DC - Traffic Processing Ticket Room	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5384
Court 2020 Industrial Dr Date 12/13/10		Forward three (3) copies to address at left.
Annapolis, Md. 21401		
County Anne Arundel		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Citations DCTPC Ticket Room (08W0750)	2219	Sect. IV, 2 a, b	2005	315	3/10/11	Recycle
	Closed in _____						

Destruction Approved by Maryland State Archives

5 Jan 11 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Larry Gilbert — Signature of Court Official

Lead Clerk — Title

3-10-11 — Date

1186

Baltimore Recycle (Vangel paper)

DGS 550-9 (rev. 06/2009)

Instructions for Preparation and Submission on next page

DC - Traffic Processing Ticket Room	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5384
Court 2020 Industrial Dr Date 12/13/10		Forward three (3) copies to address at left.
Annapolis, Md. 21401		
County Anne Arundel		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Citations DCTPC Ticket Room (08W0750)	2219	Sect. IV, 2 a, b	2005	315	3/10/11	Recycle
	Closed in _____						

Destruction Approved by Maryland State Archives

5 Jan 11 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Larry Gilbert — Signature of Court Official

Lead Clerk — Title

3-10-11 — Date

Baltimore Recycle (Vangel paper)

DGS 550-9 (rev. 06/2009)

Instructions for Preparation and Submission on next page

DC - Traffic Processing Ticket Room	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5314
Court 2020 Industrial Dr Date 12/13/10		Forward three (3) copies to address at left.
Annapolis, Md. 21401		
County Anne Arundel		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Citations DCTPC Ticket Room (08W0750)	2219	Sect. IV, 2 a, b	2005	315	3/10/11	Recycle
	Closed in _____						

Destruction Approved by Maryland State Archives

5 Jan 11 — Date

Edward C. Gregg — State Archivist

Destruction Certification

Larry Gilbert — Signature of Court Official

Lead Clerk — Title

3-10-11 — Date

Baltimore Recycle (Vangel paper)

DGS 550-9 (rev. 06/2009)

Instructions for Preparation and Submission on next page

54/32

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 1 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous	**2219 Sect V**	**1c**				landfill
A	Daily Cash Register Files for Annapolis and Glen Burnie Cashiers			11/2005-6/2008	125	7-19-11 through 7-29-11	
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			11/2005-6/2008	7	7-13-11	
C	NonMATS Deferred Payments Daily Files, Write-Offs			11/2005-6/2008	4	7/14/11	
D	MATS Deferred Payments Daily Records Summaries, Control Account, &Write-Offs			11/2005-6/2008	8	7/14/11	
E	MATS Deferred Payments Daily Files			11/2005-6/2008	6	7/14/11	
F	DCA 21 Check Requests, Disbursement Transmittals			1/2006-6/2008	3	7/13/11	
G	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			11/2005-6/2008	1	7/13/11	

Destruction approved by Hall of Records Commission

Destruction Certificate

7/1/11 Edward C. Quenzer — Date, State Archivist

Patricia L Boone, Acctg Supr — Signature of Court Official, Title

7-29-11 — Date

54/32

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 2 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous continued	**2219 Sect V**	**1c**				landfill
H	Traffic Bad Check Green Bar Report from JIS			8/2003-6/2008	1	7/13/11	
I	Court Fund Revenue Reports, Trial Balance Reports			1/2006-6/2008	3	7/14/11	
J	Court Fund Reconciliation Reports and Cancelled Checks			1/2004-12/2007	2	7-14-11	
K	Voided Bank Deposit Bags			1/2006-6/2008	0.5	7/13/11	
L	Locals Reconciliation Reports & Accounts Receivable Summary			7/2002-6/2008	1	7/13/11	
M	Quarterly Cashier Reports & Monthly Status Reports			1/2001-12/2007	1	7/13/11	
N	Petty Cash Records			7/98-6/08	0.5	7/13/11	
O	Correspondence regarding Voided VitalChcks & Over/Short Reports for Cashiers and Commissioners			9/2005-6/2008	0.5	7/13/11	

Destruction approved by Hall of Records Commission

Destruction Certificate

7/1/11 Edward C. Papenfuse — Date, State Archivist

Patricia L Borne — Signature of Court Official

Acctg Supv — Title

7-29-11 — Date

54/32

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 1 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous	**2219 Sect V**	**1c**				landfill
A	Daily Cash Register Files for Annapolis and Glen Burnie Cashiers			11/2005-6/2008	125	7-19-11 through 7-29-11	
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			11/2005-6/2008	7	7-13-11	
C	NonMATS Deferred Payments Daily Files, Write-Offs			11/2005-6/2008	4	7/14/11	
D	MATS Deferred Payments Daily Records Summaries, Control Account, &Write-Offs			11/2005-6/2008	8	7/14/11	
E	MATS Deferred Payments Daily Files			11/2005-6/2008	6	7/14/11	
F	DCA 21 Check Requests, Disbursement Transmittals			1/2006-6/2008	3	7/13/11	
G	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			11/2005-6/2008	1	7/13/11	

