DC - Traffic Processing Ticket Room 2020 Industrial Dr Date 12/13/10 Annapolis, Md. 21401 County Anne Arundel

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
0.	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	Recy cle
	Closed in						

Destruction Approved by Maryland State Archives

Signature of Court Official

Destruction Certification

Baltimo Recycle
(Vangel paper)

DGS 550-9 (rev. 06/2009)

Instructions for Preparation and Submission on next page

MAR 162011

DC - Traffic Processing Ticket Room 2020 Industrial Dr Date 12/13/10 Annapolis, Md. 21401 County Anne Arundel

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 06/2009)

Instructions for Preparation and Submission on next page

ial Title Date
Baltimo Recycle
(Van zel pazzer)

MAR 16 2011

DC - Traffic Processing Ticket Room 2020 Industrial Dr Date 12/13/10 Court Annapolis, Md. 21401 County Anne Arundel

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ration				
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	Recycl
	Closed in						

Destruction Approved by Maryland State Archives

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 06/2009)

Instructions for Preparation and Submission on next page

Baltimo Recycle (Van sel parser)

5432

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 3)

Series Number	Description of Records Include Title and/or Form Number	Authoriza	ation	Inclusive Dates of	Volume (Cubic	Date of Destruction	Method of Destruction
	morado Filio dilato Form Cultitori	Retention Schedule #	Item #	Records Destroyed	Ft)	Destruction	Destruction
	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	4
В	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			11/2005- 6/2008	7	7-13-11	
С	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	
Е	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	

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Destruction Certificate

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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	Authoriza	ation	Inclusive Dates of	Volume (Cubic	Date of Destruction	Method of Destruction
rumber	merade Title and/of John Number	Retention Schedule #	Item #	Records Destroyed	Ft)	Destruction	Destruction
	Accounting - Miscellaneous continued	2219 Sect V	1c				landfill
Н	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	
М	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	
0	Correspondence regarding Voided VitalChcks & Over/Short Reports for Cashiers and Commissioners			9/2005- 6/2008	0.5	7/13/11	
							1

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7/1/11 Island Jacob Patricis & Born Actz Supr 7-29-Date State Archivist Signature of Court Official Title Date

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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 3)

Series Number	Description of Records Include Title and/or Form Number	Authoriz	ation	Inclusive Dates of	Volume (Cubic	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #	Records Destroyed	Ft)	Destruction	Destruction
	Accounting - Miscellaneous	2219 Sect V	1c				landfill
Α	Daily Cash Register Files for Annapolis and Glen Burnie Cashiers			11/2005-6/2008	125	7-19-11 throug 7-29-11	4
В	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			11/2005- 6/2008	7	7-13-11	
С	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	
Е	MATS Deferred Payments Daily Files			11/2005- 6/2008	6	2/14/11	
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	1

Destruction approved by Hall of Records Commission

Destruction Certificate

7/1/11 Island Joseph Patricial Some Acety Super 7-29-1
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 2 of 2)

Series	Description of Records Include Title and/or Form Number	Authoriz	ation	Inclusive Dates of	Volume (Cubic	Date of Destruction	Method of Destruction
, 1111001	morado Title ana/or i Omi Pamber	Retention Schedule #	Item #	Records Destroyed	Ft)	Destruction	Destruction
	Accounting - Miscellaneous continued	2219 Sect V	1c				landfill
Н	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	
М	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	
0	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 Lower Company Patricia Lown Actz Supr 7-29-1
Date State Archivist Signature of Court Official Title Date

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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 3)

Series Number	Description of Records Include Title and/or Form Number	Authoriz	ation	Inclusive Dates of	Volume (Cubic	Date of Destruction	Method of Destruction
	mondo rigo ana or rom ramos.	Retention Schedule #	Item #	Records Destroyed	Ft)	Destruction	Destruction
	Accounting - Miscellaneous	2219 Sect V	1c				landfill
Α	Daily Cash Register Files for Annapolis and Glen Burnie Cashiers			11/2005-6/2008	125	7-19-11 through 7-29-11	6
В	Transcript/CD/Cassettes Invoice/Request, Gold Copies, Ledger Cards			11/2005- 6/2008	7	7-13-11	
С	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 Lournela Japenfor Patricia & Source Accty Super 7-29-10 Date State Archivist Signature of Court Official Title Date

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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	Authoriz	ation	Inclusive Dates of	Volume (Cubic	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #	Records Destroyed	Ft)	2 0001 4001011	
	Accounting - Miscellaneous continued	2219 Sect V	1c				landfill
Н	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	
М	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	
0	Correspondence regarding Voided VitalCheks & Over/Short Reports for Cashiers and Commissioners			9/2005- 6/2008	0.5	7/13/11	
							1

