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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court Prince George, s Coounty

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of
No.		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
1	General accounting records	2330	section 2 Item no 1	January 1,2001 to December 31,2004	100	MARCH 4 2009	Social Securit Numers
2	Budget and Fiscal Planning Recor	ds 2330	section 2 item 2	January 1,2001 to December 31,2004	100	MARCH 12 2009	Bank Account Numbers SHREDED
3	Payroll Accounting Records	2330	section 2 item 4	January 1,2001 to December 31,2004	90	MARCH 25 2009	All Other LANDFILL
	All audit requirements have been FULFILLED						

Destruction Approved by Hall of Records Commission

State Archivist

Signature of Court Official

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

700 9A 2009

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court Prince George, s County

COURT

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Series	Description of Records	Autho	prizotion	Inclusive			Method of
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
1	Payroll Accounting Records (F) Time Sheets	2330	section 2 item 4	January 2,1985 to December 31,2002	20	APRIL 9,2009	SHRED
2	Business License Records	2330	section 2 item 6	January 2,1999 to December31,2003	51	MAY 5,2009	SHRED
	80 10 %						

Destruction Approved by Hall of Records Commission

State Archivist

Signature of Caurt Official

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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STATE OF THE STATE

	Reporting Agency
_	Register of Wills
-	Division or Unit
_	Charles County

Department of General Services

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

CERTIFICATE OF RECORDS DISPOSAL

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

Burned

Burned

Burned

3/19/2010

3/19/2010

3/19/2010

1.66

1.04

		Authoriza	ation				
Box No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposa
1	Miscelleanous Accounting Records	662	II - 6	3/1996 - 5/1998	1.66	3/5/2010	Burned
	Miscelleanous Accounting Records	662	II - 6	7/1995 - 9/1998	-	3/5/2010	Burned
2	Miscellaneous Accounting Records	662	II - 6	10/1998 - 10/2000	1.66	3/5/2010	Burned
3	Miscellaneous Accounting Records	662	II - 6	11/2000 - 11/2002	1.66	3/5/2010	Burned
4	Miscellaneous Accounting Records	662	II - 6	12/2002 - 12/2004	1.66	3/5/2010	Burned
5	Miscellaneous Accounting Records	662	II - 6	1/2005 - 6/2006	1.66	3/5/2010	Burned
	General Accounting Records	662	11 - 2	1/2005 - 6/2006	-	3/5/2010	Burned
6	Miscellaneous Accounting Records	662	11 - 6	7/2000 - 12/2004	1.66	3/19/2010	Burned
	General Accounting Records	662	II - 2	7/2000 - 12/2004	•	3/19/2010	Burned
7	Miscellaneous Accounting Records	662	II - 6	1994 - 6/2006	1.66	3/19/2010	Burned
8	Miscellaneous Accounting Records	662	II - 6	5/1994 - 8/1998	1.66	3/19/2010	Burned
	General Accounting Records	662	11 - 2	5/1994 - 8/1998	-	3/19/2010	Burned
9	General Accounting Records	662	II - 2	7/1993 - 6/1996	1.66	3/19/2010	Burned
	General Accounting Records	662	11 - 2	6/1994 - 3/1996	-	3/19/2010	Burned
	Miscellaneous Accounting Records	662	11 - 6	6/1994 - 12/1997	-	3/19/2010	Burned
	General Accounting Records	662	11 - 2	7/1965 - 1989	-	3/19/2010	Burned
	Miscellaneous Accounting Records	662	II - 6	1985 - 1993	-	3/19/2010	Burned
	Miscellaneous Accounting Records	662	II - 6	5/1994 - 4/1996	-	3/19/2010	Burned
	Miscellaneous Accounting Records	662	II - 6	6/1994 - 4/1999	-	3/19/2010	Burned
10	Miscellaneous Accounting Records	662	11 - 6	9/1998 - 6/2000	1.66	3/19/2010	Burned
	General Accounting Records	662	II - 2	9/1998 - 6/2000	-	3/19/2010	Burned
	Miscellaneous Accounting Records	662	II - 6	7/1999 - 6/2000	=	3/19/2010	Burned
11	General Accounting Records	662	11 - 2	6/1994 - 3/1996	1.66	3/19/2010	Burned
	Payroll Accounting Records	662	II - 5	1994 - 2000		3/19/2010	Burned
	General Administrative Correspondence	662	1-2	8/1987 - 12/1990	-	3/19/2010	Burned

I hereby certify that the records listed above were disposed to the state of the st	ed of as indicated. Chief Deputy	3/23/10
Signature (Disposal by)	asst Chief Deputy	3/23/10 Date

II - 6

III - 10(a)

11 - 5

1/1994 - 2/1996

662

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662

Miscellaneous Accounting Records

Claims of No Estates - Scanned

Payroll Accounting Records

12

13

Hall of Records Commission Records Management Division . 7175 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County

December .2007

COURT

P002/002

2008 08:28am

COUNTY

DATE

4	Description of Records	Author	muon	incluive			Method of
	Institute Title and/or Form Number	Relandon School No.	No.	Daiss of Records Destroyed	Yoloma (Cubia Real)	Date of Destroyles	Deskuotion (Resyste, street, landfill, etc.)
	CLOSED Landlord/Tenant Failure-to-pay rent.: cages	2219	Sect. II Item 2	2004	. 18	1-8-09	Shred
-							
						,	
		44724					,
	*1	:				•	Mary Service

Destruction Approved by Hall of Records Commission

State Archivist

Signature of Court Official

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Date

Instructions for Properation and Submission on Reverse Side

Destruction Cortification

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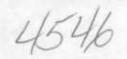
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Hall of Resords Commission Records Management Division . 7173 WATERLOO RD., P.O. BOX 275 JESSUP, MID 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County

December .2007

COURT

P002/002

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DATE

o. 0	Description of Records	Authorization		includive			Method of
0.	Institute Title and/or Porm Number	. Rolandon Schod, No.	No.	Dain of Resords Destroyed	Volume (Cubio Read)	Deputo of Deputor	Description (Recycle, stred, landfill, etc.)
	CLOSED Landlord/Tenant Failure-to-pay rent: cages	2219	Sect. II	2004	18	1-8-09	Shred
	•	3 ,					

Destriction Approved by Hall of Records Commission

LOY: 10/83

State Archivist

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Signature of Court Official .

Date

Instructions for Properation and Submission on Reverse Side

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Hall of Records Commission Records Management Division 7175 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CRRTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County

December .2007

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2008 08:28am P002/002

COUNTY

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Her No.	Description of Records	Authorization		Includy				
10.	Inolude Tile end/or Form Number	. Relation Jiem School. No. No.		Dates of Records Destroyed	Yolono (Cubio Real)	Deputation Defect	Method of Desknotion (Resyste, street, landfill, etc.)	
	CLOSED Landlord/Tenant Failure-to-pay rent.: cases	2219	Sect. II	2004	. 18	1-8-09	Shred	
						;		
	**	:						

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Signature of Court Official

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Date

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Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN - 3 2008

DISTRICT 6

MONTGOMERY

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltcm No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Cases	2219	Sec. IV THem 2, d.e.	1/01/2004 thru 12/31/2004	70	1-8-09	Shred

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Ad Clerk Signature of Court Official

Title

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JAN 30.

Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN - 3 2008

DISTRICT 6

MONTGOMERY

COURT

COUNTY

DATE

Series No.	Description of Records Include Titlc and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Fect)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Cases	2219	Sec. IV Them 2, d.e.	1/01/2004 thru 12/31/2004	70	1-8-09	Shred

Destruction Approved by Hall of Records Commission

2 Sep 08 Date

State Archivist

Signature of Court Official

Ad Clerk

Title

Date

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

Destruction Certification

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JAN 30 July

Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN - 3 2008

DISTRICT 6

MONTGOMERY

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COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number		rization	Inclusive Dates of Records Destroyed	Volume	Date of	Method of Destruction
140.	nicitide Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Expunged Cases	2219	Sec. IV THem 2, d.e.	1/01/2004 thru 12/31/2004	70	1-8-09	Shred

. Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Signature of Court Official

Ad Clerk

Title

Rev. 10/83

DGS - 550 - 9

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Hall of Records Commission
Records Management Division

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6

Montgomery

9/28/07

COURT

COUNTY

DATE

Description of Records Include Title and/or Form Number	Authorization		Inclusive			Transition of
	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date ofDestruction	Method of Destruction (Recycle, shred, landfill, etc.)
Traffic File Folders Retain Dockets and Indices	2219	Sect IV Items 2.a,b,c	Year of 2004	100 boxes	1-8-09	Shred
Dockets and Indices will be scanned and landfilled					+ *	
				:		
	Traffic File Folders Retain Dockets and Indices Dockets and Indices will	Include Title and/or Form Number Retention Sched. No. Traffic File Folders Retain Dockets and Indices Dockets and Indices will	Include Title and/or Form Number Retention Sched. No. Traffic File Folders Retain Dockets and Indices Dockets and Indices will	Include Title and/or Form Number Retention Sched. No. Retention No. Item No. Traffic File Folders Retention Sched. No. Sect IV Year of 2004 Retain Dockets and Indices Dockets and Indices will	Include Title and/or Form Number Retention Sched. No. Retention No. Retention No. Retention No. Item No. Pestroyed Volume (Cubic Feet) Volume (Cubic Feet) Traffic File Folders Retain Dockets and Indices Items 2.a,b,c Dockets and Indices will	Include Title and/or Form Number Retention Sched. No. Retention No. Retention Sched. No. Retention No. Retention No. Year of 2004 Retain Dockets and Indices Lems 2.a,b,c Dockets and Indices will

