson
" 032 Vernon Eugene Barnes
" 033 James W. Abell, Sr.
" 034 Frederick Joseph Swann
" 035 Brian Keith Martin
" 036 Harold Woodrow Potter
" 038 Joseph Aloysius Swales
" 039 Robert Bruce Sites
" 040 Daneen Marie Bond
" 042 Robert Earl Lewis
" 043 Casper Magruder Christman
" 044 "
" 045 Ingrid Cassandra Young
" 046 Kenneth Michael Banks 1-23-92

2004

FEB 10 2004

Box 5 For Destruction

92 047 William Truesdale, Jr. 1-23-42
" 048 Clark Mearell Taylor
" 049 Patricia Denise Dove
" 050 Michael Anthony Thrower
" 051 Charles Louis Raley
" 052 Joseph Kenneth Morgan
" 053 Christopher Jerome Dove
" 054 Joseph Kenneth Morgan
" 055 Brent Caulder
" 056 Bryan Sylvester Carter
" 057 John Martin Parlett
" 058 Thomas Leroy Taylor
" 059 Louis Leon Hurt, Jr.
" 060 James Ray Gagner
" 061 David Edward Pinion
" 062 William David Wilkinson
" 063 Kenneth Maurice Curtis
" 064 Michael Lamont Price
" 065 Michael Anthony Somerville
" 066 Randy Jackal
" 067 Eileen Ehrenreich
" 068 Gert Erwin Burger
" 069 Glenn Rodney Battles
" 070 Gregory L. Barnes
" 071 "
" 072 Adrian Raymonte Jones
" 073 Troy Allen Humphreys
" 076 Gregory Lionel Barnes
" 077 John David Goldsmith
" 078 Buddy Verne Winslow
" 079 Charles Patrick Dean
" 080 Jerry Paul Summerday, Jr.
" 081 Michael Leon Chase
" 082 Eldridge Eugene Shade
" 083 Hazel Elaine Douglas
" 084 Roscoe Arthur Toyne
" 085 "
" 089 Cornelius Leroy Chase
" 090 Joseph Francis Chase III
" 091 Francis William Swann
" 092 Vernon Carnell Gough
" 094 Tricia Lynn Harrison
" 095 John Clifford Randolph 2-14-42

5006



FEB 0 1968

Box 6 For Destruction

92	96	Wendy Lynn Keener	2-14-92
"	97	Bertha Miggnonotte Hayden	
"	98	Georgia A. Hopson	
"	99	Adrian Raymonte Johnes	
"	100	Keith Carl Bonds	
"	102	Patricia Ann Clark	
"	104	James Randolph Somerville	
"	105	Larry Marrhew Thomas	
"	106	Kenneth Wayne Dean	
"	107	Patricia Elaine Wheeler	
"	108	Clyde Otis Styles, II	
"	109	Francis Lydell Price	
"	110	Darnell L. Wallace	
"	111	Gregory Michael Reynolds	
"	112	James Harold Edwards	
"	113	Diane E. Johnson	
"	114	Tammy Marie Reintzell	
"	115	Pamela Weeks	
"	116	Donald P. Flemion	
"	117	Stephen Marvin Reis	
"	118	Terrell Kimbac Roberts	
"	120	Daniel John Julian	
"	121	Harvey Christopher Szczepan	
"	122	Matthew K. Enger	
"	123	John Coile VanHoozier, Jr.	
"	124	George Ralph Clayton, Jr.	
"	126	David Allan Miller	
"	127	Connie Liza Jordan	
"	128	Brian K. Martin	
"	129	Keith S. Lumpkins	
"	130	William Langelund Strause	
"	131	George Eric Tsekouras	
"	132	Wayne Doneal Waul	
"	133	James B. Guy	
"	134	Donnel Crudup	
"	135	Eric Lionel Barnes	
"	136	Robert Lance Somerville	
"	137	Joseph Lawrence Butler	
"	138	Raymond Anthony Briscoe	
"	139	Shawn Thomas Waters	
"	140	Joseph L. Thomas	
"	141	Tracy Yvette Young	
"	142	Helen Margaret Wedge	
"	143	Larry M. Thomas, Sr.	
"	144	Stephen Ray Bowles	
"	145	Clayton Eugene Woodland, Jr.	
"	146	Joseph Lewis Thomas, Jr.	
"	147	"	
"	148	Traci Rae Howard	
"	149	David Edward Edinger	
"	150	William Henry Shafer	
"	151	Robert Lee Spalding	
"	152	Daniel Wesley Strobel	3-05-92

2009



FEB 0

Box 7 For Destruction

*91 195 Robert Lee Spalding This is out of order: 3-14-1991

92 153 Kenneth Craig Bowman 3-05-92

" 161 James Allen Chase aka James Allen Wilson

" 162 David Edward Edinger

" 163 Josh Paul Harder

" 164 Vincent Cornelius Gordon

" 165 James Nathaniel Holt

" 166 James Theodore Lord

" 167 Michael Andrew Haizlip

" 171 John Anthony Baker

" 172 John Francis Chase

" 174 Jeffrey Mark Hayden

" 175 Arthur Reece, Jr.

" 176 Francis Joseph Toth, Jr.

" 177 David Troy Hayden

" 178 Leon Xavier Maddox

" 179 Gary Alan Edinger

" 180 Kelly Wayne Pressburg

" 181 Joseph H. Smith, Jr.

" 182 Joseph Frank Barber

" 183 David Anthony Thompson

" 184 Thomas John Saunders

" 185 Michael Lewis Chase aka Lewis Michael Chase

" 186 Susan Ann Kelly

" 187 Anthony Maurice Woodland, Sr.

" 188 Pamela Williams

" 190 Annie Elizabeth Courtney

" 191 Lisa Ann Thomas

" 192 Rebecca Ford

" 193 Anthony Wayne Baker

" 194 Joseph A. Maddox, Jr.

