

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5433
Court	Circuit		Forward three (3) copies to address at left.
County	Date		
Allegany	05/05/2011		

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. ²³³⁰	Item No.				
1	Juvenile files CCJ10201 thru 11519	V,1	B	6/1/98 thru 2/21/02	1		
2	Juvenile files CCJ 9950 through 10158	V,1	B	8/97 - 4/98	1		
3	Juvenile files 10623 through 10965	V,1	B	8/99 - 6/00	1		
4	Juvenile files 9927 through 10602	V,1	B	8/97 - 6/99	1		
5	Juvenile files 10345 through 11446	V,1	B	11/98 - 11/01	1		
6	Juvenile files 10344 through 11283	V,1	B	11/98 - 5/01	1		
7	Juvenile files 9457 through 9903	V,1	B	12/95 - 6/97	1		
8	Juvenile files 7827 through 10460	V,1	B	11/89 - 3/99	1		
9	Juvenile files 7181 through 9439	V,1	B	7/92 - 12/95	1		
10	Juvenile files 10170 through 10319	V,1	B	5/98 - 10/98	1		

Destruction Approved by Maryland State Archives

Destruction Certification

7/1/11
Date
Edward C. [Signature]
State Archivist

David D. Friday Clerk of Ct. 12-2-11
Signature of Court Official Title Date

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

DEC - 7 2011

DEC - 7 2011

DEC - 7 2011

OFFICE OF

Dawne D. Lindsey

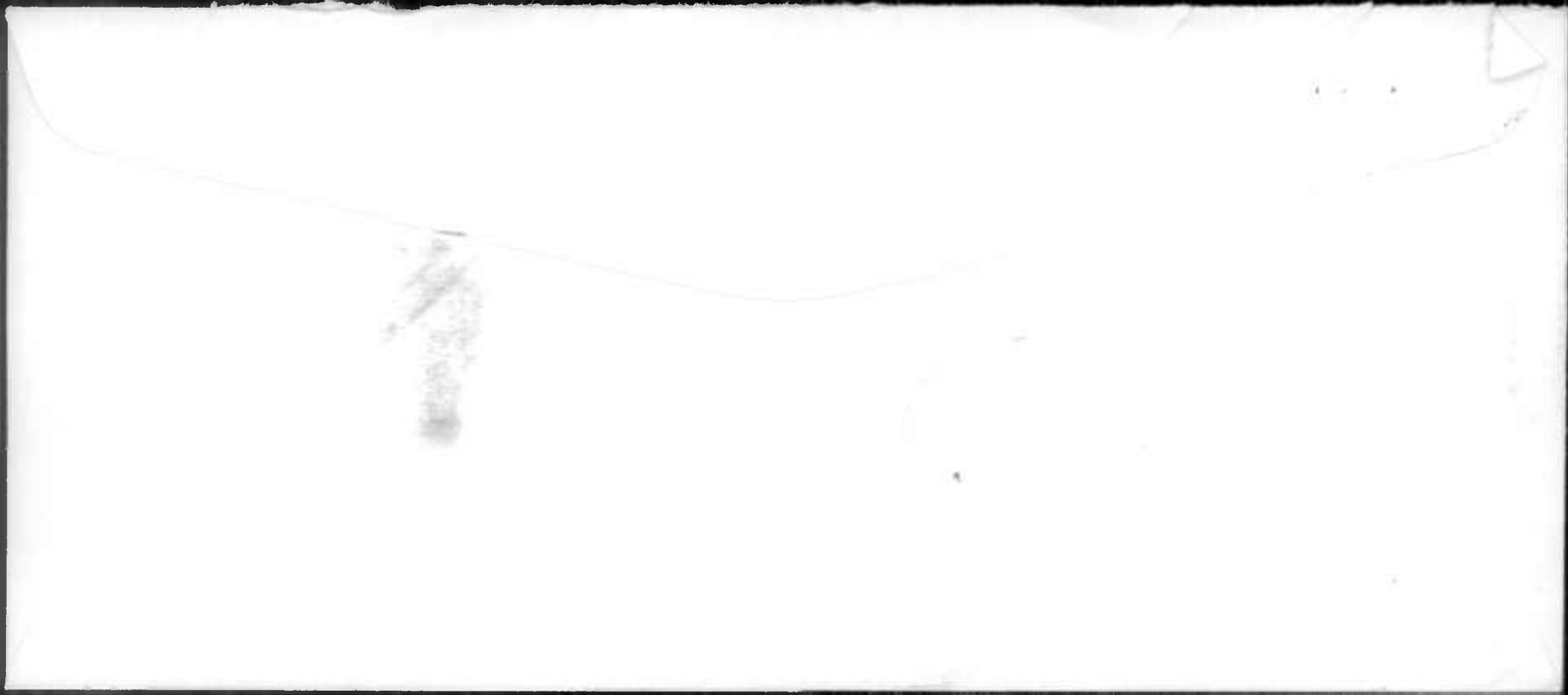
CLERK OF THE CIRCUIT COURT
FOR ALLEGANY COUNTY
30 WASHINGTON STREET
CUMBERLAND, MD 21502



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

2079480275





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

5358

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court
 COURT

Anne Arundel County
 COUNTY

1-13-11
 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.				
	Daily Cash Settlement Sheets	2330	Sec II-d	1/06 thru 12/07	19.5	} 3/11/11	Recycle
	Daily Cash Register tapes	"	" 5-a	1/06 thru 12/07	10		
	Copy Orders Doc. & file Dept.	"	" 5-i	1/06 thru 12/07	9		
	License Dept. Repts & Receipts	"	" 6	1/06 thru 12/07	2		
	Credit Card Info	"	" 5-b	1/06 thru 12/07	9		
	Budget & Revenue Repts.	"	" 2-g	1/06 thru 12/07	2		
	UCS Escrow Repts.	"	" 5-o	1/06 thru 12/07	1		
	Inventory Repts.	"	" 2-e	1/06 thru 12/07	1		
	Parole & Probation Repts.	"	" 5-o	2000 thru 07/05	2		
	Accts. Receivable/Aging Repts.	"	" 5-f	1/06 thru 12/07	1		
	Invoices: Crim, Civil, Juv. uncollectable, paid & unpaid	"	" 5-f	1/06 thru 12/07	4.5		
	Acct. Dept. daily work	"	" 5-K	1/06 thru 12/07	3		

Destruction Approved by Hall of Records Commission

14 Feb 11

Date 2011

Edward C. Green

State Archivist

Destruction Certification

Dawn Loetz
 Signature of Court Official

Supervisor Accounting
 Title Department Date 3-11-11

'MAR 16 2011

Circuit Court for Baltimore City Criminal Division 100 N. Calvert Street 200W Baltimore, Md. 21202 Attn: Marian Soto, Manager 410-333-3750 ext. 241		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5376</u> Forward three (3) copies to address at left.
Court			
County	Date 2-14-11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	District Court Appeals/Jury Trial Election of Criminal Cases	2330 Criminal Record Sec. 4 Item 1-B		Year 2001	250	4/8/11	Shredded

Destruction Approved by Maryland State Archives

Destruction Certification

23 Feb 11 *Edward C. [Signature]*

APR 14 2011

Date

State Archivist

Marcella A. Holland

Signature of Court Official

Administrative

Title *Judge*

3/8/11

Date

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Marian Soto

MANAGER

4-8-11

APR 14 2011

From: Bobbie L. Erb
 Court Administrator
 410-386-2330
 01-07-11

<u>Circuit</u>	Department of General Services Records Management Division 7775 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5361</u>
Court <u>Carroll</u>	Date <u>01-07-11</u>	Forward three (3) copies to address at left.
County	Date	

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No	Description of Records (Exact Title or Serial or Schedule)	Authority		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Original	Method of Original
		Records Schedule No	Law No				
1.	Assignment Notice Sheets & Calendar Pages	2330 Section I Item a)		1795 thru 3 cubic feet 2007			Recycled

Destruction Approved by Maryland State Archives

26 Jan 2011
 Date Edward C. [Signature]
 State Archivist

Destruction Certification

Bobbie L. Erb - Court Administrator
 Signature of Court Official Title Date 02-16-11

Handwritten text at the top of the page, including a name and address, which is mostly illegible due to fading.