Destruction approved by Hall of Records Commission

Destruction Certificate

7/1/11 Lower Composition Patricia & Borne Actor Supr 7-29-1

Date State Archivist Signature of Court Official Title Date

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	Authoriz	ation	Inclusive Dates of	Volume (Cubic	Date of Destruction	Method of Destruction
		Retention Schedule #	Item #	Records Destroyed	Ft)		
	Administrative Records - Personnel Records	2219 Sect I	2				landfill
Α	Time Sheets - Supervisor's Copy 3 employees (2 active, 1 retired)			7/2004- 12/2005	<0.5	7/13/11	shredded
В	Performance Evaluations - Supervisor's Copy (1 retired emp)			12/1995-12/2005	<0.5	7/13/11	shredown

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7/1/11 Howald green Patricial Roman Accts Sup 7-13-1/
Date State Archivist Signature of Court Official Title Date

Records Destruction Certificate DGS-550-9

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Proposal and Certificate of Records Destruction

Court: District Court 7-1

County: Anne Arundel

Date: April 29, 2011 (pg 3 of 3)

Series Number		Authoriza	Authorization		Volume (Cubie	Date of Destruction	Method of Destruction
		Retention Sehedule #	Item #	Records Destroyed	Ft)		
	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	shread
В	Performance Evaluations - Supervisor's Copy (1 retired emp)			12/1995- 12/2005	<0.5	7/13/11	shredd

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Destruction Certificate

Signature of Court Official Title Date

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 3 of 3)

Series Number	Description of Records	Authoriz	Authorization		Volume (Cubic	Date of Destruction	Method of Destruction
		Retention Schedule #	ltem #	Dates of Records Destroyed	Ft)		
	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	shread
В	Performance Evaluations - Supervisor's Copy (1 retired emp)			12/1995- 12/2005	<0.5	7/13/11	spredd

Destruction approved by Hall of Records Commission

Destruction Certificate

District 01-03	4/14/11
Court	Date
Baltimore City - Eastside	
County	

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Records Management Division
7275 Waterloo Road (Rte. 175)
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	Authorization			- 1	
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

State Archivist

Signature of Court Official

Destruction Certification

Title

10/14/11

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Instructions for Preparation and Submission on next page

WABASH-DISTRICT CT Fax 4108788019

District 01-03	4/14/11	Department of General Services	-/-
Court	Date	Records Management Division 7275 Waterloo Road (Rte. 175)	5921
Baltimore City - Ea	stside	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Destruction Certification Signature of Court Official

Title

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Instructions for Preparation and Submission on next page

WABASH-DISTRICT CT Fax 4108788019

District 01-03	4/14/11
Court	Date
Baltimore City - Eastside	

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
lo.	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						

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Menature of Court Official

Destruction Certification

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District 01-03 4/14/11 Court Date Baltimore City - Eastside County

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization				4 45	
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						

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Signature of Court Official

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Instructions for Preparation and Submission on next page

WABASH-DISTRICT CT Fax 4108788019

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	ltem 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						

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Instructions for Preparation and Submission on next page

WABASH-DISTRICT Fax 4108788019

District 01-03	4/14/11
Court	Date
Baltimore City - Eastside	
County	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	ltem 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						

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Title

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Instructions for Preparation and Submission on next page

WABASH-DISTRICT CT Fax 4108788019

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District 01-03	4/14/11
Court	Date
Baltimore City - Eastside	
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

26 Ac 2011 Date

State Archivist

Signature of Court Official

Title

Destruction Certification

18/14/11 Date

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Instructions for Preparation and Submission on next page

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WABASH-DISTRICT CT

Fax 4108788019

District 01-03	4/14/11
Court	Date
Baltimore City - Eastsid	e
County	

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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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

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.)
	Batch Files Misc Correspondence including Postponement requests, entrance of appearances, etc.	2219 Section IV, 2	January HIFU December 2000	27	April7,	Landfill

Destruction Approved by Hall of Records Commission

Destructon Certification

SEP 2 9 2005 Shoule. Paperfore for

State Archivist

Signature of Court official Title

Support Service Supervisor II.