Destruction approved by Hall of Records Commission

Destruction Certificate

7/1/11 — Date
Edward C. Papenfuse — State Archivist
Patricia L Boone — Signature of Court Official
Acctg Supv — Title
7-29-11 — Date

54/32

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 2 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous continued	**2219 Sect V**	**1c**				landfill
H	Traffic Bad Check Green Bar Report from JIS			8/2003-6/2008	1	7/13/11	
I	Court Fund Revenue Reports, Trial Balance Reports			1/2006-6/2008	3	7/14/11	
J	Court Fund Reconciliation Reports and Cancelled Checks			1/2004-12/2007	2	7-14-11	
K	Voided Bank Deposit Bags			1/2006-6/2008	0.5	7/13/11	
L	Locals Reconciliation Reports & Accounts Receivable Summary			7/2002-6/2008	1	7/13/11	
M	Quarterly Cashier Reports & Monthly Status Reports			1/2001-12/2007	1	7/13/11	
N	Petty Cash Records			7/98-6/08	0.5	7/13/11	
O	Correspondence regarding Voided VitalCheks & Over/Short Reports for Cashiers and Commissioners			9/2005-6/2008	0.5	7/13/11	

Destruction approved by Hall of Records Commission — Destruction Certificate

7/1/11 — Edward C. Quesenberry — Patricia L Boone — Acctg Supv — 7-29-11

Date — State Archivist — Signature of Court Official — Title — Date

54/32

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 1 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous	**2219 Sect V**	**1c**				landfill
A	Daily Cash Register Files for Annapolis and Glen Burnie Cashiers			11/2005-6/2008	125	7-19-11 through 7-29-11	
B	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			11/2005-6/2008	7	7-13-11	
C	NonMATS Deferred Payments Daily Files, Write-Offs			11/2005-6/2008	4	7/14/11	
D	MATS Deferred Payments Daily Records Summaries, Control Account, &Write-Offs			11/2005-6/2008	8	7/14/11	
E	MATS Deferred Payments Daily Files			11/2005-6/2008	6	7/14/11	
F	DCA 21 Check Requests, Disbursement Transmittals			1/2006-6/2008	3	7/13/11	
G	NonMATS Bad Checks Transmittals, Payment Summaries, Write-Offs			11/2005-6/2008	1	7/13/11	

Destruction approved by Hall of Records Commission

Destruction Certificate

Date	State Archivist	Signature of Court Official	Title	Date
7/1/11	Edward C. Quesenberry	Patricia L Boone	Acctg Supr	7-29-11

54/32

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 2 of 2)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Accounting - Miscellaneous continued	**2219 Sect V**	**1c**				landfill
H	Traffic Bad Check Green Bar Report from JIS			8/2003-6/2008	1	7/13/11	
I	Court Fund Revenue Reports, Trial Balance Reports			1/2006-6/2008	3	7/14/11	
J	Court Fund Reconciliation Reports and Cancelled Checks			1/2004-12/2007	2	7-14-11	
K	Voided Bank Deposit Bags			1/2006-6/2008	0.5	7/13/11	
L	Locals Reconciliation Reports & Accounts Receivable Summary			7/2002-6/2008	1	7/13/11	
M	Quarterly Cashier Reports & Monthly Status Reports			1/2001-12/2007	1	7/13/11	
N	Petty Cash Records			7/98-6/08	0.5	7/13/11	
O	Correspondence regarding Voided VitalCheks & Over/Short Reports for Cashiers and Commissioners			9/2005-6/2008	0.5	7/13/11	

Destruction approved by Hall of Records Commission — Destruction Certificate

Date	State Archivist	Signature of Court Official	Title	Date
7/1/11	Edward C. Papenfuse	Patricia L Borne	Acctg Supv	7-29-11

5467

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 1 of 1)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Administrative Records - Personnel Records	**2219 Sect I**	**2**				landfill
A	Time Sheets - Supervisor's Copy 3 employees (2 active, 1 retired)			7/2004-12/2005	<0.5	7/13/11	shredded
B	Performance Evaluations - Supervisor's Copy (1 retired emp)			12/1995-12/2005	<0.5	7/13/11	shredded

Destruction approved by Hall of Records Commission Destruction Certificate

7/1/11 [signature] Patricia L Byrne Acctg Supv 7-13-11

Date State Archivist Signature of Court Official Title Date

5467

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 1 of 1)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Administrative Records - Personnel Records	**2219 Sect I**	**2**				landfill
A	Time Sheets - Supervisor's Copy 3 employees (2 active, 1 retired)			7/2004-12/2005	<0.5	7/13/11	shredded
B	Performance Evaluations - Supervisor's Copy (1 retired emp)			12/1995-12/2005	<0.5	7/13/11	shredded

Destruction approved by Hall of Records Commission Destruction Certificate

7/1/11 Edward C. Papenfuse Patricia L. Bowne Acctg. Supv 7-13-11

Date State Archivist Signature of Court Official Title Date

5467

Records Destruction Certificate DGS-550-9

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

Proposal and Certificate of Records Destruction

Court: District Court 7-1 County: Anne Arundel Date: April 29, 2011 (pg 1 of 1)

