

4401

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

Circuit Court Prince George,s Coounty

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.				
1	General accounting records	2330	section 2 Item no 1	January 1,2001 to December 31,2004	100	MARCH 4 2009	Social Security Numerus
2	Budget and Fiscal Planning Records	2330	section 2 item 2	January 1,2001 to December 31,2004	100	MARCH 12 2009	Bank Account Numbers  SHREDED
3	Payroll Accounting Records  All audit requirements have been FULFILLED	2330	section 2 item 4	January 1,2001 to December 31,2004	90	MARCH 25 2009	All Other LANDFILL

Destruction Approved by Hall of Records Commission

8 Apr 08  
Date

*Edward C. Green*  
State Archivist

Destruction Certification

*William J. ...*  
Signature of Court Official

**CHIEF JUDGE**  
Title

6/5/08  
Date

CHIEF JUDGE

JUN 24 1968

6m

*462*

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court Prince George's County

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.				
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

Destruction Approved by Hall of Records Commission

8 Apr 08  
Date

*Edward C. Openm*  
State Archivist

Destruction Certification

*William Messer*  
Signature of Court Official

**CHIEF JUDGE**

6/5/09  
Date

12 1909

CHIEF JUDGE

Wm. H. ...

...

Reporting Agency <b>Register of Wills</b>	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P O Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Division or Unit <b>Charles County</b>		Retain one (1) copy and forward original to address at left.

**CERTIFICATE OF RECORDS DISPOSAL**

Box 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	Miscellaneous Accounting Records	662	II - 6	3/1996 - 5/1998	1.66	3/5/2010	Burned
	Miscellaneous 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	II - 2	1/2005 - 6/2006	-	3/5/2010	Burned
6	Miscellaneous Accounting Records	662	II - 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	II - 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	II - 2	6/1994 - 3/1996	-	3/19/2010	Burned
	Miscellaneous Accounting Records	662	II - 6	6/1994 - 12/1997	-	3/19/2010	Burned
	General Accounting Records	662	II - 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	II - 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	II - 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	I - 2	8/1987 - 12/1990	-	3/19/2010	Burned
	Miscellaneous Accounting Records	662	II - 6	1/1994 - 2/1996	-	3/19/2010	Burned
12	Claims of No Estates - Scanned	662 A-1	III - 10(a)	1/1/1990 - 12/31/2008	1.66	3/19/2010	Burned
13	Payroll Accounting Records	662	II - 5	2001 - 2006	1.04	3/19/2010	Burned

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

*Christina Estevay*  
Signature (Boxed & Inventoried by)

*Chief Deputy*  
Title

3/23/10  
Date

*James L Henderson*  
Signature (Disposed by)

*Asst Chief Deputy*  
Title

3/23/10  
Date

APR - 5 2010

Jan 4 2008 08:28am P002/002  
DIST COURT OF MARYLAND Fax 3012791113

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

4546

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County

December 2007

COURT

COUNTY

DATE

Serial 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.				
39	CLOSED Landlord/Tenant Failure-to-pay rent cases	2219	Sect. II Item 2	2004	18	1-8-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. Gorman*  
State Archivist

*James L. ...*  
Signature of Court Official

*Adrian Clark*  
Title

1-8-09  
Date

1902

1902

1-1-04

Abner L.

*[Faint handwritten signature]*

*[Faint handwritten text]*

JAN 30

*[Handwritten initials]*



4546

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County

December 2007

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.				
33	CLOSED Landlord/Tenant Failure-to-pay rent cases	2219	Sect. II Item 2	2004	18	1-8-09	Shred

Destruction Approved by Hall of Records Commission

2 Sep 08  
Date

[Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Admin Clk  
Title

1-8-09  
Date

Jan 4 2008 08:28am P002/002  
DIST COURT OF MARYLAND Fax 3012791113

100000

JAN 30 1904  
2004

Jan 4 2008 08:28am P002/002

DIST COURT OF MARYLAND Fax 3012791113

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7175 WATERLOO RD., P.O. BOX 175  
 JESSUP, MD 20794-0275

4546

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Montgomery County

December 2007

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Date of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
39	CLOSED Landlord/Tenant Failure-to-pay rent. cases	2219	Sect. II Item 2	2004	18	1-8-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. Gump*  
State Archivist

*James L. ...*  
Signature of Court Official

*Adrian Clark*  
Title

1-8-09  
Date

JAN 30 ~~1954~~ 2009

4614

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

JAN - 3 2008

DISTRICT 6  
COURT

MONTGOMERY  
COUNTY

JAN 3 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 Sched. No.	Item No.				
	<u>Expunged Cases</u>	2219	Sec. IV  Item 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

Edward C. [Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Ad Clerk  
Title

1 8 / 2009  
Date

RECEIVED

DATE	DESCRIPTION	AMOUNT	BALANCE	CASH	OTHER
1942	1-31				

JAN 30 1942 JWS

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

4614

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<u>Expunged Cases</u>	2219	Sec. IV Item 2, d.e.	1/01/2004 thru 12/31/2004	70	1-8-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
 Date

*Edward C. [Signature]*  
 State Archivist

*[Signature]*  
 Signature of Court Official

Ad Clerk  
 Title

1-8-09  
 Date

1001

1001

1001

1001

JAN 30 1909



4614

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

JAN - 3 2008

DISTRICT 6

MONTGOMERY

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.				
	<u>Expunged Cases</u>	2219	Sec. IV  Item 2, d.e.	1/01/2004 thru 12/31/2004	70	1-8-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. Cooper*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

