

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4720

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Civil Error Reports	2219	Section II Item 2	2003 and 2004	1	1/20/09 ↓	Landfill
	Delete Reports	2219	Sect II Item 2	2003 & 2004	1		
	DV/PO Monthly Reports	2219	Sect II Item 2	1998 thru 2004	1		
	Employee Records	2219	Sect V Item 1c.	2003 & 2004	3		Shred

Destruction Approved by Hall of Records Commission

10 Dec 08  
 Date

*[Signature]*  
 State Archivist

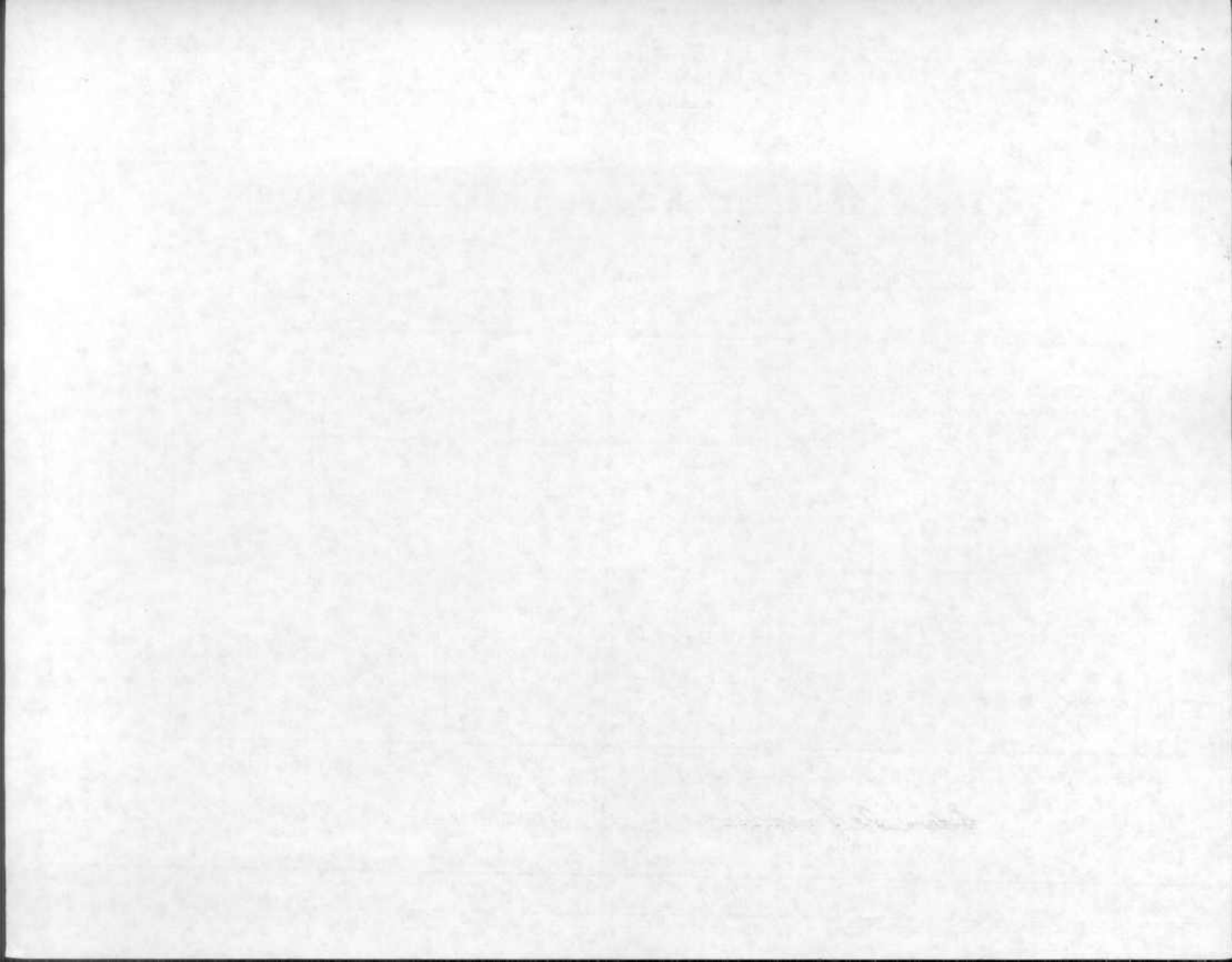
Destruction Certification

*[Signature]*  
 Signature of Court Official

*[Signature]*  
 Title

1/20/09  
 Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4720

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Civil Error Reports	2219	Section II Item 2	2003 and 2004	1	1/20/09 ↓	Landfill
	Delete Reports	2219	Sect II Item 2	2003 & 2004	1		
	DV/PO Monthly Reports	2219	Sect II Item 2	1998 thru 2004	1		
	Employee Records	2219	Sect V Item 1c.	2003 & 2004	3		Shred

Destruction Approved by Hall of Records Commission

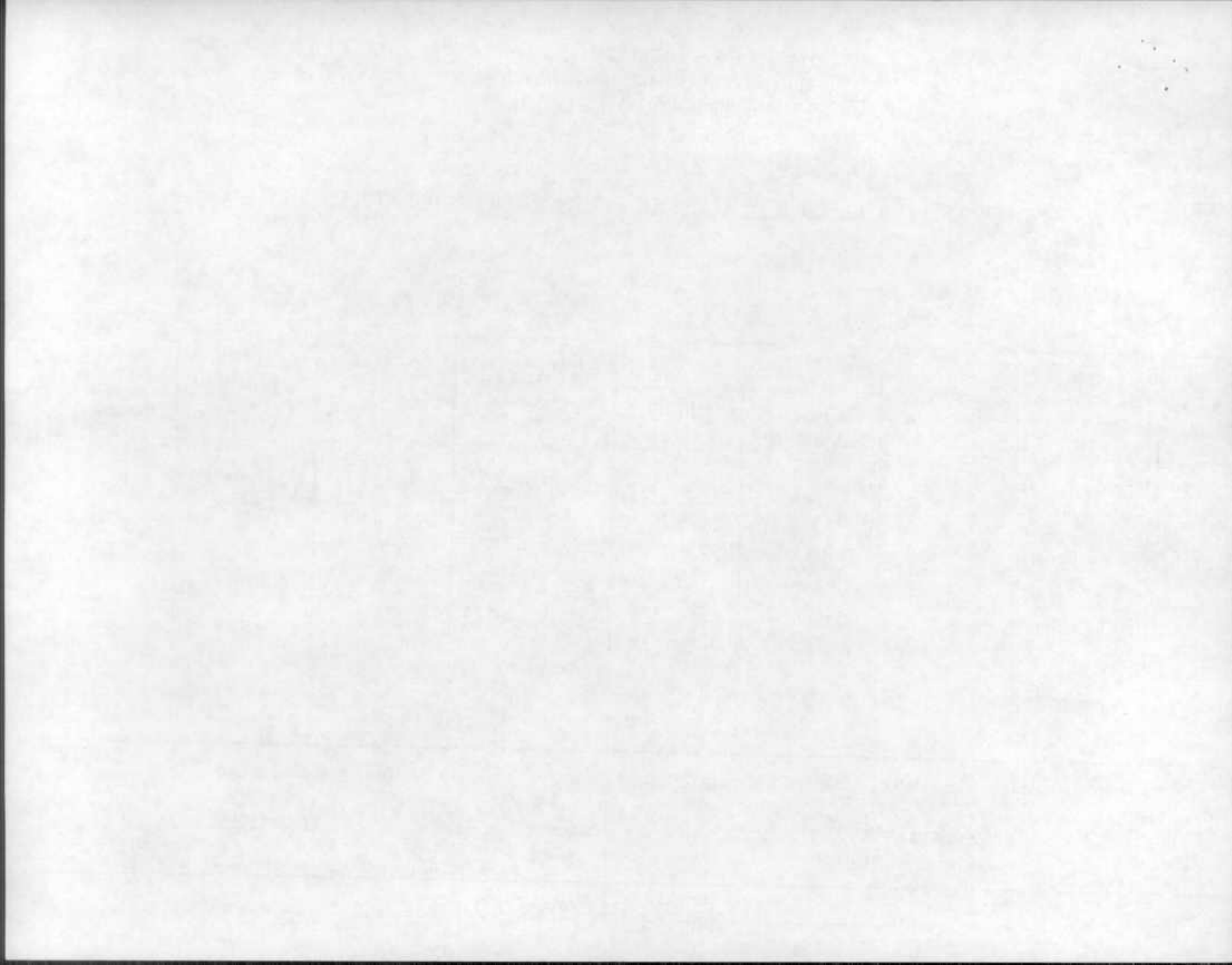
10 Dec 08  
 Date

*Edward C. [Signature]*  
 State Archivist

Destruction Certification

*[Signature]* *[Signature]* 1/20/09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

47W

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

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		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
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	Delete Reports	2219	Sect II Item 2	2003 & 2004	1		
	DV/PO Monthly Reports	2219	Sect II Item 2	1998 thru 2004	1		
	Employee Records	2219	Sect II Item 1c.	2003 & 2004	3		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08  
 Date

*[Signature]*  
 State Archivist

*[Signature]* *[Signature]* 1/20/09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

MAR 25

2009

4721

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

March 11, 2008

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Civil Sheriff Transmittals 100400-100899 103700-104199 121600-121999 122500-122899 130900-139999	2219	Section II Item 2	2002 thru 2004	1	1/20/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

*Edward C. [Signature]*

*Sheryl [Signature]*

*Sharon [Signature]*

1/20/09

Date

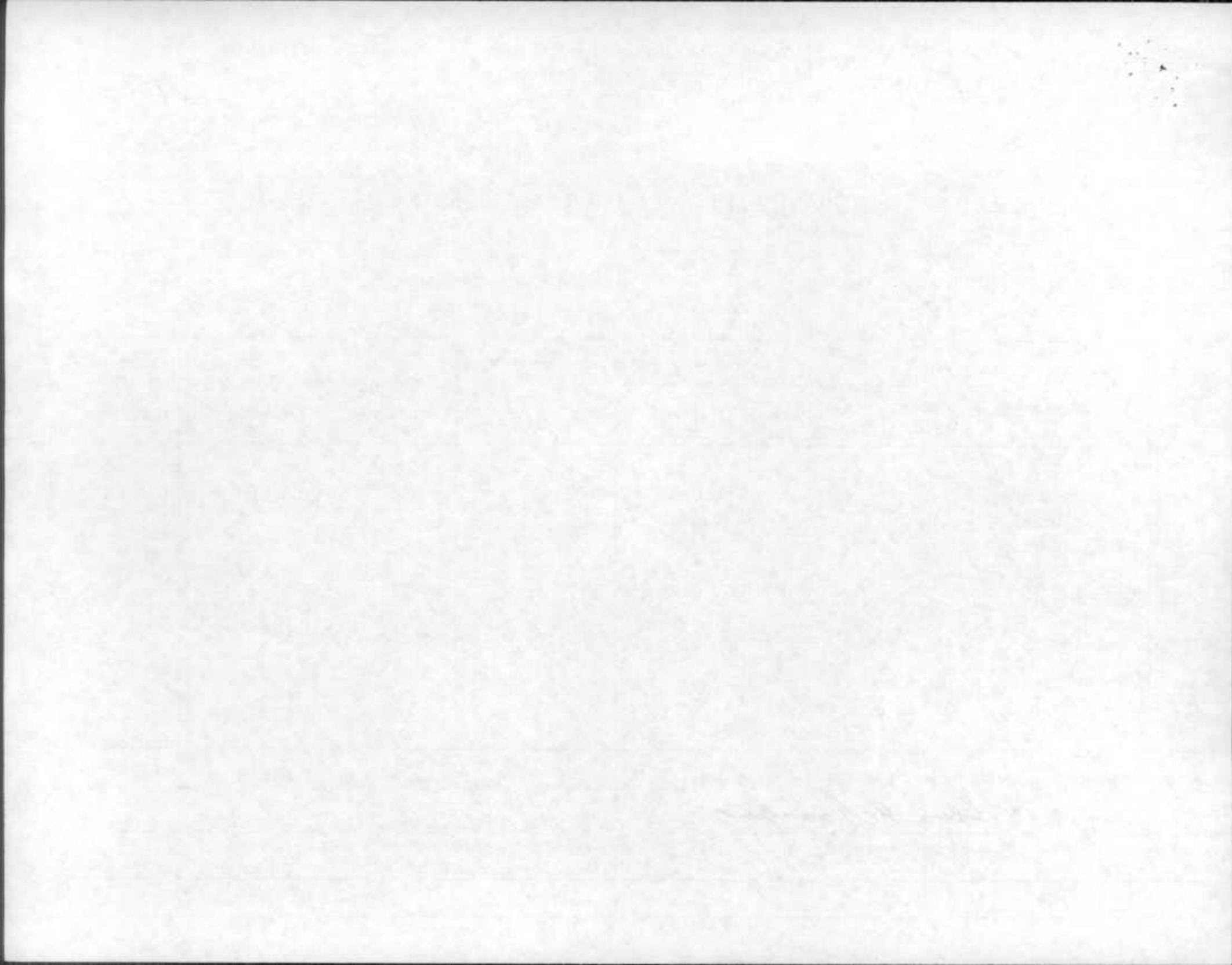
State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES  
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D.C. CERT. 7-2-CV3-98

4721

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

March 11, 2008

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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	Civil Sheriff Transmittals 100400-100899 103700-104199 121600-121999 122500-122899 130900-139999	2219	Section II Item 2	2002 thru 2004	1	1/20/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

0 Dec 08

*Edward C. [Signature]*

*[Signature]*

*[Signature]*

1/20/09

Date

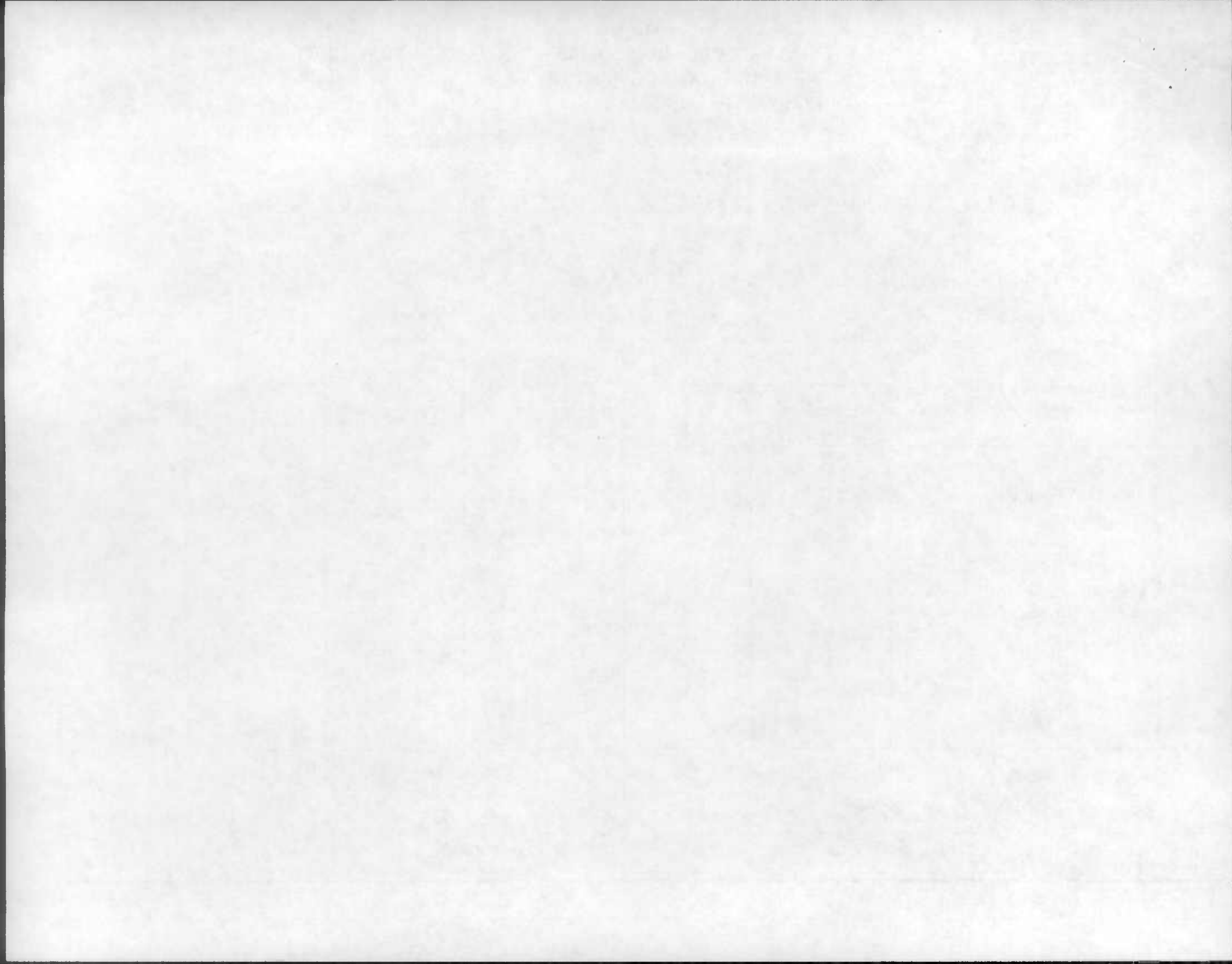
State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4721

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

March 11, 2008

Court

County

Date

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No.	Item No.				
	Civil Sheriff Transmittals 100400-100899 103700-104199 121600-121999 122500-122899 130900-139999	2219	Section II Item 2	2002 thru 2004	1	1/20/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

Dec 08

*Edward C. J. [Signature]*

*[Signature]*

*[Signature]*

1/20/09

Date

State Archivist

Signature of Court Official

Title

Date

v. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

MAR 23 2019

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4722

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

March 11, 2008

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Civil Certified Mail Reports	2219	Section II Item 2	1999 thru 2004	2	1/20/09 ↓	Landfill
	Miscellaneous Correspondence	2219	sect II Item 2	2003 & 2004	1		
	Return New Suits & Postjudgment Mail	2219	sect II Item 2	2001, 2002, 2003 & 2004	5		

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

*Edward C. [Signature]*

*[Signature]*

*[Signature]*

1/20/09

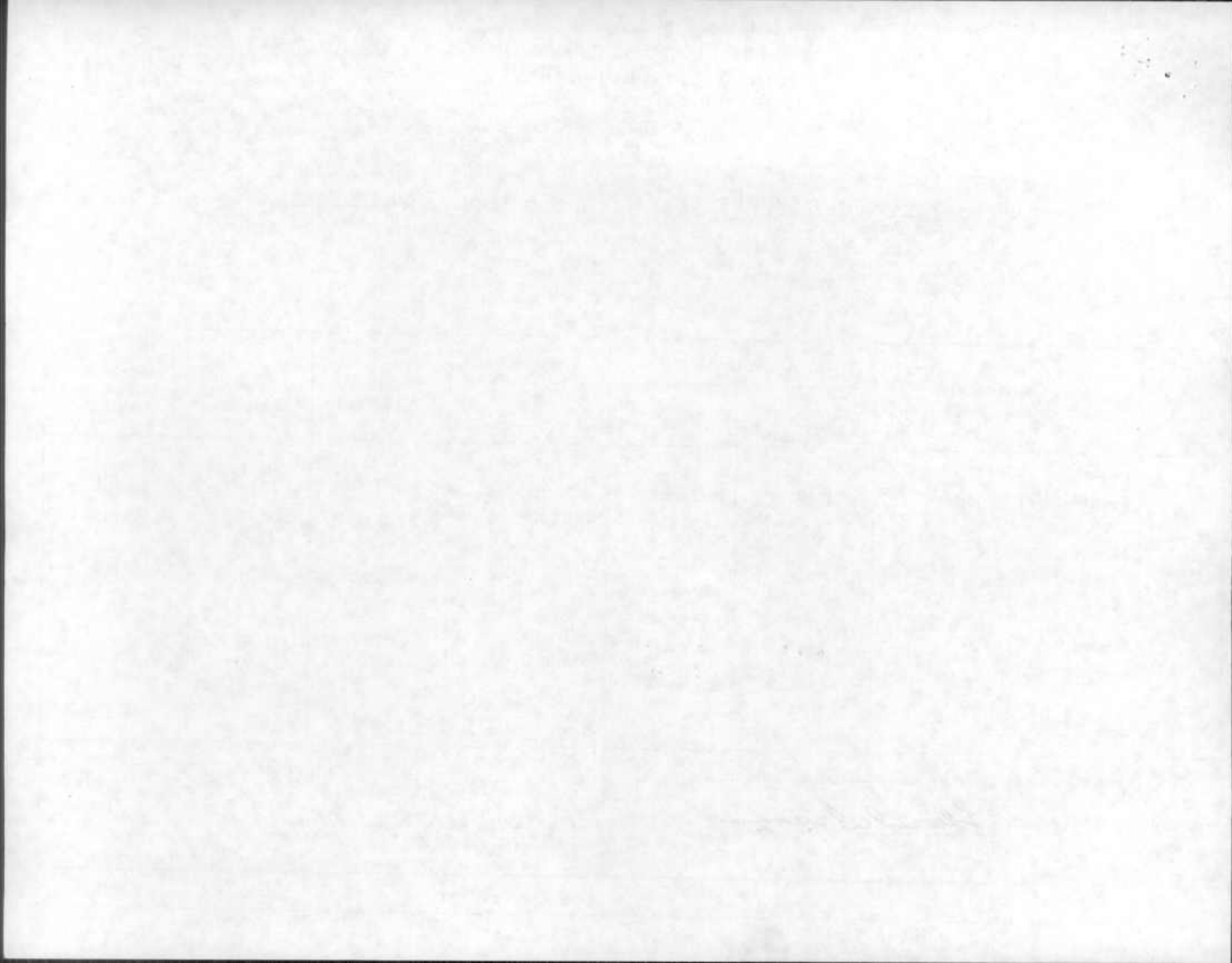
Date

State Archivist

Signature of Court Official

Title

Date



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4722

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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	Miscellaneous Correspondence	2219	sect II Item 2	2003 & 2004	1		
	Return New Suits & Postjudgment Mail	2219	sect II Item 2	2001, 2002, 2003 & 2004	5		

Destruction Approved by Hall of Records Commission

10 Dec 08  
 Date

Edward C. [Signature]  
 State Archivist

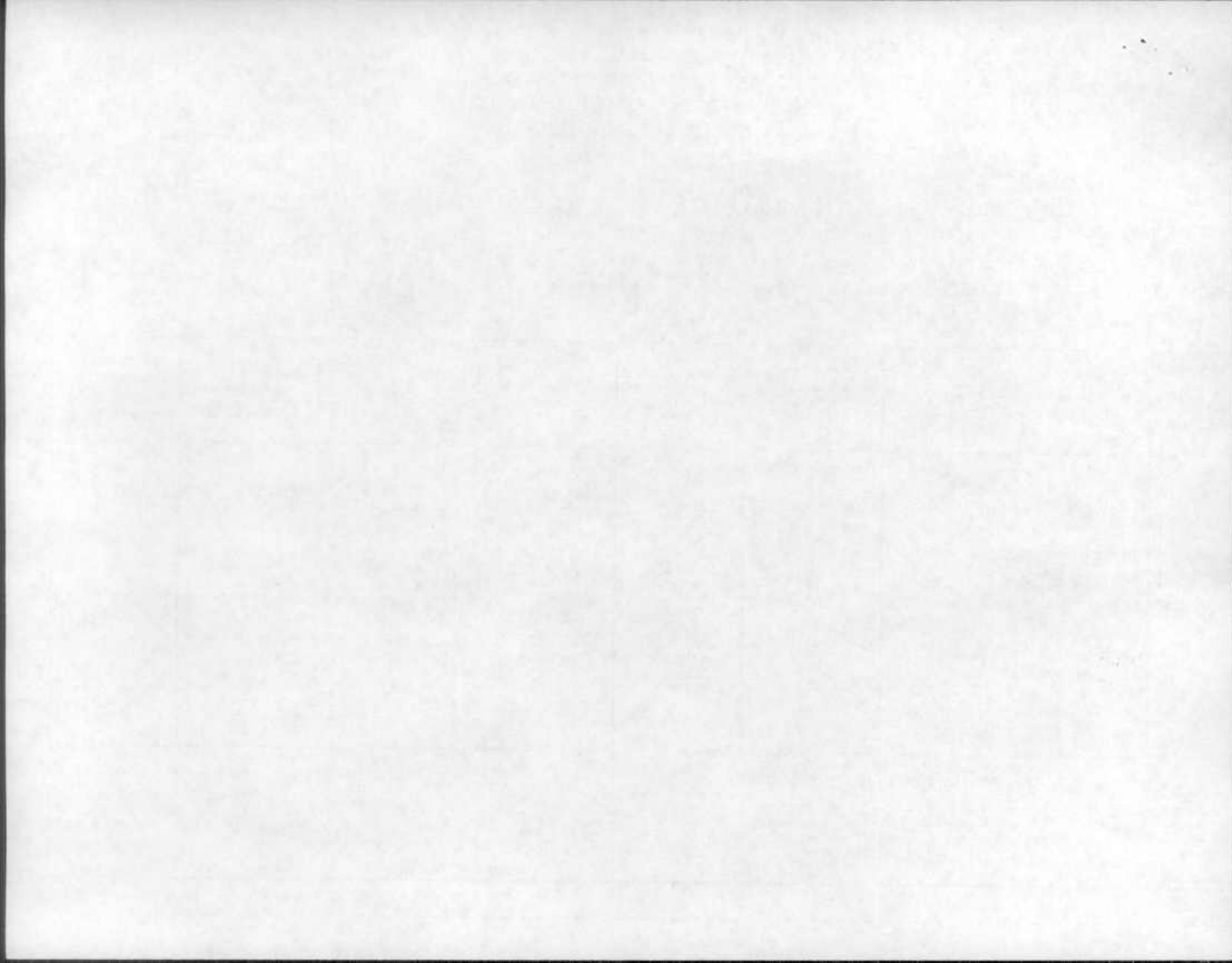
Destruction Certification

[Signature]  
 Signature of Court Official

Amber Choy  
 Title

1/20/09  
 Date

Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4722

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

strict Court of Maryland for Anne Arundel County #7

March 11, 2008

Court

County

Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No	Item No				
	Civil Certified Mail Reports	2219	Section II Item 2	1999 thru 2004	2	1/20/09	Landfill
	Miscellaneous Correspondence	2219	sect II Item 2	2003 & 2004	1	↓	
	Return New Suits & Postjudgment Mail	2219	sect II Item 2	2001, 2002, 2003 & 2004	5		

