

4563

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

D.C. Cert. 3-4-F-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2004			
	Certificates of Deposit	V	1 C.		5	1/5/09 ↓	Shred
	Closed Transcript Records		1 C.		1		
	Closed Deferred Payment Records		1 C.		1.5		
	Commissioner Daily Transmittals		1 C.		1.5		
	Court Fund Receipts and Ledger Cards		1 C.		2		
	Satisfied Bad Checks		1 C.		.5		
	Purchase Orders & Receiving Reports		1 C.		1		
	Statistical Report		1 C.		1		
	Auditors Receipt Copies		1 C.		.5		
	Refund Request Forms		1 C.		1		
	Petty Cash Reimbursements		1 C.		.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

Edward J. Gorman

State Archivist

Lynda Justice
Signature of Court Official

Adm Clerk
Title

1/5/09
Date

MAR 20 1954

2054

4563

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

D.C. Cert. 3-4-F-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2004		1/15/09	Shred
	Certificates of Deposit	V	1 C.		5	↓	
	Closed Transcript Records		1 C.		1		
	Closed Deferred Payment Records		1 C.		1.5		
	Commissioner Daily Transmittals		1 C.		1.5		
	Court Fund Receipts and Ledger Cards		1 C.		2		
	Satisfied Bad Checks		1 C.		.5		
	Purchase Orders & Receiving Reports		1 C.		1		
	Statistical Report		1 C.		1		
	Auditors Receipt Copies		1 C.		.5		
	Refund Request Forms		1 C.		1		
	Petty Cash Reimbursements		1 C.		.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official

[Signature]

Title

1/15/09

Date

MAR 2 1954

2W9

4563

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

D.C. Cert. 3-4-F-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2004			
	Certificates of Deposit	V	1 C.		5	1/5/09 ↓	shred
	Closed Transcript Records		1 C.		1		
	Closed Deferred Payment Records		1 C.		1.5		
	Commissioner Daily Transmittals		1 C.		1.5		
	Court Fund Receipts and Ledger Cards		1 C.		2		
	Satisfied Bad Checks		1 C.		.5		
	Purchase Orders & Receiving Reports		1 C.		1		
	Statistical Report		1 C.		1		
	Auditors Receipt Copies		1 C.		.5		
	Refund Request Forms		1 C.		1		
	Petty Cash Reimbursements		1 C.		.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Adm Clerk
Title

1/5/09
Date

MAR 12 1964

209

4564

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

D.C. Cert. 3-4-CV-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only) <i>Retain dockets permanently</i>	2219 II	2, 3	2004	14	1/5/09	Shred
	Landlord/Tenant Cases	2219 II		2004	1	↓	
	Summary Ejectment Money Judgments	2219 II		1995	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1995	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1995	1		
	Management Reports	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08
Date

Edward C. Jumper
State Archivist

Lynda Justice
Signature of Court Official

Adm. Clerk
Title

1/5/09
Date

MR. S. S.

204

4564

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

D.C. Cert. 3-4-CV-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only) <i>Retain dockets permanently</i>	2219 II	2, 3	2004	14	1/5/09	shred
	Landlord/Tenant Cases	2219 II		2004	1	↓	
	Summary Ejectment Money Judgments	2219 II		1995	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1995	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1995	1		
	Management Reports	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

Edward C. Toppin

State Archivist

Lynda Justice

Signature of Court Official

Adm. Clerk

Title

1/5/09

Date

MAR 12 1964

209

4564

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

D.C. Cert. 3-4-CV-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only) <i>Retain dockets permanently</i>	2219 II	2, 3	2004	14	1/5/09	Shred
	Landlord/Tenant Cases	2219 II		2004	1	↓	
	Summary Ejectment Money Judgments	2219 II		1995	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1995	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1995	1		
	Management Reports	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official

[Signature]

Title

1/5/09

Date

MAR 2

1943

2W9

4565

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

D.C. Cert. 3-4-CR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL					9/25/08	Shred
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2004	12	↓	
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2004	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

22 Sep 08
Date

Edward A. Queenan
State Archivist

Grace Schuff
Signature of Court Official

Adm. Clerk
Title

9/25/08
Date

MAR 12 1964

209

4565

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

D.C. Cert. 3-4-CR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2004	12	9/25/08 ↓	Shred
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2004	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. Gorman
State Archivist

Grace G. Gorman
Signature of Court Official

Lynda Justice
Title

9/25/08
Date



209

4565

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

D.C. Cert. 3-4-CR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2004	12	9/25/08 ↓	shred
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2004	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

25 Sep 08
Date

Edward C. Gump
State Archivist

Grace Schuff
Signature of Court Official

Adm. Clerk
Title

9/25/08
Date

118. 2. 1

209

4566

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

D.C. Cert. 3-4-CR-2-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2004	1	9/25/08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward A. Gump
State Archivist

Lynda Justice
Signature of Court Official

Adm Clerk
Title

9/25/08
Date

209

MAR 2

4566

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

D.C. Cert. 3-4-CR-2-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2004	1	9/25/08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

State Archivist

Signature of Court Official

Title

Date

MAR 2

209

4566

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

D.C. Cert. 3-4-CR-2-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2004	1	9/25/08	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

State Archivist

Signature of Court Official

Title

9/25/08

Date

MAR 2 1979

4567

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

D.C. Cert. 3-4-MISC-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2004	6	9/25/08	shred
		II	2				
	CourtSmart Tag Reports & Logsheets	III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official

[Signature]

Title

9/25/08

Date

MAR 8

209

209

4567

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

D.C. Cert. 3-4-MISC-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2004	6	9/25/08	Shred
	CourtSmart Tag Reports & Logsheets	III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. Longman
State Archivist

Lynda Justice
Signature of Court Official

Adm Clerk
Title

9/25/08
Date

MAR 2 1964 2W9

4567

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

D.C. Cert. 3-4-MISC-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2004	6	9/25/08	shred
	CourtSmart Tag Reports & Logsheets	III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official

[Signature]

Title

9/25/08

Date

MAR 8 2019

4568

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

D.C. Cert. 3-4-TR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2004	1	9/25/08 ↓	Shred
	MISCELLANEOUS CORRESPONDENCE			2004	3		
	BATCH ENVELOPES			2004	6		
	CLOSED TRAFFIC FILES			2004	8		
	CLOSED NONMATS CITATIONS			2004	1		
	CLOSED CITIZEN ARRESTS			2004	1		
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. Gump
State Archivist

Lynda Justice
Signature of Court Official

Adm Clerk
Title

9/25/08
Date

MAR 2: [REDACTED]

2W9

4568

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

D.C. Cert. 3-4-TR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2004	1	9/25/08	Shred
	MISCELLANEOUS CORRESPONDENCE			2004	3	↓	
	BATCH ENVELOPES			2004	6		
	CLOSED TRAFFIC FILES			2004	8		
	CLOSED NONMATS CITATIONS			2004	1		
	CLOSED CITIZEN ARRESTS			2004	1		
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. J. [Signature]

State Archivist

Lynda Justice [Signature]

Signature of Court Official

Adm. Clerk [Signature]

Title

9/25/08

Date

MAR 2

1949

ZW 4

4568

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

D.C. Cert. 3-4-TR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2004	1	9/25/08 ↓	Shred
	MISCELLANEOUS CORRESPONDENCE			2004	3		
	BATCH ENVELOPES			2004	6		
	CLOSED TRAFFIC FILES			2004	8		
	CLOSED NONMATS CITATIONS			2004	1		
	CLOSED CITIZEN ARRESTS			2004	1		
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. Gump

State Archivist

Grace [Signature]

Signature of Court Official

Lynda Justice

Title

9/25/08

Date

MAR



2059

1081
4840

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Queen Anne's County

11/17/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention	Item				
1	Court Calendars - Assignment Notice Sheets 1996- July 1, 2005 2009 JAN -8 PM 2:12 QUEEN ANNE'S COUNTY	Schedule 2330	Sec. I No. 2	1996-July 1, 2005	2.5 cubic feet	4/24/09	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08
Date

Edward C. [Signature]
State Archivist

[Signature]
Signature of Court Official
Title
4/24/09
Date

APR 28 — 709



The Circuit Court for Queen Anne's County

Katherine B. Hager
CHIEF DEPUTY

SCOTT MacGLASHAN
CLERK OF COURT
100 Court House Square
Centreville, Maryland 21617
410-758-1773
1-800-987-7591

DAWN C. NOCK
LAND RECORDS & LICENSING
SUPERVISOR

Irene J. Stiller
JUDICIAL SUPERVISOR

Memorandum

To: State Records Management Center

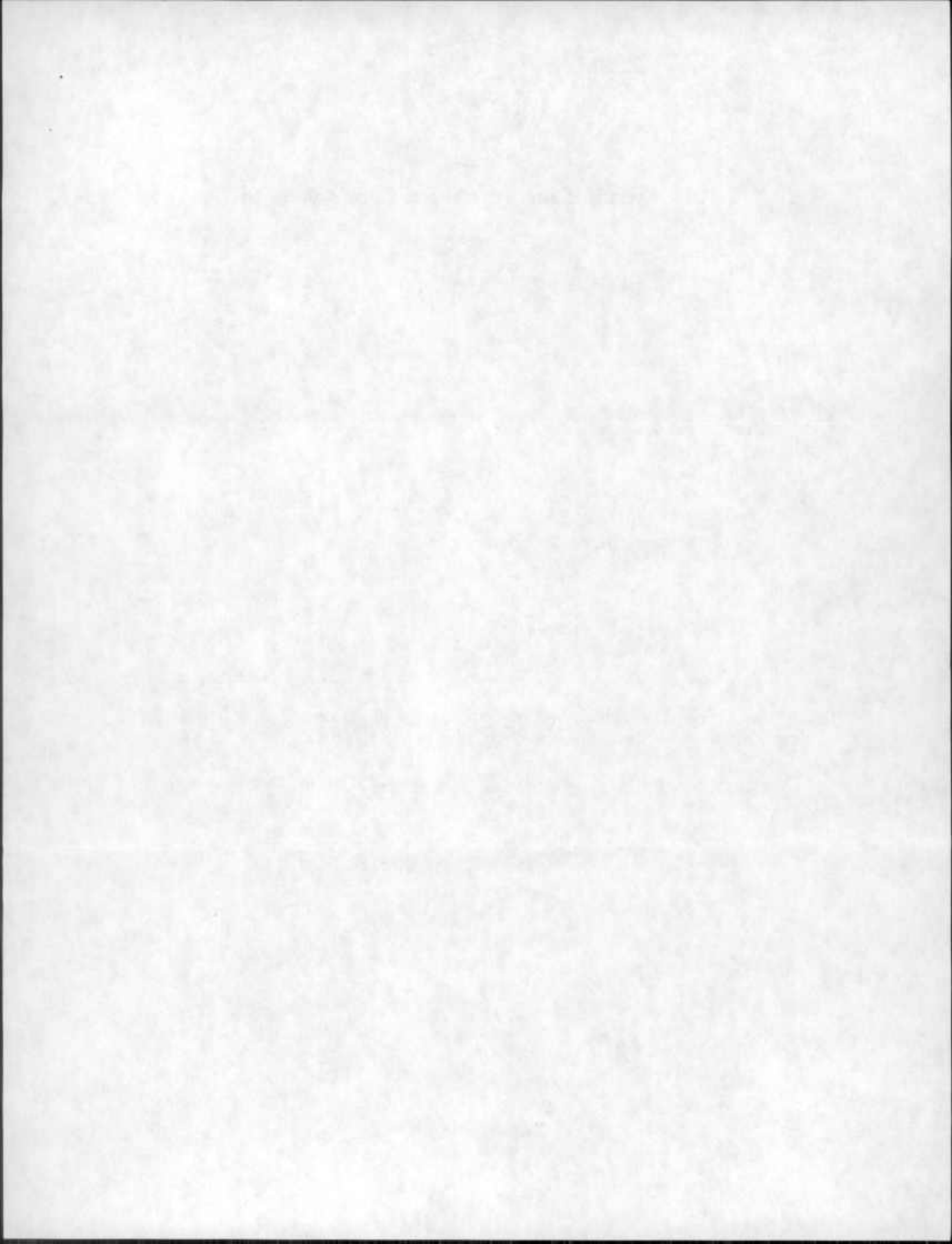
From: Katherine Hager, Chief Deputy Clerk

Date: April 24, 2009

Subject: Destruction Certificate for #4840

Enclosed, please find the Certificate #4840 showing the destruction of the Court Calendar - Assignment Notice Sheets, 1996 to July 1, 2005.

Please contact me at 410-758-1773, ext. 122 if you have any questions.

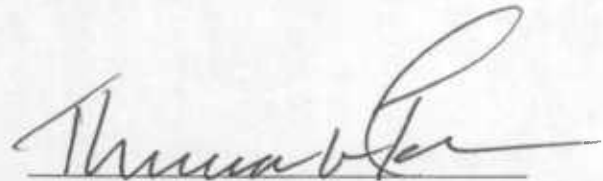


THE CIRCUIT COURT FOR QUEEN ANNE'S COUNTY

ADMINISTRATIVE ORDER 09-01

Record Retention and Disposal

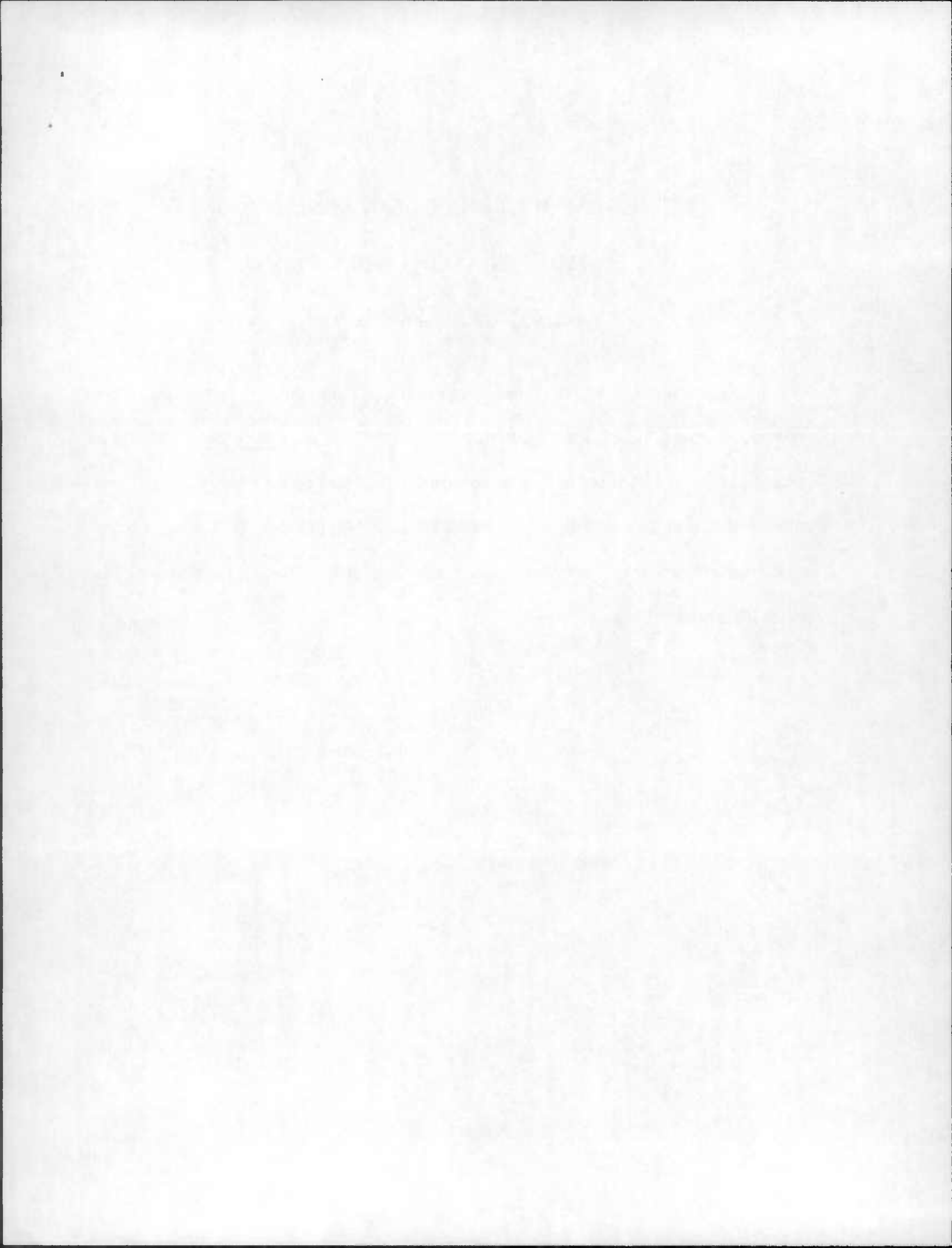
Pursuant to the Records Retention and Disposal Schedule for the Circuit Courts of Maryland, Number 2330, it is hereby **ORDERED**, this 26 day of January, 2009, that the Clerk of this Court is authorized to destroy the records series listed on the attached Proposal and Certificate of Records Destruction (#4837, #4840, #4841, #4842, #4843, #4844) in accordance with the regulations of the Department of General Services, Hall of Records Commission, Records Management Division.