1 8 / 2009  
Date

JAN 30 2009

4636

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 #6

Montgomery

9/28/07

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.				
	Traffic File Folders Retain Dockets and Indices  Dockets and Indices will be scanned and landfilled	2219	Sect IV  Items 2.a,b,c	Year of 2004	100 boxes  100 cf.	1-8-09	<del>Landfill</del> Shred

Destruction Approved by Hall of Records Commission

25 Sep 08  
Date

*[Signature]*  
State Archivist

Destruction Certification

*[Signature]*  
Signature of Court Official

Adama CLK  
Title

1-8-09  
Date

1-1-01

1-1-01

JAN 30 2004

4636

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 #6

Montgomery

9/28/07

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.				
	Traffic File Folders  Retain Dockets and Indices  Dockets and Indices will be scanned and landfilled	2219	Sect IV  Items 2.a,b,c	Year of 2004	100 boxes  100 cf.	1-8-09	<del>Landfill</del> Shred

Destruction Approved by Hall of Records Commission

2 Sep 08  
Date

*[Signature]*  
State Archivist

Destruction Certification

*[Signature]*  
Signature of Court Official

Adman  
Title

1-8-09  
Date

JAN 30

267

41636

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 #6

Montgomery

9/28/07

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.				
	Traffic File Folders Retain Dockets and Indices  Dockets and Indices will be scanned and landfilled	2219	Sect IV  Items 2.a,b,c	Year of 2004	100 boxes  100 cf.	1-8-09	<del>Landfill</del> Shred

Destruction Approved by Hall of Records Commission

2/29/08  
Date

*Edward C. [Signature]*  
State Archivist

Destruction Certification

*Quay [Signature]*  
Signature of Court Official

Adm. Clk  
Title

1-8-09  
Date

JAN 30 1969

209



4649

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                      1/30/2008  
COURT                                      COUNTY                                      DATE

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

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. [Signature]*  
State Archivist

*Quincy [Signature]*  
Signature of Court Official

Ad Clerk  
Title

1-8-09  
Date

1987. 2081 22					

1987. 2081  
 22

JAN 30 1987  
 1987

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

4649

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
COURT

MONTGOMERY COUNTY  
COUNTY

1/30/2008  
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 Sched. No.	Item No.				
	Batched - Interpreter Invoices 2004	2219 Sec. V	1 c., 2, 3	1/1/2004 thru 12/31/2004	5	1-8-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2. Sep 08  
Date

*Edward C. Green*  
State Archivist

*Gregory L. ...*  
Signature of Court Official

Ad Clerk  
Title

1-8-09  
Date

1000

*[Faint, illegible handwriting]*

5 22 5  
MAR 20

4649

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

1/30/2008

COURT

COUNTY

DATE

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

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08

Date

*Edward C. [Signature]*

State Archivist

*[Signature]*

Signature of Court Official

Ad Clerk

Title

1-8-09

Date

JAN 30 1969

4651

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/30/2008  
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 Sched. No.	Item No.				
	Batched - Non-Est Returns 2003 - 2004  <i>These records represent the administrative paperwork remaining after the unsuccessful attempt to serve documents.</i>	2219 Sec. I	1 b.	1/1/2003 thru 12/31/2004	100	1-8-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

1-21-09  
Date

10000 10000

**RECEIVED**  
JAN 15 2009  
CLERK'S OFFICE  
DISTRICT COURT

*[Faint handwritten signature]*

JAN 28 2009



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

4651

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT COURT MONTGOMERY COUNTY COUNTY 1/30/2008 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 Sched. No.	Item No.				
	Batched - Non-Est Returns 2003 - 2004  These records represent the administrative paperwork remaining after the unsuccessful attempt to serve documents.	2219 Sec. I	1 b.	1/1/2003 thru 12/31/2004	100	1-8-09	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

1-21-09  
Date

13746 1034

**RECEIVED**

JAN 15 2009

CLERK'S OFFICE  
DISTRICT COURT #8

*[Faint handwritten signature]*

JAN 28 7 *WJ*

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

4651

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Batched - Non-Est Returns 2003 - 2004  <i>These records represent the administrative paperwork remaining after the unsuccessful attempt to serve documents.</i>	2219 Sec. I	1 b.	1/1/2003 thru 12/31/2004	100	1-8-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

23 Dec 08  
Date

*Edward C. Tompkins*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

1-21-09  
Date

JAN 28 -209

4853

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

1/2/09

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.				
	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

Destruction Certification

30 MAR 09

Date

*Edward C. [Signature]*

State Archivist

*Julie [Signature]*

Signature of Court Official

Ad Clerk

Title

4/20/09

Date

Table with 6 columns and 10 rows. The table is mostly blank with some faint, illegible markings in the center.