Destruction Approved by Hall of Records Commission

10 Dec 08  
Date

*Edward J. [Signature]*  
State Archivist

Destruction Certification

*[Signature]* *[Signature]* 1/20/09  
Signature of Court Official Title Date

MAR 25 2004

MAR 25

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4723

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

March 11, 2008

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Courtsmart DVD's Primary 130-349 Total 107 Archived 212-213, 332-335  Backup 1044-1106 Total 26 Archived 1060-1061, 1102-1103  Sound recordings for the period 8-12 Sep 2003 Will be retained for archival purposes	2219	Section II Item 2	2003	1	1/20/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

*Edward C. J. [Signature]*

State Archivist

Destruction Certification

*[Signature]*

Signature of Court Official

*Susan Day*

Title

1/20/09

Date

Instructions for Preparation and Submission on Reverse Side

12

*Handwritten signature*

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4723

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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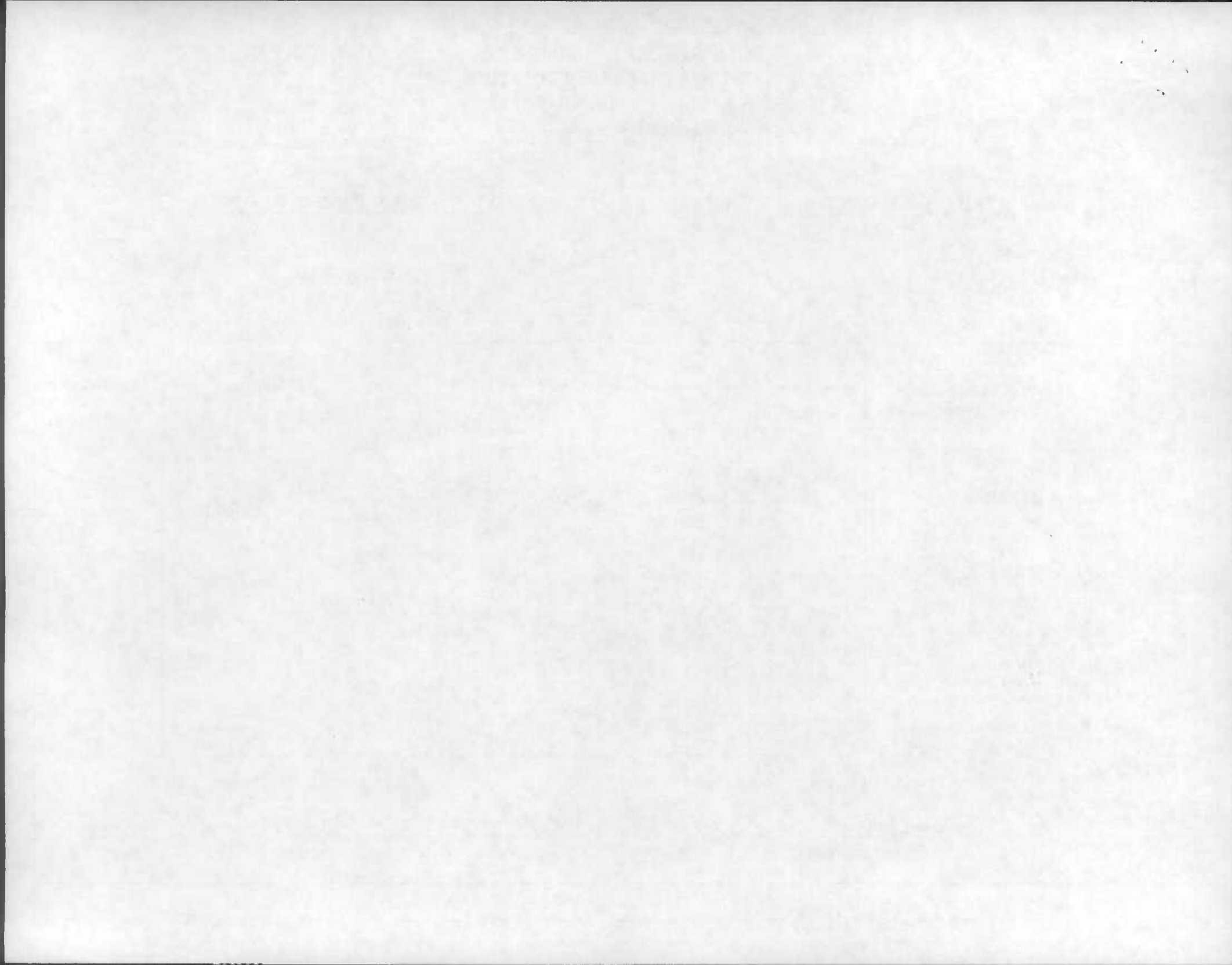
Destruction Approved by Hall of Records Commission

10 Dec 08  
 Date  
 Rev. 10/83 DGS-550-9

*Edward C. Toppin*  
 State Archivist

Destruction Certification

*[Signature]* *[Signature]* *1/20/09*  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
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D.C. CERT. 7-2-CV3-98

4723

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
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Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

*[Signature]*

*[Signature]*

*[Signature]*

1/20/09

Date

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

MAR 23 1959



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4724

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Glen Burnie Landlord-Tenant Failure to Pay Rents	2219	Section II Item 2	23720000001 thru 23720023664 Year: 2003	12	1/20/09	Landfill
	Glen Burnie Landlord-Tenant Failure to Pay Rents	2219	Sect II Item 2	24720000001 thru 24720025460 Year: 2004	12	↓	

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

Rev. 10/83 DGS-550-9

*Edward C. [Signature]*

State Archivist

Destruction Certification

*[Signature]*

Signature of Court Official

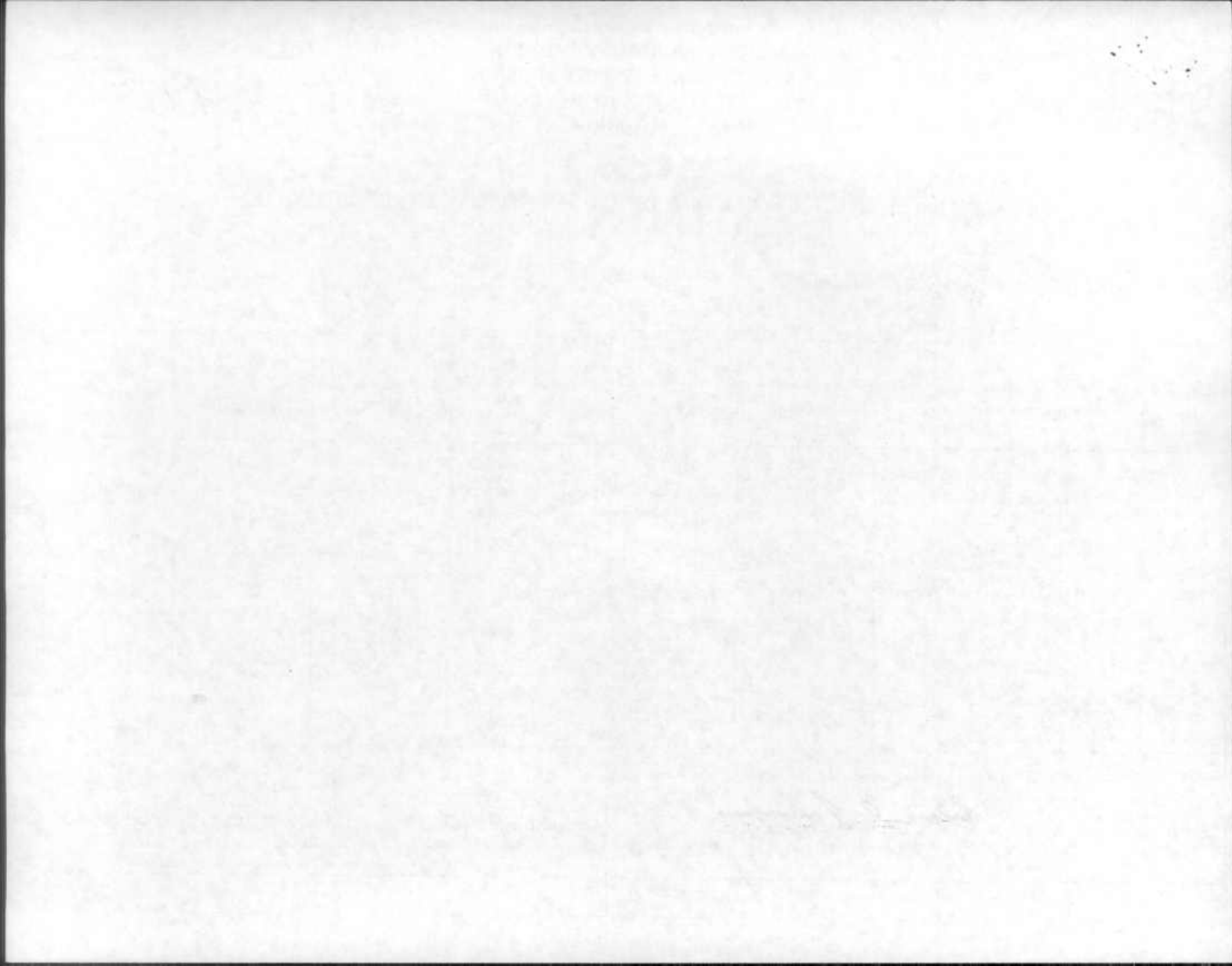
*[Signature]*

Title

1/20/09

Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4724

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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	Glen Burnie Landlord-Tenant Failure to Pay Rents	2219	Sect II Item 2	24720000001 thru 24720025460 Year: 2004	12	↓	

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08  
 Date

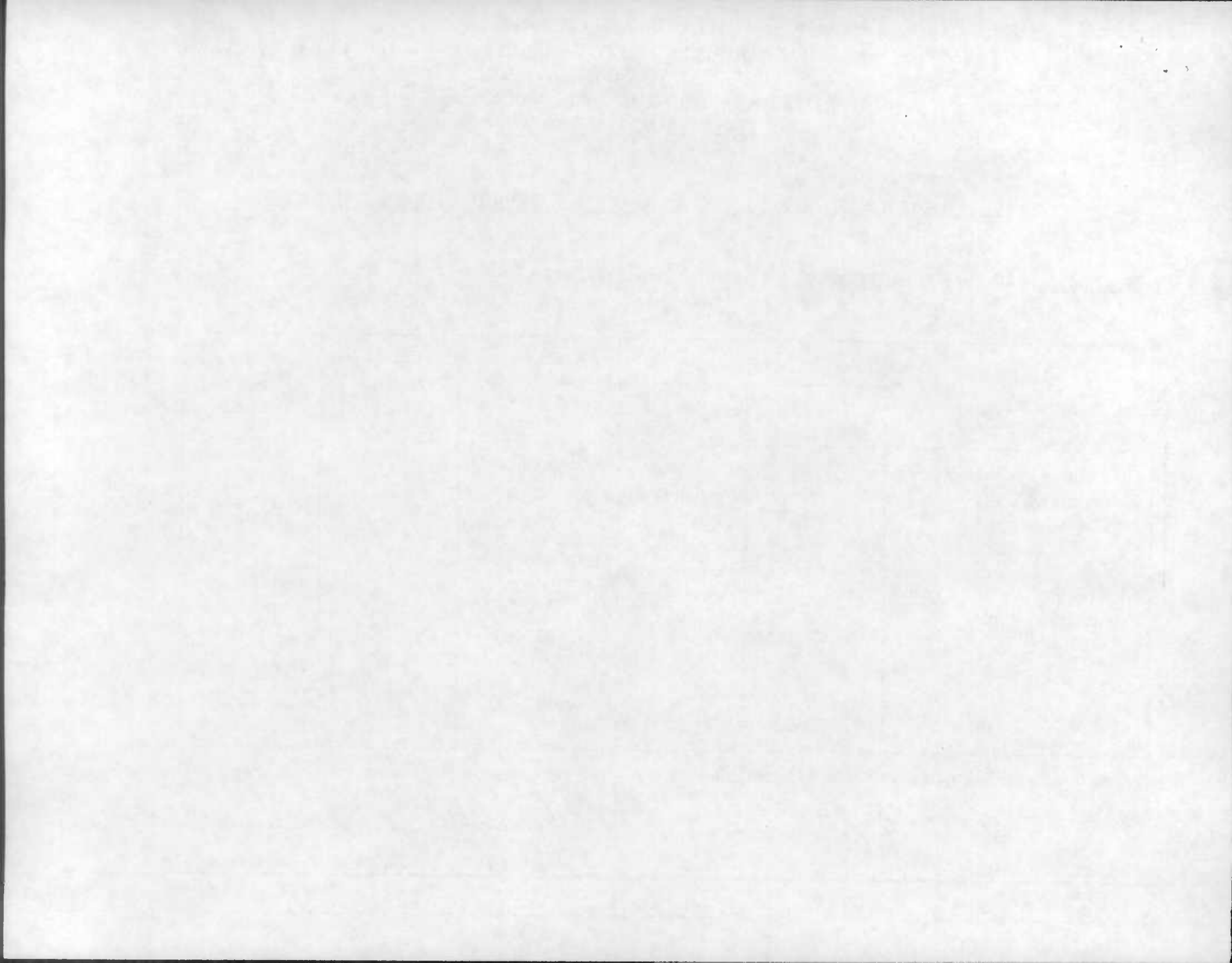
*Edward C. J. [Signature]*  
 State Archivist

*[Signature]*  
 Signature of Court Official

*[Signature]*  
 Title

1/20/09  
 Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4724

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
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Destruction Approved by Hall of Records Commission

10 Dec 08  
 Date  
 Rev. 10/83 DGS-550-9

*Edward A. [Signature]*  
 State Archivist

Destruction Certification

*[Signature]* *[Signature]* 1/20/09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

204  
MAR 25 1944

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

D.C. CERT. 7-2-CV3-98

4725

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No	Item No				
	Annapolis Landlord-Tenant Failure to Pay Rents	2219	Section II Item 2	23710000001 thru 23710004551 Year: 2003	3	1/20/09	Landfill
	Annapolis Landlord-Tenant Failure to Pay Rents	2219	Sect II Item 2	24710000001 thru 23710005343 Year: 2004	3	↓	

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

*Edward C. Thompson*

State Archivist

Destruction Certification

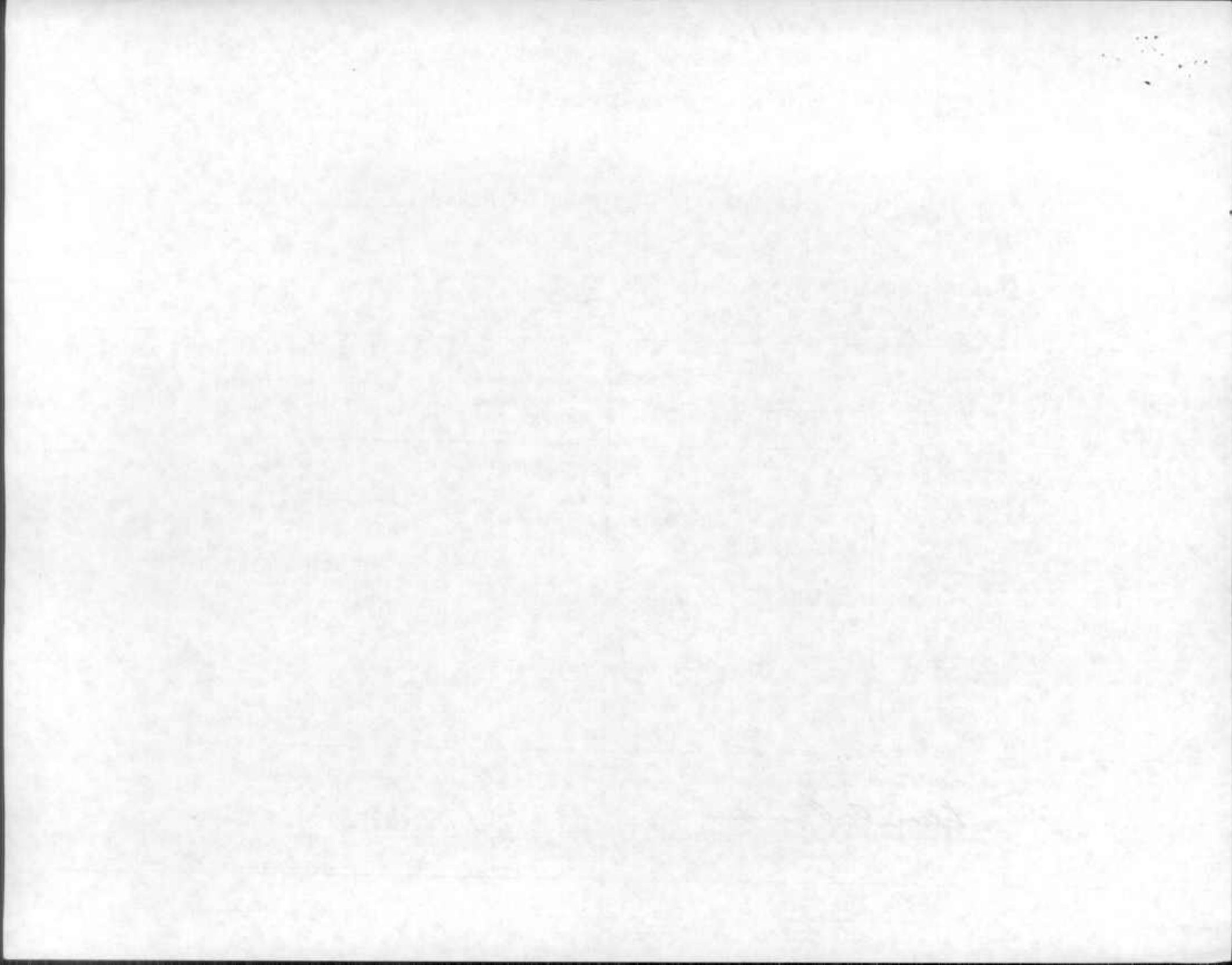
*Wayne D. Price* *Simon Chief* *1/20/09*

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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D.C. CERT. 7-2-CV3-98

4725

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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March 11, 2008  
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	Annapolis Landlord-Tenant Failure to Pay Rents	2219	Section II Item 2	23710000001 thru 23710004551 Year: 2003	3	1/20/09	Landfill
	Annapolis Landlord-Tenant Failure to Pay Rents	2219	Sect II Item 2	24710000001 thru 23710005343 Year: 2004	3	↓	

Destruction Approved by Hall of Records Commission

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 Date

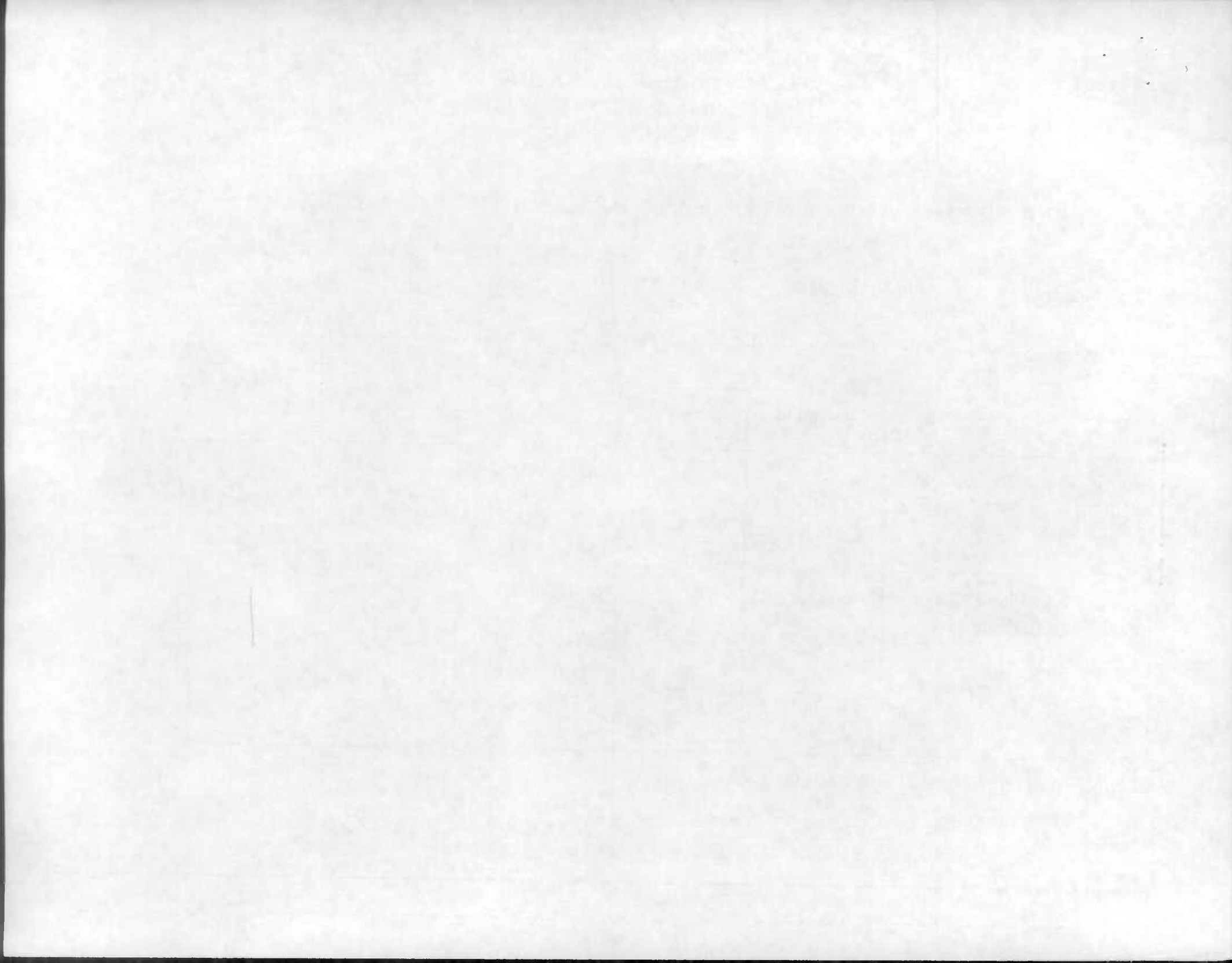
*Edward C. Taper*

State Archivist

Destruction Certification

*Wayne D. Price* *Emerson Chief* 1/20/09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
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D.C. CERT. 7-2-CV3-98

4725

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

strict Court of Maryland for Anne Arundel County #7  
 Court County

March 11, 2008  
 Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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Destruction Approved by Hall of Records Commission

10 Dec 08

Date

*Edward C. [Signature]*

State Archivist

Destruction Certification

*Wayne [Signature]*

Signature of Court Official

Title

Date

1/20/09

Instructions for Preparation and Submission on Reverse Side

MAR. 25 1944

269

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4726 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Expunged Cases	2219	sect. IV Item 2(d)	1-2004 to 12-2004	24.0	3/10/09	Shred