Date April 15, 2011

Date

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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

DISTRICT COURT #8 BALTIMORE CO

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZ	ZATION	INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	Batch Files Misc Correspondence including Postponement requests, entrance of appearances, etc.	2219	Section 10, 2	January Hhru December 2000	27	April 7,	Landfill

Destruction Approved by Hall of Records Commission

Destructon Certification

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Signature of Court official Title

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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

9-13-05

DISTRICT COURT #8 BALTIMORE CO

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZ	ZATION	INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2001 Traffic Payment Envelopes "Brown Bugs" Cashier buck-up Payment paperwork	2219	Section 11, 2	Junuary Haru December 2000 Towson Esser Catonsville	75	April 7, 2011	Land fill

Destruction Approved by Hall of Records Commission Destructon Certification

SEP 2 9 2005 Shound C. Paperfure for

State Archivist

Signature of Court official Title Date April 15, 2011

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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

DISTRICT COURT #8 BALTIMORE CO

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZA	ATION	INCLUSIVE DATES OF RECORDS DESTROYED	VOLUME (CUBIC FEET)	DATE OF DESTRUCTION	METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2001 Traffic Payment Envelopes "Brown Bugs"	2219	Section 11, 2	January Huru December 2000	75	April7,	Land fill
				Towson Essex Catonoville			

ruction Approved by Hall of Records Commission

Destructon Certification

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State Archivist

Support Service Supervisor #

Signature of Court official Title Date April 15, 2011

MAY 132011

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

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Records Management Division
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P.O. Box 275
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ration				
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. I tem	12/31/ 2006	26	April 7, 2017	Landfill
	21.82						
	Closed in 12-31-06						

Destruction Approved by Maryland State Archives

No Feb 10

State Archivist

Signature of Court Official

Destruction Certification

Support Service Supervisor 4-15-1
Title Date

DGS 550-9 (rev. 05 2009)

Instructions for Preparation and Submission on next page

IMAY 13 2011

Court	Date	1-21-1
Baltimore		1 01

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

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Constable Transportation /Time/service Reports DCA 35	2219	Sect. I Item IC	1/1/2006 thru 12/31/2006	26	April 7	Landfill
	Closed in12-31-06						

Destruction Approved by Maryland State Archives

Destruction Certification

NoFeb 10 Date

State Archivist

Signature of Court Official

Title Supervisor

9-15-11 Date

District Court of Mar	yland
Court	Date 10-15-10
Bultimore County	
7-4 County	

Department of General Services

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

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to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Payment Envelopes "Brown Bugs" Towson Court Essex Court Cutonsuille Court	2219	Sect. V Item 1c.	2002 Junuary Haru December	23 13 12 48	April 7,	Shreel
	Closed in 2002						

Destruction Approved by Maryland State Archives

Destruction Certification

1 nov 2010 Date

State Archivist

Signature of Court Official

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

MAY 132011

Court		Date	10-15-10
Bultimore Count	4./		

Department of General ServicesRecords Management Division

7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 5287

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Payment Envelopes "Brown Bags"	2219	Sect. V Item 1c.	Junuary			Shred
				thru December	23	April 7.	
	Towson Court Essex Court Cutonsuille Court				13		
	Cutonsville Coust			Total	48		
	Closed in 2002_						

Destruction Approved by Maryland State Archives

Destruction Certification

1 nov 2010 Date

State Archivist

Signature of Court Official

E Sypervisor #

4-15-11 Data

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

RECEIVED

SEP 26 2005

MARYLAND STATE ARCHIVES

Court

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

9-13-05

DISTRICT COURT #8 BALTIMORE CO

Date

Custody of Records at time of Destruction

SERIES NO	DESCRIPTION OF RECORDS INCLUDE TITLE AND/OR FORM	AUTHORIZATION	INCLUSIVE DATES OF RECORDS DESTROYED	OF RECORDS (CUBIC FEET)		METHOD OF DESTRUCTION (RECYC.,SHRED. LANDFILL, ETC.)
	2000 and 2001 Batch Files Misc Correspondence including postponement requests, entrance of appearances, etc.	J219 Section II, Z	January Harv December 2000 42001	8	April 7, 201)	Landfill

Approved by Hall of Records Commission

Destructon Certification

Shward C. Japenper /

Signature of Court official Title

Date April 15, 2011

Date .

State Archivist

MAY 132011

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

DISTRICT COURT #8 BALTIMORE CO

Custody of Records at time of Destruction

SERIES DESCRIPTION OF RECORDS NO INCLUDE TITLE AND/OR FORM AUTHORIZATION INCLUSIVE DATES VOLUMB DATE OF METHOD OF OF RECORDS (CUBIC FEET) DESTRUCTION DESTRUCTION DESTROYED (RECYC., SHRED. LANDFILL, BTC.) 2000 and 2001 Junuary Section III, Z Landfill 2219 Butch Files Misc Correspondence including postponement requests, entrance of appearances etc. Destruction Approved by Hall of Records Commission