Destruction Approved by Hall of Records Commission

250 08 Date

State Archivist

Signature of Court Official

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Rev. 10/83 DG

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Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6

Montgomery

9/28/07

COURT

COUNTY

DATE

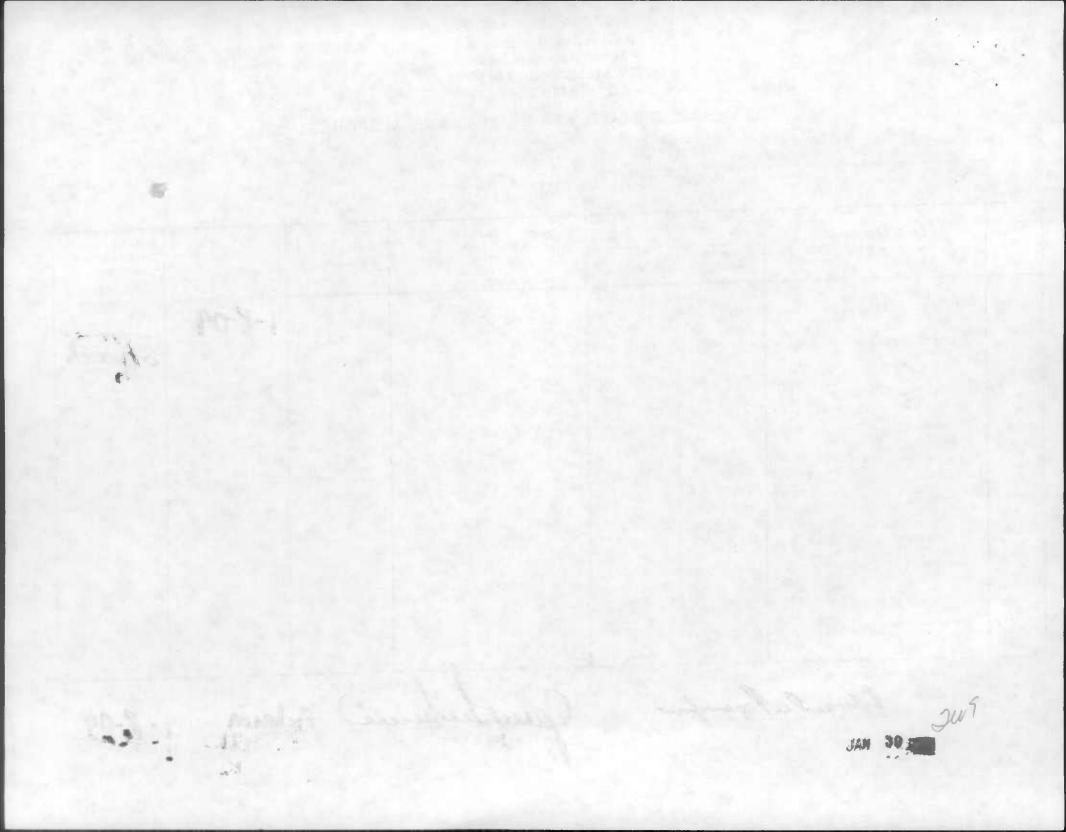
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive				
		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)	
	Traffic File Folders Retain Dockets and Indices	2219	Sect IV Items 2.a,b,c	Year of 2004	100 boxes	1-8-09	-bandfill Shree	
	Dockets and Indices will be scanned and landfilled							

State Archivist

Signature of Court Official

Rev. 10/83

DGS - 550 - 9



Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court #6

Montgomery

9/28/07

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			
		Retention School. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred,
	Traffic File Folders Retain Dockets and Indices	2219	Sect IV Items 2.a,b,c	Year of 2004	100 boxes 100 cf.	1-8-09	Landfill, etc.) Shred
	Dockets and Indices will be scanned and landfilled						
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Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Signature of Court Official

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Batched - Interpreter Invoices 2004	2219 Sec. V	1 6., 2, 3	1/1/2004 thru 12/31/2004	5	1-8-09	

Destruction Approved by Hall of Records Commission

2 Sop 08 Date

State Archivist

Destruction Certification

Ad Clerk Signature of Court Official

Title

1-8-09 Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

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JAN 30 2005

Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

COUNTY

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Series	Description of Records	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Batched - Interpreter Invoices 2004	2219 Sec. V	1 c.	1/1/2004 thru 12/31/2004	5	1-8-09	Shree

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification
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Sig ature of Court Official

Ad Clerk

Title

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	ization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred,
	Batched - Interpreter Invoices 2004	2219 Sec. V	1,	1/1/2004 thru 12/31/2004	5	1-8-09	Shred
	the OF MAD						

Destruction Approved by Hall of Records Commission

2.50p08 Date

State Archivist

Destruction Certification

Signature of Court Official

Ad Clerk

Title

1-8-09

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Rev. 10/83

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

COUNTY

DATE

Include Title and/or Form Number	Retention	Item	Destroyed	(0.1: 0.4)		
	Sched. No.	No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
Batched - Non-Est Returns 003 - 2004	2219 Sec. I	1Ъ,	1/1/2003 thru 12/31/2004	100	1-8-09	Shred
these records represent the administrative paperwork remaining after the unsuccessful attempt to serve documents.						
()	nese records represent the administrative paperwork remaining	hese records represent the administrative paperwork remaining	hese records represent the administrative paperwork remaining	Sec. I 16. thru 12/31/2004 hese records represent the administrative paperwork remaining after the unsuccessful	Sec. I 16. thru 12/31/2004 hese records represent the administrative paperwork remaining after the unsuccessful	hese records represent the administrative paperwork remaining after the unsuccessful

Destruction Approved by Hall of Records Commission

Date

State Archivist

Signature of Court Official

Ad Clerk

Title

Date

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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JAN 28: - 2009

Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	rization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Batched - Non-Est Returns 2003 - 2004	2219 Sec. I	1 Ь,	1/1/2003 thru 12/31/2004	100	1-8-09	Shred
	These records represent the administrative paperwork remainire after the unsuccessful attempt to serve documents.						

Destruction Approved by Hall of Records Commission

23 Dec 08 Date

State Archivist

Destruction Certification

Anguature of Court Official

Ad Clerk

Title

Date

Rev. 10/83

DGS - 550 - 9

DISTRICT COUNTY OF

JAN 28 7 7WA

Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

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Series	Description of Records	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Batched - Non-Est Returns 2003 - 2004	2219 Sec. I	1Ъ,	1/1/2003 thru 12/31/2004	100	1-8-09	Shred
	these records represent the administrative paperwork remaining after the unsuccessful attempt to serve documents.						

Destruction Approved by Hall of Records Commission

Date

State Archivist

Signature of Court Official

Ad Clerk Title

Date

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/2/09

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.		Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Batch Non-Est Returns 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	58	4-20-09	Shred

Destruction Approved by Hall of Records Commission

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Date

State Archivist

Signature of Court Official

Title

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/2/09

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No.		Retention Sched. No.	Item No.		(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Batch Non-Est Returns 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	58	4-20-09	Shred

Destruction Approved by Hall of Records Commission

30 mar 00 Date

State Archivist

Signature of Court Official

Ad Clerk

Title

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

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No.		Retention Sched. No.	Item No.		(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Batch Non-Est Returns 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	58	4-20-09	Shred

Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

Ad Clerk Title

Date

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Destraction Certification



Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/2/09

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COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.		Retention Sched. No.	Item No.	Destroyed	(Cubic Fect)	Destruction	(Recycle, shred, landfill, etc.)
	Landlord/Tenant Cases— Non-Money Judgments	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	16	5-1-09	Shred

Destruction Approved by Hall of Records Commission

Date

State Archivist

Signature of Court Official

Ad Clerk

Rev. 10/83

Title

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

MAY 8 - 2019

Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/2/09

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No.		Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Landlord/Tenant Cases— Non-Money Judgments	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	16	5-1-09	Shred

Destruction Approved by Hall of Records Commission

Date

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Signature of Court Official

Ad Clerk Title

Date

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT MONTGOMERY COUNTY 1/2/09
COURT COUNTY DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of
No.		Retention Sched. No.	Item No.	Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Landlord/Tenant Cases— Non-Money Judgments	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	16	5-1-09	Shred