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

Rev. 10/83 DGS-550-9

*Edward A. [Signature]*

State Archivist

Destruction Certification

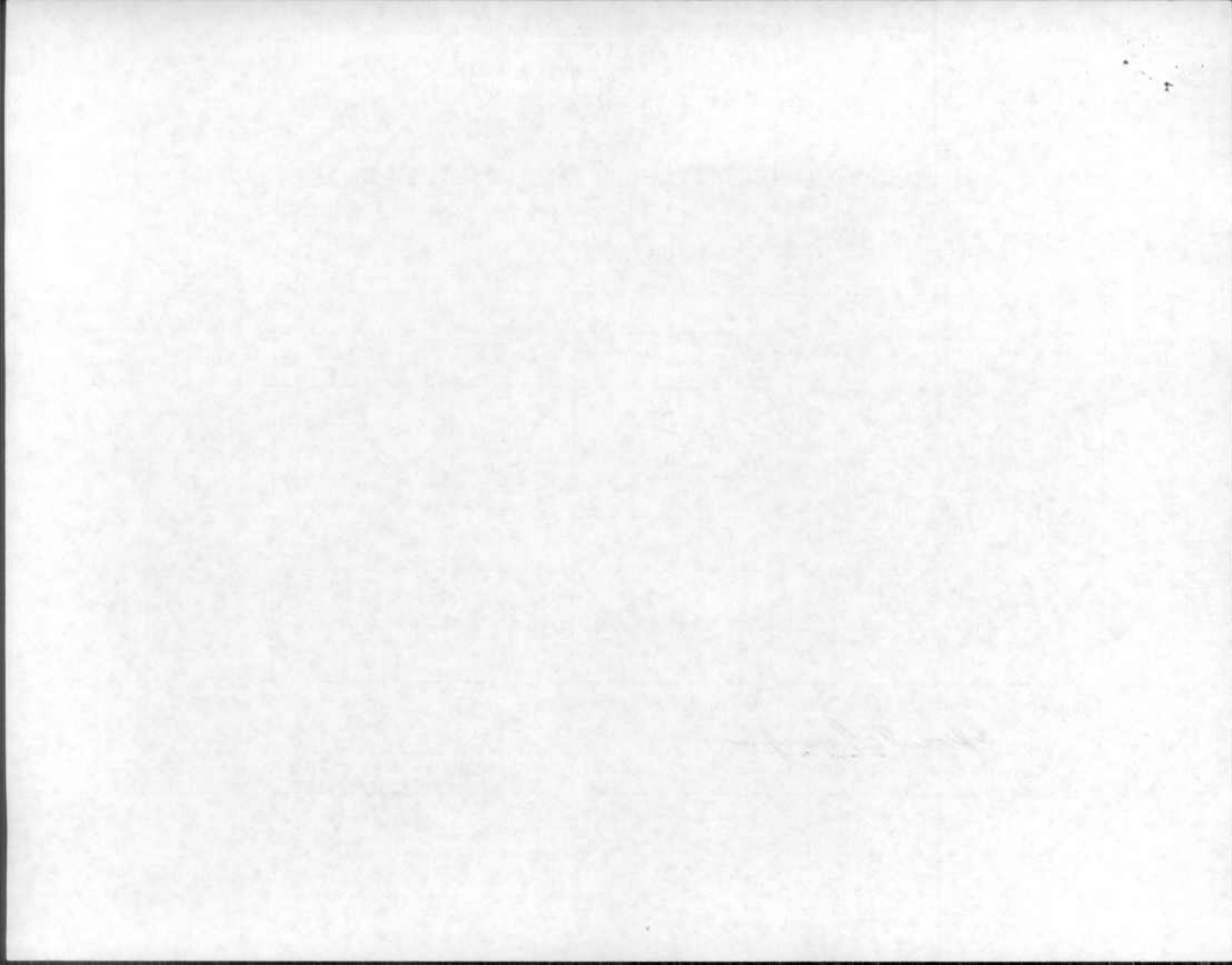
*[Signature]* *Deputy Director* *3-10-09*

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4726 71

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Expanded Cases	2219	sect. IV Item 2(d)	1-2004 + 12-2004	24.0	3/10/09	Shred

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

*Edward A. Gump*

State Archivist

Destruction Certification

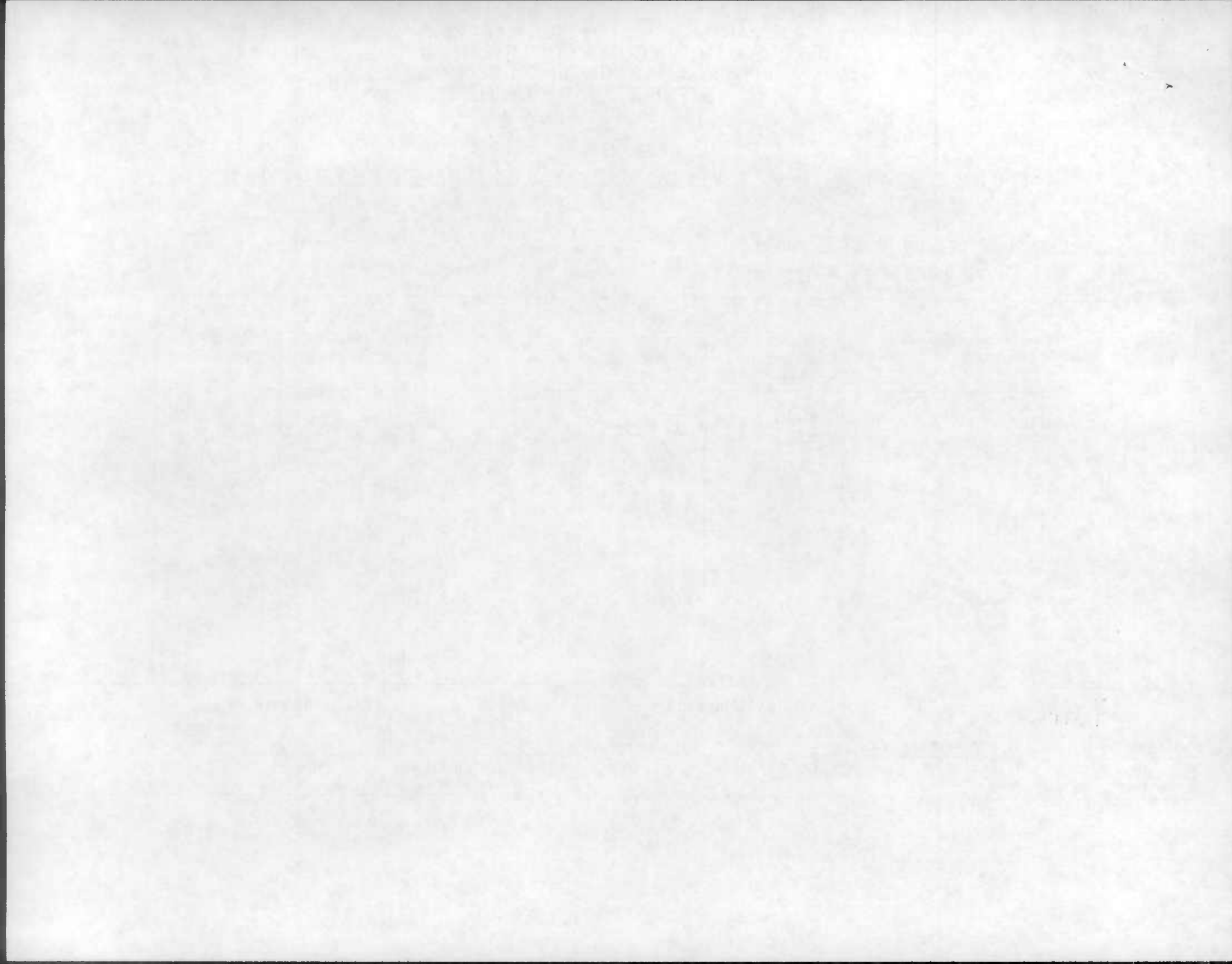
Signature of Court Official

Title

Date

*John M. ...* Division Chief 3-10-09

Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4726 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Expunged Cases	2219	sect. IV Item 2(d)	1-2004 + 12-2004	24.0	3/10/09	Shred

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

Rev. 10/83 DGS-550-9

*Edward C. [Signature]*  
 State Archivist

Destruction Certification

*[Signature]*  
 Signature of Court Official

Title

Date

3-10-09

Instructions for Preparation and Submission on Reverse Side

219

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4727 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Electronic Recordings DVD's	2219	Sect. II Item 2	1-2004 + 12-2004		3/10/09	Landfill
<p>Sound recordings for the period 4 – 8 October 2004          Will be retained for archival purposes</p>							

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

*[Signature]*

State Archivist

*[Signature]* Division Chief 3-10-09

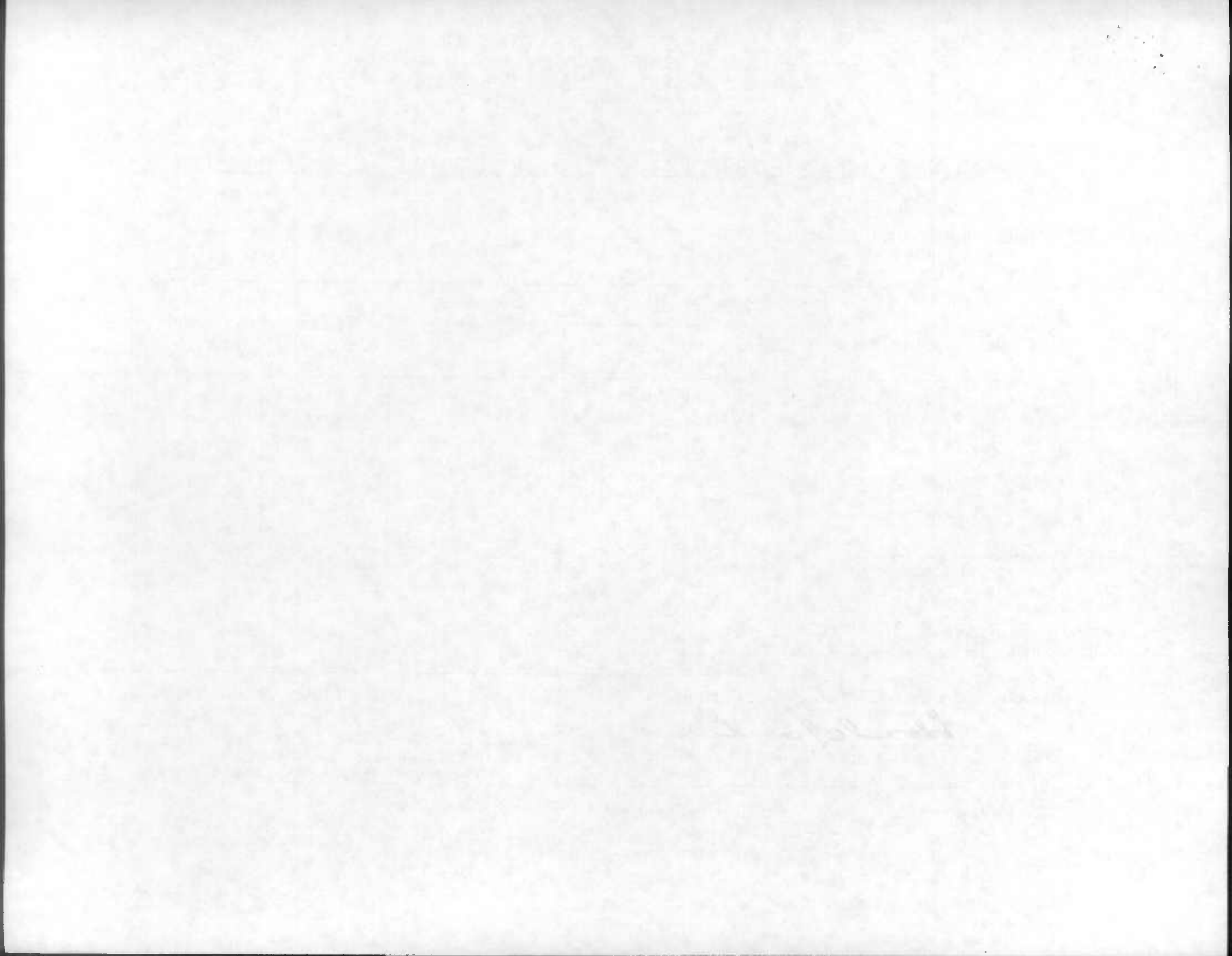
Signature of Court Official

Title

Date

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Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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4727 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date: \_\_\_\_\_

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Electronic Recordings DVD's	2219	Sect. II Item 2	1-2004 to 12-2004		3/10/09	Landfill
<p>Sound recordings for the period 4 – 8 October 2004          Will be retained for archival purposes</p>							

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

Rev. 10/83 DGS-550-9

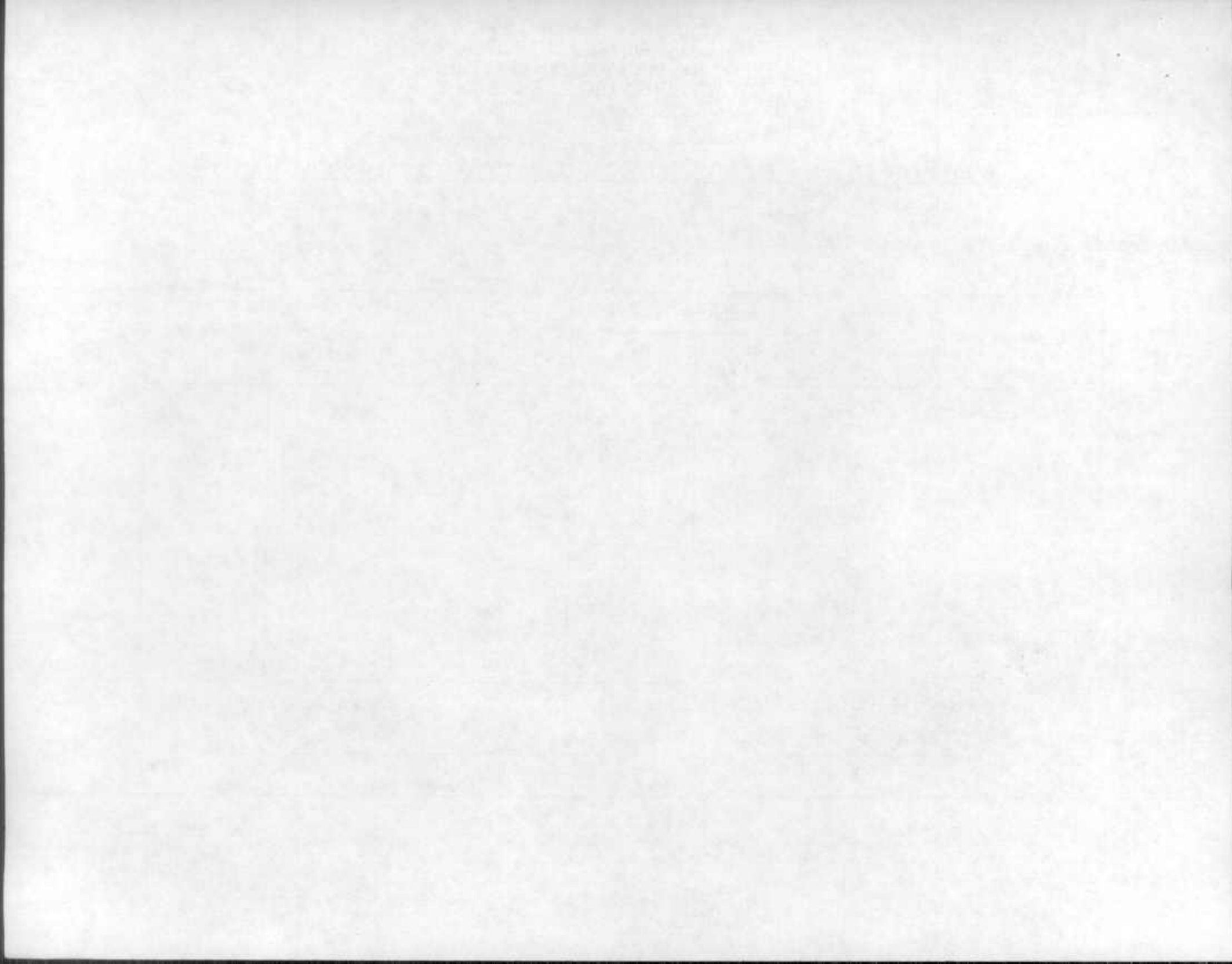
*Edward A. [Signature]*

State Archivist

Destruction Certification

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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4727 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Electronic Recordings DVD's	2219	Sect. II Item 2	1-2004 to 12-2004		3/10/09	Landfill
<p>Sound recordings for the period 4 – 8 October 2004          Will be retained for archival purposes</p>							

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

Rev. 10/83 DGS-550-9

*Edward A. [Signature]*  
 State Archivist

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

MAR 26 2004



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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4728

7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

Date 3-10-08

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Municipal Infractions Natural Resource Citations Mass Transit Citations	2219	IV 2 a, b, c	1-2004 to 12-2004	15 boxes	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

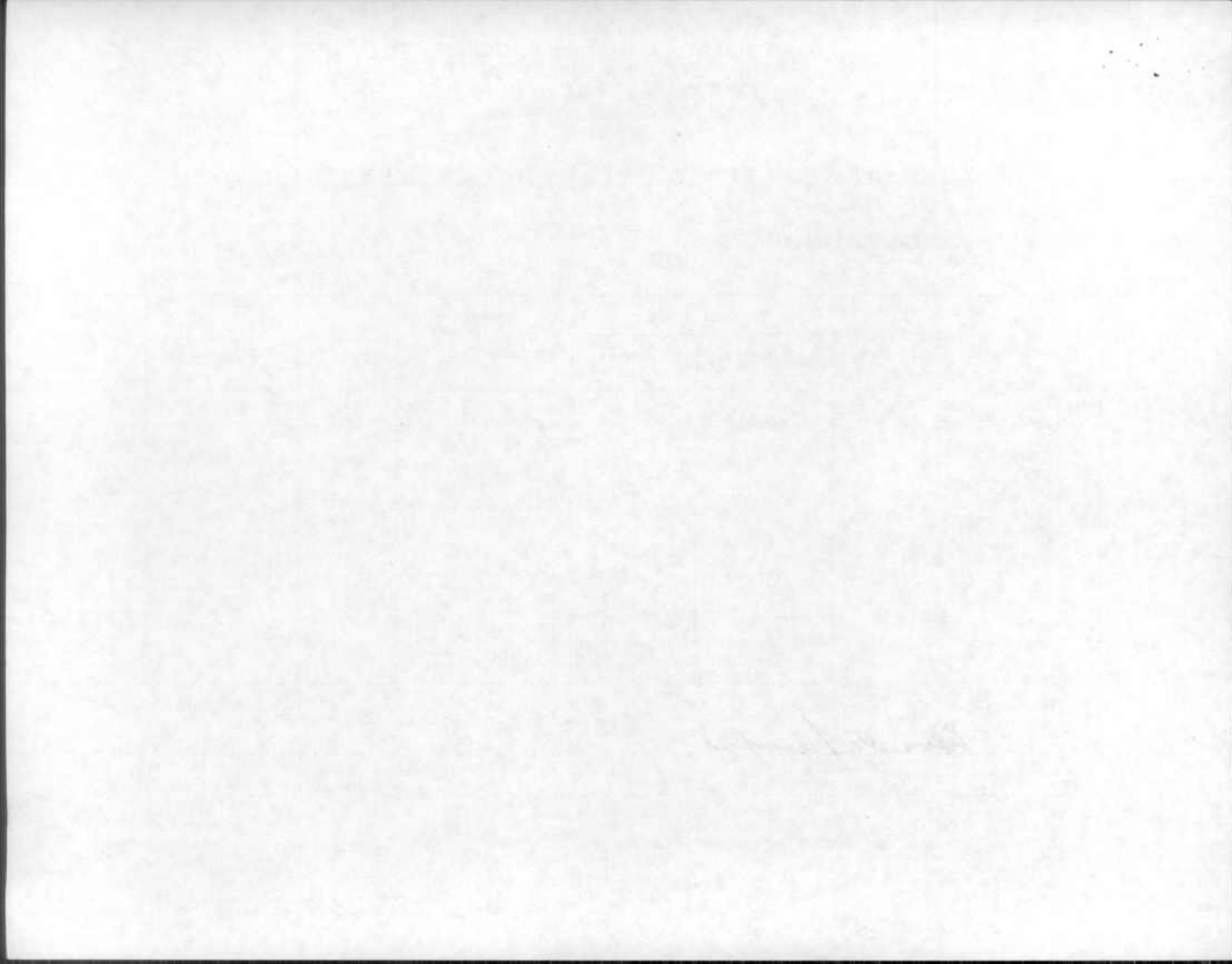
10 Dec 08

Date

*[Signature]*  
State Archivist

Rev. 10/83 DGS-550-9

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side



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 7275 WATERLOO ROAD, P.O. BOX 275  
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4728 1'

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

Date. 3-10-08

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Municipal Infractions Natural Resource Citations Mass Transit Citations	2219	IV 2 a, b, c	1-2004 to 12-2004	15 boxes	3/10/09	Landfill

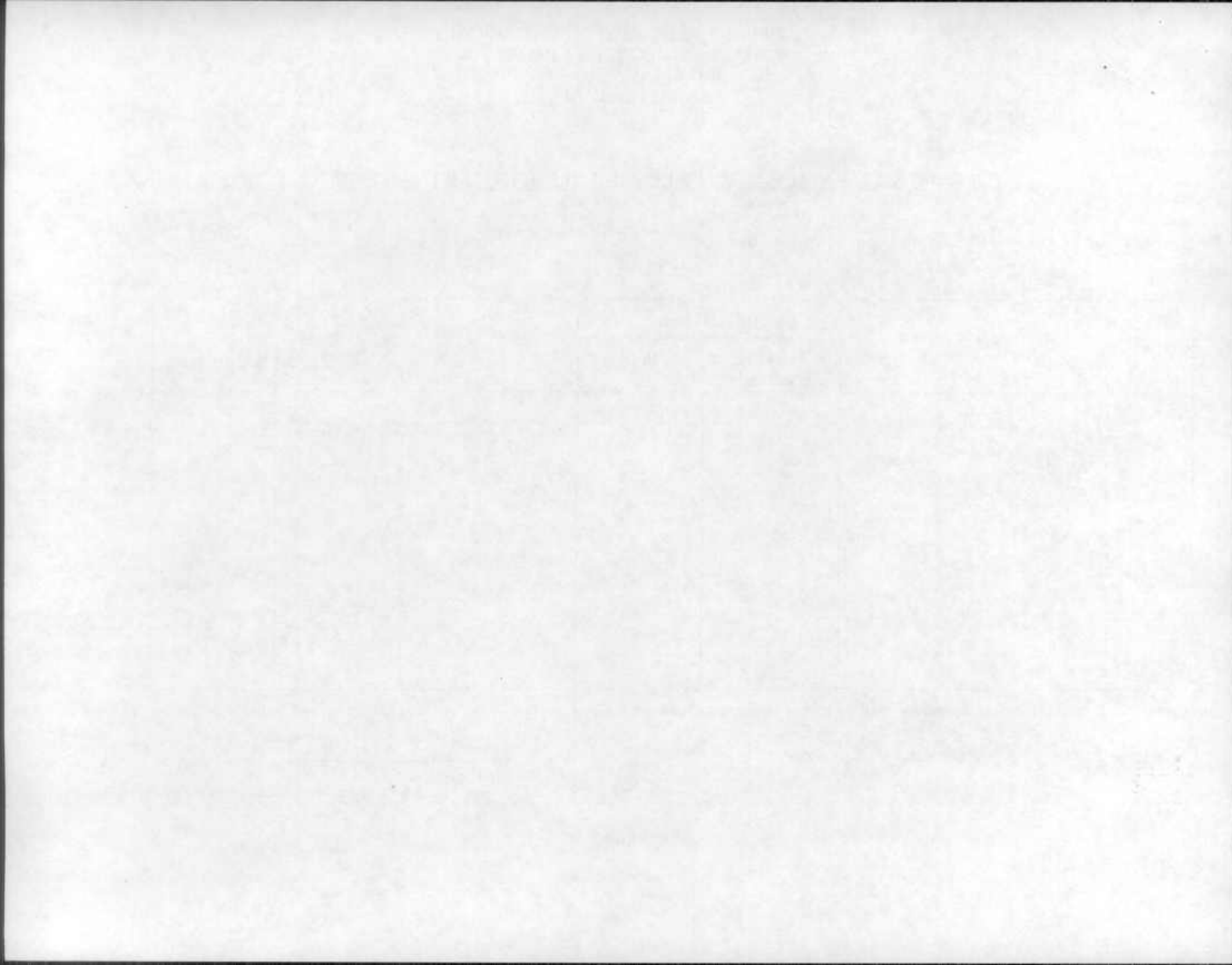
Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08  
Date

*[Signature]*  
State Archivist

*[Signature]* Division Chief 3-10-08  
 Signature of Court Official Title Date



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD; P.O. BOX 275  
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4728

7

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

3-10-08

Court

County

Date

Series Nº	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule Nº	Item Nº				
	Municipal Infractions Natural Resource Citations  Mass Transit Citations	2219	IV 2 a, b, c	1-2004 to 12-2004	15 boxes	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

*Edward J. [Signature]*  
State Archivist

Rev. 10/83 DGS-550-9

*[Signature]* Division Chief 3-10-08  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side

MAR 25 2009

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4729 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic File Folders  Retain Dockets and Indices	9219	IV Item 2 a, b, c	2004	30	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

