Court District Court Date 9 Feb 2011
170 E. Main St.
Elkton MD 21921
County Cecil

Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 5375

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION Accession 10A149

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal Récords Certificates of Deposit Vital Cheks Deferred Payments Commissioner Release Lists Commissioner Cash Transmittals Statistical Reports	2219	Sect V Item lc.	2007	14	MAR - 2 2011	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

Title

14 Feb 2011
Date

State Archivist

Gary, F. Cranford

MAR - 2 2011

Signature of Court Official

Date

DGS 550-9 (Rev. 03/2010) W/Back Wall Instructions for Preparation and Sulfapiervisor, PDistrict Court Records

IMAR -9 2011

Court District Court Date 9 Feb 2011 170 E. Main St. Elkton MD 21921

County Cecil

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION Accession 10A149

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal Records Certificates of Deposit Vital Cheks Deferred Payments Commissioner Release Lists Commissioner Cash Transmittals Statistical Reports	2219	Sect V Item lc.	2007	14	MAR - 2 2011	Landfill

Commissioner Cash Transmittals Statistical Reports	AR
	221

16 Feb 2011 Date

State Archivist

MAR - 2 2011

Signature of Court O Title

Date

DGS 550-9 (Rev. 03/2010) W/Back Wall

Instructions for Preparation and Submission on next page trict Court Records

IMAR -9 2011

Garg J. Crusland

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Court District Court Date 9 Feb 2011 170 E. Main St. Elkton MD 21921 County Cecil

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal Records Certificates of Deposit Vital Cheks Deferred Payments Commissioner Release Lists Commissioner Cash Transmittals Statistical Reports	2219	Sect V Item 1c.	2007	14	MAR - 2 2011	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

16 Feb 2011 Date

Gary F. Cranford

Title

MAR - 2 2011

Date

DGS 550-9 (Rev. 03/2010) W/Back Wall

Instructions for Preparation and Sul Supervisor; pDiscet Court Records

Signature of Court Office

IMAR - 9 2011

District 02-01

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Dorchester 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.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expunged Cases	2219	Sect. TV 2d.	1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006	1 Cu Ft	3/29/11	Jan Jan
	Closed in		973				

Destruction Approved by Maryland State Archives

27Sep10 Date

State Archivist

Signature of Court Official

Destruction Certification

County Cek

3 29/11 Date

DGS 550-9 (Rev. 03/2010)

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District 02-01 Court Date **Dorchester County** Cambridge 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.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Closed in	2219	Sect. IV. 2d.	1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006	1 Cu Ft	3/29/11	Shred

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Signature of Court Official

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District 02-01

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Municipal Infraction	2219	1V 2a. 2b.	2004 2005 2006	1 Cu Ft 1 Cu Ft 1 Cu Ft	3/29/11	Lar
	Retain dockets and indices permanently Closed in						

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Signature of Court Officials

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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
	Municipal Infraction Retain dockets and indices	2219	1V 2a. 2b.	2004 ⁻ 2005 2006	1 Cu Ft 1 Cu Ft 1 Cu Ft	3/29/11	Shra
	Retain dockets and indices permanently. Closed in						

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District 02-01	
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Dorchester County	
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Records Management Division
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting	2219	Sec V Item 1c & 2,	1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004	1 Cu Ft	3/20/11	Stred
	Closed in						

Destruction Approved by Maryland State Archives

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Signature of Court Office

Title

Destruction Certification

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State Archivist

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Instructions for Preparation and Submission on next pag

DGS 550-9 (Rev. 03/2010)

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		Authoriz	cation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting	2219	Sec V Item 1c & 2,	1990° 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004	1 Cu Ft	zzeli.	Shed
	Closed in						

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Signature of Court Official

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District 02-01	
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
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
	Administrative Closed in	2219	See 1 Item 10,b, c,d.	1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004	1 Cu Ft	3kalı'	Shed

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District 02-01 Court Date **Dorchester County** Cambridge County

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Authoriz	zation				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
Administrative Closed in	2219	Sec 1 Item a.b.c.d	1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004	1 Cu Ft	3/29/II	Shed

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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
Retain dockets and indices permanently.	2219	IV I tem 2.at b	2004 2005 2006	1 Cu Ft 1 Cu Ft 1 Cu Ft	2/29h	Sho