Destruction Approved by Hall of Records Commission

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Signature of Court Official

Ad Clerk Title

Date

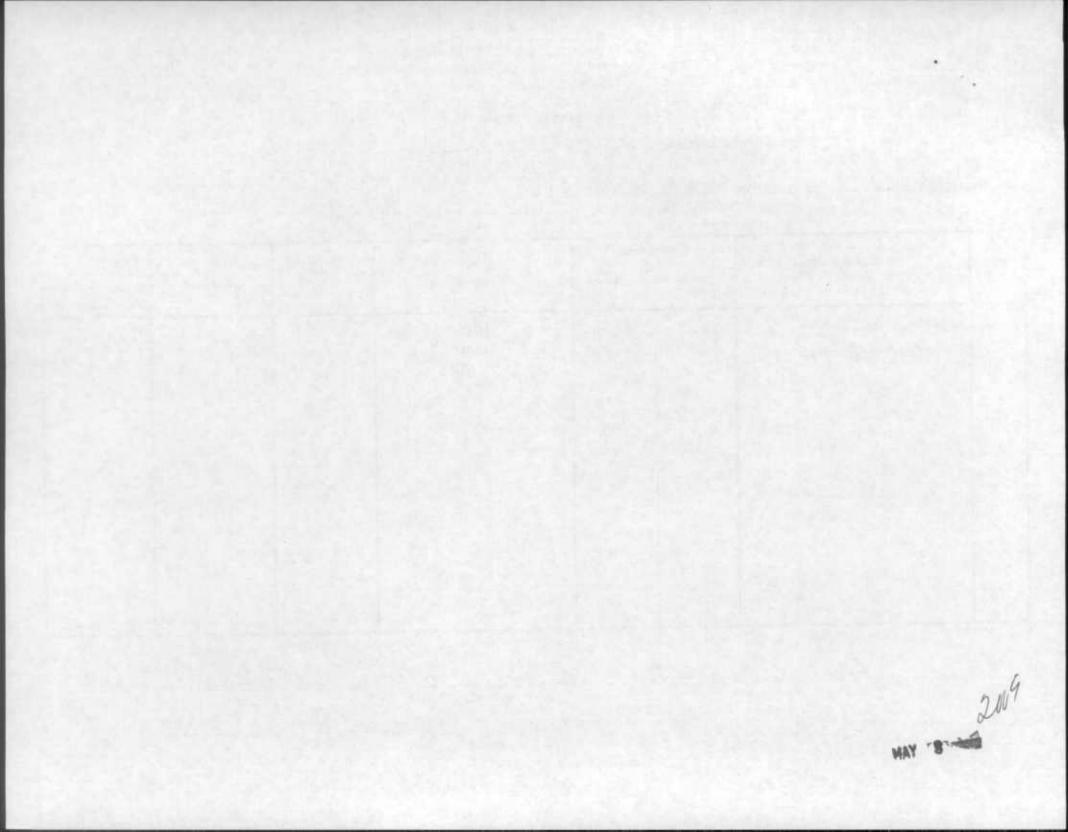
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Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Authoriz	ation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.			Destruction	(Recycle, shred, landfill, etc.)
	Personnel Records Personnel folders for employees separated from employment 2003 and earlier.	2219 Sec. I	2	2003	3	5/1/09	Shred

Destruction Approved by Hall of Records Commission

30 WQ r 09 Date

State Archivist

Destruction Certification

Signature of Court Official

Ad Clerk Title

Date

Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission Records Management Division

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



SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred,
	Personnel Records Personnel folders for employees separated from employment 2003 and earlier.	2219 Sec. I	2	2003	3	5/1/09	Iandfill, etc.)
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Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

Ad Clerk

Title

Date

Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission Records Management Division

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Authori	zation	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Personnel Records Personnel folders for employees separated from employment 2003 and earlier.	2219 Sec. I	2	2003	3	5/1/09	Shred

Destruction Approved by Hall of Records Commission

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State Archivist

Descruction Certification

Signature of Court Official

Ad Clerk Title

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

COURT

COUNTY

DATE

Series	Description of Records	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. II	2	1/1/2001 thru 12/31/2001	120	Shred	5/1/09
	Retain Dockets permanently						

Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

Ad Clerk Title

Date

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Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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MONTGOMERY COUNTY

2/01/2008

COURT

COUNTY

DATE

Series	Description of Records	Authoriza	stion	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. #	2	1/1/2001 thru 12/31/2001	120	Shred	5/1/09
	Retain Dockets permanenthy						

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Ad Clerk Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275 PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention		Inclusive Dates of Records Destroyed	Volume (Cubic Foot)	Date of Destruction	Method of Destruction
110.	mondo i no dido i rom rumoci	Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. II	2	1/1/2001 thru 12/31/2001	120	Shred	5/1/09
	Retain Dockets permanently						

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Signature of Court Official

Ad Clerk Title

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Authoriz	ration	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.				
	Electronic Recordings 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	12		
	*****						Landfill
186	Except for recordings					MAY 1 1 2009	
	selected for permanent						
	retention to State Archives						
1.37	as follows:						
	November 7–11, 2005						

Destruction Approved by Hall of Records Commission

Gary F. Crastford

Destruction Certification

MAY 1 1 2009

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State Archivist

Signature of Court Official

Ad Clerk Title

Date

Supervisor, District Court Recordand Submission on Reverse Side

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume	Date of Destruction	Method of Destruction
No.		Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)		(Recycle, shred, landfill, etc.)
	Electronic Recordings 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	12		
	******						Landfill
S-18	Except for recordings					MAY 1 1 2009	
	selected for permanent						
	retention to State Archives						
	as follows:						
	November 7–11, 2005						
						3-4-7	

Destruction Approved by Hall of Records Commission

Destruction Certification

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State Archivist

Gary, F. Crauteral
Signature of Court Official

Ad Clerk

MAY 1 1 2009

Title

Date

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Hall of Records Commission

Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Authori	zation	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred,
	Electronic Recordings 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	12-		
	*******						Landfill
	Except for recordings					MAY 1 1 2009	
	selected for permanent					Law Com	
	retention to State Archives						
	as follows:						
200	November 7–11, 2005						

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification Gary F. Crantopd

Ad Clerk

MAY 1 1 2009

Signature of Court Official

Title

Date

Supervisor, Legister Court Records
Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275



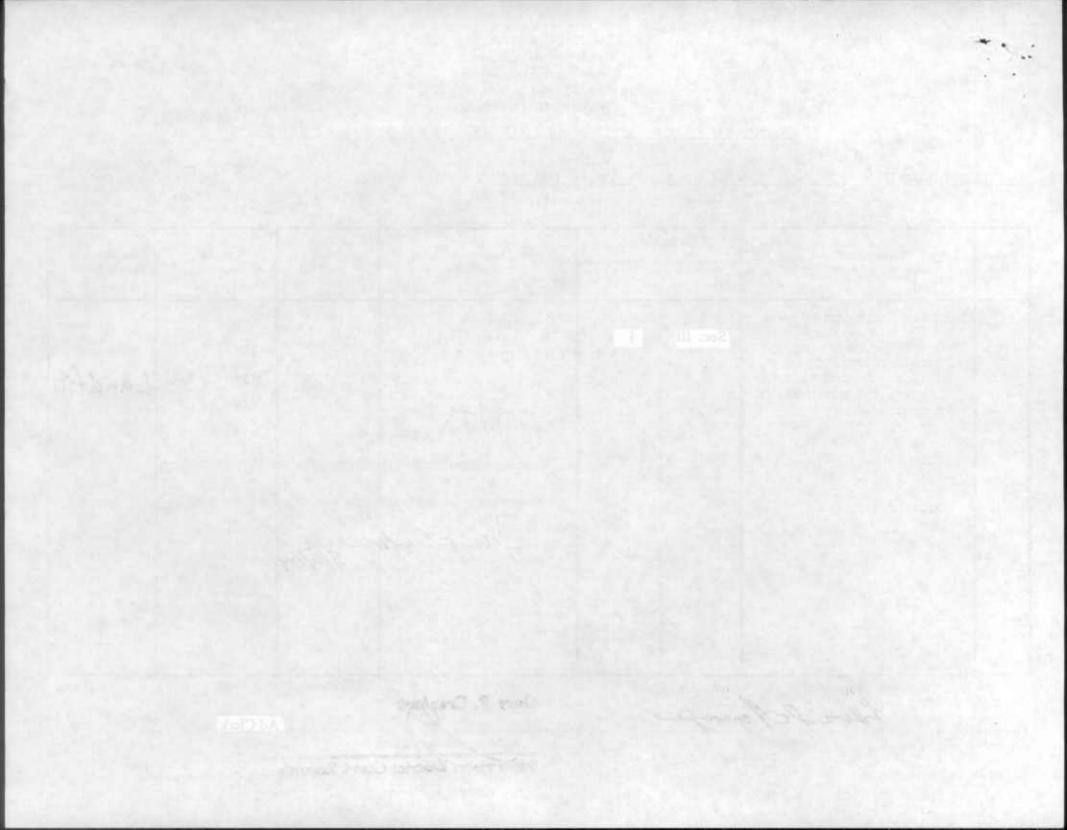
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT MONTGOMERY COUNTY 1/30/2008 COURT COUNTY

DATE

Series	Description of Records	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Electronic Recordings 1999 - 2004 Except recordings selected by the State Archivist for permanent retention: May 3-7, 1999 June 5-9, 2000 July 9-15, 2001 August 5-9, 2002 September 8-12, 2003 October 4-8, 2004	2219	Sec. VI	1/1/2002 thru 12/31/2004 CORRECTION: This Certificate of Destructi Prior years are not at this local destruction.	MINT Y	MAY 1 1 2009 rough 2004 only.	Landfill

25.208	Destruction Approved by Hall of Records Commission	Gary, P. Crawer		MAY 1 1 2009
Date	State Archivist	Signature of Court Official Ti	itle	Date
Rev. 10/83	DGS - 550 - 9	Instructions for Preparation and Submiss	sion on Rever	rse Side



Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Electronic Recordings 1999 - 2004 Except for recordings selected for permanent retention by the State Archives: May 3-7, 1999 June 5-9, 2000 July 9-15, 2001 August 5-9, 2002 September 8-12, 2003 October 4-8, 2004	2219	Sec. VI	1/1/2002 thru 12/31/2004 CORRECTION: This Certificate of Destruction Prior years are not at this loce	n is for 2002 th	MAY 1 1 2009 rough 2004 only.	Landfill

Destruction Approved by Hall of Records Commission

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State Archivist

Gary F. Craulor

Destruction Certification

Signature of Court Official

Title

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Supervisor, District Court Records
Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/30/2008

COURT

COUNTY

DATE

Scries No.	Description of Records Include Title and/or Form Number	Autho Retention Sched. No.	rization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Electronic Recordings 1999 - 2004 Except for recordings selected for permanent retention by the State Archives: May 3-7, 1999 June 5-9, 2000 July 9-15, 2001 August 5-9, 2002 September 8-12, 2003 October 4-8, 2004	2219	Sec. VI	1/1/2002 thru 12/31/2004 CORRECTION: This Certificate of Destructi Prior years are not at this loc	3323		Landfill

2 Sep 68	Destruction Approved by Hall of Records Commission	Gary F. Cranford estruction Cer	MAY 1 1 2009			
Date	State Archivist	Signature of Court Official	Title	Date		
Rev. 10/83	DGS - 550 - 9	Supervisor, District Court Recorded Submission on Reverse Side				

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

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COUNTY

DATE

Series	Description of Records	Authori	ization	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. II	2	1/1/2002 thru 12/31/2002	120	5-1-09	Shred
	Retain Dockets permanently						

Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

Ad Clerk Title

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

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

COURT

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Series	Description of Records	Authori		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. T	. 2	1/1/2002 thru 12/31/2002	120	5-1-09	Shred
	Retain Dockets permanently						

Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

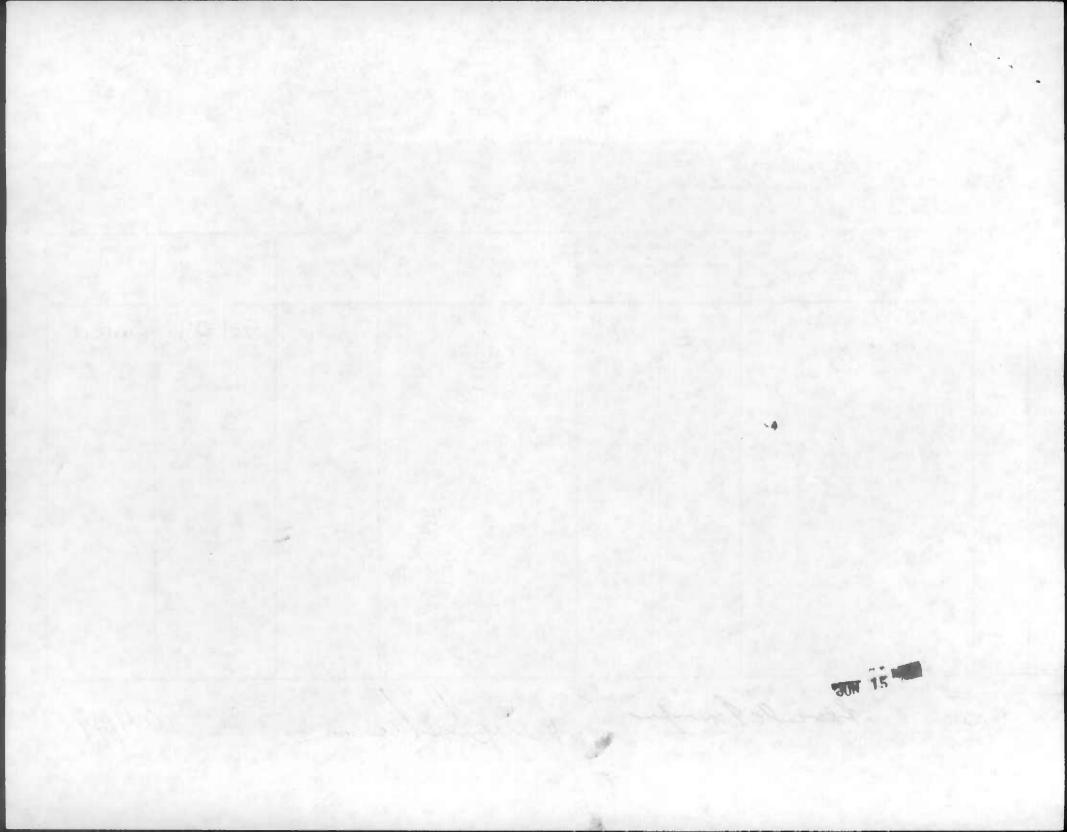
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Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records		rization	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Batched - Interpreter Invoices 2005	2219 Sec. V	1, C.	1/1/2005 thru 12/31/2005	5	5-1-09	Shred

Destruction Approved by Hall of Records Commission

13:4009 Date State Archivist

Signature of Court Official

Ad Clerk

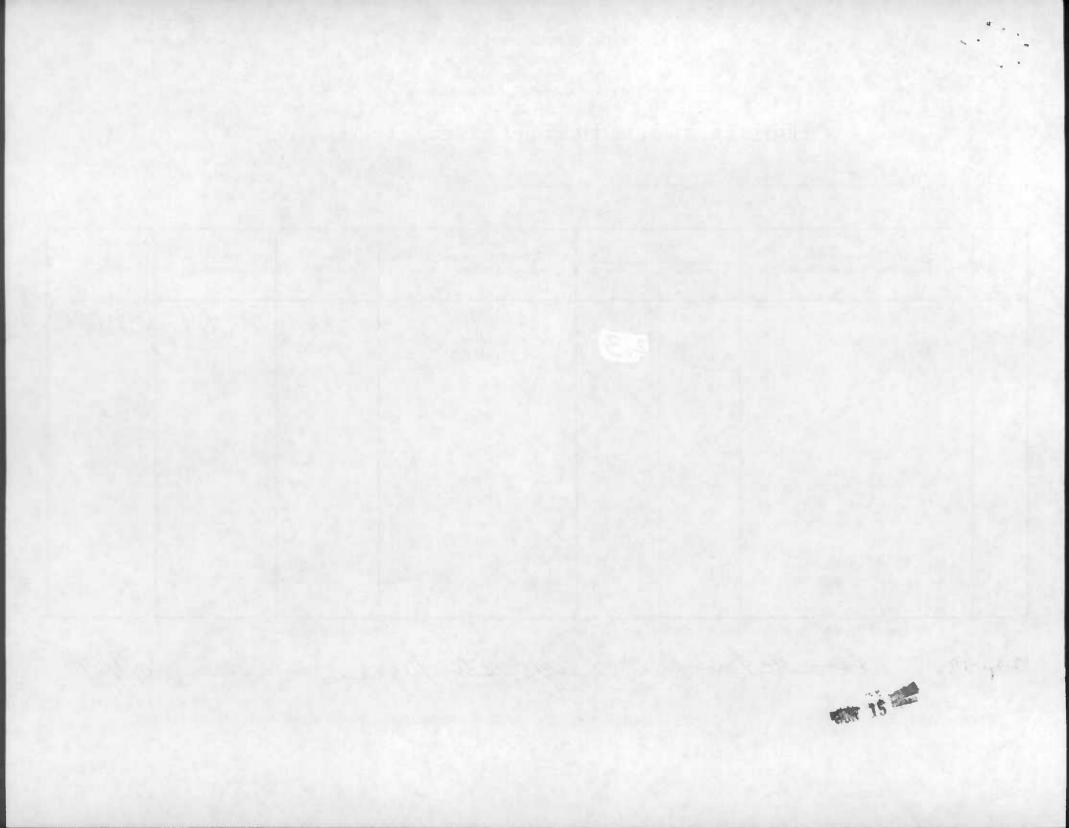
Title

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Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side



Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

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DATE

Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	rization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Batched - Interpreter Invoices 2005	2219 Sec. V	Ic.	1/1/2005 thru 12/31/2005	5	5-1-09	Shred
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State Archivist