APR 24 [redacted] W5

4853

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/2/09  
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.				
	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

Destruction Certification

30 Mar 09  
Date

*Edward C. Gump*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

4/20/09  
Date

APR 20 2009

1000 20 04

APR 21 2009



4/853

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/2/09  
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.				
	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 09  
Date

*Edward C. Thompson*  
State Archivist

Destruction Certification

*Julie Lakeman*  
Signature of Court Official

Ad Clerk  
Title

4/20/09  
Date

APR 24 2005

4854

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/2/09  
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.				
	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

Destruction Certification

13 Apr 09  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title  
5/5/09  
Date

100

100	100	100	100	100	100
100	100	100	100	100	100
100	100	100	100	100	100
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100

MAY 8 2009

4854

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

1/2/09

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.				
	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

Destruction Certification

13 Apr 09

Date

*[Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk

Title

5/5/09

Date

MAY 8 2009

4854

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/2/09  
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.				
	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

13 Apr 09  
Date

*Edward C. [Signature]*  
State Archivist

Destruction Certification

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

5/5/09  
Date

MAY 8 2009



4863

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	<u>Personnel Records</u> 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

Destruction Certification

30 mar 09  
Date

*Edward A. Green*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

5/5/09  
Date

DATE	TIME	LOCATION	OBSERVATIONS	SPECIES	COUNT
5/1/09	15:00	Meadow	Singing	Sparrow	1
5/1/09	15:05	Meadow	Singing	Sparrow	1
5/1/09	15:10	Meadow	Singing	Sparrow	1
5/1/09	15:15	Meadow	Singing	Sparrow	1
5/1/09	15:20	Meadow	Singing	Sparrow	1
5/1/09	15:25	Meadow	Singing	Sparrow	1
5/1/09	15:30	Meadow	Singing	Sparrow	1
5/1/09	15:35	Meadow	Singing	Sparrow	1
5/1/09	15:40	Meadow	Singing	Sparrow	1

5/1/09 - 15:00

MAY 8 2009

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

4863

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	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

Destruction Certification

30 Mar 09  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

5/1/09  
Date

1. 11/12  
2. 11/12  
3. 11/12  
4. 11/12

11/12	11/12	11/12	11/12	11/12
11/12	11/12	11/12	11/12	11/12
11/12	11/12	11/12	11/12	11/12
11/12	11/12	11/12	11/12	11/12
11/12	11/12	11/12	11/12	11/12

MAY 8<sup>TH</sup> 2009

4803

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	<u>Personnel Records</u> 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

Destruction Certification

30 MAR 09  
Date

*Edward C. Green*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

5/5/09  
Date

MAY 8 2009

41644

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  
COURT

MONTGOMERY COUNTY  
COUNTY

2/01/2008  
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 Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2001 thru 12/31/2001	120	Shred ↖ ↗	5/1/09

Destruction Approved by Hall of Records Commission:

25 Feb 08  
Date

Edward C. [Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Ad Clerk  
Title

5/5/09  
Date

MAY 8 2019



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

41644

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

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. O'Connell*  
State Archivist

*James H. ...*  
Signature of Court Official

Ad Clerk  
Title

5/5/09  
Date

11

MAY 8 1907

41644

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  
COURT

MONTGOMERY COUNTY  
COUNTY

2/01/2008  
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 Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2001 thru 12/31/2001	120	Shred ↖ ↗	5/1/09

Destruction Approved by Hall of Records Commission

Destruction Certification

25 Sep 08  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

5/5/09  
Date

MAY 8 2009

MAY 8

4856

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	Electronic Recordings 2005  ***** Except for recordings selected for permanent retention to State Archives as follows: November 7-11, 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	12	MAY 11 2009	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09  
Date

*Edward C. [Signature]*  
State Archivist

Gary F. Crawford

Signature of Court Official

Ad Clerk  
Title

MAY 11 2009  
Date

10/10/09

MAY 15 2009

10/10/09

4856

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	Electronic Recordings 2005  ***** Except for recordings selected for permanent retention to State Archives as follows: November 7-11, 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	12	MAY 11 2009	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09  
Date

*Edward A. [Signature]*  
State Archivist

Gary F. Craford  
Signature of Court Official

Ad Clerk  
Title

MAY 11 2009  
Date

11/2/09

MAY 15 2009



4856

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	Electronic Recordings 2005  ***** Except for recordings selected for permanent retention to State Archives as follows: November 7-11, 2005	2219 Sec. VI	2	1/1/2005 thru 12/31/2005	12	MAY 11 2009	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09  
Date

*Edward A. [Signature]*  
State Archivist

Gary F. Cranford

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

MAY 11 2009  
Date

MAY 15 2009

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

4648

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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 2	1/1/2002 thru 12/31/2004	60	MAY 11 2009	Landfill
CORRECTION: This Certificate of Destruction is for 2002 through 2004 only. Prior years are not at this location. <div style="text-align: right; margin-right: 20%;">              5/6/09           </div>							

Destruction Approved by Hall of Records Commission

Destruction Certification

2-Sep 08  
Date

State Archivist

**Gary F. Crawford**

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

MAY 11 2009  
Date

**Supervisor, District Court Records**

Instructions for Preparation and Submission on Reverse Side



		i	iii 2

ALICE

Gen. P. Taylor

*[Handwritten signature]*

*[Faint handwritten text]*

4648

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/30/2008  
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 Sched. No.	Item No.				
	<p>Electronic Recordings 1999 - 2004</p> <p>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</p>	2219	Sec. VI 2	1/1/2002 thru 12/31/2004	60	MAY 11 2009	Landfill

CORRECTION:  
This Certificate of Destruction is for 2002 through 2004 only.  
Prior years are not at this location.