Destructon Certification

Date State Archivist Signature of Court official Title Date April 15, 2011

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

RECORDS DESTRUCTION PROPOSAL AND CERTIFICATE OF

District #8 Baltimore County DISTRICT COURT TOWSON 120 B CHESAPEAKE AVE

2/3/04

COURT

DATE

Han	Cleen Welister, Division Chi	Authorization		Inclusive	Volume	Date of	Method of Destruction (Recycle, shred,	
iories No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	item No.	Dates of Records Destrayed	(Cubic Feet)	Destruction	landfill, etc.)	
	Parking Tickets	975	3		3	1/25/2006	Shred	
	1998 1999 2000			1998 1999 2000				

Destruction Approved by Hall of Records Commission

Date

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side Original

Destruction Certification

pignature date 1/30/06

INSTRUCTIONS FOR PREPARATION

- PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.

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

TOO B CHERVETE VAN DIRECTOR CONEL LORDON

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #8 Baltimore County DISTRICT COURT TOWSON CHESAPEAKE AVE

2/3/04

COURT Methodof Authorization Destruction Inclusive Date of Volume (Recycle, shred, Dates of Records (Cubic Foot) Destruction Description of Records landfill, orc.) Destroyed Series Include Title and/or Form Number Retention liwm. No. No. Schod. No. 975 Parking Tickets 1998 1998 1999 1999 2000 2000 Destruction Certification

Destruction Approved by Hell of Records Commission

MAR 0 5 2004

Date

Signature of Court Official

Title

Instructions for Preparation and Submission on Reverse Side Ougunal

INSTRUCTIONS FOR PREPARATION

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CENTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.

 (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS



POLEGIE EU STEBÉ-2203 700 B CHIRVEFFE FAR PIZERIA COMBA LORZON.

AY 1920

District 08-04

Court Date 5/18/2011

Baltimore County - Towson

County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic - Requests for Waiver Hearing 2007	2219	Sect IV Items 2a.b.	2007	2.0	6/20/11	Sheed
	Closed in2007						

Destruction Approved by Maryland State Archives

3 June 2011 Date

State Archivist

Signature of Court Official

Destruction Certification

Division Clief - TP/QD 6/20/11
Title Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

JUN 27 2011

District 08-04

Court Date 5/18/2011

Baltimore County - Towson

County

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

Sorward three (3) conies

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	cation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic - Requests for Waiver Hearing 2007	2219	Sect IV Items 2a.b.	2007	2.0	6/20/11	Shied
	Closed in2007						

Destruction Approved by Maryland State Archives

Destruction Certification

3 June 2011 Date Lever Carefur State Archivist

Rappleed Wellster Signature of Court Official

Division Chief - TRA

, 6/20/11 Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

JUN 272011

1000 10-15



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 Herl Baltimore County

From: Lisa I. Ritter, Assay 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

Court Date 5/18/2011

Baltimore County - Towson

County

Records Management Division 7275 Waterloo Road (Rte. 175)

P.O. Box 275 Jessup, Maryland 20794-0275 5458

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Authoriz	ation				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feel	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						

Destruction Approved by Maryland State Archives

3 June 2011 Date

State Archivist

Herris af greng

Kathleen Wellstu Signature of Court Official **Destruction Certification**

Title Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

JUN 2 7 2011

last a gir

District 08-04 Date 5/18/2011 Court Baltimore County - Towson County

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

Forward three (3) eopies

to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Destruction Certification

3 pm 2011

Signature of Court Official

DGS 550-9 (Rev. 03/2010)

MM 515011

District Court of Maryland

Court Date 10-15-10

Bultimore County

8-4 County

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.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Traffic Payment Envelopes 11 Brown Bags'	2219	Sect. V Item 1c.	2003 January Hhru December		7/21/2011	Shred
	Towson Court Essex Court Cutonsville Court				13		
				Total	45		
	Closed in						

Destruction Approved by Maryland State Archives

Ifweld genfu

Signature of Court Official

Support Service Supervisor# 8-1-11
Title Date

Destruction Certification

DGS 550-9 (Rev. 03/2010)

1 nov 2010

Date

AUG 1 6 2011

District Court of Maryland

Court Date 10-15-10

Reltimore County

8-4 County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Traffic Payment Envelopes 11 Brown Bags!	2219	Sect. V Item 1c.	2003 January Hhru December		7/21/20	Shreel
	Towson Court Essex Court Cutonsville Court				13		
	Closed in			Total	45		

Destruction Approved by Maryland State Archives

Destruction Certification

120V 2010 Date

State Archivist

Signature of Court Official

Support Service Supervient 8-1-11
Title Date

DGS 550-9 (Rev. 03/2010)