Thomas G. Ross,
County Administrative Judge

Date: 1/26/09

2009 JAN 27 AM 8:36
QUEEN ANNE'S COUNTY



4880

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

D.C. Cert. 3-4-F-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2005		5-6-09	Shredded
	Certificates of Deposit	V	1 c		5	↓	↓
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		
	Cash Register Back-up Diskettes			2004, 2005, 2006	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

County Clerk
Title

5/6/09
Date

MAY 19

2009

4880

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

D.C. Cert. 3-4-F-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2005		5-6-09	Shredded
	Certificates of Deposit	V	1 c		5	↓	↓
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		
	Cash Register Back-up Diskettes			2004, 2005, 2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

26 Apr 09
Date

Edward C. J. [Signature]
State Archivist

Lynda Justice [Signature]
Signature of Court Official

County Clerk [Signature]
Title
5/6/09
Date

MAY 19 2009

4888

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

D.C. Cert. 3-4-F-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2005		5-6-09	Shredded
	Certificates of Deposit	V	1 c		5	↓	↓
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		
	Cash Register Back-up Diskettes			2004, 2005, 2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09
Date

Edward C. [Signature]
State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title

5/6/09
Date

MAY 19 2009

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

4881
D.C. Cert. 3-4-CV-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL					5-6-09	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	14	↓	↓
	Landlord/Tenant Cases	2219 II		2005	1	↓	↓
	Summary Ejectment Money Judgments	2219 II		1996	1	↓	↓
	Domestic Violence Cases (stripped material only)	2219 III	2	1996	1	↓	↓
	Emergency Evaluations (stripped material only)	2219 III	2	1996	1	↓	↓
	Management Reports	2219 I	1d	2005	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09

Date

Edward C. Joseph

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/6/09

Date

MAY 19 2009

4881

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

D.C. Cert. 3-4-CV-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL					5-6-09	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	14	↓	↓
	Landlord/Tenant Cases	2219 II		2005	1		
	Summary Ejectment Money Judgments	2219 II		1996	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1996	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1996	1		
	Management Reports	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09
Date

Edward C. [Signature]

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/6/09

Date

MAY 19 2009

4881

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

D.C. Cert. 3-4-CV-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL					5-6-09	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	14	↓	↓
	Landlord/Tenant Cases	2219 II		2005	1		
	Summary Ejectment Money Judgments	2219 II		1996	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1996	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1996	1		
	Management Reports	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09

Date

State Archivist

Signature of Court Official

County Clerk
Title

5/6/09

Date

MAY 19 2009

4882

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

D.C. Cert. 3-4-CR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL					5-6-09	Shredded
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2005	18	↓	↓
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2005	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. Openfer
State Archivist

Lynda Justice County Clerk 5/6/09
Signature of Court Official Title Date

MAY 19 - 2009

4882

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

D.C. Cert. 3-4-CR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2005	18	5-6-09	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2005	2	↓	↓
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2005	1	↓	↓
	MANAGEMENT REPORTS	2219 I	1d	2005	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

Edward J. Queenan

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/6/09

Date

MAY 19 2009

4882

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

D.C. Cert. 3-4-CR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2005	18	5-6-09	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2005	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

Edward C. [Signature]

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/6/09

Date

MAY 19 ~~2005~~ 2005

4883

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

D.C. Cert. 3-4-CR-2-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2005	1	5-6-09	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. Tompkins
State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title

5/6/09
Date

MAY 19 2009

4883

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

D.C. Cert. 3-4-CR-2-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

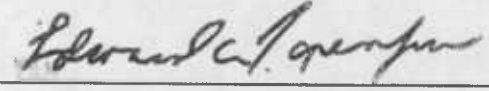
DATE

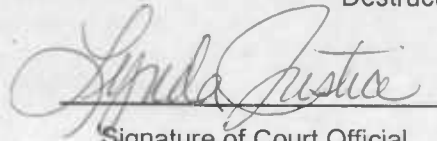
CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2005	1	5-6-09	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09 
Date State Archivist

 County Clerk 5-6-09
Signature of Court Official Title Date

MAY 19 2009

4883

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

D.C. Cert. 3-4-CR-2-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2005	1	5-6-09	<i>Shredded</i>

Destruction Approved by Hall of Records Commission

Destruction Certification


30 mar 09
Date

Edward C. Tompkins
State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title

5/6/09
Date

MAY 19  2009

4884

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

D.C. Cert. 3-4-MISC-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2005	6	5-6-09	Shredded
	CourtSmart Tag Reports & Logsheets	II	2			↓	↓
		III	2	2005	1		
		IV	2				
	Electronic Recordings for the period of <u>Nov. 7-11, 2005</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. Tegen
State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title

5/6/09
Date

MAY 19

2009

4884

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

D.C. Cert. 3-4-MISC-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2005	6	5-6-09	Shredded
	CourtSmart Tag Reports & Logsheets	II	2			↓	↓
		III	2	2005	1		
		IV	2				
	Electronic Recordings for the period of <u>Nov. 7-11, 2005</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

Edward C. [Signature]

State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title

5/6/09
Date

MAY 19

2009

2009

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

4884
 D.C. Cert. 3-4-MISC-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2005	6	5-6-09	Shredded
	CourtSmart Tag Reports & Logsheets	II	2			↓	↓
		III	2	2005	1		
		IV	2				
	Electronic Recordings for the period of <u>Nov. 7-11, 2005</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09

Date

Edward A. [Signature]

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/6/09

Date

MAY 19 2005

4885

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

D.C. Cert. 3-4-TR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC					5-6-09	Shredded
	TRANSMITTALS	2219 IV	2 a&b	2005	1	↓	↓
	MISCELLANEOUS CORRESPONDENCE			2005	3		
	BATCH ENVELOPES			2005	6		
	CLOSED TRAFFIC FILES			2005	8		
	CLOSED NONMATS CITATIONS			2005	1		
	CLOSED CITIZEN ARRESTS			2005	1		
	CLOSED PARKING CITATION			2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

Edward C. Queenan

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/6/09

Date

MAY 19 2009

4885

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

D.C. Cert. 3-4-TR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2005	1	5-6-09	Shredded
	MISCELLANEOUS CORRESPONDENCE			2005	3	↓	↓
	BATCH ENVELOPES			2005	6		
	CLOSED TRAFFIC FILES			2005	8		
	CLOSED NONMATS CITATIONS			2005	1		
	CLOSED CITIZEN ARRESTS			2005	1		
	CLOSED PARKING CITATION			2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09
Date

Edward C. Longenecker
State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title
5/6/09
Date

MAY 19 — 2009

4885

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

D.C. Cert. 3-4-TR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2009

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2005	1	5-6-09 ↓	Shredded ↓
	MISCELLANEOUS CORRESPONDENCE			2005	3		
	BATCH ENVELOPES			2005	6		
	CLOSED TRAFFIC FILES			2005	8		
	CLOSED NONMATS CITATIONS			2005	1		
	CLOSED CITIZEN ARRESTS			2005	1		
	CLOSED PARKING CITATION			2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

Edward C. Tompkins

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/6/09

Date

MAY 19  209

5085

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

D.C. Cert. 3-4-F-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2006		5-14-10	Shredded
	Certificates of Deposit	V	1 c		5	↓	
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.5		
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		1 c		1		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.5		
	Cash Register Back up Diskettes		1 c	2007	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date
Edward A. Openfer
State Archivist

Lynda Justice County Clerk 5/14/10
Signature of Court Official Title Date

JUN - 4 2010

5085

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

D.C. Cert. 3-4-F-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)		
		Retention Sched. No.	Item No.						
	ACCOUNTING RECORDS	2219		2006		5-14-10	Shredded		
	Certificates of Deposit	V	1 c		5	↓	↓		
	Closed Transcript Records		1 c		1				
	Closed Deferred Payment Records		1 c		1.5				
	Commissioner Daily Transmittals		1 c		1.5				
	Court Fund Receipts and Ledger Cards		1 c		2				
	Satisfied Bad Checks		1 c		.5				
	Purchase Orders & Receiving Reports		1 c		1				
	Statistical Report		1 c		1				
	Auditors Receipt Copies		1 c		.5				
	Refund Request Forms		1 c		1				
	Petty Cash Reimbursements		1 c		.5				
	Cash Register Back up Diskettes		1 c	2007	1			↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward C. [Signature]
State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title

5/14/10
Date

JUN - 4 2010

5086

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

D.C. Cert. 3-4-MISC-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2006	6	5-14-10 ↓	Shredded ↓
	CourtSmart Tag Reports & Logsheets	III	3	2006	1		
	Electronic Recordings for the period of <u>Dec. 4-8, 2006</u> will be retained permanently for archival purposes.	IV	2 a.b.				

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward C. Longman
State Archivist

Lynda Justice
Signature of Court Official

County Clerk
Title

5/14/10
Date

JUN - 4 2010

586

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

D.C. Cert. 3-4-MISC-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2006	6	5-14-10 ↓	Shredded ↓
	CourtSmart Tag Reports & Logsheets	III IV	3 2 a.b.	2006	1	↓	↓
	Electronic Recordings for the period of <u>Dec. 4-8, 2006</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. [Signature]

State Archivist

Lynda Justice County Clerk

Signature of Court Official

Title

5/14/10

Date

JUN - 4 2010

5087

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

D.C. Cert. 3-4-CR-2-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2006	1	5-14-10 ↓	<i>Shredded</i> ↓

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward C. Jopson
State Archivist

Lynda Justice County Clerk 5/14/10
Signature of Court Official Title Date

JUN - 4 2010

514315

5087

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

D.C. Cert. 3-4-CR-2-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2006	1	5-14-10 ↓	Shredded ↓

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. [Signature]

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/14/10

Date

JUN - 4 2010

5088

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

D.C. Cert. 3-4-CR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2006	18	5-14-10	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2006	2	↓	↓
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2006	1		
	MANAGEMENT REPORTS	2219 I	1d	2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. [Signature]

State Archivist

Lynda Justice
Signature of Court Official

County Clerk

Title

5/14/10

Date

JUN - 4 2010

5088

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

D.C. Cert. 3-4-CR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2006	18	5-14-10	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	1		
	MANAGEMENT REPORTS	2219 I	1d	2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. [Signature]

State Archivist

Lynda Justice

Signature of Court Official

County Clerk 5/14/10

Title

Date

JUN - 4 2010

5089

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

D.C. Cert. 3-4-CV-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2006	14	5-14-10	Shredded
	Landlord/Tenant Cases	2219 II	2	2006	1		
	Summary Ejectment Money Judgments	2219 II	2, 3	1997	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1997	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1997	1		
	Management Reports	2219 I	1d	2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10

Date

Edward C. [Signature]

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

File

5/14/10

Date

JUN - 4 2010

5089

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

D.C. Cert. 3-4-CV-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL					5-14-10	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2	2006	14	↓	↓
	Landlord/Tenant Cases	2219 II	2	2006	1	↓	↓
	Summary Ejectment Money Judgments	2219 II	2, 3	1997	1	↓	↓
	Domestic Violence Cases (stripped material only)	2219 III	2	1997	1	↓	↓
	Emergency Evaluations (stripped material only)	2219 III	2	1997	1	↓	↓
	Management Reports	2219 I	1d	2006	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10

Date

Richard C. Thompson

State Archivist

Lynda Justice County Clerk 5/14/10

Signature of Court Official

Title

Date

JUN - 4 2010

5090

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

D.C. Cert. 3-4-TR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC					5-14-10	Shredded
	TRANSMITTALS	2219 IV	2 a&b	2006	1	↓	↓
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2006	3	↓	↓
	BATCH ENVELOPES	↓	↓	2006	6	↓	↓
	CLOSED TRAFFIC FILES	↓	↓	2006	8	↓	↓
	CLOSED NONMATS CITATIONS	↓	↓	2006	1	↓	↓
	CLOSED CITIZEN ARRESTS	↓	↓	2006	1	↓	↓
	CLOSED PARKING CITATION	↓	↓	2006	1	↓	↓
	MANAGEMENT REPORTS	2219 I	1d	2006	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward C. Igoe
State Archivist

Lynda Justice
Signature of Court Official

County Clerk 5/14/10
Title Date

JUN - 4 2010

5090

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

D.C. Cert. 3-4-TR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2010

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC					514-10	Shredded
	TRANSMITTALS	2219 IV	2 a&b	2006	1	↓	↓
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2006	3	↓	↓
	BATCH ENVELOPES	↓	↓	2006	6	↓	↓
	CLOSED TRAFFIC FILES	↓	↓	2006	8	↓	↓
	CLOSED NONMATS CITATIONS	↓	↓	2006	1	↓	↓
	CLOSED CITIZEN ARRESTS	↓	↓	2006	1	↓	↓
	CLOSED PARKING CITATION	↓	↓	2006	1	↓	↓
	MANAGEMENT REPORTS	2219 I	1d	2006	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. Longman

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

5/14/10

Date

JUN - 4 2018

4551

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

D.C. Cert. 3-2-F-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2004		3/10/2009	SHRED
	Certificates of Deposit	V	1C.		13	↓	↓
	Closed Transcript Records		1C.		1		
	Closed Deferred Payment Records		1C.		1.5		
	Commissioner Daily Transmittals		1C.		1.25		
	Court Fund Receipts and Ledger Cards		1C.		2		
	Satisfied Bad Checks		1C.		.5		
	Purchase Orders & Receiving Reports		1C.		.5		
	Statistical Report		1C.		1		
	Auditors Receipt Copies		1C.		.5		
	Refund Request Forms		1C.		1		
	Petty Cash Reimbursements		1C.		.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

Edward A. Toppo

State Archivist

Cheryl B. Miller

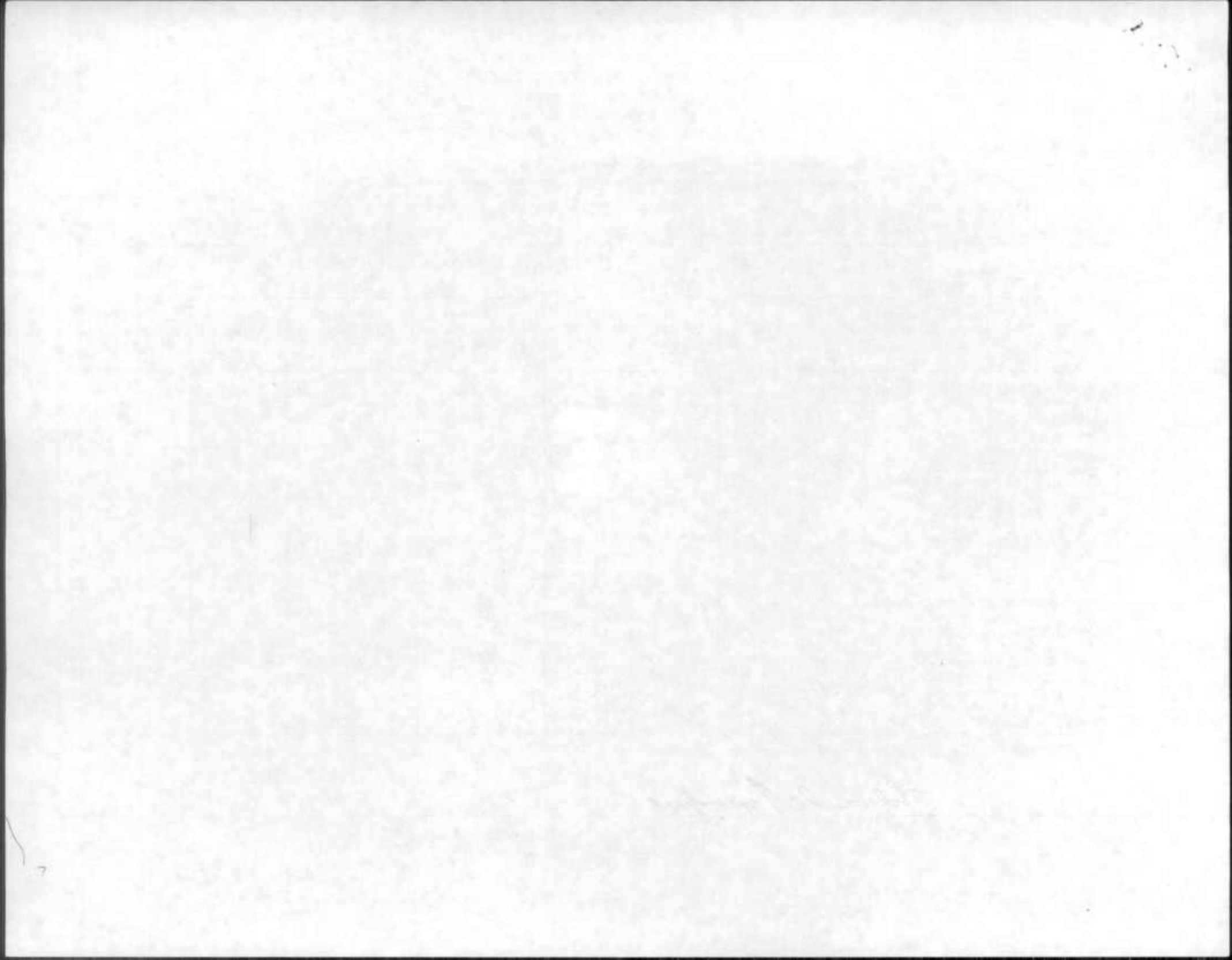
Signature of Court Official

County Clerk

Title

3/16/2009

Date



4551

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

D.C. Cert. 3-2-F-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2004		3/10/2009	SHRED
	Certificates of Deposit	V	1C.		13	↓	↓
	Closed Transcript Records		1C.		1		
	Closed Deferred Payment Records		1C.		1.5		
	Commissioner Daily Transmittals		1C.		1.25		
	Court Fund Receipts and Ledger Cards		1C.		2		
	Satisfied Bad Checks		1C.		.5		
	Purchase Orders & Receiving Reports		1C.		.5		
	Statistical Report		1C.		1		
	Auditors Receipt Copies		1C.		.5		
	Refund Request Forms		1C.		1		
	Petty Cash Reimbursements		1C.		.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

Edward A. [Signature]

State Archivist

Cheryl B. Miller [Signature]