MARYLAND STATE ARCHIVES
JAN 25 2011
RECEIVED

FEB 17 2011

HAMMERMILL

100

RECEIVED
MAR 3 2011
MARYLAND STATE ARCHIVES

AUG - 8 2011

100

100

Circuit		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5265</div> Forward three (3) copies to address at left.
Court			
Charles	08/24/10		
County	Date		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Jury Qualification Forms, excused jurors	2330 I	6 b	08/2005 – 07/2006	4	4/13/11	Shredded
	Performance Evaluations	2330 I	9	March of 2005	.25	11/23/10	Shredded
	Payroll and Check Register	2330 II	4 b	01/2005 – 06/2007	1	1/5/11	Shredded
	Fiscal Records – Daily Register Receipts, Month End Reports	2330 II	5	07/2006 – 06/2007	13	4/13/11 – 4/17/11	Shredded
	Records of bounced checks	2330 II	5 o	2004 - 2006	1	4/13/11	Shredded
	Timesheets	2330 II	4 f	01/2005 – 08/2006	1	4/5/11	Shredded
	Paid Bills and Invoices	2330 II	5 f	1983 – 06/2007	3	2/17/11	Shredded

Destruction Approved by Maryland State Archives

30 Sep 10
Date

Edward C. [Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Paul Bullard, Manager 2/17/11
Signature of Court Official Title Date

FEB 22 2011

Circuit	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5302 Forward three (3) copies to address at left.
Court		
Howard		
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.				
SEE ATTACHED	Expunged Criminal Records	2330 Sec IV.	5	1992 - 2007	3	6/2/11	Shred

Destruction Approved by Maryland State Archives

5 May 11
Date

Edward C. Igenfuss
State Archivist

Destruction Certification

Margaret D. Loggans Clerk of Court 6/3/11
Signature of Court Official Title Date

Handwritten signature

JUN - 6 2011

Margaret D. Rappaport
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
(410) 313-2160

TO: The Honorable Diane Leasure

FROM: Margaret D. Rappaport, Clerk

M.D.R.

DATE: September 27th, 2010

RE: Criminal Expungments

.....

At this time, the Clerk of the Circuit Court for Howard County, Margaret D. Rappaport, would like to request permission of this Honorable Court to unseal expunged criminal cases which are eligible for destruction pursuant to Maryland Rule 4-215(f).

The clerk is requesting permission so that documents may be removed from the file (which contains a metal clip) and shredded pursuant to Maryland Rule 4-512(g). This task may not be performed without removing documents because the machine which shreds will not shred material other than paper.

The clerk is requesting that the following expunged cases be unsealed:

<u>EXP #</u>	<u>CASE #</u>	<u>DATE ORDER ENTERED</u>
1363	45826	07/19/06
1406	47035	06/19/07
1409	40180	04/10/07
1412	40887	05/24/07
1413	42057	04/11/07
1414	39443	06/19/07
1415	43160	07/23/07
1416	46110	07/03/07
1417	47034	06/19/07
1418	38624	04/03/07
1419	40607	08/24/07
1420	35844	07/08/07
1421	36703	02/02/07
1422	36412	02/02/07
1423	38193, 39333, 39334	03/23/07
1424	32185	03/12/07
1427	23578	04/03/07
1428	41172	02/08/07

9-27-10
Request granted.
Diane O. Leasure,
admin. Judge

ENTERED
SEP 28 2010
CLERK, CIRCUIT COURT
HOWARD COUNTY

JUN - 6 2011

1429	37915	04/26/07
1431	34280	06/22/07
1432	35833	03/12/07
1433	46750	04/26/07
1434	23794, 23795, 23796, 23797, 23820	04/03/07
1435	41583	04/26/07
1437	42499	08/22/07
1438	43321	08/22/07
1439	38140	04/26/07
1440	46771	07/30/07
1441	45054	07/18/07
1447	45545	05/14/07
1448	25275	01/03/07
1450	39400	02/26/07
1451	33037	05/24/07
1452	31700	06/22/07
1466	46894	07/25/07
1488	38273	07/03/07
1498	42010	07/31/07

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JAN 8 AM
2011
MARYLAND STATE ARCHIVES

1079 - 62011

5396

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Road, P.O. Box 275
Jessup, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Howard
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.				
See attached Spreadsheet	Juvenile Court Files Total Boxes =29	2330 Sect. V	1b	Feb 1990-Dec 2002	32.77 ft	5/26/11	Shred

Destruction Approved by Hall of Records Commission

29 Mar 2011
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Clerk of the Court
Title

6/3/11
Date

JUN - 6 2011

JUN - 6 2011

<u>Box</u>	<u>Year</u>	<u>Case #</u>	<u>Box</u>	<u>Year</u>	<u>Case #</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
-1-	1990	412	-2-	1994	3050			3392
		989			3062			3393
	1991	1234			3129			3394
		1311			3131			3395
		1479			3187			3396
		1567			3227			3397
	1992	1579			3295			3398
		1770			3304			3399
		1925			3337			3400
		2076			3338			3402
		2164			3343			3404
		2165			3344			3405
	1993	2208			3345			3406
		2209			3346			3407
		2223			3347			3408
		2378			3348			3409
		2384			3350			3410
		2430			3351			3411
		2525			3352			3412
		2582			3353			3416
		2583			3354			3417
		2636			3355			3418
		2677			3356			3419
		2722			3357			3420
		2764			3358			3421
		2777			3359			3422
-2-	1993	2802			3360			3423
	1994	2831			3361			3424
		2863			3362			3425
		2864			3363			3426
		2865			3365			3427
		2866	-3-		3367			3428
		2867			3368			3429
		2868			3369			3430
		2869			3370			3431
		2874			3371			3432
		2875			3372			3433
		2876			3381			3434
		2877			3382			3435
		2878			3383			3436
		2879			3384			3437
		2884			3385			3438
		3023			3386			3439
		3043			3387			3440
		3045			3388			3441
		3046			3389			3442
		3049			3390			3443
					3391			3444

