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	Description of Records	Author	ization	Inclusive Dates of Records	Volume	Date of	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	item No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2004		1110	Shred
	Certificates of Deposit	V	1.C.		5	1/5/07	Mres
	Closed Transcript Records		10.		1		
	Closed Deferred Payment Records		Ic.		1.5		
	Commissioner Daily Transmittals		1c.		1.5		
	Court Fund Receipts and Ledger Cards		ic		2		
	Satisfied Bad Checks		16.		.5		
	Purchase Orders & Receiving Reports		10.		1		
	Statistical Report		16.		1		
	Auditors Receipt Copies		10.		.5		
	Refund Request Forms		16.		1		
	Petty Cash Reimbursements		1 6-		.5	V	

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Die 08

Date

State Archivist

Signature of Court Official

Title

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

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Series	Description of Records	Authori	ization	Inclusive Dates of Records	Volume	Date of	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2004		115/09	Shred
	Certificates of Deposit	V	1.C.		5	1) 3/0/	
	Closed Transcript Records		10.		1		All the Park
	Closed Deferred Payment Records		Ic.		1.5		
	Commissioner Daily Transmittals		16.		1.5		
	Court Fund Receipts and Ledger Cards		16.		2		
	Satisfied Bad Checks		16.		.5		
	Purchase Orders & Receiving Reports	E-H G-	10.		1		
	Statistical Report		16.		1		
	Auditors Receipt Copies		16.		.5		
	Refund Request Forms		16.		1		
	Petty Cash Reimbursements		1 C.		.5	V	

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

State Archivist

Signature of Court Official

Title

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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	Author	ization	Inclusive	Volume	Date of	Method of
140.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2004		1110	-1 0
	Certificates of Deposit	V	I.C.		5	1/5/09	Shred
	Closed Transcript Records		10.		1		
	Closed Deferred Payment Records		10-		1.5		
	Commissioner Daily Transmittals		10.		1.5		
	Court Fund Receipts and Ledger Cards		16		2		
	Satisfied Bad Checks		10.		.5		
	Purchase Orders & Receiving Reports		Ic.		1		
	Statistical Report		14.		1		
	Auditors Receipt Copies		10.		.5		
	Refund Request Forms		16.		1		
	Petty Cash Reimbursements		1 C.		.5	1	

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Die 08

Date

State Archivist

Signature of Court Official

Title

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

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

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
NO.	morage the analog of similar	Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL					1/5/09	Shred
	Civil Cases Closed Retain dockets (stripped material only) permanently	2219 II	2, 3	2004	14		
	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	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

Title

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(645.6 + 664)		(Recycle, shred, landfill, etc.)
	CIVIL					1/5/09	Shred
	Civil Cases Closed Retain do Kets (stripped material only) permanently	2219 II	2, 3	2004	14	1/3/4	
	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	1	

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

State Archivist

Signature of Court Official

Title

DEPARTMENT OF GENERAL SERVICES D.C. Cert. 3-4-CV-1-08

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

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL					1/5/09	Shred
	Civil Cases Closed Retain dockets (stripped material only) permanently	2219 II	2, 3	2004	14		
	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	1	

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

Date

State Archivist

Signature of Court Official

Title

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

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

Queen Anne's

January 1, 2008

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Description of Records	Author	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
module this analysis of missions	Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
CRIMINAL					9/25/08	Shred
CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	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		
	CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only)	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) IV	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) IV CIVIL CITATIONS CLOSED (Stripped material only) IV CIVIL CITATIONS CLOSED (Stripped material only)	CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) Dates of Records Destroyed Destroyed Dates of Records Destroyed 2219 IV 2004 2004	CRIMINAL CRIMINAL CLOSED Country Count	Dates of Records Destroyed Cubic Feet Destruction

Destruction Approved by Hall of Records Commission

Sep 68

State Archivist

Destruction Certification

Signature of Court Official

Title



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	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
110.	mode Had and Frankling	Retention Sched. No.	Item No.	Destroyed	(0020000)		(Recycle, shred, landfill, etc.)
	CRIMINAL					9/25/08	-10
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	2004	12		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		
						1	

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

State Archivist

Signature of Court Official

Title

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

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

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	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed		Bestidelien	(Recycle, shred, landfill, etc.)
	CRIMINAL					9/25/08	Shred
	(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		
						1	

Destruction Approved by Hall of Records Commission

Destruction Certification

Signature of Court Official

Title

Date

Date

State Archivist

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

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 Queen Anne's January 1, 2008

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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

Destruction Approved by Hall of Records Commission

Destruction Certification

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State Archivist

Signature of Court Official

Title

Date

Date

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	ct Court of Maryland Queen Anne's Janu	ary 1, 2008		Lynda	Justice, Coun	ty Clerk	
	COURT COUNTY	DATE		CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRU	JCTION
Series No.	Description of Records Include Title and/or Form Number	Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
1101	include the analog of the factor	Retention Sched. No.	Item No.	Destroyed	(000.0 : 00.)	Dostraction	(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2004	1	9/2/08	Skrd
	*To be shredded						
	Destruction Approved by Hall of Records	s Commission			Destruction C	ertification	
Se	Date State Arc	thivist		Signature of Court	Official —	Title	Date

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

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

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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.				(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2004	1	9/25/08	Shred
	*To be shredded						

Destruction Approved by Hall of Records Commission

Destruction Certification

25ep 08

Date

State Archivist

Signature of Court Official

Title



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	Authoriz	zation	Inclusive Dates of Records	Inclusive Dates of Records Destroyed Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched, No.	Item No.			2004 404.011	
	CourtSmart DVD's	2219 II	2	2004	6	9/25/08	Spred
	CourtSmart Tag Reports & Logsheets	III	2				
		IV	2				
						1	

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

State Archivist

Signature of Court Official

Title

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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 Volume Dates of Records (Cubic Feel	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
						9/25/08	Shred
	CourtSmart DVD's	2219 II	2	2004	6		19.44
	CourtSmart Tag Reports & Logsheets	III	2		14.4		
		IV	2			PO No	

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

State Archivist

Signature of Court Official

Title



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

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

Queen Anne's

January 1, 2008

Lynda Justice, County Clerk

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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	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2004	6	9/25/08	Sprid
	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

Title

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

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

Queen Anne's

January 1, 2008

Lynda Justice, County Clerk

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DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
140.		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	TRAFFIC					9/25/08	Shred
	TRANSMITTALS	2219 IV	2 a&b	2004	1		
	MISCELLANEOUS CORRESPONDENCE			2004	3		- E E 100 T T
	BATCH ENVELOPES			2004	6		
	CLOSED TRAFFIC FILES			2004	8		
	CLOSED NONMATS CITATIONS			2004	1		
	CLOSED CITIZEN ARRESTS			2004	1		
	CLOSED PARKING CITATION			2004	1	1 2 3	
	MANAGEMENT REPORTS	2219 I	1d	2004	1	1	

Destruction Approved by Hall of Records Commission

25008

State Archivist Date

Destruction Certification

Signature of Court Official

Title

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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	Authori	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.		(0000000)	Beetidolon	
	TRAFFIC					9/25/08	Stired
	TRANSMITTALS	2219 IV	2 a&b	2004	1	1	
	MISCELLANEOUS CORRESPONDENCE	8 113		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	1d	2004	1	1	

Destruction Approved by Hall of Records Commission

Destruction Certification

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State Archivist

Signature of Court Official

Title

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DEPARTMENT OF GENERAL SERVICES

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

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

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC					9/25/08	Shred
	TRANSMITTALS	2219 IV	2 a&b	2004	1		
	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	1d	2004	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

Signature of Court Official

Title

Date

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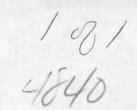
Date

State Archivist

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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

COURT

11/17/2008

COUNTY DATE Authorization Method of Series Inclusive Description of Records Volume Date of Destruction Dates of Records No. Include Title and/or Form Number (Cubic Feet) Destruction (Recycle, shred, Destroyed Retention Item landfill, etc.) Court Calendars - Assignment Notice Shects Schedule Sec. I Shreddid 1996-July 1, 2005 2.5 cubic feet 1996- July 1, 2005 2330 No. 2 O HER ALLINS 2009 JAN -8

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08 Date

Signature of Court Official

Rev. 10/83 DGS-550-9

TPR 28 - 249



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:

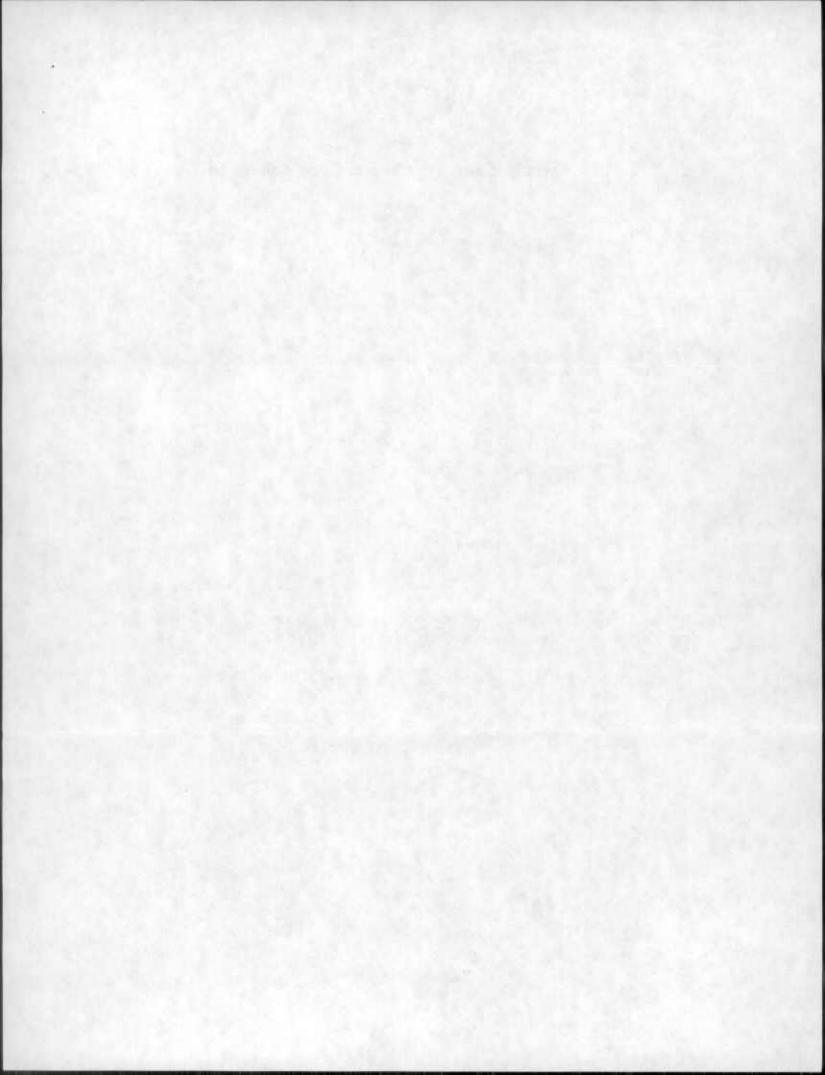
April 24, 2009

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

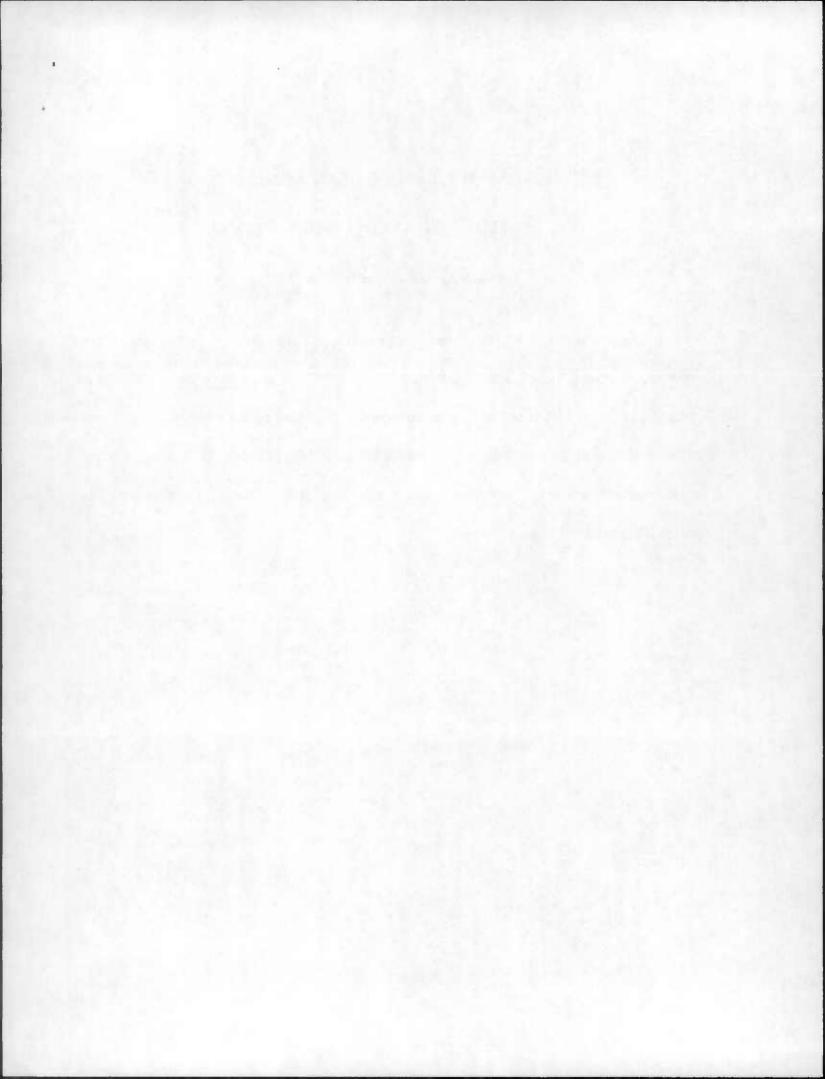
Record Retention and Disposal

Thomas G. Ross,

County Administrative Judge

QUEEN ANNE'S COUNT

Date: (26/09



D.C. Cert.

3-4-F-1-09

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

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	Author	ization	Inclusive	Volume	Date of	Method of
NO.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2005		5-6-09	Shrolded
	Certificates of Deposit	V	1 c		5		
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.5		See he like y
	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	V	*

Destruction Approved by Hall of Records Commission

Date

State Archivist

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Signature of Court Official

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Destruction Certification

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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	Author	ization	Inclusive	Volume	Date of	Method of
	modde fide alldydr Poliff Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2005		5-6-09	Sheadded
	Certificates of Deposit	V	1 c		5		goreacce
	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	1	

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20 Apr 09

Date

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Title

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive	Volume	Date of	Method of
	modude Title allu/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2005		5-6-09	Sheddad
	Certificates of Deposit	V	1 c		5		Graetaceo
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals		-		1.5	9 1	
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report			. / 10 10 10 10 10 10 10 10 10 10 10 10 10	1		
	Auditors Receipt Copies				.5		
	Refund Request Forms			F 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	1		
	Petty Cash Reimbursements				.5	THE RESERVE	
	Cash Register Back-up Diskettes			2004, 2005, 2006	1	V	1

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20 Apr 09

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		. Retention Sched. No.	Item No.		(Odbie i cety	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL					5-6-09	Shrelded
	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	1d	2005	1	1	V

Destruction Approved by Hall of Records Commission

20 Apr 09

Date

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DEPARTMENT OF GENERAL SERVICES

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

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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	Authoria	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(Ouble Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL					5-6-09	Shrokded
	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	1d	2005	1		

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(000.0100)		(Recycle, shred, landfill, etc.)
	CIVIL					5-6-09	Shrelded
	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	1	1

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20 Apr 09

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Destruction Certification

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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

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COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CRIMINAL					5-6-09	Spredded
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

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Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	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		

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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COUNTY

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(Casie i Cety	Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL					5-6-09	Spredded
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	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		
	MANAGEMENT REPORTS	2219 I	1d	2005	1		

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State Archivist

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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

Destruction Approved by Hall of Records Commission

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District	Court	of	Maryland	
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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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.				(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2005	1	5-6-09	Shredded
	*To be shredded						
					19.50		

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Title

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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Series No.	Description of Records Include Title and/or Form Number	Authori	zation	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	2219 Sec IV	2 d&e	2005	1	5-6-09	Shredded
	*To be shredded						
						154	

Destruction Approved by Hall of Records Commission

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Date

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Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

COURT

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DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219		2005	6	5-6-09	Shredded
		II	2				1 STUCKERE
	CourtSmart Tag Reports & Logsheets	III	2	2005	1	1	1
		IV	2				
	Electronic Recordings for the period of Nov.7-11, 2005 will be retained permanently for archival purposes.						
		100					

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

Signature of Court Official

Title

Date

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	()		(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2005	6	5-6-09	Shredded
	CourtSmart Tag Reports & Logsheets	111	2	2005	1	1	1
	Electronic Recordings for the period of Nov.7-11, 2005 will be retained permanently for archival purposes.	IV	2				
							1