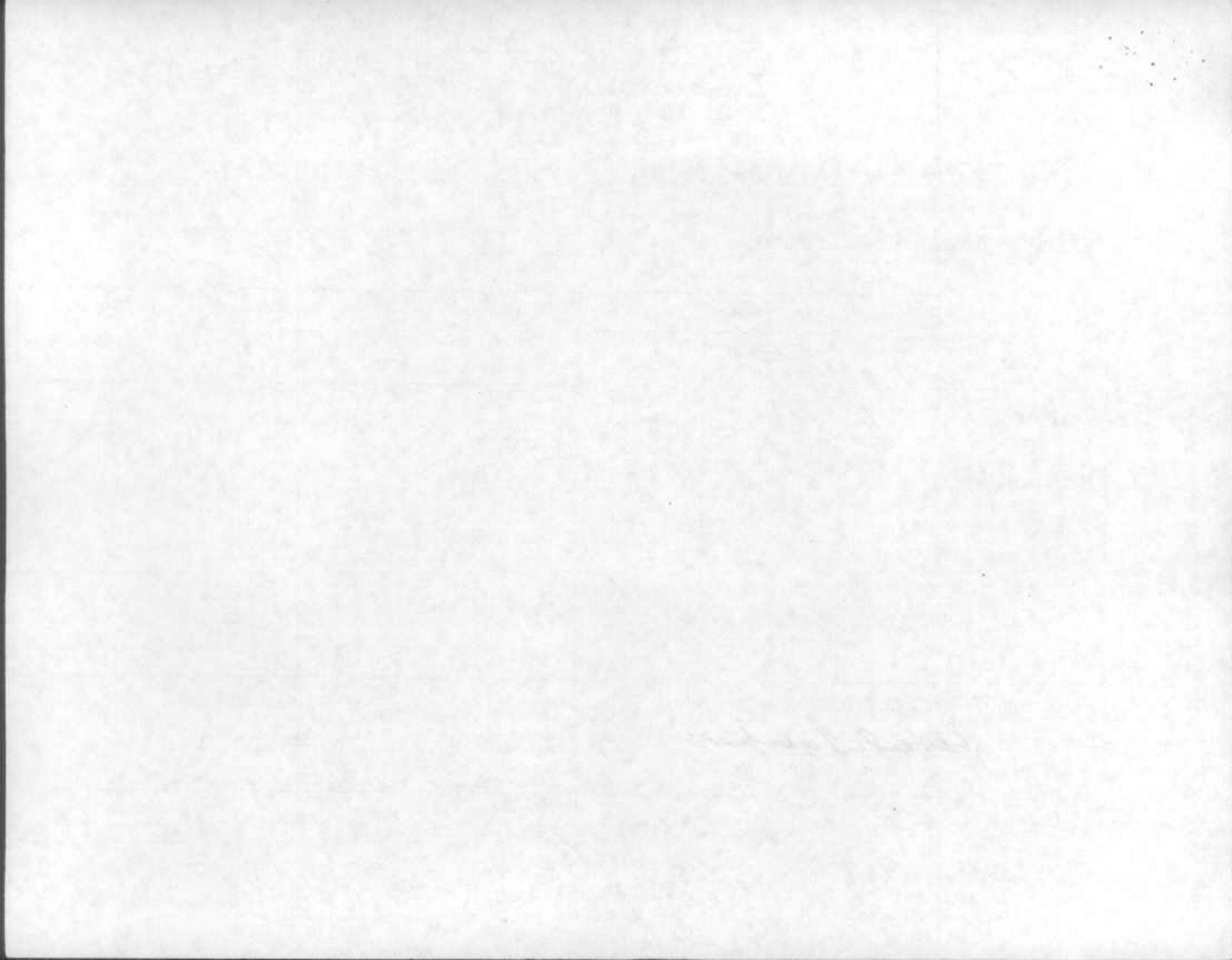
Date

Rev. 10/83 DGS-550-9

*Edward C. [Signature]*  
 State Archivist

Destruction Certification

*[Signature]* Division Chief  
 Signature of Court Official Title Date 3-10-09  
 Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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4729

7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No	Item No				
	Traffic File Folders Retain Dockets and Indices	9219	IV Item 2 a, b, c	2004	30	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

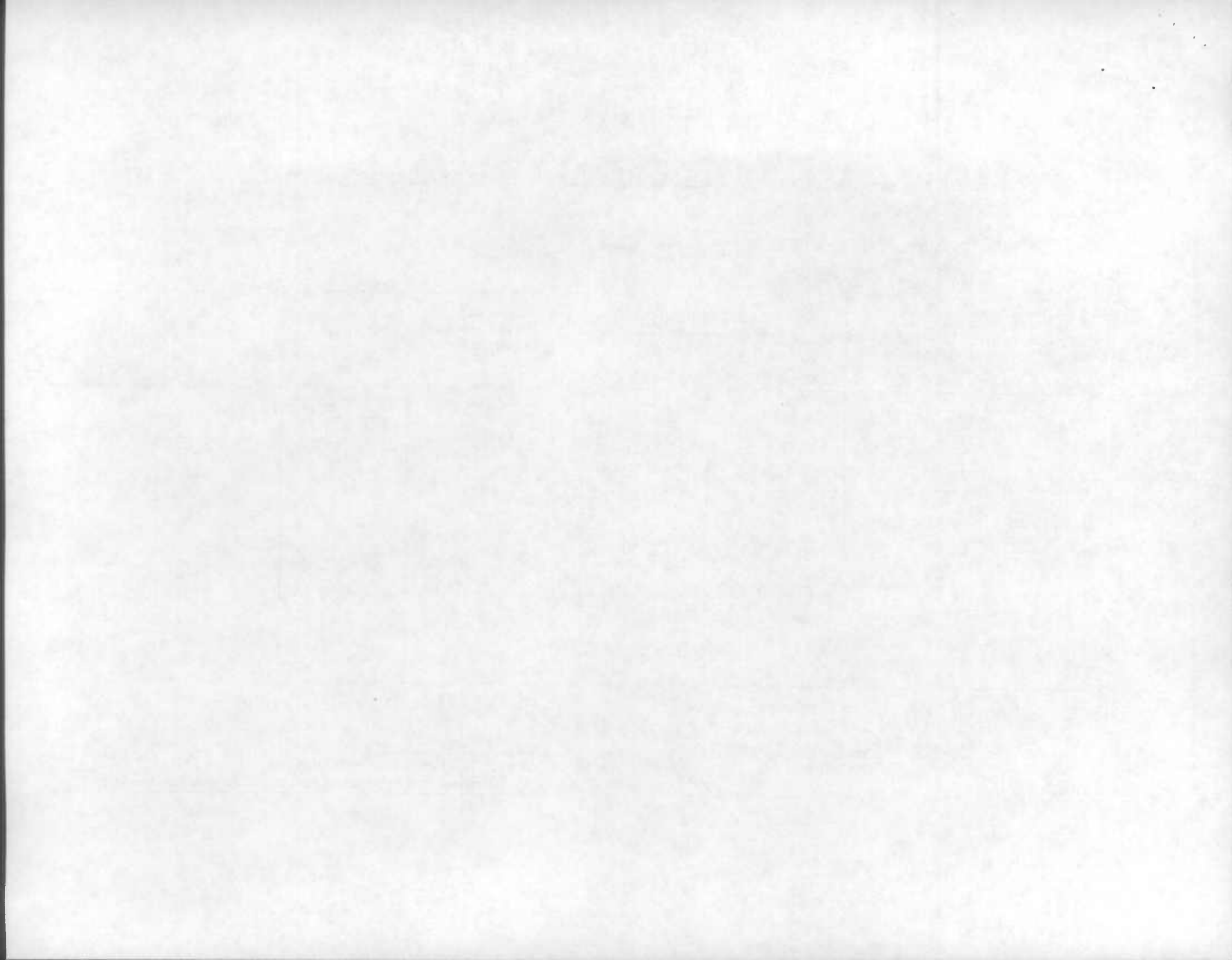
Rev. 10/83 DGS-550-9

*Edward C. [Signature]*

State Archivist

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
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4729 7.1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic File Folders  Retain Dockets and Indices	2219	IV Item 2 a, b, c	2004	30	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

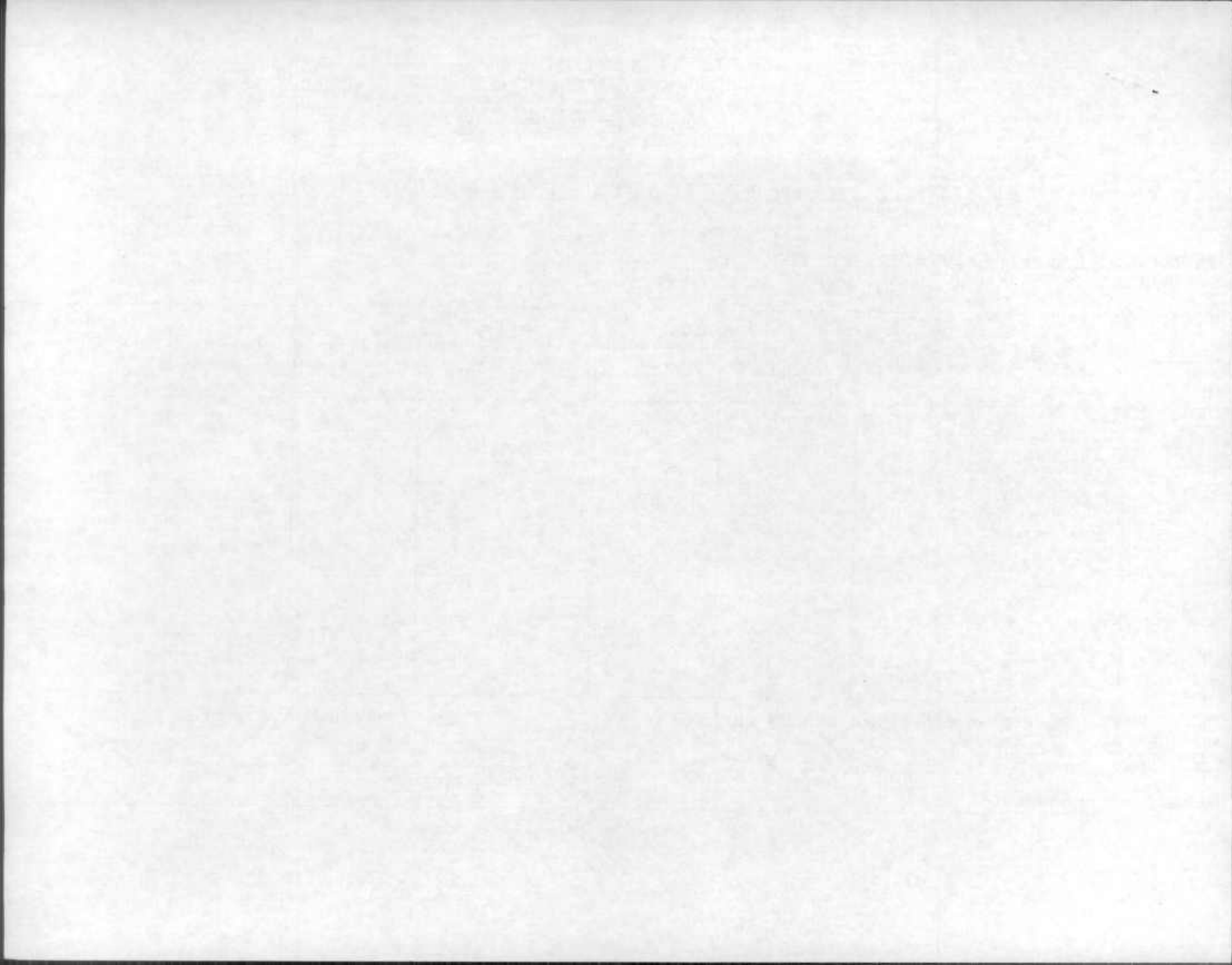
Date

Rev. 10/83 DGS-550-9

*Edward C. [Signature]*  
 State Archivist

Destruction Certification

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4730 71

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Criminal Records Closed in 2004	2219	IV 2, a, b, c	1-2004 to 12-2004	55 boxes	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

*Edward J. Gump*

State Archivist

*John Michael Davis*

Signature of Court Official

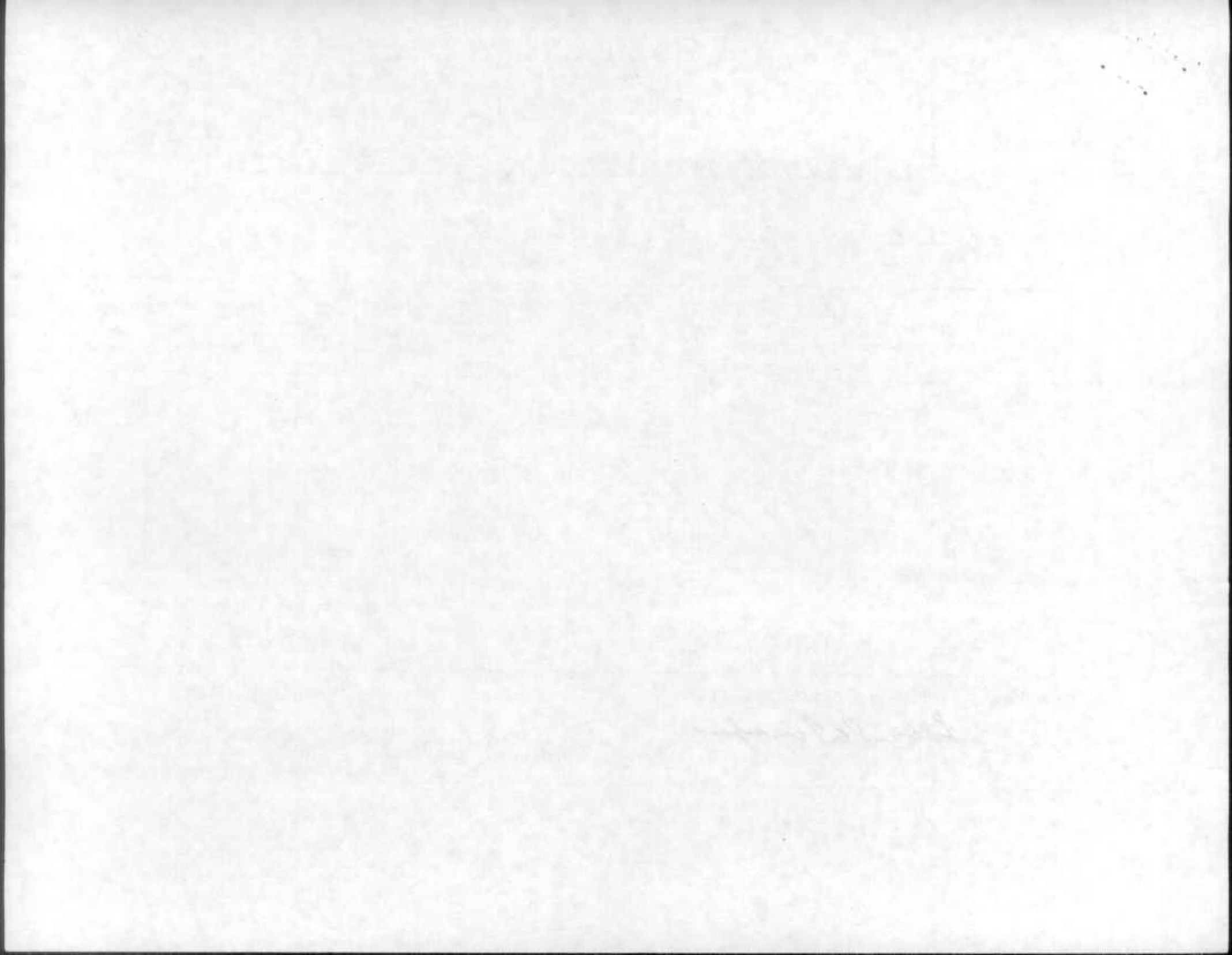
Title

Date

3-10-09

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4730 71

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Criminal Records Closed in 2004	2219	IV 2, a, b, c	1-2004 to 12-2004	55 boxes	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

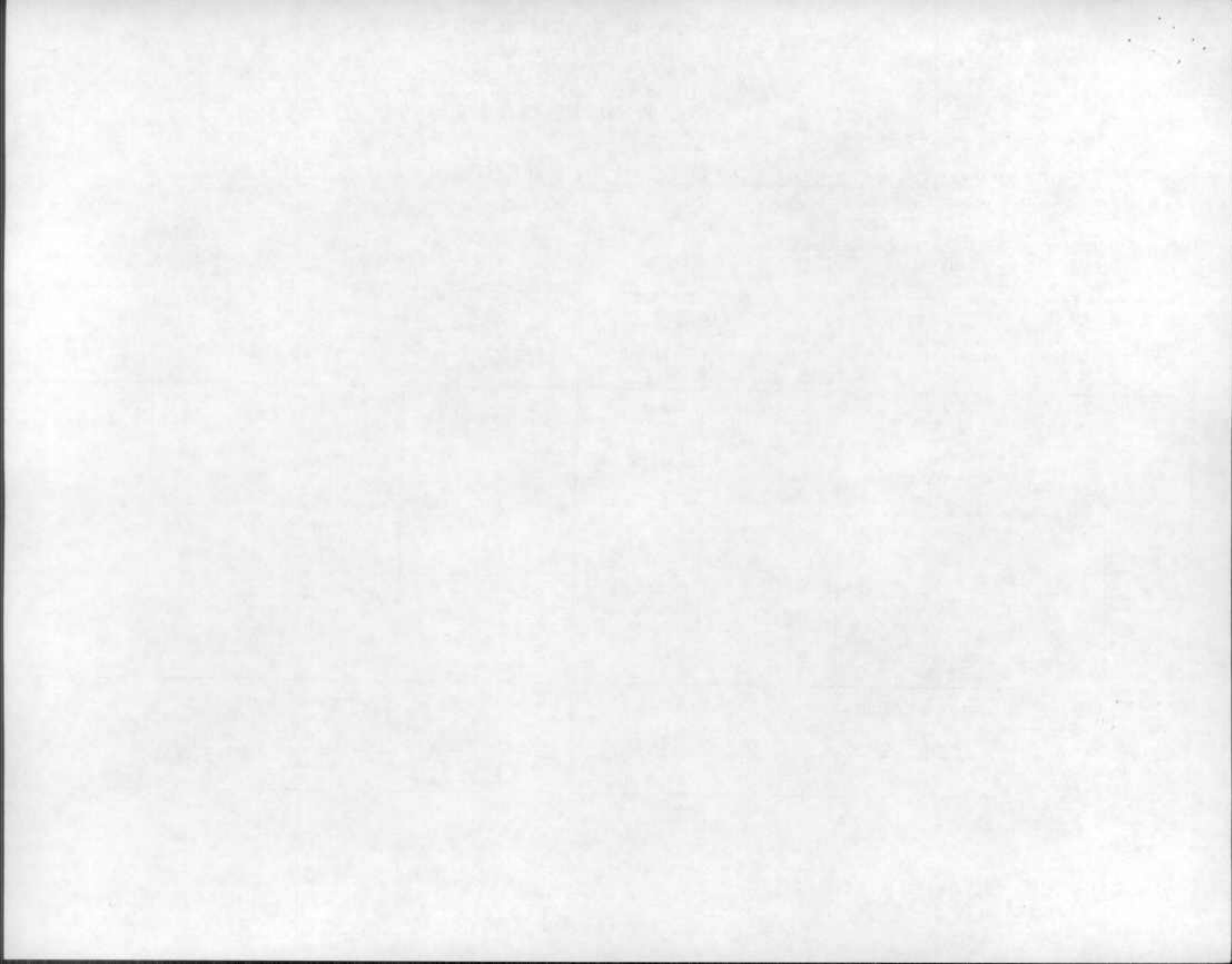
Rev. 10/83 DGS-550-9

*Edward A. Gump*  
 State Archivist

Destruction Certification

*John M. ...*  
 Signature of Court Official Title Date 3-10-09

Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4730 7.1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Criminal Records Closed in 2004	2219	IV 2,a,b,c	1-2004 to 12-2004	55 boxes	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08  
Date

Rev. 10/83 DGS-550-9

*Edward A. Spang*  
State Archivist

Destruction Certification

*John M. DeLoe* Division Chief  
 Signature of Court Official Title Date 3-10-09  
 Instructions for Preparation and Submission on Reverse Side

MAR 25 1969

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

3-10-08

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic / Criminal misc Paperwork	2219	Section IV Item 2 a, b	1-2004 to 12-2004	36.0	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

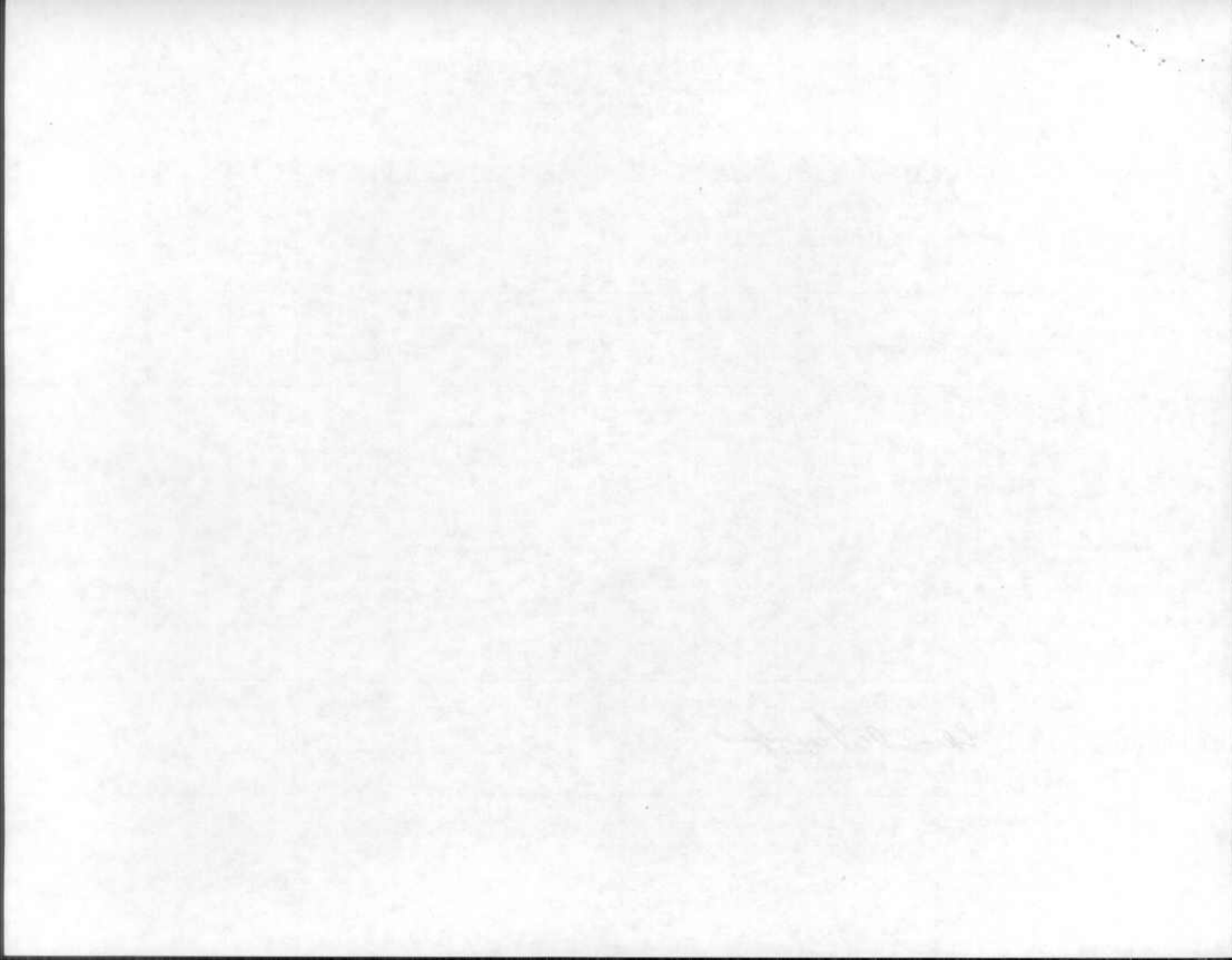
Rev. 10/83 DGS-550-9

*[Signature]*  
 State Archivist

Destruction Certification

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4731 71

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

3-10-08

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic / Criminal misc Paperwork	2219	Section II Item 2 a, b	1-2004 to 12-2004	36.0	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

