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 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession 10A149

		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
	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

16 Feb 2011
Date

State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official

Supervisor, District Court Records
Title

MAR - 2 2011
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission

IH w1/Back Wall

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	5325 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession 10A149

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	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

16 Feb 2011
Date

State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official

Title: Supervisor, District Court Records

MAR - 2 2011
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

IH w1/Back Wall

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 Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession 10A149

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	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

16 Feb 2011
Date

State Archivist

Destruction Certification

Gary F. Cranford
Signature of Court Official

Title

MAR - 2 2011
Date

Supervisor, District Court Records

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission of this Form

IH w1/Back Wall

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

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

5269

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expunged Cases	2219	Sect. IV 2d.	1996	1 Cu Ft	3/29/11	Shred/ Landfill
				1997	1 Cu Ft		
				1998	1 Cu Ft		
				1999	1 Cu Ft		
				2000	1 Cu Ft		
				2001	1 Cu Ft		
				2002	1 Cu Ft		
				2003	1 Cu Ft		
				2004	1 Cu Ft		
				2005	1 Cu Ft		
				2006	1 Cu Ft		
	Closed in _____						

Destruction Approved by Maryland State Archives

27Sep10 — Date
[signature] — State Archivist

Destruction Certification

Darlene E. Johnson — Signature of Court Official
County Clk — Title
3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

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

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

5269

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expunged Cases	2219	Sect. IV 2d.	1996	1 Cu Ft	3/29/11	Shred/ Landfill
				1997	1 Cu Ft		
				1998	1 Cu Ft		
				1999	1 Cu Ft		
				2000	1 Cu Ft		
				2001	1 Cu Ft		
				2002	1 Cu Ft		
				2003	1 Cu Ft		
				2004	1 Cu Ft		
				2005	1 Cu Ft		
				2006	1 Cu Ft		
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Darlene E. Johnson / By
Signature of Court Official

Courts Clk
Title

3/29/11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5270
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

27Sep10 — Date

Edward C. Gaenfur — State Archivist

Destruction Certification

Darlene E. Johnson — Signature of Court Official

County Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5270
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County	Cambridge		
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

27 Sep 10
Date

State Archivist

Destruction Certification

Darlene E. Johnson
Signature of Court Official

Clerk
Title

3/29/11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

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

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

5271

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting	2219	Sec V Item 1c & 2, 3	1990	1 Cu Ft	3/29/11	Shred/ Landfill
				1991	1 Cu Ft		
				1992	1 Cu Ft		
				1993	1 Cu Ft		
				1994	1 Cu Ft		
				1995	1 Cu Ft		
				1996	1 Cu Ft		
				1997	1 Cu Ft		
				1998	1 Cu Ft		
				1999	1 Cu Ft		
				2000	1 Cu Ft		
				2001	1 Cu Ft		
				2002	1 Cu Ft		
				2003	1 Cu Ft		
				2004	1 Cu Ft		
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10	Edward C. Spencer	Marlene E. Johnson	County Clk	3/29/11
Date	State Archivist	Signature of Court Official	Title	Date

Destruction Certification

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

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

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

5271

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting	2219	Sec V Item 1c & 2, 3	1990	1 Cu Ft	3/29/11	Shred & Landfill
				1991	1 Cu Ft		
				1992	1 Cu Ft		
				1993	1 Cu Ft		
				1994	1 Cu Ft		
				1995	1 Cu Ft		
				1996	1 Cu Ft		
				1997	1 Cu Ft		
				1998	1 Cu Ft		
				1999	1 Cu Ft		
				2000	1 Cu Ft		
				2001	1 Cu Ft		
				2002	1 Cu Ft		
				2003	1 Cu Ft		
				2004	1 Cu Ft		
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10
Date

Edward C. Ingersoll
State Archivist

Darlene E. Johnson
Signature of Court Official

Destruction Certification

Courtroom Clerk
Title

3/29/11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5272
Court **Date**		Forward three (3) copies to address at left.
Dorchester County		
County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative	2219	See 1	1990	1 Cu Ft		
				1991	1 Cu Ft		
			Item	1992	1 Cu Ft	3/29/11	
			1a,b,	1993	1 Cu Ft		
			c,d.	1994	1 Cu Ft		
				1995	1 Cu Ft		Shred/
				1996	1 Cu Ft		Landfill
				1997	1 Cu Ft		
				1998	1 Cu Ft		
				1999	1 Cu Ft		
				2000	1 Cu Ft		
				2001	1 Cu Ft		
				2002	1 Cu Ft		
				2003	1 Cu Ft		
				2004	1 Cu Ft		
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10	[signature]	Darlene E. Johnson	County Clk	3/29/11
Date	State Archivist	Signature of Court Official	Title	Date