Destruction Approved by Hall of Records Commission

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

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

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(Ouble Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219		2005	6	5-6-09	Shredded
	CourtSmart Tag Reports & Logsheets		2	2005			1
	The second of th	IV IV	2	2005	1	√	4
	Electronic Recordings for the period of Nov.7-11, 2005 will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

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Destruction Certification

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Date

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Queen Anne's

January 1, 2009

Lynda Justice, County Clerk

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.			Destruction	(Recycle, shred, landfill, etc.)
	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		1

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(Cubic reet)	Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC					5-6-09	Shreldel
	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		

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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January 1, 2009

Lynda Justice, County Clerk

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Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(000.0100,	Desir dello	(Recycle, shred, landfill, etc.)
	TRAFFIC					5-6-09	Shradded
	TRANSMITTALS	2219 IV	2 a&b	2005	1		
	MISCELLANEOUS CORRESPONDENCE			2005	3		
	BATCH ENVELOPES		He no	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	1	1

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

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January 1, 2010

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Description of Records	Authoriz	ation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,	
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(603.6 / 604)	Destruction	shred, landfill, etc.)	
	ACCOUNTING RECORDS	2219		2006		5-14-10	Shreddel	
	Certificates of Deposit	V	1 c		5			
	Closed Transcript Records .	1/2	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		Mary Table	
	Auditors Receipt Copies		1 c		.5			
	Refund Request Forms		1 c		1			
	Petty Cash Reimbursements		1 c		.5		I In	
	-Cash Register Back up Dickettes		1c	2007	1			

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Destruction Certification

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Description of Records	Authoriz	ation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.				shred, landfill, etc.)
	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		1 1
	Cash Register Back up Dickettes		10	2007	1		1

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
				ALL STATES		5-14-10	Shredded
	CourtSmart DVD's	2219 II	2	2006	6		
	CourtSmart Tag Reports & Logsheets	111	3	2006	1		
		IV	2 a.b.				
	Electronic Recordings for the period of <u>Dec. 4-8, 2006</u> will be retained permanently for archival purposes.						1
					- N		

Destruction Approved by Hall of Records Commission

12 Feb 10

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

JUN - 4 2010

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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched, No.	Item No.				(Recycle, shred, landfill, etc.)
						5-14-10	Shredded
	CourtSmart DVD's	2219 II	2	2006	6		
	CourtSmart Tag Reports & Logsheets	Ш	3	2006	1		
		IV	2 a.b.				
	Electronic Recordings for the period of <u>loc .4-8,2006</u> will be retained permanently for archival purposes.						V

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

State Archivist

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
						5-14-10	Shredded
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2006	1	1	
	*To be shredded						

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

Signature of Court Official

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Date

12 Feb 10 Date

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 2079.4-0275

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

COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Lynda Justice, County Clerk

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

Destruction Approved by Hall of Records Commission

12 Feb 10 Date

State Archivist

Destruction Certification

Standard of Court Official

Signature of Court Official

Title

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

Description of Records	Autho	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
	Retention Sched. No.	Item No.				(Recycle, shred, landfill, etc.)
CRIMINAL					5-14-10	Shreddek
CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	2006	18		
NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 abc.	2006	2		
CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a.b.c.	2006	1		
MANAGEMENT REPORTS	2219 I	1d	2006	1		1
	CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only)	CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) IV 2219 CIVIL CITATIONS CLOSED (Stripped material only) IV	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) Retention Item No. 2219 2 a, b, c, f 2219 1V 2 a bc. F.	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) Include Title and/or Form Number Retention Sched. No. Item No. 2219 2 a, b, c, 2006 2219 1V 2 a b c. F. CIVIL CITATIONS CLOSED (Stripped material only) IV 2 a b c. 1 2006 CIVIL CITATIONS CLOSED (Stripped material only) IV 1 2 a b c. 1 2006	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) Retention Sched. No. Dates of Records Destroyed (Cubic Feet) Dates of Records Destroyed 18 18 CIVIL CITATIONS CLOSED (Stripped material only) 19 2 a b c	CRIMINAL CRIMINAL

Destruction Approved by Hall of Records Commission

12 Feb 10

Date

State Archivist

Destruction Certification

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 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	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed		Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL					5-14-10	Shrodded
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	2006	18		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 abc.	2006	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a.b.c.	2006	1		
	MANAGEMENT REPORTS	2219 I	1d	2006	1		

Destruction Approved by Hall of Records Commission

12 Feb 10

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed		Destruction	(Recycle, shred, landfill, etc.)
	CIVIL					5-14-10	Shrad Dod
	Civil Cases Closed (stripped material only)	2219 II	2	2006	14	1	A Contraction
	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	1d	2006	1	1	

Destruction Approved by Hall of Records Commission

24 Feb 10

State Archivist

Destruction Certification

Signature of Court Official

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Date

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	Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)	
		Retention Sched. No.	Item No.			Destruction		
	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

24 Feb 10

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

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	Author	ization	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	3		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	1d	2006	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

State Archivist

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

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

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Author	ization	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	Spredded
	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

12 Feb 10

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

NULY - 4 2010

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

Destruction Approved by Hall of Records Commission

Destruction Certification

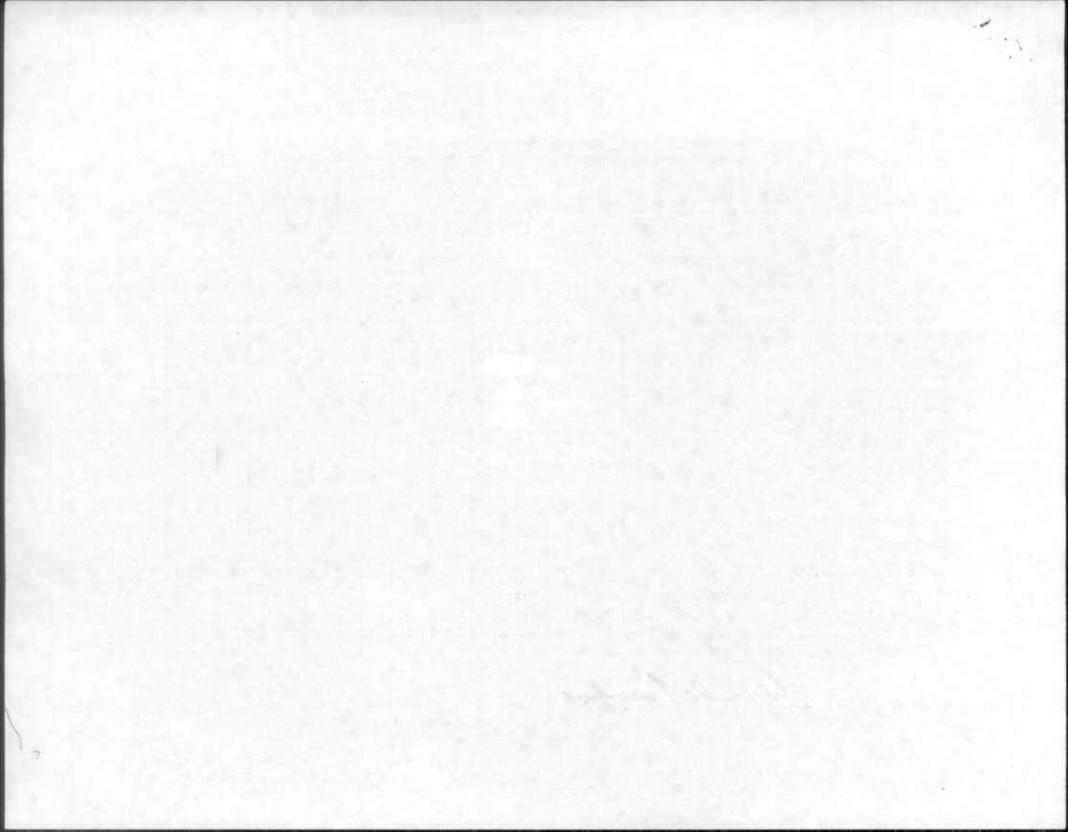
23 Dec 08

Date

State Archivist

Signature of Court Official

Title



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

Destruction Approved by Hall of Records Commission

Destruction Certification

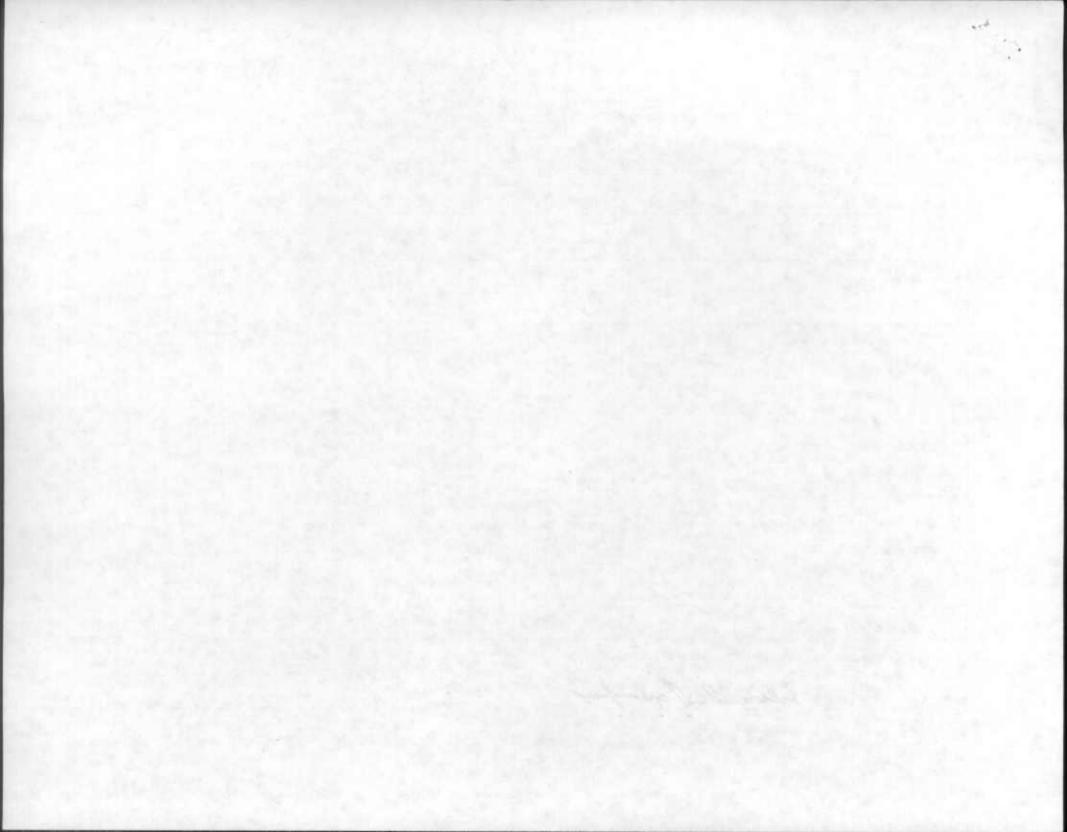
23 Dec 08

State Archivist

Signature of Court Official

Title

Date



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	Author	ization	Inclusive Dates of Records Destroyed	Volume	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
140,	mode the andorronn Number	Retention Sched. No.	Item No.		(Cubic Feet)		
	ACCOUNTING RECORDS	2219		2004		3/10/2009	Shred
	Certificates of Deposit	V	lc.		13	, , .	
	Closed Transcript Records		ic.		1		
	Closed Deferred Payment Records		IC.		1.5		
	Commissioner Daily Transmittals		ic.		1.25		
	Court Fund Receipts and Ledger Cards		IC.		2		
	Satisfied Bad Checks		IC.		.5		
	Purchase Orders & Receiving Reports		IC.		.5		
	Statistical Report		10-		1		
	Auditors Receipt Copies		10.		.5		
	Refund Request Forms		IC.	Fr. Carlotte	1		
	Petty Cash Reimbursements		10.		.25	1	

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08

State Archivist

Signature of Court Official

Title

Date

MAR 25 2019

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

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

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	Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
110.	induct the dried form terms.	Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
1	CIVIL					3/10/2009	Shred
	Civil Cases Closed Retain dockets (stripped material only) Revmanently	2219 II	2, 3	2004	30		
	Landlord/Tenant Cases	2219 II	0.00	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	1d	2004	2		

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State Archivist

Signature of Court Official

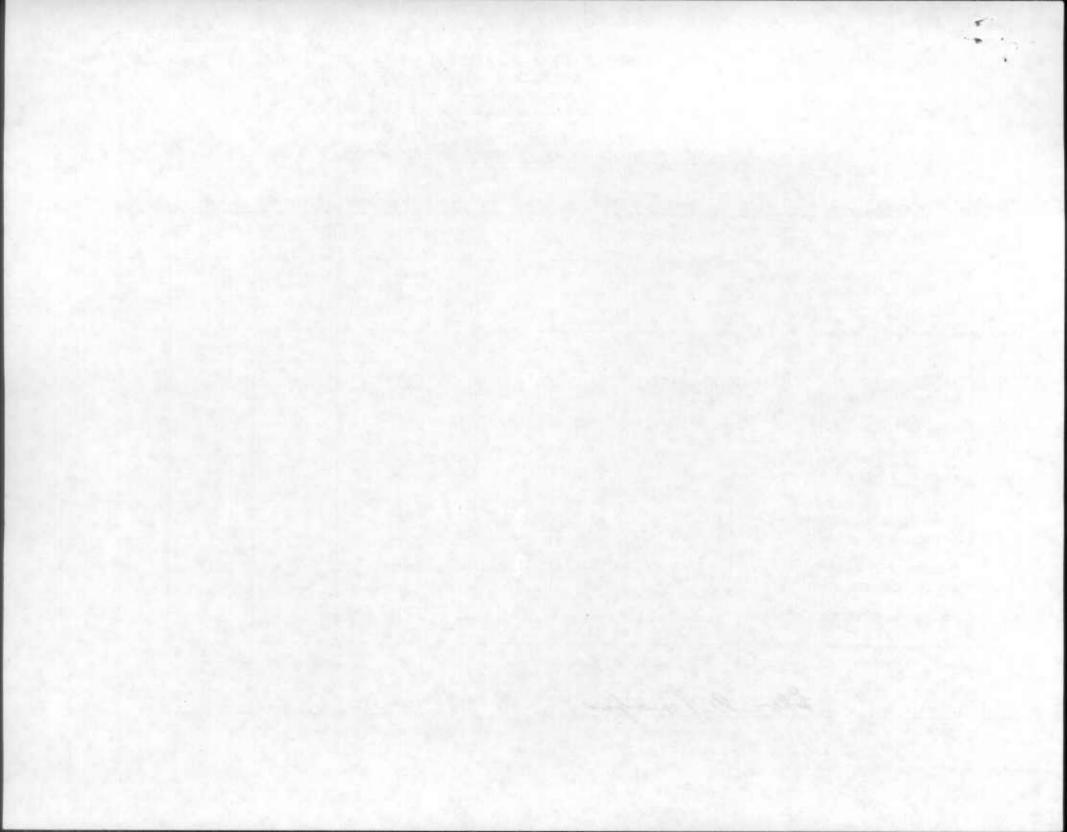
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Title

Date



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

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL					3/10/2009	ShREd
	Civil Cases Closed Retain dockets (stripped material only) Revmanently	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

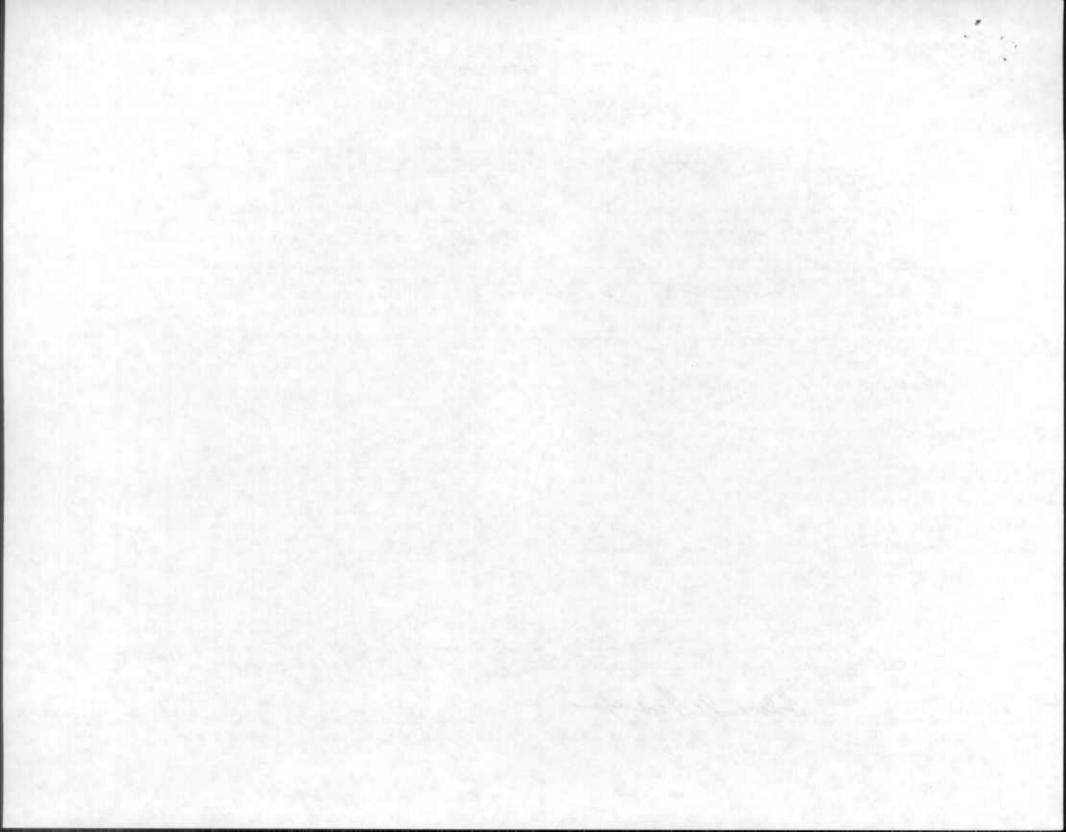
23 Dec 08

Date

State Archivist

Signature of Court Official

Title



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

eries No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume	Date of	Method of
		Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CIVIL					3/10/2009	Shred
	Civil Cases Closed (stripped material only) Revmanently	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	1d	2004	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