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State Archivist

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Retention	Item No.	Inclusive Dates of	Volume	D. C	
hedule No.	nem No.	Records Destroyed	Cubic Feet	Date of Disposal	Method of Disposal
19	IV Item Zatb	2004 · 2005 2006	1 Cu Ft 1 Cu Ft 1 Cu Ft	3/29/11	Study
	19	Y A		19 IV 2004 1 Cu Ft	19 IV 2004 1 Cu Ft 12011

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Signature of Court Official

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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
	Criminal	2219	Sect IV Item 2 a & b	2005 2006	10 Cu Ft 10 Cu Ft	3/2/11	Sund
	Retain dockets and indies permanently Closed in						

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		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal	2219	Sect IV Item 2 a & b	2005· 2006	10 Cu Ft 10 Cu Ft	3/29/11	Spred
	Retain dockets and indices permanently Closed in						

Destruction Approved by Maryland State Archives

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Date

State Archivist

Signature of Court Officially

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M.		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	2219	Sect IV Them 2 ath	2004 2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	3/29/11	Sandt
	Retain dockets and indices permanently Closed in						

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic	2219	Sect IV Them 2 atb	2004 2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	3/29/11	Shrad
	Retain do exets and indices permanently Closed in						

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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 Cubie Feet	Date of Disposal	Method of Disposal
	Civil Retain dockets and indices permanently	2219	Sect II Item 2	2005 2006	10 Cu Ft 10 Cu Ft	3/29/11	Shre
	Closed in						

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		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Retain dockets and indices permanently	2219	Sect II Item 2	2005 . 2006	10 Cu Ft 10 Cu Ft	3/2/11	Shed
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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
	Landlord/Tenant	2219	Sect. I	2004 2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	3/29/11	Shed
	Closed in					13 43	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	ation				
Vo.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant .	2219	Sect VI Sect. II Than	2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	329/11	Shie

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State Archivist

Signature of Court Official

Destruction Certification

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District 11-01	2-1-2011
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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
	Administrative Personnel Files	2219	Section I Item 2	2005	1	4-20-11	SHRED
	Closed in 2005						

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

Title

DGS 550-9 (Rev. 03/2010)

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 11-01	2-1-2011
Court	Date
Frederick 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.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Personnel Files	2219	Section I Item 2	2005	1	4-20-11	SHRED
	Closed in 2005						

Destruction Approved by Maryland State Archives

Date Date

State Archivist

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Signature of Court Official

Destruction Certification

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Proposal and Certificate of Records Destruction DGS 550-9

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One Records Center Box = 1.0 Cu. Ft. of Records

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District 11-01	2-1-2011
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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
	Bank Books, Statements and Deposit Receipts. Reports pertaining to budgets and worksheets, cancelled checks, check copies and stubs, receipt and disbursement journals, daily and monthly time sheets, delivery order and receipt, expense accounts, forms and statements, invoices, reconciliation and trial balance sheets. Requisitions and purchase orders.	2219	Section V Item 1c	2007	16	4-20-11	SHRED
	Closed in 2007						

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18 Feb 11

State Archivist

Signature of Court Official

Destruction Certification

Date

Carrie Hugh

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District 11-01	2-1-2011
Court	Date
Frederick 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
	Bank Books, Statements and Deposit Receipts. Reports pertaining to budgets and worksheets, cancelled checks, check copies and stubs, receipt and disbursement journals, daily and monthly time sheets, delivery order and receipt, expense accounts, forms and statements, invoices, reconciliation and trial balance sheets. Requisitions and purchase orders.	2219	Section V Item 1c	2007	16	4-20-11	SHRED
	Closed in 2007				150 133		

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

Title

Date

DGS 550-9 (Rev. 03/2010)

Proposal and Certificate of Records Destruction DGS 550-9

 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.