JUN - 6 2011

<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
		3445			3496			3545
-3-	1994	3446			3497			3546
		3447			3498			3547
		3448			3499			3548
		3449			3500			3549
		3450			3501			3550
		3451			3502			3551
		3452			3503			3552
		3453			3504	-5-	1994	3553
		3454			3505			3554
		3456			3506			3555
		3457			3507			3556
		3458			3508			3557
		3459			3509			3558
		3460			3510			3559
		3461			3511			3560
		3462			3512			3561
		3463			3513			3563
		3464			3514			3564
		3465			3516			3565
		3466			3517			3566
		3467			3518			3567
-4-		3468			3519			3568
		3469			3520			3569
		3470			3521			3570
		3471			3522			3571
		3472			3523			3572
		3473			3524			3573
		3474			3525			3574
		3475			3526			3575
		3476			3527			3576
		3477			3528			3579
		3478			3529			3580
		3479			3530			3581
		3480			3531			3582
		3481			3532			3583
		3482			3533			3584
		3483			3534			3585
		3484			3535			3590
		3485			3536			3616
		3486			3537			3639
		3487			3538			3640
		3489			3539			3641
		3490	-4-	1994	3540			3676
		3491			3541			3677
		3492			3542			3678
		3493			3543			3692
		3494			3544			3712
		3495						3730

JUN - 9 110711

<u>Box</u>	<u>Year</u>	<u>Case #</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
-5-	1994	3733			4750			5106
		3738			4751			5111
		3753			4760			5116
		3776			4782			5161
		3796			4850			5178
		3829			4868			5179
		3837			4897			5205
		3898			4898			5208
		3942			4901			5219
		3957			4902			5231
		3996			4909			5234
		4012			4920			5254
		4037			4924			5260
		4038			4925			5266
		4051			4930			5272
		4052			4935			5295
		4053			4936			5297
		4054			4937			5324
		4062			4938		1997	5326
		4069			4948			5328
		4072			4958			5332
		4122			4959			5344
		4142			4969			5345
		4143			4997			5349
		4144			5015			5353
		4154	-7-		5023	-8-		5359
		4212			5032			5368
-6-		4270			5033			5399
		4282			5040			5401
		4294			5041			5402
		4349			5043			5412
		4381			5047			5414
		4382			5053			5416
		4383			5060			5421
	1996	4412			5061			5429
		4519			5062			5440
		4520			5063			5442
		4575			5068			5455
		4604			5082			5458
		4640			5063			5463
		4644			5068			5507
		4698			5082			5509
		4701			5083			5514
		4701			5090			5519
		4719			5091			5534
		4734			5104			5543
		4748			5105			5550

11079 - 6/2011

<u>Box</u>	<u>Year</u>	<u>Case #</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
-8-		5552			5777			5990
		5565			5778			5992
		5570			5779			5993
		5577			5780			5995
		5578			5781			5998
		5579			5782			6003
		5580			5783			6004
		5589			5784			6011
		5591			5794			6039
		5609			5808			6044
		5621			5821			6050
		5632			5825			6068
		5633			5826			6074
		5642			5831			6078
		5647			5842			6081
		5648			5847			6105
		5649			5848			6106
		5652			5849			6117
		5653			5859		1998	6121
		5660			5863			6123
		5670			5864			6124
		5671			5865			6125
		5680			5868			6129
		5681			5885			6131
-9-		5682			5893			6133
		5683			5896			6141
		5684			5998			6154
		5692			5899			6162
		5693			5901			6170
		5697			5907			6172
		5707			5908			6174
		5709			5909			6185
		5710			5930			6188
		5714			5939			6196
		5715			5943			6203
		5716			5944			6204
		5741			5949			6205
		5744			5950			6206
		5745			5951			6209
		5749			5952			6212
		5751			5954			6221
		5752			5958			6222
		5754	-10-	1995	5973			6225
		5760			5975			6226
		5766			5980			6227
		5770			5986			6230
		5771			5988			6231
		5776			5989			6232
						-11-		

JUN - 6 2011

<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
		6237			6416			6619
		6239			6418			6620
		6242			6426			6622
		6245			6428			6623
		6256			6438			6624
		6261			6441			6628
		6262			6444			6634
		6263	-12-		6464			6636
		6264			6465			6640
		6267			6473			6659
		6270			6474			6668
		6271			6480			6672
		6277			6481			6673
		6278			6483			6674
		6283			6485			6675
		6284			6495			6688
		6285			6501			6690
		6286			6502			6695
		6287			6503			6696
		6307			6505			6706
		6309			6506			6707
		6310			6507			6710
		6311			6512			6715
		6312			6516			6722
		6313			6521			6724
		6314			6523			6725
		6320			6524	-13-		6739
		6332			6526			6740
		6343			6528			6745
		6348			6534			6762
		6350			6541			6764
		6351			6554			6766
		6356			6555			6767
		6361			6560			6769
		6362			6562			6771
		6367			6563			6777
		6376			6564			6780
		6377			6565			6789
		6378			6566			6791
		6380			6569			6792
		6381			6574			6793
		6388			6579			6794
		6396			6580			6797
		6397			6584			6798
		6404			6591			6799
		6407			6592			6800
		6410			6606			6829
		6414			6609		1999	6836
		6415			6618			6837

JUN - 6 2011

<u>Box</u>	<u>Year</u>	<u>Case #</u>
		6841
		6842
		6845
		6859
		6861
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		6947
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		6950
		6951
		6958
		6961
		6978
		6991
		6998
		6999
		7000
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		7013
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		7020
		7022
		7025
		7030
		7036
		7037

-14-

<u>Box</u>	<u>Year</u>	<u>Case#</u>
		7042
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<u>Case#</u>
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<u>Box</u>	<u>Year</u>	<u>Case #</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
		7285			7411			7592
		7288			7414			7593
		7289			7415			7597
		7296			7417			7598
		7297			7420			7609
		7298			7421			7611
		7299			7425			7617
		7300	-18-		7428			7618
		7303			7432			7619
		7306		2000	7444			7620
		7313			7445			7629
		7315			7446			7638
		7321			7447	-19-		7640
		7322			7450			7646
		7323			7451			7674
		7324			7456			7676
		7325			7458			7680
		7326			7460			7685
		7327			7463			7687
		7328			7465			7696
		7331			7468			7697
		7336			7471			7706
		7337			7472			7708
		7346			7475			7714
		7347			7483			7724
		7352			7495			7732
		7354			7496			7742
		7357			7508			7745
		7358			7509			7746
		7359			7510			7747
		7361			7515			7751
		7362			7517			7761
		7363			7518			7762
		7366			7524			7763
		7375			7531			7764
		7380			7534			7767
		7385			7548			7772
		7388			7551			7788
		7391			7561			7799
		7392			7565			7800
		7393			7566			7802
		7394			7566			7812
		7395			7567			7821
		7396			7574			7822
		7397			7575			7829
		7400			7578			7834
		7405			7579			7842
		7408			7585			7861
		7409			7589			7869

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<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
		7873			8062			8197
		7877			8064			8203
		7878			8066			8204
		7879		2001	8071			8205
		7897			8077			8209
		7898			8078			8210
		7899			8082			8211
		7902			8086			8212
		7903			8087			8214
		7904			8089			8215
		7905		-21-	8092			8217
		7906			8095			8218
		7908			8100			8219
		7909			8102		-22-	8220
		7911			8105			8222
-20-		7916			8106			8229
		7917			8109			8233
		7918			8111			8239
		7920			8122			8247
		7923			8125			8252
		7925			8134			8265
		7926			8135			8266
		7927			8139			8269
		7928			8140			8270
		7929			8143			8273
		7931			8146			8274
		7944			8147			8275
		7946			8148			8276
		7950			8149			8277
		7953			8151			8281
		7961			8152			8283
		7965			8157			8284
		7970			8163			8286
		7978			8166			8288
		7982			8167			8292
		7990			8170			8293
		7992			8173			8294
		8009			8175			8297
		8011			8179			8299
		8012			8180			8304
		8014			8185			8306
		8022			8186			8308
		8027			8190			8309
		8041			8191			8310
		8043			8192			8312
		8046			8193			8313
		8047			8194			8314
		8051			8195			8316
		8057			8196			8320