Series Number	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Ft)	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #				
	Administrative Records - Personnel Records	**2219 Sect I**	**2**				landfill
A	Time Sheets - Supervisor's Copy 3 employees (2 active, 1 retired)			7/2004-12/2005	<0.5	7/13/11	shredded
B	Performance Evaluations - Supervisor's Copy (1 retired emp)			12/1995-12/2005	<0.5	7/13/11	shredded

Destruction approved by Hall of Records Commission Destruction Certificate

7/1/11 [signature] [signature] Acctg Supv 7-13-11

Date State Archivist Signature of Court Official Title Date

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	54/21 Forward three (3) copies to address at left.
Court	**Date**		
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	2004	2		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

[signature] — State Archivist

[signature] — Signature of Court Official

Destruction Certification

Sup II — Title

10/14/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5421 Forward three (3) copies to address at left.
Court	**Date**		
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	2004	2		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

State Archivist

Destruction Certification

Signature of Court Official

Supt — Title

10/14/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5422 Forward three (3) copies to address at left.
Court	**Date**		
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	2006	74		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

State Archivist

Destruction Certification

Signature of Court Official

SUP II — Title

10/14/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5422 Forward three (3) copies to address at left.
Court	**Date**		
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	2006	74		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

10/14/11 — Title

SUPII — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5423
Court	**Date**		Forward three (3) copies to address at left.
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	2007	106		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

[signature] — State Archivist

[signature] — Signature of Court Official

Destruction Certification

SUP II — Title

10/14/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5423
Court	**Date**		Forward three (3) copies to address at left.
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	2007	106		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

State Archivist

Signature of Court Official

Destruction Certification

Sup II — Title

10/14/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5424
Court	**Date**		Forward three (3) copies to address at left.
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	January - March 2008	34		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

State Archivist

Destruction Certification

Signature of Court Official

Sup II — Title

10/14/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 01-03	4/14/11	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5424 Forward three (3) copies to address at left.
Court	**Date**		
Baltimore City - Eastside			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungements	2219	Sect IV Item 2d	January - March 2008	34		
	Closed in _____						

Destruction Approved by Maryland State Archives

26 Apr 2011 — Date

Edward A. Quenzer — State Archivist

Gerald W. Deason — Signature of Court Official

Destruction Certification

Sup H — Title

10/14/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

3930

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY — Court

9-13-05 — Date

DISTRICT COURT #8 BALTIMORE CO — Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2001 Traffic Batch Files Misc Correspondence including postponement requests, entrance of appearances, etc.	2219	Section IV, 2	January thru December 2000	27	April 7, 2011	Landfill

Destruction Approved by Hall of Records Commission — Destructon Certification

SEP 29 2005 — Edward C. Papenfuse — State Archivist — Date

Signature of Court official — Support Service Supervisor II — Title — Date April 15, 2011

3930

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

9-13-05
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2001 Traffic Batch Files Misc Correspondence including postponement requests, entrance of appearances, etc.	2219	Section IV, 2	January thru December 2000	27	April 7, 2011	Landfill

Destruction Approved by Hall of Records Commission

Destructon Certification

SEP 29 2005 Edward C. Papenfuss
Date State Archivist

Signature of Court official Title Support Service Supervisor II
Date April 15, 2011

3932

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY — Court

9-13-05 — Date

DISTRICT COURT #8 BALTIMORE CO — Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2001 Traffic Payment Envelopes "Brown Bags" Cashier back-up Payment paperwork	2219	Section III, 2	January thru December 2000 Towson Esser Catonsville	75	April 7, 2011	Landfill

Destruction Approved by Hall of Records Commission — Destructon Certification

SEP 29 2005 Edward C. Papenfuse — Date — State Archivist

Signature of Court official — Title: Support Service Supervisor II — Date: April 15, 2011

3932

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-4 Towson Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

9-13-05
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2001 Traffic Payment Envelopes "Brown Bags"	2219	Section ~~III~~, 2	January thru December 2000 Towson Essex Catonsville	75	April 7, 2011	Landfill

Destruction Approved by Hall of Records Commission

Destructon Certification

SEP 29 2005 Edward C. Papenfuss

Date State Archivist

Signature of Court official Title Support Service Supervisor II

Date April 15, 2011

District Court #8		
Court	Date 1-21-10	
Baltimore		
County		

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

5129

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Constable Transportation/Time/service Reports DCA 35	2219	Sect. V Item 1c	1/1/2006 thru 12/31/2006	26	April 7, 2011	Landfill
	Closed in 12-31-06						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date
State Archivist