Destruction Certification

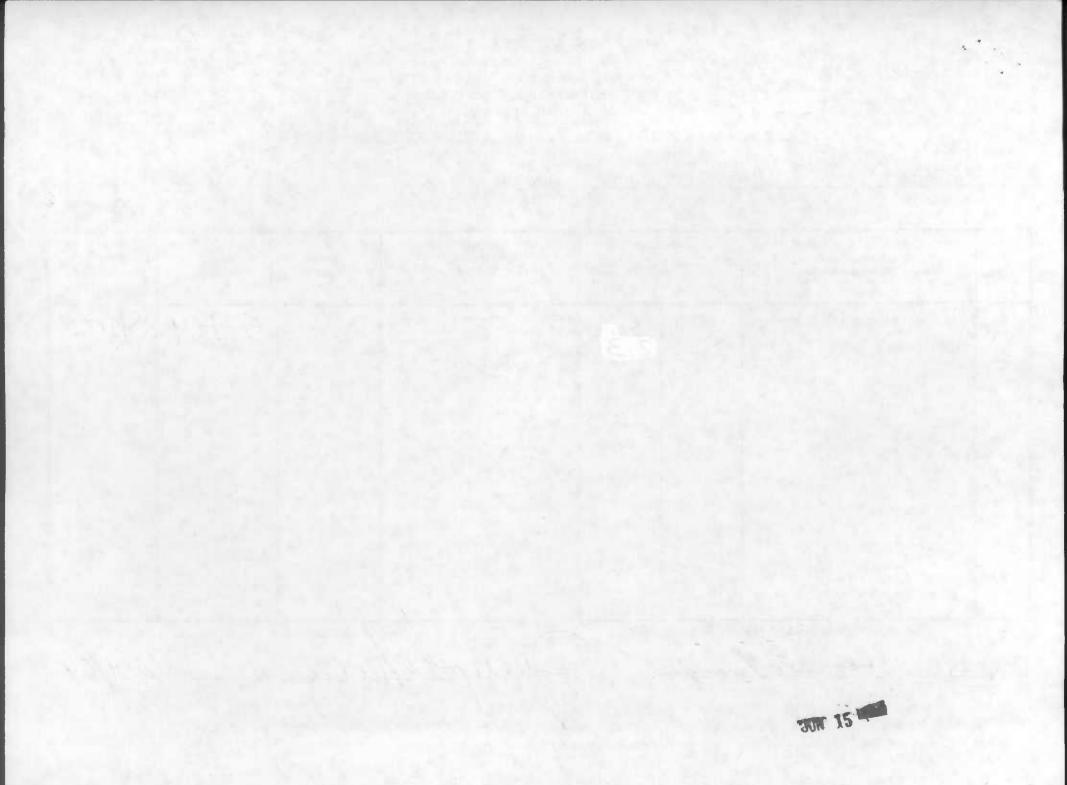
Ad Clerk Signature of Court Official

Title

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

DGS - 550 - 9



Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

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DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.		Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Administrative Correspondence 2005	2219 Sec. I	1 ъ	1/1/2005 thru 12/31/2005	20	5-1-09	Shred

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Ad Clerk Title

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Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Hall of Records Commission

Records Management Division

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
Administrative Correspondence 2005	2219 Sec. I	1b	1/1/2005 thru 12/31/2005	20	5/1/69	Shred
	Include Title and/or Form Number Administrative Correspondence	Description of Records Include Title and/or Form Number Retention Sched. No. Administrative Correspondence 2219	Description of Records Include Title and/or Form Number Retention Sched. No. No. Administrative Correspondence 2219	Description of Records Include Title and/or Form Number Retention Sched. No. Retention No. Retention No. Item No. 1/1/2005 Sec. I 1b Dates of Records Destroyed 1/1/2005 thru	Description of Records Include Title and/or Form Number Retention Sched. No. Retention No. Item No. Administrative Correspondence Sec. I 1b Dates of Records Destroyed Volume (Cubic Fect) 1/1/2005 20 219 20 219 20 20 219 20 20 20 20 20 20 20 20 20 20 20 20 20	Description of Records Include Title and/or Form Number Retention Sched. No. Retention No. Retention No. Item No. Dates of Records Destroyed Volume (Cubic Feet) Destruction 1/1/2005 Sec. I 1b Thru

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State Archivist

Signature of Court Official

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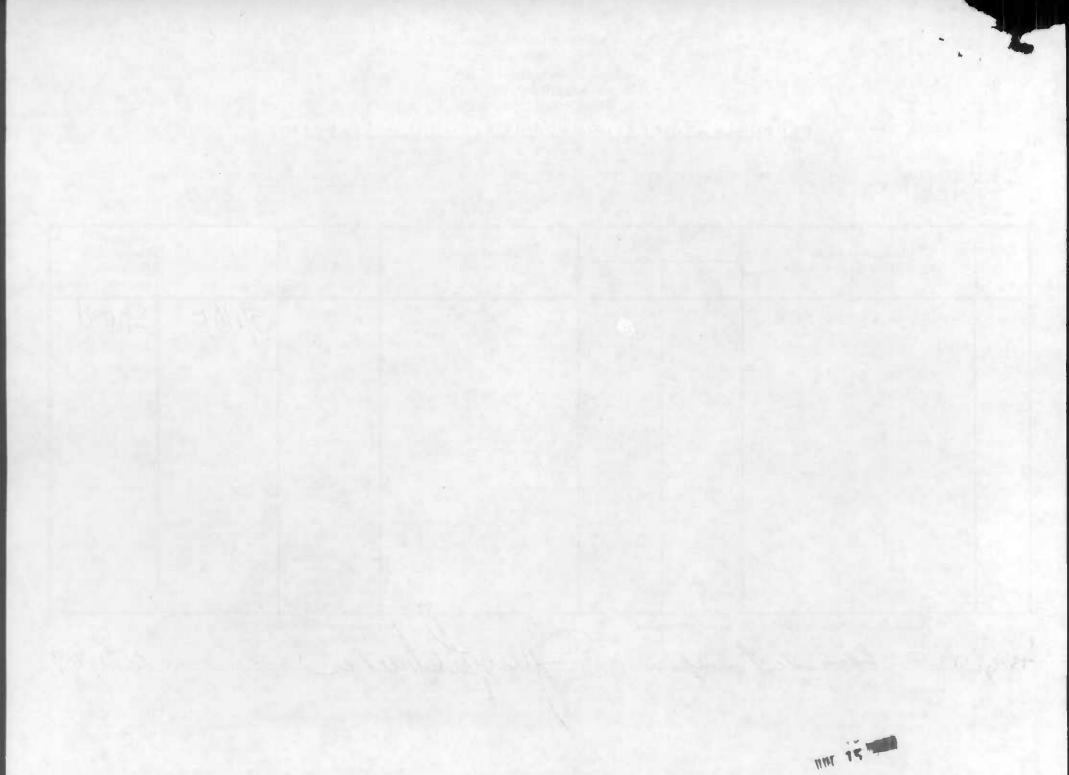
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Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
		Retention Sched. No.	ltem No.	Destroyed	(Cubic Fcet)	Destruction	(Recycle, shred, landfill, etc.)
	Batched Daily Money Payments 2005	2219 Sec. V	1 c	1/1/2005 thru 12/31/2005	20	5-1-09	Shred

Destruction Approved by Hall of Records Commission

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Date

State Archivist

Signature of Court Official

Ad Clerk

Title

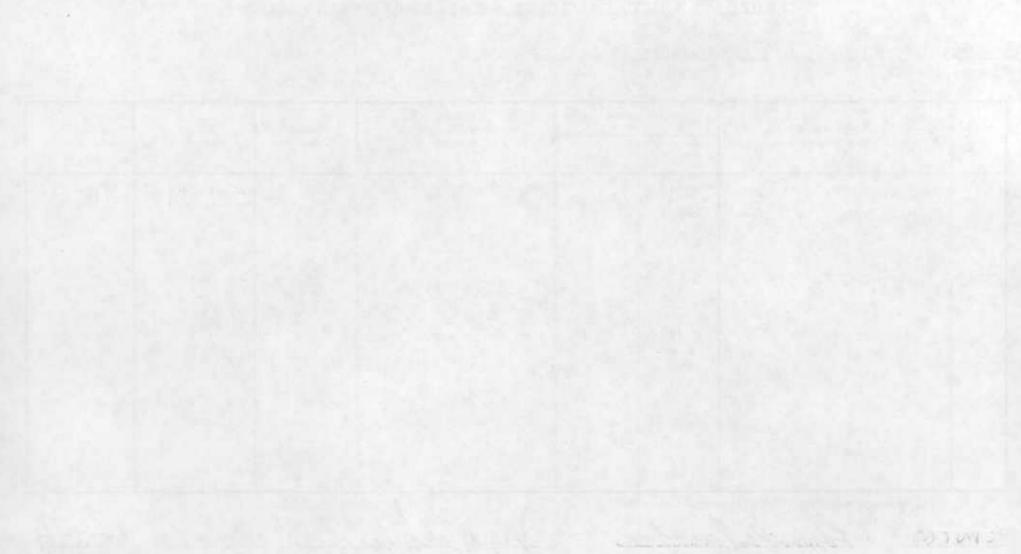
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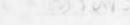
Date

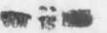
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7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Author	rization	Inclusive Dates of Records	Volume	Date of Destruction	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)		(Recycle, shred, landfill, etc.)
	Batched Daily Money Payments 2005	2219 Sec. V	1 c	1/1/2005 thru 12/31/2005	20	5-1-09	Shred

Destruction Approved by Hall of Records Commission

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State Archivist

Signature of Court Official

Ad Clerk

Title

Date

Rev. 10/83

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Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.		Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Traffic Files RETAIN DOCKETS PERMANENTLY	2219 Sec. IV	2 a,b,c	1/1/2005 thru 12/31/2005	100	5-1-09	Shred

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

Signature of Court Official Ti

Ad Clerk

0/9/09 Date

Title

Rev. 10/83 DGS - 550 - 9

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Author		Inclusive Dates of Records	Volume	Date of Destruction	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)		(Recycle, shred, landfill, etc.)
	Traffic Files RETAIN DOCKETS PERMANENTLY	2219 Sec. IV	2 a,b,c	1/1/2005 thru 12/31/2005	100	5-1-09	Shred