State Archivist

Signature of Court Official

MAR. 25 2019

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

COURT

COUNTY

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Author	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched, No.	Item No.	Destroyed			(Recycle, shred landfill, etc.)
	CRIMINAL					3/10/2009	Shred
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	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		
						1	1

Destruction Approved by Hall of Records Commission

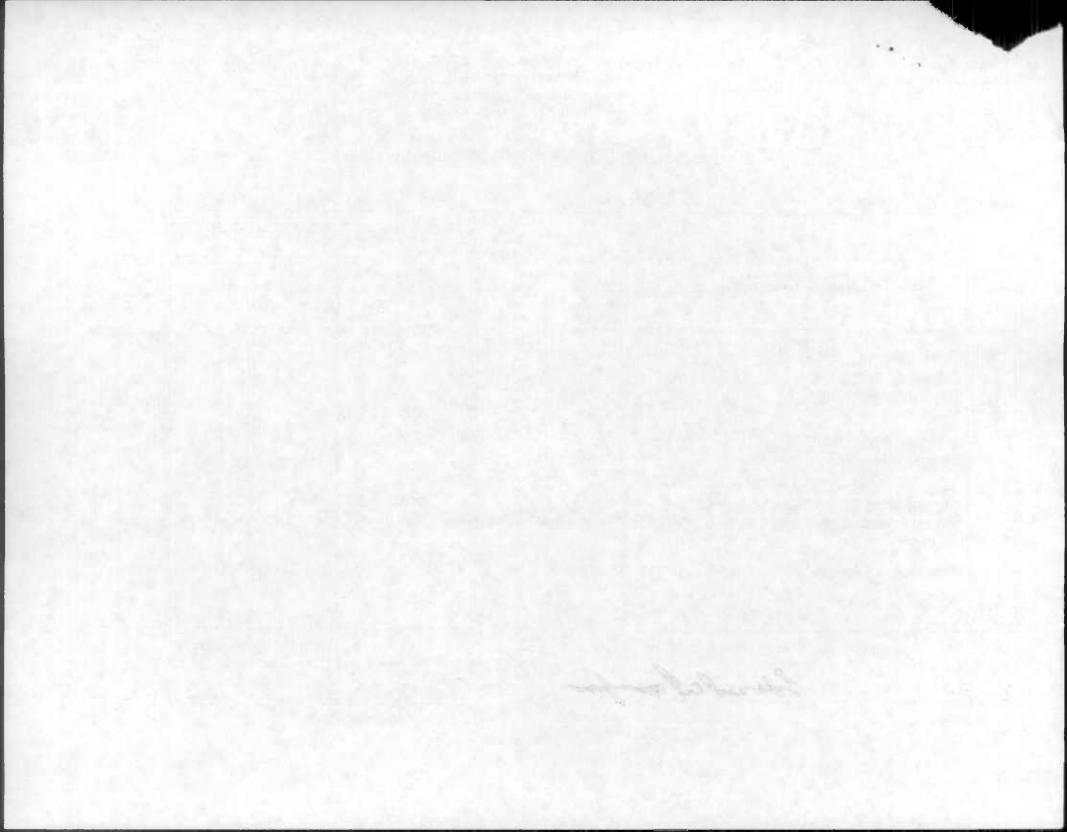
Destruction Certification

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State Archivist

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2008

Cheryl B. Miller, County Clerk

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Author	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
140.		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	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

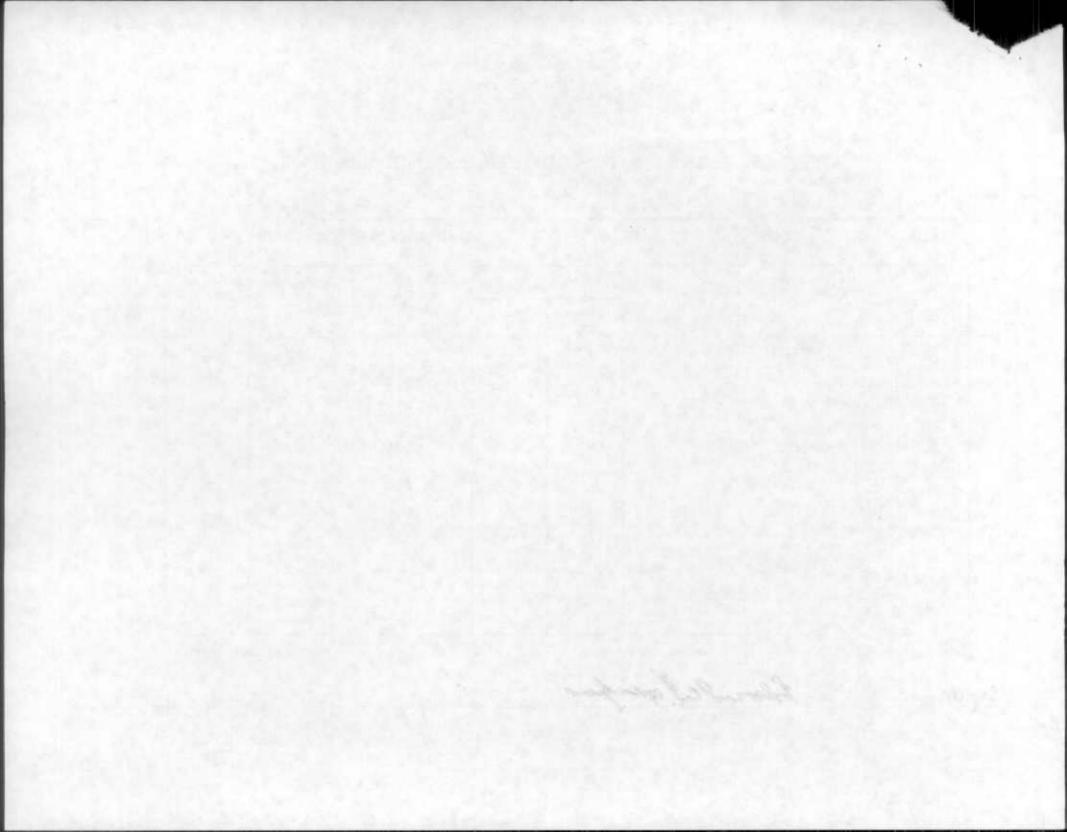
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Date

State Archivist

Signature of Court Official

Title



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

Description of Records	Author	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
	Retention Sched. No.	Item No.	Destroyed	(500)		(Recycle, shred landfill, etc.)
CRIMINAL					3/10/2009	Shred
CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	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		
	CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only)	CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) IV CIVIL CITATIONS CLOSED (Stripped material only) IV	Include Title and/or Form Number Retention Sched. No. Item No. CRIMINAL	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) IN Dates of Records Destroyed Destroyed 2219 2 a, b, c, 2004 IV 2004 CIVIL CITATIONS CLOSED (Stripped material only) IV 2004	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) Include Title and/or Form Number (Cubic Feet) Retention Sched. No. Retention No. 1 tem No. 2 219	Include Title and/or Form Number Retention Sched. No. CRIMINAL CRIMINAL CLOSED (Stripped material only) NATURAL RESOURCE CLOSED (Stripped material only) CIVIL CITATIONS CLOSED (Stripped material only) Include Title and/or Form Number Retention Sched. No. Dates of Records Destruction 24

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

Title

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

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

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	Author	zation	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	2219 Sec IV	2 d&e	2004	2	3/10/2009	Shred
	*To be shredded						
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			1.44			VAS.	
		100					
				77.57			

Destruction Approved by Hall of Records Commission

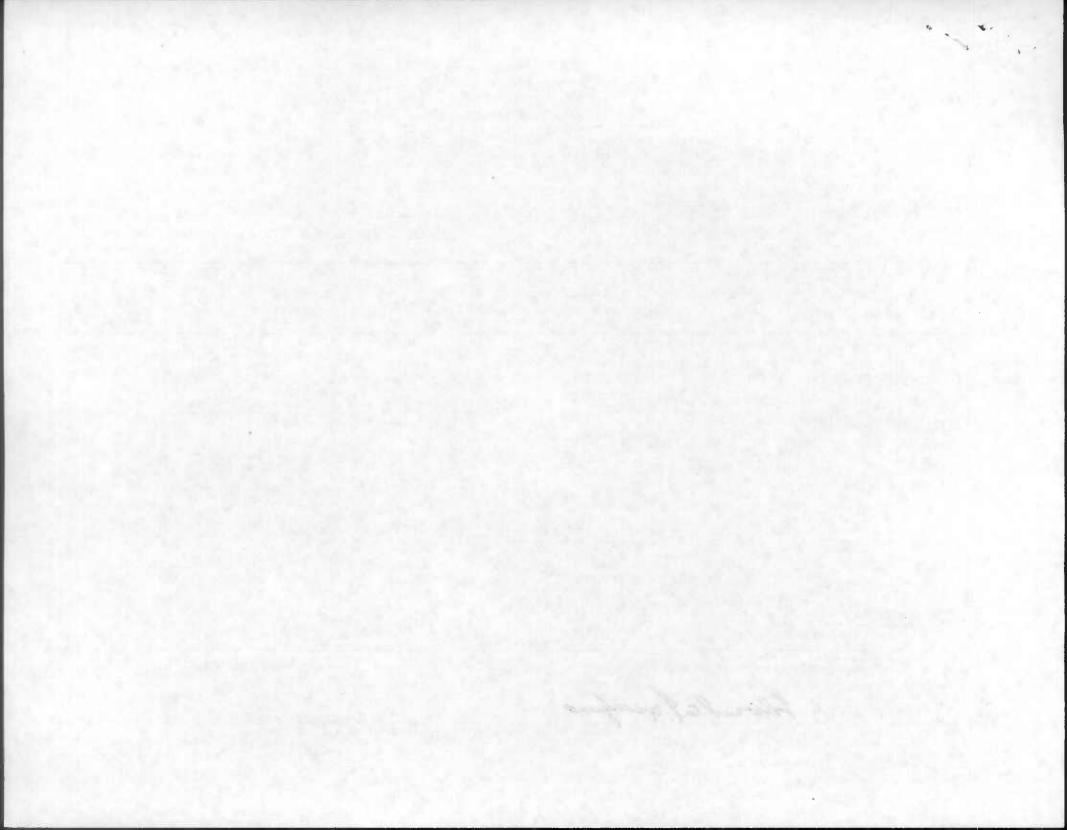
Destruction Certification

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State Archivist

Signature of Court Official

Title



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

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	Author	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.				(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2004	2	3/10/2009	Shred
	*To be shredded						

Destruction Approved by Hall of Records Commission

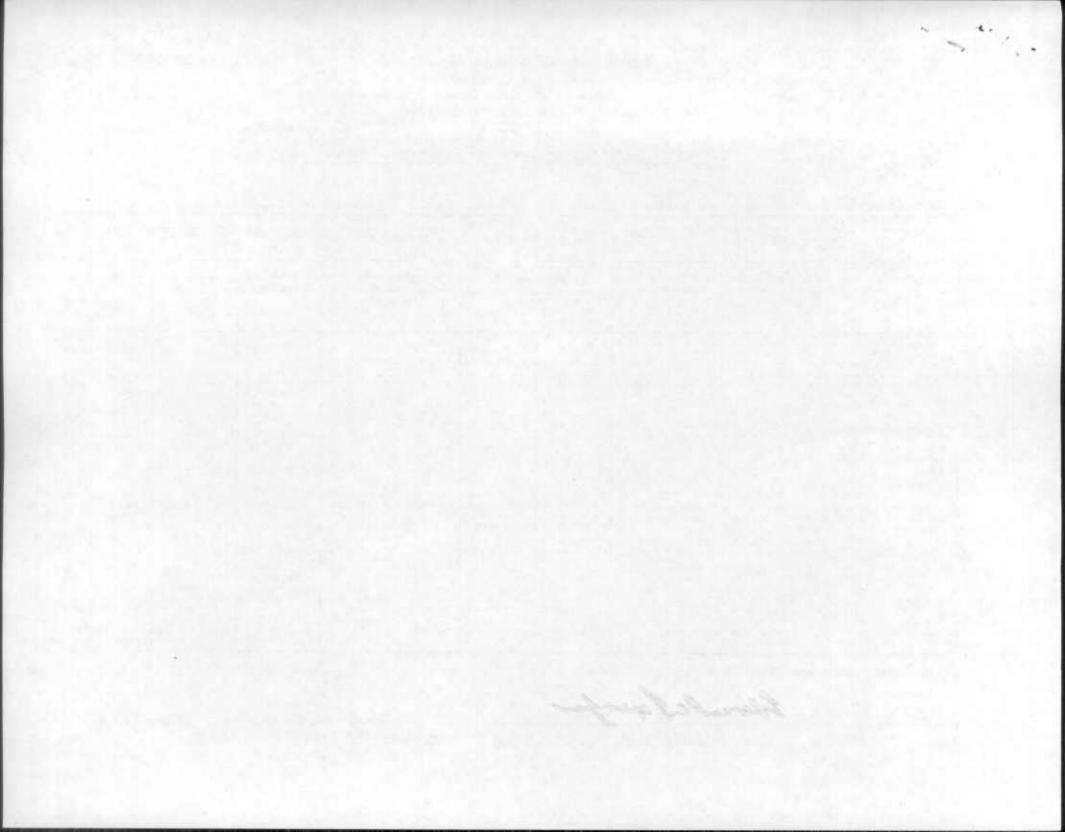
Destruction Certification

Date

State Archivist

Signature of Court Official

Title



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

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	Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.		(Odbie reet)	Destruction	
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2004	2	3/10/2009	Shred
	*To be shredded						
					E S		

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

State Archivist

Cheryl B. Miles

Signature of Court Official

County CLERK

Title

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DEPARTMENT OF GENERAL SERVICES

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

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	Authori	zation	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	12	3/10/2009	Shred
	CourtSmart Tag Reports & Logsheets	III	2				
		IV	2			1	1

Destruction Approved by Hall of Records Commission

Destruction Certification

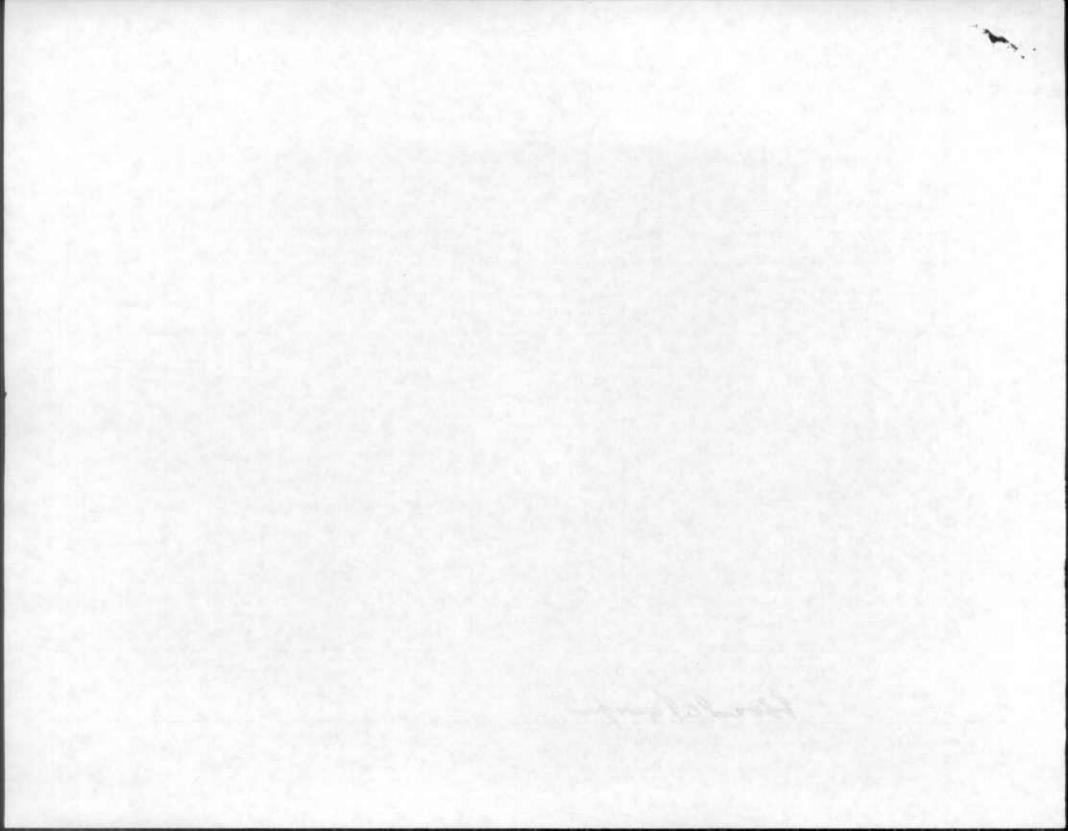
Sep 08

Date

State Archivist

Signature of Court Official

Title



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	Authori.	zation	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	12	3/10/2009	Shred
	CourtSmart Tag Reports & Logsheets	111	2				
		IV	2			\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