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<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
		8321			8491			8649
		8322			8493			8650
		8327			8499			8653
		8330			8500			8655
		8336			8502			8656
		8340			8504			8658
		8343			8509			8659
		8350			8510			8660
		8358			8514			8661
		8362	-24-		8516			8662
-23-		8365			8529		2002	8666
		8367			8532			8667
		8369			8534			8668
		8376			8538			8670
		8379			8539			8671
		8381			8540			8672
		8383			8541			8674
		8391			8542	-25-		8675
		8393			8555			8686
		8397			8556			8687
		8399			8557			8688
		8402			8563			8689
		8404			8566			8695
		8411			8579			8701
		8413			8580			8705
		8416			8581			8708
		8418			8589			8711
		8420			8590			8714
		8424			8592			8715
		8426			8593			8716
		8428			8598			8718
		8429			8600			8721
		8430			8601			8722
		8431			8606			8723
		8434			8608			8727
		8436			8609			8730
		8438			8612			8735
		8440			8617			8736
		8442			8618			8737
		8446			8625			8740
		8449			8626			8744
		8452			8627			8746
		8455			8630			8748
		8457			8635			8752
		8460			8641			8756
		8465			8642			8758
		8466			8643			8760
		8479			8645			8761
		8483			8646			8763

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<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>	<u>Box</u>	<u>Year</u>	<u>Case#</u>
		8764			8882			8977
		8766			8883			8978
		8769			8886			8979
		8771			8890			8980
		8776			8892			8981
		8779			8893			8982
		8780			8894			8984
		8787			8895			8987
		8791			8897			8989
		8794			8898			8992
		8795			8899			8996
		8796	-27-		8902			9001
		8798			8903			9002
		8799			8904			9003
		8800			8905			9004
		8802			8907			9006
		8805			8909			9007
		8806			8914			9008
		8813			8915	-28-		9015
		8815			8916			9016
		8819			8917			9017
-26-		8827			8924			9018
		8831			8926			9019
		8842			8927			9020
		8843			8928			9021
		8847			8929			9022
		8850			8932			9023
		8851			8933			9026
		8852			8934			9029
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		8855			8940			9035
		8856			8944			9036
		8857			8945			9039
		8858			8946			9040
		8860			8947			9041
		8862			8948			9042
		8863			8949			9043
		8864			8952			9046
		8866			8954			9050
		8868			8960			9058
		8870			8964			9060
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		8876			8971			9074
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		8879			8973			9077
		8880			8974			9081
		8881			8975			9084

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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 Waterloo Road, P.O. Box 275
Jessup, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Howard 4/12/11
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.				
See attached	Criminal Court Files	2330-Sect IV	Item 1 A,B	1999 - 2001	72.0	6/1/11	landfill

Destruction Approved by Hall of Records Commission

25 Apr 2011
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Margaret D. [Signature]
Signature of Court Official

Clerk of the Court 6/3/11
Title Date

FILED
APR 27 AM 11:04
CIRCUIT COURT
FOR
HOWARD COUNTY

JUN - 6 2011

Files Eligible for Destruction 4/11/11

<u>UCS</u>	38428	38489	38548	38602
(1999)	38429	38490	38549	38603
38367	38431	38491	38550	38604
38368	38432	38492	38551	38605
38369	38433	38493	38552	38606
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38375	38438	38501	38558	38612
38377	38439	38502	38559	38613
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38387	38443	38506	38563	38623
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38426	38487	38546		38660
38427	38488	38547	38601	

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38669	38720	38774	38847	38902
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38671	38722	38796	38849	38904
38672	38723	38797	38850	38905
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38674	38733	38799	38852	38907
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38696	38751	38816	38877	38931
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38700	38755	38820	38881	38935
38701	38756	38821	38882	38936
38702	38757		38883	38937
38703	38758	(UCS 2000)	38885	38938
38704	38759	38823	38886	38939
38705	38760	38824	38887	38940
38706	38761	38834	38888	38941
38707	38762	38835	38889	38942
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39014	39066	39136	39204	39270

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39282	39348	39403	39466	39523
39285	39349	39404	39467	39524
39286	39350	39405	39468	39525
39287	39351	39406	39469	39526
39288	39352	39407	39470	39527
39289	39353	39408	39471	39528
39290	39354	39409	39472	39529
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39292	39356	39411	39484	39531
39293	39357	39412	39486	39532
39294	39358	39413	39487	39533
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39578	39641	39689	39766	39839
39579	39642	39690	39767	39840
39580	39643	39691	39768	39843
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39582	39645	39693	39770	39845
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39585	39648	39727	39789	39848
39586	39649	39728	39790	39850
39587	39650	39729	39791	39851
39589	39651	39730	39792	39852
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39591	39653	39732	39794	39858
39592	39654	39733	39795	39863
39593	39655	39734	39796	39864
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39596	39657	39736	39798	39866
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39598	39659	39738	39800	39868
39599	39660	39739	39801	39869
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39601	39662	39741	39804	39871
39602	39663	39742	39813	39872
39603	39664	39743	39817	39873
39605	39665	39744	39818	39874
39613	39666	39745	39819	39876
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39621	39669	39747	39821	39878
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39623	39671	39749	39823	39880
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39626	39675	39752	39826	39883
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39632	39681	39759	39832	39889
39635	39682	39760	39833	39891
39636	39683	39761	39834	39892
39637	39684	39762	39835	39893
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39639	39686	39764	39837	39896

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39898	39958	40025	40083	40149
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39905	39968	40030	40089	40154
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39907	39970	40032	40091	40156
39908	39971	40033	40095	40157
39909	39972	40034	40100	40158
39918	39973	40035	40105	40159
39922	39974	40036	40106	40161
39923	39975	40037	40107	40162
39924	39976	40038	40108	40163
39925	39977	40040	40109	40164
39926	39978	40044	40110	40165
39927	39979	40045	40111	40166
39928	39980	40046	40112	40167
39929	39981	40047	40113	40168
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39931	39984	40056	40115	40170
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39938	40004	40061	40120	40194
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39941	40008	40065	40124	40197
39942	40009	40066	40125	40198
39943	40010	40067	40126	40199
39944	40011	40068	40127	40200
39945	40012	40069	40128	40201
39946	40013	40070	40129	40202
39947	40014	40072	40130	40203
39948	40015	40073	40131	40204
39949	40016	40074	40132	40205
39950	40017	40075	40133	40206
39951	40018	40076	40134	40207
39952	40019	40077	40135	40208
39953	40020	40078	40136	40210
39954	40021	40079	40138	40211
39955	40022	40080	40143	40212
39956	40023	40081	40146	40213
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40238	40306	40383	40433	40497
40240	40307	40385	40434	40498
40242	40308	40386	40435	49500
40243	40309	40387	40436	40509
40244	40310	40388	40445	40510
40245	40311	40389	40446	50512
40246	40312	40390	40447	40513
40247	40313	40391	40448	40514
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40249	40315	40393	40450	40516
40250	40316	40394	40451	40517
40251	40317	40395	40452	40518
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40254	40325	40398	40455	40521
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40257	40340	40402	40458	40524
40258	40341	40403	40459	40525
40259	40342	40404	40460	40526
40260	40343	40405	40461	40527
40261	40344	40406	40462	40528
40262	40346	40408	40463	40529
40263	40347	40409	40464	40530
40264	40348	40410	40465	40531
40266	40349	40411	40466	40532
40267	40350	40412	40467	40541
40268	40355	40413	40475	40542
40269	40366	40414	40476	40543
40278	40367	40415	40478	40545
40282	40368	40416	40479	40546
40290	40369	40417	40481	40547
40293	40370	40418	40482	40548
40294	40371	40419	40483	40549
40295	40372	40420	40484	40550
40296	40373	40422	40485	40552
40297	40374	40423	40486	40553
40298	40375	40424	40487	40554
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JUN - 6 2011