Destruction Approved by Hall of Records Commission

30 Mar On Date

State Archivist

Destruction Certification

Signature of Court Official

Ad Clerk

Title

6/9/09 Date

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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records		ization	Inclusive Dates of Records	Volume	Date of Destruction	Mcthod of Destruction
No.	Include Title and/or Form Number	Retention Sched, No.	ltem No.	Destroyed	(Cubic Fect)		(Recycle, shred, landfill, etc.)
	Accounting Records DPAYS, Payment Summaries, Detail Reports, Batched Daily Work, Transcript Invoices, Receiving Reports	2219 Sec. V	1 c and 3	2005	150	5-1-09	Bhred

Destruction Approved by Hall of Records Commission

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Signature of Court Official

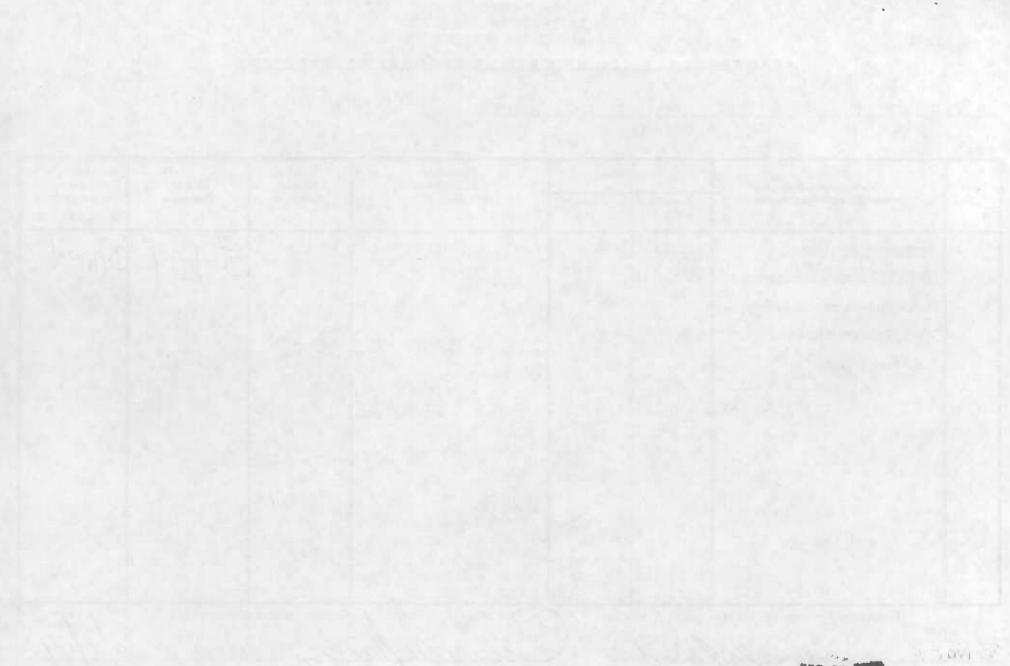
Ad Clerk

Title

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DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

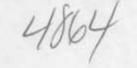


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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION



JESSUP, MD 20794-0275

SIX	TH	DIS	TRI	CT	

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Accounting Records DPAYS, Payment Summaries, Detail Reports, Batched Daily Work, Transcript Invoices, Receiving Reports	2219 Sec. V	1 c and 3	2005	150	5-1-09	Shred

Destruction Approved by Hall of Records Commission

30 marco Date

State Archivist

Destruction Certification

Ad Clerk Signature of Court Official

Title

Rev. 10/83

DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization Retention Itcm		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred,
		Sched. No.	No.				landfill, etc.)
	Expunged Cases	2219 Sec. IV	2, d.e.	2005	70	5-1-09	Shred

Destruction Approved by Hall of Records Commission

30 mar cq Date

State Archivist

Signature of Court Official

Ad Clerk

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DGS - 550 - 9

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Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	ization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Expunged Cases	2219 Sec. IV	2, d.e.	2005	70	5-1-09	Shred

Destruction Approved by Hall of Records Commission

30 marco Date

State Archivist

Signature of Court Official

Ad Clerk

Title

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DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission Records Management Division

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Authori	zation	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Accounting Records	2219 Sec. V	lc.	2005	70	5-1-09	Shred
	Batched courtroom clerk	1194					
	trial balance sheets & Logs.		TE BALL			Maria In	
						ISSUE A	
							1819
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State Archivist

Destruction Certification

Ad Clerk Signature of Court Official

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Instructions for Preparation and Submission on Reverse Side

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

COURT

COUNTY

DATE

Series	Description of Records	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched, No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Accounting Records	2219 Sec. V	16.	2005	70	5-1-09	Shred
	Batched courtroom clerk						
	trial balance sheets & Logs.	100					
							1.74
					76.5		
		100					
							1-0

Destruction Approved by Hall of Records Commission

30 mar og
Date

State Archivist

Signature of Court Official

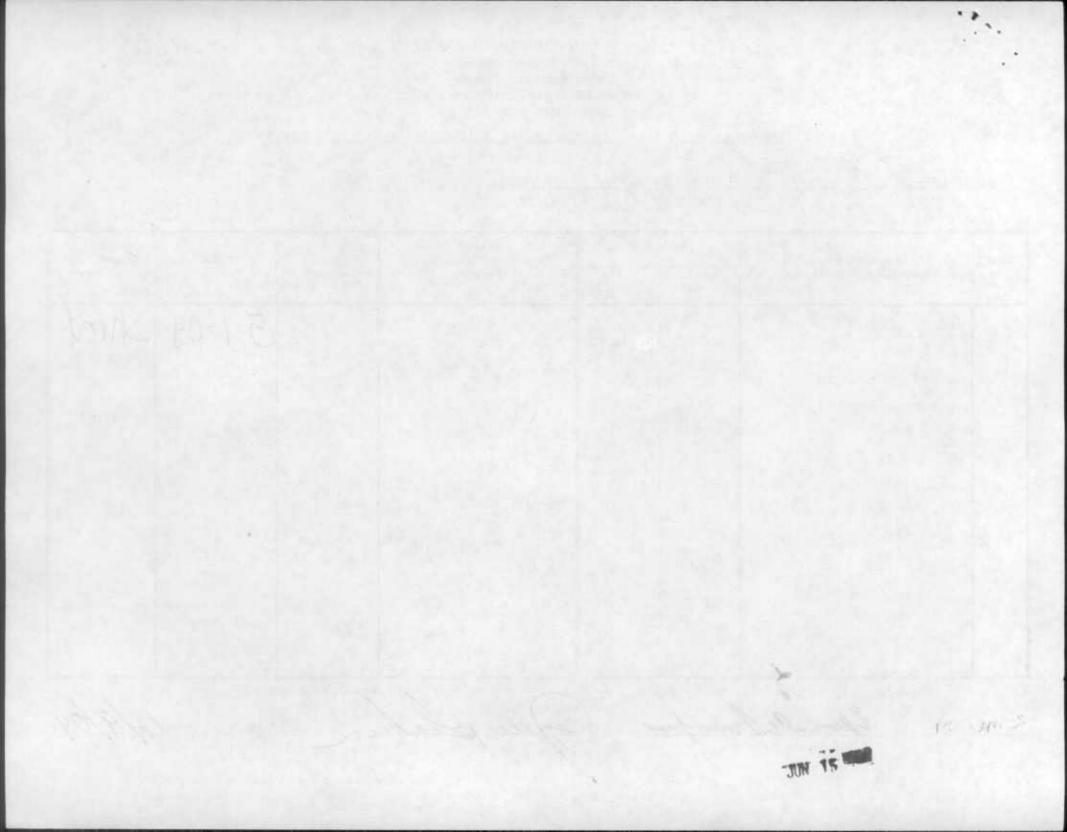
Ad Clerk Title

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Instructions for Preparation and Submission on Reverse Side



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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

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COUNTY

DATE

Series	Description of Records	Authoriz	ation	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred,
	Batched Central PC 2005	2219 Sec. I	1	1/1/2005 thru 12/31/2005	35	5-1-09	Shred
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Destruction Approved by Hall of Records Commission

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Date

State Archivist

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Signature of Court Official

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Hall of Records Commission Records Management Division

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/02/2009

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Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Batched Central PC 2005	2219 Sec. I	1	1/1/2005 thru 12/31/2005	35	5-1-09	Shred

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30 mar 89

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Ad Clerk Title

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SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Fcct)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. 浜	. 2	1/1/2003 thru 12/31/2003	120	7-30-09	Shred
	Retain Dockets permanently						