Destruction Certification

Signature of Court Official
Support Service Supervisor II — Title
4-15-11 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8		5129
Court — Date 1-21-10	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Constable Transportation/Time/service Reports DCA 35	2219	Sect. V Item 1c	1/1/2006 thru 12/31/2006	26	April 7, 2011	Landfill
	Closed in 12-31-06						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor II — Title — 4-15-11 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5287
Court — Date 10-15-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Payment Envelopes "Brown Bags"	2219	Sect. V Item 1c.	2002 January thru December			Shred
	Towson Court				23	April 7, 2011	
	Essex Court				13		
	Catonsville Court				12		
				Total	48		
	Closed in 2002						

Destruction Approved by Maryland State Archives

1 NOV 2010 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor II — Title — 4-15-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5287
Court — Date 10-15-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Payment Envelopes "Brown Bags"	2219	Sect. V Item 1c.	2002 January thru December		April 7, 2011	Shred
	Towson Court				23		
	Essex Court				13		
	Catonsville Court				12		
				Total	48		
	Closed in 2002						

Destruction Approved by Maryland State Archives

1 NOV 2010 — Date

State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor II — Title — 4-15-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

3929

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-1 Catonsville Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

9-13-05
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2000 and 2001 Batch Files Misc Correspondence including postponement requests, entrance of appearances, etc.	2219	Section III, 2	January thru December 2000 & 2001	8	April 7, 2011	Landfill

Destruction Approved by Hall of Records Commission

Destructon Certification

SEP 29 2005 Edward C. Papenfuse
Date State Archivist

Signature of Court official Support Service Supervisor II
Title
Date April 15, 2011

3829

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
7575 Watreloo Rd., P.O. Box 275
Jessup, Md. 20744 - 0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8-1 Catonsville Court

DISTRICT COURT #8 BALTIMORE COUNTY
Court

9-13-05
Date

DISTRICT COURT #8 BALTIMORE CO
Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION		INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2000 and 2001 Batch Files Misc Correspondence including postponement requests, entrance of appearances, etc.	2219	Section IV, 2	January thru December 2000 & 2001	8	April 7, 2011	Landfill

Destruction Approved by Hall of Records Commission

Destructon Certification

SEP 29 2005 Edward C. Papenfuse
Date State Archivist

Signature of Court official Title Support Service Supervisor II
Date April 15, 2011

3501

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 #8
Baltimore County
COURT

DISTRICT COURT TOWSON
120 E CHESAPEAKE AVE
~~TOWSON MD 21286-5307~~
COUNTY

2/3/04
DATE

Kathleen Webster, Division Chief

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Parking Tickets 1998 1999 2000	975		1998 1999 2000	3	1/25/2006	Shred

Destruction Approved by Hall of Records Commission

MAR 0 5 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen Webster
Signature of Court Official

Division Chief - TR/CR
Title

5/6/11
Date

original signature date 1/30/06

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PRERARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275, 7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.

3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)

5. FOR YOUR INFORMATION -

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

3501

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 #8
Baltimore County
COURT

DISTRICT COURT TOWSON
120 E CHESAPEAKE AVE
TOWSON MD 21286-5307
COUNTY

2/3/04
DATE

Kathleen Webster, Division Chief

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Parking Tickets 1998 1999 2000	975		1998 1999 2000	3	1/25/2006	Shred

Destruction Approved by Hall of Records Commission

MAR 05 2004
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Kathleen Webster
Signature of Court Official

Division Chief - TR/CR
Title

5/6/11
Date

Instructions for Preparation and Submission on Reverse Side

original signature date 1/30/06

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PRERARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275, 7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.

3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.

4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)

5. FOR YOUR INFORMATION -

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

District 08-04	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5459
Court Date 5/18/2011		Forward three (3) copies to address at left.
Baltimore County - Towson		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic - Requests for Waiver Hearing 2007	2219	Sect IV Items 2a.b.	2007	2.0	6/20/11	Shred
	Closed in 2007						

Destruction Approved by Maryland State Archives

3 June 2011
Date

Edward C. Papenfuse
State Archivist

Kathleen Mulholter
Signature of Court Official

Destruction Certification

Division Chief - TR/CD
Title

6/20/11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 08-04	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5459
Court Date 5/18/2011		Forward three (3) copies to address at left.
Baltimore County - Towson		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic - Requests for Waiver Hearing 2007	2219	Sect IV Items 2a.b.	2007	2.0	6/20/11	Shred
	Closed in 2007						

Destruction Approved by Maryland State Archives

3 June 2011
Date

State Archivist

Destruction Certification

Kathleen Webster
Signature of Court Official

Division Chief - TRKR
Title

6/20/11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

BEN C. CLYBURN
Chief Judge

ROBERTA L. WARNKEN
Chief Clerk

DISTRICT COURT OF MARYLAND
HEADQUARTERS
Maryland Judicial Center
580 Taylor Avenue, A-3
ANNAPOLIS, MARYLAND 21401
(410) 260-1210 Fax (410)260-1219

ASSISTANT CHIEF CLERKS

SUSAN ARMIGER
Finance

CHARLES E. MOULDEN
Operations

LISA I. RITTER
Engineering & Central Services

VACANT
Administrative Services

Memorandum

To: Michael P. Vach, Administrative Clerk, Baltimore County

From: Lisa I. Ritter, Asst. Chief Clerk-Engineering & Central Services

Re: Destruction of Records

Date: 10 June 2011

Enclosed are duplicate copies of Certificates of Destruction of records in your district which have been approved for destruction by the State Archivist.