*Gary F. Cranford*  
5/6/09

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. Quenper*  
State Archivist

Gary F. Cranford  
Signature of Court Official

\_\_\_\_\_  
Title

MAY 11 2009  
Date

(11/11/11)

*[Faint handwritten text]*

PRODA

*[Faint handwritten text]*

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MAY 15  Zwif

4648

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/30/2008  
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 Sched. No.	Item No.				
	<p>Electronic Recordings 1999 - 2004</p> <p>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</p>	2219	Sec. VI 2	1/1/2002 thru 12/31/2004	60	MAY 11 2009	Landfill

CORRECTION:

This Certificate of Destruction is for 2002 through 2004 only.

Prior years are not at this location.

*Gary F. Crawford*  
5/6/09

Destruction Approved by Hall of Records Commission

2 Sep 08  
Date

*Edward A. Gorman*  
State Archivist

Destruction Certification

Gary F. Crawford

Signature of Court Official

Title

MAY 11 2009

Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side



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MAY 15 2009



4643

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  
COURT

MONTGOMERY COUNTY  
COUNTY

2/01/2008  
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 Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2002 thru 12/31/2002	120	5-1-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

Edward C. Tompkins  
State Archivist

[Signature]  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

JUN 15 1941

4643

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                      2/01/2008  
COURT                                      COUNTY                                      DATE

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

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

30th 15

4857

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 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.				
	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

Destruction Certification

13 Apr 09  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title  
6/9/09  
Date

00000


100

15

4857

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 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.				
	Batched - Interpreter Invoices 2005	2219 Sec. V	1c.	1/1/2005 thru 12/31/2005	5	5-1-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09

Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk

Title

6/9/09  
Date

JUN 15



4858

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 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.				
	Administrative Correspondence 2005	2219 Sec. I	1 b	1/1/2005 thru 12/31/2005	20	5-1-09	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09

Date

*[Signature]*

State Archivist

*[Signature]*

Signature of Court Official

Ad Clerk

Title

6/9/09

Date

No.	Name	Age	Sex	Profession	Religion	Remarks
1	[Faint Name]	[Faint Age]	[Faint Sex]	[Faint Profession]	[Faint Religion]	[Faint Remarks]

JUN 15 1941

4858

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	Administrative Correspondence 2005	2219 Sec. I	1b	1/1/2005 thru 12/31/2005	20	5/1/09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

13 Apr 09  
Date

*Edward C. Thompson*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/1/09  
Date


1872 1873

*Handwritten signature*

1873

4859

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 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.				
	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

Destruction Certification

30 Mar 09  
Date

*Edward C. Lopez*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

6-9-09  
Date

*[Faint, illegible text or handwriting]*

1917 15 100

4859

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	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

30 Mar 09  
Date

*Edward A. Quenpa*  
State Archivist

Destruction Certification

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

1912 10 12

John J. ...

JUN 15



4860

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	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

Destruction Certification

30 MAR 09  
Date

*[Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

DATE 3/1 ->

JUN 15 1964

10 12 13

4860

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	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

Destruction Certification

30 Mar 09  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

10/15/1915

10/15/1915

*[Faint, illegible handwriting]*

10/15/1915

JUN 15

4864

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	<u>Accounting Records</u> 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

Destruction Certification

30 MAR 09  
Date

*Edward C. Jumper*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

Table with 10 columns and 10 rows. The table is mostly blank with some faint, illegible markings in the top-left corner.

JUN 15 1942

U.S. GOVERNMENT

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

4864

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
 COURT

MONTGOMERY COUNTY  
 COUNTY

1/02/2009  
 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.				
	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

Destruction Certification

30 mar 09  
 Date

*Edward C. Green*  
 State Archivist

*James L. ...*  
 Signature of Court Official

Ad Clerk  
 Title

6/9/09  
 Date


*Wm. M. W. W.*      *Wm. M. W. W.*      15 20 22

JUN 15 1862



4865

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	Expunged Cases	2219 Sec. IV	2, d.e.	2005	70	5-1-09	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09  
Date

*[Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

NAME	CITY	STATE	COUNTRY	RACE	RELIGION	OCCUPATION
[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]
[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]
[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]
[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]
[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]	[Faint]

[Faint handwritten notes]

STATE

JUN 15

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

4865

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		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Expunged Cases	2219 Sec. IV	2, d.e.	2005	70	5-1-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09  
Date

*Edward A. Gump*  
State Archivist

*Justin L. Smith*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

10/10	10/10	10/10	10/10	10/10	10/10

10/10

*[Faint handwritten signature]*

10/10

11/15

4866

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	<u>Accounting Records</u>  Batched courtroom clerk trial balance sheets & Logs.	2219 Sec. V	1c.	2005	70	5-1-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

JUN 15

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

4866

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	<u>Accounting Records</u>  Batched courtroom clerk trial balance sheets & Logs.	2219 Sec. V	1c.	2005	70	5-1-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09  
Date

*Edward C. Gump*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

BRICK ROAD

*[Faint, illegible handwriting]*

100-111-2

JUN 15



4867

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	Batched Central PC 2005	2219 Sec. I	1	1/1/2005 thru 12/31/2005	35	5-1-09	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