Destruction Approved by Hall of Records Commission

2 Sep 08 Date

State Archivist

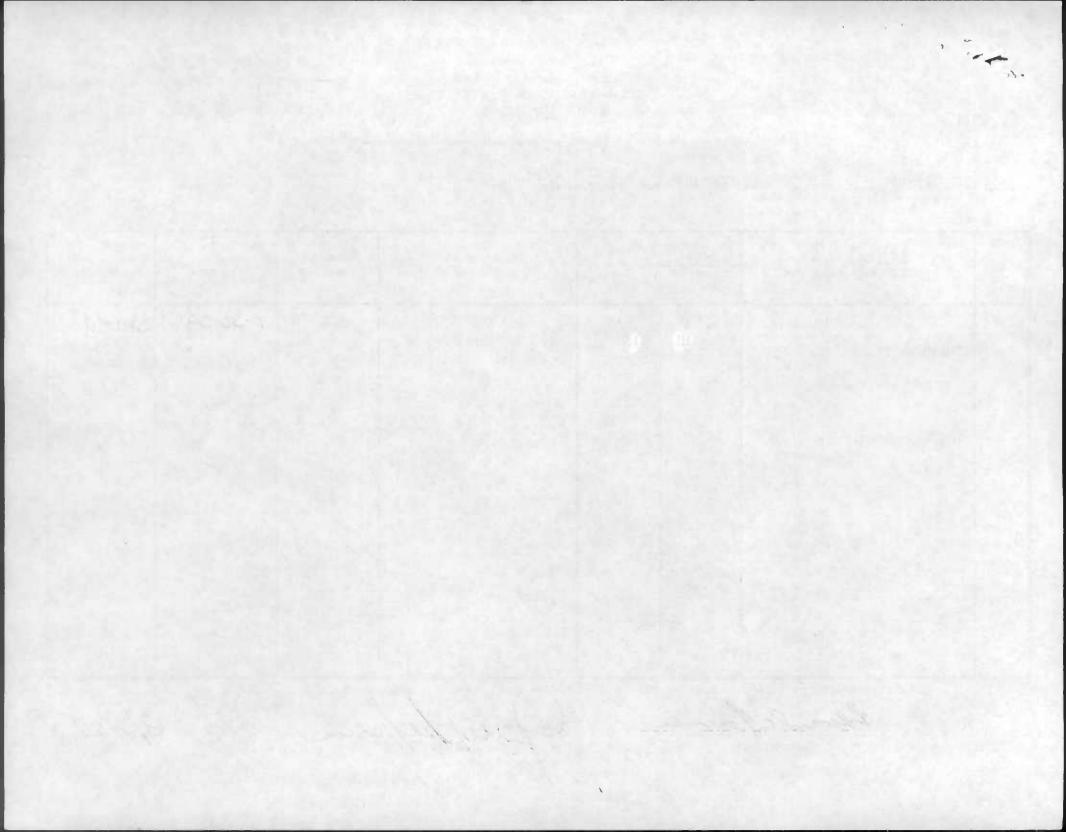
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MONTGOMERY COUNTY

2/01/2008

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Series	Description of Records Include Title and/or Form Number	Authoriz	zation	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.		Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied) Retain Dockets Revmanently	2219 Sec. II	. 2	1/1/2003 thru 12/31/2003	120	7-30-09	Shred
					Y. V.D.		

Destruction Approved by Hall of Records Commission

2 Sep 08
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Destruction Certification

Signature of Court Official

Ad Clerk Title 8/5/09 Date

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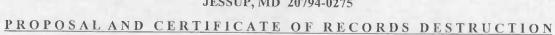
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SIXTH DISTRICT

MONTGOMERY COUNTY

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Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. <u>T</u>	2	1/1/2003 thru 12/31/2003	120	7-30-09	Shred
	Retain Dockets permanently						

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

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Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied) Retain dockets permanently	2219 Sec. #	2	1/1/2004 thru 12/31/2004	120	9-24-09	Shred

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Ad Clerk

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

2/01/2008

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DATE

Series	Description of Records	Authoriz	zation	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. II	2	1/1/2004 thru 12/31/2004	120	9-24-09.	Shred
	Retain dockets permanently						

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Ad Clerk

Signature of Court Official

Title

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SIXTH DISTRICT

MONTGOMERY COUNTY

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Series	Description of Records	Authoriz	ration	Inclusive Dates of Records	Votume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied)	2219 Sec. 77	2	1/1/2004 thru 12/31/2004	120	9-24-09	Shred
	Retain dockets permanently						
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Destruction Approved by Hall of Records Commission

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State Archivist

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Ad Clerk

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

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Series	Description of Records Include Title and/or Form Number	Author	rization	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.		Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied) ************************************	2219 Sec. II	2	1/1/2005 thru 12/31/2005	120	11-16-09	Shred
	Strip & Retain Dockets Permanently						

Destruction Approved by Hall of Records Commission

30 mar 09 Date

State Archivist

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Ad Clerk Signature of Court Official

Title

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SIXTH DISTRICT

MONTGOMERY COUNTY

1/2/09

COURT

COUNTY

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Series	Description of Records	Author	rization	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied) ************************************	2219 Sec. II	2	1/1/2005 thru 12/31/2005	120		Shred
	Strip & Retain Dockets Permanently						

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30 mar 09

State Archivist

Signature of Court Official

Ad Clerk Title

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Date

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Hall of Records Commission Records Management Division

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/2/09

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COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records	Volume	Date of	Method of Destruction
No.		Retention Sched, No.	ltem No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CLOSED CIVIL CASES (Dismissed or Satisfied) ************************************	2219 Sec. II	2	1/1/2005 thru 12/31/2005	120		Shred
	Strip & Retain Dockets Permanently						

Destruction Approved by Hall of Records Commission

30 marca Date

State Archivist

Destruction Certification

Ad Clerk Signature of Court Official

Title

Date

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JAN. 13 ___ WO

Court Date 1-5-10

Montgomery County - Rockville / Silver Spring

County

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		Authoriz	zation				
Jo.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	SectII Item 2	1/1/2006 thru 12/31/2006	7		Landt
	Electronic Recordings				1	PR S 0 2	Landt

	Except: Dec. 4 through 8, 2006			6 (I)			
			Y				
	Closed in 2006						

Destruction Approved by Maryland State Archives

ZoJan 10 Date

State Archivist

Gary F. Cranford

Destruction Certification

30 April 201

Signature of Court Official

Title

District Court Records

DGS 550-9 (rev. 06/2009)

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District 06-01 /6-02 Date 1-5-10 Court Montgomery County - Rockville / Silver Spring County

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		Authoriz	zation				
).	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	SectII Item 2	1/1/2006 thru 12/31/2006	7		Landf
	Electronic Recordings				Δ	PR 0 0 2	010

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	Closed in 2006.						

Destruction	Approved	by	Maryland	State Archive
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State Archivist

Gary F. Crants

Destruction Certification

30 April 2010

Title Signature of Court Official

Instructions for Preparation and Submission on nex page

DGS 550-9 (rev. 06/2009)

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District 06-01; 4-02

Court Date 1-5-10

Montgomery County - Rockville / Silver Spring

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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Cyrminal Electronic Recordings	2219	Sect TV Item 2a.	1/1/2006 thru 12/31/2006	13 A	PR 5 0 20	Landfil

	Closed in 2006						

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State Archivist

Gary F. Cranford

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30 April 2010

Signature of Court Official Court Records

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20 Jan 10

Date

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30 April 2010

Court	Date 1-5-10
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	Authoriz	ation				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
Criminal	2219	Sect TV Item 2a.	1/1/2006 thru 12/31/2006	13		
Electronic Recordings				А	PK 2 0 20	10 and f
*********						O,
Except: Dec. 4 through 8, 2006						
					1000	
Closed in 2006						

Destruction Approved by Maryland State Archives

20 Jan 10 Date

Gary F. Crap

Destruction Certification

30 April 2010
Date

Supervisor, District Court Records
Instructions for Preparation and Submission on next page

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30 April 2010

Court	Date	1-5-11
Montgomery Count	y - Rockville	

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		Authoriz	ation				
).	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative	2219	Sec I Ttem	1/1/2006 thru 12/31/2006	5	6-25-10	Shred
	Batched Interpreter Invoices		16.	16.			
	Closed in 2006						

Closed in	2006			
Destruction Ap	proved by Maryland State Archives	1,	Destruction Certificati	on
20Jan10 Date	State Archivist	Signature of Court Official	Admin Clk. Title	7-6-10 Date

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Court Date 1-5-10

Montgomery County - Rockville

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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative	2219	Sec I Ttem	1/1/2006 thru 12/31/2006	5	6-25-10	Thred
	Batched Interpreter Invoices		10.				
	Closed in 2006						

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20 Jan 10 Date

State Archivist

Signature of Court Official

Title

7-6-10 Date

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TUL 11 2010

District 06-02 Date 1-5-10 Court Montgomery County - Silver Spring County

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		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting	2219	Sec V 1/c	1/1/2006 thru 12/31/2006	50	6-25-10	Shred
	Batched Courtroom Sheets/Logs Batched Daily Work, Receiving Reports, Payment Summaries, Detail Reports, Central PC, Money Payments						
	Closed in 2006						

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Signature of Court Official

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District 06-02 Date 1-5-10 Court Montgomery County - Silver Spring County

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting	2219	Sec V 1/c	1/1/2006 thru 12/31/2006	50	6.25.10	Shred
	Batched Courtroom Sheets/Logs Batched Daily Work, Receiving Reports, Payment Summaries, Detail Reports, Central PC, Money Payments						
	Closed in 2006						

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Date

Signature of Court Official

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District 06-01

Court Date 1-5-10

Montgomery County - Rockville

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		Authoriz	Authorization				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant Non-Money Judgments	2219	Sect. II	1/1/2006 thru 12/31/2006	12	6-25-10	Shred
	Closed in 2006						

Destruction Approved by Maryland State Archives

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State Archivist

Signature of Court Official

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant Non-Money Judgments	2219	Sect. II	1/1/2006 thru 12/31/2006	12	6-25-10	Shred
		AND SHARMAN					
	Closed in 2006	E YMPERICA.					

