

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

Forward three (3) copies to address at left.

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

\_\_\_\_\_  
 Date                      State Archivist                      Signature of Court Official                      Title                      Date

## 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