

District Court of Maryland

Department of General Services Records Management Division Records Retention and Disposal Schedule		Schedule Number: 2219
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Agency: District Court of Maryland		Division/Unit: Headquarters
Item Number	Description	Retention
1.	Revises Schedule 975, dated January 1984 <u>Administrative Records</u> <u>Section I</u> <u>Administrative Operation Records and Files</u> Records and files containing correspondence, reports and miscellaneous administrative papers relating to the operation of the District Court including: a. Attorney General opinions. b. Reports, correspondence, and miscellaneous papers. c. Material relating to policy, administrative orders or history of the court. d. Supervisory and Management reports that require data sampling and verification.	Retain permanently material having <i>continuing legal or administrative value</i> to the operation of the office; transfer periodically to State Archives. Retain all other materials three (3) years and until all audit requirements have been fulfilled, then destroy.
2.	Personnel Files Records of office employees including books, records, forms, cards, and correspondence.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
Approved by Department, Agency, or Division Representative: Date _____ Signature _____ Print Name _____ Title _____		Schedule authorized by State Archivist: Date _____ Signature _____

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Item Number	Description	Retention
	Civil and Landlord/Tenant Records <u>Section II</u>	
1.	<u>Dockets and Indices</u> Dockets and entries that document a judicial decision. Docket entries may be made on docket sheets, file jackets or other docket or disposition materials. Indices are case folders, file jackets or other material representing an official record of each civil case including, case number, names and addresses of parties.	Retain permanently; transfer periodically to the Maryland State Archives.
2.	<u>Original Miscellaneous Papers and Exhibits, and Electronic Recordings</u>	Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of <i>dismissal or satisfaction</i> and until all audit requirements are fulfilled, then destroy. (Except recordings selected by the State Archivist)
3.	<u>Cases Involving Judgment for a Sum Certain</u> Records and files involving cases pertaining to collection of debts, and or damages in which a judgment was awarded. Records and files include attachments, liens, motions and orders, sales and notices of liens of judgments.	Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment, or until judgment expires and until all audit requirements are satisfied, then destroy.

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1.	<u>Emergency Evaluation, Domestic Violence and Peace Order Records</u> <u>Section III</u> <u>Docket and Indices.</u> Dockets and entries that document a judicial decision. Docket entries may be made on docket sheets, file jackets or other docket or disposition materials. Indices are case folders or file jackets that represent an official record of each case including, case number, names and addresses of parties.	Retain Permanently; transfer periodically to the Maryland State Archives.
2.	<u>Original Miscellaneous Papers and Exhibits.</u>	Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment and until all audit requirements are satisfied, then destroy.
3.	<u>Electronic Recordings.</u>	Retain electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled, then destroy (except recordings selected by the State Archivist).

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1.	<u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u> <u>Section IV</u> Dockets and Indices Dockets and entries that document a judicial decision on a criminal or traffic case. Docket entries may be made on docket sheets, file jackets or other docket or disposition materials. Indices are case folders or file jackets that represent an official record of each case including, case number, charging information, disposition information, name and addresses of the defendant.	Retain permanently; transfer periodically to the State Archives.
2.	<u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citations and Red Light Camera Records</u> a. A case which is dismissed or in which a nolle prosequi or stet is entered.	Retain original papers, exhibits, and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled, then destroy. (Except recordings selected by the State Archivist)

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	<u>Criminal, Natural Resources, Traffic, Parking, Civil/Municipal Citation and Red Light Camera Records, (Continued)</u> <u>Section IV</u>	
2.	b. A case in which a disposition is entered or probation before judgment is granted. c. A criminal case for a misdemeanor in which an arrest warrant was issued on a charging document or as the result of a defendant's failure to appear for trial, remains unserved for three (3) years after issuance.	Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled. (Except recordings selected by the State Archivist) If within that three-year period the defendant fails to comply with the order of court, the clerk shall continue to retain the original papers and exhibits in the file until the failure is cured or an arrest warrant issued as a result is invalidated by law. Retain all the original papers and exhibits in the file until the invalidation and destruction of the warrant is authorized by the Chief Judge of the District Court, and then destroy.

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2.	<u>Criminal, Natural Resource, Traffic, Parking, Civil/Municipal Citation and Red Light Camera Records (Continued)</u> <u>Section IV</u>	
	d. Expunged case files and miscellaneous papers.	Retain permanent records and indices for three (3) years, and then destroy. Such destruction shall be promptly reported to the Records Management Division of the Hall of Records Commission.
	e. Expunged case files and miscellaneous papers in multiple defendant cases.	Retain expunged records and indices until the prison terms, if any, of all co-defendants convicted in the case have been served, and then destroy. Such destruction shall promptly be reported to the Records Management Division of the Hall of Records Commission.
	f. Fugitive case files and miscellaneous papers.	Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been fulfilled, then destroy. (Except recordings selected by the State Archivist)

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1.	<u>Fiscal Records</u> <u>Section V</u> <u>Accounting</u> a. Audit Reports, General Ledger books of Account. b. Records documenting bonds posted in court cases including names, dates, sureties, and amounts of the bonds. All records pertaining to bonds forfeited. c. <u>Miscellaneous:</u> 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 (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Juvenile Support and Account Books, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax.	Retain permanently, transfer periodically to the State Archives. Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy

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	<u>Fiscal Records, (Continued)</u> <u>Section V</u>	
1.	a. Payroll Records Employee Roster Card Files, Payroll and Check Registers, Payroll Exception Time Reports, Payroll Transmittals, and other miscellaneous payroll records.	Retain for three (3) years and until audit requirements have been fulfilled, then destroy.
2.	<u>Budget and Fiscal Planning</u> Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
3.	<u>Purchasing</u> Actual Emergency and Repair Reports, Copies of Contract Award, Credit Memoranda, Notices of Award of Contract, Out of Schedule Requisitions for Supplies, Purchase Orders, Reports of Special Delivery, Requisitions for Supplies, Agency Interoffice Requisition, Stores Requisition.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

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	<u>Other Cases</u> <u>Section VI</u>	
	<u>Other Cases include all cases not specifically referred to otherwise in this schedule.</u>	Retain permanently; transfer periodically to the State Archives.
1.	<u>Dockets and Indices</u>	
2.	<u>Case Records and Files</u> All original papers, exhibits and electronic recordings of testimony.	Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been satisfied, then destroy. (Except recordings selected by the State Archivist)