*Edward C. Langan*

State Archivist

*John M. DeLo* Division Chief 3-10-09

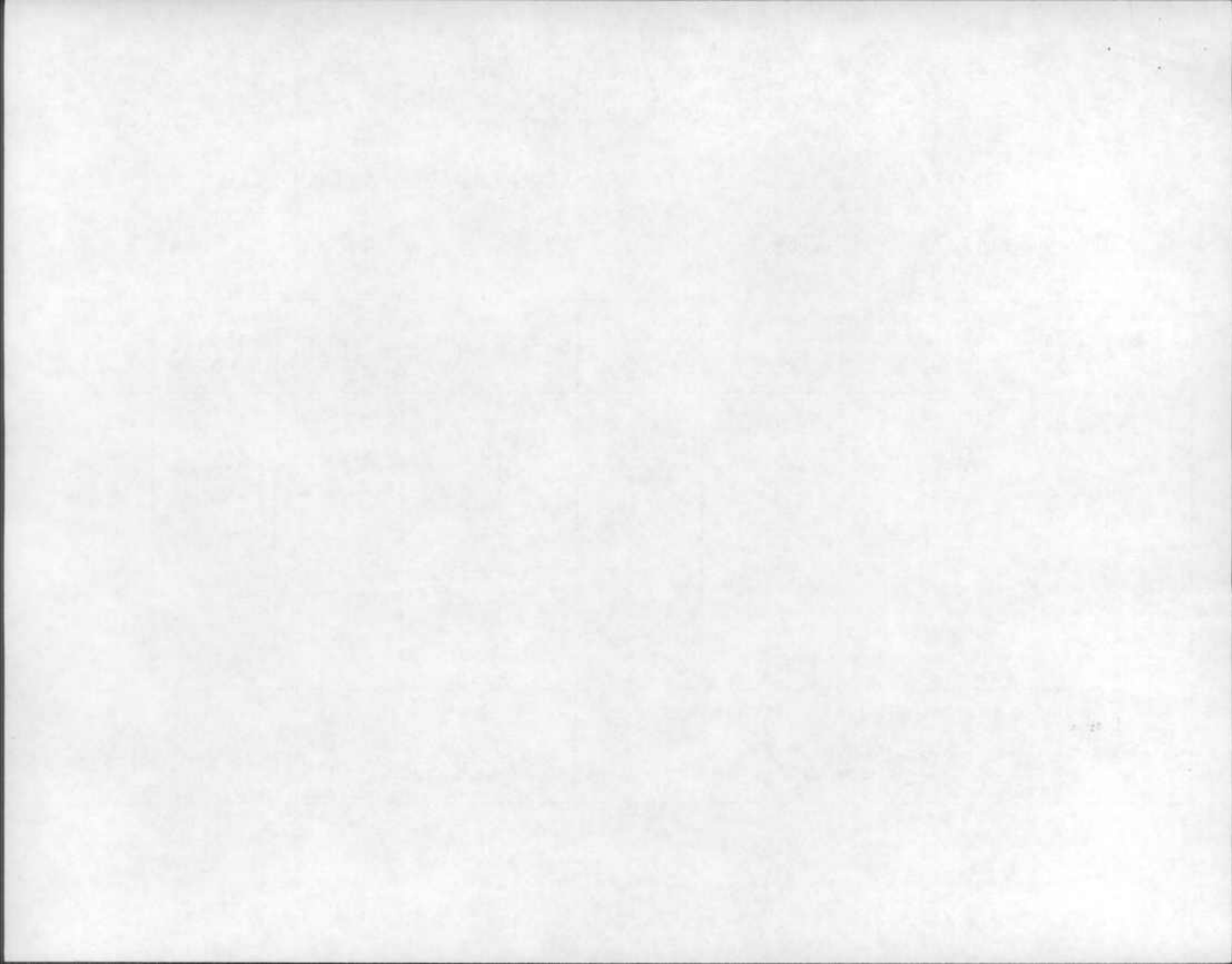
Signature of Court Official

Title

Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

3-10-08

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic / Criminal misc Paperwork	2219	Section II Item 2 a,b	1-2004 to 12-2004	36.0	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08  
Date

*[Signature]*  
State Archivist

Rev. 10/83 DGS-550-9

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side

MAR 25 1929

209



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4732 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

Date 3-10-08

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Parking Citations	2219	Section IV Item 2a,b	1-2004 to 12-2004	1.0	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08  
Date

[Signature]  
State Archivist

Rev. 10/83 DGS-550-9

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[Signature] Division Chief  
 Signature of Court Official Title Date 3-10-09

Instructions for Preparation and Submission on Reverse Side

*[Faint, illegible handwriting]*

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 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4732 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

Date 3-10-09

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Parking Citations	2219	Section III Item 2 a, b	1-2004 to 12-2004	1.0	3/10/09	Landfill

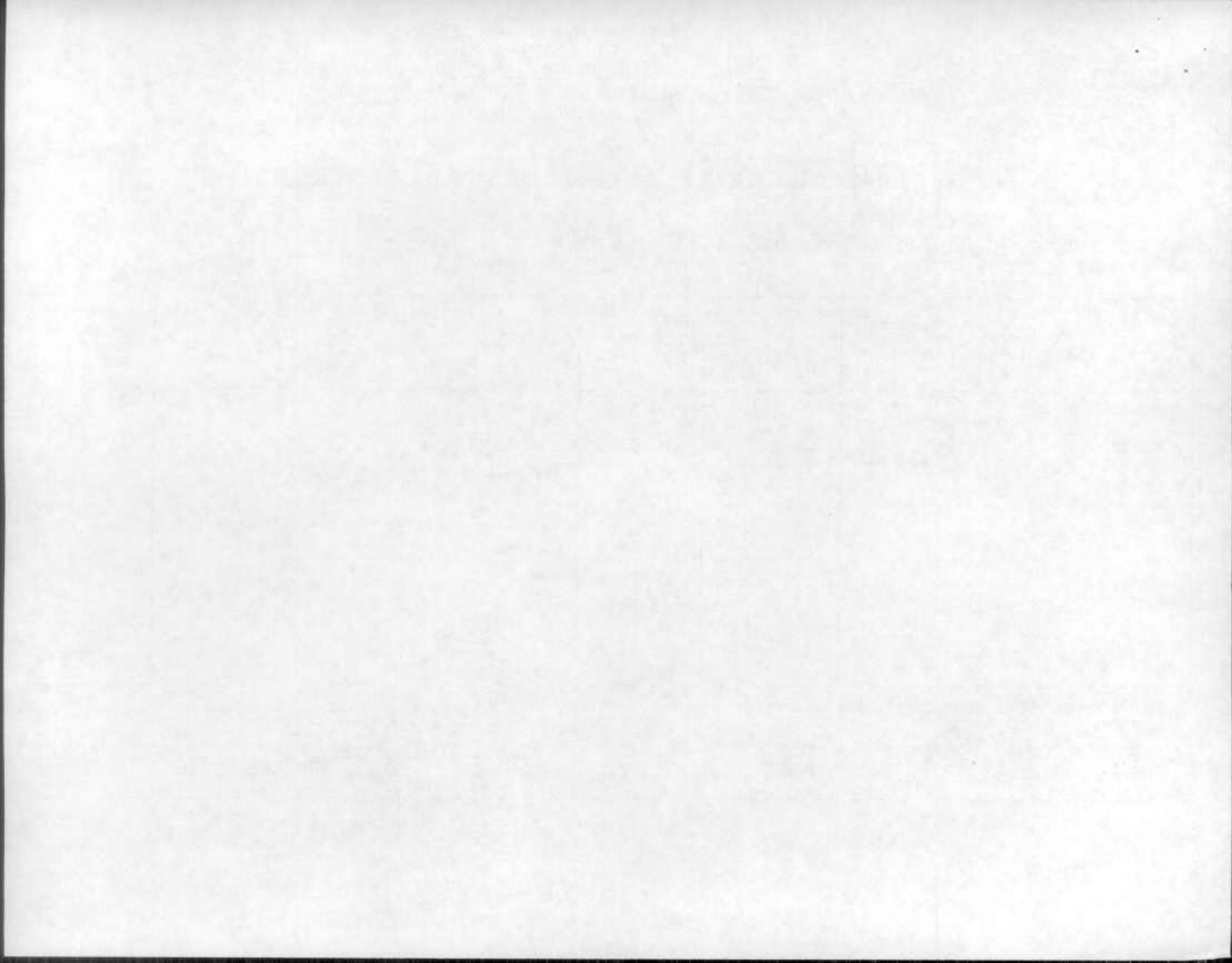
Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08  
 Date  
 Rev. 10/83 DGS-550-9

Edward A. [Signature]  
 State Archivist

[Signature] Division Chief  
 Signature of Court Official Title Date 3-10-09  
 Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
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 7275 WATERLOO ROAD, P.O. BOX 275  
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7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

3-10-09

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		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Parking Citations	2219	Section IV Item 2a,b	1-2004 to 12-2004	1.0	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

*[Signature]*

State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

*[Signature]*

Signature of Court Official

*[Signature]* Division Chief

Title

3-10-09

Date

Instructions for Preparation and Submission on Reverse Side

25 209

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic File Folders 2003  RETAIN Docket & indices 2003 permanently	2019	IV  Items 2 a, b, c	2003	30	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

*Edward C. [Signature]*

State Archivist

Destruction Certification

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

*[Signature]* Division Chief 3-10-09

*Handwritten signature or text, possibly "The Library"*



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4733 7.1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic File Folders 2003  RETAIN DOCKET & indices 2003 permanently	2019	IV  Items 2 a, b, c	2003	30	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

Rev. 10/83 DGS-550-9

*Edward A. [Signature]*

State Archivist

Destruction Certification

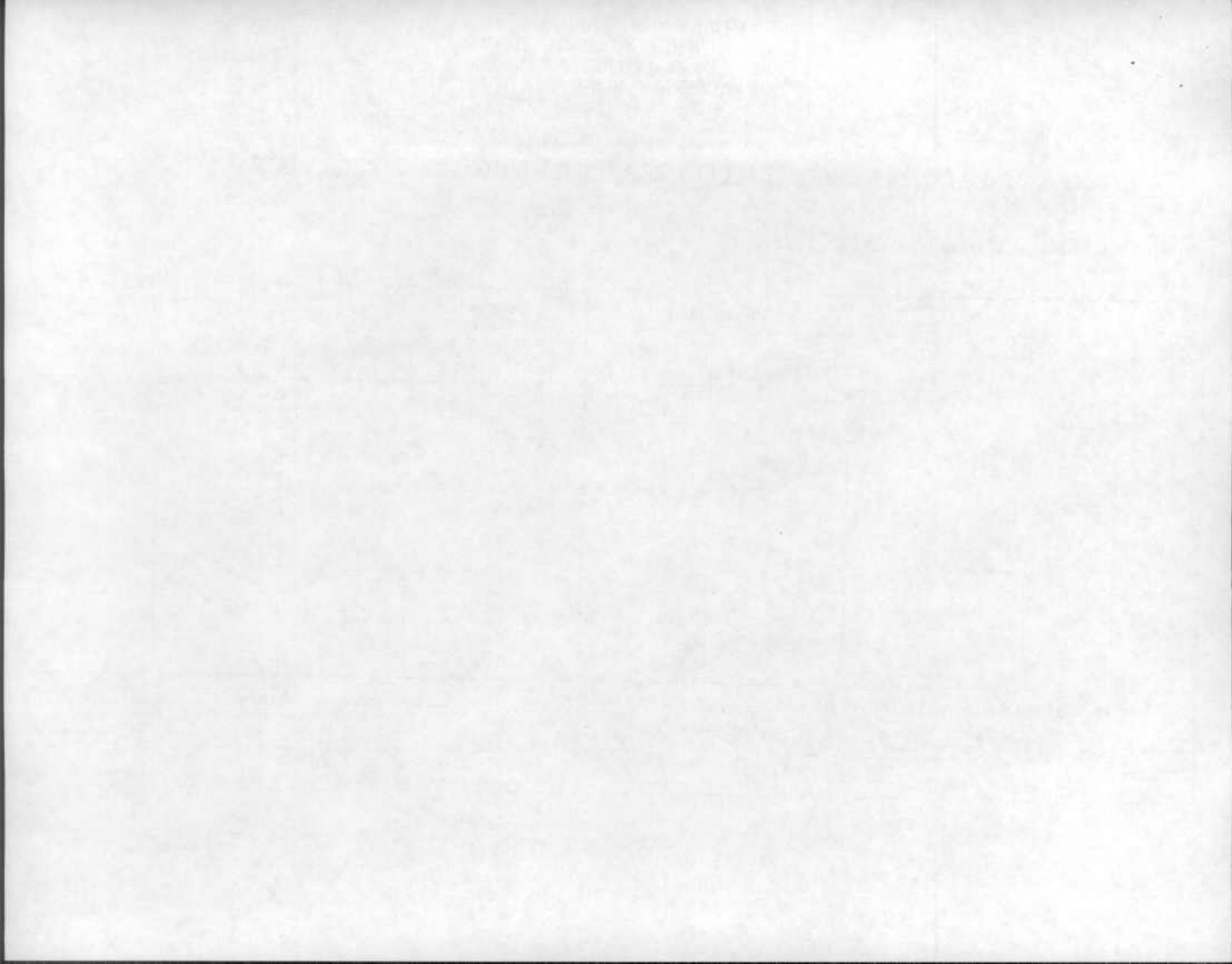
*[Signature]*  
Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

3-10-09



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4733 7.1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No	Item No				
	Traffic File Folders 2003  RETAIN Docket & indices 2003 permanently	2019	IV  Items 2 a, b, c	2003	30	3/10/09	Landfill

Destruction Approved by Hall of Records Commission

10 Dec 08

Date

Rev. 10/83 DGS-550-9

*Edward A. [Signature]*

State Archivist

Destruction Certification

*[Signature]*

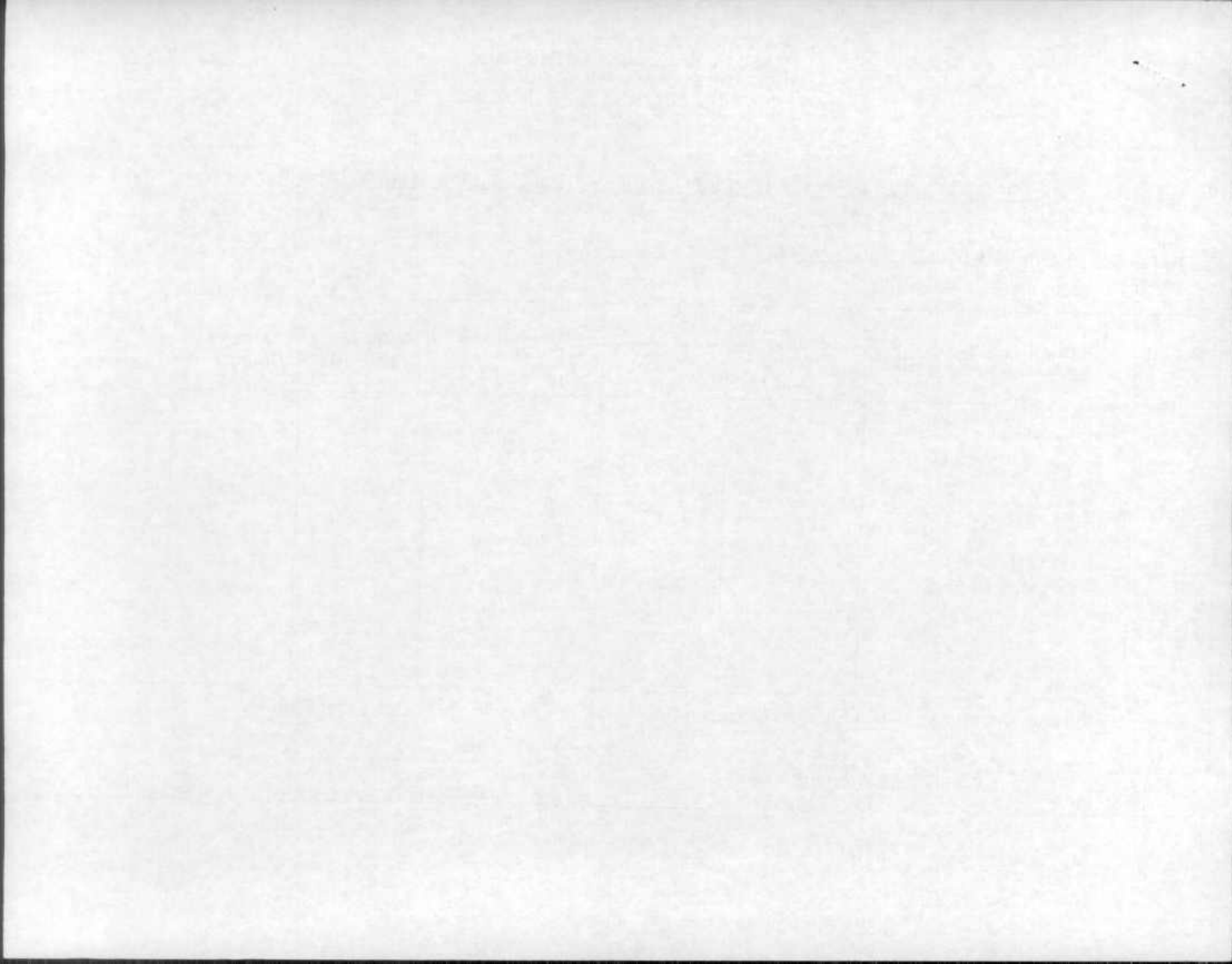
Signature of Court Official

Title

Date

3-10-09

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4734 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7  
 Court County

Date \_\_\_\_\_

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Municipal Instructions NATURAL Resource Citations Mass Transit Citations  Retain Dockets and Indices Permanently	2219	IV 2 a, b, c	1-2003 To 12-2003	7 boxes	3/10/09	Warehouse

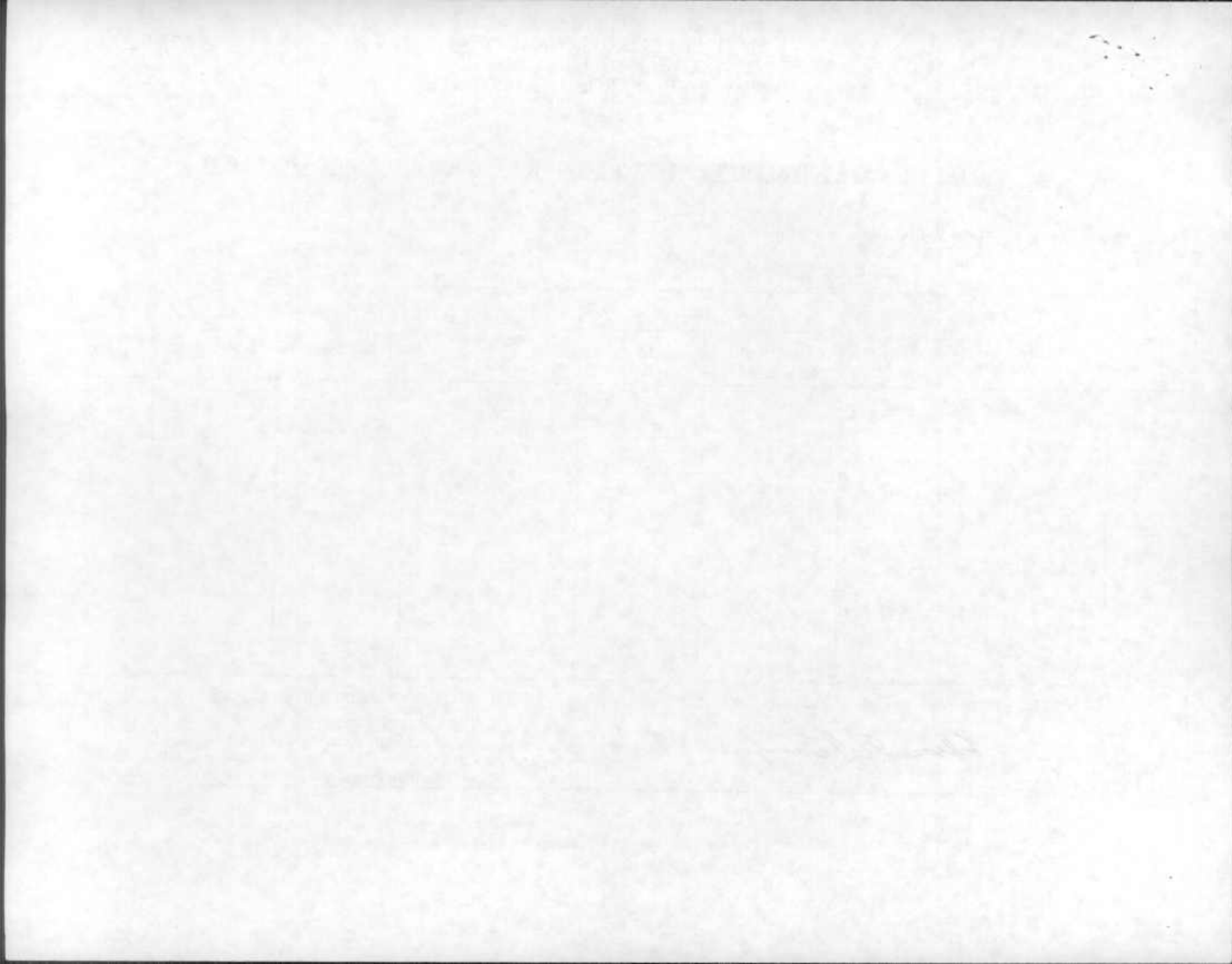
Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08  
Date

*[Signature]*  
State Archivist

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4734 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No	Item No				
	Municipal Infractions Natural Resource Citations Mass Transit Citations  Retain Dockets and Indices Permanently	2219	IV 2 a, b, c	1-2003 To 12-2003	7 boxes	3/10/09	Warehouse

Destruction Approved by Hall of Records Commission

Destruction Certification

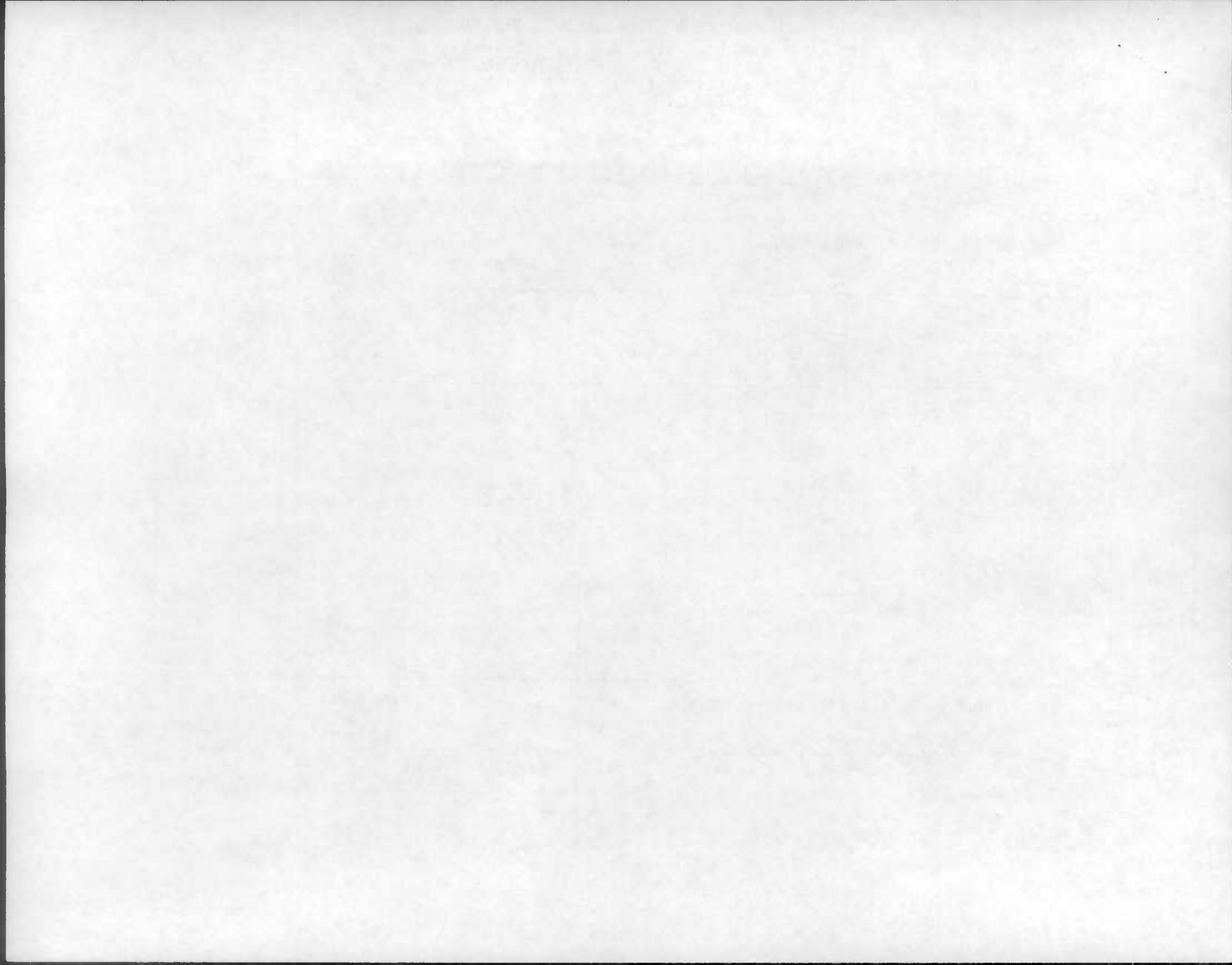
10 Dec 08

Date

*[Signature]*  
State Archivist

Rev. 10/83 DGS-550-9

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side





DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD; P.O. BOX 275  
 JESSUP, MD 20794-0275

4734 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Municipal Infractions NATURAL Resource Citations Mass Transit Citations  Retain Dockets and Indices Permanently	2219	IV 2a, b, c	1-2003 To 12-2003	7 boxes	3/10/09	Warehouse

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

Rev. 10/83 DGS-550-9

*Edward C. [Signature]*  
State Archivist

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side

MAR 25 1949

209

DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
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4735 7.1