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- 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 -

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

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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
	Landlord/Tenant Summary Ejectment - Non - money Judgments Retain dockets permanently	2219	Section II Item 2	2007	6	4-20-11	SHRED
	Closed in 2007						

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

Title

DGS 550-9 (Rev. 03/2010)

Proposal and Certificate of Records Destruction DGS 550-9

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- 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.
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- 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

2-1-2011	
Date	

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
	Landlord/Tenant Summary Ejectment - Non - money Judgments	2219	Section II Item 2	2007	6	4-20-11	SHRED
	Retain dockets permanently						
	Closed in 2007						

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

Date

SHOWIN

Proposal and Certificate of Records Destruction DGS 550-9

1105 6 - YAM

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One Records Center Box = 1.0 Cu. Ft. of Records

2-1-2011
Date

Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 5370

Forward three (3) copies to address at left.

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
	Civil Cases involving a Judgment for a sum certain (Closed in 2007 = Dismissed, Satisfied, JTP, JIFD) For stripping only - retain dockets permanently	2219	Section II Item 2	2007	40	4-20-11	SHRED
	Closed in 2007					-45	

Destruction Approved by Maryland State Archives

8 Feb 11 Date

State Archivist

Signature of Court Official

Destruction Certification

CO. CIK

4-20-11

Proposal and Certificate of Records Destruction DGS 550-9

MAY - 5 2011

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One Records Center Box = 1.0 Cu. Ft. of Records

District 11-01	2-1-2011
Court	Date
Frederick County	
County	

5370

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
	Civil Cases involving a Judgment for a sum certain (Closed in 2007 = Dismissed, Satisfied, JTP, JIFD) For stripping only - retain dockets permanently	2219	Section II Item 2	2007	40	4-20-11	SHRED
	Closed in 2007						

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

CO, CK.

1-0-1-1 Date

DGS 550-9 (Rev. 03/2010)

Proposal and Certificate of Records Destruction DGS 550-9

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1105 3 - YAM,

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Date

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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
	Criminal For stripping only - retain dockets permanently	2219	Section IV Item 2a. 2b.	2007	40	4-20-11	SHRED
	Closed in 2007						

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

Title

Proposal and Certificate of Records Destruction DGS 550-9

1102 9 - 1941. Leave columns Date of Disposal, Method of Disposal, and Destruction Certification blank until actual destruction has been completed by your Office.

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2-1-2011
Date

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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
	Criminal For stripping only - retain dockets permanently	2219	Section IV Item 2a. 2b.	2007	40	4-20-11	SHREE
	Closed in 2007			17 7 80			

Destruction Approved by Maryland State Archives

18 Feb 1 Date

State Archivist

Signature of Court Official

Destruction Certification

Title

Date

DGS 550-9 (Rev. 03/2010)

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District 11-01	2-1-2011
Court	Date
Frederick County	
County	

Forward three (3) copies to address at left.

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
	Criminal Petty offenses Civil Citations Alcohol Violations Natural Resource For stripping only - retain dockets permanently	2219	Section IV Item 2a. 2b.	2007	5	4-20-11	SHRED
	Closed in 2007						

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

Proposal and Certificate of Records Destruction DGS 550-9

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- I. Leave columns <u>Date of Disposal</u>, <u>Method of Disposal</u>, and <u>Destruction</u>

 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.
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District 11-01	2-1-2011
Court	Date
Frederick County	
County	

5372

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation		14		
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
	Petty offenses Civil Citations Alcohol Violations Natural Resource For stripping only - retain dockets permanently	2219	Section IV Item 2a. 2b.	2007	5	42011	SHRED
	Closed in 2007						

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Signature of Court Official

Destruction Certification

CO. C.K.

Data

DGS 550-9 (Rev. 03/2010)

Proposal and Certificate of Records Destruction DGS 550-9

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MAY - 5 2011

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District 11-01	2-1-2011
Court	. Date
Frederick County	
County	

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No. Description of Records (Same Title as listed on Schedule) Criminal Cases that have been EXPUNGED	Item No. Section IV Item	Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	IV	2007	10		
	2d. 2e. 2f.			420-11	SHRED

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

DGS 550-9 (Rev. 03/2010)

Proposal and Certificate of Records Destruction DGS 550-9

MOS 2 - YAM.