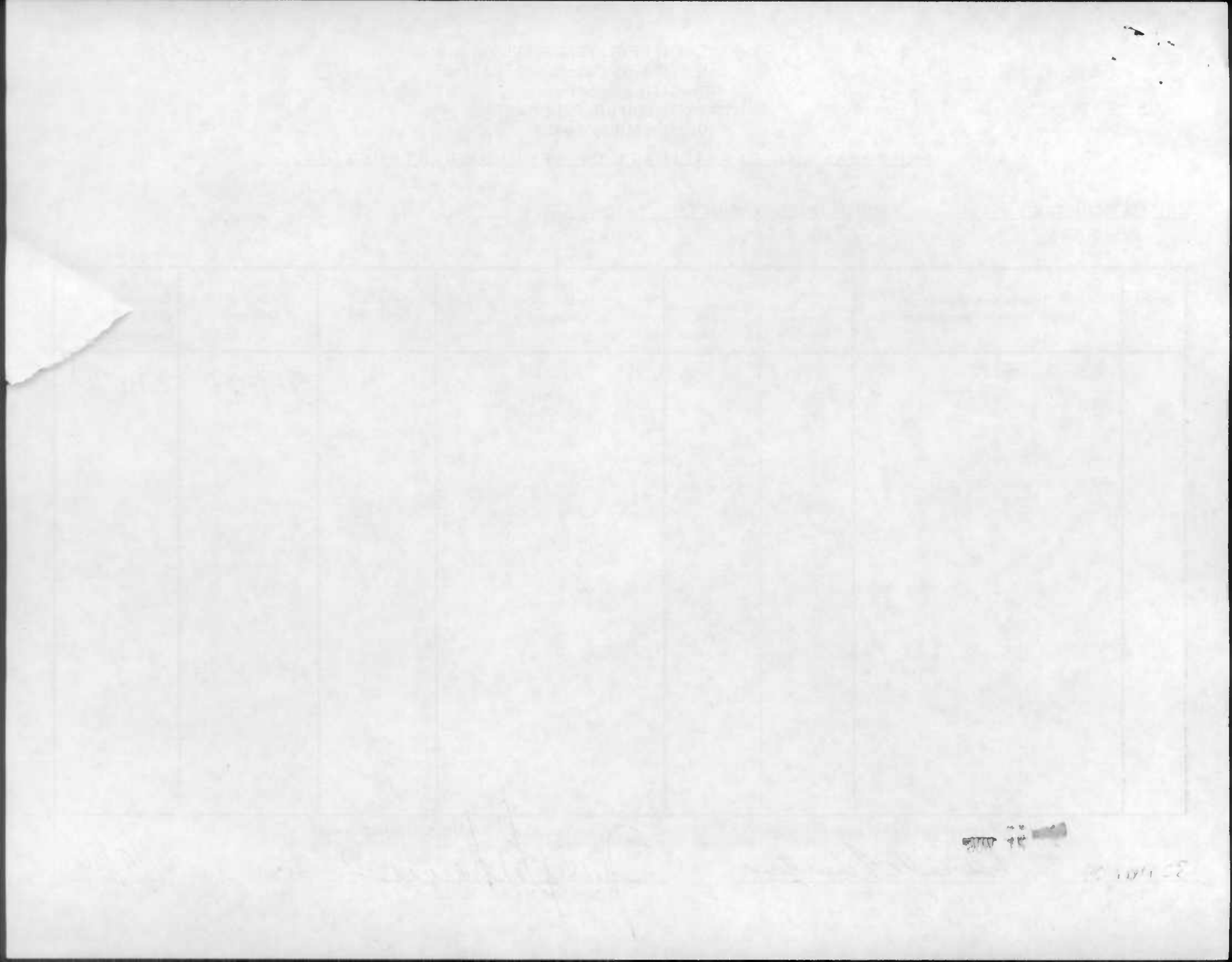
30 Mar 09  
Date

*[Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date



4867

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/02/2009  
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.				
	Batched Central PC 2005	2219 Sec. I	1	1/1/2005 thru 12/31/2005	35	5-1-09	shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09  
Date

*Edward A. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

6/9/09  
Date

JUN 15 1951

3-1111-2

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

4645

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Fct)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2003 thru 12/31/2003	120	7-30-09	shred

Destruction Approved by Hall of Records Commission

2 Sep 08  
Date

Edward A. [Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Ad Clerk  
Title

8/3/09  
Date

11

1888

11

1888

11

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

4645

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
 COURT

MONTGOMERY COUNTY  
 COUNTY

2/01/2008  
 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 Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2003 thru 12/31/2003	120	7-30-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
 Date

*Edward C. Igoe*  
 State Archivist

*James L. ...*  
 Signature of Court Official

Ad Clerk  
 Title

8/3/09  
 Date

AUG 31 2007



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

4645

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
 COURT

MONTGOMERY COUNTY  
 COUNTY

2/01/2008  
 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 Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2003 thru 12/31/2003	120	7-30-09	Shred

Destruction Approved by Hall of Records Commission

2 Sep 08  
 Date

*Edward C. Agnew*  
 State Archivist

Destruction Certification

*[Signature]*  
 Signature of Court Official

Ad Clerk  
 Title

8/3/09  
 Date

AUG 8 2007

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

4646

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2004 thru 12/31/2004	120	9-24-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. Longman*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

9/25/09  
Date

159112

OCT 2 2009

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

4646

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	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2004 thru 12/31/2004	120	9-24-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