" 195 Brian Deandre Bush

" 196 Norman Kenneth Dickerson

" 197 David Isiah Butler

" 198 "

" 200 William Anthony Young

" 201 Kevin Vincent Moreland

" 202 Eric Lionel Barnes

" 203 Glen Edward Fladung

" 204 David Andrew Reed

" 205 John Edward Prevost

" 206 Vincent Jiles Bowen

" 207 William Thomas Galleher

" 208 Spencer Louis Mobley(deceased)

" 209 Joseph Barber Chase

" 210 John E. Prevost

" 211 Julie Ann Van Wart

" 212 Pauline J. Wagner 3-24-92

5/11/05

FEB 0 11 05

Box 8 For Destruction

100
101
102

- 92 214 Doris Elizabeth Thomas 3-25-92
- " 215 Brenda Yvonne Young
- " 216 Gail Marie Ganoe
- " 217 Marshall Louis Rothwell
- " 218 Joseph Barber Chase
- " 219 Edrick Moore Young
- " 220 Patricia Lee Shanahan
- " 221 Bruce Michael Draft
- " 222 Michael Darnell Thompson
- " 223 Martha K. Hull
- " 224 Jeffrey Allan Spalding
- " 225 William James Parker
- " 226 William James Parker
- " 227 Timothy J. Beavers
- " 228 James Irvin Jones, Jr.
- " 229 Richard Arthur Everett
- " 230 Aaron Devonne Morgan
- " 231 Wayne Fitzgerald Nolan
- " 234 Warren K. Holly
- " 235 Michael Dwayne Young
- " 236 Bernard Keven Mc Donald
- " 237 Jerry Jerome Estep
- " 238 Melissa Annette Mills
- " 239 James E. Burke
- " 240 David (NMN) Maskalenki
- " 241 John Daniel Dowell
- " 242 Gavin Cunningham MacTaggart
- " 243 Robert Martin Phipps
- " 244 Jeffrey Lynn Barnes
- " 245 Dale Lee Justus
- " 246 Darlene Cherrese Street
- " 247 "
- " 248 "
- " 249 "
- " 252 Harold D. Young
- " 253 Blanche Thomas Penn
- " 254 Harold N. White
- " 255 Arlon Charles Menchion
- " 256 Joseph Darnell Young
- " 257 "
- " 258 Joel Bruce Morgan
- " 259 Arthur Alexander Short
- " 260 Wayne Darnell Winters
- " 261 Joseph Michael Mattingly
- " 262 Patsy Jean Courtney 4-09-92

204



FEB 6

Box 9 For Destruction

92	263	Scott Delane Dean	4-09-92
"	264	Thomas Eugene Evans	
"	265	Vernon Cornell Gough	
"	266	Alvin Holland	
"	267	Edward P. Champagne	
"	268	Rory Edward Mc Ardle	
"	269	Norman Anthony Walton	
"	270	Marvin Green	
"	271	Paul Ashcom Virts	
"	272	Gavin Cunningham MacTaggartIV	
"	273	Brian Deandre Bush	
"	274	Richard Lee Potts	
"	275	Charles Michael Pauley	
"	276	John Caleb Harris	
"	277	Ronald Devon Young	
"	280	Steven Tyler Leach	
"	281	Thomas Clarence Proctor III	
"	282	James Samuel Tippett, Jr.	
"	283	Roger John Heard	
"	284	Mark E. Bailer	
"	285	Sharon Elizabeth Cope	
"	286	John Alvin Mattingly	
"	287	Kenneth Maurice Curtis	
"	288	Valerie Faith Krebs	
"	289	John Matthew Tyer	
"	290	David Kenneth Watson	
"	291	Carlton Jerome Spears	
"	292	Joseph Franklin Brown	
"	294	Larry Darnell Dickens	
"	295	"	
"	296	Dale Maurice Dickens	
"	299	John J. Isoline	
"	300	David Isiah Butler	
"	301	Timothy Troy Martin	
"	303	Brian D. Bush	
"	304	Robert Craig Mack	
"	306	Stacy Synnette Nelson	
"	307	Norman Charles Davis III	
"	308	Russell Harry Barbour	
"	309	Rodney Leander Washington	
"	310	William Anthony Young	
"	311	"	
"	312	Margaret Ann Johnson	
"	313	Brenda Yvonne Young	
"	314	Raymond Anthony Briscoe	
"	315	Robert Roy Clark	
"	316	Mary Theresa Dorsey	
"	317	Tanya Rena Mills	
"	320	William Duane Scriber	
"	322	Robert Lee Spalding	5-12-92

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FEB 6 1981

Box 10 For Destruction

92	323	Clifford Michael Adkins	5-07-42
"	324	Jerome Anthony Chase	
"	325	Elizabeth Ann Herod	
"	326	Teresa Sue Newman	
"	327	Karen Denise Thomas	
"	328	James Edward Burke (deceased)	
"	329	Maggie Marie Hatton	
"	330	Joel Bruce Morgan	
"	333	Dante Lavon Banks	
"	334	Eldridge Eugen Shade	
"	336	Tim Rydell Johnson	
"	337	Heather Michelle Hidey	
"	338	Mark Howard Aloisi	
"	339	Beverly Lee Dyson	
"	340	Tony Adrea Johnson	
"	341	Matthew Timothy Kayes	
"	342	John Phillip Dove	
"	343	Blanch Laungayan Penn	
"	344	Bruce Michael Draft	
"	345	David Thory Hayden	
"	346	Wayne Marcell Louis, Sr.	
"	347	Lemonte E. Spicer	
"	348	James Randolph Somerville	
"	349	Edward Paul Champagne	
"	350	Karen Denise Thomas	
"	352	Steve Lovell Thomas	
"	353	Roy Dewayne Curtis	
"	354	Joseph Francis Yates	
"	355	"	
"	356	"	
"	357	Thomas Eddy Smith	
"	359	David Otis Rice	
"	360	David Lee Jamieson	
"	361	Wayne Jerome Biscoe	
"	364	Sheron Dwight Chase	
"	366	Brian Sylvester Carter	
"	367	"	
"	369	Darrell Eric Shade	
"	370	"	
"	371	Lee Edward Forman	
"	372	Carrie Ann Wodde	
"	373	David Wayne Curtis	
"	374	Bonnie Marie Parran	
"	375	Edna Gilliam	
"	376	Mark Allan Pettit	
"	377	Thomas Eddy Smith	
"	378	Larry Ellis Burkhart	
"	379	Stephen Dennis Langley	
"	380	Josh Paul Harder	5-26-42