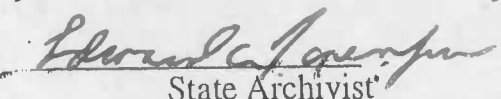
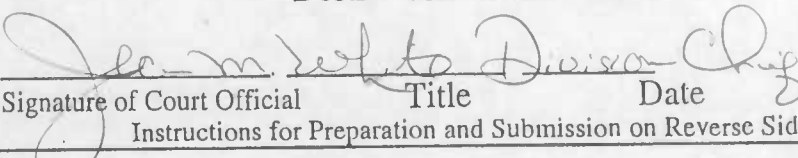
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

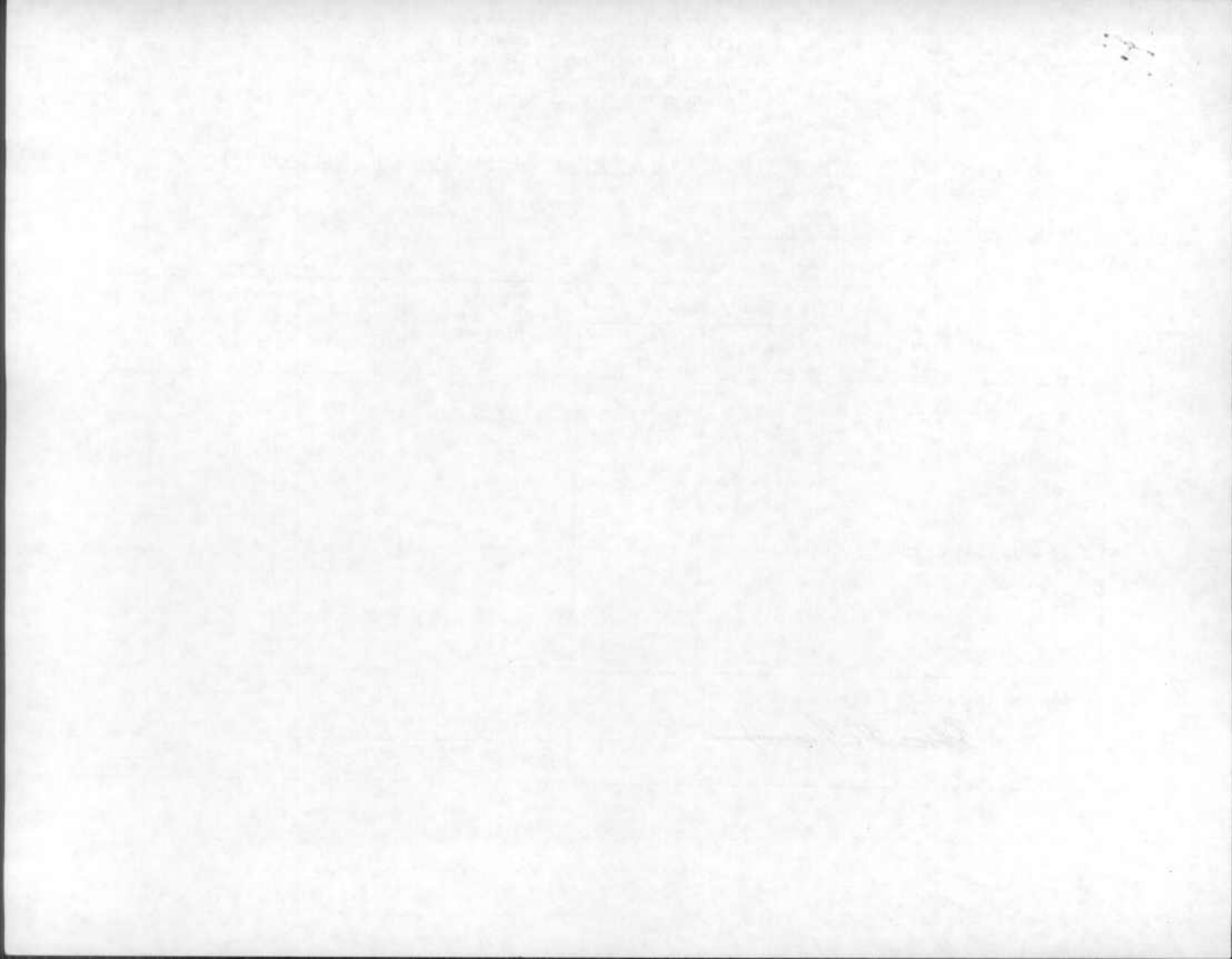
District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic Docket Pages 2003  Retain Dockets permanently	2219	TU 1, 2, a, b	1-2003 to 12-2003	22 boxes	3/10/09	Warehouse
Destruction Approved by Hall of Records Commission				Destruction Certification			
10 Dec 08		State Archivist				3-10-09	
Date				Signature of Court Official	Title	Date	
Rev. 10/83	DGS-550-9	Instructions for Preparation and Submission on Reverse Side					



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4735 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No	Item No				
	Traffic Docket Pages 2003  Retain Dockets permanently	2219	IV 1, 2, a, b	1-2003 to 12-2003	22 boxes	3/10/09	Warehouse

Destruction Approved by Hall of Records Commission

Destruction Certification

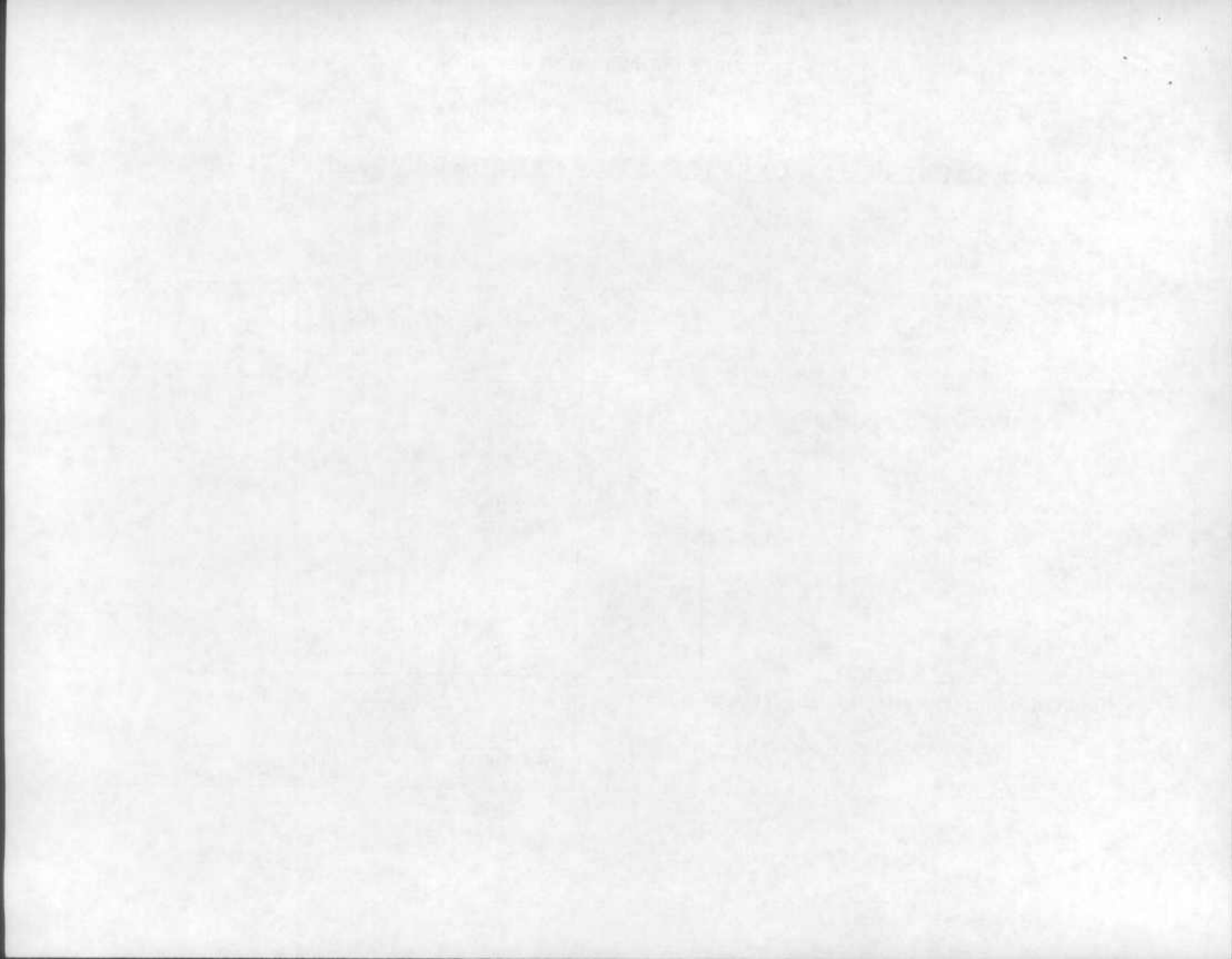
10 Dec 08

Date

*[Signature]*

State Archivist

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD; P.O. BOX 275  
 JESSUP, MD 20794-0275

4735 7.1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	Traffic Docket Pages 2003  Retain Dockets permanently	2219	IV 1, 2, a, b	1-2003 to 12-2003	22 boxes	3/10/09	Warehouse

Destruction Approved by Hall of Records Commission

10 Dec 08  
Date

*Edward J. [Signature]*  
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

*[Signature]* Title *Division Chief* Date *3-10-09*  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side

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DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4736 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date           

Series No	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule No	Item No				
	Criminal Records closed in 2003  Retain Dockets and indices permanently	2219	IV 2 a, b, c.	1-2003 to 12-2003	54 boxes	3/10/09	Warehouse

Destruction Approved by Hall of Records Commission

10 Dec 08

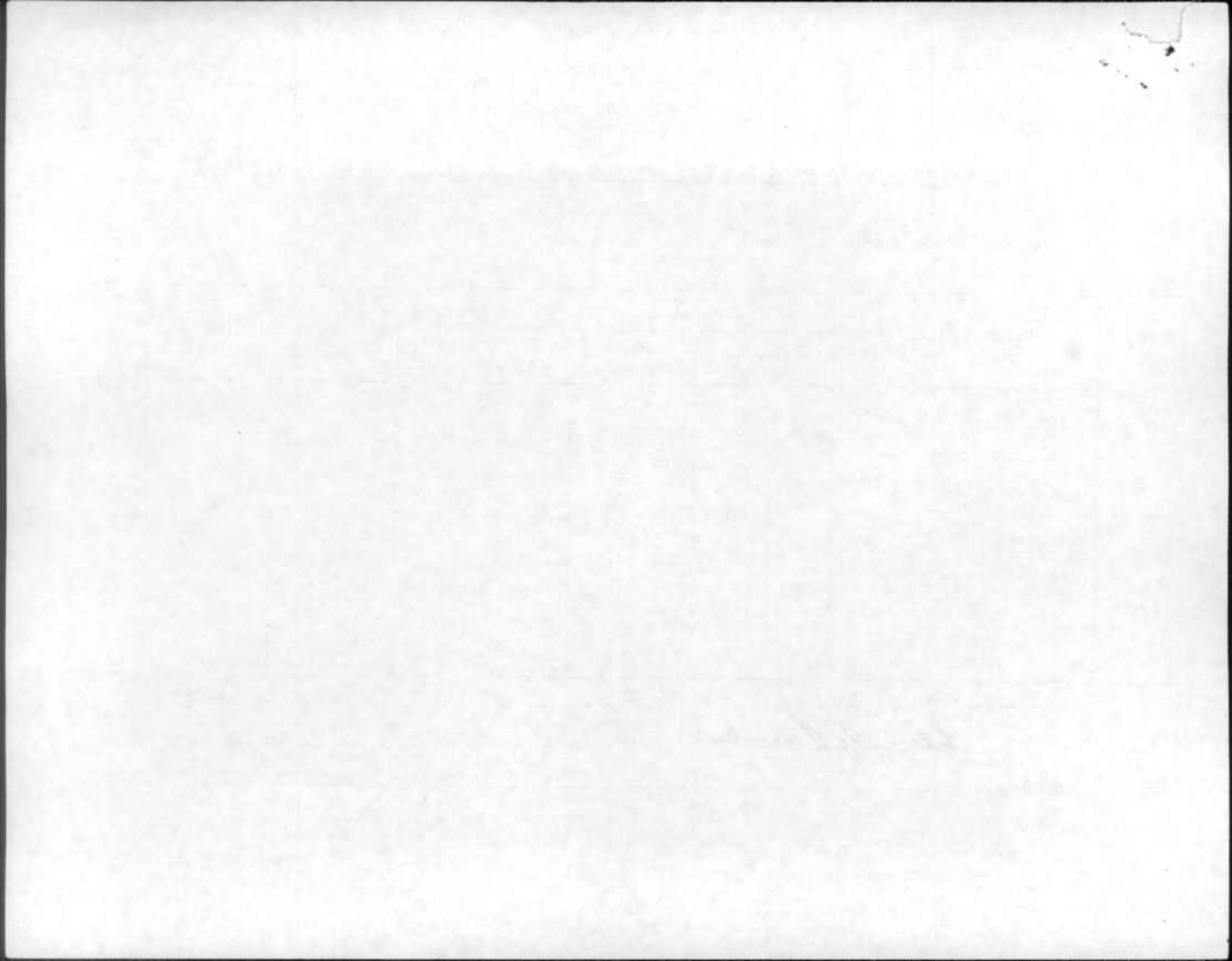
Date

Rev. 10/83 DGS-550-9

*[Signature]*  
 State Archivist

Destruction Certification

*[Signature]* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4736 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series Nº	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule Nº	Item Nº				
	<p>Genevieve Records closed in 2003</p> <p>Retain Dockets and indices permanently</p>	2219	<p>IV 2A, B, C.</p>	<p>1-2003 to 12-2003</p>	54 boxes	3/10/09	Warehouse

Destruction Approved by Hall of Records Commission

Destruction Certification

10 Dec 08

Date

*Edward C. Lawrence*

State Archivist

*Jean M. Delto* Division Chief

Signature of Court Official

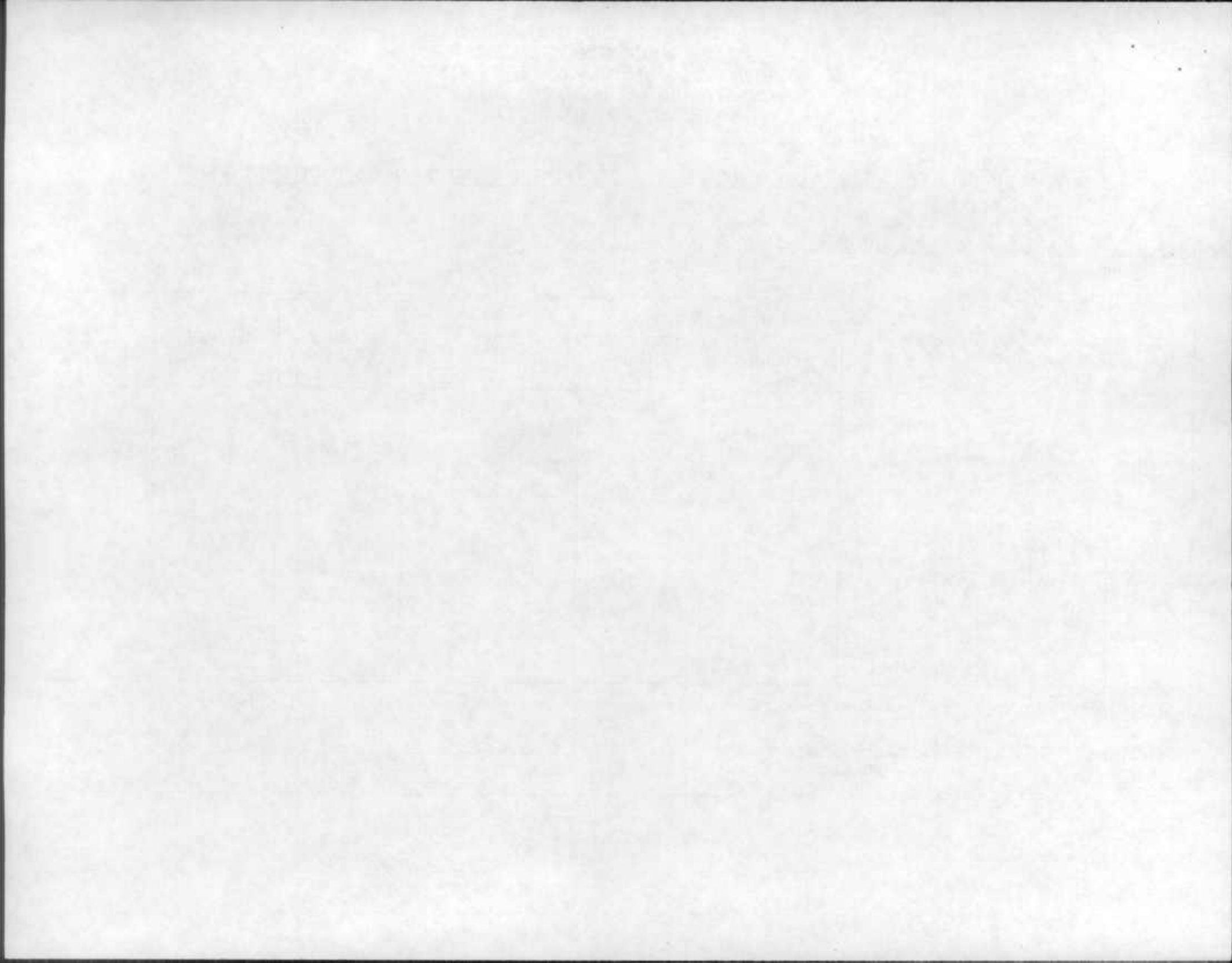
Title

Date

3-10-09

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES  
 HALL OF RECORDS COMMISSION  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD, P.O. BOX 275  
 JESSUP, MD 20794-0275

4736 7-1

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7

Court

County

Date

Series N <sup>o</sup>	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schedule N <sup>o</sup>	Item N <sup>o</sup>				
	<p>Premiums Records closed in 2003</p> <p>Retain Dockets and indices permanently</p>	2219	<p>IV 2 A, B, C.</p>	<p>1-2003 to 12-2003</p>	54 boxes	3/10/09	Warehouse

Destruction Approved by Hall of Records Commission

10 Dec 08  
Date

*Edward C. Lawrence*  
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

*John M. Delato* Division Chief 3-10-09  
 Signature of Court Official Title Date  
 Instructions for Preparation and Submission on Reverse Side

MAR 25 1964

209

4847

# Records Destruction Certificate DGS-550-9

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

## Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: October 17, 2008 (page 1 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
A	Accounting - Miscellaneous Daily Cash Register Files for Annapolis and Glen Burnie Cashiers	2219 Sect V	1c	7/2003-10/2005	91	2/4/09	landfill
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			7/2003 - 10/2005	7	2/20/09	
C	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			7/2003 - 10/2005	3	2/20/09	
D	NonMATS Deferred Payments Closed Accounts, Write-Offs			7/2003 - 10/2005	4	2/20/09	
E	MATS Deferred Payments Daily Summaries, Write-Offs			7/2003 - 10/2005	6	2/6/09	
F	DCA 21 Check Requests Disbursement Transmittals			7/2003 - 6/2005	2	2/6/09	
G	Court Fund Revenue Reports, Trial Balance Reports			1/2003 - 12/2005	2	2/6/09	

Destruction approved by Hall of Records Commission

Destruction Certificate

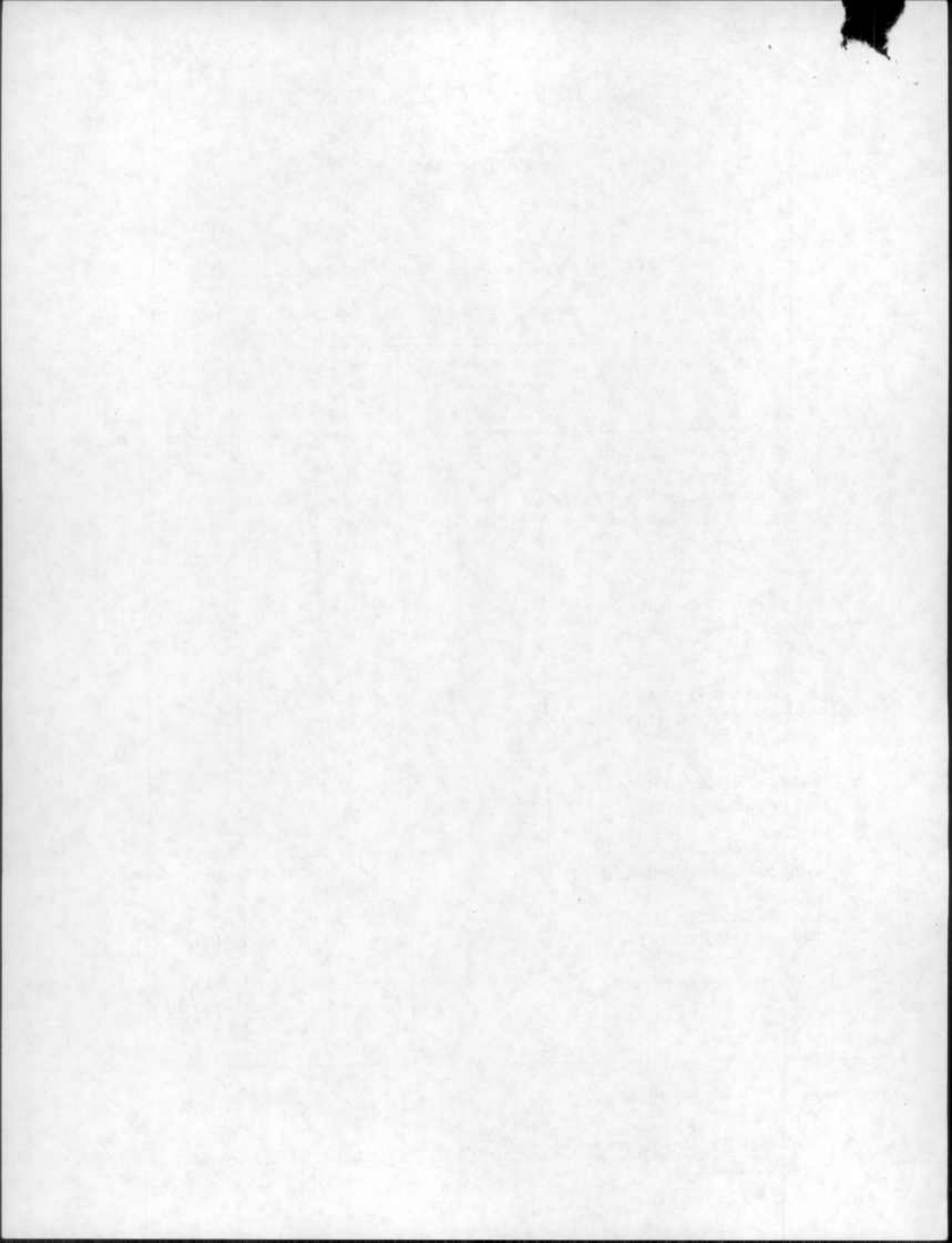
12 Jan 09  
Date

*Edward C. [Signature]*  
State Archivist

*Patricia L. [Signature]*  
Signature of Court Official

*Accounting*  
Title *Superior*

*2/24/09*  
Date





4847

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: October 17, 2008 (page 2 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous (Continued)	2219 Sect V	1c				landfill
H	Cancelled Court Fund Checks and Reconciliation Reports			1/1998 - 12/2003	3	2/24/09	
I	Voided Bank Deposit Bags			1/2000 - 12/2005	1	2/24/09	

Destruction approved by Hall of Records Commission

Destruction Certificate

12/19/09  
Date

Edward C. [Signature]  
State Archivist

[Signature]  
Signature of Court Official

Accounting  
Title Supervisor

2/24/09  
Date



Transmittal for Boxes to Landfill

Accounting - Daily Cash Register Files for Annapolis and Glen Burnie Cashiers

Box #	Dates	Box #	Dates	Box #	Dates
1	JULY 03	32	MAY 04	63	MAR <del>04</del> 05
2	JULY 03	33	MAY 04	64	MAR 04
3	AUG 03	34	MAY 04	65	MAR 04
4	AUG 03	35	JUNE 04	64	MAR 04
5	AUG 03	36	JUNE 04	64	APR 04
6	SEPT 03	44	JUNE 04	69	APR 04
7	SEPT 03	48	JULY 04	69	APR 04
8	SEPT 03	39	JULY 04	70	APR 04
9	OCT 03	40	JULY 04	71	MAY 04
10	OCT 03	41	AUG 04	70	MAY 04
11	OCT 03	42	AUG 04	73	MAY 04
12	NOV 03	43	AUG 04	74	JUNE 04
13	NOV 03	44	SEPT 04	75	JUNE 04
14	NOV 03	45	SEPT 04	76	JUNE 04
15	DEC 03	46	SEPT 04	77	JULY 04
16	DEC 03	47	OCT 04	78	JULY 04
17	DEC 03	48	OCT 04	79	JULY 04
18	JAN 04	49	OCT 04	80	JULY 04
19	JAN 04	50	NOV 04	81	AUG 04
20	JAN 04	51	NOV 04	82	AUG 04
21	JAN 04	52	NOV 04	83	AUG 04
22	FEB 04	53	DEC 04	84	AUG 04
24	FEB 04	54	DEC 04	85	SEPT 04
24	FEB 04	55	DEC 04	86	SEPT 04
25	MAR 04	58	JAN 04	87	SEPT 04
26	MAR 04	57	JAN 04	87	OCT 04
27	MAR 04	58	JAN 04	89	OCT 04
28	MAR 04	59	JAN 04	90	OCT 04
29	APR 04	60	FEB 04	91	OCT 04
30	APR 04	61	FEB 04		
31	APR 04	62	FEB 04		