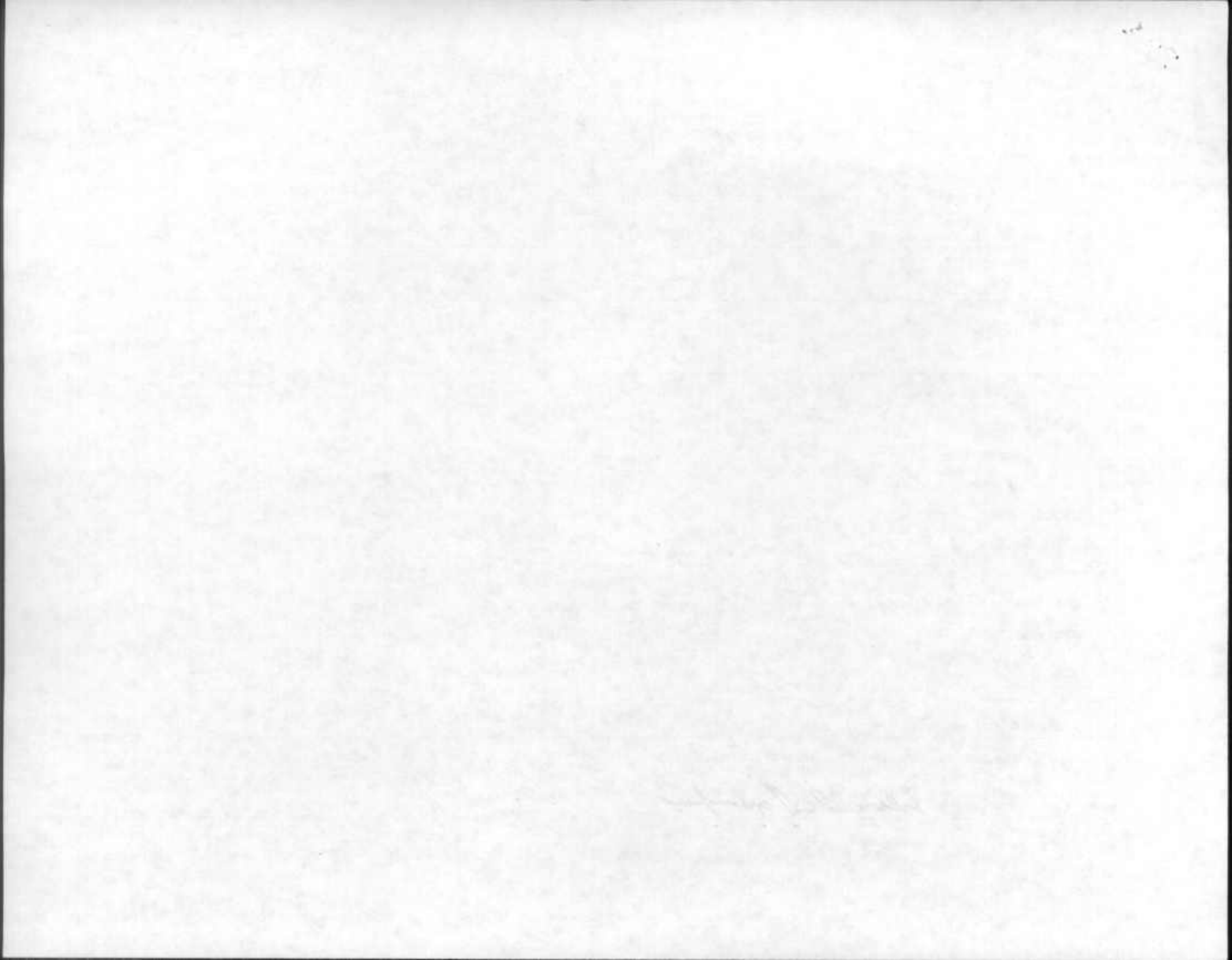
Signature of Court Official

County Clerk

Title

3/16/2009

Date



4551

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

D.C. Cert. 3-2-F-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2004		3/10/2009	SHRED
	Certificates of Deposit	V	1C.		13	↓	↓
	Closed Transcript Records		1C.		1		
	Closed Deferred Payment Records		1C.		1.5		
	Commissioner Daily Transmittals		1C.		1.25		
	Court Fund Receipts and Ledger Cards		1C.		2		
	Satisfied Bad Checks		1C.		.5		
	Purchase Orders & Receiving Reports		1C.		.5		
	Statistical Report		1C.		1		
	Auditors Receipt Copies		1C.		.5		
	Refund Request Forms		1C.		1		
	Petty Cash Reimbursements		1C.		.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08
Date

Edward C. Topp
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date

MAR 25

2019

4552

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

D.C. Cert. 3-2-CV-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL					3/10/2009	SHRED
	Civil Cases Closed (stripped material only) <i>Retain dockets permanently</i>	2219 II	2, 3	2004	30	↓	↓
	Landlord/Tenant Cases	2219 II		2004	3		
	Summary Ejectment Money Judgments	2219 II		1995	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1995	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1995	.5		
	Management Reports	2219 I	1d	2004	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

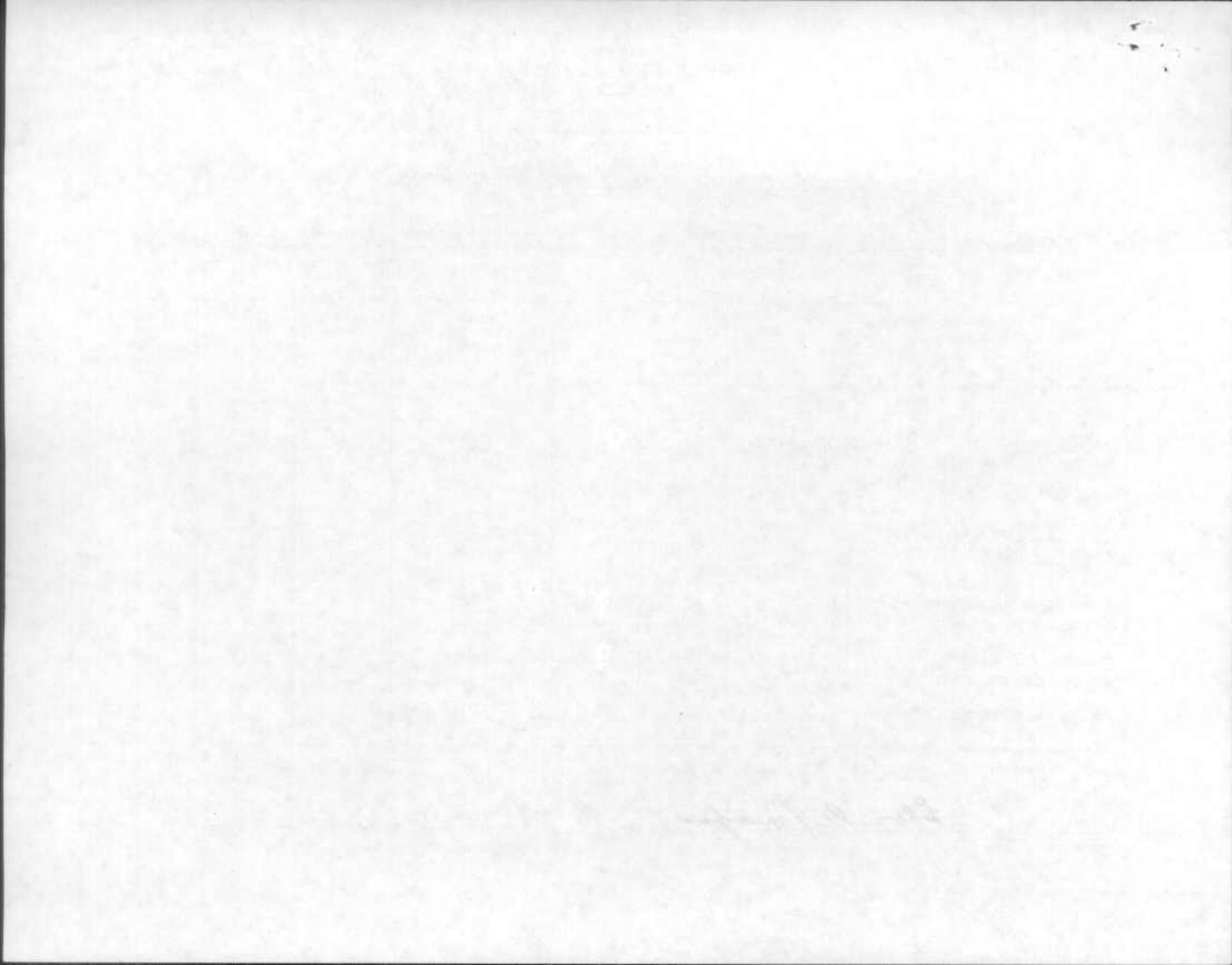
23 Dec 08
Date

Edward A. Gump
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date



4552

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

D.C. Cert. 3-2-CV-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL					3/10/2009	SHRED
	Civil Cases Closed (stripped material only) <i>retain dockets permanently</i>	2219 II	2, 3	2004	30	↓	↓
	Landlord/Tenant Cases	2219 II		2004	3		
	Summary Ejectment Money Judgments	2219 II		1995	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1995	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1995	.5		
	Management Reports	2219 I	1d	2004	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

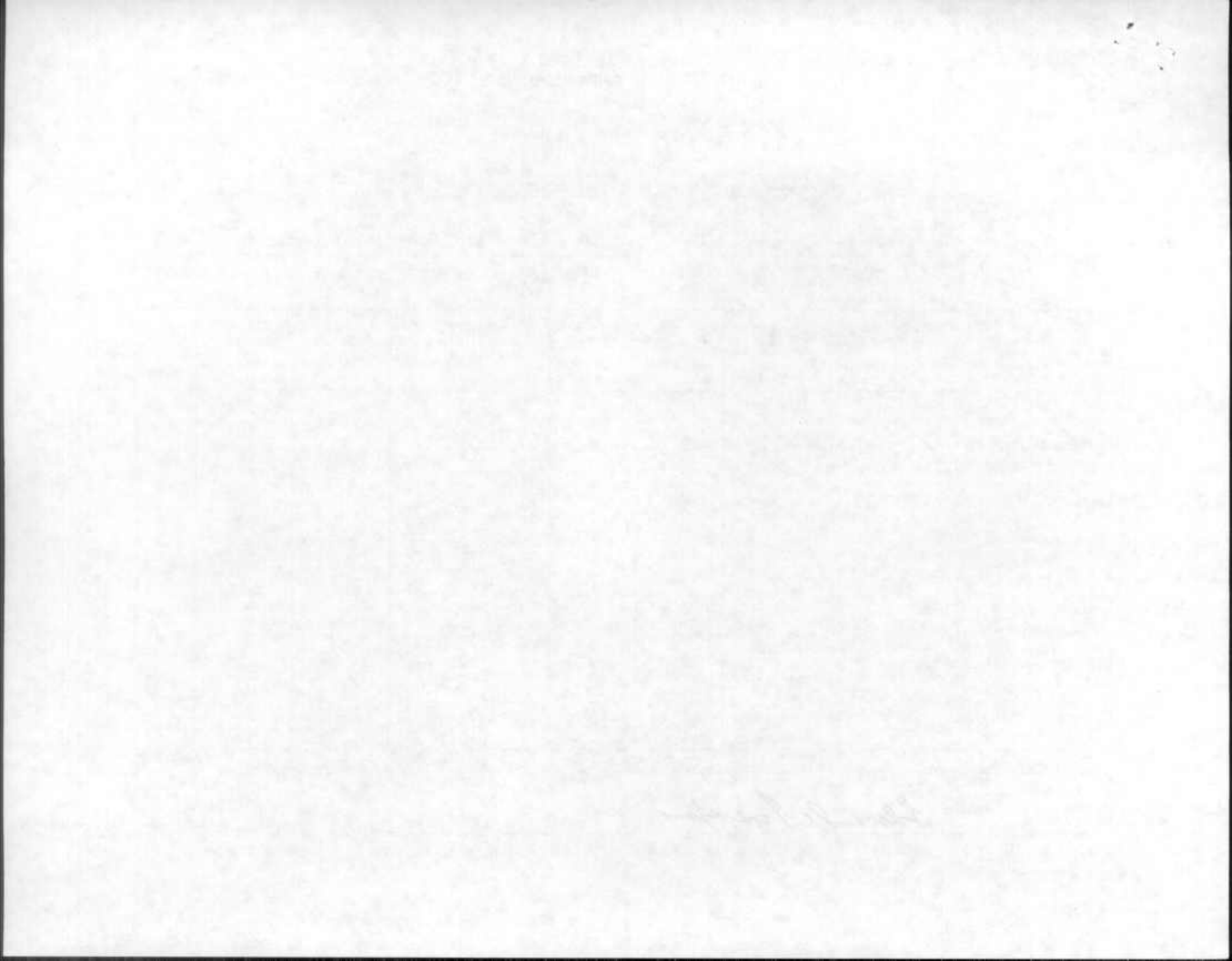
23 Dec 08
Date

Edward C. Jopson
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date



4552

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

D.C. Cert. 3-2-CV-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2004	30	3/10/2009 ↓	SHRED ↓
	Landlord/Tenant Cases	2219 II		2004	3		
	Summary Ejectment Money Judgments	2219 II		1995	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1995	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1995	.5		
	Management Reports	2219 I	1d	2004	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08
Date

Edward C. Loper
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date

MAR 25 2009

2009

4553

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

D.C. Cert. 3-2-CR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL					3/10/2009	Shred
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2004	42	↓	↓
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2004	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2004	3		
	Management Reports	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward A. Gorman
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date

Handwritten signature

4553

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

D.C. Cert. 3-2-CR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2004	42	3/10/2009	Shred
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2004	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2004	3		
	Management Reports	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

25 Sep 08

Edward C. [Signature]

Cheryl B. Miller

County Clerk

3/16/2009

Date

State Archivist

Signature of Court Official

Title

Date

Faint, illegible handwriting

4553

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

D.C. Cert. 3-2-CR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL					3/10/2009	Shred
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2004	42	↓	↓
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2004	2.5	↓	↓
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2004	3	↓	↓
	Management Reports	2219 I	1d	2004	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

3/16/2009

Date

MAR 25 2005

4554

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

D.C. Cert. 3-2-CR-2-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2004	2	3/10/2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward A. Gorman
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date

Handwritten signature

4554

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

D.C. Cert. 3-2-CR-2-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2004	2	3/16/2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. Joseph

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

3/16/2009

Date

Handwritten signature

4554

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

D.C. Cert. 3-2-CR-2-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2004	2	3/10/2009	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. J. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

3/16/2009

Date

MAR 25

2009

4355

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

D.C. Cert. 3-2-MISC-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2004	12	3/10/2009 ↓	Shred ↓
	CourtSmart Tag Reports & Logsheets	II	2				
		III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. J. [Signature]
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date



Faint, illegible handwriting or signature.

4555

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

D.C. Cert. 3-2-MISC-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2004	12	3/10/2009	Shred
	CourtSmart Tag Reports & Logsheets	II	2			↓	↓
		III	2				
		IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. Gump

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

3/16/2009

Date

10

Handwritten signature

4555

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

D.C. Cert. 3-2-MISC-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

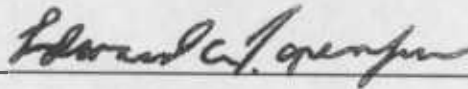
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)	
		Retention Sched. No.	Item No.					
	CourtSmart DVD's	2219		2004	12	3/10/2009	Shred	
		II	2					
	CourtSmart Tag Reports & Logsheets	III	2					
		IV	2					

Destruction Approved by Hall of Records Commission

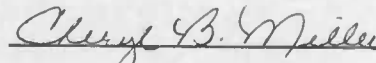
Destruction Certification

2 Sep 08

Date



State Archivist



Signature of Court Official

County Clerk

Title

3/16/2009

Date

MAR 25 1964

2064

4556

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

D.C. Cert. 3-2-TR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2004	2	3/16/2009	Shred
	MISCELLANEOUS CORRESPONDENCE			2004	7	↓	↓
	BATCH ENVELOPES			2004	10		
	CLOSED TRAFFIC FILES			2004	14		
	CLOSED NONMATS CITATIONS			2004	.5		
	CLOSED CITIZEN ARRESTS			2004	0		
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08
Date

Edward C. J. [Signature]
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

3/16/2009
Date

Handwritten signature

4556

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

D.C. Cert. 3-2-TR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2004	2	3/10/2009	Shred
	MISCELLANEOUS CORRESPONDENCE			2004	7		
	BATCH ENVELOPES			2004	10		
	CLOSED TRAFFIC FILES			2004	14		
	CLOSED NONMATS CITATIONS			2004	.5		
	CLOSED CITIZEN ARRESTS			2004	0		
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

State Archivist

Cheryl B. Miller County Clerk

Signature of Court Official

Title

3/10/2009

Date

[Faint, illegible handwriting]

4556

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

D.C. Cert. 3-2-TR-1-08

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2004	2	3/16/2009	Shred
	MISCELLANEOUS CORRESPONDENCE			2004	7	↓	↓
	BATCH ENVELOPES			2004	10		
	CLOSED TRAFFIC FILES			2004	14		
	CLOSED NONMATS CITATIONS			2004	.5		
	CLOSED CITIZEN ARRESTS			2004	0		
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

Edward C. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

COUNTY CLERK

Title

3/16/2009

Date

MAR 25 2009

4879

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

D.C. Cert. 3-2-TR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2005	2	8/26/09	Shredded
	MISCELLANEOUS CORRESPONDENCE			2005	7	↓	↓
	BATCH ENVELOPES			2005	10		
	CLOSED TRAFFIC FILES			2005	14		
	CLOSED NONMATS CITATIONS			2005	.5		
	CLOSED CITIZEN ARRESTS			2005	0		
	CLOSED PARKING CITATION			2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Edward C. Jumper