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FEB 6

Box 11 For Destruction

92-381 Deborah M. Weeks 5-28-92
" 382 Gregory Ernest Mora
" 383 John Lynwood Somerville
" 387 Jacqueline Annette Lyon
" 388 Richard William Waid
" 389 "
" 390 "
" 394 John Wesley Blevins
" 399 Patricia Leigh Murphy
" 401 Diane Marie Bonds
" 402 Brandi Michelle Davis
" 405 Patrick Kevin Guy
" 406 Jeffrey Scott Burroughs
" 408 "
" 409 "
" 410 "
" 412 Jerome Samuel Jones
" 413 Mary Agnes Huntt
" 415 James Anthony Ussery
" 416 David John Jirousek
" 417 Bobbie Ann Roache
" 418 TheresaLynn Martone
" 419 Troy Allan Humphreys
" 420 Chanda Mae Miles
" 421 Steven Lovelle Morgan
" 422 James Alam Ross
" 423 Eric Haynes Emory
" 424 John Richard Burroughs, Jr.
" 425 Donald Parker Jones
" 426 Michael Wayne Dement
" 427 Norman Edgar Larkins
" 428 David Phillip Penn
" 429 Patrick W. Goldsborough
" 430 Levi Tyrone Allen
" 431 Joseph Vernon Winkler
" 432 Earl L. Anderson
" 433 Carlton E. Young
" 434 Beverly Lee Dyson
" 435 William Dwayne Scriber
" 436 Bobbie Ann Roache
" 438 Donnie Campbell
" 439 Jennifer Rebecca Redfield
" 440 Daryl Eric Shade
" 441 Clark Cary Watkins
" 442 Jason Adams 6-15-92

2007



FEB 6 2007

Box 12 For Destruction

92 443 James Irvin Jones 6-17-92
" 444 Philip Lawrence Stonestreet, Jr.
" 445 James Wayne Barnes
" 447 Robert Russel Dye , Jr.
" 448 "
" 449 Larry Darnell Dickens
" 450 Tina Louise Carroll
" 451 Mirone D. Smith
" 452 Rickey Canter aka Thomas Richard Canter
" 453 Jeffrey Dana Quade
" 457 Edwina Denise Fenwick
" 458 Joseph Michael McDonough
" 459 Diane M. Bonds
" 460 Michael Cook Oswald
" 461 Kelvin Matthew Somerville
" 462 Frances Wayne Cook
" 463 Jon Wilton Coulliette
" 464 Anthony Jose Figeroux
" 465 Joseph William Banks
" 466 Patrick Kevin Guy
" 468 Roy Dwayne Curtis
" 469 Eugene William Barnes
" 470 Robert Latourette Bush
" 472 Wayne Aloysius Jordan
" 473 "
" 474 "
" 475 Kenneth Wayne Hebb
" 479 Ronnie Clay Adkins
" 480 Vernon Duane Maddox
" 483 Clark Cary Warkins
" 484 David Gordon Malcolm
" 485 John Otha Dickens
" 487 Daniel M. Koterba
" 488 George Edward Musgrove
" 489 Janice Renee Stewart
" 490 Krishna William Lawrence
" 491 Charles A. Hill
" 492 Charles Lewis Guy
" 493 Doris Sharonetta Herbert
" 494 Michael Warren Hall
" 495 Randy Deangelo Brooks
" 496 John Alvin Mattingly
" 497 Robin Lynn Bowles
" 498 Darryl Eric Shade
" 499 Scott Trevor Morgan
" 500 Donald Edward Rankin 7-15-92

Jud

FEB 6 1969

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4824 Forward three (3) copies to address at left.
Court Clerk of the Circuit Court		
County St. Mary's Date	Page 1	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule) Juvenile Records/Juvenile Case Files	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	95-246 95-195	2330	V, 1, B	1995, 1997,	1	1/29/09	Shred-It
	97-077 97-145 97-159 97-185			1998			
	97-196 97-031 97-035 98-041						
	98-084 98-086 98-089 98-104						
	98-122 98-202						

Destruction Approved by Maryland State Archives

13 Jan 09

Date
DGS 550-9 (rev. 8/04)

Edward A. [Signature]

State Archivist

Destruction Certification

Joan W. Williams, Clerk

Signature of Court Official

Title

Date

2/3/09

Instructions for Preparation and Submission on next page

JAN 20 2009

Faint, illegible handwriting, possibly a signature or name.

FEB 6 1909

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Clerk of the Circuit Court		
County St. Mary's Date	Page 2	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records/Juvenile Case Files						
	Juvenile 99-1 99-8 99-9	2330	V, 1, B	1999		1/29/09	Shred It
	99-14 99-16 99-21 99-37						
	99-38 99-43 99-44 99-49						
	99-54 99-55 99-56 99-59						
	99-60 99-65 99-74 99-78						
	99-82 99-87 99-88 99-93						
	99-94 99-95 99-98 99-114						
	99-119 99-121 99-122 99-125						
	99-128 99-129 99-131 99-133						

Destruction Approved by Maryland State Archives

13 Jan 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Destruction Certification

Joan W. Williams, Clerk
 Signature of Court Official Title Date

2/3/09

Instructions for Preparation and Submission on next page

1000

PPD

John W. Williamson, Clerk
1000

FEB 6 2009

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Clerk of the Circuit Court		
County St. Mary's Date 9-15-2008	Page 3	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records/Juvenile Case Files						
	Juvenile [redacted] 97-177 97-178	2330	V,1,B	1997	1	1/29/09	Shred II
	97-181 97-184 [redacted]						
	97-187 97-191 97-193						
	97-194 97-195 97-198						
	97-204 97-208 97-209						
	97-214 97-215 97-216						
	97-217 97-218 97-221						
	97-222 97-223 97-224						
	97-225 97-227 97-229						
	97-230 97-234 97-235						

Destruction Approved by Maryland State Archives

13 Jan 09

Date
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Edward C. [Signature]

State Archivist

Destruction Certification

Joan W. Williams, Clerk

Signature of Court Official

Title

Date

2/3/09

Instructions for Preparation and Submission on next page

100-100000

[REDACTED]

100-100000

[REDACTED]

FEB 6 [REDACTED]