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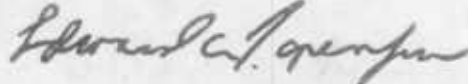
		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5383
Court	Circuit		
County	Montgomery		Date

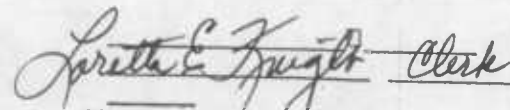
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization			Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed			
	Expunged Criminal Records	2330	IV 5-C	12-04-2006, 12-20-2006, 3-21-2006 &	21.0	3-24-11	SHRED
				1-04-2007 thru			
				12-26-2007			

Destruction Approved by Maryland State Archives

Destruction Certification

10 Mar 2011 
 Date State Archivist

 Clerk 3/24/11
 Signature of Court Official Title Date

APR 18 2011

Expunged Criminal Court Records
Year 2007

Box No.	Case No.	Date Exp.	Box No Cont.	Case No.	Date Exp.	Box No. Cont.	Case No.	Date Exp.	Box No. Cont.	Case No.	Date Exp.
1	24655	1-04-2007	5	105165	2-07-2007	10	81950	6-29-2007	14	84068	8-23-2007
	24656	1-04-2007		105949	2-21-2007		90357	6-29-2007		86385	8-30-2007
	50936	1-09-2007		106298	2-27-2007		92411	6-05-2007		94199	8-06-2007
	59272	1-09-2007	6	82124	3-27-2007		96631 1-12	6-21-2007	15	95714	8-15-2007
	80251	1-09-2007		88348 1-3	3-19-2007		97207	6-29-2007		97754	8-28-2007
	84253	1-09-2007		88769 1-2	3-14-2007		99317	6-29-2007		99287	8-28-2007
	92488	1-26-2007		89162	3-26-2007		102571	6-29-2007		105798	8-23-2007
	93767	12-04-2006		92504	3-21-2007		104518	6-01-2007		107373	8-24-2007
	96011	1-04-2007		93177	3-09-2007		105190	6-01-2007	16	50356	9-04-2007
	96549	1-12-2007		105651	3-09-2007		106053	6-19-2007		62752	9-19-2007
	96938	1-12-2007		106465	3-13-2007		99771	6-01-2007		79144	9-19-2007
	97954	1-05-2007		104130	3-29-2007	11	40254	7-02-2007		90785	9-19-2007
2	98450	1-16-2007	7	65168	4-24-2007		58987	7-06-2007		94182	9-26-2007
	98189	1-22-2007		74439	4-24-2007		66530	7-17-2007		95458	9-21-2007
	100723	1-09-2007		82877	4-24-2007		77855	7-26-2007		95509	9-20-2007
	101185	12-20-2006		93330	4-26-2007		81797	7-13-2007		97079	9-20-2007
	104893	1-25-2007		93556	4-23-2007		81084	7-13-2007		98092	9-20-2007
	105117	1-22-2007		94196	4-18-2007		84665 1-2	7-31-2007		100329	9-26-2007
	105841	12-20-2007		98394	4-02-2007		76766	7-23-2007		100330	9-28-2007
	106387	1-26-2007		101377	4-26-2007		78471	7-23-2007		107782	9-24-2007
3	13066	2-02-2007		105275	4-23-2007	12	89554	7-30-2007	17	97072	10-16-2007
	40884	2-28-2007		105709	4-23-2007		94807	7-13-2007		98596	10-03-2007
	45000	2-28-2007	8	21912	5-02-2007		95619	7-13-2007		102978	10-04-2007
	46707	2-27-2007		46317	5-23-2007		98084 1-2	7-20-2007	18	62644	11-07-2007
	56440	2-27-2007		57508	5-23-2007		99260	7-31-2007		77296	11-07-2007
	69022	2-28-2007		71802	5-04-2007		89883	7-20-2007		85357	11-05-2007
	75711	2-28-2007		80156	5-02-2007	13	74591	7-20-2007		89822	11-05-2007
	77315	2-08-2007		81614	5-25-2007		104039	7-17-2007		93529	11-14-2007
	79664	2-07-2007		89034	5-25-2007		104039	7-17-2007		94720	11-05-2007
4	86209	2-07-2007		88543	5-03-2007		104584	7-02-2007		104262	11-06-2007
	86925	2-08-2007		96553 1-2	5-23-2007		106904	7-24-2007		105092	11-02-2007
	87940	2-28-2007	9	103085	5-25-2007		107168	7-26-2007	19	107129	11-05-2007
	94867	2-28-2007		104456 1-2	5-25-2007	14	54850	8-30-2007		107626	11-07-2007
	95903	2-28-2007		105338	5-18-2007		27300	8-30-2007		107785	11-07-2007
	96347	2-27-2007		106110	5-25-2007		49667	8-30-2007		107885	11-05-2007
	96802 1-2	2-08-2007		106521	5-11-2007		72578	8-20-2007		107929	11-06-2007
5	97915 1-2	2-07-2007		107257	5-25-2007		76336	8-28-2007		108282	11-06-2007
	101584	2-07-2007	10	57168	6-29-2007		81402	3-21-2006	20	63456	12-06-2007
	104321	2-27-2007		75510	6-01-2007		93917	8-30-2007		75382	12-06-2007

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MARYLAND STATE ARCHIVES

APR 18 2011

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<div style="font-size: 2em; font-family: cursive;">5384</div> Forward three (3) copies to address at left.
Court	Circuit		
County	Montgomery		

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.				
	Search Warrants, Wire Taps, Special Investigations	2330	IV 3	1-24-1992 thru 12-23-1997	12.0	3-24-11	Shred

Destruction Approved by Maryland State Archives

10 Mar 2011

Date

Edward A. Quenper

State Archivist

Destruction Certification

Joseph E. Wright
 Signature of Court Official

Title

3/24/11

Date

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APR 1 2011

Please Note:

Enclosed are the original and three (3) extra copies of the DGS-9 Certificate of Records Destruction Sheet of Criminal Expungement and Search Warrants Records etc. Attached also with the criminal expungement DGS-9 form is a (2) page list of the records that are to be disposed.