Date

State Archivist

Cheryl B. Miller

County Clerk

Signature of Court Official

Title

8/26/2009

Date

2009

2009

2009

4879

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

D.C. Cert. 3-2-TR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2005	2	8/26/09	Shredded
	MISCELLANEOUS CORRESPONDENCE			2005	7	↓	↓
	BATCH ENVELOPES			2005	10		
	CLOSED TRAFFIC FILES			2005	14		
	CLOSED NONMATS CITATIONS			2005	.5		
	CLOSED CITIZEN ARRESTS			2005	0		
	CLOSED PARKING CITATION			2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

County Clerk
Title

8/26/09
Date

2009

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

4879
 D.C. Cert. 3-2-TR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2005	2	8/26/09	Shredded
	MISCELLANEOUS CORRESPONDENCE			2005	7	↓	↓
	BATCH ENVELOPES			2005	10		
	CLOSED TRAFFIC FILES			2005	14		
	CLOSED NONMATS CITATIONS			2005	.5		
	CLOSED CITIZEN ARRESTS			2005	0		
	CLOSED PARKING CITATION			2005	1		
	MANAGEMENT REPORTS	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

Edward C. Cooper

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

8/26/2009

Date

~~SECRET~~ 2005

4878

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

D.C. Cert. 3-2-MISC-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2005	12	8/26/2009	Shredded
	CourtSmart Tag Reports & Logsheets	III	2	2005	2	8/26/09	shredded
	Electronic Recordings for the period of <u>Nov. 7-11, 2005</u> will be retained permanently for archival purposes.	IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward A. Green
State Archivist

Cheryl B. Miller
Signature of Court Official

COUNTY CLERK
Title

8/26/2009
Date

SEP 2009

2009

4878

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

D.C. Cert. 3-2-MISC-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2005	12	8/26/09	Shredded
	CourtSmart Tag Reports & Logsheets	III IV	2 2	2005	2	"	" "
	Electronic Recordings for the period of <u>Nov. 7-11, 2005</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. [Signature]
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

8/26/09
Date

SEP 4 2005

4878

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

D.C. Cert. 3-2-MISC-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2005	12	8/26/2009	Shredded
	CourtSmart Tag Reports & Logsheets	III IV	2 2	2005	2	8/26/09	shredded
	Electronic Recordings for the period of <u>Nov. 7-11, 2005</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

Edward A. Gump

State Archivist

Cheryl B. Miller COUNTY CLERK

Signature of Court Official

Title

8/26/2009

Date

SEP 2009

4877

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

D.C. Cert. 3-2-CR-2-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2005	2	8/26/09	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

30mar09

Date

Edward A. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

8/26/2009

Date

2009

Sec. 2-1-1

4877

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

D.C. Cert. 3-2-CR-2-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2005	2	8/26/09	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09
Date

Edward C. Topp
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

8/26/2009
Date

2019

254

4877

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

D.C. Cert. 3-2-CR-2-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2005	2	8/26/09	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09

Date

Edward C. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

COUNTY CLERK

Title

8/26/2009

Date

SEP 2005

4876

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

D.C. Cert. 3-2-CR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2005	50	8/26/09 ↓	Shredded ↓
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2005	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2005	3		
	Management Reports	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09

Date

Edward C. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

COUNTY CLERK

Title

8/26/2009

Date

205

4876

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

D.C. Cert. 3-2-CR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2005	50	8/26/09	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2005	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2005	3		
	Management Reports	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09

Edward C. Igo

Date

State Archivist

Cheryl B. Miller

County Clerk

Signature of Court Official

Title

8/26/2009

Date

SEP

2009

2009

4876

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

D.C. Cert. 3-2-CR-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2005	50	8/26/09	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV		2005	2.5	↓	↓
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2005	3		
	Management Reports	2219 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 MAR 09
Date

Edward A. [Signature]
State Archivist

Cheryl B. Miller
Signature of Court Official

COUNTY CLERK
Title

8/26/2009
Date

SEP 4 2009

4875

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

D.C. Cert. 3-2-CV-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	30	8/26/09 ↓	Shredded ↓
	Landlord/Tenant Cases	2219 II		2005	3		
	Summary Ejectment Money Judgments	2219 II		1996	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1996	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1996	.5		
	Management Reports	2219 I	1d	2005	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09

Date

Edward C. Joseph

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

8/26/2009

Date

SEP 2009

4875

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

D.C. Cert. 3-2-CV-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	30	8/26/09 ↓	Shredded ↓
	Landlord/Tenant Cases	2219 II		2005	3		
	Summary Ejectment Money Judgments	2219 II		1996	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1996	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1996	.5		
	Management Reports	2219 I	1d	2005	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09

Date

[Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

8/26/2009

Date

2009

4875

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

D.C. Cert. 3-2-CV-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	* Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	30	8/26/09 ↓	Shredded ↓
	Landlord/Tenant Cases	2219 II		2005	3		
	Summary Ejectment Money Judgments	2219 II		1996	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1996	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1996	.5		
	Management Reports	2219 I	1d	2005	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09

Date

[Signature]

State Archivist

[Signature]

Signature of Court Official

County Clerk

Title

8/26/2009

Date

5002
2009

4874

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

D.C. Cert. 3-2-F-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2005			
	Certificates of Deposit	V	1 c		13	8/26/09	Shredded
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.25		
	Cash Register Back-up Diskettes			2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09

Date

Edward C. Tompkins

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

8/26/2009

Date

SEP 2009

4874

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

D.C. Cert. 3-2-F-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2009 Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2005		8/26/09	Shredded
	Certificates of Deposit	V	1 c		13	↓	↓
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.25		
	Cash Register Back-up Diskettes			2006	1	↓	↓

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09
Date

Edward C. [Signature]
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

8/26/2009
Date

SEP 2009

4874

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

D.C. Cert. 3-2-F-1-09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2005			
	Certificates of Deposit	V	1 c		13	8/26/09 ↓	Shredded ↓
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.25		
	Cash Register Back-up Diskettes			2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

20 Apr 09

Date

Edward C. Thompson

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

8/26/2009

Date

2005

5154

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 Cecil County

23 February 2010

Accession 09A062

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.				
	2006 ACCOUNTING RECORDS FOR STORAGE ONLY Can be destroyed in 2010 Certificates of Deposit 01/03/06 - 02/09/06 Certificates of Deposit 02/10/06 - 03/21/06 Certificates of Deposit 03/22/06 - 04/28/06 Certificates of Deposit 05/01/06 - 06/09/06 Certificates of Deposit 06/12/06 - 07/19/06 Certificates of Deposit 07/20/06 - 08/31/06 Certificates of Deposit 09/01/06 - 10/10/06 Certificates of Deposit 10/11/06 - 11/20/06 Certificates of Deposit 11/21/06 - 12/29/06 Commissioner Release Lists 01/06 - 08/06 Commissioner Release Lists 09/06 - 12/06 DCA 2's GF Transaction Reports 01/06 - 12/06 Commissioner Cash Transmittals 01/06 - 12/06 Deferred Payments Check Requests Refund Requests Statistical Reports Closed Transcripts Vital Checks Local Revenue Reconciliations Closed N-Mats Bad Checks	2219	Sect V Item 1c	2006	15	MAR 11 2010	Landfill

Destruction Approved by Hall of Records Commission

Gary F. Cranford Destruction Certification

TH
 12 March 2010
 Date

Edward C. [Signature]
 State Archivist

[Signature]
 Supervisor, District Court Records
 Title

MAR 11 2010
 Date

MAR 17 2010

MAR 17 1

MAR 17 1

MA:

MAR 17 2010

5154

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 Cecil County

23 February 2010

Accession 09A062

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.				
	2006 ACCOUNTING RECORDS FOR STORAGE ONLY Can be destroyed in 2010 Certificates of Deposit 01/03/06 - 02/09/06 Certificates of Deposit 02/10/06 - 03/21/06 Certificates of Deposit 03/22/06 - 04/28/06 Certificates of Deposit 05/01/06 - 05/09/06 Certificates of Deposit 05/12/06 - 07/19/06 Certificates of Deposit 07/20/06 - 08/31/06 Certificates of Deposit 09/01/06 - 10/10/06 Certificates of Deposit 10/11/06 - 11/20/06 Certificates of Deposit 11/21/06 - 12/29/06 Commissioner Release Lists 01/06 - 08/06 Commissioner Release Lists 09/06 - 12/06 DCA 2's CF Transaction Reports 01/06 - 12/06 Commissioner Cash Transmittals 01/06 - 12/06 Deferred Payments Check Requests Refund Requests Statistical Reports Closed Transcripts Vital Checks Local Revenue Reconciliations Closed N-Mats Bad Checks	2219	Sect V Item 1c	2006	15	MAR 11 2010	Landfill

Destruction Approved by Hall of Records Commission

Gary F. Cranford

Destruction Certification

TH
 WZ March 2010

Edward C. Topp

Date

State Archivist

Signature of Court Official
 Supervisor, District Court Records

Title

MAR 11 2010

Date

MAR 17 2010

5154

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 Cecil County

23 February 2010

Accession: 09A062

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.				
	2006 ACCOUNTING RECORDS FOR STORAGE ONLY Can be destroyed in 2010	2219	Sect V Item 1c	2006	15	MAR 11 2010	Landfill
	Certificates of Deposit 01/03/06 - 02/09/06 Certificates of Deposit 02/10/06 - 03/21/06 Certificates of Deposit 03/22/06 - 04/28/06 Certificates of Deposit 05/01/06 - 06/09/06 Certificates of Deposit 06/12/06 - 07/19/06 Certificates of Deposit 07/20/06 - 08/31/06 Certificates of Deposit 09/01/06 - 10/10/06 Certificates of Deposit 10/11/06 - 11/20/06 Certificates of Deposit 11/21/06 - 12/29/06 Commissioner Release Lists 01/06 - 08/06 Commissioner Release Lists 09/06 - 12/06 DCA 2's CF Transaction Reports 01/06 - 12/06 Commissioner Cash Transmittals 01/06 - 12/06 Deferred Payments Check Requests Refund Requests Statistical Reports Closed Transcripts Vital Checks Local Revenue Reconciliations Closed N-Mats Bad Checks	↓	↓				

Destruction Approved by Hall of Records Commission

IH
2 March 2010
Date

Edward A. Trepner
State Archivist

Gary F. Cranford Destruction Certification

Gary F. Cranford
Signature of Court Official

Supervisor, District Court Records

MAR 11 2010
Title Date

MAR 17 2010

5109

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

D.C. Cert. 3-2-F-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)		
		Retention Sched. No.	Item No.						
	ACCOUNTING RECORDS	2219		2006		3/11/2010	LANDFILL		
	Certificates of Deposit	V	1 c		13	}	}		
	Closed Transcript Records		1 c		1				
	Closed Deferred Payment Records		1 c		1.5				
	Commissioner Daily Transmittals		1 c		1.25				
	Court Fund Receipts and Ledger Cards		1 c		2				
	Satisfied Bad Checks		1 c		.5				
	Purchase Orders & Receiving Reports		1 c		.5			7/28/2010	Shredded
	Statistical Report		1 c		1			3/11/2010	LANDFILL
	Auditors Receipt Copies		1 c		.5			7/28/2010	Shredded
	Refund Request Forms		1 c		1			3/11/2010	LANDFILL
	Petty Cash Reimbursements		1 c		.25			7/28/2010	Shredded
	Cash Register Back-up Diskettes		1 c	2007	1			Jan	

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date
[Signature]
State Archivist

Cheryl B. Miller County Clerk
Signature of Court Official
7/28/10
Date

AUG - 6 2010

5109

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

D.C. Cert. 3-2-F-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2006		3/11/2010	LANDFILL
	Certificates of Deposit	V	1 c		13	}	}
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.25		
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		1 c		.5		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.25		
	Cash Register Back up Diskettes		1 c	2007	1	7/28/2010	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. Jumper

State Archivist

Cheryl B. Miller COUNTY CLERK

Signature of Court Official

Title

7/28/10

Date

AUG - 6 2010

5109

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

D.C. Cert. 3-2-F-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2006		3/11/2010	LANDFILL
	Certificates of Deposit	V	1 c		13		
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.25		
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		1 c		.5		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.25	3/11/2010	LANDFILL
	Cash Register Back-up Diskettes		1 c	2007	1	7/28/2010 JSM	SHREDDED

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward A. Toppin

State Archivist

Cheryl B. Miller COUNTY CLERK

Signature of Court Official

Title

7/28/10

Date

AUG - 6 2010

5110

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

D.C. Cert. 3-2-TR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2006	2	7/28/2010	Shredded
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2006	7	"	"
	BATCH ENVELOPES			2006	10	"	"
	CLOSED TRAFFIC FILES			2006	14	"	"
	CLOSED NONMATS CITATIONS			2006	.5	"	"
	CLOSED CITIZEN ARRESTS			2006	0	"	"
	CLOSED PARKING CITATION			2006	1	"	"
	MANAGEMENT REPORTS			2219 I	1d	2006	1

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

7/28/10

Date

AUG - 6 2010

5110

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

D.C. Cert. 3-2-TR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2006	2	7/28/2010	Shredded
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2006	7	"	"
	BATCH ENVELOPES			2006	10	"	"
	CLOSED TRAFFIC FILES			2006	14	"	"
	CLOSED NONMATS CITATIONS			2006	.5	"	"
	CLOSED CITIZEN ARRESTS			2006	0	"	"
	CLOSED PARKING CITATION			2006	1	"	"
	MANAGEMENT REPORTS			2219 I	1d	2006	1

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. Gump

State Archivist

Cheryl B. Miller COUNTY CLERK

Signature of Court Official

Title

7/28/10

Date

AUG - 6 2010

5110

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

D.C. Cert. 3-2-TR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2006	2	7/28/2010	Shredded
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2006	7	"	"
	BATCH ENVELOPES			2006	10	"	"
	CLOSED TRAFFIC FILES			2006	14	"	"
	CLOSED NONMATS CITATIONS			2006	.5	"	"
	CLOSED CITIZEN ARRESTS			2006	0	"	"
	CLOSED PARKING CITATION			2006	1	"	"
	MANAGEMENT REPORTS			2219 I	1d	2006	1

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward C. Longman
State Archivist

Cheryl B. Miller
Signature of Court Official

COUNTY CLERK
Title

7/28/10
Date

AUG - 6 2010

5111

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

D.C. Cert. 3-2-MISC-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2006	12	7/28/2010	Shredded
	CourtSmart Tag Reports & Logsheets	III	3	2006	2	"	"
	Electronic Recordings for the period of <u>Dec. 4-8, 2006</u> will be retained permanently for archival purposes.	IV	2 a.b.				

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward A. Openfer
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

7/28/10
Date

AUG - 6 2010

5111

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

D.C. Cert. 3-2-MISC-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2006	12	7/28/2010	Shredded
	CourtSmart Tag Reports & Logsheets	III IV	3 2 a.b.	2006	2	"	"
	Electronic Recordings for the period of <u>Dec. 4-8, 2006</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward A. Tompkins

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

7/28/10

Date

1AUG - 6 2010

5111

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

D.C. Cert. 3-2-MISC-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219 II	2	2006	12	7/28/2010	Shredded
	CourtSmart Tag Reports & Logsheets	III IV	3 2 a.b.	2006	2	"	"
	Electronic Recordings for the period of <u>Dec. 4-8, 2006</u> will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward C. [Signature]
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title
7/28/10
Date

AUG - 6 2010

1AUG - 6 2010

5112

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

D.C. Cert. 3-2-CR-2-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2006	3	7/28/10	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

7/28/10

Date

'AUG - 6 2010

5112

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

D.C. Cert. 3-2-CR-2-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

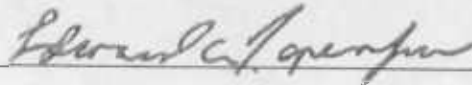
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2006	3	7/28/10	Shredded

Destruction Approved by Hall of Records Commission

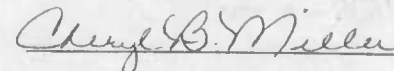
Destruction Certification

12 Feb 10

Date



State Archivist



Signature of Court Official

County Clerk

Title

7/28/10

Date

1AUG - 5 2010

5112

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

D.C. Cert. 3-2-CR-2-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION


Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2006	3	7/28/10	Shredded

Destruction Approved by Hall of Records Commission

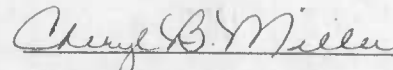
Destruction Certification

12 Feb 10

Date



State Archivist



Signature of Court Official

County Clerk

Title

7/28/10

Date

1AUG - 6 2010

5713

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

D.C. Cert. 3-2-CR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2006	50	7/28/2010	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	2.5	"	"
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	3	"	"
	Management Reports	2219 I	1d	2006	1	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward C. Jopson

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

7/28/10

Date

IAUG - '6 2010

5113

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

D.C. Cert. 3-2-CR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2006	50	7/28/2010	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	2.5	"	"
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	3	"	"
	Management Reports	2219 I	1d	2006	1	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

Edward A. [Signature]

State Archivist

Cheryl B. Miller

Signature of Court Official

County Clerk

Title

7/28/10

Date

AUG - 6 2010

5113

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

D.C. Cert. 3-2-CR-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2006	50	7/28/2010	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	2.5	"	"
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a, b, c, f.	2006	3	"	"
	Management Reports	2219 I	1d	2006	1	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10
Date

Edward C. Tompkins
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

7/28/10
Date

IAUG - 6 2010

5114

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

D.C. Cert. 3-2-CV-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2006	30	7/28/2010	Shredded
	Landlord/Tenant Cases	2219 II	2	2006	3	↓	↓
	Summary Ejectment Money Judgments	2219 II	2, 3	1997	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1997	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1997	.5		
	Management Reports	2219 I	1d	2006	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10
Date

Edward A. Gump
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

7/28/2010
Date

AUG - 6 2010

5114

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

D.C. Cert. 3-2-CV-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2006	30	7/28/2010	Shredded
	Landlord/Tenant Cases	2219 II	2	2006	3	↓	↓
	Summary Ejectment Money Judgments	2219 II	2, 3	1997	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1997	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1997	.5		
	Management Reports	2219 I	1d	2006	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10
Date