AUG 162011

District Court of Maryland Date 10-15-10 Court Beltimore County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2003 Traffic Payment Envelopes 11 Brown Bags'	2219	Sect. V Item Ic.	January Thru December		7/21/2011	Shred
	Towson Court Essex Court Outensville Court			Total	22 13 10 45		
	Closed in 2003						

Destruction Approved by Maryland State Archives

1 nov 2010 Date

8-4 County

State Archivist

Signature of Court Official

Destruction Certification

Support Service Supervisort

DGS 550-9 (Rev. 03/2010)

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)
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Jessup, Maryland 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Fect	Date of Disposal	Method of Disposal
	2002 Traffic Alpha Files	2219	Seetion II, 2	2002	132		Recycle
				January Thru		7/21/21	11
				December			
	Closed in						

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Syport Service Supervisor # 8

Title

Destruction Certification

Date

DGS 550-9 (Rev. 03/2010)

District Court of	Maryland
Court	Date 10-15-10
Baltimore County	
P. // County	

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Alpha Files	2219	Seetion II, 2	2002 January thru	132		Recycle
				January		1/21/20	,\
				December			
(Closed in 2002						

Destruction Approved by Maryland State Archives

1 nov 2010 Date

State Archivist

Signature of Court Official

Destruction Certification

DGS 550-9 (Rev. 03/2010)

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction DGS 550-9

- 1. Leave columns <u>Date of Disposal</u>, <u>Method of Disposal</u>, and <u>Destruction</u> <u>Certification</u> 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 <u>Proposal and Certificate of Records Destruction</u> 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 legal-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 Court of Maryland Date 10-15-10 Court Bullimore County 8-4 County

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.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Traffic Alpha Files	2219	Section II, 2	2002	132		Recycle
				2002 January thru		7/21/21	1
				December			
	Closed in						

Destruction Approved by Maryland State Archives

Destruction Certification

1 nov 2010 Date

Signature of Court Official

DGS 550-9 (Rev. 03/2010)

District Court of Maryland #8

Court Date 5-5-11

Bultimore County

County

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.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Itcm No.	Inclusive Dates of Records Destroyed	Volume Cubic Fcet	Date of Disposal	Method of Disposal
	2003 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently	2219	Section II Item 2	2023 January Haru December	395	7/2/20	Recycle
0	Closed in						

Destruction Approved by Maryland State Archives

Destruction Certification

3 June 2011

Les La Jacobs State Archivist

Signature of Court Official

Title

8-1-11 Date

DGS 550-9 (Rev. 03/2010)

District Court of Maryland #8

Court Date 5-5-11

Bulfimore County

County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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No.	Description of Records (Same Title as listed on Schedule)	Retention Sehedule 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	2219	Section II Item 2	2003 January Thro December	395		Recycle
	Retain Dockets permanently						

Destruction Approved by Maryland State Archives

Destruction Certification

3 June 2011 Date Ifered Joseph State Archivist

Signature of Court Official

Title

Date

DGS 550-9 (Rev. 03/2010)

12 my

Court Date Bultimore County

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

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to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	2003 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently	2219	Section II Item 2	2023 January Thro December	395	7/2/20	Recycle
	Closed in 2003						

Destruction Approved by Maryland State Archives

Destruction Certification

Signature of Court Official

DGS 550-9 (Rev. 03/2010)

District Court of Maryland #8

Court Date 5-5-11

Bellimore County

County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				na vida
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 Expungaments	2219	Section II Item 2d, e	1-1-2607 +hru 12-31-2007	45	7/21/20	Shred
	Closed in					- 4	

Destruction Approved by Maryland State Archives

Lever of genfun State Archivist **Destruction Certification**

Signature of Court Official Title

8-1-11 Date

DGS 550-9 (Rcv. 03/2010)

AUG 16 2011

Bung E

District Court of Maryland #8

Court Date 5-5-11

Bullimore County

County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Fect	Date of Disposal	Method of Disposal
	2007 Criminal Expungements	2219	Section II Item 2d, e	1-1-2007 +hru 12-31-2007	45	7/20/20	Shred
	Closed in						

Destruction Approved by Maryland State Archives

State Archivist

Destruction Certification

Signature of Court Official Title

Date

DGS 550-9 (Rev. 03/2010)

3 June 2011

AUG 162011

1103 Las 2011

District Court of Maryland Court Bullimore County County

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

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to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2007 Criminal Expungaments	2219	Section II Item 2d, e	1-1-2007 thru 12-31-2007	45	7/21/20	Shred
	Closed in						

Destruction Approved by Maryland State Archives

Destruction Certification

3 June 2011 Date

DGS 550-9 (Rev. 03/2010)

5470

DEPARTMENT OF GENERAL SERVICES

Holl of Records Commission Records Monogement Division Treasury Building, Rm. 302 Annapolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8