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		Authoriz	ation				
ο.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Batched Non-Est Returns	2219	Sec. VI 2	1/1/2006 thru 12/31/2006	60	6-25-10	Shred
	Closed in 2006						

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ZoJan 10 Date

State Archivist

Signature of Court Official

Destruction Certification

Title

Date

DGS 550-9 (rev. 06/2009)

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JUL 292010

Court Date 1-5-10

Montgomery County - Rockville

County

Department of General Services
Records Management Division
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Jessup, Maryland 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Batched Non-Est Returns	2219	Sec. VI	1/1/2006 thru 12/31/2006	60	6-25-10	Shred
	Closed in 2006						

Destruction Approved by Maryland State Archives

20Janio Date Lower Carefur State Archivist

Signature of Court Official

Admin Clk.

Destruction Certification

Title

7-6-16 Date

DGS 550-9 (rev. 06/2009)

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Court	Date	1-5-10
Montgomery County -	Rockville	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting Batched courtroom clerk trial balance sheets & logs.	2219	Sec. V 1 C	1/1/2006 thru 12/31/2006	75	6-25-10	Shred
	Closed in 2006						

Destruction Approved by Maryland State Archives

20Jan 10 Date

Signature of Court Official

Destruction Certification

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Court	Date	1-5-10
Court Montgomery County County	- Rockville	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting Batched courtroom clerk trial balance sheets & logs.	2219	Sec. V 1 C	1/1/2006 thru 12/31/2006	75	6-25-10	Shred
	Closed in 2006						

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Signature of Court Official

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•	District 06-01		
	Court	Date	1-5-10
	Montgomery County	- Rockville	
	County		

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting DPAYS, Payments Summaries, Detail Reports, Batched Daily Work, Transcript Invoices, Receiving Reports	2219	Sec. V 1 C and 3	1/1/2006 thru 12/31/2006	150	6-25-10	Shred
	Closed in 2006						

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20 Jan 10 Date

Signature of Court Official

Destruction Certification

7-6-10 Date

DGS 550-9 (rev. 06/2009)

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M 292010

District 06-01 Date 1-5-10 Court Montgomery County - Rockville County

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting DPAYS, Payments Summaries, Detail Reports, Batched Daily Work, Transcript Invoices, Receiving Reports	2219	Sec. V 1 C and 3	1/1/2006 thru 12/31/2006	150	6-25-10	Shred
	Closed in 2006						

Destruction Approved by Maryland State Archives

20 Jan 10 Date

Signature of Court Official

Destruction Certification

Title

DGS 550-9 (rev. 06/2009)

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1. 2010

District 06-01

Court

Date 1-5-10

Montgomery County - Rockville

County

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	Authoriz	ation				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Fect	Date of Disposal	Method of Disposal
Administrative Batched Cental PC	2219	Sec I	1/1/2006 thru 12/31/2006	35	6-25-10	Shred
	Administrative Batched Cental PC	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Administrative Batched Cental PC	Administrative Schedule No. Sch	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Item No. Inclusive Dates of Records Destroyed Administrative Batched Cental PC Retention Schedule No. Item No. Inclusive Dates of Records Destroyed 2219 Sec I 1/1/2006 thru 12/31/2006	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Item No. Inclusive Dates of Records Destroyed Cubic Feet Administrative Batched Cental PC Sec I 1/1/2006 thru 12/31/2006	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Item No. Item No. Item No. Records Destroyed Cubic Feet Date of Prisposal Administrative Batched Cental PC Retention Schedule No. Item No. Item No. Item No. Item No. Item No. Records Destroyed Cubic Feet Date of Disposal Sec I 1/1/2006 thru 12/31/2006

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State Archivist

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Title

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Court	Date 1-5-10
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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Batched Cental PC	2219	Sec I	1/1/2006 thru 12/31/2006	35	6-25-10	Shred
		4					
	Closed in 2006						

Destruction Approved by Maryland State Archives

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District 06-01 Court Date 1-5-10 Montgomery County - Rockville County

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting Batched Daily Money Payments	2219	Sec V 1 c	1/1/2006 thru 12/31/2006	40	6-25-10	Shred
	Closed in <u>2006</u>						

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Court	Date	1-5-10
Montgomery Cour	nty - Rockville	

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting Batched Daily Money Payments	2219	Sec V	1/1/2006 thru 12/31/2006	40	6-25-10	Shred
	Closed in 2006						

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Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Schedule No. Records Destroyed Cubic Feet Disposal D		Authoriz	ation				
2 d.e. thru	Description of Records (Same Title as listed on Schedule)		Item No.				Method of Disposal
		2219		thru	75	6-25-10	Shred

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		Authoriz	zation				
),	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Expunged Cases	2219	Sec IV 2 d.e.	1/1/2006 thru 12/31/2006	75	6-25-10	Shred
	Closed in 2006						

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Sehedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubie Feet	Date of Disposal	Method of Disposal
	Administrative Personnel Records	2219	Sec I	1/1/2004 thru 12/31/2004	4	6-as-10	Shred
	****************** Personnel folders for employees separated from employment in 2004.						
	Closed in 2004						

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Personnel Records	2219	Sec I	1/1/2004 thru 12/31/2004	4	6-25-10	Shred
	************ Personnel folders for employees separated from employment in 2004.						
	Closed in 2004						

Destruction Approved by Maryland State Archiv	Destruction	Approved	by Maryland	State Archive
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20 Jan 10 Date

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative	2219	Sec I	I/1/2006 thru I2/31/2006	20	6-25-10	Shred
	Administrative Correspondence			12/3/12000			
						197	
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						13.44	
	Closed in 2006				100		180

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		Authoriz	cation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
Y	Administrative	2219	Sec I 1b	1/1/2006 thru 12/31/2006	20	6-25-10	Shred
	Administrative Correspondence						
	Closed in 2006					3.4	

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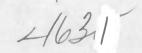
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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT MONTGOMERY COUNTY 1/15/2008
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization Retention Item Sched. No. No.		Inclusive Dates of Records Destroyed	Volume (Cubic Fcct)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, ctc.)	
	Criminal Dockets Retain Dockets Permanently— Strip and dispose of all miscellaneous papers and	2219 Sec. IV	Item 2 9.,b.,c.	1996 thru 12/31/2004	135	11-22-10	Shred	
	exhibits.			A Market				
	Box							

Destruction Approved by Hall of Records Commission

2Sipo8 Date

State Archivist

Agnature of Court Official

Ad Clerk Title Date

Rev. 10/83 DGS - 550 - 9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/15/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Author Retention Sched. No.	rization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Dockets Retain Dockets Permanently— Strip and dispose of all miscellaneous papers and exhibits.	2219 Sec. IV	11em 2 a., b., c.	1996 thru 12/31/2004	135	11-22-10	Shred
	Olives and						

Destruction Approved by Hall of Records Commission

254008 Date

State Archivist

Signature of Court Official

Ad Clcrk Title

Date

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Rev. 10/83

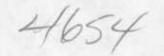
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Hall of Records Commission Records Management Division

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/15/2008

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	rization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Municipal Infractions Civil Citations Natural Resource Citations Parking Citations	2219 Sec. IV	2a,	1/1/1991 thru 12/31/2004	200	11-22-10	Shred
	Files to Be Stripped - DOCKETS RETAINED PERMANENTLY.						

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Ad Clerk

Title

Date

Signature of Court Official

Rev. 10/83

DGS - 550 - 9

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT

MONTGOMERY COUNTY

1/15/2008

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DATE

Serics No.	Description of Records Include Title and/or Form Number	Author Retention Sched, No.	ization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Municipal Infractions Civil Citations Natural Resource Citations Parking Citations	2219 Sec. IV	2 a,b, c	1/1/1991 thru 12/31/2004	200	11-22-10	Shred
	Files to Be Stripped - DOCKETS RETAINED PERMANENTLY.						

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State Archivist

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Signature of Court Official

Ad Clerk Title

Date

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Montgomery Count	y - Rockville	

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic RETAIN DOCKETS PERMANENTLY	2219	Sec IV 2 a, b, c	1/1/2006 thru 12/31/2006	100	11-22-10	Shred
	Closed in 2006						

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20 Jan 10 Date

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District 06-01 1-5-10 Court Date Montgomery County - Rockville County

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
STATE OF THE PARTY	Traffic RETAIN DOCKETS PERMANENTLY	2219	Sec IV 2 a, b, c	1/1/2006 thru 12/31/2006	100	11-22-10	Shrec
	Closed in 2006					125	

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20 Jan 10 Date

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal	2219	Sec IV 2 a,b,c	1/1/2006 thru 12/31/2006	30	11-22-10	Shred
	Municipal Infractions Civil Citations Natural Resources Parking Citations						
	Retain Dockets Permanently						
	Closed in 2006						

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal	2219	Sec IV 2 a,b,c	1/1/2006 thru 12/31/2006	30	11-22-10	Shred
	Municipal Infractions Civil Citations Natural Resources Parking Citations						
	Retain Dockets Permanently						
	Closed in 2006						

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