209

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Clerk of Circuit Court		
County St. Mary's Date 9-15-2008	Page 4	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records/Juvenile Case Files						
	Juvenile 97-236 97-237 97-238	2330	V,1,B	1997 & 1998	1	1/29/09	Shred-IT
	98-1 98-5 98-7 98-8						
	98-11 98-13 98-16 98-18						
	98-19 98-22 98-23 98-24						
	98-25 98-26 98-31 98-32						
	98-33 98-42 98-43 98-44						
	98-46 98-92 98-93 98-48						
	98-51 98-52 98-53 98-54						
	98-55 98-59 98-60 98-61						
	98-63 98-64 98-65 98-71						

Destruction Approved by Maryland State Archives

13 Jan 09

Date
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Edward C. [Signature]

State Archivist

Destruction Certification

Joan W. Williams, Clerk

Signature of Court Official

Title

Date

2/3/09

Instructions for Preparation and Submission on next page

From W. W. Jackson, Oklahoma

Handwritten signature

FEB 6 1929

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Clerk of the Circuit Court		
County St. Mary's Date 9-15-2008	Page 5	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records/Juvenile Case Files						
	Juvenile 96-242 96-243 97-1 97-2	2330	V,1,B	1996 & 1997	1	1/29/09	Shred-It
	97-4 97-5 97-6 97-7 97-11						
	97-14 97-16 97-17 97-18 97-20						
	97-21 97-22 97-23 97-24 97-25						
	97-26 97-30 97-38 97-39 97-40						
	97-41 97-42 97-43 97-45 97-46						
	97-47 97-48 97-49 97-50 97-52						
	97-54 97-55 97-62 97-64 97-66						
	97-68 97-69 97-70 97-71 97-72						
	97-73 97-74 97-75 97-78 97-81						

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Bryan 09

Date
DGS 550-9 (rev. 8/04)

Edward J. [Signature]

State Archivist

Destruction Certification

Joan W. Williams, Clerk

Signature of Court Official

Title

Date

2/3/09

Instructions for Preparation and Submission on next page

Good Will, cancelled 11-11-1900

FEB 6 1909 209

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
Court Clerk of the Circuit Court			
County St. Mary's	Date 9-15-2008		

Page 6

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records/Juvenile Case Files						
	Juvenile 5221 5301 91-190	2330	V, 1, B	1991-1995	1	2/29/09	Shred IT
	92-108 92-178 92-374 93-101						
	93- 75 93- 46 93- 29 93- 14						
	92-398 95-263 95-252 95-249						
	95-245 [REDACTED] 95-228 95-204						
	95-202 95-201 95-199 95-186						
	95-170 95-153 95-135 95-133						
	95-130 95-120 94-133 94-108						
	94-104 93-121 95-278 95-289						
	95-304 96- 14 96- 16 96- 49						

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13 Jan 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Destruction Certification

Joan W. Williams Clerk

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on next page

2/23/09

1899

1899

From W. Williams
1899

FEB 8. 1899

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Clerk of the Circuit Court		
County St. Mary's Date 9-15-2008	Page 7	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records/Juvenile Case Files						
	Juvenile 96- 54 96- 59 96- 68	2330	V,1,B	1996	1	2/29/09	Shred-IT
	96- 81 96- 85 96-128 96-130						
	96-131 96-132 96-133 96-134						
	96-135 96-137 96-138 96-139						
	96-140 96-147 96-169						
	96-173 96-174 96-176 96-184						
	96-185 96-191 96-192 96-196						
	96-204 96-205 96-213 96-217						
	96-219 96-220 96-223 96-224						
	96-230 96-233 96-239 96-240						

Destruction Approved by Maryland State Archives

13 Jan 09

Date

DGS 550-9 (rev. 8/04)

Edward C. Gump

State Archivist

Destruction Certification

Joan W. Williams, Clerk

Signature of Court Official

Title

Date

2/3/09

Instructions for Preparation and Submission on next page

from W. Williams

FEB 6 2009

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	_____ Forward three (3) copies to address at left.
Court Clerk of the Circuit Court		
County St. Mary's Date 9-15-2008	Page 8	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records/Juvenile Case Files						
	Juvenile 98-199 98-200 98-201	2330	V, 1, B	1998	1	1/29/09	Shred-FT
	98-203 98-204 98-205 98-210						
	98-213 98-215 98-216 98-226						
	98-230 98-232 98-233 98-234						
	98-238 98-239 98-240 98-242						
	98-243 98-244 98-249 98-255						
	98-256 98-264 98-265 98-266						
	98-267 98-268 98-269 98-270						
	98-273 98-277 98-278 98-281						
	98-285 98-293 98-295 98-296						

Destruction Approved by Maryland State Archives

13 Jan 09

Date

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Edward C. [Signature]

State Archivist

Destruction Certification

Joan W. Williams, Clerk

Signature of Court Official

Title

Date

2/3/09

Instructions for Preparation and Submission on next page

1949

W. W. Williams, Jr.
1949

FEB 6 1949
FEB 6 1949
W. W.

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Court Clerk of the Circuit Court		
County St. Mary's Date 9-15-2008	Page 9	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile 98-74 98-77 98-79	2330	V.1.B	1998	1	4/29/09	Shred It
	98-95 98-96 98-97 98-98						
	98-105 98-106 98-107 98-108						
	98-115 98-112 98-121 98-123						
	98-125 98-126 98-132 98-138						
	98-139 98-146 98-147						
	98-148 98-151 98-168 98-170						
	98-171 98-176 98-177 98-181						
	98-182 98-191 98-192 98-194						
	98-193 98-196 98-197 98-198						

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13 Jan 09

 State Archivist

Destruction Certification

 Signature of Court Official Title Date

Date
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Instructions for Preparation and Submission on next page

2/3/09

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Court Clerk of Circuit Court		
County St. Mary's Date 9-15-2008		

Page 10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule) Juvenile Records/Juvenile Case Files	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile 97-83 97-85 97-111	2330	V, 1, B	1997	1	2/29/09	Shred #
	97-112 97-113 97-114 97-115						
	97-116 97-117 97-118 97-119						
	97-121 97-124 97-125 97-129						
	97-133 97-134 97-135 97-136						
	97-137 97-138 97-139 97-140						
	97-141 97-142 97-147 97-148						
	97-151 97-157 97-158 97-160						
	97-161 97-162 97-163 97-164						
	97-170 97-171 97-172 97-173						