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District 11-01	2-1-2011
Court	Date
Frederick County	
County	

5373

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Authoriz	zation				
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
Cases that have been EXPUNGED Closed in 2007	2219	Section IV Item 2d. 2e. 2f.	2007	10	4-20-11	SHREL

Destruction Approved by Maryland State Archives

Date

State Archivist

Signature of Court Official

Destruction Certification

Title

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DGS 550-9 (Rev. 03/2010)

Proposal and Certificate of Records Destruction DGS 550-9

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11053 - KAM

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One Records Center Box = 1.0 Cu. Ft. of Records

District 11-01	2-1-2011
Court	Date
Frederick 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
	Traffic Retain dockets permanently	2219	Section IV Item 2a. 2b.	2007	40	4-20-11	SHRED
	Closed in <u>2007</u>						

Destruction Approved by Maryland State Archives

18 Febl Date

State Archivist

Signature of Court Official

Destruction Certification

Title

DGS 550-9 (Rev. 03/2010)

<u>Proposal and Certificate of Records Destruction</u> DGS 550-9

1105 6 - YAM,

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District 11-01	2-1-2011
Court	Date
Frederick 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				
No. Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal	
	Traffic Retain dockets permanently	2219	Section IV Item 2a. 2b.	2007	40	420-11	SHRED
	Closed in 2007						

Destruction Approved by Maryland State Archives

18 Feb 1 Date

State Archivist

Signature of Court Official

Destruction Certification

Title

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

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1105 6 - YAM

Proposal and Certificate of Records Destruction DGS 550-9

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SELECTION OF 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

Distric	TOTAL
WAD CLAN	L LCH

Howard County

3/6/08

COURT

COUNTY

DATE

Series Mu.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Methodol	
		Retention Sched. No.	Item No.	Detes of Records Destroyed	(Cubic Feet)	Dete of Destruction	Destruction (Recycle, shred, (and \$11, etc.)	
	Cases-Judgment for a Sum Certain	221 9 Sect.	Item 2	1/1/2003 thru 12/31/2003	48	6/15/11	Shridded	
	Dismissed or Soitistied							
	Dismissed or Satisfied					1. 1. 1.		
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			and the				FIGURATOR DE	
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				1000			8 4	
		12 200						
						FILM ST		
	Destruction Approved by Hall of Records C	mmission		Martin Ripos	Destruction Certi	fication		

30 mar 09

Date

State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

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 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.
- THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND

 CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR

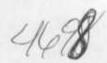
 APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED

 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

PER PROPERTY OF ULBERAL 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 Ten	Howard County	3/6/08
COURT	COUNTY	
		DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Marked al	
		Retention School, No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Dete of Destruction	Peatruction (Recycle, shred, andfill, etc.)	
	Cases-Judgment for a Sum Certain	2219 Sect.	Item 2	1/1/2003 thru 12/31/2003	48	6/15/11	Shridded	
	Dismissed or Satisfied	**						
	Dismissed or Satisfied							
							4 8	
							19 11	
							5	
		100					P P	
			HALL				CO	
	Destruction Approved by Hall of Records C							

30 mar 09 Date

State Archivist

Destruction Certification

Signature of Court Official

DGS-550-9

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

SECTION INC. OF OURERAL 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 Ten	Howard County	3/6/08
COURT	COUNTY	DATE

Series	Description of Records Include Title and/or Form Number	Authorisation		Inclusive			Method of	
No.		Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)	
	Cases-Judgment for a Sum Certain	2219 Sect.	Item 2	1/1/2003 thru 12/31/2003	48	6/15/11	Shreddia	
	Dismissed or Satisfied		PAR					
	Dismissed or Satisfied							
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		THE PARTY					U	
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		100				1400		
	Destruction Approved by Hall of Records C							

30 mar 09 Date

State Archivist

Signature of Court Official

Rev. 10/83 DGS-550-9

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Ten	Howard County	3/6/08
COURT	COUNTY	DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of
No.		Retention School No.	Irem No.	Detes of Records Destroyed	Velume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, lendfill, etc.)
	Cases-Judgment for a Sum Certain	221 9 Sect.	Item 2	1/1/2003 thru 12/31/2003	48	6/15/11	Shredded
	Dismissed or Satisfied						
	Dismissed or Satisfied Cases only						
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State Archivist

Signature of Court Official

Supervisor II

6/15/11 Date

Rev. 10/83 DGS-550-9

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Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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COURT	. C	OUNTY	DATE