Edward C. Quenfen
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

7/28/2010
Date

AUG - 6 2010

5114

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

D.C. Cert. 3-2-CV-1-10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2006	30	7/28/2010	Shredded
	Landlord/Tenant Cases	2219 II	2	2006	3	↓	↓
	Summary Ejectment Money Judgments	2219 II	2, 3	1997	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1997	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1997	.5		
	Management Reports	2219 I	1d	2006	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10
Date

Edward A. Topp
State Archivist

Cheryl B. Miller
Signature of Court Official

County Clerk
Title

7/28/2010
Date

1 AUG - 6 2010

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4472 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Bank Statements – Court Fund Acct	2219 Sec V 1c		Jan-Dec 1996 Jan-Dec 1997	2	1/27/9	Shredded
				Jan-Dec 1998	1	↓	↓
	Request to destroy.			Jan-Dec 1999	1	↓	↓
	Cases more than 3 years old; audit complete			Jan-Dec 2000	1	↓	↓
				Jan-Dec 2001	1	↓	↓
				Jan-Dec 2002	1	↓	↓
				Jan-Dec 2003	1	↓	↓

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda [Signature] Clerk
Signature of Court Official
Title
Date 1/27/9

1914

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4672 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Bank Statements – Court Fund Acct	2219 Sec V 1c		Jan-Dec 1996 Jan-Dec 1997	2	1/27/9	Shredded
				Jan-Dec 1998	1	↓	↓
	Request to destroy.			Jan-Dec 1999	1	↓	↓
	Cases more than 3 years old; audit complete			Jan-Dec 2000	1	↓	↓
				Jan-Dec 2001	1	↓	↓
				Jan-Dec 2002	1	↓	↓
				Jan-Dec 2003	1	↓	↓

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. Igo
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. Steinman
Signature of Court Official

Title

County Clerk
Date
1/29/09

1/2

Page 1

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4472 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Bank Statements – Court Fund Acct	2219 Sec V 1c		Jan-Dec 1996 Jan-Dec 1997	2	1/27/09	Shredded
				Jan-Dec 1998	1	↓	↓
	Request to destroy.			Jan-Dec 1999	1	↓	↓
	Cases more than 3 years old; audit complete			Jan-Dec 2000	1	↓	↓
				Jan-Dec 2001	1	↓	↓
				Jan-Dec 2002	1	↓	↓
				Jan-Dec 2003	1	↓	↓

Destruction Approved by Maryland State Archives

12 Jan 09
 Date
 Edward C. Igo
 State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda M. Hannon
 Signature of Court Official
 Title
 Date 1/27/09

MAR 25 2004

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4674 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Courtroom Clerks Monies Reports	2219 sec V 1c		1/1 to 12/31/01	10	2-6-9	landfill
				1/1 to 12/31/02	10	2-6-9	landfill
	Request to destroy.			1/1 to 12/31/03	10	2-6-9	landfill
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	10	2-6-9	landfill

Destruction Approved by Maryland State Archives

12/26/09
Date

Edward C. Loper
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brady L. Lerner
Signature of Court Official

County Clerk
Title

3/11/9
Date

1000

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4674 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Courtroom Clerks Monies Reports	2219 sec V 1c		1/1 to 12/31/01	10	2-6-9	Landfill
				1/1 to 12/31/02	10	2-6-9	Landfill
	Request to destroy.			1/1 to 12/31/03	10	2-6-9	Landfill
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	10	2-6-9	Landfill

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. Loper
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

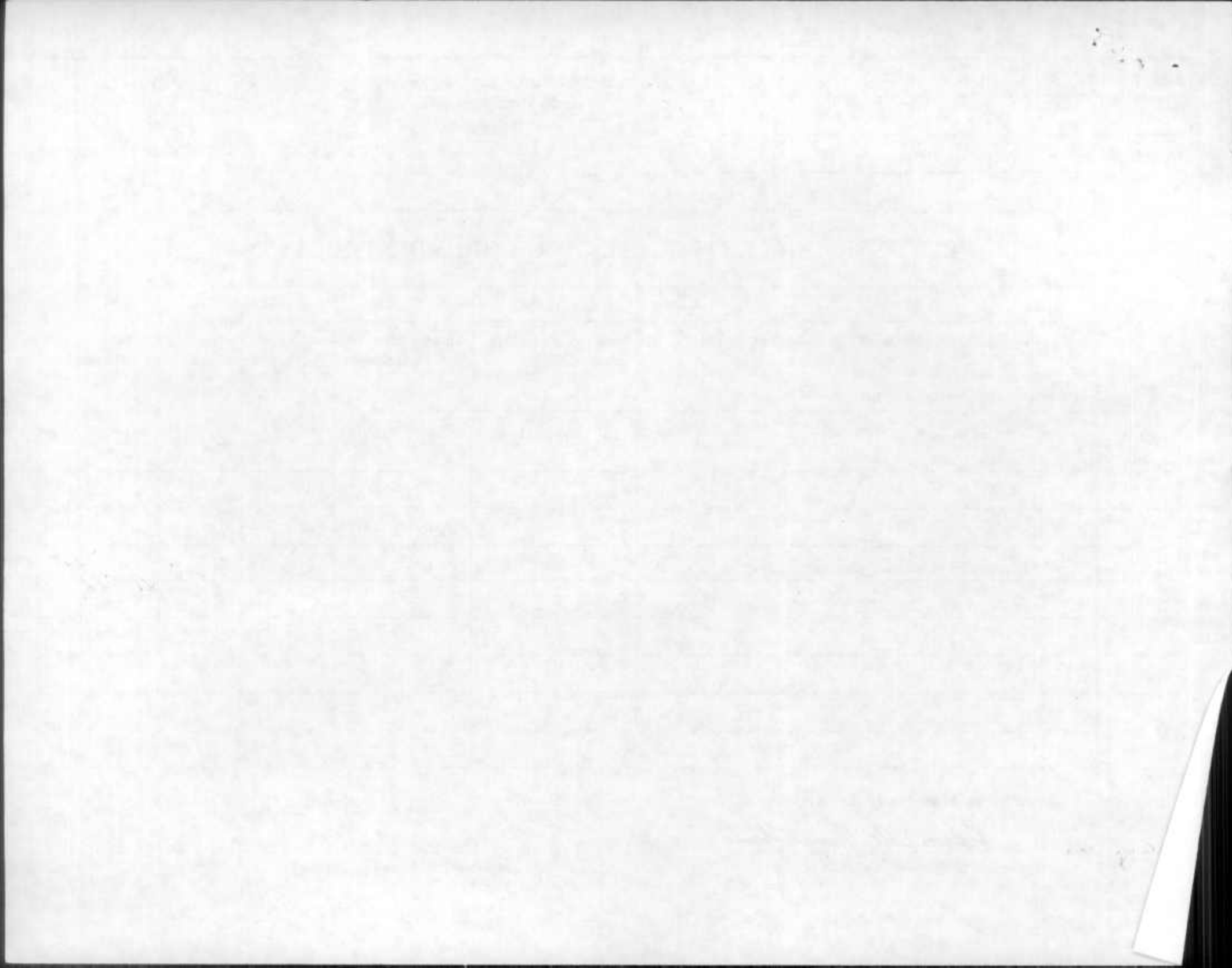
Destruction Certification

Brenda L. Hannon
Signature of Court Official

Title

Date

3-1-9



DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4674 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Courtroom Clerks Monies Reports	2219 sec V 1c		1/1 to 12/31/01	10	2-6-9	landfill
				1/1 to 12/31/02	10	2-6-9	landfill
	Request to destroy.			1/1 to 12/31/03	10	2-6-9	landfill
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	10	2-6-9	landfill

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward A. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda Y. [Signature]
Signature of Court Official

Title

3/11/9
Date

MAR 25 1988

2008

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4676 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expunged files -2004	2219	Sect. IV	Jan 1 thru Dec	5	1/27/09	Shredded
			2 d	31, 2004			
	Request to shred records.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

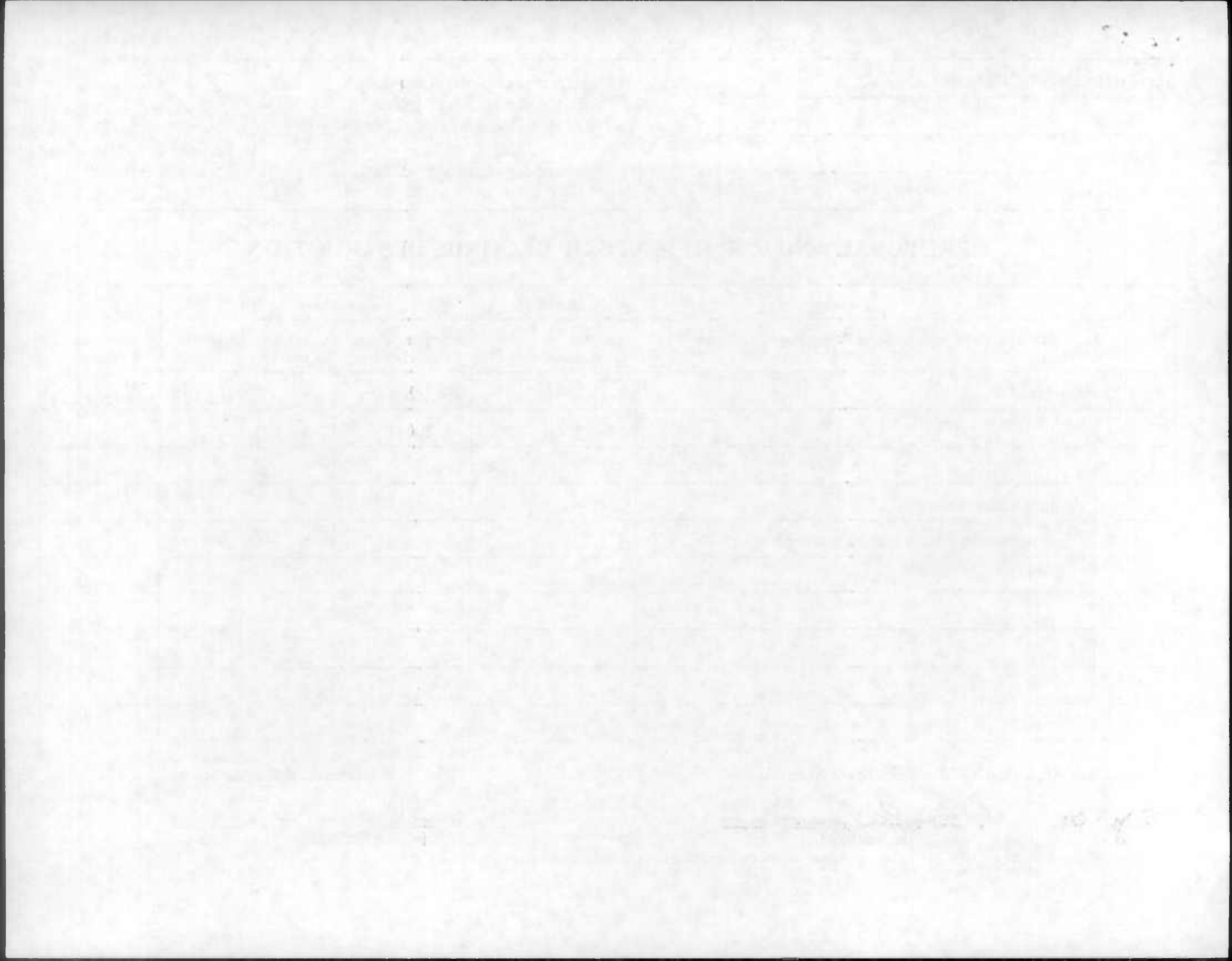
Instructions for Preparation and Submission on next page

Destruction Certification

Colleen [Signature]
Signature of Court Official

Supervisor I
Title

1-27-09
Date



DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4676 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expunged files -2004	2219	Sect. IV	Jan 1 thru Dec	5	1/27/09	Shredded
			2 d	31, 2004			
	Request to shred records.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. Joseph
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Colleen L. Hasky Supervisor
Signature of Court Official Title
1-27-09
Date

10

THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1800
BY
JOHN B. HENNING

1800

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4676 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expunged files -2004	2219	Sect. IV	Jan 1 thru Dec	5	1/27/09	Shredded
			2 d	31, 2004			
	Request to shred records.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. [Signature]
State Archivist

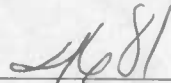
DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Colleen [Signature] *Supervisor I* *1-27-09*
Signature of Court Official Title Date

MAR 25 2009

DISTRICT COURT OF MARYLAND 4-2		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			
CHARLES	2/26/08		
County	Date		

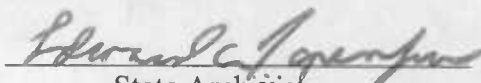
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord Tenant – Non Money Judgments	2219	Sec II, # 2	1/1 – 12/31/04	4	1/22/09	Landfill
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

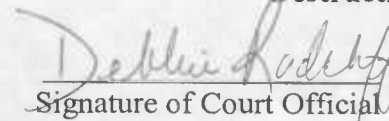
12/26/09
Date

DGS 550-9 (rev. 8/04)


State Archivist

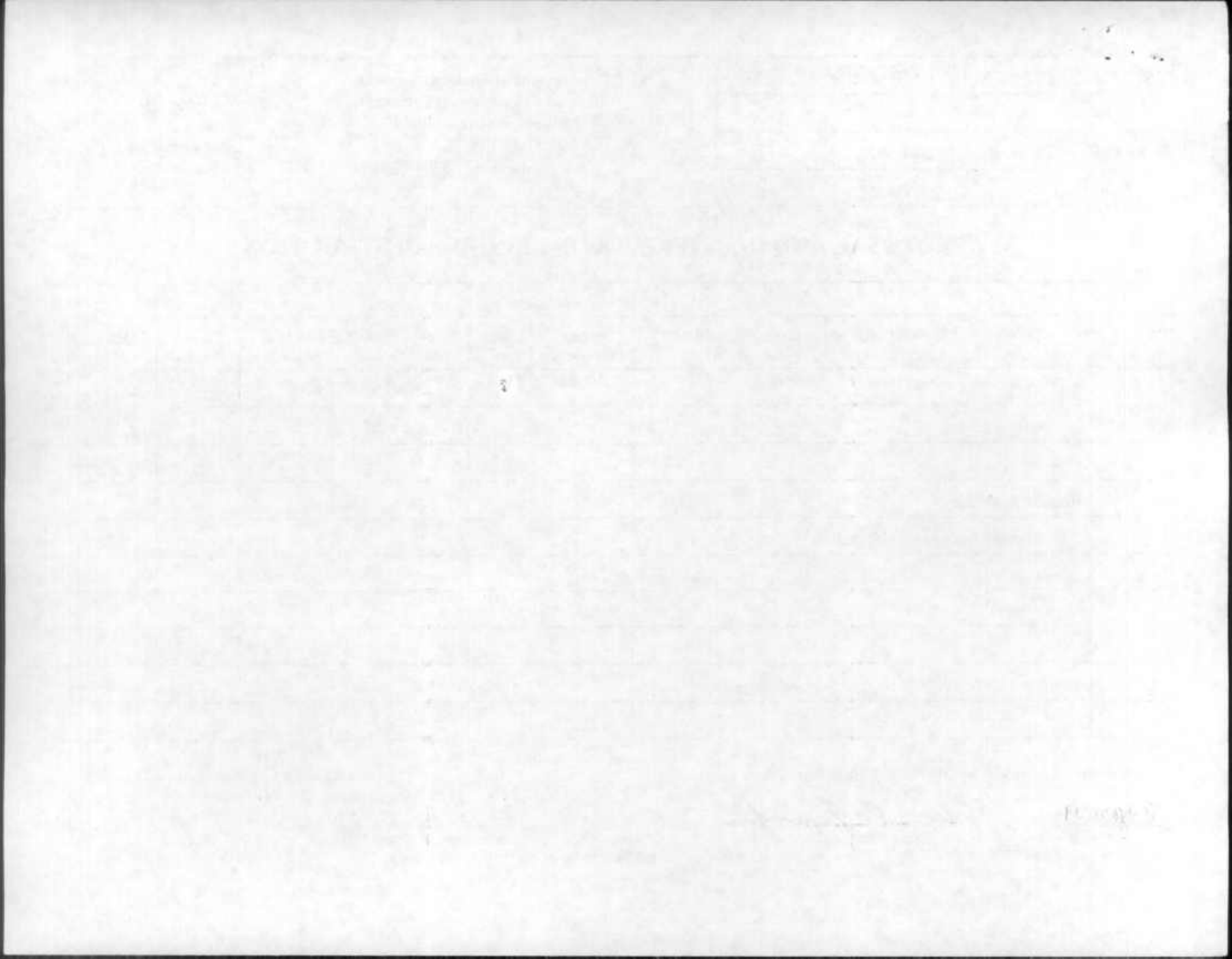
Instructions for Preparation and Submission on next page

Destruction Certification


Signature of Court Official

Civil Supervisor
Title

3/11/09
Date



DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4681 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord Tenant – Non Money Judgments	2219	Sec II, #2	1/1 – 12/31/04	4	1/22/09	Landfill
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

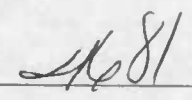
[Signature]
Signature of Court Official

Civil Supervisor
Title

3/11/09
Date

100

100

DISTRICT COURT OF MARYLAND 4-2		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			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord Tenant – Non Money Judgments	2219	Sec II, # 2	1/1 – 12/31/04	4	1/22/09	Landfill
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12/26/09
Date


State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Debbie Kadeff Civil Supervisor 3/11/09
Signature of Court Official Title Date

MAR 25 1959

2059

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

4513

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Charles County

19 December 2008

Accession Number 98A193

DEC 19 2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal - Closed Files MD Rule 16-505	2219	Sect IV Items 2 a,b	1994	29	APR 27 2009	To be Scanned and landfilled