Destruction Approved by Maryland State Archives

13 Jan 09

Date
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Edward C. [Signature]

State Archivist

Destruction Certification

Jason W. Williams Clerk
Signature of Court Official Title Date

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2/3/09

FEB 6 1949
FEB 6 1949

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Court Clerk of Circuit Court		
County St. Mary's Date 9-15-2008	Page 11	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Juvenile Records, tape reels	2330	V,1,B	1986-1987	1	1/29/09	shred IT
	Juvenile Records, tape reels	2330	V,1,B	1985	1	1/29/09	"
	Juvenile Records, tape reels & 8track	2330	V,1,B	1979/82/84, 85/86	1	1/29/09	"
	Juvenile Records, tape reels & 8track	2330	V,1,B	1986-1988	1	1/29/09	"
	Juvenile Records, tape reels	2330	V,1,B	1989	1	1/29/09	"

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13 Jan 09

Date
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Edward A. [Signature]

State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Title

Date

Clerk

3/3/09

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Court Circuit			
County Howard	Date 10/9/08		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
<i>See Attached</i>	Criminal Court Files	2330-Sect IV		1995-1997	72 Cu ft	<i>2/02/09</i>	<i>Landfill</i>

Destruction Approved by Maryland State Archives

23 Dec 08
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Margaret D. [Signature] Clerk of court
Signature of Court Official Title
2/2/09 Date

FEB 12

FEB 12 *W4*

Files Eligible for Destruction 10/9/08

BOX 1	31701 - 02	BOX 7	32006	32088
31525		31890 - 91	32008	32095
31527	BOX 4	31893 - 99	32009	32098
31529	31704	31900 - 05	32010	32106
31531	31707	31907 - 10		32107
31535	31712	31912 - 16	BOX 9	32108
31537 - 44	31714	31919	32011	32109
31546 - 50	31717 - 19	31921	32012	32110
31553	31721	31924	32013	32112
31555	31723	31927	32015	32113
31559	31725	31929	32018	32114
31561	31728	31931	32019	32115
31572 - 76	31731	31940	32020	32116
31581	31733	31943	32021	32117
31585 - 87	31736	31945	32022	32118
	31742	31947	32023	32119
BOX 2	31745	31952	32024	32120
31588	31750 - 56	31954 - 56	32025	32121
31591			32026	
31593	BOX 5	BOX 8	32027	BOX 11
31595 - 96	31757 - 64	31957	32028	32122
31598 - 99	31768 - 70	31958	32029	32123
31606	31773 - 76	31959	32030	32124
31608	31778 - 85	31960	32032	32125
31613 - 14	31787 - 93	31961	32033	32126
31624 - 30		31962	32034	32127
31636	BOX 6	31965	32035	32129
31639	31794 - 99	31966	32036	32130
31641	31802	31968	32037	32131
31643 - 44	31813 - 14	31969	32039	32133
31647	31817 - 18	31971	32048	32134
	31822 - 23	31975	32051	32137
BOX 3	31825	31979	32059	32138
31648 - 49	31834 - 35	31983	32060	32139
31652	31839	31989	32061	32140
31658	31844	31990	32077	32141
31660 - 63	31857 - 58	31996		32142
31670	31863 - 66	31997	BOX 10	32143
31674 - 75	31871	31998	32080	32144
31678	31873 - 74	31999	32081	32151
31680 - 81	31879	32001	32083	32155
31685 - 89	31883	32002	32084	32156
31691 - 95	31886	32003	32085	32157
31697	31887	32004	32086	32158
31699	31889	32005	32087	32160

32161	32241	32325	32390	32456
32162	32252	32327	32394	32457
32163	32253	32328		32458
32165	32254	32330	BOX 17	32459
	32255	32337	32395	32460
BOX 12	32256	32344	32397	32461
32169	32258	32346	32398	32462
32170	32259	32347	32399	32463
32171	32260	32349	32400	32464
32173		32350	32401	32465
32174	BOX 14	32352	<u>32402</u>	32466
32175	32261	32353	32403	32467
32176	32263	32354	32404	32468
32179	32267	32355	32413	32474
32180	32270	32356	32416	32475
32181	32281	32357	32420	32476
32182	32285	32358	32421	32479
32183	32289	32359	32422	32480
32184	32293	32360	32423	32482
32186	32294	32361	32424	32485
32188	32296	32362	32425	32486
32190	32298	32363	32428	32489
32193	32299		32429	
32199	32300	BOX 16	32433	BOX 19
32203	32301	32366	32434	32496
32207	32302	32367	32436	32497
32212	32303	32368	32437	32498
32214	32304	32369	32438	32501
32215	32305	32370	32439	32504
32216	32306	32371	32440	32515
32217	32307	32372	32441	32517
32220	32309	32373	32442	32518
32221	32310	32374	32443	32519
	32311	32375	32445	32520
BOX 13	32313	32376	32446	32521
32222	32314	32377	32448	32522
32223	32316	32378	32449	32523
32224		32379	32450	32524
32225	BOX 15	32380		32525
32226	32317	32381	BOX 18	32528
32227	32319	32382	32451	32531
32230	32320	32384	32452	32533
32232	32321	32386	32453	32536
32233	22323	32388	32454	32544
32235	32324	32389	32455	32547