Destruction Certification

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5272
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County	Cambridge		
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative	2219	Sec 1 Item 1 a.b.c.d	1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004	1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft 1 Cu Ft	3/29/11	Shred/ Landfill
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10 — Date

Edward C. Quensen — State Archivist

Destruction Certification

Darlene E Johnson by — Signature of Court Official

County Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5273
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Natural Resources	2219	IV Item 2.a+b	2004 2005 2006	1 Cu Ft 1 Cu Ft 1 Cu Ft	3/29/11	Shred/ Landfill
	Retain dockets and indices permanently.						
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10 — Date

Edward C. Spencer — State Archivist

Destruction Certification

Darlene E Johnson — Signature of Court Official

County Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5273
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County	Cambridge		
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Natural Resources	2219	IV Item 2,a+b	2004 2005 2006	1 Cu Ft 1 Cu Ft 1 Cu Ft	3/29/11	Shred Landfill
	Retain dockets and indices permanently.						
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10 — Date

Edward C. Spencer — State Archivist

Destruction Certification

Darlene E. Johnson by — Signature of Court Official

County Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5274
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

27 Sep 10 — Date

Edward C. Spencer — State Archivist

Darlene E Johnson — Signature of Court Official

Destruction Certification

County Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5274
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County	Cambridge		
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

28 Sep 10
Date

State Archivist

Destruction Certification

Darlene E Johnson
Signature of Court Official

Courtly Clk
Title

3/29/11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5275 Forward three (3) copies to address at left.
Court	**Date**		
Dorchester County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic	2219	Sect IV Item 2.a+b	2004 2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	3/29/11	Shred/ Landfill
	Retain dockets and indices permanently						
	Closed in _____						

Destruction Approved by Maryland State Archives

27Sep10 — Date

[signature] — State Archivist

Destruction Certification

Darlene E Johnson — Signature of Court Official

by

County Clerk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5275 Forward three (3) copies to address at left.
Court	**Date**		
Dorchester County	Cambridge		
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic	2219	Sect IV Item 2.a+b	2004 2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	3/29/11	Shred/ Landfill
	Retain dockets and indices permanently						
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10
Date

State Archivist

Destruction Certification

Darlene E Johnson/ by
Signature of Court Official

County Clerk
Title

3/29/11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

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

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

5276

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sect II Item 2	2005 2006	10 Cu Ft 10 Cu Ft	3/29/11	Shred/ Landfill
	Retain dockets and indices permanently						
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10 — Date
Edward C. Quersfurt — State Archivist

Destruction Certification

Darlene E. Johnson / by — Signature of Court Official
County Clk — Title
3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5276 Forward three (3) copies to address at left.
Court	**Date**		
Dorchester County	Cambridge		
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil	2219	Sect II Item 2	2005 2006	10 Cu Ft 10 Cu Ft	3/29/11	Shred/ Landfill
	Retain dockets and indices permanently						
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10 — Date

State Archivist

Destruction Certification

Darlene E Johnson — Signature of Court Official

Cnty Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

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

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

5277

Forward three (3) copies to address at left.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant	2219	~~Sect VI~~ Sect. II Item 2	2004 2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	3/29/11	Shred/ Landfill
	Closed in _____						

Destruction Approved by Maryland State Archives

27Sep10 — Date

State Archivist

Destruction Certification

Darlene E. Johnson — Signature of Court Official

County Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 02-01		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5277
Court	**Date**		Forward three (3) copies to address at left.
Dorchester County	Cambridge		
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant	2219	~~Sect VI~~ Sect. II Item 2	2004 2005 2006	10 Cu Ft 10 Cu Ft 10 Cu Ft	3/29/11	Shred Landfill
	Closed in _____						

Destruction Approved by Maryland State Archives

27 Sep 10 — Date

Edward C. Spencer — State Archivist

Destruction Certification

Darlene E. Johnson — Signature of Court Official

County Clk — Title

3/29/11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 11-01	2-1-2011	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5366 Forward three (3) copies to address at left.
Court	**Date**		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Personnel Files	2219	Section I Item 2	2005	1	4-20-11	SHRED
	Closed in 2005						

Destruction Approved by Maryland State Archives

18 Feb 11 — Date

Edward C. Quersfurt — State Archivist

Destruction Certification

Carrie Dillard — Signature of Court Official

CO. CLK. — Title

4-20-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

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

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

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

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

5. For your information -

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

MAY - 5 2011

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5366
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Administrative Personnel Files	2219	Section I Item 2	2005	1	4-2011	SHRED
	Closed in 2005						

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

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

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

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

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

5. For your information -

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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5367
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting 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. Closed in 2007	2219	Section V Item 1c	2007	16	4-20-11	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