You may now proceed to have these records destroyed. As you know, the destruction should be viewed by you or someone else in your Court at the rank of supervisor or above. The person who views the destruction should then indicate on each copy of the form the date of destruction and the method. That person should then execute the Certificate of Destruction at the bottom of the page. After this has been completed, please return both copies to this office.

Enclosures

District 08-04	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5458
Court Date 5/18/2011		Forward three (3) copies to address at left.
Baltimore County - Towson		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic - Requests for Waiver Hearing 2006	2219	Sect IV Items 2a.b.	2006	1.5	6/17/11	Shred
	Closed in 2006						

Destruction Approved by Maryland State Archives

3 June 2011 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen Lucuster — Signature of Court Official

Division Chief - TE/CE — Title

6/17/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 08-04		
Court Date 5/18/2011	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5458
Baltimore County - Towson		Forward three (3) copies to address at left.
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic - Requests for Waiver Hearing 2006	2219	Sect IV Items 2a.b.	2006	1.5	6/17/11	Shred
	Closed in 2006						

Destruction Approved by Maryland State Archives

3 Jun 2011 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Kathleen Welotes — Signature of Court Official

Division Chief TR/CR — Title

6/17/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5288
Court — Date 10-15-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Traffic Payment Envelopes "Brown Bags"	2219	Sect. V Item 1c.	2003 January thru December		7/21/2011	Shred
	Towson Court				22		
	Essex Court				13		
	Catonsville Court				10		
				Total	45		
	Closed in 2003						

Destruction Approved by Maryland State Archives

1 nov 2010 — Date

[signature] — State Archivist

Destruction Certification

[signature] — Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5288
Court — Date 10-15-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Traffic Payment Envelopes "Brown Bags"	2219	Sect. V Item 1c.	2003 January thru December		7/21/2011	Shred
	Towson Court				22		
	Essex Court				13		
	Catonsville Court				10		
				Total	45		
	Closed in 2003						

Destruction Approved by Maryland State Archives

12 NOV 2010 — Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5288
Court — Date 10-15-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Traffic Payment Envelopes "Brown Bags"	2219	Sect. V Item 1c.	2003 January thru December		7/21/2011	Shred
	Towson Court				22		
	Essex Court				13		
	Catonsville Court				10		
				Total	45		
	Closed in 2003						

Destruction Approved by Maryland State Archives

1 NOV 2010 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5289
Court — Date 10-15-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Alpha Files	2219	Section VI, 2	2002 January thru December	132	7/21/2011	Recycle
	Closed in 2002						

Destruction Approved by Maryland State Archives

1 NOV 2010 — Date

Edward C. Spencer — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland Court — Date 10-15-10 Baltimore County 8-4 County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5289 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Alpha Files	2219	Section VI, 2	2002 January thru December	132	1/21/2011	Recycle
	Closed in 2002						

Destruction Approved by Maryland State Archives

1 Nov 2010 — Date

Edward C. Quersfurt — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

1. Leave columns Date of Disposal, Method of Disposal, and Destruction Certification blank until actual destruction has been completed by your Office.

2. Send two copies of the completed proposal to the Supervisor of the District Court Records Center, 2002A Industrial Drive, Annapolis, Maryland 21401.

3. The supervisor will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Maryland State Archives.

4. If the State Archivist approves the destruction, two signed copies will be returned to the Court. Upon receipt, indicate the date and method of disposal in the proper columns, and have the Destruction Certification signed by a Court Official (to be a person of the rank of Records Manager, Section Supervisor or above). Retain one copy for your file, and forward the second copy to the Records Management Division at the above address. (District Courts must send one (1) copy to the Chief Clerk's Office.)

5. For your information -

One letter-size file drawer	= 1.5 Cu. Ft. of Records
One legal-size file drawer	= 2.0 Cu. Ft. of Records
One Records Center Box	= 1.0 Cu. Ft. of Records

AUG 16 2011

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5289
Court — Date 10-15-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Alpha Files	2219	Section VII, 2	2002 January thru December	132	7/21/2011	Recycle
	Closed in 2002						

Destruction Approved by Maryland State Archives

1 NOV 2010 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5461
Court — Date 5-5-11		Forward three (3) copies to address at left.
Baltimore County		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently Closed in 2003	2219	Section II item 2	2003 January thru December	395	7/21/2011	Recycle

Destruction Approved by Maryland State Archives

3 June 2011 — Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland #8 Court — Date 5-5-11 Baltimore County County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5461 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently Closed in 2003	2219	Section II item 2	2003 January thru December	395		Recycle

Destruction Approved by Maryland State Archives

3 June 2011 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor II — Title — 8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland #8 Court — Date 5-5-11 Baltimore County County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5461 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently Closed in 2003	2219	Section II item 2	2003 January thru December	395	7/21/2011	Recycle