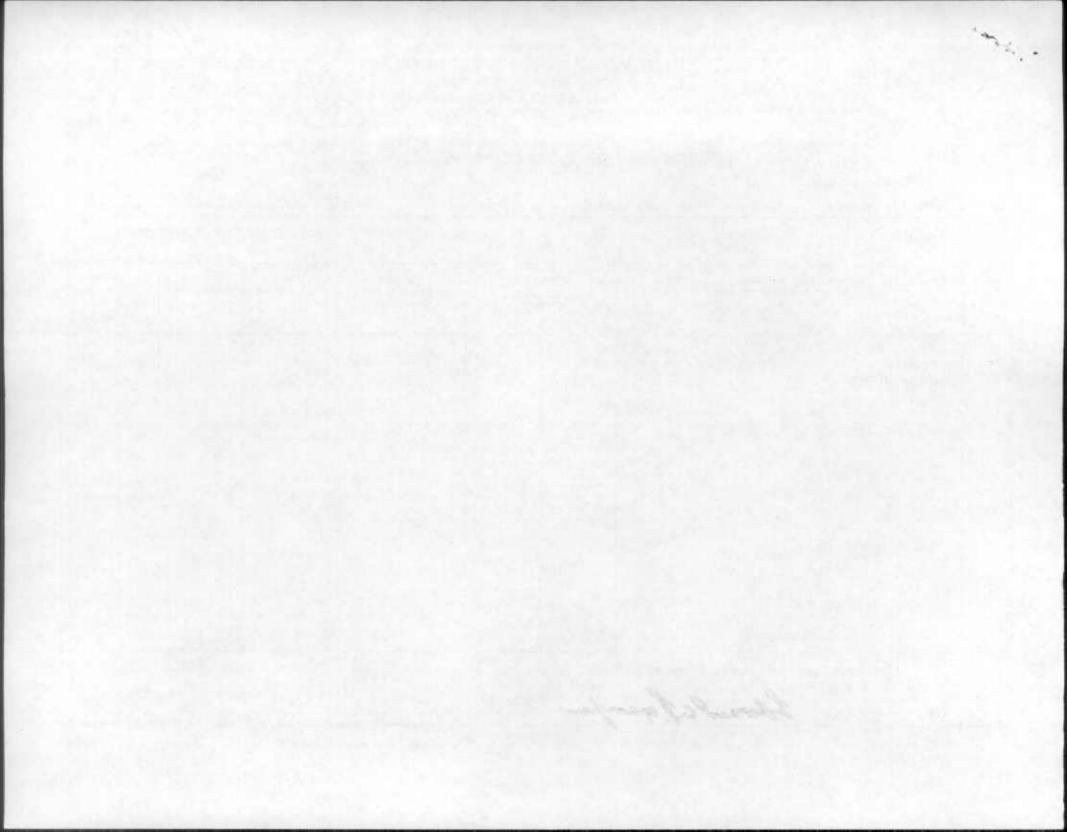
State Archivist

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Signature of Court Official

County CLERK

Title



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

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

JESSUP, MD 20794-0275

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	Authori	zation	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	12	3/10/2009	Shred
	CourtSmart Tag Reports & Logsheets	ııı	2				
		IV	2			V	√

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

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

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

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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
NO.		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2004	2	3/10/2009	Shred
	MISCELLANEOUS CORRESPONDENCE			2004	7		
	BATCH ENVELOPES		S. Lago	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

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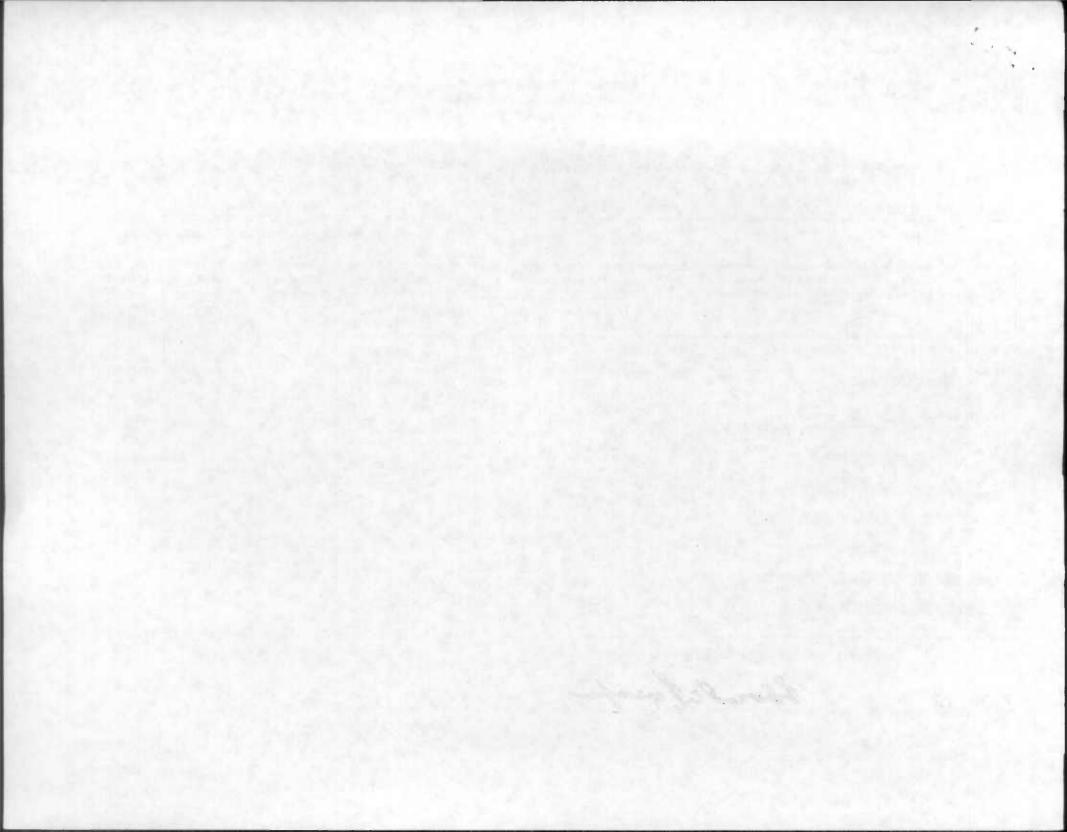
State Archivist

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Signature of Court Official

LOUNTY CLERK

Title



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

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

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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
140.		Retention Sched. No.	Item No.				
	TRAFFIC					2/11/200	Shred
	TRANSMITTALS	2219 IV	2 a&b	2004	2	3/10/2009	STIREO
	MISCELLANEOUS CORRESPONDENCE			2004	7		
	BATCH ENVELOPES			2004	10		
	CLOSED TRAFFIC FILES			2004	14		
	CLOSED NONMATS CITATIONS			2004	.5		
	CLOSED CITIZEN ARRESTS		100	2004	0		
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		

Destruction Approved by Hall of Records Commission

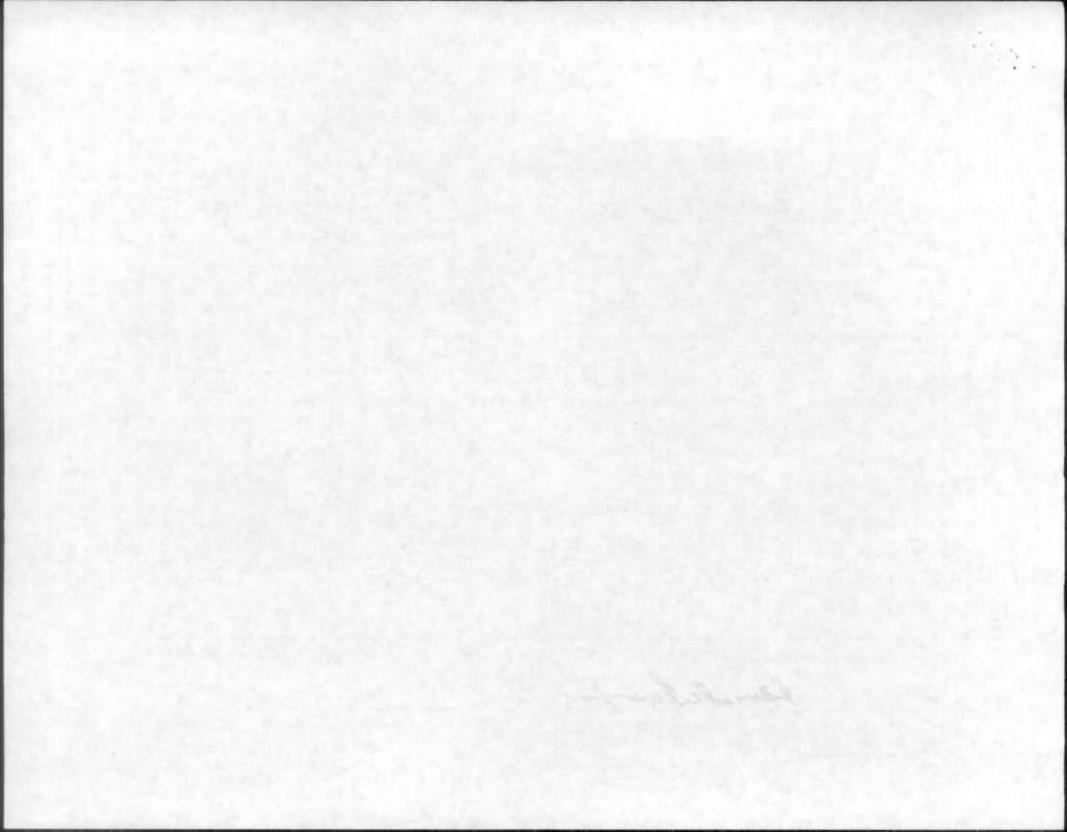
Destruction Certification

Date

State Archivist

Signature of Court Official

Title



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

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

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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.		Retention Sched. No.	Item No.				
	TRAFFIC						21
	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		The help
	CLOSED PARKING CITATION			2004	1		
	MANAGEMENT REPORTS	2219 I	1d	2004	1		\downarrow

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

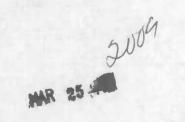
State Archivist

Cheryl B. Miller

Signature of Court Official

County CLERK

Title



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.

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		Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Rete Sched		Item No.				
	TRAFFIC							
	TRANSMITTALS	22	19 V	2 a&b	2005	2	8/26/09	Shredded
	MISCELLANEOUS CORRESPONDENCE				2005	7		
	BATCH ENVELOPES				2005	10		1 1
	CLOSED TRAFFIC FILES				2005	14		
	CLOSED NONMATS CITATIONS				2005	.5		
	CLOSED CITIZEN ARRESTS			6.00	2005	0		
	CLOSED PARKING CITATION				2005	1	15	W 1000
	MANAGEMENT REPORTS	• 22	19 I	1d	2005	1		

Destruction Approved by Hall of Records Commission

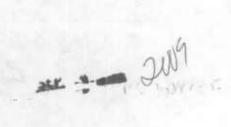
Destruction Certification

State Archivist

Signature of Court Official

Date

Title



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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

eries No.	Description of Records Include Title and/or Form Number	Author	ization	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		CILL	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	1d	2005	. 1		

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

State Archivist

Signature of Court Official

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July 2009

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

District Court of Maryland

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	Auti	norization	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	1d	2005	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 69

Date

State Archivist

Signature of Court Official

Title

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	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(Oddio 1 odi)	Destruction	(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2005	12	8/26/209	Shredded
	CourtSmart Tag Reports & Logsheets	III	2	2005	2	8/26/09	Shredded Shredded
	Electronic Recordings for the period of Nw.7-11, 2005 will be retained permanently for archival purposes.	IV	2				

Destruction Approved by Hall of Records Commission

Destruction Certification

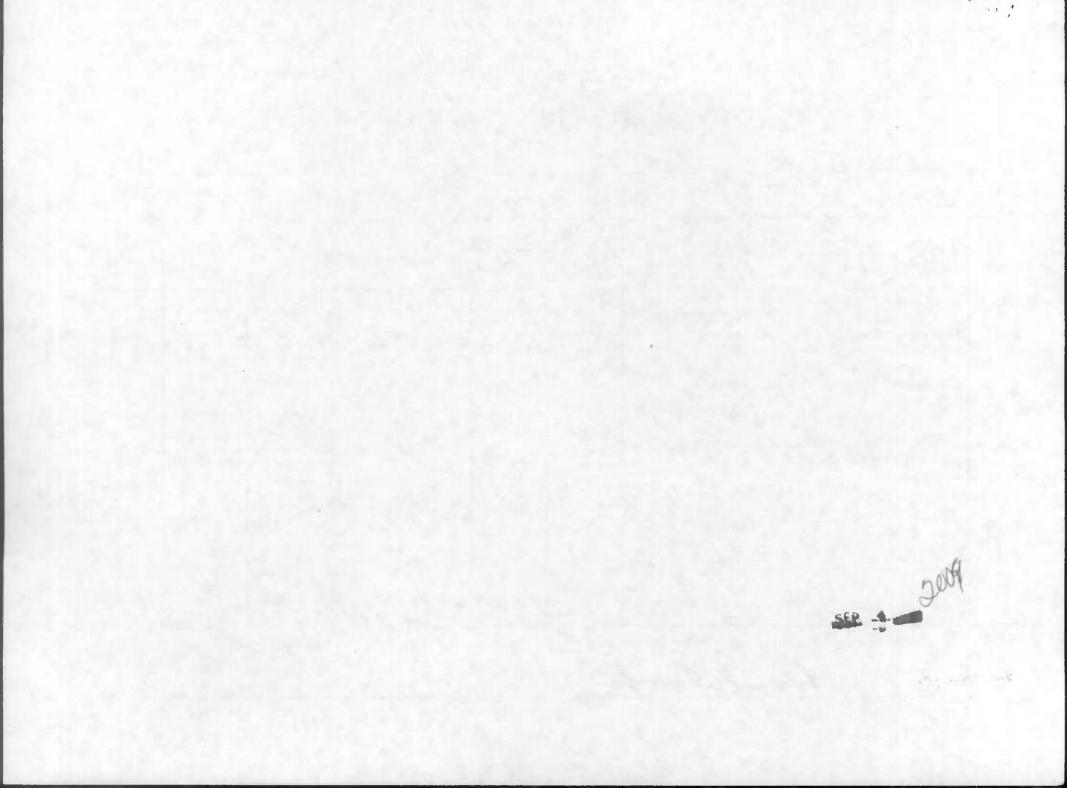
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State Archivist

Date

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

COURT

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DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.				(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2005	12	8/26/09	Shredded
	CourtSmart Tag Reports & Logsheets	III	2	2005	2	10	10 11
		IV	2				
	Electronic Recordings for the period of Nov.7-11, 2005 will be retained permanently for archival purposes.						