Destruction Approved by Hall of Records Commission

Gary E. Cranley

Destruction Certification

20 Apr 09
Date

Edward C. [Signature]
State Archivist

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

APR 27 2009
Title Date

ev. 10/83 DGS - 550 - 9
IH

This is a 2nd request. First request was submitted 17 Aug 07.
 Instructions for Preparation and Submission on Reverse Side

AUG 10 2009

4513

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Charles County

19 December 2008

Accession Number 98A193

DEC 19 2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal - Closed Files MD Rule 16-505	2219	Sect IV Items 2 a,b	1994	29	APR 27 2009	To be Scanned and landfilled

Destruction Approved by Hall of Records Commission

20 Apr 09
Date

[Signature]
State Archivist

Gary F. Crawford

Destruction Certification

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

Title

APR 27 2009
Date

ev. 10/83
IH DGS-550-9

This is a 2nd request. First request was submitted 17 Aug 07.
 Instructions for Preparation and Submission on Reverse Side

AUG 10 2009

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

4513

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Charles County

19 December 2008

Accession Number 98A193

DEC 19 2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal - Closed Files MD Rule 16-505	2219	Sect IV Items 2 a,b	1994	29	APR 27 2009	To be Scanned and landfilled

Destruction Approved by Hall of Records Commission

20 APR 09
Date

Edward J. [Signature]
State Archivist

Gary F. Cranford Destruction Certification

[Signature]
Supervisor, District Court Records

APR 27 2009
Date

Title

ev. 10/83
IH
DGS - 550 - 9

This is a 2nd request. First request was submitted 17 Aug 07.
 Instructions for Preparation and Submission on Reverse Side

AUG 10

2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4968 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Supervisor Copies of Local Time Sheets	2219	Sec V 1c	Jan-Dec 2004		8/26/09	Shredded
				Jan-Dec 2005	1 total		

Destruction Approved by Maryland State Archives

2 Apr 09
 Date Edward C. [Signature]
 State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. [Signature] 8/26/09
 Signature of Court Official Title Date
 County Clerk

alpha

SEP 8 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4968 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Supervisor Copies of Local Time Sheets	2219	Sec V 1c	Jan-Dec 2004		8/28/09	Shredded
				Jan-Dec 2005	1 total		

Destruction Approved by Maryland State Archives

2 Jun 09
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] 8/26/09
Signature of Court Official Title Date
County Clerk

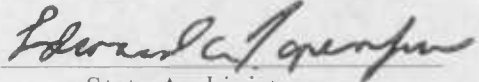
509
2019

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4968 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Supervisor Copies of Local Time Sheets	2219	Sec V 1c	Jan-Dec 2004		8/26/09	Shredded
				Jan-Dec 2005	1 total		

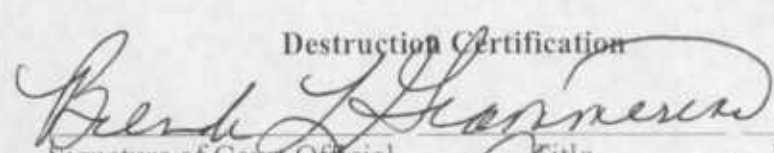
Destruction Approved by Maryland State Archives

2 Jun 09
 Date

 State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification


 Signature of Court Official
 County Clerk
 Date 8/26/09

SEP 2005

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4903 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Alpha Files – 2005	2219 Sect. IV-2		January 1 thru Dec 31, 2005	7	7/23/09	recycled
	Traffic File Folders – 2005	2219 Sect IV-2		January 1 thru Dec 31, 2005	25	↓	recycled
	Request to destroy all files and folders						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 MAR 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Deirdre [Signature] Clerk

Signature of Court Official

Title

Date

7/23/09

SEP. 4 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4903 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Alpha Files – 2005	2219 Sect. IV-2		January 1 thru	7	7/23/9	recycle
				Dec 31, 2005			
	Traffic File Folders – 2005	2219 Sect IV-2		January 1 thru Dec 31, 2005	25	7/23/9	recycle
	Request to destroy all files and folders						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09
Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Benjamin S. [Signature] County Clerk 7/23/9
Signature of Court Official Title Date

~~SECRET~~ 204

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4903 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Alpha Files – 2005	2219 Sect. IV-2		January 1 thru Dec 31, 2005	7	7/23/09	recycled
	Traffic File Folders – 2005	2219 Sect IV-2		January 1 thru Dec 31, 2005	25	↓	recycled
	Request to destroy all files and folders						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 MAR 09

Date

DGS 550-9 (rev. 8/04)

Edward A. [Signature]
State Archivist

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]
Signature of Court Official

Deirdre [Signature]
Title

7/23/09
Date

SEE # 2005

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4902 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Alpha Files – 2004	2219 Sect. IV-2		January 1 thru Dec 31, 2004	6	7/23/9	<i>recycled</i>
	Traffic File Folders – 2004	2219 Sect IV-2		January 1 thru Dec 31, 2004	25	7/23/9	
	Request to destroy all files and folders						
	Cases more than 3 years old.						
	<i>Retain dockets and indices</i>						

Destruction Approved by Maryland State Archives

30 mar 09 *Edward C. Green*
Date State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda Garrison County Clerk 7/23/9
Signature of Court Official Title Date

SEP 1 2009

DISTRICT COURT OF MARYLAND 4-2

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4902

Forward three (3) copies
to address at left.

Court
CHARLES 1/6/09
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Alpha Files – 2004	2219 Sect. IV-2		January 1 thru Dec 31, 2004	6	7/23/09	
	Traffic File Folders – 2004	2219 Sect IV-2		January 1 thru Dec 31, 2004	25	7/23/09	per serial
	Request to destroy all files and folders						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 Mar 09
Date State Archivist

Destruction Certification

Signature of Court Official
Title Date

SEP

4

2009

DISTRICT COURT OF MARYLAND 4-2

Court

CHARLES

1/6/09

County

Date

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4902

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.				
	Traffic Alpha Files – 2004	2219 Sect. IV-2		January 1 thru Dec 31, 2004	6	7/23/9	recycled
	Traffic File Folders – 2004	2219 Sect IV-2		January 1 thru Dec 31, 2004	25	7/23/9	
	Request to destroy all files and folders						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda [Signature] Clerk 7/23/9

Signature of Court Official

Title

Date

SEP - 9 - 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4901 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	CRIMINAL FILES 2005	2219 Sect. IV		January 1 thru	50	8/15/09	recycled landfill
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09

Date

DGS 550-9 (rev. 8/04)

Edward C. Igo

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Beverly L. Gannan County Ct

Signature of Court Official

Title

Date

8/25/09

Handwritten notes, possibly a name or title, located in the upper left quadrant.

Faint handwritten text, possibly a date or a short sentence, located in the middle right area.

Handwritten notes, possibly a name or title, located in the lower left quadrant.

Ser. # 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4901 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	CRIMINAL FILES 2005	2219 Sect. IV		January 1 thru	50	8/15/09	recycled landfill
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09

Date

DGS 550-9 (rev. 8/04)

Edward A. J. [Signature]
 State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. [Signature]
 Signature of Court Official

Title

Date

8/25/09

Handwritten text, possibly a name or address, located in the upper left quadrant.

Handwritten text, possibly a name or address, located in the middle right section.

Handwritten text, possibly a name or address, located in the lower left quadrant.

SEP 4 2009
A date stamp and handwritten year '2009' located in the bottom right corner.

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4901 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	CRIMINAL FILES 2005	2219 Sect. IV		January 1 thru	50	8/15/09	recycled landfill
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09
Date

Edward C. Jopson
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Bertha L. Gannone County Clk
Signature of Court Official Title
Date 8/25/09

SEP 1 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4900 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Natural Resources Files 2005	2219 Sect. IV		January 1 thru	5	8/25/19	recycled landfill
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 Mar 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]
 Signature of Court Official

Title

Date

8/25/19

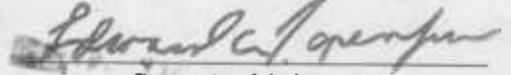
SEE ~~---~~ 209

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4905 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Natural Resources Files 2005	2219 Sect. IV		January 1 thru	5	8/25/9	recycled landfill
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09
 Date

 State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification


 Signature of Court Official
 Title
 County
 Date

8/25/9

Handwritten text, possibly a date or reference number, appearing as a faint bleed-through from the reverse side of the page.

SEP 4 1969

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4900
Court			
CHARLES	1/6/09		Forward three (3) copies to address at left.
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Natural Resources Files 2005	2219 Sect. IV		January 1 thru	5	8/25/09	Recycle Landfill
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09
Date

Edward A. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]
Signature of Court Official
Title
8/25/09

SEP 4 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4899 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expungement Files 2005	2219 Sect. IV		January 1 thru	10	4/27/09	Shredded
		2 d		Dec 31, 2005			
	Request to shred entire file.						
	Cases more than 3 years old.						

Destruction Approved by Maryland State Archives

30 mar 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. [Signature] Court Clerk

Signature of Court Official

Title

Date

4/27/09

SEP 4 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4899 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expungement Files 2005	2219 Sect. IV		January 1 thru	10	4/27/09	Shredded
		2 d		Dec 31, 2005			
	Request to shred entire file.						
	Cases more than 3 years old.						

Destruction Approved by Maryland State Archives

30 Mar 09
Date

DGS 550-9 (rev. 8/04)

[Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]
Signature of Court Official

Title

Date
4/27/09

SEP - 4 - 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4899 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expungement Files 2005	2219 Sect. IV		January 1 thru	10	4/27/09	Shredded
		2 d		Dec 31, 2005			
	Request to shred entire file.						
	Cases more than 3 years old.						

Destruction Approved by Maryland State Archives

30 mar 09
Date

Edward C. Penner
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Bruce L. Hammond
Signature of Court Official

Title
Date
4/27/09

See ~~_____~~ 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4898 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Citations/Municipal Infractions Files 2005	2219 Sect. IV		January 1 thru	5	8/25/09	recycled landfill
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. [Signature]

Signature of Court Official

Title

8/25/09

Date

2010-2011

2010-2011

SEP 4 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4898 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Citations/Municipal Infractions Files 2005	2219 Sect. IV		January 1 thru	5	8/25/9	recycled
		2a, b		Dec 31, 2005			landfill
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 mar 09

Date

DGS 550-9 (rev. 8/04)

[Signature]

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]

Signature of Court Official

Title

Date

8/25/9

John F. Kennedy

SEP 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4898 Forward three (3) copies to address at left.
Court			
CHARLES	1/6/09		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Citations/Municipal Infractions Files 2005	2219 Sect. IV		January 1 thru	5	8/25/09	recycled hand file
		2a, b		Dec 31, 2005			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

Destruction Approved by Maryland State Archives

30 March 09

Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. [Signature]

Signature of Court Official

Title

Date

8/25/09

SEP 4 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4079 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	CRIMINAL FILES 2004	2219	Sect. IV	Jan 1 thru Dec	45	8/15/09	Recycled
			2a,b	31, 2004			landfill
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward A. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. [Signature] County Clk
Signature of Court Official Title

8/25/09
Date

1/21/2008
1/21/2008

1/21/2008
1/21/2008

SEP 4 2008

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4679 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	CRIMINAL FILES 2004	2219	Sect. IV	Jan 1 thru Dec	45	8/15/09	Recycled landfill
			2a,b	31, 2004			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

DGS 550-9 (rev. 8/04)

[Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]
Signature of Court Official

Title

Date

8/25/09

8/21/19
L...

8/21/19
L...

SEP 1 2019

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4679 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	CRIMINAL FILES 2004	2219	Sect. IV	Jan 1 thru Dec	45	8/15/9	Recycled
			2a,b	31, 2004			landfill
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

DGS 550-9 (rev. 8/04)

Edward J. ...
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. Gianino County Cl.
Signature of Court Official Title

8/25/9
Date

SEP 4 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4678 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Natural Resources Files - 2004	2219	Sect. IV	Jan 1 thru Dec	5	8/25/09	recycled landfill
			2a,b	31, 2004			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12/26/09
Date

Edward C. Loper
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. Gann 8/25/09
Signature of Court Official Title Date
County Clerk

SEP 4 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4678 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Natural Resources Files - 2004	2219	Sect. IV	Jan 1 thru Dec 31, 2004	5	8/25/09	Recycled landfill
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

DGS 550-9 (rev. 8/04)

Edward C. [Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda [Signature] 8/25/09
Signature of Court/Official Title Date
County Clerk

SEP 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4678 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Natural Resources Files - 2004	2219	Sect. IV	Jan 1 thru Dec 31, 2004	5	8/25/09	recycled landfill
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12/26/09
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] 8/25/09
Signature of Court Official Title Date
County Clerk

SEP 4 2019

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4677 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Citation/Municipal infractions - 2004	2219	Sect. IV	Jan 1 thru Dec	5	8/25/09	recycled landfill
			2a,b	31, 2004			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] 8/25/09
Signature of Court Official Title Date
County Clerk

SEP 4 1969

AS 1000

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4677 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Citation/Municipal infractions - 2004	2219	Sect. IV	Jan 1 thru Dec	5	8/25/09	recycle landfill
			2a,b	31, 2004			
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

DGS 550-9 (rev. 8/04)

Edward C. Loper
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Bertha L. Hammond County Clerk
Signature of Court Official Title

8/25/09
Date

SEP - 1 - 2009

10/11/09

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4677 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Citation/Municipal infractions - 2004	2219	Sect. IV	Jan 1 thru Dec 31, 2004	5	8/25/09	recycled landfill
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] 8/25/09
Signature of Court Official Title Date
County Clerk

SEP

-4-

██████████

2W9

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4972 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Landlord and Tenant Non-Money Judgment	2219 Sec. VI	Item 2	Jan-Dec 2005	4	7/15/09	Shredded to landfill
	Request to Destroy						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward C. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Debbie Radloff Civil Supervisor
Signature of Court Official Title

7/15/09
Date

16 2005

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4972 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Landlord and Tenant Non-Money Judgment	2219 Sec. VI	Item 2	Jan-Dec 2005	4	7/15/09	Shredded to Landfill
	Request to Destroy						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

DGS 550-9 (rev. 8/04)

Edward C. Cooper
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Debbie Radloff Civil Supervisor 7/15/09
Signature of Court Official Title Date

SEP 26 - 2005

DISTRICT COURT OF MARYLAND 4-2

Court

CHARLES

County

Date May 8, 2009

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4972

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.				
	Landlord and Tenant Non-Money Judgment	2219 Sec. VI	Item 2	Jan-Dec 2005	4	7/15/09	Shredded to landfill
	Request to Destroy						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward C. Gump
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Debbie Kadeff Civil Supervisor
Signature of Court Official Title
7/15/09
Date

SEP 16 2005

DISTRICT COURT OF MARYLAND 4-2	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4971
Court		
CHARLES		Forward three (3) copies to address at left.
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.				
	Landlord and Tenant Money Judgment	2219 Sec. II	Item 3	Jan-Dec 1995	1	8/13/09	Shredded to landfill
	Request to Destroy						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

[Signature]
State Archivist

Destruction Certification

[Signature] Civil Superior
Signature of Court Official Title

8/13/09
Date

16 - 209

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4971 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Landlord and Tenant Money Judgment	2219 Sec. II	Item 3	Jan-Dec 1995	1	8/13/09	Shredded to landfill
	Request to Destroy						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Civil Supervisor
Title

8/13/09
Date

SEP 16 - 2019

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4971 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Landlord and Tenant Money Judgment	2219 Sec. II	Item 3	Jan-Dec 1995	1	8/13/09	Shredded to landfill
	Request to Destroy						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Civil Supervisor
Title

8/13/09
Date

SEP 16 - 2019

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4970
Court			
CHARLES			
County	Date May 8, 2009		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.				
	Expired Civil Judgments	2219 Sec. II	Item 3	Jan-Dec 1996	8	8/5/09	Stripped Shredded
	Request to strip						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward J. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Daphne [Signature] Civil Supervisor 8/5/09
Signature of Court Official Title Date

DEC 16 - 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4970
Court			
CHARLES			
County	Date May 8, 2009		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.				
	Expired Civil Judgments	2219 Sec. II	Item 3	Jan-Dec 1996	8	8/5/09	Stripped Shredded
	Request to strip						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Civil Supervisor
Signature of Court Official Title
8/5/09
Date

SEP 16 205

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4970 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Expired Civil Judgments	2219 Sec. II	Item 3	Jan-Dec 1996	8	8/5/09	Stripped 3 Recycled
	Request to strip						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

DGS 550-9 (rev. 8/04)

Edward C. Green
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Debra Kadery Civil Supervisor
Signature of Court Official Title
8/5/09 Date

SEP. 16 2015

DISTRICT COURT OF MARYLAND 4-2	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4969
Court		
CHARLES		Forward three (3) copies to address at left.
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 Judgments-dismissed and satisfied, closed 2005	2219 Sec. II	Item 2	Jan-Dec 2005	16	8/13/09	Stripped Serialized
	Request to strip						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward C. Green
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Debbie Kadloff Signature of Court Official
Civil Superior Title
8/13/09 Date

SEP 20 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4969
Court			
CHARLES			Forward three (3) copies to address at left.
County	Date May 8, 2009		

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 Judgments-dismissed and satisfied, closed 2005	2219 Sec. II	Item 2	Jan-Dec 2005	16	8/13/09	Stripped & shredded
	Request to strip						

Destruction Approved by Maryland State Archives

2 June 09
Date

[Signature]
State Archivist

Destruction Certification

[Signature] Signature of Court Official
Civil Superior Title
8/13/09 Date

SEP 16 1969

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4969
Court			
CHARLES			
County	Date May 8, 2009		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 Judgments-dismissed and satisfied, closed 2005	2219 Sec. II	Item 2	Jan-Dec 2005	16	8/13/09	Stripped & shredded
	Request to strip						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward C. Jopson
State Archivist