Edward C. Papenfuse
State Archivist

Carrie Dillard
Signature of Court Official

Destruction Certification

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

District 11-01	2-1-2011	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5367 Forward three (3) copies to address at left.
Court	**Date**		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Fiscal/Accounting 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. Closed in 2007	2219	Section V Item 1c	2007	16	4-2011	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Carrie Dillard — Signature of Court Official

CO. CLK. — Title

4-2011 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

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

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

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

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5369
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant Summary Ejectment - Non - money Judgments Retain dockets permanently Closed in 2007	2219	Section II Item 2	2007	6	4-2011	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

Edward C. Papenfuse
State Archivist

Carrie Dillard
Signature of Court Official

Destruction Certification

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5369
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord/Tenant Summary Ejectment - Non - money Judgments Retain dockets permanently Closed in 2007	2219	Section II Item 2	2007	6	4-2011	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Carrie Dillard
Signature of Court Official

Destruction Certification

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

1. 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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5. For your information -

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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5370
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Cases involving a Judgment for a sum certain (Closed in 2007 = Dismissed, Satisfied, JTP, JIFD) For stripping only - retain dockets permanently Closed in 2007	2219	Section II Item 2	2007	40	4-20-11	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11 — Date

[signature] — State Archivist

Destruction Certification

Carrie Dillard — Signature of Court Official

CO. CLK — Title

4-20-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

1. 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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5. For your information -

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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5370
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Cases involving a Judgment for a sum certain (Closed in 2007 = Dismissed, Satisfied, JTP, JIFD) For stripping only - retain dockets permanently Closed in 2007	2219	Section II Item 2	2007	40	4-2011	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Carrie Dillard
Signature of Court Official

Destruction Certification

CO. CLK.
Title

4-2011
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

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

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

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5371
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal For stripping only - retain dockets permanently Closed in 2007	2219	Section IV Item 2a. 2b.	2007	40	4-2011	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Carrie Dillard — Signature of Court Official

CO. CLK. — Title

4-20-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

1. 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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5. For your information -

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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5371
Court	**Date**		
Frederick County			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal For stripping only - retain dockets permanently Closed in 2007	2219	Section IV Item 2a. 2b.	2007	40	4-20-11	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

MAY - 5 2011

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

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

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5372
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Petty offenses Civil Citations Alcohol Violations Natural Resource For stripping only - retain dockets permanently Closed in 2007	2219	Section IV Item 2a. 2b.	2007	5	4-20-11	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY -5 2011

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5372
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Petty offenses Civil Citations Alcohol Violations Natural Resource For stripping only - retain dockets permanently Closed in 2007	2219	Section IV Item 2a. 2b.	2007	5	4-2011	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Carrie Dillard
Signature of Court Official

Destruction Certification

CO. C/K.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5373
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5373
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Carrie Dillard
Signature of Court Official

Destruction Certification

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

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

MAY - 5 2011

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5374 Forward three (3) copies to address at left.
Court	**Date**		
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Retain dockets permanently Closed in 2007	2219	Section IV Item 2a. 2b.	2007	40	4-2011	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11 — Date

Edward C. Quensen — State Archivist

Carrie Dillard — Signature of Court Official

Destruction Certification

CO. CLK. — Title

4-20-11 — Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

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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

District 11-01	2-1-2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5374
Court	**Date**		Forward three (3) copies to address at left.
Frederick County			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Retain dockets permanently Closed in 2007	2219	Section IV Item 2a. 2b.	2007	40	4-20-11	SHRED

Destruction Approved by Maryland State Archives

18 Feb 11
Date

State Archivist

Destruction Certification

Carrie Dillard
Signature of Court Official

CO. CLK.
Title

4-20-11
Date

DGS 550-9 (Rev. 03/2010)

Instructions for Preparation and Submission on next page

INSTRUCTIONS FOR PREPARATION

Proposal and Certificate of Records Destruction
DGS 550-9

MAY - 5 2011

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

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

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

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

5. For your information -

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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

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

4698

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Cases-Judgment for a Sum Certain Dismissed or Satisfied Cases only	2219 Sect. II	Item 2	1/1/2003 thru 12/31/2003	48	6/15/11	Shredded

RECEIVED
2011 APR -4 P 12:31
DISTRICT COURT OF MD
FOR HOWARD CO

Destruction Approved by Hall of Records Commission

30 mar 09
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

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

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

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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

4698

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Cases-Judgment for a Sum Certain Dismissed or Satisfied Cases only	2219 Sect. II	Item 2	1/1/2003 thru 12/31/2003	48	6/15/11	Shredded