P.S. Could you please have both Proposals mailed back to my attention?

Thanks

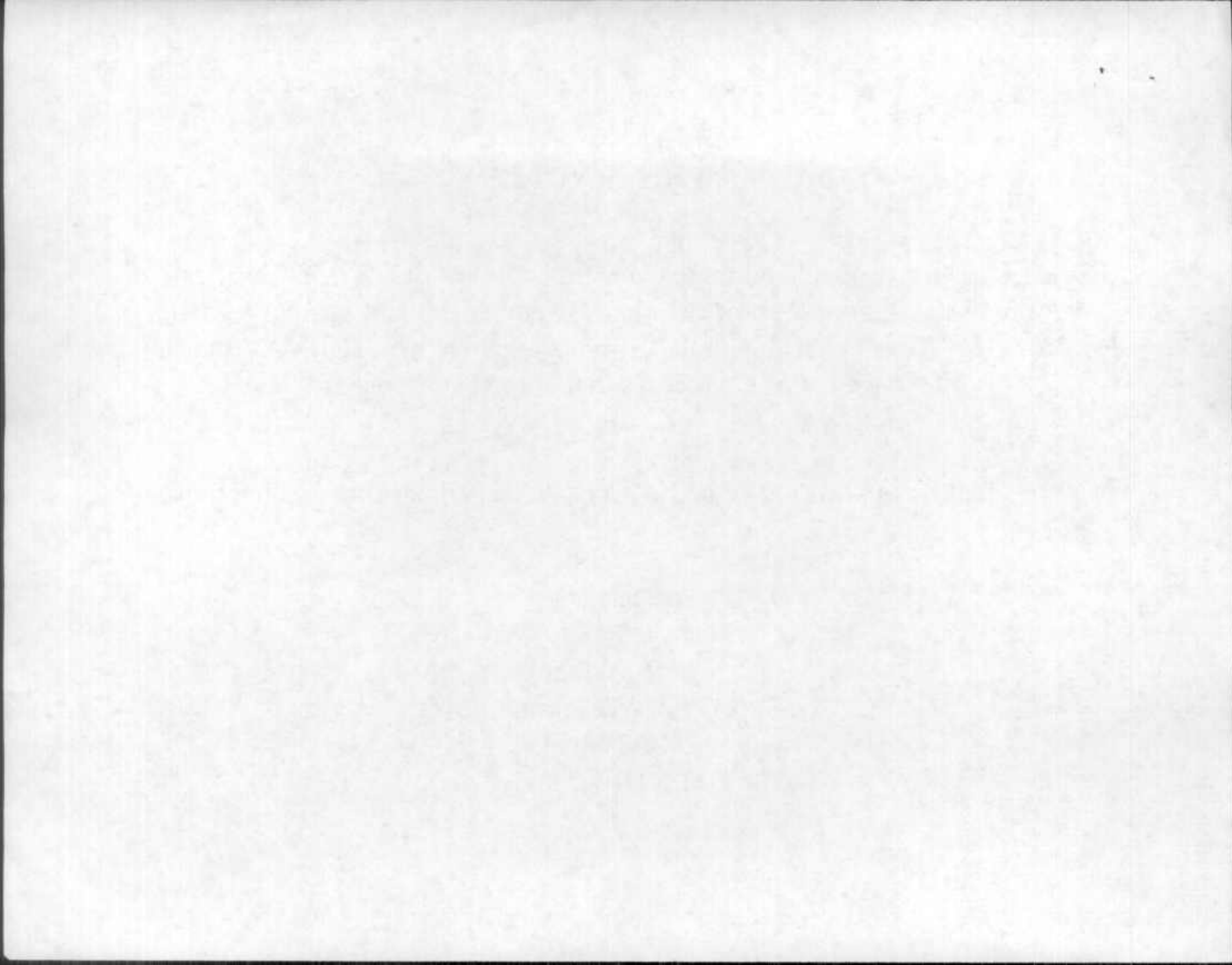


Jeff Mallick

Supervisor of Central Files

240 777-9433

(2-24-2011)



Prince George's County Circuit Court		Dep. men. of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5429 Forward three (3) copies to address at left.
Court			
County Prince George's	Date 04-27-11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Fiscal Records	2330, section II Item No. 6 not including permanently retained records		FY2000 - 2007	25	7/11/11	County Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

5/6/11
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Admon Judge
Title

6-29-11
Date

[Signature] Supervisor Records Mgmt 7/11/11

JUL 18 2011

Prince George's County Circuit Court		Dep. of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5397</u> Forward three (3) copies to address at left.
Court			
County Prince George's	Date 3-22-11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Fiscal Records	2330, section II Item No. 1,2,4,5 Audit requirements have been fulfilled not including permanently retained records		FY 2007	100	7/11/11	County LandFill

Destruction Approved by Maryland State Archives

Destruction Certification

30 Nov 2011
Date

Edward C. Longman
State Archivist

Shutler
Signature of Court Official

Admone Juch
Title

6-29-11
Date

E. J. J.

Supervisor Records Mgmt

7-11-11

JUL 18 2011

Prince George's County Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5378</u> Forward three (3) copies to address at left.
Court			
County Prince George's	Date 2-14-11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Fiscal Records	2330, section II Item No. 1,2,4,5 audit requirements have been fulfilled not including permanently retained items		FY2005-2006	110	7/11/11	County Landfill

Destruction Approved by Maryland State Archives

25 Feb 2011 Edward C. Green
Date State Archivist

Destruction Certification

Shule R. ... Adrian J. ... 6-29-11
Signature of Court Official Title Date
E. ... Supervisor Records Mgmt 7/11/11

JUL 18 2011

Prince George's County Circuit Court		Dep. of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5360 Forward three (3) copies to address at left.
Court			
County Prince George's	Date 1-19-11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Civil action law Cal 98-00001 to cal98- 26500	2330, sec 3	8	1-2-98 to 12- 31-98	260	8/17/11	County Landfill

Destruction Approved by Maryland State Archives

31 Jan 2011 Edward C. [Signature]
Date State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Alan W. [Signature]
Title

6-29-11
Date

[Signature]

Supervisor Records Mgmt 8/17/11

1 AUG 27 .1

Prince George's County Circuit Court		Dep. of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5360 Forward three (3) copies to address at left.
Court			
County Prince George's	Date 1-19-11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Civil action law Cal 98-00001 to cal98- 26500	2330, sec 3	8	1-2-98 to 12- 31-98	260	8/17/11	County Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

31 Jan 2011
Date

Edward C. [Signature]
State Archivist

[Signature]
Signature of Court Official

Alan W. [Signature]
Title

6-28-11
Date

[Signature]

Supervisor Records Mgmt 8/17/11

'AUG 22 2011

Prince George's County Circuit Court		Dep. of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5360 Forward three (3) copies to address at left.
Court			
County Prince George's	Date 1-19-11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Civil action law Cal 98-00001 to cal98- 26500	2330, sec 3	8	1-2-98 to 12- 31-98	260	8/17/11	County Land Fill

Destruction Approved by Maryland State Archives

31 Jun 2011
Date

Edward C. J. [Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

Admin. Prof.
Title

6-29-11
Date

[Signature]

Supervisor Records Mgmt 8/17/11

AUG 22 2011

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	5365 Forward three (3) copies to address at left
COURT			
Washington County	February 5, 2011		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