Destruction Approved by Hall of Records Commission

Destruction Certification

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Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched, No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2005	12	8/26/209	Shredded
	CourtSmart Tag Reports & Logsheets	111	2	2005	2	2/26/09	Shredded
	Electronic Recordings for the period of Nw.7-11, 2005 will be retained permanently for archival purposes.	IV	2				
	10 10 10 10 10 10 10 10 10 10 10 10 10 1						

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

State Archivist

Signature of Court Official

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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 January 1, 2009 Cecil Cheryl B. Miller, County Clerk COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION Series Description of Records Authorization Inclusive Volume Date of Method of No. Include Title and/or Form Number Dates of Records (Cubic Feet) Destruction Destruction Destroyed (Recycle, shred, Retention Item landfill, etc.) Sched, No. No. ShrEddEd **EXPUNGED CRIMINAL CASES** 2 2219 2 d&e 2005 Sec IV *To be shredded

Destruction Approved by Hall of Records Commission

I found a Joseph

Destruction Certification

30 mar 09

Date

State Archivist

County CLERK 8/26/2009

Signature of Court Official

Title

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

	COURT COUNTY DATE				CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Series No.	Description of Records Include Title and/or Form Number	per	Authori	zation	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		2219 Sec IV	2 d&e	2005	2	8/26/09	Shredded			
	*To be shredded										

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Date

State Archivist

Edward a Joseph

Signature of Court Official

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Title

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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.		Author	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2005	2	8/26/09	Shredded
	*To be shredded						

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09

Date

State Archivist

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Signature of Court Official

Title

COUNTY CIERK 8/26/2009 Date



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

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(Oublot cot)		(Recycle, shred, landfill, etc.)
	CRIMINAL CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	2005	50	8/26/09	Shrædded (
	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. 00

Date

State Archivist

Signature of Court Official

Title



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DEPARTMENT OF GENERAL SERVICES

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

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Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(Casio i cot)	Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL CRIMINAL CLOSED	2219	2000	2005	50	8/26/09	Shredded
	(Stripped material only)	IV	2 a, b, c, f	2005	50		
	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

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State Archivist

Signature of Court Official

Title

Date



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	Autho	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.		(0.00.0.1.00.1,	Doduuddon	(Recycle, shred, landfill, etc.)
	CRIMINAL CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	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

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Date

State Archivist

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Signature of Court Official

County CLERK

Title

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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

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Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL		- 11-10			8\$6/09	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	30		
	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

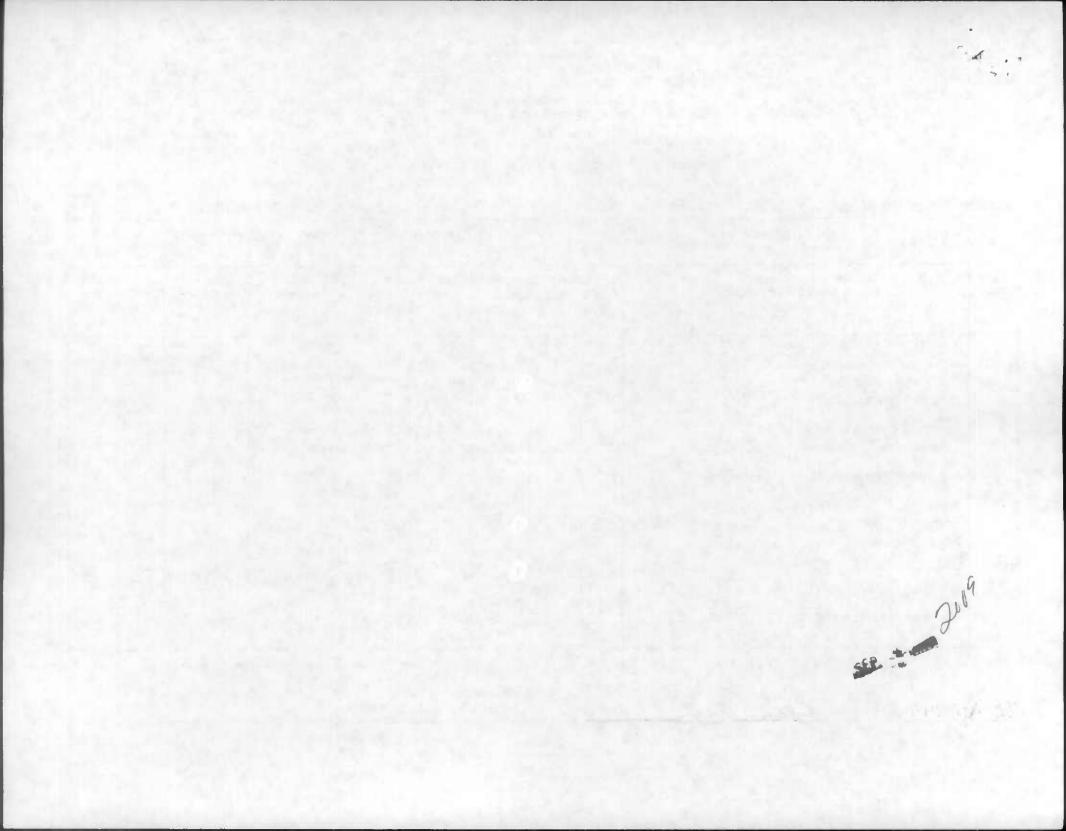
Destruction Certification

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

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		Retention Sched. No.	Item No.		(Gusio i Got)		(Recycle, shred, landfill, etc.)
	CIVIL					8/26/09	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	30		
	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	1d	2005	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

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Signature of Court Official

Title

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

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

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		Retention Sched. No.	Item No.				
	CIVIL					8/26/09	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2, 3	2005	30		
	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	1	1

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

Signature of Court Official

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

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

Cecil

January 1, 2009

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive	Volume	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
NO.		Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)		
	ACCOUNTING RECORDS	2219		2005		0/01/10	Sheedded
	Certificates of Deposit	V	1 c		13	8/26/07	Shredded
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals		1 Partie		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	V	

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Date

State Archivist

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Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

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January 1, 2009

Cheryl B. Miller, County Clerk

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	~ Method of
NO.		Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycleshred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2005		8/26/09	Shredded
	Certificates of Deposit	V	1 c		13	0/26/01	
	Closed Transcript Records				1		
	Closed Deferred Payment Records		2, 3		1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2	THE P	
	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

Date

State Archivist

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 1, 2009

Cheryl B. Miller, County Clerk

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Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
140.	module fide and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destroyed			
	ACCOUNTING RECORDS	2219		2005		2/1/1/29	Shredded
	Certificates of Deposit	V	1 c		13	8/26/01	Jilizacie
	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		V

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Cecil County

23 February 2010

Accession 09A062

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of
190.		Retention Sched, No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, clo.)
7	2006 ACCOUNTING RECORDS FOR STORAGE ONLY Can be destroyed in 2010 Certificates of Deposit 02/10/06 - 02/09/06 Certificates of Deposit 03/22/06 04/28/06 Certificates of Deposit 05/01/06 - 06/09/06	2219	Sect V Item 1c	2006	. 15	MAR 1 1 2010	Landfill
	Certificates of Deposit 08/12/06 - 07/19/08 Certificates of Deposit 07/20/06 - 08/31/06 Certificates of Deposit 09/01/08 - 10/10/06 Certificates of Deposit 10/11/06 - 11/20/06 Certificates of Deposit 10/11/06 - 11/20/06 Certificates of Deposit 10/11/06 - 12/29/06 Certificates of Deposit 10/10/06 Certificates of Deposit 10/10/06 Certificates of Deposit 10/10/06 Certificates of Deposit 10/10/06 Certificates of Deposi						
	Citigato Manata Statu Crimena	-	1				

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State Archivist

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Cecil County

23 February 2010

Accession 09A062

COURT

COUNTY

DATE

S	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of
0.		Refention School, No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred,
						90	landfill, cto.)
-	2006 ACCOUNTING RECORDS FOR STORAGE ONLY Can be destroyed in 2010	2219	Sect V Item 1c	2006	. 15		Landfill
	Certificates of Deposit 01/03/06 - 02/09/06 Certificates of Deposit 02/10/06 - 03/21/06 Certificates of Deposit 05/01/06 - 03/21/06 Certificates of Deposit 05/01/08 - 06/09/06 Certificates of Deposit 05/01/06 - 07/19/06 Certificates of Deposit 07/20/06 - 08/31/06 Certificates of Deposit 09/01/06 - 10/10/06 Certificates of Deposit 09/01/06 - 10/10/06 Certificates of Deposit 09/01/06 - 11/20/06 Certificates of Deposit 09/01/06 - 12/06 Certificates of Deposit 09/01/06 - 12/06 Certificates of Deposit 09/01/06 - 12/06 Certificates of Deposit 01/10/06 - 12/06 DCA 2's 01/06 - 12/06 Certificates of Cetth Transmittats 01/06 - 12/06 Certificates of Cetth Transmittats 01/06 - 12/06					MAR 1 1 2010	
	Deferred Payments Chack Requests Hatund Requests Statistical Reports Closed Transcripts Vital Cheks Local Revenue Reconditations Closed N-Mats Bad Checks						6

Destruction Approved by Hall of Records Commission

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State Archivist

Gary F. Cranton

Destruction Certification

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Cecil County

23 February 2010

Accession 09A062

COURT

COUNTY

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les	Description of Records Include Title and/or Ponn Number	Authorization		Inclusivo			Taxana a
No,		Retention School, No.	liem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shoot,
							landfill, etc.)
	2006 ACCOUNTING RECORDS FOR STORAGE ONLY Can be destroyed in 2010	2219	Sect V Item 1c	2006	. 15	MAR 1 1 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 05/12/06 - 07/19/06 Certificates of Deposit 07/20/06 - 05/31/06 Certificates of Deposit 09/01/06 - 10/10/06 Certificates of Deposit 10/13/06 - 11/20/06 Certificates of Deposit 11/21/06 - 12/29/06					MAIN 1 3 2010	
	Commissioner Release Lists 01/06 - 08/06 - 12/06 OGA 2's 09/06 - 12/06 OGA 2's 01/06 OGA 2's 01/06 OGA 2's 01/06 OGA 2's 01/06 OGA 2						
	Vital Cheks Local Revenue Reconciliations Closed N-Mats Bad Checks	1					

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State Archivist

Destruction Certification

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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division

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

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CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records	Authoria	zation	Inclusive	Volume	Date of	Method of
INO.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2006		3/11/240	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	Shredded LANDFILL Shredded LANDFILL Shredded
	Petty Cash Reimbursements		1 c		.25	7/28/2010	Shredded
	Cash Register Back up Diskettes		1 c	2007	1	bu	

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

State Archivist

Signature of Court Official

Title

DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

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

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	molude vide and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2006		3/11/240	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	Shredded LANDFILL Shredded LANDFILL Shredded
	Petty Cash Reimbursements		1 c		.25	7/28/2010	Shredded
	Cash Register Back up Diskettes		1 c	2007	1	bu	

Destruction Approved by Hall of Records Commission

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12 Feb 10

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State Archivist

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Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

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January 1, 2010

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eries No.	Description of Records Include Title and/or Form Number	Authoriz	ration	Inclusive	Volume	Date of	Method of
	module The and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2006		3/11/240	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	Shridded
	Statistical Report		1 c		1	2/11/2010	LANGFILL
	Auditors Receipt Copies		1 c		.5	2/20/2010	Shredded
	Refund Request Forms		1 c		1	3/11/2010	Shredded LANDFILL Shredded LANDFILL Shredded
	Petty Cash Reimbursements		1 c		.25	7/28/2010	Shredded
	Cash Register Back-up Diskettes		-1c	2007		bu	O, I, Care Co

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Destruction Certification

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State Archivist

Signature of Court Official

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

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Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(Odbie i eet)	Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2006	2	7/28/2010	Shredded
	MISCELLANEOUS CORRESPONDENCE			2006	7	11	//
	BATCH ENVELOPES			2006	10	11	//
	CLOSED TRAFFIC FILES			2006	14	11	//
	CLOSED NONMATS CITATIONS			2006	.5	1,	//
	CLOSED CITIZEN ARRESTS			2006	0	11	"
	CLOSED PARKING CITATION	1		2006	1	1,	//
	MANAGEMENT REPORTS	2219	1d	2006	1	4	.//

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

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State Archivist

Signature of Court Official

Title

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

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		Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2006	2	7/28/2010	Shreddea
	MISCELLANEOUS CORRESPONDENCE			2006	7	1	11
	BATCH ENVELOPES			· 2006	10	11	//
	CLOSED TRAFFIC FILES			2006	14	11	
	CLOSED NONMATS CITATIONS			2006	.5	1/	//
	CLOSED CITIZEN ARRESTS			2006	0	11	//
	CLOSED PARKING CITATION	1	1	2006	1	4	//
	MANAGEMENT REPORTS	2219	1d	2006	1		.71
						4	11

Destruction Approved by Hall of Records Commission

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12 Feb 10

Date

State Archivist

Lery B. Miller

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 D.C. Cert. 3-2-TR-1-10

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		Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2006	2	7/28/2010	Shreddea
	MISCELLANEOUS CORRESPONDENCE			2006	7	//	11
	BATCH ENVELOPES			2006	10	(1	//
	CLOSED TRAFFIC FILES			2006	14		
	CLOSED NONMATS CITATIONS			2006	.5	1,	//
	CLOSED CITIZEN ARRESTS			2006	0	1,	//
	CLOSED PARKING CITATION			2006	1	1,	//
	MANAGEMENT REPORTS	2219	1d	2006	1	,	//

Destruction Approved by Hall of Records Commission

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Date

State Archivist

Yeryl B. Miller

Signature of Court Official

SUNTY CLERK

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

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

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		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2006	12	7/28/200	Shredde d
	CourtSmart Tag Reports & Logsheets	III	3	2006	2	11	11
		IV	2 a.b.				
	Electronic Recordings for the period of <u>Dec.4-8, 2006</u> will be retained permanently for archival purposes.						
					- Park		

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DEPARTMENT OF GENERAL SERVICES

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COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(343,67,00,7)	Doding to the state of the stat	(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2006	12	7/28/2010	Shredde d
	CourtSmart Tag Reports & Logsheets	111	3	2006	2	11	11
		IV	2 a.b.				
	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

State Archivist

Signature of Court Official

Date

Title

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

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

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched, No.	Item No.	Destroyed	(03010 1 001)	Destruction	(Recycle, shred, landfill, etc.)
	CourtSmart DVD's	2219 II	2	2006	12	7/28/2010	Shredde d
	CourtSmart Tag Reports & Logsheets	Ш	3	2006	2	11	11
		IV	2 a.b.				
	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

State Archivist

Signature of Court Official

Title

AUG - 6 2010

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

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

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	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched, No.	Item No.	Destroyed			· (Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2006	3	7/20/10	ShrEdde d
	*To be shredded						

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

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	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of
		Retention Sched. No.	Item No.	Destroyed		Destruction	Destruction (Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2006	3	7/28/10	Shredde d
	*To be shredded						
				SALE IN			
				NUMBER OF STREET			

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

State Archivist

Signature of Court Official

Title

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

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 Cecil January 1, 2010

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series Description of Records

Series No.	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction · (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.	Destroyed			
0.00	EXPUNGED CRIMINAL CASES	2219 Sec IV	2 d&e	2006	3	7/20/10	Shredded
	*To be shredded						

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date State

State Archivist

Signature of Court Official

Title

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

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

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	Autho	rization	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,	2006	50	7/28/2010	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 a.b.c. f.	2006	2.5	μ	И
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a.b.c.	2006	3	ø	11
	Management Reports	2219 I	1d	2006	1	10	11

Destruction Approved by Hall of Records Commission

Destruction Certification

12Feb10

Date

State Archivist

Signature of Court Official

Title

COUNTYCLERK

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

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

7275 WATERLOO RD., P.O. Box 2 JESSUP, MD 20794-0275

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	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.	Destroyed			
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	2006	50	7/28/2010	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2a.b.c. f.	2006	2.5	<i>J</i> 1	//
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a.b.c. f.	2006	3	u	11
	Management Reports	2219 I	1d	2006	1	11	11

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

State Archivist

Signature of Court Official

Title

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	Autho	rization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.	Destroyed			
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c,	2006	50	7/28/2010	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2a.b.c. f.	2006	2.5	μ	<i>μ</i>
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a.b.c.	2006	3	и	11
	Management Reports	2219 I	1d	2006	1	11	"

Destruction Approved by Hall of Records Commission

Destruction Certification

12 Feb 10

Date

State Archivist

Signature of Court Official

Title

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

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

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	Author	ization	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	1/28/2010	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	1	1

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10

Date

State Archivist

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Signature of Court Official

DOUNTY CLERK

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

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

Cecil

January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

es	Description of Records Include Title and/or Form Number	Author	thorization Inclusive Dates of Records	Volume	Date of	Method of	
		Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2006	30	1/28/2010	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	1d	2006	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10

Date

State Archivist

Cheryl B. Miller County CLERK

Signature of Court Official

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

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

Cecil

January 1, 2010

Cheryl B. Miller, County Clerk

COURT

COUNTY

DATE

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Series No.	Description of Records Include Title and/or Form Number	Author	ization	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	1/28/2010	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	1d	2006	2		1

Destruction Approved by Hall of Records Commission

Destruction Certification

24 Feb 10

Date

State Archivist

Signature of Court Official

County CLERK

DISTRICT COURT O	F 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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal Records- Miscellaneous						
	Bank Statements – Court Fund Acct	2219 Sec V 1c	Jan-Dec 1996 Jan-Dec 1997	2	1/27/9	Shridel	
				Jan-Dec 1998	1	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	W.	V