Destruction Approved by Maryland State Archives

3 June 2011 — Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland #8 **Court** **Date** 5-5-11 Baltimore County **County**	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5462 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2007 Criminal Expungements Closed in 12-31-2007	2219	Section IV Item 2d, e	1-1-2007 thru 12-31-2007	45	7/21/2011	Shred

Destruction Approved by Maryland State Archives

3 June 2011 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5462
Court — Date 5-5-11		Forward three (3) copies to address at left.
Baltimore County		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2007 Criminal Expungements	2219	Section IV Item 2d, e	1-1-2007 thru 12-31-2007	45	7/21/2011	Shred
	Closed in 12-31-2007						

Destruction Approved by Maryland State Archives

3 June 2011 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor II — Title — 8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5462
Court — Date 5-5-11		Forward three (3) copies to address at left.
Baltimore County		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2007 Criminal Expungements	2219	Section IV Item 2d, e	1-1-2007 thru 12-31-2007	45	7/21/2011	Shred
	Closed in 12-31-2007						

Destruction Approved by Maryland State Archives

3 June 2011 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor II — Title — 8-1-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

5470

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 302
Annapolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 — Court

BALTIMORE COUNTY — County

District Court of Maryland
120 E. Chesapeake Avenue
Towson, MD 21286
ATTN: Michael Vach, Administrative Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic feet) Boxes	Date of Destruction	Method of Destruction
1.	ACCOUNTING RECORDS						
	E. Miscellaneous Accounting Records						
	1. Closed bond forfeiture reports	2219	Sect V 1.b	1/1/1995 - 6/30/2000	4		Shredded
	2. Closed bad check records	"	Sect V 1.c	7/1/2004 - 6/30/2008	1		"
	3. Closed deferred payment records	"	"	7/1/2004 - 6/30/2008	23		"
	4. Closed transcript requests (DCA 27)	"	"	7/1/2004 - 6/30/2008	4		"

Destruction Approved by Hall of Records Commission

7/1/11 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Laura Rowe — Signature of Court Official

Accounting Supervisor — Title

8/1/11 — Date

5470

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 302
Annapolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 — Court

BALTIMORE COUNTY — County

District Court of Maryland
120 E. Chesapeake Avenue
Towson, MD 21286
ATTN: Michael Vach, Administrative Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic feet) Boxes	Date of Destruction	Method of Destruction
1.	ACCOUNTING RECORDS						
	E. Miscellaneous Accounting Records						
	1. Closed bond forfeiture reports	2219	Sect V 1.b	1/1/1995 - 6/30/2000	4		Shredded
	2. Closed bad check records	"	Sect V 1.c	7/1/2004 - 6/30/2008	1		"
	3. Closed deferred payment records	"	"	7/1/2004 - 6/30/2008	23		"
	4. Closed transcript requests (DCA 27)	"	"	7/1/2004 - 6/30/2008	4		"

Destruction Approved by Hall of Records Commission

7/1/11 — Edward C. Papenfuse
Date — State Archivist

Destruction Certification

Laure Rivers — Accounting Supervisor — 8/1/11
Signature of Court Official — Title — Date

5470

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 302
Annapolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 — Court

BALTIMORE COUNTY — County

District Court of Maryland
120 E. Chesapeake Avenue
Towson, MD 21286
ATTN: Michael Vach, Administrative Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic feet) Boxes	Date of Destruction	Method of Destruction
1.	ACCOUNTING RECORDS						
	E. Miscellaneous Accounting Records						
	1. Closed bond forfeiture reports	2219	Sect V 1.b	1/1/1995 - 6/30/2000	4		Shredded
	2. Closed bad check records	"	Sect V 1.c	7/1/2004 - 6/30/2008	1		"
	3. Closed deferred payment records	"	"	7/1/2004 - 6/30/2008	23		"
	4. Closed transcript requests (DCA 27)	"	"	7/1/2004 - 6/30/2008	4		"

Destruction Approved by Hall of Records Commission

7/1/11 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Laura Rose — Signature of Court Official

Accounting Supervisor — Title

8/1/11 — Date

5469

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 302
Annopolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 — Court

BALTIMORE COUNTY — County

District Court of Maryland
120 E. Chesapeake Avenue
Towson, MD 21286
ATTN: Michael Vach, Administrative Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization Retention Sched. No.	Authorization Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic feet) Boxes	Date of Destruction	Method of Destruction
1.	ACCOUNTING RECORDS						
	A. General Accounting Records						
	1. Cash register reports; including Certificate of Deposits & deposit slips	2219	Sect V 1.c	7/1/2004 - 6/30/2008	164		Shredded
	2. Requests for State Revenue refunds	"	"	7/1/2004 - 6/30/2008	4		"
	3. Monthly revenue reports (R1, R2, DCA 31 & DCA 95)	"	"	7/1/2004 - 6/30/2008	10		"
	E. Miscellaneous Accounting Records						
	1. Court Fund reconciliations, deposits and voided & cancelled checks	"	"	7/1/2004 - 6/30/2008	14		"