NO.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Civil Case Files between #18700 and #20100 (NOTE: Files required to be retained permanently have been pulled from these records and will be transferred to MSA)	2330	III - 2 (retain 12 yrs from close)	2/7/94 thru 4/17/96	28	5/31/11	
2	Search Warrants, Wire Taps (Although 2330 requires 12 years, Judge Wright wants these retained 20 years)	2330	IV - 3 (*retain 12 yrs from filing)	01/01/1990 - 12/31/1990	2	5/31/11	
3	Special Investigations (includes special investigations from "rough bundle")	2330	IV - 3 (retain 12 yrs from filing)	01/01/1998 - 12/31/1998	1	5/31/11	
4	Assignment Notice Sheets (Criminal Scheduling Records)	2330	1 - 2 (retain 3 years + audit)	01/01/2007 - 12/31/2007	1	5/31/11	
5	Expunged Criminal Records	2330	IV - 5C (retain 3 yrs from exp.)	01/01/2007 - 12/31/2007	2	5/31/11	
6	Jury Selection Records (Jury Qualification Forms, Papers, and Documentation)	2330	I-6 (retain 4 years)	02/01-2004 - 01/31/2006	8	5/31/11	
							ALL SHREDDED THEN RECYCLED BY DATA IMAGE GROUP. SEE CERTIFICATE ATTACHED

Destruction Approved by Maryland State Archives
 16 Feb 2011 *Edward C. [Signature]*
 Date State Archivist

Destruction Approved by Court
[Signature]
 Date Administrative Judge

Destruction Certificate
[Signature]
 Signature of Court Official
 Clerk of Circuit Court
 Title

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[Faint handwritten signature]
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UNIVERSITY OF CALIFORNIA
LIBRARY
100 S. BURNETT AVENUE
LOS ANGELES, CALIF. 90024

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JUN 14 2011

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DATA IMAGE RECORDS DESTRUCTION SERVICE

CERTIFICATE OF DESTRUCTION

To: Washington County Courthouse
c/o Dennis Weaver
P.O. Box 229
Hagerstown, MD 21740

CERTIFICATION

We certify that the records received from the Washington County Clerk of Circuit Court in Hagerstown, MD that weighed 1088 lbs. have been shredded and recycled. The documents have been handled and destroyed in a confidential manner by The Data IMAGE Group.

32 Boxes of Miscellaneous Court Files

Certified by

A handwritten signature in dark ink, appearing to read 'Dennis Weaver', written over a horizontal line.

President

Date: 05/31/2011

Record management made easy - since 1980

JUN 14 2011

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	5365
COURT			Forward three (3) copies to address at left
Washington County	February 5, 2011		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Civil Case Files between #18700 and #20100 (NOTE: Files required to be retained permanently have been pulled from these records and will be transferred to MSA)	2330	III - 2 (retain 12 yrs from close)	2/7/94 thru 4/17/96	28	5/31/11	ALL SHREDED THEN RECYCLED BY DATA IMAGE GROUP. SEE CERTIFICATE ATTACHED
2	Search Warrants, Wire Taps (Although 2330 requires 12 years, Judge Wright wants these retained 20 years)	2330	IV - 3 (*retain 12 yrs from filing)	01/01/1990 - 12/31/1990	2	5/31/11	
3	Special Investigations (includes special investigations from "rough bundle")	2330	IV - 3 (retain 12 yrs from filing)	01/01/1998 - 12/31/1998	1	5/31/11	
4	Assignment Notice Sheets (Criminal Scheduling Records)	2330	I - 2 (retain 3 years + audit)	01/01/2007 - 12/31/2007	1	5/31/11	
5	Expunged Criminal Records	2330	IV - 5C (retain 3 yrs from exp.)	01/01/2007 - 12/31/2007	2	5/31/11	
6	Jury Selection Records (Jury Qualification Forms, Papers, and Documentation)	2330	I-6 (retain 4 years)	02/01-2004 - 01/31/2006	8	5/31/11	

Destruction Approved by Maryland State Archives

16 Feb 2011 Edward C. Green
 Date State Archivist

Destruction Approved by Court

6/10/11 [Signature]
 Date Administrative Judge

Destruction Certificate

[Signature] Clerk of Circuit Court
 Signature of Court Official Title

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FEB 14 2011
MARYLAND STATE ARCHIVES

JUN 14 2011

Circuit Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte 175) P. O. Box 275 Jessup, Maryland 20794-0275	5354 <hr/> Forward three (3) copies to address at left
COURT			
Washington County	January 8, 2011		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Civil Case Files through #18700 (NOTE: Files required to be retained permanently have previously been transferred to MSA. Also, some records for this time period have previously been destroyed. The records proposed here were retained temporarily to allow 12 years to pass from case closure. They are now ripe for destruction.	2330	III - 2 (retain 12 yrs from close)	1990 TO 1994	14.0	5/31/11	SHREDDED THEN RECYCLED BY DATA IMAGE GROUP. SEE CERTIFICATE ATTACHED

Destruction Approved by Maryland State Archives 24 Jan 2011 <i>Edward C. [Signature]</i> Date State Archivist	Destruction Approved by Court 6-10-11 <i>[Signature]</i> Date Administrative Judge	Destruction Certificate <i>[Signature]</i> Clerk of Circuit Ct Signature of Court Official Title
--	---	---

JUN 14 2011



DATA IMAGE RECORDS DESTRUCTION SERVICE

CERTIFICATE OF DESTRUCTION

To: Washington County Courthouse
c/o Dennis Weaver
P.O. Box 229
Hagerstown, MD 21740

CERTIFICATION

We certify that the records received from the Washington County Clerk of Circuit Court in Hagerstown, MD that weighed 1088 lbs. have been shredded and recycled. The documents have been handled and destroyed in a confidential manner by The Data IMAGE Group.

32 Boxes of Miscellaneous Court Files

Certified by

A handwritten signature in blue ink, appearing to read 'D. Weaver', written over a horizontal line.

President

Date: 05/31/2011

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JUN 14 2011

Circuit	12/06/2010	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5362</u> Forward three (3) copies to address at left.
Court	Date		
Worcester			
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.				
	Expunged Criminal Records	2330	<i>Sec. IV 5c</i>	09/12/06 Thru 12/04/07	3	2/10/11	Shred
	Year 2006						
	23-k-01-000442	18444	23-k-06-000494				
	23-k-00-023168	18980	23-k-02-000702				
	23-k-01-000640	22579	23-k-02-000750				
	23-k-03-000456	18737	23-k-03-000923				
	23-k-04-000783	20735	23-k-01-000565				
	23-k-06-000371	22190	23-k-02-001131				
		15626	23-k-03-000415				
	Year 2007	10429	23-k-01-000688				
	4169	19256	23-k-04-000888				
	9706	22575	23-k-07-000075				
	5642	23-k-04-000898	23-k-04-000330				
	18650	23-k-01-000316	23-k-03-000774				
	Closed in _____						

Destruction Approved by Maryland State Archives

Destruction Certification

3 Feb 2011
Date

Edward C. Green
State Archivist

Stephen V. Poles
Signature of Court Official

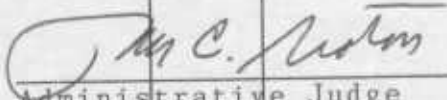
Clark
Title

2/10/11
Date

FEB 28 2011

Circuit	12/06/10	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5362</u> Forward three (3) copies to address at left.
Court	Date		
Worcester			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