MAR 25 1964 ZW9

4847

# Records Destruction Certificate DGS-550-9

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

## Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: October 17, 2008 (page 1 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
A	Accounting - Miscellaneous Daily Cash Register Files for Annapolis and Glen Burnie Cashiers	2219 Sect V	1c	7/2003-10/2005	91	2/4/09	landfill
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			7/2003 - 10/2005	7	2/20/09	
C	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			7/2003 - 10/2005	3	2/20/09	
D	NonMATS Deferred Payments Closed Accounts, Write-Offs			7/2003 - 10/2005	4	2/20/09	
E	MATS Deferred Payments Daily Summaries, Write-Offs			7/2003 - 10/2005	6	2/6/09	
F	DCA 21 Check Requests Disbursement Transmittals			7/2003 - 6/2005	2	2/6/09	
G	Court Fund Revenue Reports, Trial Balance Reports			1/2003 - 12/2005	2	2/6/09	

Destruction approved by Hall of Records Commission

Destruction Certificate

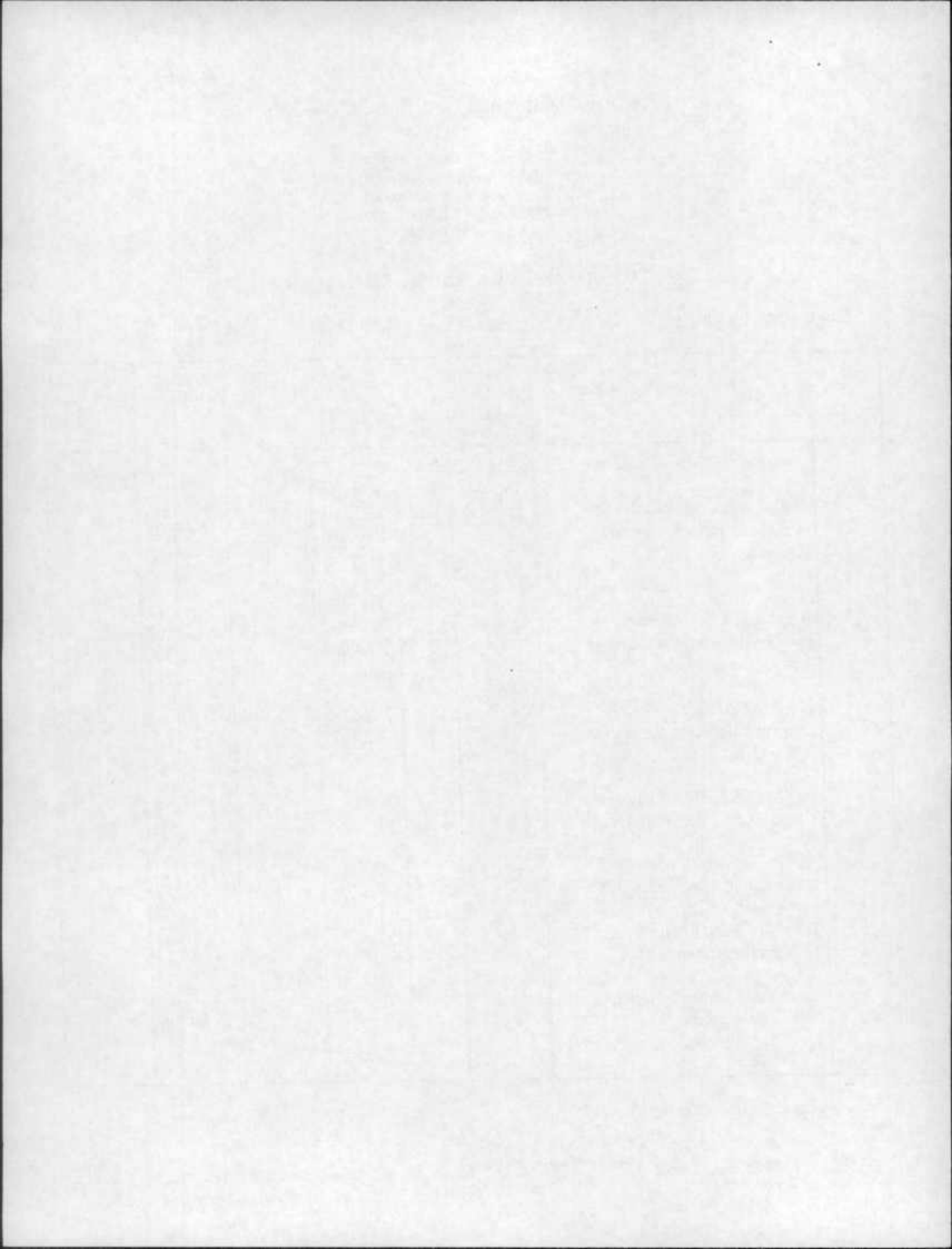
12 Jan 09  
Date

*Edward C. [Signature]*  
State Archivist

*Patricia L. [Signature]*  
Signature of Court Official

Accounting  
Title *Supervisor*

2/24/09  
Date



4847

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: October 17, 2008 (page 2 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous (Continued)	2219 Sect V	1c				landfill
H	Cancelled Court Fund Checks and Reconciliation Reports			1/1998 - 12/2003	3	2/24/09	
I	Voided Bank Deposit Bags			1/2000 - 12/2005	1	2/24/09	

Destruction approved by Hall of Records Commission

Destruction Certificate

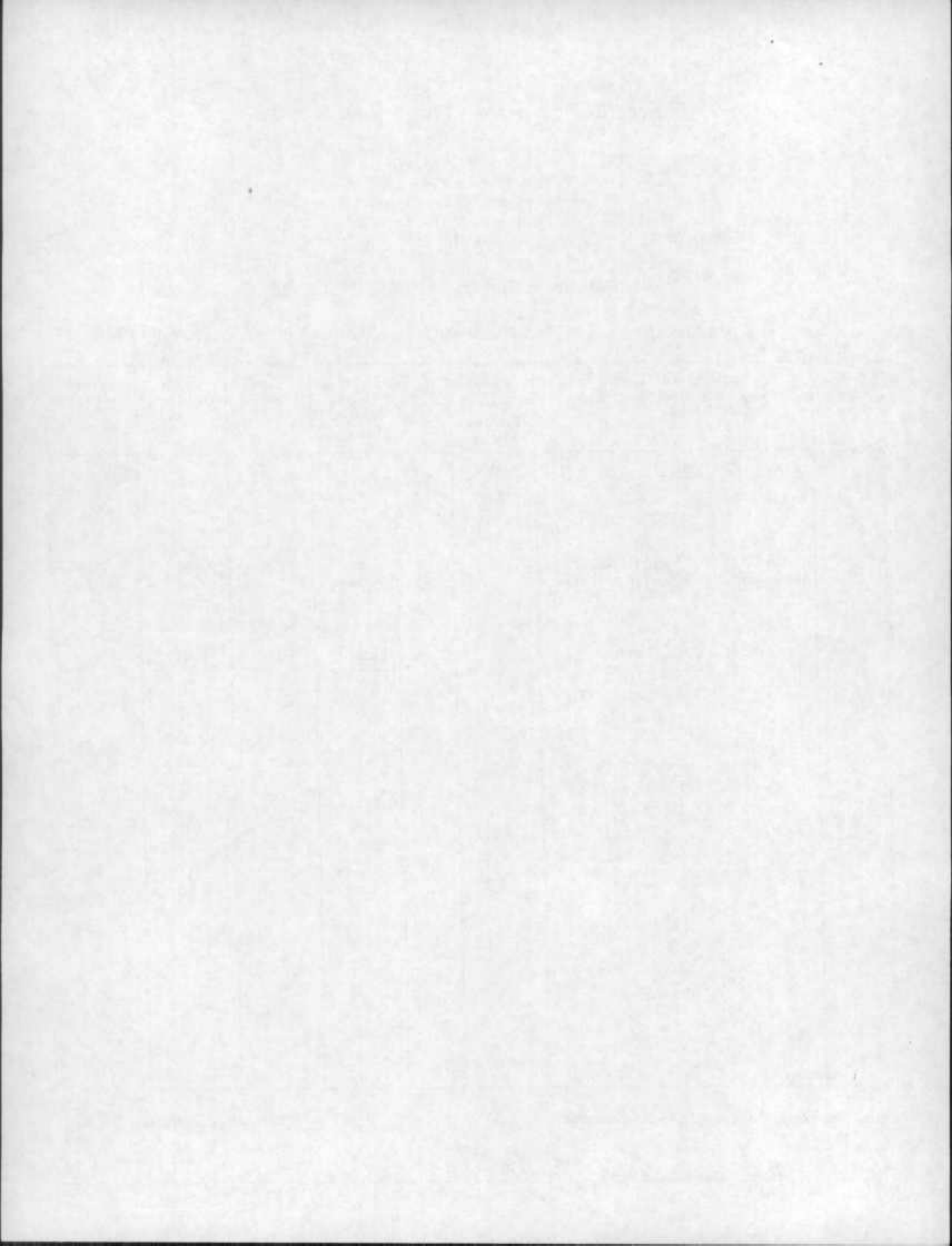
12 Jan 09  
Date

State Archivist

Signature of Court Official

Accounting  
Title Supervisor

2/24/09  
Date





Transmittal for Boxes to Landfill

Accounting - Daily Cash Register Files for Annapolis and Glen Burnie Cashiers

Box #	Dates	Box #	Dates	Box #	Dates
1	JULY 03	32	MAY 04	63	MAR <del>04</del> 05
2	JULY 03	33	MAY 04	64	MAR 04
3	AUG 03	33	MAY 04	65	MAR 04
4	AUG 03	35	JUNE 04	66	MAR 04
5	AUG 03	36	JUNE 04	64	APR 04
6	SEPT 03	37	JUNE 04	68	APR 04
7	SEPT 03	38	JULY 04	69	APR 04
8	SEPT 03	39	JULY 04	70	APR 04
9	OCT 03	40	JULY 04	81	MAY 04
10	OCT 03	40	AUG 04	72	MAY 04
11	OCT 03	38	AUG 04	73	MAY 04
12	NOV 03	44	AUG 04	74	JUNE 04
13	NOV 03	44	SEPT 04	75	JUNE 04
14	NOV 03	49	SEPT 04	76	JUNE 04
15	DEC 03	44	SEPT 04	77	JULY 04
16	DEC 03	37	OCT 04	78	JULY 04
17	DEC 03	48	OCT 04	74	JULY 04
18	JAN 04	49	OCT 04	66	JULY 04
19	JAN 04	50	NOV 04	81	AUG 04
20	JAN 04	51	NOV 04	82	AUG 04
21	JAN 04	52	NOV 04	83	AUG 04
22	FEB 04	53	DEC 04	69	AUG 04
23	FEB 04	54	DEC 04	85	SEPT 04
24	FEB 04	55	DEC 04	86	SEPT 04
25	MAR 04	56	JAN 04	87	SEPT 04
26	MAR 04	57	JAN 04	88	OCT 04
20	MAR 04	58	JAN 04	89	OCT 04
28	MAR 04	59	JAN 04	90	OCT 04
29	APR 04	60	FEB 04	91	OCT 04
30	APR 04	61	FEB 04		
31	APR 04	62	FEB 04		

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4847

# Records Destruction Certificate DGS-550-9

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

## Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: October 17, 2008 (page 1 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
A	Accounting - Miscellaneous Daily Cash Register Files for Annapolis and Glen Burnie Cashiers	2219 Sect V	1c	7/2003-10/2005	91	2/4/09	landfill
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			7/2003 - 10/2005	7	2/20/09	
C	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			7/2003 - 10/2005	3	2/20/09	
D	NonMATS Deferred Payments Closed Accounts, Write-Offs			7/2003 - 10/2005	4	2/20/09	
E	MATS Deferred Payments Daily Summaries, Write-Offs			7/2003 - 10/2005	6	2/6/09	
F	DCA 21 Check Requests Disbursement Transmittals			7/2003 - 6/2005	2	2/6/09	
G	Court Fund Revenue Reports, Trial Balance Reports			1/2003 - 12/2005	2	2/6/09	

Destruction approved by Hall of Records Commission

Destruction Certificate

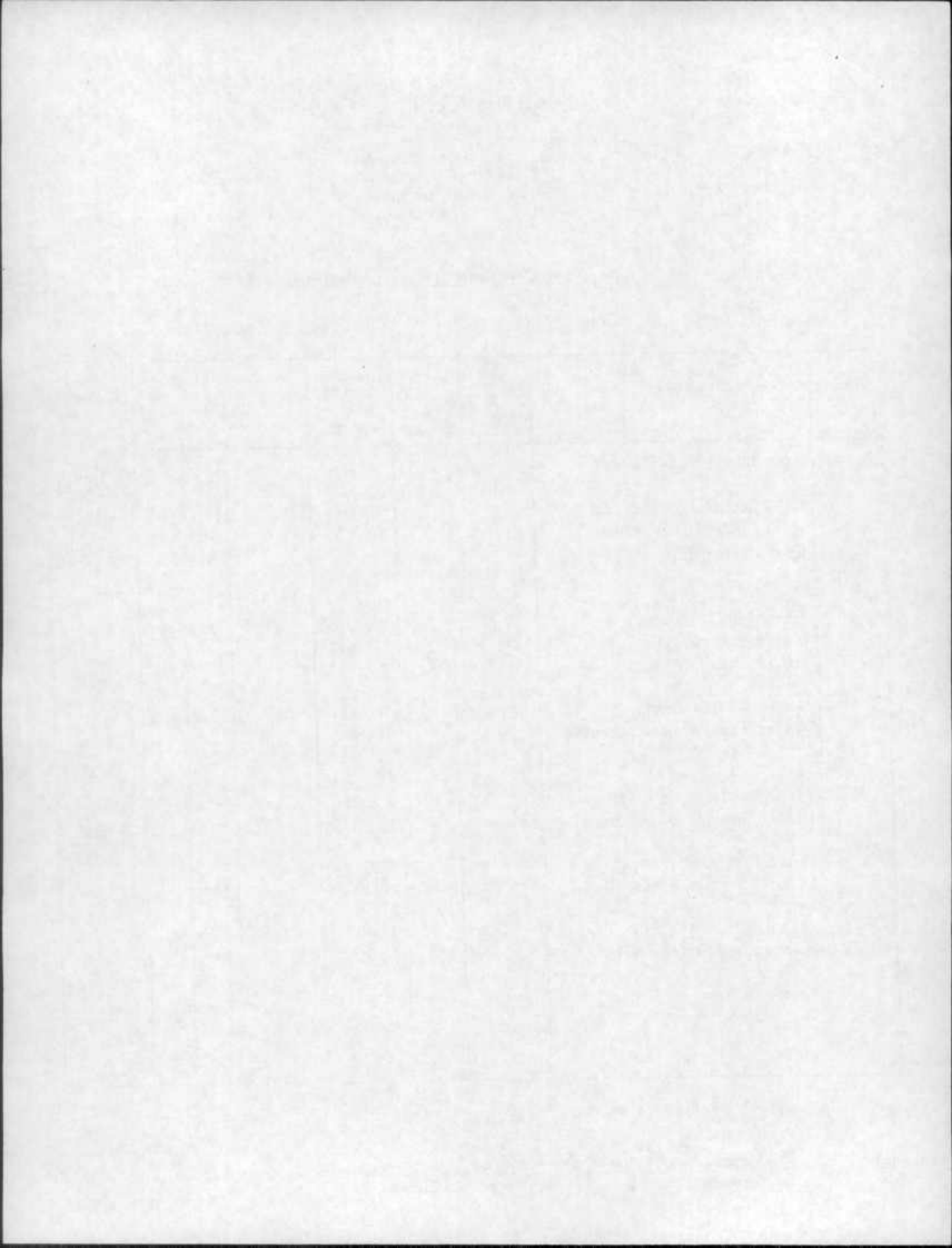
12/20/09  
Date

*Edward C. [Signature]*  
State Archivist

*Patricia L. [Signature]*  
Signature of Court Official

Accounting  
Title Supervisor

2/24/09  
Date



4847

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: October 17, 2008 (page 2 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous (Continued)	2219 Sect V	1c				landfill
H	Cancelled Court Fund Checks and Reconciliation Reports			1/1998 - 12/2003	3	2/24/09	
I	Voided Bank Deposit Bags			1/2000 - 12/2005	1	2/24/09	

Destruction approved by Hall of Records Commission

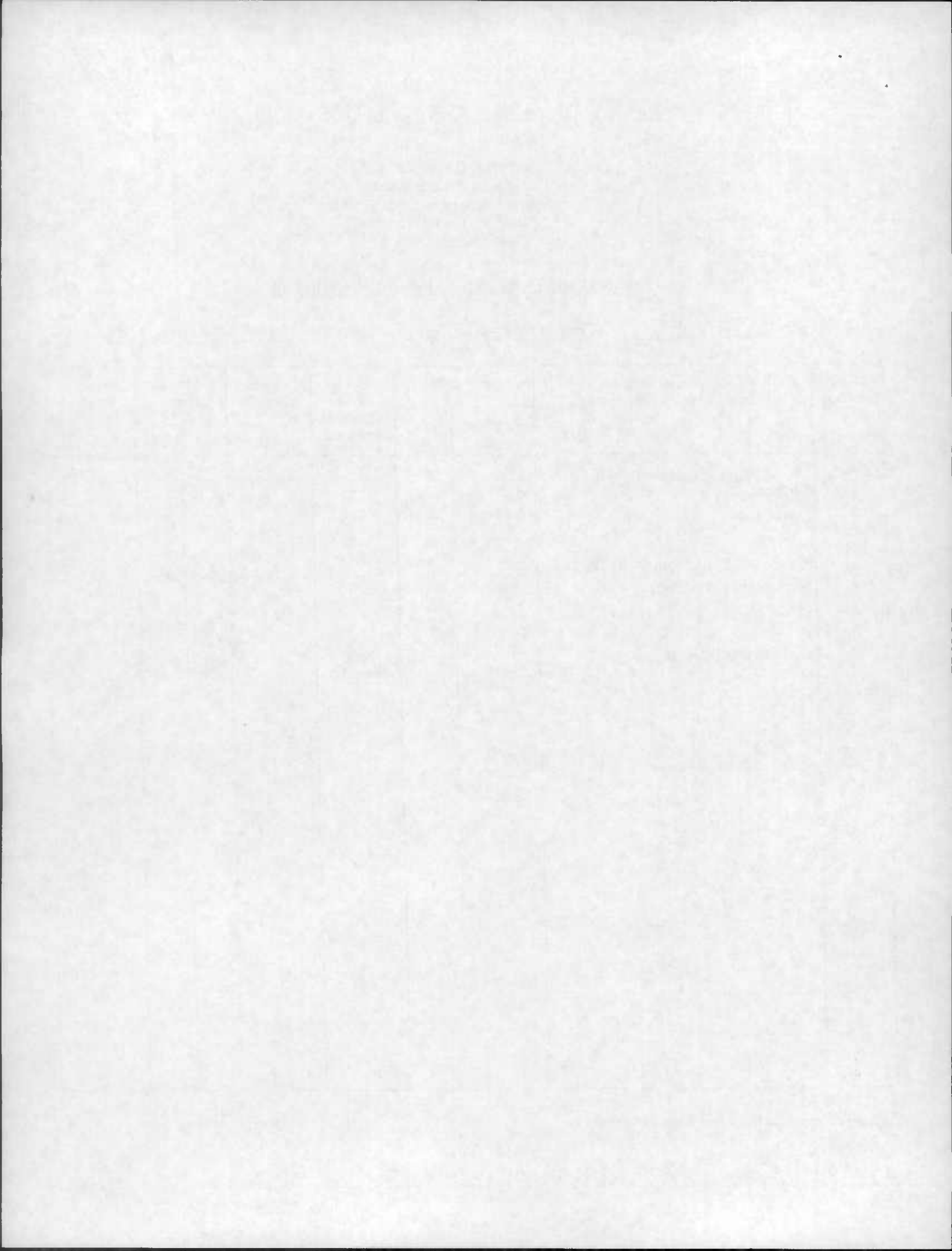
Destruction Certificate

12 Jan 09  
Date

*Edward C. [Signature]*  
State Archivist

Signature of Court Official

*Accounting [Signature]*  
Title Supervisor  
2/24/09  
Date



Transmittal for Boxes to Landfill

Accounting - Daily Cash Register Files for Annapolis and Glen Burnie Cashiers

Box #	Dates	Box #	Dates	Box #	Dates
1	JULY 03	32	MAY 04	63	MAR <del>04</del> 05
2	JULY 03	33	MAY 04	64	MAR 04
4	AUG 03	34	MAY 04	66	MAR 04
4	AUG 03	35	JUNE 04	66	MAR 04
8	AUG 03	36	JUNE 04	67	APR 04
6	SEPT 03	34	JUNE 04	62	APR 04
4	SEPT 03	38	JULY 04	66	APR 04
8	SEPT 03	49	JULY 04	70	APR 04
4	OCT 03	40	JULY 04	71	MAY 04
10	OCT 03	40	AUG 04	72	MAY 04
11	OCT 03	38	AUG 04	79	MAY 04
12	NOV 03	43	AUG 04	74	JUNE 04
13	NOV 03	43	SEPT 04	75	JUNE 04
14	NOV 03	45	SEPT 04	76	JUNE 04
15	DEC 03	49	SEPT 04	77	JULY 04
16	DEC 03	47	OCT 04	78	JULY 04
17	DEC 03	48	OCT 04	79	JULY 04
18	JAN 04	49	OCT 04	82	JULY 04
17	JAN 04	50	NOV 04	84	AUG 04
20	JAN 04	51	NOV 04	82	AUG 04
21	JAN 04	52	NOV 04	83	AUG 04
22	FEB 04	54	DEC 04	84	AUG 04
23	FEB 04	54	DEC 03	66	SEPT 04
24	FEB 04	55	DEC 04	86	SEPT 04
25	MAR 04	56	JAN 04	87	SEPT 04
26	MAR 04	57	JAN 04	88	OCT 04
27	MAR 04	58	JAN 04	89	OCT 04
28	MAR 04	59	JAN 04	90	OCT 04
29	APR 04	60	FEB 04	91	OCT 04
30	APR 04	61	FEB 04		
31	APR 04	62	FEB 04		

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slb

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4921

Transmittal # \_\_\_\_\_

**DISTRICT COURT OF MARYLAND**  
**DEPARTMENT OF GENERAL SERVICES**  
Hall of Records Commission  
Records Management Division  
7275 Waterloo Rd., P.O. Box 275

**Proposal and Certificate of Records Destruction**

District Court Headquarter-Operations  
Court

Anne Arundel  
County

January 15, 2009  
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error Listing	2219	Sect IV Item 2	2005	006	MAY 11 2009	Shred.

Destruction Approved by Hall of Records Commission

30 mar 09  
Date

[Signature]  
State Archivist

Destruction Certification

[Signature] 5-13-09  
Signature of Court Official Title Date

1509

MAY 18 2009

4921

Transmittal # \_\_\_\_\_

**DISTRICT COURT OF MARYLAND**  
**DEPARTMENT OF GENERAL SERVICES**  
Hall of Records Commission  
Records Management Division  
7275 Waterloo Rd., P.O. Box 275

**Proposal and Certificate of Records Destruction**

District Court Headquarter-Operations  
Court

Anne Arundel  
County

January 15, 2009  
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error Listing	2219	Sect IV Item 2	2005	006	MAY 11 2009	Shred.

Destruction Approved by Hall of Records Commission

30 MAR 09  
Date

*[Signature]*  
State Archivist

Destruction Certification

*[Signature]* *[Signature]*  
Signature of Court Official Title Date  
5-13-09

01 JAN

MAY 16 2009

4921

Transmittal # \_\_\_\_\_

**DISTRICT COURT OF MARYLAND**  
**DEPARTMENT OF GENERAL SERVICES**  
 Hall of Records Commission  
 Records Management Division  
 7275 Waterloo Rd., P.O. Box 275

**Proposal and Certificate of Records Destruction**

District Court Headquarter-Operations  
Court

Anne Arundel  
County

January 15, 2009  
Date

Series Number	Description of Records Include Title and/or form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, Landfill, etc.)
		Retention Sched. No.	Item no.				
	Data Entry Citation & MVA Verification Error Listing	2219	Sect IV Item 2	2005	006	MAY 11 2009	Shred.