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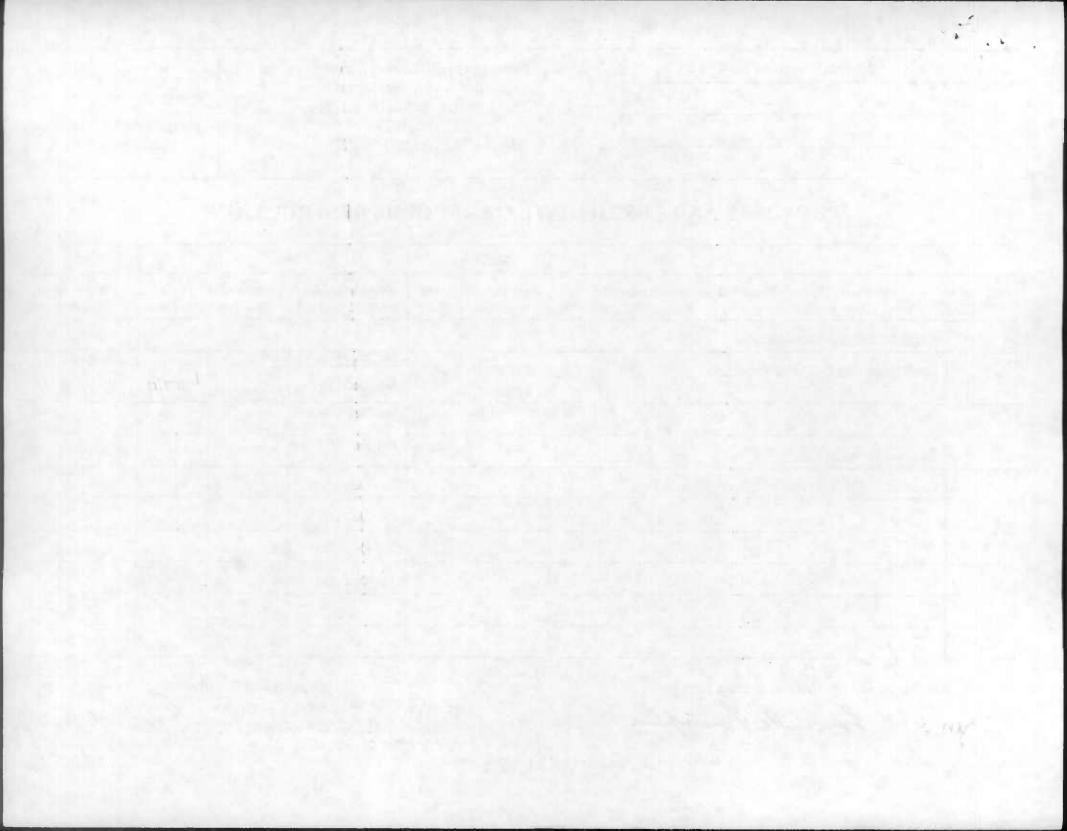
Signature of Court Official

Title

Destruction Certification

Instructions for Preparation and Submission on next page

DGS 550-9 (rev. 8/04)



DISTRICT COURT O		
Court		
CHARLES	2/26/08	
County	Date	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				
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	Fiscal Records- Miscellaneous						
	Bank Statements – Court Fund Acct	2219 Sec V 1c	1c	Jan-Dec 1996 Jan-Dec 1997	2	1/27/9	Shrether
				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	V	V

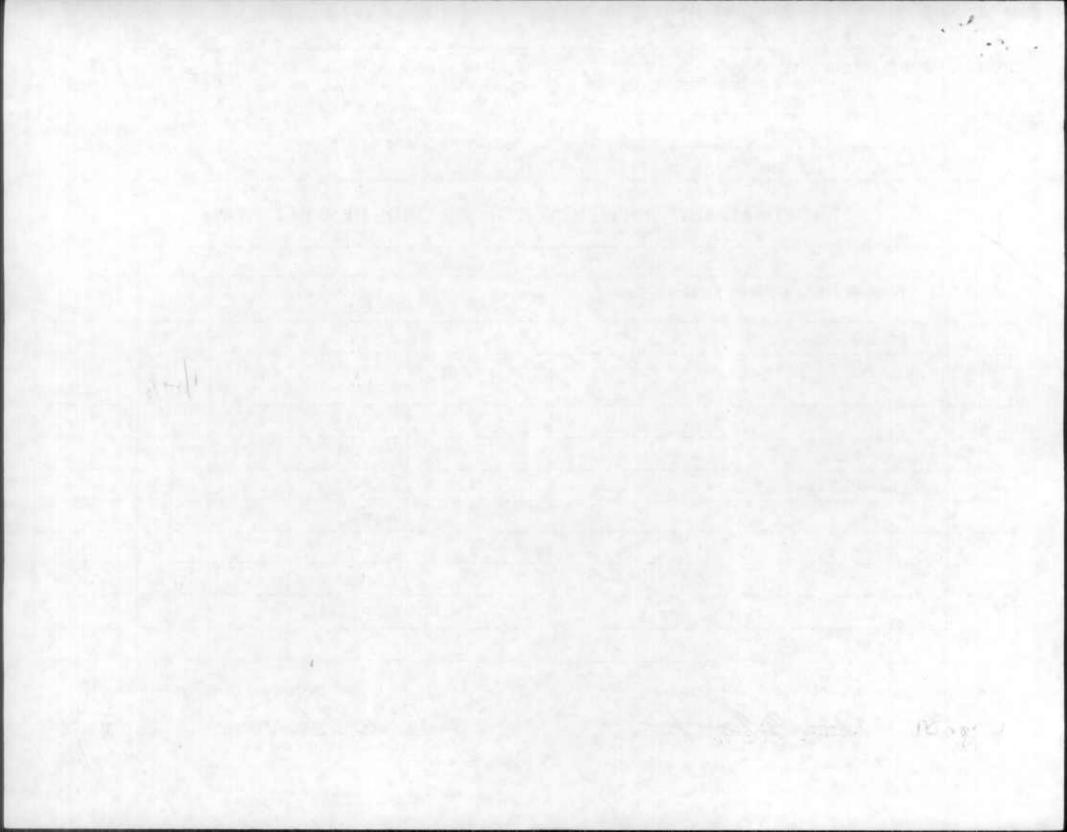
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Destruction Certification

Title



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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal	
	Fiscal Records- Miscellaneous							
	Bank Statements – Court Fund Acct	2219 Sec V 1c	2219 Sec V 1c		Jan-Dec 1996 Jan-Dec 1997	2	1/27/9	Shridel
				Jan-Dec 1998	1	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	V	V	

Destruction Approved by Maryland State Archives

12 Man 09

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

State Archivist

Signature of Court Official

Title

Destruction Certification

Dat



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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

21 (19)		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	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	lanlfill
	Request to destroy.			1/1 to 12/31/03	10	2-6-9	landile
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	10	2-6-9	Carlfill
							V

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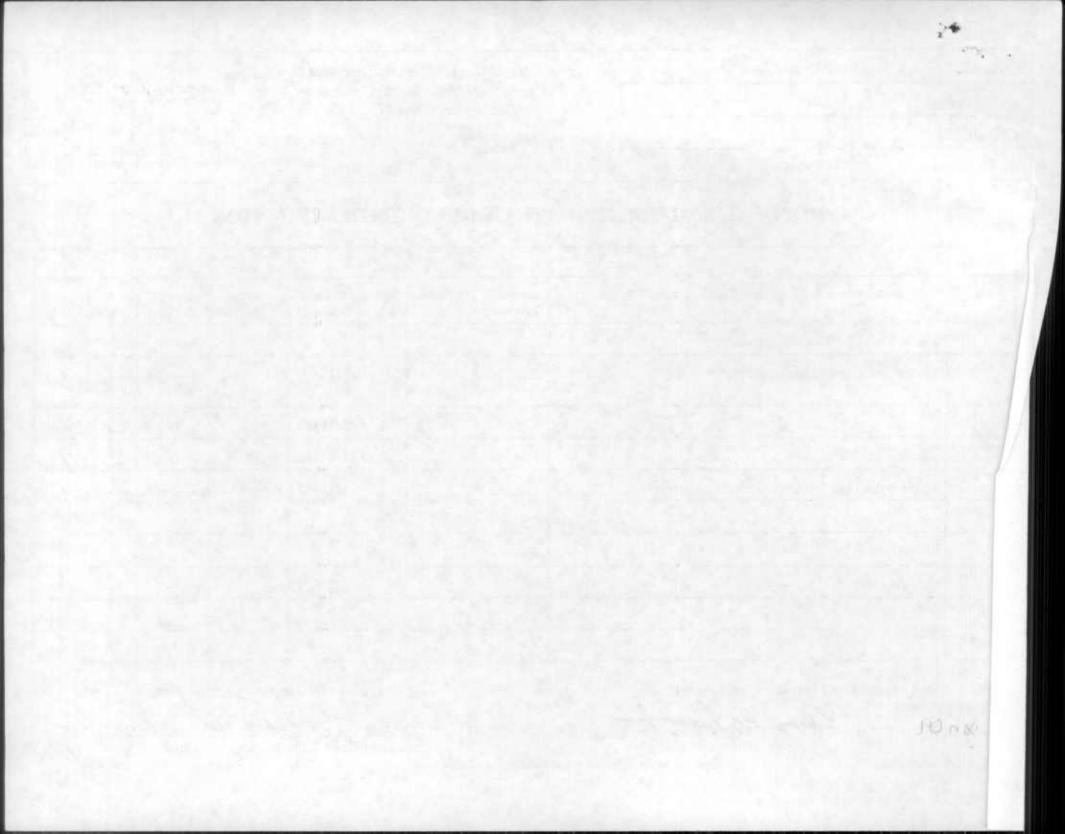
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State Archivist

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Destruction Certification

Title



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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal Records- Miscellaneous		5.4				
	Courtroom Clerks Monies Reports	2219 sec V 1c		1/1 to 12/31/01	10	2-6-9	Larfiel
				1/1 to 12/31/02	2 10	2-69	Landbell
	Request to destroy.			1/1 to 12/31/03	10	2-6-9	Landful
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	10	2-6-9	Landfill

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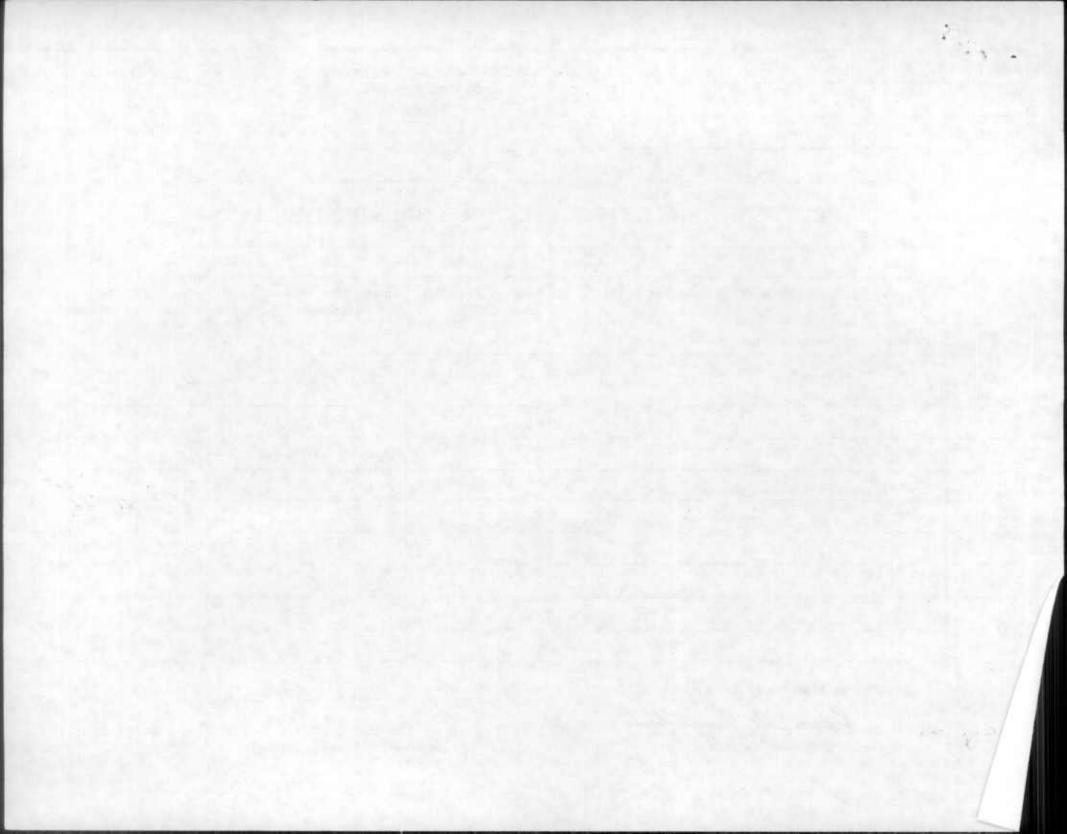
Signature of Court Official

Title

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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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of
	Fiscal Records- Miscellaneous					- inpositi	Disposal
	Courtroom Clerks Monies Reports	2219 sec V 1c		1/1 to 12/31/01	10	2-6-9	landfill landfill 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	0 01%
	Cases more than 3 years old; audit complete			1/1 to 12/31/00	10	2-6-9	Carlie
			9				

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Destruction Certification Signature of Court Official

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expunged files -2004	2219 Sect.	IV	Jan 1 thru Dec	5	1/27/9	Sheddet
		2 d		31, 2004			
	Request to shred records.						
	Cases more than 3 years old; audit complete						

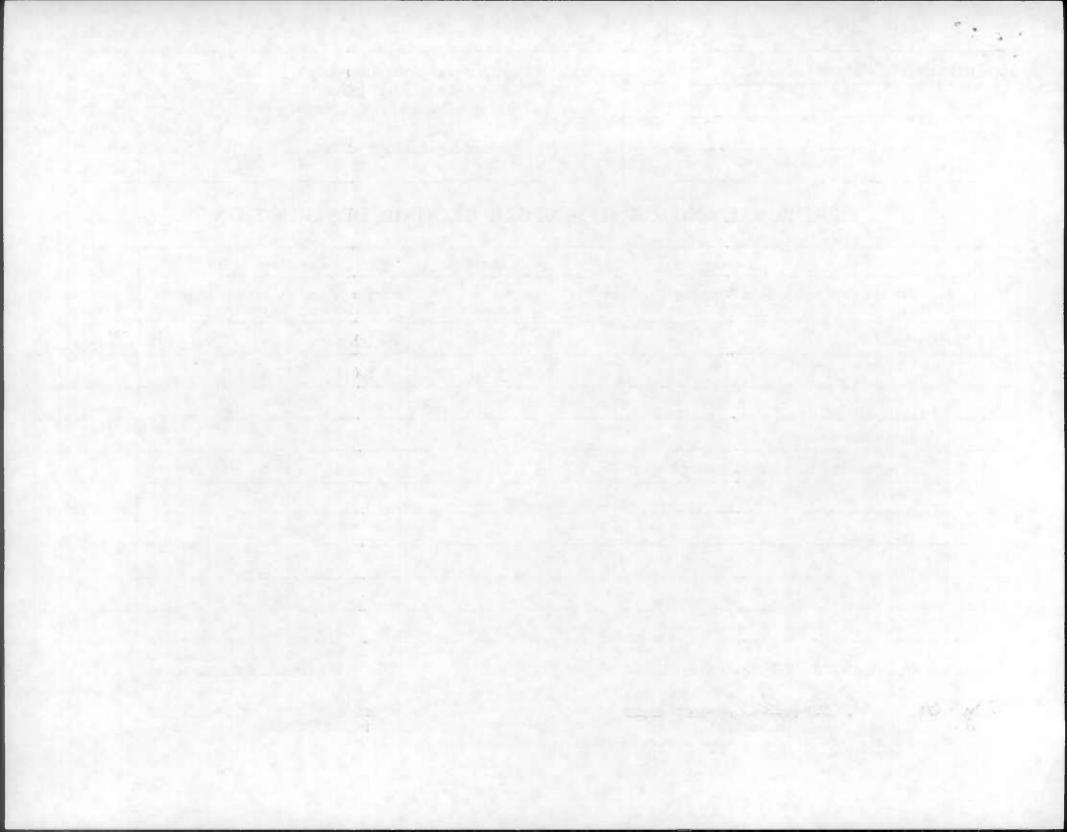
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DISTRICT COURT O	F MARYLAND 4-2	
Court		
CHARLES	2/26/08	
County	Date	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expunged files -2004	2219 Sect.	IV	Jan 1 thru Dec	5	1/27/9	Thredded
	Request to shred records.	2 d		31, 2004			,
	Cases more than 3 years old; audit complete						
							Tit in each