FEB 19 2014

32549	32624	32682	32761	32822
32550	32625	32683	32762	32831
32551	32627	32684		32835
32553	32628	32685	BOX 24	32838
32554	32629	32686	32765	32839
32555	32631	32687	32770	32840
32557	32632	32688	32773	32842
32564	32633	32689	32774	32845
	32634	32690	32776	32847
BOX 20	32635	32691	32777	32848
32580	32636	32694	32778	32850
32581	32637	32696	32779	32857
32582	32638		32780	32858
32583	32639	BOX 23	32782	32859
32586	32640	32704	32785	32861
32587	32641	32708	32787	32862
32588	32642	32722	32789	32863
32589	32643	32723	32790	32864
32590	32644	32724	32791	32865
32592	32645	32725	32792	32866
32593	32646	32726	32793	32867
32594	32654	32727	32794	32868
32595	32658	32728	32795	32869
32596	32659	32729		
32597	32660	32730	32797	BOX 26
32598	32661	32731	32798	32870
32599	32662	32732	32799	32871
32600		32733	32800	32872
32601	BOX 22	32736	32801	32873
32602	32664	32737	32803	32874
32603	32665	32741	32804	32875
32604	32666	32742	32805	32880
32605	32667	32743	32806	32882
32606	32668	32744	32809	32897
32607	32669	32746	32811	32898
32608	32670	32747	32812	32899
32609	32671	32748		32900
32610	32672	32749	BOX 25	32901
32611	32673	32750	32814	32902
32614	32674	32751	32815	32903
32620	32675	32752	32816	32904
	32676	32754	32818	32905
BOX 21	32677	32755	32819	32906
32622	32678	32758	32820	32907
32623	32680	32760	32821	32908

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FEB 13

2015

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FEB 13 2014
2014

33293	33341	33418	33504	33581
33294	33343	33437	33505	33582
33295	33344	33440	33506	33583
33296	33345	33442	33513	33584
33297	33346	33443	33531	33586
33298	33347	33454	33536	33596
33299	33348	33455	33537	33599
33300	33349	33456	33538	33602
33301	33350	33457	33539	33604
33302	33351	33458	33541	33608
33303	33352	33459	33542	33610
33304	33353	33460	33543	33611
33305	33356	33461	33544	33613
33306	33367	33462	33545	33614
33307	33368	33463	33546	33615
33308	33370	33464		33617
33309	33371	33465	BOX 37	33618
33310	33372	33466	33548	33619
33311	33373	33468	33549	33620
33312	33374	33469	33551	33622
33313	33375	33470	33552	33623
33314	33376	33471	33553	33624
33316	33378	33473	33554	33625
33318	33379	33476	33555	33626
33319	33381		33556	33628
33320	33382	BOX 36	33557	33629
33321	33383	33477	33559	33630
33323	33385	33478	33560	33631
33325	33386	33479	33561	33632
33326	33387	33480	33562	33633
33327		33481	33567	33634
	BOX 35	33482	33568	33635
BOX 34	33389	33484	33569	33636
33328	33390	33486	33570	33638
33329	33391	33487	33571	33639
33330	33392	33492	33573	33640
33331	33395	33493	33574	
33332	33398	33494	33575	BOX 39
33333	33401	33497	33576	33641
33334	33407	33498	33577	33642
33335	33410	33499	33578	33643
33336	33411	33500	33579	33644
33337	33412	33501		33645
33339	33413	33502	BOX 38	33646
33340	33415	33503	33580	33647

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FEB 18 1969
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FEB 12 1954
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34027	34080	34153	34223	34308
34028	34081	34154	34224	34309
34029	34082	34155	34227	34310
34030	34083	34156	34228	34311
34032	34084	34158	34230	34312
34036	34085	34159	34231	34313
34037	34086	34160	34232	34314
34038	34088	34161		34315
34044	34089	34162	BOX 50	34316
34045	34090	34163	34234	34318
34046	34091	34164	34236	34319
	34098	34165	34237	34321
BOX 46	34115	34168	34244	34322
34047	34117	34171	34245	34323
34048	34118	34174	34246	34324
34049	34119	34175	34248	34325
34050	34120	34178	34249	34326
34051	34121		34253	34327
34053	34125	BOX 49	34258	34328
34054	34126	34188	34260	34329
34055	34128	34189	34262	34330
34056	34129	34192	34263	34331
34057	34131	34196	34267	34352
34058	34132	34197	34272	34354
34060	34133	34200	34276	34356
34061	34134	34201	34277	34364
34062		34202	34285	
34063		34203	34287	
34065	BOX 48	34204	34289	
34066	34135	34205	34292	BOX 52
34067	34136	34206	34293	34370
34068	34138	34207	34294	34372
34069	34139	34208	34295	34373
34070	34140	34209	34297	34374
34071	34141	34211	34299	34376
34072	34142	34212	34300	34377
34073	34143	34213	34301	34378
	34144	34214	34302	34379
	34145	34215	34303	34380
BOX 47	34146	34217		34381
34074	34148	34218	BOX 51	34382
34075	34149	34219	34304	34383
34076	34150	34220	34305	34384
34077	34151	34221	34306	34385
34078	34152	34222	34307	34386
34079				

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FEB 12 1969

FEB 12 1969
2109

34388	34440	34498	35578	35639
34389	34441	34499	35579	35640
34390	34442	34505	35580	35641
34393	34443	34509	35582	35642
34394	34444	34511	35583	35643
34395	34445	35500	35584	35644
34396		35501	35585	35645
34397	BOX 54	35502	35587	35646
34398	34446	35503	35588	35647
34399		35504	35589	35650
34400	34448	35505	35590	35651
34401	34449	35506	35592	
34402	34450	35509	35593	BOX 58
34403	34451	35510	35594	35652
34404	34454	35511	35595	35653
	34455	35512	35596	35654
BOX 53	34456	35513	35597	35655
34405	34457	35514	35598	35656
34406	34459	35515	35599	35657
34407	34462	35516		35659
34408	34470	35517	BOX 57	35661
34409	34471	35521	35600	35662
34410	34477	35522	35601	35663
34411	34478	35524	35602	35665
34412	34479	35534	35603	35668
34413	34480	35535	35605	35669
34415	34481	35536	35608	35670
34416	34482		35609	35671
34417	34483	BOX 56	35610	35673
34419	34484	35537	35612	35674
34420	34485	35538	35613	35676
34421	34486	35539	35614	35677
34422	34487	35540	35615	35678
34423	34488	35541	35616	35679
34424	34489	35546	35617	35680
34425	34490	35549	35618	35681
34426	34491	35551	35619	35682
34427	34492	35552	35620	35683
34428	34493	35553	35621	35684
34431	34494	35558	35622	35685
34432		35559	35624	35686
34436	BOX 55	35560	35626	35687
34437	34495	35561	35627	35688
34438	34496	35571	35631	35689
34439	34497	35574	35634	