Sortes No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive			Method of
		Retention Sched. No.	ltem No.	Dates of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction	Destruction : Recycle, shred, lendfill, etc.)
	Criminal Records Natural Resource Cases Closed in 2005	2219 Sec. IV	2a,b,c	1/1/2005 thru 12/31/05	2	DISTRICT COU LOW DIST HO	Shredde RECEN

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Destruction Certification

Signature of Court Official

Supervisor 1

Date

Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	/(a.	Include Title end/or Form Number	Retention School No.	Item No.	Dotes of Records Destroyed	(Cubic Feet)	Detect Destruction
	Criminal Records Natural Resource Cases Closed in 2005	2219 Sec. IN	2a,b,c	1/1/2005 thru 12/31/05	2	6/15/11	Shreolda
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



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	Criminal Records Natural Resource Cases Closed in 2005	2219 Sec. 1V	2a,b,c	1/1/2005 thru 12/31/05	2	6/15/11	Shredda
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



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No.	Include Title end/or Ferm Number	Retention Sched, No.	Item Na.	Dates of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction	Destruction (Recycle, shred, lendfill, etc.)
	Criminal Records Natural Resource Cases Closed in 2005	2219 Sec. W	2a,b,c	1/1/2005 thru 12/31/05	2	6/15/11	Shredded
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Signature of Court Official

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 10-01	Howard County	4/1/09
COURT	COUNTY	DATE

Series	Description of Records	Autho	rlzation	Inclusive			Method of
No.	Include Title and/or Form Number	Retention School No.	Item No.	Detes of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction	Destruction [Recycle, shred, lendfil, etc.)
	Closed in 2005 Original papers, exhibite, and electronic recording of testimony. Three year retention after disposition.	2219 Sec. IV	2a,b,c	1/1/2005 thru 12/31/2005	18	Shredded	6/15/11

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



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Series	Description of Records -	Authorization		Inclusive			Methodol
Ne.	Include Title end/or Ferm Number	Retention School, No.	lem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dete of !	Destruction Recycle, shred, Lendfill, etc.)
	Closed in 2005 Original papers, exhibite, and electronic recording of testimony. Three year retention after disposition	2219 Sec. IV	2a,b,c	1/1/2005 thru 12/31/2005	18	Shredded	6/15/11
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Holl of Records Commission Recards Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



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Howard County

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Series	Description of Records Include Title end/or Form Number	Authorizotion		Inclusive			Methodof
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	Closed in 2005 Original papers, exhibits, and electronic recording of testimony. Three year tetention after disposition.	2219 Sec. IV	2a,b,c	1/1/2005 thru 12/31/2005	18	Shredded	6/15/11
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State Archivist

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Signature of Court Official

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



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Howard County

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Series	Description of Records	Authorization		Inclusive			Method of Destruction	
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	Closed in 2005 Oviginal papers, exhibite, and electronic recording of testimony. Three year tetention after disposition.	2219 Scc. IV	2a,b,c	1/1/2005 thru 12/31/2005	18	Sell 6/15/11	Shredded	

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State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9 DEPARTMENT OF GENERAL SERVICES
Holl of Records Commission
Records Monagement Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #10

Howard 10-01

4/1/09

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COUNTY

DATE

Series No.	Description of Records	Authorization		Inclusive			Method a f Destruction (Recycle, shred, landfil, etc.)	
	Include Title end/er Ferm Number	Retention Item Sched, No. No.		Dates of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction		
	Criminal Records Civil Citation and Municipal Infraction Cases Closed in 2005	2219 Sec. IV	, , , ,	1/1/2005 thru 12/31/2005	4	6/15/11	Shredded	
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Signature of Court Official

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Rev. 10/83 DGS-550-9

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #10

Howard 10-01

COUNTY

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Series No.	Description of Records	Authorizotion		Inclusive			Method of	
	Include Title end/or Ferm Number	Retention School, No.	Item No.	Dates of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction	Destruction [Recycle, shred, landfil, etc.)	
	Criminal Records Civil Citation and Municipal Infraction Cases Closed in 2005	2219 Sec. IV	2a, b, c	1/1/2005 thru 12/31/2005	4	6/15/11	Shredde	
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #10