Destruction Approved by Hall of Records Commission

7/1/11 — Date
Edward C. Spencer — State Archivist

Destruction Certification

Laura Ruth — Signature of Court Official
Accounting Supervisor — Title
8/1/11 — Date

54/69

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 302
Annapolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 — Court

BALTIMORE COUNTY — County

District Court of Maryland
120 E. Chesapeake Avenue
Towson, MD 21286
ATTN: Michael Vach, Administrative Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic feet) Boxes	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.				
1.	ACCOUNTING RECORDS						
	A. General Accounting Records						
	1. Cash register reports; including Certificate of Deposits & deposit slips	2219	Sect V 1.c	7/1/2004 - 6/30/2008	164		Shredded
	2. Requests for State Revenue refunds	"	"	7/1/2004 - 6/30/2008	4		"
	3. Monthly revenue reports (R1, R2, DCA 31 & DCA 95)	"	"	7/1/2004 - 6/30/2008	10		"
	E. Miscellaneous Accounting Records						
	1. Court Fund reconciliations, deposits and voided & cancelled checks	"	"	7/1/2004 - 6/30/2008	14		"

Destruction Approved by Hall of Records Commission

7/1/11 — Date
Edward C. Papenfuse — State Archivist

Destruction Certification

Laura Rivers — Signature of Court Official
Accounting Supervisor — Title
8/1/11 — Date

5469

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 302
Annapolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8 — Court

BALTIMORE COUNTY — County

District Court of Maryland
120 E. Chesapeake Avenue
Towson, MD 21286
ATTN: Michael Vach, Administrative Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic feet) Boxes	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.				
1.	ACCOUNTING RECORDS						
	A. General Accounting Records						
	1. Cash register reports; including Certificate of Deposits & deposit slips	2219	Sect V 1.c	7/1/2004 - 6/30/2008	164		Shredded
	2. Requests for State Revenue refunds	"	"	7/1/2004 - 6/30/2008	4		"
	3. Monthly revenue reports (R1, R2, DCA 31 & DCA 95)	"	"	7/1/2004 - 6/30/2008	10		"
	E. Miscellaneous Accounting Records						
	1. Court Fund reconciliations, deposits and voided & cancelled checks	"	"	7/1/2004 - 6/30/2008	14		"

Destruction Approved by Hall of Records Commission

7/1/11 — Date

Edward C. Spencer — State Archivist

Destruction Certification

Laura Ruth — Signature of Court Official

Accounting Supervisor — Title

8/1/11 — Date

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5294
Court — Date 10-21-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently Closed in 2002	2219	II, 2	2002 January thru December	4/6	1/12/11	Recycle

Destruction Approved by Maryland State Archives

3 nov 2010 — Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

1-12-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland Court — Date 10-21-10 Baltimore County 8-4 County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5294 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently Closed in 2002	2219	II, 2	2002 January thru December	4/6	1/12/11	Recycle

Destruction Approved by Maryland State Archives

3 NOV 2010 — Date

Edward C. Quenzer — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

1-12-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

1. Leave columns Date of Disposal, Method of Disposal, and Destruction Certification blank until actual destruction has been completed by your Office.

2. Send two copies of the completed proposal to the Supervisor of the District Court Records Center, 2002A Industrial Drive, Annapolis, Maryland 21401.

3. The supervisor will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Maryland State Archives.

4. If the State Archivist approves the destruction, two signed copies will be returned to the Court. Upon receipt, indicate the date and method of disposal in the proper columns, and have the Destruction Certification signed by a Court Official (to be a person of the rank of Records Manager, Section Supervisor or above). Retain one copy for your file, and forward the second copy to the Records Management Division at the above address. (District Courts must send one (1) copy to the Chief Clerk's Office.)

5. For your information -

One letter-size file drawer	= 1.5 Cu. Ft. of Records
One legal-size file drawer	= 2.0 Cu. Ft. of Records
One Records Center Box	= 1.0 Cu. Ft. of Records

MAR - 8 2011

District Court of Maryland Court — Date 10-21-10 Baltimore County 8-4 County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5294 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently Closed in 2002	2219	II, 2	2002 January thru December	4/6	1/12/11	Recycle

Destruction Approved by Maryland State Archives

3 nov 2010 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

1-12-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5293
Court — Date 10-21-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2001 Civil "A" Boxes Strip and Destroy inside Material only Retain Dockets permanently Closed in 2001	2219	II, 2	2001 January thru December	382	12/10/10	Recycle

Destruction Approved by Maryland State Archives

3 nov 2010 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

12-10-10 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5293
Court — Date 10-21-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2001 Civil "A" Boxes Strip and Destroy inside Material only Retain Dockets permanently Closed in 2001	2219	II, 2	2001 January thru December	382	12/10/10	Recycle

Destruction Approved by Maryland State Archives

3 Nov 2010 — Date

Edward C. Quenzer — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

12-10-10 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

1. Leave columns Date of Disposal, Method of Disposal, and Destruction Certification blank until actual destruction has been completed by your Office.