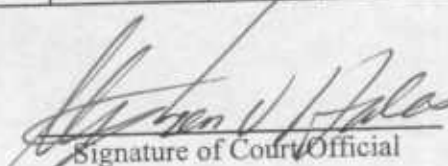
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Expunged Criminal Records - Continued Year 2007 23-k-03-001049 23-k-04-001198 23-k-01-000636 23-k-07-000025 23-k-03-001113 23-k-04-000491 23-k-01-000626 23-k-05-000568 23-k-05-000569 23-k-05-000570	2330	<i>Sec III</i> 5c	09/12/06 Thru 12/04/07	3	2/10/11	Shred
		Destruction Approved  Administrative Judge				<u>2/10/11</u> Date	
	Closed in _____						

Destruction Approved by Maryland State Archives

Destruction Certification

3 Feb 2011
Date


State Archivist


Signature of Court Official

Clark
Title

2/10/11
Date

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CIRCUIT		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5363 Forward three (3) copies to address at left.
Court			
WORCESTER	01/26/2011		
County	Date		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FORWARDED
 Circuit Court For
 Worcester County
 02/25/2011 jlw

No.	FISCAL RECORDS SECTION II Description of Records (Same Title as listed on Schedule)	Authorization		FISCAL YEARS Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	CERTIFICATE OF DEPOSIT AND BANK DEP. SLIP	2330	1A	2004-2007	3.0	02/25/11	shred
2	DISTRIBUTION OF CHARGES	2330	1B	2005-2007	1.5	02/25/11	shred
3	MEMORANDUM OF ADJUSTMENTS	2330	1C	2005-2007	1.5	02/25/11	shred
4	BUDGET, BUDGET EST., BUDGET RECONCILIAT.	2330	2A2G	2004-2007	1.5	02/25/11	shred
5	BANK STATEMENTS, BOOKS, AND DEPOSIT RECORD	2330	5A	2004-2007	.5	02/25/11	shred
6	CANCELED CHECKS, CHECK COPIES AND CHECK ST	2330	5B	2005-2007	2.5	02/25/11	shred
7	DELIVERY ORDERS AND RECEIPTS	2330	5C	2004-2007	1.5	02/25/11	shred
8	PAID BILLS AND INVOICES	2330	5F	2004-2007	2.5	02/25/11	shred
9	PERIODIC FINANCIAL REPORTS TO LOCAL/STATE	2330	5H	2004-2007	.5	02/25/11	shred
10	RECEIPT COPIES ABD STUBS	2330	5I	2005-2007	.15	02/25/11	shred

Destruction Approved by Maryland State Archives

7 Feb 2011
Date

Edward C. Green
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Janet Lynn Wilson Clerk 2/10/11
 Signature of Court Official Title Date
Janet Lynn Wilson, MPA Accountant 02/25/2011

CIRCUIT		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5363 Forward three (3) copies to address at left.
Court			
WORCESTER	01/26/2011		
County	Date		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	FISCAL RECORDS SECTION II Description of Records (Same Title as listed on Schedule)	Authorization		FISCAL YEARS			
		Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
11	RECEIVING REPORTS FORM C5 RECORDATION TAX	2330	5J	2005-2007	.15	02/25/11	Shred
12	RECONCILIATION AND TRIAL BALANCE SHEETS	2330	5K	2005-2007	1.5	02/25/11	Shred
13	REQUISITIONS AND PURCHASE ORDERS	2330	5M	2005-2007	1.5	02/25/11	Shred
14	FISCAL CORRESPONDENCE	2330	5O	2005-2007	1.25	02/25/11	Shred
15	MISC.- MW506/508 FORMS	2330	5	2004-2007	3.0	02/25/11	Shred
16	MISC. - CHILD SUPPORT ENFORCEMENT	2330	5	2004-2007	1.5	02/25/11	Shred
17	MISC. - LAND RECORDS SUMMARY TAPES?REPORT	2330	5	2004-2007	.15	02/25/11	Shred
18	MISC. - A/R CRIMINAL BILLING	2330	5	2005-2007	3.0	02/25/11	Shred
19	MISC. - MONTHLY REVENUE DAFR REPORT	2330	5	2004-2007	1.5	02/25/11	Shred
20	MISC. - MONTHLY EXPENDITURE DAE REPORT	2330	5	2004-2007	1.5	02/25/11	Shred

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Destruction Certification

7 Feb 2011

Edward C. Green

Date

State Archivist

Signature of Court Official

Title

Date

FEB 28 2011

CIRCUIT		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5363</u> Forward three (3) copies to address at left.
Court			
WORCESTER	01/26/2011		
County	Date		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	FISCAL RECORDS SECTION II Description of Records (Same Title as listed on Schedule)	Authorization		FISCAL YEARS Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
21	MISC. - HALL OF RECORDS PLAT/REEL REC. ACK	2330	5	2004-2007	.15	02/25/11	shred

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Destruction Certification

7 Feb 2011
Date

Edward C. J. [Signature]
State Archivist

Signature of Court Official

Title

Date

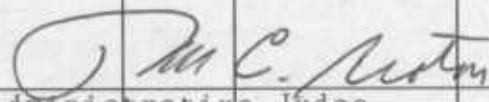
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Circuit Court	02/17/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>5381</u> Forward three (3) copies to address at left.
Court	Date		
Worcester - Snow Hill			
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.				
	Assignment Notice Sheets	2330 Sec I	2		3		
	Criminal Docket Sheets	↓	↓	2000 - 2007			
	Juvenile Docket Sheet	↓	↓	1994 - 2007			
		Destruction Approved					
Closed in _____		 Administrative Judge				<u>3/7/11</u> Date	

Destruction Approved by Maryland State Archives

Destruction Certification

2 Mar 2011
Date


State Archivist


Signature of Court Official

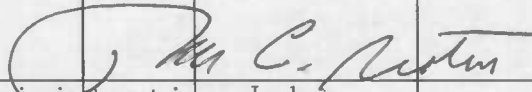
Clock
Title

3/7/2011
Date

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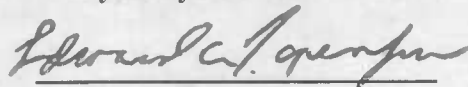
Circuit Court	02/15/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5380
Court	Date		
Worcester - Snow Hill			
County			Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

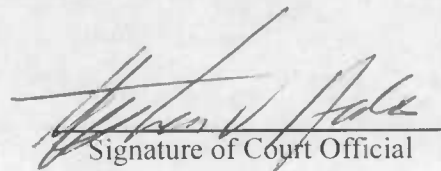
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Jury, Grand Jury, Bailiff and Witness Records Master Wheel Jury Qualification Forms Summons State Board of Elections Reports Jurors Selected for Services Juror Reimbursement Report and Invoice Jury Recording Correspondence	2330 Sec I	6(b)	Feb 2005 - Feb 2006	4		
		Destruction Approved					
		 Administrative Judge				3/7/11	Date
Closed in _____							

Destruction Approved by Maryland State Archives

2 Mar 2011
Date


State Archivist

Destruction Certification


Signature of Court Official

Clyde
Title

3/7/2011
Date

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