Howard 10-01

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Series Ne.	Description of Records	Autho	rization	Inclusive			Method of Destruction (Recycle, shred, (andfil, etc.)	
	Include Title end/or Ferm Number	Retention Sched, No.	item Na.	Detes of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction		
	Criminal Records Civil Citation and Municipal Infraction Cases Closed in 2005	2219 Sec. IV	2a, b, c	1/1/2005 thru 12/31/2005	4	6/15/11	Shredde	
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State Archivist

Instructions for Preparation and Submission on Reverse Side

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #10

Howard 10-01

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	Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction	Destruction (Recycle, shred, (and All, etc.)
	Criminal Records Civil Citation and Municipal Infraction Cases Closed in 2005	2219 Sec. IV	2a, b, c	1/1/2005 thru 12/31/2005	4	6/15/11	Shieddie
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Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 10 Howard 10-01

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COUNTY

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Series	Description of Records	Authorization		Includive			Method of	
No.	Include Title and/or Ferm Number	Retention School, No.	Item No.	Dates of Records Destroyed	Velume (Cubic Feet)	Dete of Deetruchis-	Destruction (Recycle, shred, lendfill, etc.)	
	Traffic Records Parking Citations	2219 Sec. IV	2a,b,c	1/1/05 thru 12/31/05	1	6/15/11	Shudded	
						DISTANS COURT OF NO.	700 JUL 31 P 3: 51	

Destruction Approved by Holl of Records Commission

Destruction Certification

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

INSTRUCTIONS FOR PREPARATION

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 10

Howard 10-01

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orles	Description of Records	Autho	rization	Inclusive	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, lendfill, etc.)
He.	Include Title end/er Ferm Number	Retention Sched. No.	Item No.	Dates of Records Destroyed			
	Traffic Records Parking Citations	2219 Sec. IV	2a,b,c	1/1/05 thru 12/31/05	1	6/15/11	Shuddid
						DISTRICT COURT OF MD . 10TH DIST HOWARD CO.	31 P 3: 51

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Signature of Court Official

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Instructions for Preparation and Submission on Reverse Side

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 10

Howard 10-01

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Series	Description of Records	Autho	rization	Inclusive	Volume (Cubic Feet)		Methodof
No.	Include Title end/or Ferm Number	Retention Sched, No.	Item No.	Dates of Records Destroyed		Dete of Destruction	Destruction Recycle, shred, landfill, etc.)
	Traffic Records Parking Citations	2219 Sec. IV	2a,b,c	1/1/05 thru 12/31/05	1	6/15/11	Shuddid
						TIOW SIST HOWARD CO.	709 JUL 31 P 3: 51

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Signature of Court Official

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Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

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Howard 10-01

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Series	Description of Records	Autho	rization	Inclusive			Methodof
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	Traffic Records Parking Citations	2219 Sec. IV	2a,b,c	1/1/05 thru 12/31/05	1	6/15/11	Shredded
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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court	Howard 10-01	4/1/09
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Series	Description of Records	Autho	orization	Inclusive			Method of Destruction
No.	Include Title end/or Ferm Number	Retention Sched. No.	liem No.	Detes of Records Destroyed	Valume (Cubic Feei)	Date of Destruction	(Recycle, shred, lendfill, etc.)
	Criminal Records Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed in 2005	2219 Sec_ IV	2a,b,c,f	1/1/2005 thru 12/31/2005	25	GIS/II UST NO CO	Shredded RECEIVED

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State Archivist

Destruction Certification

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE
District Court	Howard 10-01	4/1/09

Series		Authorization		Inclusive		Data of	Hethod of Destruction
No.		Retention Sched, No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Dete of Destruction	Recycle, shred, (Recycle, shred, (and \$1), etc.)
	Criminal Records Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed in 2005	2219 Sec. IV	2a,b,c,	1/1/2005 thru 12/31/2005	25	GISTRICT DOURT OF MD 10TW DIST HOWARD CO	Shredded RECEIVED

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Instructions for Preparation and Submission on Reverse Side

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court	Howard 10-01	4/1/09
COURT	COUNTY	DATE

Series	Description of Records	Autho	orisation	inclusive			Methodof
No.	Include Title end/or Form Number	Retention Schod. No.	Item No.	Dates of Records Destroyed	Velume (Cubic Feet)	Dete of Destruction	Destruction (Recycle, shred, (andfill, etc.)
	Criminal Records Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed in 2005	2219 Sec. IV	2a,b,c,	1/1/2005 thru 12/31/2005	25	615/11 TOTAL HOWARD CO	Shredded RECEIVED 3- D 3: 57