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BOX 59

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Court Circuit	PAGE 1	<i>[Handwritten Signature]</i>
County St. Mary's Date 11-8-2010		5300

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 1) See attached list	2330 Sec. IV	Item 1 A&B	1-1994- 1-1994	1	12/4/10	Shred-It
	Criminal Case Files (Box 2) See attached list	2330 Sec. IV	Item 1 A&B	1-1994- 2-1994	1	12/14/10	"
	Criminal Case Files (Box 3) See attached list	2330 Sec. IV	Item 1 A&B	2-1994 3-1994	1	12/14/10	"
	Criminal Case Files (Box 4) See attached list	2330 Sec. IV	Item 1 A&B	3-1994- 3-1994	1	12/14/10	"
	Criminal Case Files (Box 5) See attached list	2330 Sec. IV	Item 1 A&B	3-1994- 4-1994	1	12/14/10	"

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Date
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Title

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Court	Circuit	PAGE 2	5300
County	St. Mary's		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 6)	2330	Sec. IV	3-1194-	1	12/14/10	Shred-TT
	See attached list	Item 1	A&B	5-1994			
	Criminal Case Files (Box 7)	2330	Sec. IV	5-1994-	1	12/14/10	"
	See attached list	Item 1	A&B	6-1994			
	Criminal Case Files (Box 8)	2330	Sec. IV	6-1994-	1	12/14/10	"
	See attached list	Item 1	A&B	6-1994			
	Criminal Case Files (Box 9)	2330	Sec. IV	6-1994-	1	12/14/10	"
	See attached list	Item 1	A&B	7-1994			
	Criminal Case Files (Box 10)	2330	Sec. IV	7-1994-	1	12/14/10	"
	See attached list	Item 1	A&B	8-1994			

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Court <u>Circuit</u>	PAGE 3	
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 11)	2330 Sec. IV		8-1994-	1	12/4/10	Shred-IT
	See attached list	Item 1 A&B		9-1994			
	Criminal Case Files (Box 12)	2330 Sec. IV		9-1994-	1	12/4/10	"
	See attached list	Item 1 A&B		9-1994			
	Criminal Case Files (Box 13)	2330 Sec. IV		9-1994-	1	12/4/10	"
	See attached list	Item 1 A&B		10-1994			
	Criminal Case Files (Box 14)	2330 Sec. IV		10-1994-	1	12/4/10	"
	See attached list	Item 1 A&B		11-1994			
	Criminal Case Files (Box 15)	2330 Sec. IV		11-1994-	1	12/4/10	"
	See attached list	Item 1 A&B		12-1994			

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 16)	2330 Sec. IV	Item 1 A&B	12-1994-	1	12/4/10	Shred-It
	See attached list			1-1995			
	Criminal Case Files (Box 17)	2330 Sec. IV	Item 1 A&B	1-1995-	1	"	"
	See attached list			2-1995			
	Criminal Case Files (Box 18)	2330 Sec. IV	Item 1 A&B	2-1995-	1	"	"
	See attached list			2-1995			
	Criminal Case Files (Box 19)	2330 Sec. IV	Item 1 A&B	2-1995-	1	"	"
	See attached list			3-1995			
	Criminal Case Files (Box 20)	2330 Sec. IV	Item 1 A&B	3-1995-	1	"	"
	See attached list			4-1995			

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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 21) See attached list	2330	Sec. IV Item 1 A&B	4-1995- 5-1995	1	<i>12/14/10</i>	<i>Mixed-IT</i>
	Criminal Case Files (Box 22) See attached list	2330	Sec. IV; Item 1 A&B	5-1995- 5-1995	1	"	"
	Criminal Case Files (Box 23) See attached list	2330	Sec. IV Item 1 A&B	5-1995- 6-1995	1	"	"
	Criminal Case Files (Box 24) See attached list	2330	Sec. IV Item 1 A&B	6-1995- 7-1995	1	"	"
	Criminal Case Files (Box 25) See attached list	2330	Sec. IV Item 1 A&B	7-1995- 8-1995	1	"	"

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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 26) See attached list	2330	Sec. IV Item 1 A&B	8-1995- 8-1995	1	12-14-10	Shred-It
	Criminal Case Files (Box 27) See attached list	2330	Sec. IV Item 1 A&B	8-1995- 9-1995	1	"	"
	Criminal Case Files (Box 28) See attached list	2330	Sec. IV Item 1 A&B	10-1995- 11-1995	1	"	"
	Criminal Case Files (Box 29) See attached list	2330	Sec. IV Item 1 A&B	11-1995- 12-1995	1	"	"
	Criminal Case Files (Box 30) See attached list	2330	Sec. IV Item 1 A&B	12-1995- 1-1996	1	"	"

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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 31) See attached list	2330 Sec. IV	Item 1 A&B	1-1996 2-1996	1	12/4/10	Shred-It
	Criminal Case Files (Box 32) See attached list	2330 Sec. IV	Item 1 A&B	2-1996- 3-1996	1	"	"
	Criminal Case Files (Box 33) See attached list	2330 Sec. IV	Item 1 A&B	3-1996- 4-1996	1	"	"
	Criminal Case Files (Box 34) See attached list	2330 Sec. IV	Item 1 A&B	4-1996- 5-1996	1	"	"
	Criminal Case Files (Box 35) See attached list	2330 Sec. IV	Item 1 A&B	5-1996- 6-1996	1	"	"

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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 36) See attached list	2330	Sec. IV Item 1 A&B	6-1996- 7-1996	1	12/14/10	Shred-IT
	Criminal Case Files (Box 37) See attached list	2330	Sec IV Item 1 A&B	7-1996- 8-1996	1	"	"
	Criminal Case Files (Box 38) See attached list	2330	Sec. IV Item 1 A&B	8-1996- 8 1996	1	"	"
	Criminal Case Files (Box 39) See attached list	2330	Sec. IV Item 1 A&B	8-1996- 9-1996	1	"	"
	Criminal Case Files (Box 40) See attached list	2330	Sec. IV Item 1 A&B	9-1996- 10-1996	1	"	"