9/25/09  
Date

100  
OCT 2 1959

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

4646

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
 COURT

MONTGOMERY COUNTY  
 COUNTY

2/01/2008  
 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 Sched. No.	Item No.				
	CLOSED CIVIL CASES (Dismissed or Satisfied)  Retain Dockets permanently	2219 Sec. II	2	1/1/2004 thru 12/31/2004	120	9-24-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
 Date

*Edward C. Thompson*  
 State Archivist

*James L. ...*  
 Signature of Court Official

Ad Clerk  
 Title

9/25/09  
 Date

DCI 2 209



4855

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/2/09  
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.				
	CLOSED CIVIL CASES (Dismissed or Satisfied) *****  Strip & Retain Dockets Permanently	2219 Sec. II	2	1/1/2005 thru 12/31/2005	120	11-16-09	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09  
Date

*Richard A. Green*  
State Archivist

*Judy Johnson* Ad Clerk  
Signature of Court Official Title

1/6/10  
Date

JAN 23 2010

4855

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/2/09  
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.				
	CLOSED CIVIL CASES (Dismissed or Satisfied) *****  Strip & Retain Dockets Permanently	2219 Sec. II	2	1/1/2005 thru 12/31/2005	120		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 mar 09  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Ad Clerk  
Title

1-6-10  
Date

10/12

JAN 13 2010  
JAN 10 2010

4855

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  
COURT

MONTGOMERY COUNTY  
COUNTY

1/2/09  
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.				
	CLOSED CIVIL CASES (Dismissed or Satisfied) *****  Strip & Retain Dockets Permanently	2219 Sec. II	2	1/1/2005 thru 12/31/2005	120		Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

30 Mar 09  
Date

*Richard C. Igenfus*  
State Archivist

*Justin Schuman*  
Signature of Court Official

Ad Clerk  
Title

1-6-10  
Date

JAN. 13 2000

District 06-01 / 6-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5074 <hr/> Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville / Silver Spring		
County		

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Electronic Recordings  ***** Except: Dec. 4 through 8, 2006  Closed in 2006	2219	Sect II Item 2	1/1/2006 thru 12/31/2006	7	APR 30 2010	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

20 Jan 10  
Date

*[Signature]*  
State Archivist

Gary F. Cranford

*[Signature]*  
Signature of Court Official

Title

30 April 2010  
Date

Supervisor, District Court Records

11/1/00

0100 1/1/00

MAY - 5 2010



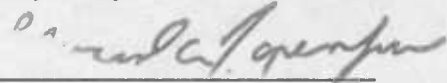
District 06-01 / 6-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5074  Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville / Silver Spring		
County		


## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil  Electronic Recordings  *****  Except: Dec. 4 through 8, 2006    Closed in 2006.	2219	Sect II Item 2	1/1/2006 thru 12/31/2006	7	APR 30 2010	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

20 Jan 10  
 Date  
  
 State Archivist

Gary F. Cranford  
  
 Signature of Court Official  
 Title  
 Supervisor, District Court Records

30 April 2010  
 Date

20 April 2010

MAY - 5 2010

District 06-01, 6-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5075 <hr/> Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville / Silver Spring		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Electronic Recordings  ***** Except: Dec. 4 through 8, 2006  Closed in 2006	2219	Sect IV Item 2a.	1/1/2006 thru 12/31/2006	13	APR 30 2010	Landfill

Destruction Approved by Maryland State Archives

Gary F. Cranford

Destruction Certification

20 Jan 10  
Date

*Edward A. [Signature]*  
State Archivist

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

Title

30 April 2010  
Date

Richard

MAY - 5 2010

2010 (Page) 15

District 06-01, 6-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5075 <hr/> Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville / Silver Spring		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Electronic Recordings ***** Except: Dec. 4 through 8, 2006 Closed in 2006	2219	Sect IV Item 2a.	1/1/2006 thru 12/31/2006	13	APR 30 2010	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

20 Jan 10  
Date

*Edward C. Jopson*  
State Archivist

Gary F. Crawford

*Gary F. Crawford*  
Signature of Court Official  
Supervisor, District Court Records

30 April 2010  
Date

MAY - 5 2010

MAY -

0100 Page 08

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5071</u> Forward three (3) copies to address at left.
Court <span style="float: right;">Date <u>1-5-10</u></span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin Clk.  
Title

7-6-10  
Date

PO-271

JUL 29 2010

JUL 11 2010



District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5071 <hr/> Forward three (3) copies to address at left.
Court <span style="float: right;">Date <u>1-5-10</u></span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*Edward C. Igo*  
State Archivist

*[Signature]*  
Signature of Court Official

Admin Clk.  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

District 06-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5072 <hr/> Forward three (3) copies to address at left.	
Court			Date 1-5-10
Montgomery County - Silver Spring			
County			

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*Edward C. [Signature]*  
State Archivist

*[Signature]*  
Signature of Court Official

Admin Clerk  
Title

7-6-10  
Date

07-21-10

JUL 29 2010

JUL 11 2010

101 FAX

District 06-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5072 <hr/> Forward three (3) copies to address at left.
<b>Court</b> Date 1-5-10		
Montgomery County - Silver Spring		
<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.				
	Fiscal/Accounting  Batched Courtroom Sheets/Logs Batched Daily Work, Receiving Reports, Payment Summaries, Detail Reports, Central PC, Money Payments  Closed in <u>2006</u>	2219	Sec V 1/c	1/1/2006 thru 12/31/2006	50	6-25-10	Shred