BALTIMORE COUNTY

Court

County

District Court of Maryland

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

Series	Description of Records	Author	rization	Inclusive	Volume	Date of	Method of
No.	Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic feet) Boxes	Destruction	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	н	Sect V 1.c	7/1/2004 - 6/30/2008	1		16
	3. Closed deferred payment records	44	tt .	7/1/2004 - 6/30/2008	23		Į (
	4. Closed transcript requests (DCA 27)	ıı	"	7/1/2004 - 6/30/2008	4		7.1
	HOUSE LENGTH						

Destruction Approved by Holl of Records Commission

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Destruction Certification

Signature of Court Official

Accounting Supervisor

Title

Dote

AUG 11 2011

5470

Holl of Records Commission Records Monogement Division Treasury Building, Rm. 302 Annopolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	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	11	Sect V 1.c	7/1/2004 - 6/30/2008	1		10
	3. Closed deferred payment records	- 11	и	7/1/2004 - 6/30/2008	23		l (
	4. Closed transcript requests (DCA 27)	Н	ш	7/1/2004 - 6/30/2008	4		11
	1/001 444						

Destruction Approved by Hall of Records Commission

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Signoture of Court Official

Accounting Supervisor

Title

Destruction Certification

Dote

Holl of Records Commission Records Management Division Treasury Building, Rm. 302 Annopolis, MD 21401

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DISTRICT COURT #8

BALTIMORE COUNTY

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District Court of Maryland

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ATTNI: MILL - LIV L

<i>c</i> .					ATTN: Micha	el Vach, Administr	ative Clerk
Series	Description of Records	Author	rization	Inclusive	Volume	Date of	Methad of
No.	Include Title and/ar Farm Number	Retentian Sched. No.	Item No.	Dates of Records Destrayed	(Cubic feet) Baxes	Destruction	Destruction
1.	ACCOUNTING RECORDS						
	E. Miscellaneous Accounting Recards						
	1. Clased band farfeiture reparts	2219	Sect V 1.b	1/1/1995 - 6/30/2000	4		Shredded
	2. Clased bad check records	"	Sect V 1.c	7/1/2004 - 6/30/2008	1		16
	3. Closed deferred payment recards	tt	11	7/1/2004 - 6/30/2008	23		16
	4. Closed transcript requests (DCA 27)	11	ět .	7/1/2004 - 6/30/2008	4		11

Destruction Approved by Holl of Records Commission

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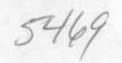
Destruction Certification

Accounting Supervisor Signature of Court Official

Title

Date

Hall of Records Commission Records Management Division Treasury Building, Rm. 302 Annopolis, MD 21401



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8

BALTIMORE COUNTY

District Court of Maryland

Court

County

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

-		ATTIN. Michael Vach, Administrative Clerk							
Series	Description of Records	Author	ization	Inclusive	Volume	Date of	Method of		
No.	Include Title and/or Form Number	Retention	Item	Dates of Records Destroyed	(Cubic feet)	Destruction	Destruction		
		Sched. No.	No.		Boxes				
1.	ACCOUNTING RECORDS								
	A. General Accounting Records						0		
	1. Cash register reports; including	2219	Sect V 1.c	7/1/2004 - 6/30/2008	164		Shredded		
	Certificate of Deposits &								
	deposit slips								
	2. Requests for State Revenue refunds	11	п	7/1/2004 - 6/30/2008	4		10		
	3. Monthly revenue reports	111	11	7/1/2004 - 6/30/2008	10		1(
	(R1, R2, DCA 31 & DCA 95)								
	E Migaellaneous Accounting Decords								
	E. Miscellaneous Accounting Records						10		
	1. Court Fund reconciliations, deposits	"	"	7/1/2004 - 6/30/2008	14				
	and voided & cancelled checks								
	The second second second								

Destruction Approved by Hall of Records Commission

7/1/11 Howald genfun Date State Archivist Destruction Certification

Signature of Court Official

Accounting Supervisor

Title

Date

5469

Holl of Records Commission Records Management Division Treasury Building, Rm. 302 Annapolis, MD 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT #8