Destruction Certification

Debbie Radloff Signature of Court Official
Civil Superior Title
8/13/09 Date

SEP 40 [REDACTED] 209

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4967 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Transmittals to Sheriff	2219 Sec. V 1c		Jan-Dec 2004	1	6/10/09	Shredded & Landfill
	Request to Destroy			Jan-Dec 2005	1		
	Audit complete						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

[Signature]
State Archivist

Destruction Certification

[Signature] Civil Supervisor
Signature of Court Official Title
6/10/09
Date

SEP 10

10

10

2019

SEP

10

10

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4967
Court			
CHARLES			
County	Date May 8, 2009		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.				
	Transmittals to Sheriff	2219 Sec. V 1c		Jan-Dec 2004	1	6/10/09	Shredded
	Request to Destroy			Jan-Dec 2005	1		Landfill
	Audit complete						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Civil Supervisor
Signature of Court Official Title Date

6/10/09

2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4967 Forward three (3) copies to address at left.
Court			
CHARLES			
County	Date May 8, 2009		

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.				
	Transmittals to Sheriff	2219 Sec. V 1c		Jan-Dec 2004	1	6/10/09	Shredded Landfill
	Request to Destroy			Jan-Dec 2005	1		
	Audit complete						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward A. [Signature]
State Archivist

Destruction Certification

Dellie Radeff Civil Supervisor 6/10/09
Signature of Court Official Title Date

SEP 10

2009

DISTRICT COURT OF MARYLAND 4-2

Court

CHARLES

County

Date May 8, 2009

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4966

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.				
	Docket information sheets (public access at the counter)	2219 Sec. II	ITEM 2	Jan-Dec 2004	1	7-22-09	Shredded
	Request to Destroy			Jan-Dec 2005	1	7-22-09	Shredded
	Audit complete						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Debbie Kalatoff Civil Supervisor 7/22/09
Signature of Court Official Title Date

SEP 10 2009

STRICT COURT OF MARYLAND 4-2

Court

CHARLES

County

Date May 8, 2009

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4966

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.				
	Docket information sheets (public access at the counter)	2219 Sec. II	Item 2	Jan-Dec 2004	1	7-22-09	Shredded
	Request to Destroy			Jan-Dec 2005	1	7-22-09	Shredded
	Audit complete						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward A. Gump
State Archivist

Destruction Certification

Debbie Kalatoff Civil Supervisor
Signature of Court Official Title Date 7/22/09

SEP 10 2009

ISTRICT COURT OF MARYLAND 4-2

Court

HARLES

County

Date May 8, 2009

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4966

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.				
	Docket information sheets (public access at the counter)	2219 Sec. II	ITEM 2	Jan-Dec 2004	1	7-22-09	Shredded landfill
	Request to Destroy			Jan-Dec 2005	1	7-22-09	
	Audit complete						

Destruction Approved by Maryland State Archives

2 Jun 09
Date

Edward C. Toppin
State Archivist

Destruction Certification

Debbie Kalatoff
Signature of Court Official

Civil Supervisor
Title

7/22/09
Date

SEP 10

2009

DISTRICT COURT OF MARYLAND 4-2

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4683

Forward three (3) copies
to address at left.

Court

CHARLES

2/26/08

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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Judgments – dismissed and satisfied, closed 2004	2219	Sec II, #2	Jan-Dec 2004	15	8/7/09	Stripped Shredded
	Retain Dockets Permanently						
	Request to strip						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

DGS 550-9 (rev. 8/04)

[Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Civil Supervisor
Signature of Court Official Title Date 8/7/09

SEP 10 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4/10/08 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Judgments – dismissed and satisfied, closed 2004	2219	Sec II, # 2	Jan-Dec 2004	15	8/7/09	Stripped Shredded
	Retain Dockets Permanently						
	Request to strip						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date
DGS 550-9 (rev. 8/04)

[Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Civil Supervisor
Signature of Court Official Title Date 8/7/09

SEP 16 2009

DISTRICT COURT OF MARYLAND 4-2	
Court	
CHARLES	2/26/08
County	Date

Department of General Services
 Records Management Division
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

4683

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 Judgments – dismissed and satisfied, closed 2004	2219	Sec II, #2	Jan-Dec 2004	15	8/7/09	Stripped Schedule
	Retain Dockets Permanently						
	Request to strip						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

DGS 550-9 (rev. 8/04)

[Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature] Civil Supervisor
 Signature of Court Official Title Date 8/7/09

SEP 10

ZW9

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4682 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expired Civil Judgments	2219	Sec II, #2	Jan-Dec 1995	6	8/11/09	Stripped Shredded Landfill
	Retain Dockets Permanently						
	Request to strip						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

[Signature]
State Archivist

Destruction Certification

[Signature] Civil Superior 8/11/09
Signature of Court Official Title Date

SEP. 10 2009

DISTRICT COURT OF MARYLAND 4-2

Court

CHARLES

2/26/08

County

Date

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4682

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.				
	Expired Civil Judgments	2219	Sec II, #2	Jan-Dec 1995	6	8/10/09	Stripped Landfill
	Retain Dockets Permanently						
	Request to strip						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. ...
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Debbie Radloff Civil Supervisor 8/10/09
Signature of Court Official Title Date

SEP 16

JW9

DISTRICT COURT OF MARYLAND 4-2	
Court	
CHARLES	2/26/08
County	Date

Department of General Services
 Records Management Division
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

4682

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.				
	Expired Civil Judgments	2219	Sec II, #2	Jan-Dec 1995	6	8/11/09	Stripped Shredded Landfill
	Retain Dockets Permanently						
	Request to strip						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

DGS 550-9 (rev. 8/04)

Edward A. [Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Debbie [Signature] Civil Supervisor
 Signature of Court Official Title Date 8/11/09

SEP 10 2009

DISTRICT COURT OF MARYLAND 4-2

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

4680

Forward three (3) copies
to address at left.

Court
CHARLES 2/26/08
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord Tenant - Money Judgments - Expired	2219	Sec II, # 2	Jan-Dec 1994	4	7/15/09	Shredded landfill
	Retain Dockets Permanently						
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date
DGS 550-9 (rev. 8/04)

Edward A. Openen
State Archivist

Destruction Certification

Debbie Radloff Civil Supervisor 7/15/09
Signature of Court Official Title Date

Instructions for Preparation and Submission on next page

SEP 16

2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<i>4680</i> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord Tenant - Money Judgments - Expired	2219	Sec II, # 2	Jan-Dec 1994	4	7/15/09	Shredded Landfill
	Retain Dockets Permanently						
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 JAN 09
Date

Edward A. Green
State Archivist

Destruction Certification

Debbie Radloff Civil Supervisor
Signature of Court Official Title

7/15/09
Date

SEP 16 2009

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4680 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord Tenant - Money Judgments - Expired	2219	Sec II, # 2	Jan-Dec 1994	4	7/15/09	Shredded and filed
	Retain Dockets Permanently						
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 JAN 09
Date

DGS 550-9 (rev. 8/04)

[Signature]
State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]
Signature of Court Official

Civil Supervisor
Title

7/15/09
Date

SEP 16 2W9

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4075 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous	2219	Sect. V 1c	1/1 to 12/31/01	10	8/26/9	Shredded
	Commissioner Transmittals			1/1 to 12/31/02	10	8/26/9	
				1/1 to 12/31/03	10	8/26/9	
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
 Date
 Edward C. [Signature]
 State Archivist

DGS 550-9 (rev. 8/04)

Destruction Certification

[Signature]
 Signature of Court Official
 Clerk
 Title
 9/18/9
 Date

Instructions for Preparation and Submission on next page

22

1894
1895
1896

SEP 16 209

1897
1898
1899

1900

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4675 <hr/> Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous	2219	Sect. V 1c	1/1 to 12/31/01	10	8/26/09	<i>Shredded</i>
	Commissioner Transmittals			1/1 to 12/31/02	10	8/26/09	
				1/1 to 12/31/03	10	8/26/09	
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward J. Green
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. Green County Clerk
Signature of Court Official Title
Date 2/8/09

11

11/10

11/10
11/10
11/10

SEP 16 2009

SEP 10

11/10
11/10

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4475 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous	2219	Sect. V 1c	1/1 to 12/31/01	10	8/26/9	Shredded
	Commissioner Transmittals			1/1 to 12/31/02	10	8/26/9	
				1/1 to 12/31/03	10	8/26/9	
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

12 Mar 09
Date

Edward C. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Derek L. [Signature]
Signature of Court Official

County Clerk
Title

9/8/9
Date

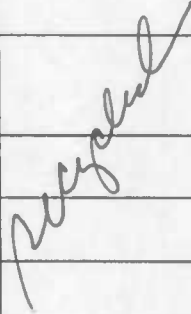
SEP 16

2009

SEP 16

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4673 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Pay Batch Envelopes	2219 sec V 1c		1/1 to 12/31/01	21	7/23/9	
				1/1 to 12/31/02	25	7/23/9	
	Request to destroy.			1/1 to 12/31/03	24	7/23/9	
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	20	7/23/9	

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward J. Quenfen
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Brenda L. Harrison County Clerk
Signature of Court Official Title

9/8/07
Date

floor

floor

SEP. 16 2015

10/11/15

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4473 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Pay Batch Envelopes	2219 sec V 1c		1/1 to 12/31/01	21	2/23/9	<i>Request</i>
				1/1 to 12/31/02	25	2/23/9	
	Request to destroy.			1/1 to 12/31/03	24	2/23/9	
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	20	2/23/9	

Destruction Approved by Maryland State Archives

12 Jan 09
Date

Edward C. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page


Destruction Certification

[Signature]
Signature of Court Official

County Clerk
Title

9/8/9
Date

[Faint handwritten notes, possibly a list or calculations]

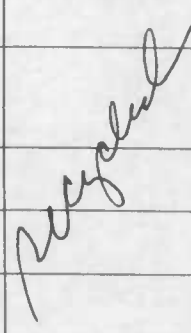
SEP. 16  2009

[Faint handwritten notes at the bottom left]

[Faint handwritten number]

DISTRICT COURT OF MARYLAND 4-2		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4673 Forward three (3) copies to address at left.
Court			
CHARLES	2/26/08		
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 Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Records- Miscellaneous						
	Pay Batch Envelopes	2219 sec V 1c		1/1 to 12/31/01	21	7/23/9	
				1/1 to 12/31/02	25	7/23/9	
	Request to destroy.			1/1 to 12/31/03	24	7/23/9	
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	20	7/23/9	

Destruction Approved by Maryland State Archives

12 Jan 09
Date


State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification


Signature of Court Official


Title

9/8/7
Date

SEP 16

ZWS

District 04-02	3-4-2010	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5170 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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 2006 Landlord Tenant Non-Money Judgements <i>Request to shred</i> <i>Retain Dockets and indices permanently</i> Closed in <u>2009</u>	2219	Sect. II Item 2	Jan-Dec. 2006	5	4-21-10	Shred

Destruction Approved by Maryland State Archives

30 MAR 10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Debbie [Signature]
Signature of Court Official

Civil Supervisor
Title

4-23-10
Date

MAY 17 2010

District 04-02	3-4-2010	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5170 Forward three (3) copies to address at left.
Court	Date		
Charles 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 2006 Landlord Tenant Non-Money Judgements <i>Request to shred</i> <i>Retain Dockets and indices permanently</i> Closed in <u>2009</u>	2219	Sect. II Item 2	Jan-Dec. 2006	5	4.21.10	Shred

Destruction Approved by Maryland State Archives

30 MAR 10
Date

Edward A. Gump
State Archivist

Destruction Certification

Debbie Rodolph
Signature of Court Official

Civil Supervisor
Title

4-23-10
Date

MAY 17 2010

District 04-02	3-4-2010	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5170</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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 2006 Landlord Tenant Non-Money Judgements <i>Request to shred</i> <i>Retain Dockets and indices permanently</i> Closed in <u>2009</u>	2219	Sect. II Item 2	Jan-Dec. 2006	5		<i>4-21-10 Shred</i>

Destruction Approved by Maryland State Archives

30 mar 10
Date

Edward C. [Signature]
State Archivist

Debbie [Signature]
Signature of Court Official

Destruction Certification

Civil Supervisor
Title

4-23-10
Date

MAY 17 2010

District 04-02	3-4-2010	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5/68 Forward three (3) copies to address at left.
Court	Date		
Charles 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 1997 Expired Civil Judgments <i>Request to strip files</i> <i>Retain Dockets and Indices permanently</i> Closed in <u>January 2010</u>	2219	Sect. II Item 3	Jan-Dec. 1997	11	7/20/10	Stripped Shredded

Destruction Approved by Maryland State Archives

30 mar 10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Debbie Radloff
Signature of Court Official

Civil Office
Title
7/20/10
Date

JUL 28 2010

District 04-02	3-4-2010	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5/68 Forward three (3) copies to address at left.
Court	Date		
Charles 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 1997 Expired Civil Judgments <i>Request to strip files</i> <i>Retain Dockets and Indices permanently</i> Closed in <u>January 2010</u>	2219	Sect II Item 3	Jan-Dec. 1997	11	7/20/10	Stripped & shredded

Destruction Approved by Maryland State Archives

30 mar 10
Date

Edward A. [Signature]
State Archivist

Destruction Certification

Debbie Rodoff
Signature of Court Official

Civil Office
Title

7/20/10
Date

JUL 28 2010

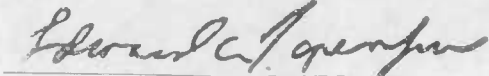
District 04-02	3-4-2010	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5/68 Forward three (3) copies to address at left.
Court	Date		
Charles County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

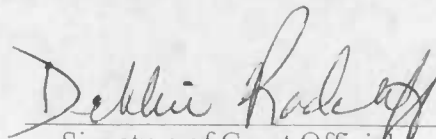
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil 1997 Expired Civil Judgments <i>Request to strip files</i> <i>Retain Dockets and Indices permanently</i> Closed in <u>January 2010</u>	2219	Sect II Item 3	Jan-Dec. 1997	11	7/20/10	Stripped Shredded

Destruction Approved by Maryland State Archives

30 mar 10
 Date


 State Archivist

Destruction Certification


 Signature of Court Official

Civil Office
 Title

7/20/10
 Date

JUL 28 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5234 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Release from commitments - supervisor copy - Audit Requirements complete <i>Computer generated NOT prenumbered</i>	2219	Sec 1 #1D	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	3	8/13/10 ↓	<i>Shredded</i>
Closed in _____							

Destruction Approved by Maryland State Archives

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

Destruction Certification

Frank Zimmerman *Court Clerk* 8/13/10
Signature of Court Official Title Date

THE UNIVERSITY OF CHICAGO


10/10/10

Department of Chemistry
University of Chicago

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5234</u> Forward three (3) copies to address at left.
Court	Date		
Charles County			
County			

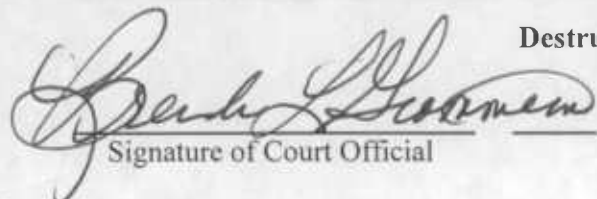
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Administrative Release from commitments - supervisor copy - Audit Requirements complete <i>Computer generated not pre-numbered</i>	2219	Sec 1 #1D	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	3	<i>8/13/10</i> 	<i>Shredded</i>
Closed in _____							

Destruction Approved by Maryland State Archives

7/30/10
 Date Edward C. [Signature]
 State Archivist

Destruction Certification


 Signature of Court Official County Clerk Title *8/13/10* Date

[Faint, illegible handwriting]

[Faint, illegible handwriting]

[Faint, illegible handwriting]

[Faint, illegible handwriting]

[Faint, illegible handwriting]

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5234</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Release from commitments - supervisor copy - Audit Requirements complete <i>Computer generated not prenumbered</i>	2219	Sec 1 #1D	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	3	8/13/10 ↓	<i>Shredded</i>
Closed in _____							

Destruction Approved by Maryland State Archives

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

Destruction Certification

Frank L. ...
 Signature of Court Official

County Clerk
 Title

8/13/10
 Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5235</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Employee Personnel Files Employees have separated from District Court more than 5 years Closed in _____	2219	Sec I #2	1985- 2004	2	8/12/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. Openfer
State Archivist

Destruction Certification

Brenda L. Harmon 8/13/10
Signature of Court Official Title Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5235 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Employee Personnel Files Employees have separated from District Court more than 5 years Closed in _____	2219	Sec I #2	1985- 2004	2	8/12/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10 Edward C. [Signature]
 Date State Archivist

Destruction Certification

Robert L. [Signature] County Ct 8/13/10
 Signature of Court Official Title Date

John Doe

SEP 17 2010

John Doe
1234 Main Street
Anytown, CA 90210
Phone: (555) 123-4567

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5235</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Employee Personnel Files Employees have separated from District Court more than 5 years Closed in _____	2219	Sec I #2	1985-2004	2	8/12/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. Openfer
State Archivist

Destruction Certification

Blanche L. Harrison County Clerk 8/13/10
Signature of Court Official Title Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5236 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative	2219	Sec I	Jan - Dec 2004	12	8/31/10	Landfill
	Commissioner Transmittals		1D	Jan - Dec 2005	12		
	Audit requirements met			Jan - Dec 2006			
	Closed in _____						

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda L. [Signature]
Signature of Court Official

Court Clerk
Title
8/31/10
Date

11

11

11

11

11

11

11

11

11

11

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5236 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Commissioner Transmittals	2219	Sec I	Jan - Dec 2004	12	8/31/10	Landfill
			1D	Jan - Dec 2005	12		
				Jan - Dec 2005	12		
	Audit requirements met						
	Closed in _____						

Destruction Approved by Maryland State Archives

7/30/10 Edward C. Loper
Date State Archivist

Destruction Certification

Brenda L. Gansner Brenda C. Cline 8/31/10
Signature of Court Official Title Date

11

10/10/10

10/10/10

SEP 17 2010

10/10/10

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5236</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Commissioner Transmittals Audit requirements met Closed in _____	2219	Sec I 1D	Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	12 12	8/31/10	Landfill

Destruction Approved by Maryland State Archives

7/30/10 Edward A. Openfer
 Date State Archivist

Destruction Certification

Brenda L. Shannon County Clerk 8/31/10
 Signature of Court Official Title Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5237</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting	2219	Sec V	Jan - Dec 2004	16	8/13/10	<i>[Signature]</i>
	Pay Batch Envelopes		1C	Jan - Dec 2005	15		
				Jan - Dec 2006	16		
Audit requirements met							
Closed in _____							

Destruction Approved by Maryland State Archives

7/30/10
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

County Clerk Title
8/13/10 Date

23

STATE OF CALIFORNIA - COUNTY OF ...