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin Clerk  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5058 <hr/> Forward three (3) copies to address at left.
Court <span style="float: right;">Date 1-5-10</span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord/Tenant  Non-Money Judgments           Closed in 2006	2219	Sect. VI Item 2	1/1/2006 thru 12/31/2006	12	6-25-10	Shred

**Destruction Approved by Maryland State Archives**

20 Jan 10  
Date

*Edward C. Topp*  
State Archivist

**Destruction Certification**

*James L. ...*  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

JUL 11 2010

JUL 29 2010



District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5058 <hr/> Forward three (3) copies to address at left.
Court <span style="float: right;">Date 1-5-10</span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Landlord/Tenant Non-Money Judgments	2219	Sect. VI Item 2	1/1/2006 thru 12/31/2006	12	6-25-10	Shred

Closed in 2006

**Destruction Approved by Maryland State Archives**

20Jan10

Date

*Edward C. Toppin*

State Archivist

*Joseph L. ...*  
Signature of Court Official

**Destruction Certification**

Admin Clk

Title

7-6-10

Date

JUL 29 2010

JUL 11 2010

**RECEIVED**  
JAN 13 2010  
MARYLAND STATE ARCHIVES

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5059</u> Forward three (3) copies to address at left.
Court Date <u>1-5-10</u>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*Edward C. Joseph*  
State Archivist

*James P. ...*  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

PO-2

JUL 11 2010

JUL 29 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<b>5059</b>  Forward three (3) copies to address at left.
<b>Court</b> <span style="float: right;"><b>Date 1-5-10</b></span>		
Montgomery County - Rockville		
<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.				
	Civil  Batched Non-Est Returns        Closed in <u>2006</u>	2219	Sec. VI 2	1/1/2006 thru 12/31/2006	60	6-25-10	Shred

**Destruction Approved by Maryland State Archives**

20Jan10  
Date

*Edward C. Rogers*  
State Archivist

*Joseph M. ...*  
Signature of Court Official

**Destruction Certification**

Admin Clk.  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5061 <hr/> Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

Edward C. J. [Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin clk  
Title

7-6-10  
Date

Page 1

JUL 29 2010

JUL 11 2010



District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5061</u> Forward three (3) copies to address at left.
Court <span style="float: right;">Date <u>1-5-10</u></span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5062 <hr/> Forward three (3) copies to address at left.
<b>Court</b> <b>Date</b> 1-5-10		
Montgomery County - Rockville		
<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.				
	Fiscal/Accounting  DPAYS, Payments Summaries, Detail Reports, Batched Daily Work, Transcript Invoices, Receiving Reports          Closed in 2006	2219	Sec. V 1 C and 3	1/1/2006 thru 12/31/2006	150	6-25-10	Shred

**Destruction Approved by Maryland State Archives**

20 Jan 10  
Date

Edward C. Joseph  
State Archivist

**Destruction Certification**

[Signature]  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

PO-2-1

JUL 11 2010

JUL 29 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5062</u> Forward three (3) copies to address at left.
Court <span style="float: right;">Date <u>1-5-10</u></span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date  
[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin Clk  
Title  
7-6-10  
Date

JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5063 <hr/> Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*Edward C. Toppin*  
State Archivist

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

Admin Clerk  
Title

7-6-10  
Date

PO-2-

JUL 11 2010

JUL 29 2010



District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5063</u> Forward three (3) copies to address at left.
Court    Date <u>1-5-10</u>		
Montgomery County - Rockville		
County		

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*Edward C. Jopson*  
State Archivist

*[Signature]*  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

JUL 11 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>564</u> Forward three (3) copies to address at left.
Court Date <u>1-5-10</u>		
Montgomery County - Rockville		
County		

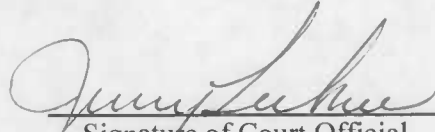
## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

20 Jan 10  
Date

  
State Archivist

  
Signature of Court Official

**Destruction Certification**

Admin Clk. 7-6-10  
Title Date

Page 1

JUL 29 2010

JUL 11 2010



JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5065</u> Forward three (3) copies to address at left.
<b>Court</b> <span style="float: right;"><b>Date</b> 1-5-10</span>		
Montgomery County - Rockville		
<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.				
	Criminal  Expunged Cases           Closed in <u>2006</u>	2219	Sec IV 2 d.e.	1/1/2006 thru 12/31/2006	75	6-25-10	Shred

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*Edward C. Joseph*  
State Archivist

*Quayle*  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

PG-2-7

JUL 29 2010

JUL 11 2010



District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5065 <hr/> Forward three (3) copies to address at left.	
Court			Date 1-5-10
Montgomery County - Rockville			
County			

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin Clerk  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5069 <hr/> Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Administrative  Personnel Records  *****  Personnel folders for employees separated from employment in 2004.  Closed in <u>2004</u>	2219	Sec I 2	1/1/2004 thru 12/31/2004	4	6-25-10	Shred

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

Edward C. Toppin  
State Archivist

James Lee  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

90-6-1

JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5069</u> Forward three (3) copies to address at left.
Court Date <u>1-5-10</u>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Administrative  Personnel Records  *****  Personnel folders for employees separated from employment in 2004.   Closed in <u>2004</u>	2219	Sec I 2	1/1/2004 thru 12/31/2004	4	<u>6-25-10</u>	<u>Shred</u>