2. Send two copies of the completed proposal to the Supervisor of the District Court Records Center, 2002A Industrial Drive, Annapolis, Maryland 21401.

3. The supervisor will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Maryland State Archives.

4. If the State Archivist approves the destruction, two signed copies will be returned to the Court. Upon receipt, indicate the date and method of disposal in the proper columns, and have the Destruction Certification signed by a Court Official (to be a person of the rank of Records Manager, Section Supervisor or above). Retain one copy for your file, and forward the second copy to the Records Management Division at the above address. (District Courts must send one (1) copy to the Chief Clerk's Office.)

5. For your information -

One letter-size file drawer	= 1.5 Cu. Ft. of Records
One legal-size file drawer	= 2.0 Cu. Ft. of Records
One Records Center Box	= 1.0 Cu. Ft. of Records

MAR - 8 2011

District Court of Maryland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5293
Court — Date 10-21-10		Forward three (3) copies to address at left.
Baltimore County		
8-4 County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2001 Civil "A" Boxes Strip and Destroy inside Material only Retain Dockets permanently Closed in 2001	2219	II, 2	2001 January thru December	382	12/10/10	Recycle

Destruction Approved by Maryland State Archives

3 NOV 2010 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

12-10-10 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District Court #8		
Court	Date 1-21-10	
Baltimore		
County		

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

5137

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Towson Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section IV, 2	1/1/2005 thru 12/31/2005	24	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8 Court — Date 1-21-10 Baltimore County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5137 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Towson Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section III, 2	1/1/2005 thru 12/31/2005	24	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II
Title

11-23-10
Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8		
Court	Date 1-21-10	
Baltimore		
County		

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

5137

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Towson Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section VI, 2	1/1/2005 thru 12/31/2005	24	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10
Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II
Title

11-23-10
Date

DGS 550-9 (rev. 05 2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5136
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Catonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section VI, 2	1/1/2005 thru 12/31/2005	15	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Quarrier — State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor — Title — 11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5136
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Catonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section IV, 2	1/1/2005 thru 12/31/2005	15	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official — Support Service Supervisor II — Title — 11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5136
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Catonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section VI, 2	1/1/2005 thru 12/31/2005	15	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10
Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II
Title

11-23-10
Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8		
Court	Date 1-21-10	
Baltimore		
County		

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

5135

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Essex Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section III, 2	1/1/ 2005 thru 12/31/ 2005	16	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10
Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor
Title

11-23-10
Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8 Court — Date 1-21-10 Baltimore County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5135 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Essex Court Failure to Pay Rent Cases (Non-Money Judgments) Closed in 12-31-05	2219	Section VI, 2	1/1/2005 thru 12/31/2005	16	11/23/10	Landfill

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5135
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Essex Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section VI, 2	1/1/2005 thru 12/31/2005	16	11/23/10	Landfill
	Closed in 12-31-05						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5734
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Towson Court Failure to Pay Rent Cases (Non-Money Judgments) Closed in 12-31-06	2219	Section VI, 2	1/1/2006 thru 12/31/2006	23	11/23/10	Landfill

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5134
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Towson Court Failure to Pay Rent Cases (Non-Money Judgments) Closed in 12-31-06	2219	Section VI, 2	1/1/2006 thru 12/31/2006	23	11/23/10	Landfill

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5734
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Towson Court Failure to Pay Rent Cases (Non-Money Judgments) Closed in 12-31-06	2219	Section VI, 2	1/1/2006 thru 12/31/2006	23	11/23/10	Landfill

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05 2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5133
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Catonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	1/1/2006 thru 12/31/2006	16	11/23/10	Landfill
	Closed in _____						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5133
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Catonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	1/1/2006 thru 12/31/2006	16	11/23/10	Landfill
	Closed in _____						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District Court #8		
Court	Date 1-21-10	
Baltimore		
County		

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

5133

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Catonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section VI, 2	1/1/2006 thru 12/31/2006	16	11/23/10	Landfill
	Closed in _____						

Destruction Approved by Maryland State Archives

16 Feb 10
Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II
Title

11-23-10
Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5132
Court — Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Essex Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section IV, 2	1/1/2006 thru 12/31/2006	17	11/23/10	Landfill
	Closed in 12-31-06						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District #8	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5132
Court Date 1-21-10		Forward three (3) copies to address at left.
Baltimore		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Essex Court Failure to Pay Rent Cases (Non-Money Judgments) Closed in 12-31-06	2219	Section III, 2	1/1/2006 thru 12/31/2006	17	11/23/10	Landfill

Destruction Approved by Maryland State Archives

16 Feb 10
Date

State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II
Title

11-23-10
Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page

District #8 Court — Date 1-21-10 Baltimore County	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5132 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Rents Essex Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section IV, 2	1/1/2006 thru 12/31/2006	17	11/23/10	Landfill
	Closed in 12-31-06						

Destruction Approved by Maryland State Archives

16 Feb 10 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official

Support Service Supervisor II — Title

11-23-10 — Date

DGS 550-9 (rev. 05/2009)

Instructions for Preparation and Submission on next page