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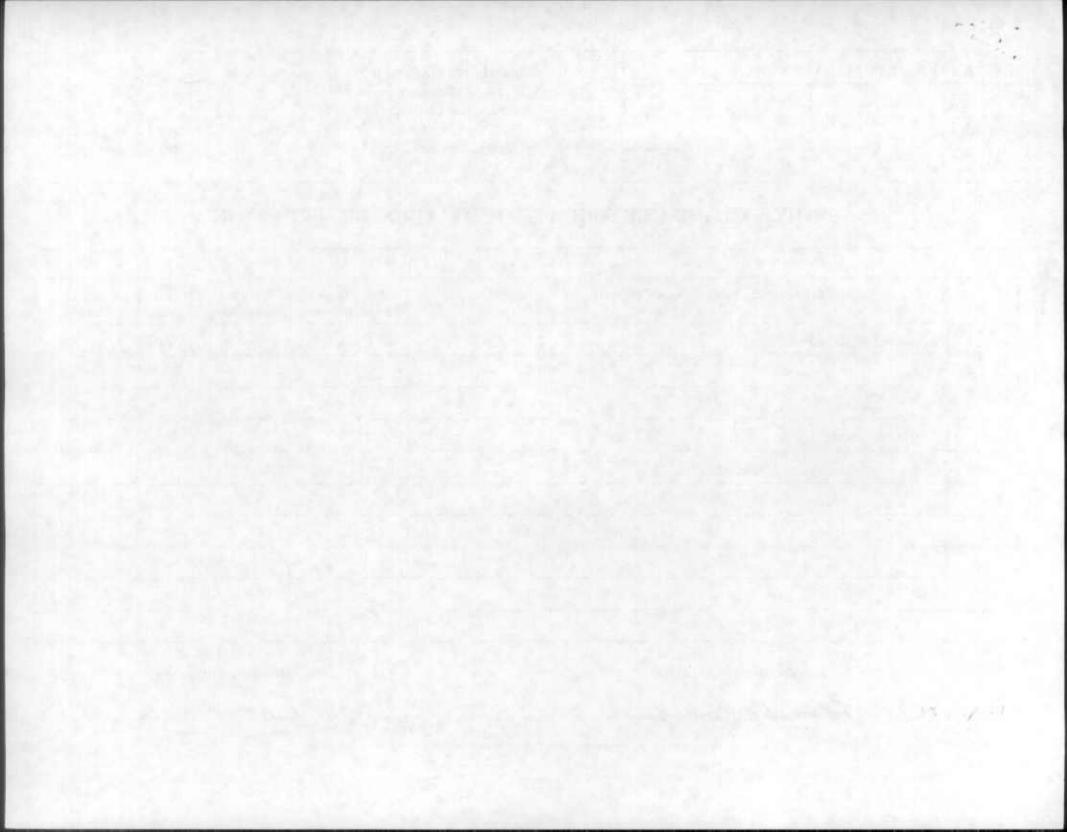
Signature of Court Official

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		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expunged files -2004	2219 Sect.	IV	Jan 1 thru Dec	5	1/27/9	Speddel
		2 d		31, 2004			
	Request to shred records.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

Formula Japan francist State Archivist

Signature of Court Official

Prusa L

Destruction Certification

Date

DGS 550-9 (rev. 8/04)

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

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord Tenant – Non Money Judgments	2219 Sec II,	#2	1/1 – 12/31/04	4	1/22/9	Lanffell
							V
	Request to destroy.						
	Cases more than 3 years old; audit complete						

Destruction Approved by Maryland State Archives

Date

DGS 550-9 (rev. 8/04)

State Archiv

Signature of Court Official

Title

Destruction Certification

Date



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

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

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		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord Tenant – Non Money Judgments	2219 Sec II,	#2	1/1 – 12/31/04	4	1/20/9	Landfuer
	Request to destroy.			_			
	Cases more than 3 years old; audit complete		3-1-1-1				

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State Archivist

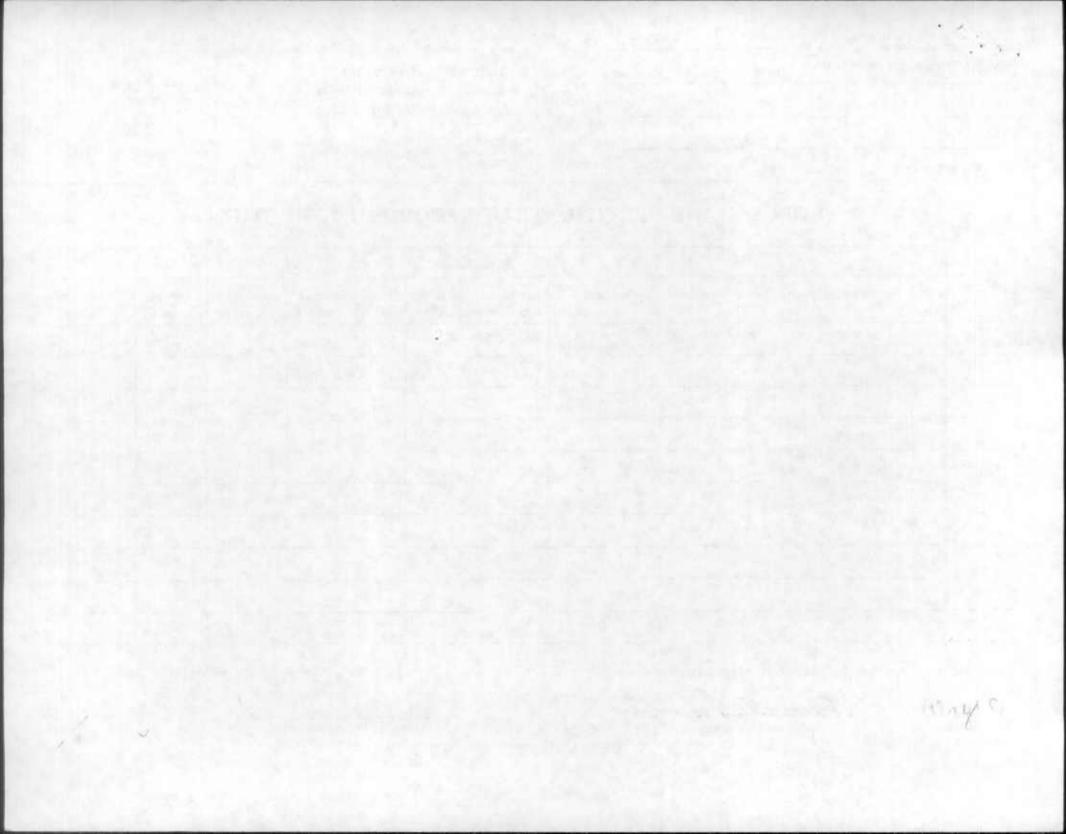
Signature of Court Official

Title

Destruction Certification

3/11/09 Date

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				THE PARTY
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord Tenant – Non Money Judgments	2219 Sec II,	#2	1/1 – 12/31/04	4	1/22/9	Landful
	Request to destroy.						
	Cases more than 3 years old; audit complete						
						0	
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State Archivist

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DGS 550-9 (rev. 8/04)

MAR 25 2004

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Charles County

19 December 2008

Accession Number 98A193

DEC 1 9. 2008

COURT

COUNTY

DATE

Series No.	Description of Records	Description of Records Authoriza		Inclusive				
110.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred,	
		LEE TE					landfill, etc.)	
	Criminal - Closed Files	2219	Sect IV Items	1994	29		To be Scanned	
	,		2 a,b				and landfilled	
						APR 2 7 2009		
	MD Rule 16-505							
	Destruction Approved by Hall of	Records Com	niesion		1			

Date

State Archivist

Signature of Court Official

Title

APR 2 7 2009 Date

Supervisor, District Court Records

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

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Charles County

19 December 2008

Accession Number 98A193

DEC 1 9 2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			· · · · · · · · · · · · · · · · · · ·
		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volumo (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred,
							landfill, etc.)
	Criminal - Closed Files	2219	Sect IV Items	1994	29		To be Scanne
			2 a,b				and landfille
						APR 2 7 2009	
	md Rule 16-505						
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Date

State Archivist

Gary P. Crantogs

Signature of Court Official

Title

Date

.ev. 10/83

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Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

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JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Charles County COURT

COUNTY

19 December 2008

Accession Number 98A193

DEC 1 9 2008

DATE Series Authorization Description of Records No. Inclusive Include Title and/or Form Number Dates of Records Retention Method of Item Volume Date of Destroyed Sched. No. Destruction No. (Cubic Feet) Destruction (Recycle, shred, landfill, etc.) Criminal - Closed Files 2219 Sect IV 1994 29 Items To be Scanned 2 a,b . and landfilled APR 2 7 2009 MD Rule 16-505 Destruction Approved by Hall of Records Commission

Gary F. Crauford

Destruction Certification

Supervisor, District Court Records

Title

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This is a 2nd request. First request was submitted 17 Aug 07.

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DISTRICT COURT OF	MARYLAND 4-2
Court	
CHARLES	
County	Date May 8, 2009

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Authoriza	ition				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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			Jan-Dec 2005	1 total	/ /	Vired
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		3 - 6 T				
	Supervisor Copies of Local Time Sheets	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Supervisor Copies of Local Time Sheets 2219 Sec	Schedule No. No. Supervisor Copies of Local Time Sheets 2219 Sec V 1c	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Supervisor Copies of Local Time Sheets Retention Schedule No. Supervisor Copies of Local Time Sheets Supervisor Copies of Local Time Sheets Jan-Dec 2004 Jan-Dec 2005	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Retention Schedule No. Records Dates of Records Destroyed Records Destroyed Cubic Feet Jan-Dec 2004 Jan-Dec 2005 1 total	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Retention No. Retention No. Retention Schedule No. Retention No. R

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Signature of Court Official

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DISTRICT COURT OF	MARYLAND 4-2
Court	
CHARLES	
County	Date May 8, 2009

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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				Jan-Dec 2005	l total	100/7	Kree
						1	8

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DISTRICT COURT OF	MARYLAND 4-2
Court	
CHARLES	
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Supervisor Copies of Local Time Sheets	2219 Sec '	V 1c	Jan-Dec 2004		8/261	9 10
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DISTRICT COURT OF MARYLAND 4-2					
Court					
CHARLES	1/6/09				
County	Date				

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Authoriza	tion				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
Traffic Alpha Files – 2005	2219 Sect. I	V-2	January 1 thru	7	7/23/	grabales
			Dec 31, 2005		1	0
Traffic File Folders – 2005		7-2	Dec 31, 2005	25	V	Rugelel
Request to destroy all files and folders						
Cases more than 3 years old.						
Retain dockets and indices						
	Traffic Alpha Files – 2005 Traffic File Folders – 2005 Request to destroy all files and folders Cases more than 3 years old.	Description of Records (Same Title as listed on Schedule) Traffic Alpha Files – 2005 Traffic File Folders – 2005 Request to destroy all files and folders Cases more than 3 years old.	Traffic Alpha Files – 2005 Traffic File Folders – 2005 Request to destroy all files and folders Cases more than 3 years old.	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Retention Schedule No. Records Dates of Records Destroyed 2219 Sect. IV-2 January 1 thru Dec 31, 2005 January 1 thru Dec 31, 2005 Per 31, 2005 January 1 thru Dec 31, 2005 Request to destroy all files and folders Cases more than 3 years old.	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Records Destroyed Cubic Feet Dec 31, 2005 January 1 thru Dec 31, 2005 January 1 thru Dec 31, 2005 Request to destroy all files and folders Cases more than 3 years old.	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Item Schedule No. Item Records Destroyed Cubic Feet Date of Disposal Traffic Alpha Files – 2005 2219 Sect. IV-2 January 1 thru 7 7/23/4 Traffic File Folders – 2005 2219 Sect IV-2 Dec 31, 2005 January 1 thru Dec 31, 2005 Request to destroy all files and folders Cases more than 3 years old.

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DISTRICT COURT OF MARYLAND 4-2					
Court					
CHARLES 1/6/09					

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Alpha Files – 2005	2219 Sect. I'	V-2	January 1 thru	7	7/23/9	7 det
	Traffic File Folders – 2005			Dec 31, 2005 January 1 thru	25	7/22/0	M
	Traine The Policis – 2005	2219 Sect IV	/ - Z	Dec 31, 2005	25	1/23/9	
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Date

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State Archivist

Signature of Court Official

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DISTRICT COURT OF MARYLAND 4-2				
Court				
CHARLES	1/6/09			
County	Date			

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Alpha Files – 2005	2219 Sect. Γ	V-2	January 1 thru	7	7/23/	mobile
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							V
	Request to destroy all files and folders						
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Court		
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County	Date	

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Alpha Files – 2004	2219 Sect. IV	V-2	January 1 thru	6	7/23/9	and
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	Traffic File Folders – 2004	2219 Sect IV-2		Dec 31, 2004	25	7/23/9	CV 1
	Request to destroy all files and folders						
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	Retain dockets and indices						
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Date

State Archivist

Signature of Court Official

Title

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DISTRICT COURT O	F MARYLAND 4-2	
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CHARLES	1/6/09	
County	Date	

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		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Alpha Files – 2004	2219 Sect. IV-2		January 1 thru	6	7/3/9	1
				Dec 31, 2004		/ //	· LACO
	Traffic File Folders – 2004	2219 Sect IV-2		January 1 thru Dec 31, 2004	25	7/3/9	JUS .
	Request to destroy all files and folders					/	
	Cases more than 3 years old.						
	Retain dockets and indices						
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Date

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Signature of Court Official Instructions for Preparation and Submission on next page

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Date

DISTRICT COURT OF	MARYLAND 4-2
Court	
CHARLES	1/6/09
County	Date

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Alpha Files – 2004	2219 Sect. I'	V-2	January 1 thru	6	7/23/9	and
	Traffic File Folders – 2004	2219 Sect IV	7-2	Dec 31, 2004 January 1 thru Dec 31, 2004	25	7/23/9	Contract of the contract of th
	Request to destroy all files and folders						
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Court					
CHARLES	1/6/09				
County	Date				

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		Authoriza	ion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	CRIMINAL FILES 2005	2219 Sect. I'	J	January 1 thru	50	\$15/9	recyc
		2a, b		Dec 31, 2005			ladje
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

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DISTRICT COURT O	F MARYLAND 4-2
Court	
CHARLES	1/6/09
County	Date

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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	CRIMINAL FILES 2005	2219 Sect. Г	V	January 1 thru	50	8/15/9	recyclis
		2a, b		Dec 31, 2005			sear age
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
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DISTRICT COURT OF	F MARYLAND 4-2	
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CHARLES	1/6/09	
County	Date	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	CRIMINAL FILES 2005	2219 Sect. IV	I	January 1 thru	50	8/15/9	secycle
		2a, b		Dec 31, 2005			ladje
	Request to strip files and destroy miscellaneous paperwork						
2420	Cases more than 3 years old.						
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Signature of Court Official

Title

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DISTRICT COURT OF MARYLAND 4-2						
Court						
CHARLES	1/6/09					
County	Date					

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Natural Resources Files 2005	2219 Sect. I	V	January 1 thru	5	8/25 9	Heych
		2a, b		Dec 31, 2005		1	earogica
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
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DISTRICT COURT C	OF MARYLAND 4-2	
Court		
CHARLES	1/6/09	

Date

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		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal/	Method of Disposal
	Natural Resources Files 2005	2219 Sect. I	7	January 1 thru	5	8/25/9	nicoli
		2a, b		Dec 31, 2005		1 //	donift
	Request to strip files and destroy miscellaneous paperwork			^			
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	Retain dockets and indices						
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County

Date

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Destruction Certification

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DISTRICT COURT OF MARYLAND 4-2					
Court					
CHARLES	1/6/09				
County	Date				

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	Natural Resources Files 2005	2219 Sect. I'	V	January 1 thru	5	8/25/9	Herce
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DISTRICT COURT O	F MARYLAND 4-2	
Court		A THE
CHARLES	1/6/09	
County	Date	

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungement Files 2005	2219 Sect. I	2219 Sect. IV		10	4/27/9	Shreddif
		2 d		Dec 31, 2005			
	Request to shred entire file.						
	Cases more than 3 years old.						

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Signature of Court Official

Title

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DISTRICT COURT OF	F MARYLAND 4-2	
Court		
CHARLES	1/6/09	
County	Date	

Department of General Services
Records Management Division
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	Expungement Files 2005	2219 Sect. I	2219 Sect. IV		10	4/27/5	Spredde
		2 d		Dec 31, 2005			
	Request to shred entire file.						
	Cases more than 3 years old.						

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State Archivist

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Destruction Certification

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DISTRICT COURT O	F MARY LAND 4-2
Court	
CHARLES	1/6/09
County	Date

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Records Management Division
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	Expungement Files 2005	2219 Sect. I'	V	January 1 thru	10	4/27/9	Shreddel
		2 d		Dec 31, 2005			
	Request to shred entire file.						
	Cases more than 3 years old.						