SEP 17 2010

[Faint handwritten text and signatures]

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5237 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Pay Batch Envelopes Audit requirements met Closed in _____	2219	Sec V 1C	Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	16 15 16	8/13/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10 Edward A. Green
Date State Archivist

Destruction Certification

Brenda L. Gannon County Clerk 8/13/10
Signature of Court Official Title Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5237</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Pay Batch Envelopes Audit requirements met Closed in _____	2219	Sec V 1C	Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	16 15 16	8/13/10	<i>Shadell</i>

Destruction Approved by Maryland State Archives

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

Destruction Certification

Bertha L. Gannone County Clerk 8/13/10
 Signature of Court Official Title Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5238 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Local copy Bench Time sheets Audit Requirements complete Closed in _____	2219	Sec V #1C	Jan 2003 thru Dec 2006	2	8/14/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10 Edward A. Gump
Date State Archivist

Destruction Certification

Beverly L. Gorman Court Clerk 8/13/10
Signature of Court Official Title Date

12

DATE	DESCRIPTION	AMOUNT											

[Faint handwritten text, possibly a date or signature]

[Faint handwritten text, possibly a signature or name]

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5238 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Local copy Bench Time sheets Audit Requirements complete Closed in _____	2219	Sec V #1C	Jan 2003 thru Dec 2006	2	8/12/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10 Edward A. [Signature]
 Date State Archivist

Destruction Certification

Bertha L. Harrison County Clerk
 Signature of Court Official Title
 8/13/10
 Date



Handwritten text, possibly a signature or initials, located on the left side of the page.

Handwritten text, possibly a signature or name, located at the bottom left of the page.

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5238 Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Local copy Bench Time sheets Audit Requirements complete Closed in _____	2219	Sec V #1C	Jan 2003 thru Dec 2006	2	8/12/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10 Edward C. Openm
 Date State Archivist

Destruction Certification

Beverly L. Gardner Court Clerk 8/13/10
 Signature of Court Official Title Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>52 39</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Local copy Paid Interpreter Invoices Audit Requirements complete Closed in _____	2219	Sec V #1C	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005	2	8/12/10 ↓	Shredded

Destruction Approved by Maryland State Archives

7/30/10 Edward C. [Signature]
 Date State Archivist

Destruction Certification

[Signature] 8/13/10
 Signature of Court Official Title Date

<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>
<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>

<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>
<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>
<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>
<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>
<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>	<p>10/10/10</p>

SEP 17 2010

[Faint handwritten signatures and text at the bottom of the page]

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5239 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Local copy Paid Interpreter Invoices Audit Requirements complete Closed in _____	2219	Sec V #1C	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005	2	8/12/10	Shredded

Destruction Approved by Maryland State Archives

7/30/10 Edward C. [Signature]
 Date State Archivist

Destruction Certification

Burt L. [Signature] County Clerk 8/13/10
 Signature of Court Official Title Date

Faint handwritten text, possibly a signature or name, located in the upper left quadrant of the page.

SEP 17 2010

Faint handwritten text, possibly a signature or name, located at the bottom of the page.

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>52 39</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Local copy Paid Interpreter Invoices Audit Requirements complete Closed in _____	2219	Sec V #1C	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005	2	8/12/10 ↓	Shredded

Destruction Approved by Maryland State Archives

7/30/10
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

[Signature]
Title

8/13/10
Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5240 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Employee Local Copy time Sheets Audit Requirements complete Closed in _____	2219	Sec V #1C	2000 - 2006	3	8-13-10	Shredded

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. Green
State Archivist

Destruction Certification

Brenda L. Harrison
Signature of Court Official

Title

8/13/10
Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5240
Court	Date		
Charles 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.				
1	Fiscal/Accounting Employee Local Copy time Sheets Audit Requirements complete Closed in _____	2219	Sec V #1C	2000 - 2006	3	8-13-10	Shredded

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda [Signature]
Signature of Court Official

Court Clerk [Signature]
Title
8/13/10
Date

Handwritten text, possibly a signature or name, located in the upper left quadrant of the page.

Handwritten text, possibly a signature or name, located at the bottom of the page.

ISEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5240 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Employee Local Copy time Sheets Audit Requirements complete Closed in _____	2219	Sec V #1C	2000 - 2006	3	8-13-10	Shredded

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. Quenper
State Archivist

Destruction Certification

Brenda L. Harrison
Signature of Court Official

Title

8/13/10
Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5241 Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Traffic verification reports Audit Requirements complete Closed in _____	2219	Sec 1 #1D	Jan 2003 thru Dec 2006	4	8/31/10	Shred

Destruction Approved by Maryland State Archives

7/30/10
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

[Signature]
Title

8/31/10
Date

[Faint, illegible handwriting on lined paper]

SEP 17 2010

[Faint, illegible handwriting at the bottom of the page]

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5241 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Administrative Traffic verification reports Audit Requirements complete Closed in _____	2219	Sec 1 #1D	Jan 2003 thru Dec 2006	4	8/31/10	Shred

Destruction Approved by Maryland State Archives

7/30/10 *[Signature]*
Date State Archivist

Destruction Certification

[Signature] *[Signature]* 8/31/10
Signature of Court Official Title Date

SEP 17 2010

District 04-02	6/17/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5241
Court	Date		
Charles 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.				
1	Administrative Traffic verification reports Audit Requirements complete Closed in _____	2219	Sec 1 #1D	Jan 2003 thru Dec 2006	4	8/31/10	Shred

Destruction Approved by Maryland State Archives

7/30/10 [Signature]
Date State Archivist

Destruction Certification

[Signature] Clerk 8/31/10
Signature of Court Official Title Date

SEP 17 2010

1 SEP 17 10

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5244 Forward three (3) copies to address at left.
Court Date 6-21-10		
Charles 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 ALPHA FILES 2006 Request to destroy all files and folders. Cases more than 3 years old Closed in 2006	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	7	8/13/10	Shred

Destruction Approved by Maryland State Archives

7/30/10 Edward A. Gump
 Date State Archivist

Destruction Certification

Brenda L. Gorman Candy Clark
 Signature of Court Official Title Date 8/3/10

ISEP 17 2010

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5244</u> Forward three (3) copies to address at left.
Court Date <u>6-21-10</u>		
Charles 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 ALPHA FILES 2006 Request to destroy all files and folders. Cases more than 3 years old Closed in <u>2006</u>	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	7	<u>8/13/10</u>	<u>Shred</u>

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. Gump
State Archivist

Destruction Certification

Brenda L. Hartman
Signature of Court Official

County Clerk
Title 8/31/10
Date

SEP 17 2010

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5244</u> Forward three (3) copies to address at left.
Court Date 6-21-10		
Charles 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 ALPHA FILES 2006 Request to destroy all files and folders. Cases more than 3 years old Closed in <u>2006</u>	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	7	8/13/10	Shred

Destruction Approved by Maryland State Archives

7/30/10 *[Signature]*
Date State Archivist

Destruction Certification

[Signature] *[Signature]* 8/3/10
Signature of Court Official Title Date

1 SEP 17 2010

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5245 Forward three (3) copies to address at left.
Court Date <u>6-21-10</u>		
Charles 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 FILE FOLDERS 2006 Request to destroy all files and folders. Cases more than 3 years old Closed in <u>2006</u>	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	25	8/13/10	<i>[Signature]</i>

Destruction Approved by Maryland State Archives

7/30/10
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

[Signature]
Title

8/31/10
Date

[Faint, illegible handwriting at the top of the page]

[Faint handwriting on the left side, possibly a date]

[Faint handwriting at the bottom of the page]

SEP 17 2010

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5245 <hr/> Forward three (3) copies to address at left.
Court Date 6-21-10		
Charles 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 FILE FOLDERS 2006 Request to destroy all files and folders. Cases more than 3 years old Closed in <u>2006</u>	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	25	8/13/10	Shred

Destruction Approved by Maryland State Archives

7/30/10 Edward C. Queney
Date State Archivist

Destruction Certification

Brenda L. Gorman County Clerk 8/31/10
Signature of Court Official Title Date

Faint handwritten text, possibly a date or initials.

Faint handwritten text, possibly a signature or address.

SEP 17 2010

District 04-02	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;">5245</div> Forward three (3) copies to address at left.
Court Date <u>6-21-10</u>		
Charles 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 FILE FOLDERS 2006 Request to destroy all files and folders. Cases more than 3 years old Closed in <u>2006</u>	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	25	8/13/10	<i>Shred</i>

Destruction Approved by Maryland State Archives

7/30/10
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

[Signature]
Title Date 8/31/10

SEP 17 2010

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5249 <hr/> Forward three (3) copies to address at left.	
Court			Date 6-21-10
Charles 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.				
	EXPUNGEMENT FILES 2006 Request to shred entire file. Cases more than 3 years old Closed in 2006	2219	Sec IV 2d	JANUARY 1 THRU DECEMBER 31, 2006	10	8/31/10	Shred

Destruction Approved by Maryland State Archives

7/30/10 *Edward C. [Signature]*
Date State Archivist

Destruction Certification

Brenda L. [Signature] 8/31/10
Signature of Court Official Title Date

SEP 17 2010

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5249 <hr/> Forward three (3) copies to address at left.
Court Date 6-21-10		
Charles 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.				
	EXPUNGEMENT FILES 2006 Request to shred entire file. Cases more than 3 years old Closed in 2006	2219	Sec IV 2d	JANUARY 1 THRU DECEMBER 31, 2006	10	8/31/10	Shred

Destruction Approved by Maryland State Archives

7/30/10 [Signature]
Date State Archivist

Destruction Certification

[Signature] [Signature] 8/31/10
Signature of Court Official Title Date

SEP 17 2010

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5249 Forward three (3) copies to address at left.
Court Date 6-21-10		
Charles 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.				
	EXPUNGEMENT FILES 2006 Request to shred entire file. Cases more than 3 years old Closed in 2006	2219	Sec IV 2d	JANUARY 1 THRU DECEMBER 31, 2006	10	8/31/10	Shred

Destruction Approved by Maryland State Archives

7/30/10
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda L. [Signature]
Signature of Court Official

County Clerk
Title

8/31/10
Date

SEP 17 2010

11/5

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5280 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records DCA 21 Audit requirements have been met. More than 3 years old. Closed in <u>1993-2003</u>	2219	V 1c	1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003	4	11/5/10	<i>Sanfill</i>

Destruction Approved by Maryland State Archives

Destruction Certification

21 OCT 2010
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

[Signature]
Title

11/5/10
Date

<p>1. Name of the person</p>	<p>2. Address of the person</p>	<p>3. Date of birth</p>	<p>4. Signature</p>
<p>5. Name of the person</p>	<p>6. Address of the person</p>	<p>7. Date of birth</p>	<p>8. Signature</p>

DECLARATION OF THE PERSONS

No.	Name	Address	Date of Birth	Signature	Remarks

DEC - 9 2010

305 - 215

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5280</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records DCA 21 Audit requirements have been met. More than 3 years old. Closed in <u>1993-2003</u>	2219	V 1c	1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003	4	11/5/10	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

21 OCT 2010
Date

Edward A. Gorman
State Archivist

Frank L. Gunnell
Signature of Court Official

Charles County Clerk 11/5/10
Title Date

DEC - 9 2010

none
11/5/10

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5281</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Daily Receipt Summary Audit requirements have been met. More than 3 years old. Closed in 1995 -2002	2219	V 1c	1995 1996 1997 1998 1999 2000 2001 2002	3	11/5/10	landfill

Destruction Approved by Maryland State Archives

Destruction Certification

21 OCT 2010
Date

Edward C. Gorman
State Archivist

Debra Gorman
Signature of Court Official

Debra Gorman
Title
Date 11/5/10

<p>1. Name of the person or organization to be notified</p>	<p>2. Address of the person or organization to be notified</p>	<p>3. Telephone number of the person or organization to be notified</p>
---	--	---

STATE OF CALIFORNIA - DEPARTMENT OF PUBLIC SAFETY

Date of Incident	Location of Incident	Type of Incident	Description of Incident	Officer's Name	Remarks

DEC - 9 2010

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5281 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Daily Receipt Summary Audit requirements have been met. More than 3 years old. Closed in <u>1995 -2002</u>	2219	V 1c	1995 1996 1997 1998 1999 2000 2001 2002	3	11/5/10	<i>[Signature]</i>

Destruction Approved by Maryland State Archives

Destruction Certification

21 OCT 2010
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

[Signature]
Title

11/5/10
Date

[Faint, illegible header text]

[Faint header 1]	[Faint header 2]	[Faint header 3]	[Faint header 4]	[Faint header 5]	[Faint header 6]
				<p>[Faint text in cell 4,5]</p>	

DEC - 9 2010

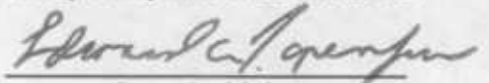
11/5/10

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5282</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records DCA 101 check requests Audit requirements have been met. More than 3 years old. Closed in <u>1996 -2002</u>	2219	V 1c	1996 1997 1998 1999 2000 2001 2002	4	11/5/10	Landfill

Destruction Approved by Maryland State Archives

21 OCT 2010
 Date

 State Archivist

Destruction Certification


 Signature of Court Official
 County Clerk
 Title
 11/5/10
 Date

	1234 5678 9012 3456 7890 1234	(Date) 12/01/10	(Time) 10:00 AM
(Signature) J. Doe	(Signature) J. Doe	(Signature) J. Doe	(Signature) J. Doe

PROLOGAL AND CHEMICAL ANALYSIS REPORT

Date	Time	Location	Description	Remarks	Inspector

Inspector's Signature

DEC - 9 2010

12/01/10

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5282</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records DCA 101 check requests Audit requirements have been met. More than 3 years old. Closed in <u>1996 -2002</u>	2219	V 1c	1996 1997 1998 1999 2000 2001 2002	4		

Destruction Approved by Maryland State Archives

Destruction Certification

21 OCT 2010
Date

Edward C. Green
State Archivist

Richard L. Stannard
Signature of Court Official

County Clerk 11/5/10
Title Date

[Illegible text]	[Illegible text]	[Illegible text]	[Illegible text]
------------------	------------------	------------------	------------------

[Illegible Section Header]

[Illegible Header 1]	[Illegible Header 2]	[Illegible Header 3]	[Illegible Header 4]	[Illegible Header 5]
[Illegible Content 1]	[Illegible Content 2]	[Illegible Content 3]	[Illegible Content 4]	[Illegible Content 5]

DEC - 9 2010

none 11/5

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5283</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Mats Summary Receipt report Audit requirements have been met. More than 3 years old. Closed in <u>2003-2005</u>	2219	V 1c	2003 2004 2005	2	11/5/10	Carlfill

Destruction Approved by Maryland State Archives

21 OCT 2010
Date

Edward A. Gump
State Archivist

Destruction Certification

Berk L. Gennaro
Signature of Court Official

County Clerk
Title
11/5/10
Date

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5283</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Mats Summary Receipt report Audit requirements have been met. More than 3 years old. Closed in <u>2003-2005</u>	2219	V 1c	2003 2004 2005	2	11/5/10	landfill

Destruction Approved by Maryland State Archives

21 OCT 2010
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda [Signature] County Clerk 11/5/10
Signature of Court Official Title Date

<p>1. Name of the person or organization</p>	<p>2. Address of the person or organization</p>	<p>3. Date of the report</p>
<p>4. Name of the person or organization</p>	<p>5. Address of the person or organization</p>	<p>6. Date of the report</p>

STATE OF CALIFORNIA - DEPARTMENT OF REVENUE

Name of the person or organization	Address	City	State	Date of the report

DEC - 9 2010

done 11/5/10

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5284</u> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Non Mats Monthly Reports Audit requirements have been met. More than 3 years old. Closed in <u>1996-2005</u>	2219	V 1c	1996 1997 1998 1999 2000 2001 2002 2003 2004 2005	2	11/5/10	Carroll

Destruction Approved by Maryland State Archives

21 OCT 2010
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

County Clerk
Title
11/5/10
Date

Name	[Faint text]	[Faint text]	[Faint text]
[Faint text]	[Faint text]	[Faint text]	[Faint text]

[Faint, mirrored text]

[Faint text]	[Faint text]	[Faint text]	[Faint text]	[Faint text]
[Faint text]	[Faint text]	[Faint text]	[Faint text]	[Faint text]

DEC - 9 2010

District 04-02	10/6/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5284 <hr/> Forward three (3) copies to address at left.
Court	Date		
Charles 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	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Non Mats Monthly Reports Audit requirements have been met. More than 3 years old. Closed in <u>1996-2005</u>	2219	V 1c	1996 1997 1998 1999 2000 2001 2002 2003 2004 2005	2	4/5/10	Landfill

Destruction Approved by Maryland State Archives

21 OCT 2010
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda L. [Signature] 11/5/10
Signature of Court Official Title Date