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin clk.  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5070 <hr/> Forward three (3) copies to address at left.
Court Date 1-5-10		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin Clk  
Title

7-6-10  
Date

PO-8

JUL 29 2010

JUL 11 2010



District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5070 <hr/> Forward three (3) copies to address at left.
Court <span style="float: right;">Date 1-5-10</span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*P. Samuel Lopez*  
State Archivist

*[Signature]*  
Signature of Court Official

Admin Clk.  
Title

7-6-10  
Date

JUL 29 2010

JUL 11 2010

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

41631

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
Date

*Edward C. Gorman*  
State Archivist

*James L. ...*  
Signature of Court Official

Ad Clerk  
Title

11-24-10  
Date

THE UNIVERSITY OF CHICAGO  
LIBRARY

UNIVERSITY OF CHICAGO LIBRARY

UNIVERSITY OF CHICAGO LIBRARY

UNIVERSITY OF CHICAGO LIBRARY

Author	Title	Date	Volume	Notes
Chick	11-2-10	1900 1910 1920		1900 1910 1920

DEC 13 2010

*[Handwritten signature]*

11-2-10

11-2-10

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

4631

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
 COURT

MONTGOMERY COUNTY  
 COUNTY

1/15/2008  
 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 Sched. No.	Item No.				
	<p><u>Criminal Dockets</u></p> <p>Retain Dockets Permanently— Strip and dispose of all miscellaneous papers and exhibits.</p>	2219 Sec. IV	Item 2 a., b., c.	1996 thru 12/31/2004	135	11-22-10	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
 Date

*Edward C. Green*  
 State Archivist

*[Signature]*  
 Signature of Court Official

Ad Clerk  
 Title

11-24-10  
 Date

INVESTMENT STATEMENTS

Date	Description	Amount	Balance	Interest
01/01/10	Initial Deposit	1000.00	1000.00	
02/01/10	Transfer from Savings	500.00	1500.00	
03/01/10	Interest earned	10.00	1510.00	10.00

DEC 13 2010

DEC 3 2010




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

4654

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
 COURT

MONTGOMERY COUNTY  
 COUNTY

1/15/2008  
 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 Sched. No.	Item No.				
	Municipal Infractions Civil Citations Natural Resource Citations Parking Citations  <u>Files to Be Stripped -</u> <b>DOCKETS RETAINED</b> <b>PERMANENTLY.</b>	2219 Sec. IV	2a, b,c	1/1/1991 thru 12/31/2004	200	11-22-10	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
 Date

*Edward C. [Signature]*  
 State Archivist

*[Signature]*  
 Signature of Court Official

Ad Clerk  
 Title

11-24-10  
 Date

10-22-10

10-22-10

10-22-10

DEC 13 2010

*[Faint, illegible signature]*

10-22-10



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

4654

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

SIXTH DISTRICT  
 COURT

MONTGOMERY COUNTY  
 COUNTY

1/15/2008  
 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 Sched. No.	Item No.				
	Municipal Infractions Civil Citations Natural Resource Citations Parking Citations  <u>Files to Be Stripped -</u> <b>DOCKETS RETAINED</b> <b>PERMANENTLY.</b>	2219 Sec. IV	2 a, b, c	1/1/1991 thru 12/31/2004	200	11-22-10	Shred

Destruction Approved by Hall of Records Commission

Destruction Certification

2 Sep 08  
 Date

*Edward C. [Signature]*  
 State Archivist

*[Signature]*  
 Signature of Court Official

Ad Clerk  
 Title

11-24-10  
 Date

11-25-10 8:15 PM

49 2/3

DEC 13 2010

01-14-11

*[Faint handwritten signature]*

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5066
Court Date 1-5-10		
Montgomery County - Rockville		Forward three (3) copies to address at left.
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

*Edward C. Tegen*  
State Archivist

*Joseph L. ...*  
Signature of Court Official

Admin Clerk  
Title

11/24/10  
Date

PO-24

11-20-10

DEC 13 2010

*[Faint, illegible handwriting]*

District 06-01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5066</u>  Forward three (3) copies to address at left.
Court <span style="float: right;">Date 1-5-10</span>		
Montgomery County - Rockville		
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

[Signature]  
State Archivist

[Signature]  
Signature of Court Official

Admin Clerk  
Title

11-24-10  
Date

1912-1913

1912-1913

DEC 13 2010

District 06-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5023</u> Forward three (3) copies to address at left.	
Court			Date 1-5-10
Montgomery County - Silver Spring			
County			

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

20 Jan 10  
Date

Edward C. [Signature]  
State Archivist

**Destruction Certification**

[Signature]  
Signature of Court Official

Admin Clk  
Title

11-24-10  
Date

1-3510

1-3510

DEC 13 2010

1-3510

1-3510

*[Handwritten signature]*



District 06-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5073
<b>Court</b> <b>Date</b> 1-5-10		
Montgomery County - Silver Spring		
<b>County</b>		Forward three (3) copies to address at left.

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

20 Jan 10  
Date

Edward C. Igo  
State Archivist

Jerry Schum  
Signature of Court Official

Admin Clk  
Title

11-27-10  
Date

11-23-10

DEC 13 2010

01-15-11

11-23-10

*[Faint handwritten signature]*