Destruction Approved by Hall of Records Commission

20 Jul 09

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Howard 10-01 4 1 09
COURT COUNTY DATE

Series	Description of Records	Authorization		inclusive			Methodof
Ne.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dete of Destruction	Destruction Recycle, shred, lendfill, etc.)
	Criminal Records Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed in 2005	2219 Sec. IV	2a,b,c,f	1/1/2005 thru 12/31/2005	25	6/15/11	Shredded
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Destruction Approved by Hall of Records Commission

20 Jul 09

Les State Archivist

Destruction Certification

Signature of Court Official

6/15/11 Tille Supervisor II

Rev. 10/83 DGS-550-9

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #10 COURT

Howard COUNTY 7/18/07 DATE

Series	Description of Records	Autho	rizotion	Inclusive			Method of
No.	Include Title and/or Form Number	Retention Sched. Na.	ltem No.	Dates of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	FISCAL RECORDS	2219 Sec. 5	Item 1c	1/01/2003 thru 12/31/2003	10	6/15/11	Shredded
	OTHER RECORDS	2219 Sec. 6	Item 2		2	101	J7s
	Closed in 2003					10TH DIST HOWARD CO	RECEIVED SEP 19 PH 12: 58
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State Archivist

Signature of Court Official

Rev. 10/83 DGS-550-9

- 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 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 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

4510

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #10	Howard	7/18/07		
	COUNTY	DATE		

Series No. Inc	Description of Records	Authorization		Inclusive			Method of
	Include Title and/or Form Number	Retention Schod, No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	FISCAL RECORDS	2219 Sec. 5	Item lc	1/01/2003 thru 12/31/2003	10	6/15/11	Shredded
	OTHER RECORDS	2219 Sec. 6	Item 2		2	# DT#	J7 SI
	Closed in 2003					10TH DIST HOWARD CO	SEP 19 PM 12: 58
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Destruction Approved by Holl of Records Commission

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Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District #10 Howard 7/18/07
COURT COUNTY DATE

Series Description of Records No. Include Title and/or Form Number	December 4 B	Autho	rization	Inclusive			Method of
	Retention Sched, No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, Landfill, etc.)	
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	OTHER RECORDS	2219 Sec. 6	Item 2		2	J7 SEP 10TH DI	
	Closed in 2003					DIST HOWARD CO	CEVED

Destruction Approved by Holl of Records Commission

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Rev. 10/83 DGS-550-9

Harris Commission

State Archivist

Destruction Certification

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District #10 Howard 7/18/07
COURT COUNTY DATE

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OTHER RECORDS	2219 Sec. 6	Item 2		2	J7 SEP 10TH D	
Closed in 2003					DIST HOWARD CO	
	FISCAL RECORDS OTHER RECORDS	Description of Records Include Title and/or Form Number Retention Sched. No. FISCAL RECORDS 2219 Sec. 5 OTHER RECORDS 2219 Sec. 6	FISCAL RECORDS 2219 Sec. 5 Item 1c OTHER RECORDS 2219 Sec. 6 Item 2	Description of Records include Title and/or Form Number Retention Sched. No. Retention Sched. No. Pastroyed Postes of Records Destroyed Postes of Records Destroyed Postes of Records Destroyed Postes of Records Destroyed OTHER RECORDS 2219 Sec. 5 Item 1c 1/01/2003 thru 12/31/2003 OTHER RECORDS 2219 Sec. 6 Item 2	Description of Records include Title and/or Form Number Retention Sched. No. Retention Sched. No. Retention Sched. No. Retention No. 11em No. 11em 1c 1/01/2003 thru 12/31/2003 Contact Provided Poles of Records (Cubic Feet) 10 10 11em 1c 1/01/2003 thru 12/31/2003 11em 2	Description of Records Include Title and/or Form Number Retention Sched. No. Retention Destroyed Poles of Records (Cubic Feet) Dote of Destruction Dote of Destruction Poles of Records Destruction Retention Sched. No. Retention Sched. No. Retention Sched. No. Retention Destruction Poles of Records Destruction

Destruction Approved by Hall of Records Commission

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State Archivist

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