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Destruction Certification

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DISTRICT COURT OF	F MARYLAND 4-2	
Court		
CHARLES	1/6/09	
County	Date	

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		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Citations/Municipal Infractions Files 2005	2219 Sect. I	V	January 1 thru	5	8 25/9	Panelfil
		2a, b		Dec 31, 2005		1	V
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
	Retain dockets and indices						

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State Archivist

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Destruction Certification

Signature of Court Official

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LES 1/6/09	

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	Civil Citations/Municipal Infractions Files 2005	2219 Sect. I	V	January 1 thru	5	8/25/9	Recycle
		2a, b		Dec 31, 2005		10-11	landfe
	Request to strip files and destroy miscellaneous paperwork						
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30 Mar 09 Date

County

State Archivist

Signature of Court Official

Title

Destruction Certification

Date

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DISTRICT COURT OF	F MARYLAND 4-2
Court	
CHARLES	1/6/09
County	Date

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	Civil Citations/Municipal Infractions Files 2005	2219 Sect. IV 2a, b		January 1 thru	5	8 25/9	Jarolfie
				Dec 31, 2005			V
	Request to strip files and destroy miscellaneous paperwork						
	Cases more than 3 years old.						
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DISTRICT COURT OF MARYLAND 4-2			
Court			
CHARLES	2/26/08		
County	Date		

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P.O. Box 275 Jessup, Maryland 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriza	tion										
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal						
	CRIMINAL FILES 2004	2219 Sect.	IV	Jan 1 thru Dec	45	8/15/9	Reciples						
		2a,b		2a,b		2a,b		2a,b 31, 2004		31, 2004		٠	Reciples
	Request to strip files and destroy miscellaneous paperwork												
	Cases more than 3 years old; audit complete												
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Signature of Court Official

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Court		
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		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Item Schedule No. No.		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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	Request to strip files and destroy miscellaneous paperwork						
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Court		
CHARLES	2/26/08	
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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	Request to strip files and destroy miscellaneous paperwork						
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CHARLES	2/26/08			
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Natural Resources Files - 2004	2219 Sect	. IV	Jan 1 thru Dec	5	8/25/9	Megclif
		2a,t)	31, 2004			fariful
	Request to strip files and destroy miscellaneous paperwork						
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CHARLES	2/26/08
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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Court					
CHARLES	2/26/08				
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DISTRICT COURT OF MARYLAND 4-2					
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CHARLES	2/26/08				
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Court	
CHARLES	
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		Authorizat	ion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord and Tenant Non-Money Judgment	2219 Sec. VI	Ttem	Jan-Dec 2005	4	7/15/09	Shudeled-
	Request to Destroy						

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Request to Destroy						10 10	1
	Landlord and Tenant Non-Money Judgment	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Landlord and Tenant Non-Money Judgment 2219 Sec. 1	Landlord and Tenant Non-Money Judgment Schedule No. No. 2219 Sec. Y	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Retention No. Item No. Records Destroyed Landlord and Tenant Non-Money Judgment 2219 Sec. I From Jan-Dec 2005	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Retention Schedule No. No. Records Destroyed Cubic Feet Landlord and Tenant Non-Money Judgment 2219 Sec. Tree Jan-Dec 2005 4	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Retention Schedule No. Records Destroyed Cubic Feet Disposal Landlord and Tenant Non-Money Judgment 2219 Sec. T TYM Jan-Dec 2005 4 7/15/09	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Retention No. Records Dates of Records Destroyed Cubic Feet Disposal Disp Landlord and Tenant Non-Money Judgment 2219 Sec. Y X Jan-Dec 2005 4 7/15/09 Shedule No. No. Retention Schedule No. No. Jan-Dec 2005

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CHARLES	
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	Request to Destroy							1
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DISTRICT COURT OF MARYLAND 4-2	Department of General Services
Court	Records Management Division
,	7275 Waterloo Road (Rte. 175)
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Me hod of Disposal
	Landlord and Tenant Money Judgment	2219 Sec. II	Them	Jan-Dec 1995	1	8/13/09	Briolde to Candle
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DISTRICT COURT OF MARYLAND 4-2						
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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Court	Records Management Division
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		Authorizat	ion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expired Civil Judgments	2219 Sec. II	Item	Jan-Dec 1996	8	8/5/09	Stripped 5 Kudded
	Request to strip						

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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CHARLES	
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal	
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Fect	Date of Disposal	Method of Disposal
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	Civil Judgments-dismissed and satisfied, closed 2005	2219 Sec. II	Item 2	Jan-Dec 2005	16	8/13/09	Sh	pula
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Description of Records (Same Title as listed on Schedule)	Authorization					
No.		Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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County	Date May 8, 2009

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DISTRICT COURT OF	MARYLAND 4-2	Department of General Services	1011
Court		Records Management Division	4966
CHARLES		7275 Waterloo Road (Rte. 175) P.O. Box 275	Forward three (3) copies
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Signature of Court Official

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County	Date May 8, 2009	Jessup, Maryland 20794-0275	to

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Court		Department of General Services Records Management Division
HARLES		7275 Waterloo Road (Rte. 175) P.O. Box 275
County	Date May 8, 2009	Jessup, Maryland 20794-0275

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DISTRICT COURT C	OF MARYLAND 4-2	
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Judgments – dismissed and satisfied, closed 2004	2219 Sec II.	#2.	Jan-Dec 2004	15	8/7/09	Stripped Sheeldee
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DISTRICT COURT O	F MARYLAND 4-2	
Court		
CHARLES	2/26/08	
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		Authoriza	tion				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of	Method of
	Civil Judgments – dismissed and satisfied, closed 2004	2219 Sec II,	#2.	Jan-Dec 2004	15	Disposal 8/7/09	Stripped Sheedee
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	Description of Records (Same Title as listed on Schedule)	Authoriza	tion				
No.		Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of
	Civil Judgments – dismissed and satisfied, closed 2004	2219 Sec II,	#2.	Jan-Dec 2004	15	8/7/09	Stripped Sheedee
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	Cases more than 3 years old; audit complete						

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	Expired Civil Judgments	2219 Sec II,	#2	Jan-Dec 1995	6	Stulon	Shidle &
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	Expired Civil Judgments	2219 Sec II,	#2	Jan-Dec 1995	6	Slulon	Disposal
	Retain Dockets Permanently						
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	Cases more than 3 years old; audit complete						

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	Expired Civil Judgments	2219 Sec II,	#2	Jan-Dec 1995	6	Slulon	Disposal Shillie and Il
	Retain Dockets Permanently						
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord Tenant – Money Judgments-Expired	2219 Sec II,	#2	Jan-Dec 1994	4	7/15/09	Shulde.
	Retain Dockets Permanently						
	Request to destroy.						
	Cases more than 3 years old; audit complete						

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	Commissioner Transmittals			1/1 to 12/31/02	10	8/26/9	Le
				1/1 to 12/31/03	10	8/26/9	Dr
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Court		
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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	Commissioner Transmittals			1/1 to 12/31/02	10	8/26/9	Olas
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	Cases more than 3 years old; audit complete			1/1 to 12/31/00	20	7/23/9	

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

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District 04-02	3-4-2010
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sect. II	Jan-Dec. 2006	5		
	2006 Landlord Tenant Non-Money Judgements		Item 2			4-21-10	Shred
	Reguest to shred						
	Retain Dockets and Indices permanently						
	Closed in 2009						

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Date

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sect.	Jan-Dec. 2006	5		
	2006 Landlord Tenant Non-Money Judgements		Item 2			4.21.10	Shred
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sect. M	Jan-Dec. 2006	5		
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sect. II	Jan-Dec. 1997	11	7/20/10	Stropelde
	1997 Expired Civil Judgments		Item 3				
	Request to strip files						
	Retain Dockets and Indices permanently						
	Closed in January 2010						

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Civil Office 7/20/10

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sect II	Jan-Dec. 1997	11	7/20/10	Strppelded
	1997 Expired Civil Judgments		Item 3				
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	Civil	2219	Sect II	Jan-Dec. 1997	11	7/20/10	Strppide
	1997 Expired Civil Judgments		Item 3				
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Administrative Release from commitments - supervisor copy - Audit Requirements complete Computer Serveratural Not prenumberal	2219	Sec 1 #1D	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	3	8/13/10	Shred
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District 04-02	6/17/10
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1	Administrative Release from commitments - supervisor copy - Audit Requirements complete Computer Sentratal nost pur humberul	2219	Sec 1 #1D	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	3	8/13/10	Sheet
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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1	Administrative Release from commitments - supervisor copy - Audit Requirements complete Computer Secretal Not previously	2219	Sec 1 #1D	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006	3	8/13/10	Shrad
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1	Administrative	2219	Sec I	1985- 2004	2	8/12/10	Shred
	Employee Personnel Files		#2				
	Employees have separated from District Court more than 5 years						
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Administrative	2219	Sec I	1985- 2004	2	8/12/10	Shud
	Employee Personnel Files		#2				
	Employees have separated from District Court more than 5 years						
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District 04-02	6/17/10
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Administrative Employee Personnel Files	2219	Sec I #2	1985÷2004	2	8/12/10	Shed
	Employees have separated from District Court more than 5 years						
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1	Administrative	2219	Sec I	Jan - Dec 2004	12	1.10	i
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				ATTE - 2006	**		
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Administrative	2219	Sec I	Jan - Dec 2004	12	03110	Saraffe
	Commissioner Transmittals		1D	Jan - Dec 1 005	12	01-11.	Ja V
				Jan - Dec 2006	I		
	Audit requirements met						1
		11.00					
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Vo.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Administrative	2219	Sec I	Jan - Dec 2004	12	1. 10	il
	Commissioner Transmittals		1D	Jan - Dec 2 005	12	8 31/10	Jaron
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District 04-02	6/17/10
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting	2219	Sec V	Jan - Dec 2004	16	1.	0, 1
	Pay Batch Envelopes		1C	Jan - Dec 1 005	15	8/13/10	Miad
				Jan - Dec 2006	16	1	6
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District 04-02	6/17/10
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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1	Fiscal/Accounting	2219	Sec V	Jan - Dec 2004	16	11		
	Pay Batch Envelopes		1C	Jan - Dec 2 005	15	8/13/10	Shre	
				Jan - Dec 2006	16	(
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	Audit requirements met							
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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lo.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting	2219	Sec V	Jan - Dec 2004	16		0, 1
	Pay Batch Envelopes		1C	Jan - Dec 2 005	15	8/13/10	Med
				Jan - Dec 2006	16	1	D'
	Audit requirements met						
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

			Authoriz	ation				
Local copy Bench Time sheets #1C thru Dec 2006	No.	Description of Records (Same Title as listed on Schedule)		Item No.				Method of Disposal
Dec 2006	1	Fiscal/Accounting	2219	Sec V	Jan 2003	2	dala	1000
Audit Requirements complete Dec 2006		Local copy Bench Time sheets		#1C	thru		8/19/0	X free
		Audit Requirements complete			Dec 2006		1	B.
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting	2219	See V	Jan 2003	2	8/2/10	Olarle
	Local copy Bench Time sheets	PS - Is	#1C	thru		0/10/10	Spreed
	Audit Requirements complete			Dec 2006		1	
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting Local copy Bench Time sheets	2219	Sec V #1C	Jan 2003	2	8/2/10	Oped
	Audit Requirements complete		#10	Dec 2006		1	Jico .
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubie Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting Local copy Paid Interpreter Invoices	2219	Sec V #1C	Jan - Dec 2003 Jan - Dec 2004	2	8/12/10	Or edd
	Audit Requirements complete		#IC	Jan - Dec 2005		V	Shr
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1	Fiscal/Accounting Local copy Paid Interpreter Invoices Audit Requirements complete	2219	Sec V #1C	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005	2	dinto	Shrede
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1	Fiscal/Accounting Local copy Paid Interpreter Invoices Audit Requirements complete	2219	Sec V #1C	Jan - Dec 2003 Jan - Dec 2004 Jan - Dec 2005	2	8/2/10	Shredd
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1	Fiscal/Accounting	2219	Sec V	2000 - 2006	3	8-13-10	Sheel
	Employee Local Copy time Sheets		#1C				guesa
	Audit Requirements complete	19.4					
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1	Fiscal/Accounting	2219	Sec V	2000 - 2006	3	8-13-10	Shred
	Employee Local Copy time Sheets		#1C			/	gnow
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Department of General Services
Records Management Division

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting	2219	Sec V	2000 - 2006	3	8-13-10	Sheese
	Employee Local Copy time Sheets		#1C			/	
	Audit Requirements complete						
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Administrative	2219	Sec 1	Jan 2003	4	1.1	0,
	Traffic verification reports		#1D	thru		0/1/10	Shred
	Audit Requirements complete			Dec 2006			
			Maj	48.46			
					112.3		
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Administrative Traffic verification reports	2219	Sec 1 #1D	Jan 2003 thru	4	8/31/10	Sheef
	Audit Requirements complete			Dec 2006			
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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal		
1	Administrative	2219	Sec 1	Jan 2003	4	1/2/	0,		
	Traffic verification reports		#1D	thru		0/1/10	Stred		
	Audit Requirements complete			Dec 2006					
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation		Volume Cubic Feet		
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed		Date of Disposal	Method of Disposal
	TRAFFIC ALPHA FILES 2006 Request to destroy all files and folders. Cases more than 3 years old	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	7	8/13/10	Shred
	Closed in 2006						

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	TRAFFIC ALPHA FILES 2006 Request to destroy all files and folders. Cases more than 3 years old	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	7	8/13/10	Shrid
	Closed in 2006						

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	TRAFFIC ALPHA FILES 2006 Request to destroy all files and folders. Cases more than 3 years old	2219	Sec IV	JANUARY 1 THRU DECEMBER 31, 2006	7	8/13/10	Street
	Closed in 2006						

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Court Date 6-71-10

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	TRAFFIC FILE FOLDERS 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	25	8/13/10	Shru

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	TRAFFIC FILE FOLDERS 2006 Request to destroy all files and folders. Cases more than 3 years old	2219	Sec IV 2	JANUARY 1 THRU DECEMBER 31, 2006	25	413/10	Shul
	Closed in 2006						

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District 04-02 Date 6-21-10 Court Charles County County

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Request to destroy all files and folders. Cases more than 3 THRU DECEMBER				Item No.	Retention Schedule No.	Description of Records (Same Title as listed on Schedule)	No.	
	8/13/10 Jhr	25	THRU DECEMBER		2219	Request to destroy all files and folders. Cases more than 3		

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Court Date 6-21-10

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Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 5249

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	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	Shree

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	EXPUNGEMENT FILES 2006 Request to shred entire file. Cases more than 3 years old	2219	Sec IV 2d	JANUARY 1 THRU DECEMBER 31, 2006	10	8/31/10	Shred
	Closed in 2006						

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District 04-02

Court Date 6-21-10

Charles County

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	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	Stree

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records DCA 21 Audit requirements have been met. More than 3 years old.	2219	V 1c	1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003	4	11/5/10	Lany
	Closed in 1993-2003						

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1	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records DCA 21 Audit requirements have been met. More than 3 years old.	2219	V 1c	1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003	4	11/5/10	Land
	Closed in 1993-2003						

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Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	2281
Charles County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting Miscellancous Fiscal/Accounting Records Daily Receipt Summary Audit requirements have been met. More than 3 years old.	2219	V 1c	1995 1996 1997 1998 1999 2000 2001 2002	3	11/5/16	lord
	Closed in 1995 -2002					+1 = 14	

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1	Fiscal/Accounting Miscellancous Fiscal/Accounting Records Daily Receipt Summary Audit requirements have been met. More than 3 years old.	2219	V1c	1995 1996 1997 1998 1999 2000 2001 2002	3	11/5/10	Jurdy
	Closed in <u>1995 -2002</u>						

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Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	5282
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County		Jessup, Maryland 20794-0275	to address at left.

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedulc No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records DCA 101 check requests Audit requirements have been met. More than 3 years old.	2219	V 1c	1996 1997 1998 1999 2000 2001 2002	4	11/5/10	Land
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1	Fiscal/Accounting Miscellancous Fiscal/Accounting Records DCA 101 check requests Audit requirements have been met. More than 3 years old.	2219	V 1c	1996 1997 1998 1999 2000 2001 2002	4		
	Closed in 1996 -2002						

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District 04-02	10/6/10	Department of General Services	1. ch
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	5283
Charles County		P.O. Box 275	Forward three (3) copies
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Mats Summary Receipt report	2219	V 1c	2003 2004 2005	2	11/5/10	larl
	Audit requirements have been met. More than 3 years old.						
	Closed in 2003-2005						

Destruction Approved by Maryland State Archives

210CT 2010 Date

State Archivist

Signature of Court Official

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Destruction Certification

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Date

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District 04-02	10/6/10
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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Fect	Date of Disposal	Method of Disposal
1	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Mats Summary Receipt report Audit requirements have been met. More than 3 years old.	2219	V 1c	2003 2004 2005	2	11/5/10	loret
	Closed in 2003-2005						

Destruction Approved by Maryland State Archives

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State Archivist

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District 04-02	10/6/10
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Department of General Services
Records Management Division
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1	Fiscal/Accounting Miscellaneous Fiscal/Accounting Records Non Mats Monthly Reports Audit requirements have been met. More than 3 years old.	2219	V 1c	1996 1997 1998 1999 2000 2001 2002 2003 2004 2005	2	11/5/10	Parolt
	Closed in 1996-2005						

Destruction Approved by Maryland State Archives

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District 04-02	10/6/10
Court	Date
Charles County	
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	Closed in 1996-2005						

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