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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 41) See attached list	2330 Sec. IV	Item 1 A&B	10-1996- 10-1996	1	<i>12/17/10</i>	<i>Shred-T</i>
	Criminal Case Files (Box 42) See attached list	2330 Sec. IV	Item 1 A&B	10-1996- 11-1996	1	"	"
	Criminal Case Files (Box 43) See attached list	2330 Sec. IV	Item 1 A&B	11-1996- 12-1996	1	"	"
	Criminal Case Files (Box 44) See attached list	2330 Sec. IV	Item 1 A&B	12-1996- 2-1996	1	"	"
	Criminal Case Files (Box 45) See attached list	2330 Sec. IV	Item 1 A&B	1-1997- 2-1997	1	"	"

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Case Files (Box 46) See attached list	2330 Sec. IV	Item 1 A&B	1-1997- 2-1997	1	<i>12-14-10</i>	<i>Shred. It</i>
	Criminal Case Files (Box 47) See attached list	2330 Sec. IV	Item 1 A&B	2-1997- 2-1997	1	"	"
	Criminal Case Files (Box 48) See attached list	2330 Sec. IV	Item 1 A&B	2-1997- 3-1997	1	"	"
	Criminal Case Files (Box 49) See attached list	2330 Sec. IV	Item 1 A&B	3-1997- 4-1997	1	"	"
	Criminal Case Files (Box 50) See attached list	2330 Sec. IV	Item 1 A&B	4-1997- 5-1997	1	"	"

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Search Warrants (Box 51)	2330	IV-3	1-11-1994- 10-4-1994 1-1-1995- 4-24-1995 2-1-1991- 13-13-1991 1-21-1993- 6-8-1993 3-1-1997- 6-10-1997	1	12/14/10	Shred-Ft
	Search Warrants (Box 52)	2330	IV-3		1	12/14/10	"
	9-7-1995- 12-31-1995	12-1-1996	- 2-28-1997				
	10-4-1994- 12-31-1994	1-1-1996	- 4-30-1996				
	6-17-1993 - 12-30-1993	5-1-1996	- 11-30-1996				

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I JAN - 3 2011

WE RECYCLE

CERTIFICATE REFERS TO INVOICE NO.:

32735594

SHRED-IT USA / DC METRO AREA
850 EAST GUDE DRIVE, SUITE H
ROCKVILLE, MD 20850
PHONE 301-315-0070

DATE:

12/14/2010

PURGE

SERVICE LOCATION:

BILLED TO:

CLERK OF CIRCUIT COURT
41605 COURTHOUSE DR
NO FUEL SURCHARGE
LEONARDTOWN, MD 20650

This is to certify that Shred-it destroyed confidential information
for the above mentioned company by

TRUCK NO.:

TRUCK NO.:

TOTAL TIME:

HRS.:

MIN.:

CUSTOMER SERVICE REP.:

CLIENT:
PRINT CUSTOMER'S
NAME:

Handwritten signature
Construction



This year, through Shred-it's
recycling program, your firm
has saved **68** trees from destruction.



CERTIFICATE OF DESTRUCTION

THANK YOU FOR
YOUR BUSINESS.



SECURING YOUR OFFICE
AND THE ENVIRONMENT



JAN - 3 2011



INVOICE
 SHRED-IT USA / DC METRO AREA
 850 EAST GUDE DRIVE, SUITE H
 ROCKVILLE, MD 20850
 PHONE 301-315-0070

INVOICE NO.: 32735594
 DATE: 12/14/2010
 PURGE*

TO: CLERK OF CIRCUIT COURT
 41605 COURTHOUSE DR
 NO FUEL SURCHARGE
 LEONARDTOWN, MD 20650

BILL TO:

TAX ID 98-0157899

DESTRUCTION DECLARATION

ON THE DATE SHOWN, DESIGNATED CONFIDENTIAL DATA WAS SHREDDED AND DESTROYED AS PER CUSTOMER'S INSTRUCTIONS.

TRUCK NO.: 1144 TRUCK NO.: TOTAL TIME HRS. MIN.
 TIME IN: TIME IN: CLIENT SIGNATURE
 TIME OUT: TIME OUT: SIGNATURE
 CUSTOMER SERVICE REP.: [Signature]

ACCOUNT NO. 3210936	TERMS NET 30 DAYS, 1% PER MONTH ON OVERDUE ACCOUNTS	PURCHASE ORDER NO.	
WE RECYCLE THIS YEAR, THROUGH SHRED-IT'S SHREDDING AND RECYCLING PROGRAM, YOUR FIRM HAS SAVED 68 TREES FROM DESTRUCTION. THANK YOU FOR YOUR BUSINESS	ITEM	RATE	AMOUNT
	Per Minute	3.33	\$203.13
	TAX %		
	TOTAL CHARGES		

CUSTOMER INFORMATION SUMMARY

ZONE: Terr: 16 Route: MDSouth

X/S- **LEAVE PINK & YELLOW ON SITE****

Min Charge: 60.00

INVOICE NO.: 32 735594
 REF. NO.: 3210936
 DATE: 12/14/2010

SALES PERSON: CLERK OF CIRCUIT COURT
 COMPANY NAME: TRACY CANTRELL
 CONTACT: EVELYN ARNOLD

PH: 301-475-7844
 PH: 301-475-4658

ALTERNATE:
 SERVICE REQUIRED:
 CUST. TYPE:
 EST. HOURS: 86 - MINS
 SITE DIRECTIONS:

OFFICE HOURS: 9:00AM-4:00PM ENTRANCE:

LOCATION OF CONSOLES:
 1 CONSOLE/JOAN WILLIAN OFFICE
 2 CONSOLE/REAR CIVIL SECTION
 1 CONSOLE/JURY DEPT
 2 CONSOLE/LICENSE & LAND RECOR
 OAK
 GRY
 BIN
 L.P.
 S.P.

SERVICE PROMISED: # Of Consoles 0

SPECIAL INSTRUCTIONS:

LEAVE PINK & YELLOW INVOICES AND THE CERTIFICATE OF DESTRUCTION ON SITECALL HR AHEAD OF TIME**
 ***Per TRACY **MUST MUST GET SIGNATURE** FROM ANYONE AVAILABLE IN CLERKS OFFICE!!!!!!**
 SEE TRACI SHRED 52 BOXES



01023-3-2010
1 JAN 1

[Faint, illegible handwritten marks]