BALTIMORE COUNTY

District Court of Maryland

Court

County

120 E. Chesapeake Avenue

Towson, MD 21286

ATTN: Michael Vach, Administrative Clerk

					TTTTT WITCHES	r vacii, Auministi	ative cici k
Series	Description of Records	Author	ization	Inclusive	Volume	Date of	Method of
No.	Include Title ond/or Form Number	Retention Item		Dates of Records	(Cubic feet)	Destruction	Destruction
		Sched. No.	No.	Destroyed	Boxes		
1.	ACCOUNTING RECORDS						
	A. General Accounting Records						0 111
	1. Cash register reports; including	2219	Sect V 1.c	7/1/2004 - 6/30/2008	164	7	Shredded
	Certificate of Deposits &						
	deposit slips						6
	2. Requests for State Revenue refunds	11	н	7/1/2004 - 6/30/2008	4		()
	3. Monthly revenue reports	п	11	7/1/2004 - 6/30/2008	10		1(
	(R1, R2, DCA 31 & DCA 95)			,	10		
	(KI, KE, BEN SI & BEN 75)						
	G Migaellaneous Asservative December						
	E. Miscellaneous Accounting Records						1/
	1. Court Fund reconciliations, deposits	"	11	7/1/2004 - 6/30/2008	14		
	and voided & cancelled checks						
	200-200-200-200-200-200-200-200-200-200						

Destruction Approved by Hall of Records Commission

Destruction Certification

7/1/11 Howledgerfun Date State Archivist

Signature of Court Official

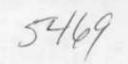
Accounting Supervisor
Title

Date

AUG 11 2011

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division Treasury Building, Rm. 302 Annapolis, MD 21401



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	A. General Accounting Records						
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	2. Requests for State Revenue refunds	"	μ	7/1/2004 - 6/30/2008	4		11
	3. Monthly revenue reports (R1, R2, DCA 31 & DCA 95)	II	н	7/1/2004 - 6/30/2008	10		1(
	E. Miscellaneous Accounting Records 1. Court Fund reconciliations, deposits and voided & cancelled checks	п	u	7/1/2004 - 6/30/2008	14		10
	The state of the s						

Signature of Court Official

Destruction Appraved by Hall of Records Commission

7/1/11 formal Japenfur
te State Archivist

Destruction Certification

Accounting Supervisor

Title

Date

Date 10-21-10 Court Baltimore County

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.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No. Description of Records (Same Title as listed on Schedule) 2002 Civil "A" Boxes Strip and Destroy inside material Only Retain Dockets permanently	Retention Schedule No.	Item No.	Records Destroyed	Volume Cubic Fcet	Date of Disposal	Method of Disposal Recycle
Strip and Destroy inside material	2219	I, 2	January Huru December	416	1/12/11	Recycle
Rotain Dockets revinanently						
Closed in						

Destruction Approved by Maryland State Archives

3 nov 2010 Date

Signature of Court Official

Destruction Certification

DGS 550-9 (Rev. 03/2010)

MAR - 8 cull

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Court		/	Date	10-21-10
Baltimore	1	-11		

Forward three (3) copies

to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Civil "A" Boxes Strip and Destroy inside material only Retain Dockets permanently	2219	I, 2	2002 January thru December	416	1/12/11	Recycle
	Closed in 2002						

Destruction Approved by Maryland State Archives

3110V 2010 Date

State Archivist

Signature of Court Official

Destruction Certification

DGS 550-9 (Rev. 03/2010)

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction DGS 550-9

- 1. Leave columns <u>Date of Disposal</u>, <u>Method of Disposal</u>, and <u>Destruction</u> <u>Certification</u> 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 <u>Proposal and Certificate of Records Destruction</u> 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

Date 10-21-10 Court 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

Forward three (3) copies

to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2002 Civil "A" Boxes Strip and Destroy inside material Only	2219	I, 2	2002 January Huru December	416	1/12/11	Recycle
	Retain Dockets permanently		, ·				
	Closed in 2002						

Destruction Approved by Maryland State Archives

3 nov 2010

Signature of Court Official

Destruction Certification

Support Service Supervisor # 1-12-11

DGS 550-9 (Rev. 03/2010)

MAR - 8 2011.

District Court of	Maryland
Court	Date 10-21-10
Bultimore County	
8-4 County	

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Strip and Destroy inside Material only Retain Dockets permanently	2219	I, 2	Zonwey Harv December	382	12/10/10	Recycle
	Closed in						

Destruction Approved by Maryland State Archives

3 nov 2010 Date

Signature of Court Official

Destruction Certification

DGS 550-9 (Rev. 03/2010)

MAR - 8 2011

District Court of	Maryland.
Court	Date 10-21-10
Bultimore Cousty	2000 70527570

Forward three (3) copies

to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Sehedule 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	2219	I, 2	Zool January Harv	382		Recycle
	Retain Dockets permanently					12/10/10	
	Closed in						

Destruction Approved by Maryland State Archives

3 nor 2010 Date

State Archivist

Signature of Court Official

Destruction Certification

DGS 550-9 (Rev. 03/2010)