Destruction Approved by Hall of Records Commission

30 mar 09  
Date

  
State Archivist

Destruction Certification

   
 Signature of Court Official Title

5-13-09  
Date

MAY 16 2009

**DISTRICT COURT OF MARYLAND  
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 Headquarters-Operations  
Court

Anne Arundel  
County

April 8, 2009  
Date

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item no.				
	Traffic Citations DCTPC Ticket Room (07W0949)	2219	Sect. IV 2 a, b, c,	2003	23		

Destruction Approved by Hall of Records Commission

13 May 09  
Date

[Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

5/20/09  
Date

MAY 22

209





INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS  
ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS  
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

AUG 4 2009

5018

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Headquarters #13 Anne Arundel 6-12-09  
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Refund Transmittals Accession Number 08W109	989	2c	1-2-06 to 6-30-06	Total 3 1		
	Overpayment Reports Accession Number 08W111	989	1b	6-1-04 to 9-25-04 10-5-04 to 1-25-05	2		

Destruction Approved by Holl of Records Commission

Destruction Certification

20 June 09  
Date

*Edward J. [Signature]*  
State Archivist

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
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ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS  
ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS  
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

AUG 4 1954



AUG 4 2009

Anne Arundel District Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5005 <hr/> Forward three (3) copies to address at left.
<b>Court</b>		
Arundel Co.                      June 1, 2009		
<b>County</b> <b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	TRAFFIC RECORDS	2219 Sec IV	2a,b	1/1/05 -12/31/05	35	8/20/09	Warehouse
	original papers, exhibits, and electronic recordings.						

**Destruction Approved by Maryland State Archives**

27 July 09  
Date

*Edward C. [Signature]*  
State Archivist

**Destruction Certification**

*[Signature]*  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010

APR - 6 2010



Anne Arundel District Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5005 <hr/> Forward three (3) copies to address at left.
Court		
Arundel Co.                      June 1, 2009		
County                              Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	TRAFFIC RECORDS	2219 Sec IV	2a,b	1/1/05 -12/31/05	35	8/20/09	Warehouse
	original papers, exhibits, and electronic recordings.						

Destruction Approved by Maryland State Archives

27 Jul 09  
Date

*Edward C. ...*  
State Archivist

*Leticia ...*  
Signature of Court Official

Destruction Certification

Supervisor II                      10-1-09  
Title                                      Date

APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5003</div> <hr/> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic File Folders	2219 Sec IV	2a,b,c	1/1/05 -12/31/05	35	8/20/09	Landfill
	*****Retain Dockets***** and indices						

**Destruction Approved by Maryland State Archives**

20 Sept 09      *Edward A. Green*  
 Date                      State Archivist

**Destruction Certification**

*[Signature]*      Supervisor II      10-1-09  
 Signature of Court Official      Title      Date

APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">503</div> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic File Folders	2219 Sec IV	2a,b,c	1/1/05 -12/31/05	35	8/20/09	Landfill
	*****Retain Dockets***** and indices						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

Edward C. Towner  
State Archivist

[Signature]  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>4999</u>  Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Expunged Cases	2219 Sec IV	2(d)	1/1/05 -12/31/05	26	8/20/09	Shred

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

Edward C. [Signature]  
State Archivist

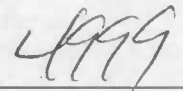
[Signature]  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

1 APR - 6 2010



Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	 Forward three (3) copies to address at left.
Court			
Arundel Co.	June 1, 2009		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Expunged Cases	2219 Sec IV	2(d)	1/1/05 -12/31/05	26	8/20/09	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

200909  
Date

  
State Archivist

  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

'APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5000</u> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Municipal Infractions, Natural Resource & Mass Transit	2219 Sec IV	2a,b,c	1/1/05 -12/31/05	20	8/20/09	Warehouse
	Citations						
	Dockets and indices to be retained						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

Edward C. [Signature]  
State Archivist

[Signature]  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5,000</u> Forward three (3) copies to address at left.
Court			
Arundel Co.	June 1, 2009		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Municipal Infractions, Natural Resource & Mass Transit	2219 Sec IV	2a,b,c	1/1/05 -12/31/05	20	8/20/09	Warehouse
	Citations						
	Dockets and indices to be retained						

Destruction Approved by Maryland State Archives

Destruction Certification

2009/09  
Date

*Edward C. Toppin*  
State Archivist

*Stephanie Daw*  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5002 <hr/> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	2005 Criminal Records	2219 Sec IV	2a,b,c	1/1/05 -12/31/05	60	8/20/09	Warehouse
	Dockets and indices to be retained						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

*Edward C. Lorenz*  
State Archivist

*[Signature]*  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010



Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5002</u>
<b>Court</b>			Forward three (3) copies to address at left.
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	2005 Criminal Records	2219 Sec IV	2a,b,c	1/1/05 -12/31/05	60	8/20/09	Warehouse
	Dockets and indices to be retained						

**Destruction Approved by Maryland State Archives**

20 June 09  
Date

Edward C. Lorenzen  
State Archivist

**Destruction Certification**

[Signature]  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

1 APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5001</u> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic/Criminal Miscellaneous Paperwork	2219 Sec IV	2a,b	1/1/05 -12/31/05	41	8/20/09	Landfill
	Dockets and indices to be retained						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

Edward A. [Signature]  
State Archivist

[Signature]  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010

Anne Arundel District Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5001</u> Forward three (3) copies to address at left.
<b>Court</b>		
Arundel Co.                      June 1, 2009		
<b>County</b> <b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic/Criminal Miscellaneous Paperwork	2219 Sec IV	2a,b	1/1/05 -12/31/05	41	8/20/09	landfill
	Dockets and indices to be retained						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4998 <hr/> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Electronic Recordings DVD's	2219 Sec II	2	1/1/05 -12/31/05		1/13/10	Landfill
	Sound recordings for the period 7-11 November 2005 will						
	be retained for archival purposes						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

*Edward C. Quenper*  
State Archivist

*[Signature]*  
Signature of Court Official

Supervisor II  
Title

1-21-10  
Date

'APR - 6 2010



Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4998 <hr/> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Electronic Recordings DVD's	2219 Sec II	2	1/1/05 -12/31/05		1/13/10	Landfill
	Sound recordings for the period 7-11 November 2005 will						
	be retained for archival purposes						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Supervisor II  
Title

1-21-10  
Date

1 APR - 6 2010

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5057</u> Forward three (3) copies to address at left.
Court Traffic Processing Date 1-5-10		
Ticket Room, 2020 Industrial Dr		
County Annapolis, Md. AA Co.		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Citations DCTPC Ticket Room (07W0948)	2219	Sect. IV, 2 a, b, c	2004	305		
Closed in _____							

Destruction Approved by Maryland State Archives

14 Jan 10  
Date

*Edward C. [Signature]*  
State Archivist

*Cheryl Williams*  
Signature of Court Official

Destruction Certification

*Supervisor II* 2/24/10  
Title Date

Department Room Date	Name Address City	Telephone Other
(Print name in full) to whom it is	Name Address City	Telephone Other

STATE OF CALIFORNIA

No. of Shares	Date of Issue	Name of Issuer	Name of Holder	Description of Shares
			110	110 shares of common stock of the State of California

MAR 25 2006

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5057</div> Forward three (3) copies to address at left.
<b>Court Traffic Processing Date</b>	1-5-10		
Ticket Room, 2020 Industrial Dr			
<b>County</b> Annapolis, Md. AA Co.			

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Citations DCTPC Ticket Room (07W0948)	2219	Sect. IV, 2 a, b, c	2004	305		
Closed in _____							

Destruction Approved by Maryland State Archives

14 Mar 10  
Date

*Edward J. [Signature]*  
State Archivist

*Cheryl Williams*  
Signature of Court Official

Destruction Certification

*Supervisor II* 2/24/10  
Title Date

MAR 25 ~~2010~~ 2010

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5057</u> Forward three (3) copies to address at left.
Court Traffic Processing Date 1-5-10		
Ticket Room, 2020 Industrial Dr		
County Annapolis, Md. AA Co.		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Citations DCTPC Ticket Room (07W0948)	2219	Sect. IV, 2 a, b, c	2004	305		
Closed in _____							

Destruction Approved by Maryland State Archives

Destruction Certification

14 Nov 2010  
 Date

  
 State Archivist

\_\_\_\_\_  
Signature of Court Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

MAR 25

2010



Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5004 <hr/> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 3, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Fiscal Records - <i>Personnel</i> -	2219 Sec V	1 c	1/1/05-12/31/05	17	3/3/10	Shred

**Destruction Approved by Maryland State Archives**

20 June 09  
Date

*Edward A. Quenper*  
State Archivist

**Destruction Certification**

*[Signature]*  
Signature of Court Official

Supervisor II      3/3/10  
Title                      Date

APR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5004 <hr/> Forward three (3) copies to address at left.
Court			
Arundel Co.	June 3, 2009		
County	Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Fiscal Records - Personnel -	2219 Sec V	1 c	1/1/05-12/31/05	17	3/3/10	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

20 June 09  
Date

*Edward A. Quenpo*  
State Archivist

*Patricia Anne*  
Signature of Court Official

Supervisor II 3/3/10  
Title Date

IAPR - 6 2010

Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4996 <hr/> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Parking Citations	2219	Sec IV 2a,b	1/1/05 -12/31/05	1	8/20/09	Warehouse
	Dockets and indices to be retained						

**Destruction Approved by Maryland State Archives**

20 July 09  
Date

Edward J. Quenper  
State Archivist

[Signature]  
Signature of Court Official

**Destruction Certification**

Supervisor II  
Title

10-1-09  
Date

1 APR - 6 2010

Anne Arundel District Court	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4996 Forward three (3) copies to address at left.
Court		
Arundel Co.                      June 1, 2009		
County                                  Date		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Parking Citations	2219 Sec IV	2a,b	1/1/05 -12/31/05	1	8/20/09	Warehouse
	Dockets and indices to be retained						

**Destruction Approved by Maryland State Archives**

20 Jul 09

Date

*Edward C. [Signature]*

State Archivist

*[Signature]*  
Signature of Court Official

**Destruction Certification**

Supervisor II

Title

10-1-09

Date

APR - 6 2010



Anne Arundel District Court		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4997 <hr/> Forward three (3) copies to address at left.
<b>Court</b>			
Arundel Co.	June 1, 2009		
<b>County</b>	<b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Electronic Recording for year 1999	2219 Sec III A1	3	1/1/99-12/31/99	2		
2	Electronic Recording for year 2000, 2002, 2003, 2004	2219 Sec III A1	3	1/1/00-12/31/00	1		Warehouse
				1/1/02-12/31/02			
	Electronic recordings for the following periods will be Retained for archival purposes:			1/1/03-12/31/03			
	(this applies to the Records listed above)			1/1/04-12/31/04			
	Year 1999 - 3 - 7 May						
	Year 2000 - 5 - 9 June						
	Year 2002 - 9 - 13 July						
	Year 2003 - 8 - 12 Sep						
	Year 2004 - 4 - 8 Oct						

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 June 09  
Date

  
State Archivist

  
Signature of Court Official

Supervisor II  
Title

10-1-09  
Date

APR - 6 2010

Anne Arundel District Court	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4997 Forward three (3) copies to address at left.
<b>Court</b>		
Arundel Co.                      June 1, 2009		
<b>County</b> <b>Date</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Electronic Recording for year 1999	2219 Sec III A1	3	1/1/99-12/31/99	2		
2	Electronic Recording for year 2000, 2002, 2003, 2004	2219 Sec III A1	3	1/1/00-12/31/00	1		
				1/1/02-12/31/02			
	Electronic recordings for the following periods will be Retained for archival purposes:			1/1/03-12/31/03			
	(this applies to the Records listed above)			1/1/04-12/31/04			
	Year 1999 - 3 - 7 May						
	Year 2000 - 5 - 9 June						
	Year 2002 - 9 - 13 July						
	Year 2003 - 8 - 12 Sep						
	Year 2004 - 4 - 8 Oct						

Aug. 20, 2009  
Warehouse

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jul 09  
Date

*[Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Supervisor II      10-1-09  
Title                      Date

APR - 6 2010



NOV 22 2010



NOV 22 2010



District 07-01	<p align="center"><b>Department of General Services</b>  Records Management Division  7275 Waterloo Road (Rte. 175)  P.O. Box 275  Jessup, Maryland 20794-0275</p>	<p align="center"><u>5221</u></p> <p align="center">Forward three (3) copies to address at left.</p>
<b>Court</b>		
Date 5-13-10		
Anne Arundel County - Annapolis		
<b>County</b>		

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Civil Citations  Dockets and indices to be retained   Closed in 2006	2219	Sect IV 2a,b,c	01/01/06-12/31/06	21 11	8-27-10	Warehouse

Destruction Approved by Maryland State Archives

1 July 2010  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Destruction Certification

*[Signature]*  
Title

8-27-10  
Date

NOV 22 2010

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5221</u> Forward three (3) copies to address at left.	
Court			Date 5-13-10
Anne Arundel County - Annapolis			
County			

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Civil Citations  Dockets and indices to be retained         Closed in <u>2006</u>	2219	Sect IV 2a,b,c	01/01/06-12/31/06	25 11	8-27-10	Warehouse

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

Edward C. Openfer  
State Archivist

[Signature]  
Signature of Court Official

**Destruction Certification**

Supervisor II  
Title

8-27-10  
Date

NOV 22 2010

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5222</u>  Forward three (3) copies to address at left.	
Court			Date 5-13-10
Anne Arundel County - Annapolis			
County			

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic/Criminal Miscellaneous Paperwork                       Closed in <u>2006</u>	2219	Sect IV 2a,b	01/01/06-12/31/06	42	8/31/10	Landfill

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

1 July 2010  
Date

Edward J. Krenker  
State Archivist

[Signature]  
Signature of Court Official

Supervisor II  
Title

8/31/10  
Date

NOV 22 2010

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5222</u> Forward three (3) copies to address at left.
<b>Court</b> <span style="float:right"><b>Date</b> 5-13-10</span>		
Anne Arundel County - Annapolis		
<b>County</b>		

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic/Criminal Miscellaneous Paperwork	2219	Sect <u>IV</u> 2a,b	01/01/06-12/31/06	42	8/31/10	Landfill
Closed in <u>2006</u>							

Destruction Approved by Maryland State Archives

Destruction Certification

1 July 2010  
Date

Edward C. Green  
State Archivist

[Signature]  
Signature of Court Official

Superior II 8/31/10  
Title Date

NOV 22 2010



District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5223</u> Forward three (3) copies to address at left.	
Court			Date <u>5-13-10</u>
Anne Arundel County - Annapolis			
County			

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Criminal Records  Dockets and indices to be retained          Closed in <u>2006</u>	2219	Sect IV 2a,b,c	01/01/06-12/31/06	61 81	8/27/10	Strip/ Warehouse

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

*Edward C. Longman*  
State Archivist

**Destruction Certification**

*[Signature]*  
Signature of Court Official

*[Signature]*  
Supervisor #  
Title

8-27-10  
Date

NOV 22 2010

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-weight: bold;">5223</div> Forward three (3) copies to address at left.
<b>Court</b> <span style="float: right;"><b>Date</b> 5-13-10</span>		
Anne Arundel County - Annapolis		
<b>County</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Criminal Records  Dockets and indices to be retained          Closed in <u>2006</u>	2219	Sect IV 2a,b,c	01/01/06-12/31/06	<del>61</del> 81		<del>Stripped</del> Warehouse

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

Edward C. Quenfen  
State Archivist

[Signature]  
Signature of Court Official

**Destruction Certification**

Supervisor II 8-27-10  
Title Date

NOV 22 2010

605-1011

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5224</div> Forward three (3) copies to address at left.
<b>Court</b>	Date 5-13-10	
	Anne Arundel County - Annapolis	
<b>County</b>		

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic File Folders  Dockets and indices to be retained                Closed in <u>2006</u>	2219	Sect IV 2a,b,c	01/01/06-12/31/06	40	8/31/10	Landfill

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

Edward C. Green  
State Archivist

[Signature]  
Signature of Court Official

**Destruction Certification**  
[Signature]  
Title

8/31/10  
Date

NOV 22 2010

one part 1

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5224</u> Forward three (3) copies to address at left.
<b>Court</b> <span style="float: right;"><b>Date</b> 5-13-10</span>		
Anne Arundel County - Annapolis		
<b>County</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic File Folders  Dockets and indices to be retained          Closed in <u>2006</u>	2219	Sect IV 2a,b,c	01/01/06-12/31/06	40	8/31/10	Landfill

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

July 2010  
Date

Edward C. [Signature]  
State Archivist

[Signature]  
Signature of Court Official

Supervisor II  
Title

8/31/10  
Date

NOV 22 2010



District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5225</u> Forward three (3) copies to address at left.
<b>Court</b> <b>Date</b> 5-13-10		
Anne Arundel County - Annapolis		
<b>County</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Traffic Records	2219	Sect IV 2a,b,c	01/01/06-12/31/06	40 <u>46</u>	8/31/10	Warehouse
Closed in <u>2006</u>							

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

Edward C. L... ..  
State Archivist

[Signature]  
Signature of Court Official

**Destruction Certification**

Supervisor II      8/31/10  
Title      Date

005 p. 12



NOV 22 2010

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5226
<b>Court</b> <b>Date</b> 5-13-10		
Anne Arundel County - Annapolis		Forward three (3) copies to address at left.
<b>County</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Parking Citations  Dockets and indices to be retained          Closed in _____	2219	<del>Sec IV</del> <del>2a, b</del> <del>IV</del> 2a, b	1/1/06-12/31/06	1	11/15/10	Warehouse

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

Edward A. Quenfen  
State Archivist

[Signature]  
Signature of Court Official

**Destruction Certification**

Supervisor II      11-15-10  
Title                      Date

NOV 22 2010

2105 Suburb 1

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5226</u> Forward three (3) copies to address at left.
<b>Court</b> <span style="float: right;"><b>Date</b> 5-13-10</span>		
Anne Arundel County - Annapolis		
<b>County</b>		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Parking Citations  Dockets and indices to be retained          Closed in _____	2219 <del>Sec IV</del>	Sect IV 2a,b	1/1/06-12/31/06	1	11/15/10	Warehouse

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

*Edward C. Gump*  
State Archivist

**Destruction Certification**

*[Signature]*  
Signature of Court Official

*Supervisor II*  
Title

11-15-10  
Date

NOV 22 2010



District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5227</u>
<b>Court</b> <b>Date</b> <u>5-13-10</u>		Forward three (3) copies to address at left.
Anne Arundel County - Annapolis		
<b>County</b>		

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Fiscal Records (timecards, leave slip & personnel)           Closed in <u>2006</u>	2219	Sect V 1c	01/01/06-12/31/06	20	11/15/10	Shred/ Landfill

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

State Archivist

Signature of Court Official

**Destruction Certification**

Title

11-15-10  
Date

NOV 22 2010



NOV 22 2010

*2010*

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5228 <hr/> Forward three (3) copies to address at left.
Court <span style="float: right;">Date 5-13-10</span>		
Anne Arundel County - Annapolis		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Electronic Recordings DVD's  Sound recordings for the period 04-08 December 2006 will be retained for archival purpose           Closed in _____	2219 <del>Sec IV</del>	Sect IV 2a,b	1/1/06-12/31/06	1	11/15/10	Landfill

**Destruction Approved by Maryland State Archives**

1 July 2010  
Date

*Edward C. [Signature]*  
State Archivist

**Destruction Certification**

*[Signature]*  
Signature of Court Official

*Supervisor II*  
Title

11-15-10  
Date

NOV 22 2010

21th 100th

District 07-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5228 <hr/> Forward three (3) copies to address at left.
Court <span style="float: right;">Date 5-13-10</span>		
Anne Arundel County - Annapolis		
County		

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Electronic Recordings DVD's  Sound recordings for the period 04-08 December 2006 will be retained for archival purpose          Closed in _____	2219SecIV	Sect IV 2a,b	1/1/06-12/31/06	1	11/15/10	LandFill

**Destruction Approved by Maryland State Archives**

July 2010  
Date

*[Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

**Destruction Certification**

*[Signature]*  
Supervisor II  
Title

11-15-10  
Date

NOV 22 2010

W. Spindel



Court Anne Arundel County Circuit		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5039 Forward three (3) copies to address at left.
County Anne Arundel	Date 8-24-09		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
IA	Juror Qual. Forms <sup>280000-</sup> 281999	2330	Sect. I b 6	2005	1	2-18-10	shred
IB	Juror Qual. Forms <sup>282000-</sup> 283999	2330	Sect. I b 6	2005	1	↓	↓
IC	Juror Qual. Forms <sup>284000-</sup> 285999	2330	Sect. I b 6	2005	1		
ID	Juror Qual. Forms <sup>286000-</sup> 287999	2330	Sect. I b 6	2005	1		
IE	Juror Qual. Forms <sup>289000-</sup> 291999	2330	Sect. I b 6	2005	1		
IF	Juror Qual. Forms <sup>292000-</sup> 294999	2330	Sect. I b 6	2005	1		
IG	Juror Qual. Forms <sup>295000-</sup> 296999	2330	Sect. I b 6	2005	1		
IH	Juror Qual. Forms <sup>297000-</sup> 298999	2330	Sect. I b 6	2005	1		
II	Juror Qual. Forms <sup>299000-</sup> 300999	2330	Sect. I b 6	2005	1		
IJ	Juror Qual. Forms <sup>301000-</sup> 000999	2330	Sect. I b 6	2005	1		

Destruction Approved by Maryland State Archives

23 Sep 09  
Date

[Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Jury Commissioner  
Title

2-18-10  
Date

1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00
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1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00
1	2008	0.00	0.00	0.00	0.00	0.00

FEB 26 2010

Court Anne Arundel County Circuit		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5039 Forward three (3) copies to address at left.
County Anne Arundel	Date 8-24-09		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
IK	Juror Qual. Forms <sup>001000-003999</sup>	2330	Sec. I b 6	2005	1	2-18-10	shred
IL	Juror Qual. Forms <sup>004000-006999</sup>	2330	Sec. I b 6	2005	1		
IM	Juror Qual. Forms <sup>007000-008999</sup>	2330	Sec. I b 6	2005	1		
IN	Juror Qual. Forms <sup>073000-073999</sup>	2330	Sec. I b 6	2005	1		
IO	Juror Qual. Forms <sup>074000-075999</sup>	2330	Sec. I b 6	2005	1		
IP	Juror Qual. Forms <sup>076000-077999</sup>	2330	Sec. I b 6	2005	1		
IQ	Juror Qual. Forms <sup>078000-079999</sup>	2330	Sec. I b 6	2005	1		
IR	Header Cards	2330	Sec. I b 6	2005	1		

Destruction Approved by Maryland State Archives

23 Sep 09  
Date

*Edward A. Quenzer*  
State Archivist

Destruction Certification

*Marilyn Bailey*  
Signature of Court Official

Jury Commissioner  
Title

2-18-10  
Date

FEB 26 1928

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RECEIVED  
 SEP 17 1927  
 MARYLAND STATE

Anne Arundel Circuit Court  
Office of Court Administrator  
7 Church Circle

Annapolis, MD  
21401 0000

Date: 02/18/2010

## Certificate of Destruction

### 100007349

WE HEREBY CONFIRM THAT THE DOCUMENTS, RECORDS, FILES, ETC.,  
AS DESCRIBED AND SUPPLIED TO PROSHRED HAVE BEEN  
PERMANENTLY DESTROYED.

  
Proshred Authorized Signature

1-13-00

ROY, JOHN, BORN

1-13-00

FEB 26 2010

5306

Court Anne Arundel County Circuit		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
County Anne Arundel	Date 12/10/10		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
2A	Jurat Qualification Forms 045000-046999	2330	Sec I b	2006	1		
2B	Jurat Qualification Forms 047000-048999	2330	Sec I b	2006	1		
2C	Jurat Qualification Forms 049000-051999	2330	Sec I b	2006	1		
2D	Jurat Qualification Forms 052000-053999	2330	Sec I b	2006	1		
2E	Jurat Qualification Forms 054000-059999	2330	Sec I b	2006	1		
2F	Jurat Qualification Forms 060000-064999	2330	Sec I b	2006	1		
2G	Header Cards 706-1206	2330	Sec I b	2006	1		
2H	Header Cards 706-706	2330	Sec I b	2006	1		
2I	Pay sheets <sup>for and by</sup> Form II	2330	Sec I b	2006	1		

Destruction Approved by Maryland State Archives

5/11/11  
Date

*Edward C. [Signature]*  
State Archivist

Destruction Certification

*Mavis [Signature]*  
Signature of Court Official

Jury Commissioner  
Title

1/13/10  
Date

Handwritten text, possibly a signature or name, written in a cursive script.

JAN 20 2011



		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5306</u> Forward three (3) copies to address at left.
Court Anne Arundel County Circuit			
County Anne Arundel	Date 12/10/10		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
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2A	Juror Qualification Forms 045000-046999	2330	Sect I b	2006	1		
2B	Juror Qualification Forms 047000-048999	2330	Sect I b	2006	1		
2C	Juror Qualification Forms 049000-051999	2330	Sect I b	2006	1		
2D	Juror Qualification Forms 052000-053999	2330	Sect I b	2006	1		
2E	Juror Qualification Forms 054000-055999	2330	Sect I b	2006	1		
2F	Juror Qualification Forms 060000-061999	2330	Sect I b	2006	1		
2G	Header Cards 7/06-12/06	2330	Sect I b	2006	1		
2H	Header Cards 1/06-6/06	2330	Sect I b	2006	1		
2I	Paystheets/ <sup>Grand Jury</sup> Term II	2330	Sect I b	2006	1		

Destruction Approved by Maryland State Archives

5 Nov 11  
Date

Edward C. [Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Jury Commissioner  
Title

1/13/10  
Date

James H. Baker  
Chief Commissioner  
1/13/10

JAN 20 2011