Destruction Approved by Hall of Records Commission

30 mar 09
Date

Edward C. Greenfield
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

4698

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Destruction Approved by Hall of Records Commission

30 mar 09
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

468

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Cases-Judgment for a Sum Certain Dismissed or Satisfied Cases only	2219 Sect. II	Item 2	1/1/2003 thru 12/31/2003	48	6/15/11	Shredded

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2009 APR -6 P 12:31
DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

30 mar 09
Date

Edward C. Tyler
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

5008

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric 10-01 — COURT
Howard — COUNTY
4/1/09 — DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Criminal Records Natural Resource Cases Closed in 2005	2219 Sec. IV	2a,b,c	1/1/2005 thru 12/31/05	2	6/15/11	Shredded

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2009 JUL 31 P 3:58
DISTRICT COURT OF MD
10TH DIST HOWARD CO.

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

istric 10-01 — COURT
Howard — COUNTY
4/1/09 — DATE

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	Criminal Records Natural Resource Cases Closed in 2005	2219 Sec. IV	2a,b,c	1/1/2005 thru 12/31/05	2	6/15/11	Shredded

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2009 JUL 31 P 3:58
DISTRICT COURT OF MD
10TH DIST/HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

Edward C. Thompson
State Archivist

Destruction Certification

Rod Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

istric 10-01 — COURT
Howard — COUNTY
4/1/09 — DATE

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	Criminal Records Natural Resource Cases Closed in 2005	2219 Sec. N	2a,b,c	1/1/2005 thru 12/31/05	2	6/15/11	Shredded

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2009 JUL 31 P 3:58
DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

Edward C. Thompson
State Archivist

Destruction Certification

Rod Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

5008

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

Distric 10-01 — COURT
Howard — COUNTY
4/1/09 — DATE

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DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

Edward C. Spencer
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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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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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records Closed in 2005 original papers, exhibits, and electronic recordings 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

Destruction Approved by Hall of Records Commission

17 AUG 09 — Date
[signature] — State Archivist

Destruction Certification

[signature] — Signature of Court Official
Supervisor II — Title
6/15/11 — Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

5009

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records Closed in 2005 original papers, exhibits, and electronic recordings 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

Destruction Approved by Hall of Records Commission

17 AUG 09 (Date) — Edward C. Papenfuse (State Archivist)

Destruction Certification

Rod Day (Signature of Court Official) — Supervisor II (Title) — 6/15/11 (Date)

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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 — COURT
Howard County — COUNTY
4/1/09 — DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records Closed in 2005 original papers, exhibits, and electronic recordings 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

Destruction Approved by Hall of Records Commission

17 AUG 09
Date

Edward C. Quesenberry
State Archivist

Destruction Certification

Rod Ray
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

JUN 2 3 2011

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

5009

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
	Traffic Records Closed in 2005 original papers, exhibits, and electronic recordings of testimony. Three year retention after disposition.	2219 Sec. IV	2a,b,c	1/1/2005 thru 12/31/2005	18	6/15/11	Shredded

Destruction Approved by Hall of Records Commission

17 AUG 09 — Date
Edward C. Papenfuse — State Archivist

Destruction Certification

Rose Day — Signature of Court Official
Supervisor II — Title
6/15/11 — Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

5011

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	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	Shredded

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DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

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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

5011

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	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	Shredded

RECEIVED
2009 JUL 31 P 3:57
DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

Edward C. Tomenson
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

5011

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	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	Shredded

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2009 JUL 31 P 3:57
DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

5011

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Swiss No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	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	Shredded

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2009 JUL 31 P 3:57
DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

5012

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 — COURT
Howard 10-01 — COUNTY
4/1/09 — DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Traffic Records Parking Citations	2219 Sec. IV	2a,b,c	1/1/05 thru 12/31/05	1	6/15/11	Shredded

RECEIVED
2009 JUL 31 P 3:57
DISTRICT COURT OF MD
10TH DIST HOWARD CO

Destruction Approved by Hall of Records Commission

20 Jul 09
Date

State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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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 — COURT
Howard 10-01 — COUNTY
4/1/09 — DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	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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20 Jul 09
Date

State Archivist

Destruction Certification

Rose Day
Signature of Court Official

Supervisor II
Title

6/15/11
Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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Hall of Records Commission
Records Management Division
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Destruction Certification

Rose Day — Signature of Court Official
Supervisor II — Title
6/15/11 — Date

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Edward C. Spencer
State Archivist

Destruction Certification

Rose Day
Signature of Court Official

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[signature] — State Archivist

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4510

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	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		
	Closed in 2003						

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Destruction Certification

Rose Day — Signature of Court Official
Supervisor II — Title
6/15/11 — Date

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

~~District #10~~ (COURT) Howard (COUNTY) 7/18/07 (DATE)

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