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MAR - 8 2011

Maryland Date 10-21-10 Court Bultimore County 8-4 County

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.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	2219	I, 2	Zool Junuary Harv December	382		Recycle
etain Dockets permanently						
ل		etain Duckets permanently	etain Dockets permanently	etain Dockets permanently	etain Dockets permanently	etain Dockets permanently

Destruction Approved by Maryland State Archives

Destruction Certification

3 nov 2010 Date

Signature of Court Official

DGS 550-9 (Rev. 03/2010)

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

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Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Date

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 05/2009)

MAR -8 2011

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

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Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Towson Court Fuilure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, Z	1/1/ 2005 thru 12/31/ 2005	24	11/23/10	Land A: 11
	Closed in						

Destruction Approved by Maryland State Archives

Date

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 05 2009)

MAR -8 2011

Salar.

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

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	2005 Rents Towson Court Fuilure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, Z	1/1/ 2005 thru 12/31/ 2005	24	11/23/10	Landfill
	Closed in						

Destruction Approved by Maryland State Archives

Signature of Court Official

Destruction Certification

Support Service Supervisor H

DGS 550-9 (rev. 05 2009)

16 Fe. 510

Date

District Court #8

Court Date 1-21-10

Bultimore

County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2005 Rents Catonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	1/1/2005 thru 12/31/2005	15	11/23/10	Landfill
	Closed in $\frac{ \lambda-3 -05}{ \lambda-3 }$						

Destruction Approved by Maryland State Archives

Destruction Certification

16 Feb 10 Date

State Archivist

Signature of Court Official

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MAR -8 2011

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Court	Date	1-21-10
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Department of General Services Pecords Management Division

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 5136

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Destruction Certification

Me Feb 10
Date

State Archivist

Signature of Court Official

Title

Date

DGS 550-9 (rev. 05 2009)

MAR - 8 2011

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

Department of General Services

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ration				
lo.	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 Cutonsville Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, 2	1/1/ 2005 thru 12/31/ 2005	15	11/23/10	Landfill
	Closed in/2-3/-05						

Destruction Approved by Maryland State Archives

Destruction Certification

Date

Signature of Court Official

Title Date

DGS 550-9 (rev. 05 2009)

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ration				
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 II, 2	1/1/ 2005 thru 12/31/ 2005	16	11/23/10	Landfill
	Closed in						

Destruction Approved by Maryland State Archives

110 Feb 10 Date

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 05 2009)

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Court	Date 1-21-1
Court	Date /-2/

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.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Date

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 05/2009)

MAR = 8 2011

Latel

District Court #8

Court Date 1-21-10

Bultimore

County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

State Archivist

Signature of Court Official

Support Service Supervisa

Destruction Certification

11-23-10 Date

DGS 550-9 (rev. 05 2009)

MAR - 8 2011

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Destruction Certification

No Feb 10
Date

State Archivist

Signature of Court Official

Support Service Supervisor# 11-23-

DGS 550-9 (rev. 05 2009)

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J STATE

Court	Date 1-71-10
Baltimore	Date 1-21-10

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

16 Feb 10 Date

State Archivist

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 05-2009)

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District Court 7	1 0
Court	Date 1-21-10
111	
Baltimore	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	2006 Reuts Towson Court Failure to Pay Rent Cases (Non-Money Judgments)	2219	Section II, Z	1/1/2006 thru 12/31/2006	23	11/23/10	Liencl Fill
	Closed in						

Destruction Approved by Maryland State Archives

Destruction Certification

No Feb 10
Date

State Archivist

Signature of Court Official

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Court	Date	1-21-1
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Destruction Certification

16 Feb 10 Date State Archivist

Signature of Court Official

Sipport Service Supervisor #

Date

DGS 550-9 (rev. 05/2009)

MAR - 8 2011

Date	1-21-10
	Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Date

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 05 2009)

MAR -8 2011

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Court	Date	1-21-10
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Department of General Services

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ration				
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 Pax Rent Cases (Non-Money Judgments)	2219	Section II, 2	1/1/2006 thru 12/31/2006	16	11/23/10	Land fill
	Closed in						

Destruction Approved by Maryland State Archives

Destruction Certification

Signature of Court Official

Court	Date /-21-1
Court	Date $-\alpha/$

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

Date

Signature of Court Official

Destruction Certification

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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

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

Destruction Approved by Maryland State Archives

Signature of Court Official

Destruction Certification

DGS 550-9 (rev. 05/2009)

MAR -8 2011

July Sall

District #8

Court Date 1-21-10

Bultimore

County

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

lle Feb 10 Date Lewis Joseph State Archivist

Signature of Court Official

Support Service Supervisa

Destruction Certification

11-23-10 Date

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