

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 5/19/2014**

**Charles County Government, Human Resources**

Rec.: 2/10/2014 Appr.: 7/29/2014 RM Sch. #:C1240 MSA S1521-1324 Supersedes: None

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**City of Gaithersburg City Manager's Office - Legal Services - Municipal Elections**

Rec.: 3/4/2013 Appr.: 5/30/2014 RM Sch. #:M329 MSA S1522-362 Supersedes: None

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**City of Gaithersburg, City Manager's Office**

Rec.: 9/30/2011 Appr.: 5/16/2014 RM Sch. #:m282 MSA S1522-360 Supersedes: None

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**City of Gaithersburg, City Manager's Office / Legal Services**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m285 MSA S1522-350 Supersedes: None

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**City of Gaithersburg, Community and Public Relations - Cable TV**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m294 MSA S1522-355 Supersedes: None

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**City of Gaithersburg, Community and Public Relations - Community Services**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m292 MSA S1522-353 Supersedes: None

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**City of Gaithersburg, Community and Public Relations - Homeless Assistance - Wells / Robertson House**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m293 MSA S1522-354 Supersedes: None

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**City of Gaithersburg, Community and Public Relations / Public Information Office**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m291 MSA S1522-352 Supersedes: None

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**City of Gaithersburg, Finance**

Rec.: 9/30/2011 Appr.: 5/30/2014 RM Sch. #:m288 MSA S1522-361 Supersedes: m205

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**City of Gaithersburg, Network / Operations, Applications and Helpdesk**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m290 MSA S1522-351 Supersedes: None

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**City of Gaithersburg, Parks, Recreation and Culture**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m295 MSA S1522-356 Supersedes: None

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**City of Gaithersburg, Planning and Code Administration - Environmental Services**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m298 MSA S1522-357 Supersedes: None

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**City of Gaithersburg, Police Department**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m301 MSA S1522-358 Supersedes: None

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**City of Gaithersburg, Public Works - Facilities and Capital Projects**

Rec.: 9/30/2011 Appr.: 5/15/2014 RM Sch. #:m303 MSA S1522-359 Supersedes: None

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**City of Rockville, Police Department**

Rec.: 3/28/2014 Appr.: 6/30/2014 RM Sch. #:M335 MSA S1522-363 Supersedes: M279

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**Department of Housing and Community Development, Division of credit Assurance / Single Family Collections**

Rec.: 9/3/2014 Appr.: 9/15/2014 RM Sch. #:2683 MSA S1468-3889 Supersedes: 2226, 2411

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**Department of Human Resources, Office of the Inspector General**

Rec.: 2/24/2014 Appr.: 7/29/2014 RM Sch. #:2666 MSA S1468-3885 Supersedes: None

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**Department of Maryland State Police, Commercial Vehicle Enforcement Division (CVED)**

Rec.: 6/18/2014 Appr.: 7/28/2014 RM Sch. #:971-24-2 MSA S1468-3884 Supersedes: 971-24-1-A1

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**Department of Maryland State Police, Grants Management Section**

Rec.: 5/12/2014 Appr.: 6/13/2014 RM Sch. #:971-12 MSA S1468-3861 Supersedes: 971-115-1

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**Department of Maryland State Police, Office of Promotional Testing**

Rec.: 5/12/2014 Appr.: 6/13/2014 RM Sch. #:971-37-2 MSA S1468-3860 Supersedes: 971-37-1

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**District Court of Maryland**

Rec.: 6/27/2014 Appr.: 7/1/2014 RM Sch. #:2219A2 MSA S1468-3880 Supersedes: None

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**Howard Community College, Development and Alumni Relations**

Rec.: 9/12/2013 Appr.: 6/26/2014 RM Sch. #:2658 MSA S1468-3877 Supersedes: 1863

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**Howard Community College, Planning, Research, and Organizational Development / Learning Outcomes Assessment**

Rec.: 9/12/2013 Appr.: 6/26/2014 RM Sch. #:2661 MSA S1468-3879 Supersedes: 1856

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**Howard Community College, Vice President of Information Technology**

Rec.: 9/12/2013 Appr.: 5/8/2014 RM Sch. #:2660 MSA S1468-3878 Supersedes: 1856

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**Howard Community College, Vice President of Student Services**

Rec.: 9/12/2013 Appr.: 6/26/2014 RM Sch. #:2645 MSA S1468-3866 Supersedes: 1858

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**Howard County Council (Legislative)**

Rec.: 11/4/2010 Appr.: 9/22/2014 RM Sch. #:C1136 MSA S1521-1330 Supersedes: C1041

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**Howard County Government Fire and Rescue Services, Information Technology**

Rec.: 11/28/2012 Appr.: 5/15/2014 RM Sch. #:C1199 MSA S1521-1318 Supersedes: None

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**Howard County Government, Department of Public Works Director's Office**

Rec.: 4/29/2014 Appr.: 5/15/2014 RM Sch. #:C1110A MSA S1521-1319 Supersedes: None

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**Howard County Government, Department of Public Works, Bureau of Engineering, Capital Project Administration**

Rec.: 4/1/2014 Appr.: 5/30/2014 RM Sch. #:C1247 MSA S1521-1320 Supersedes: C933

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**Howard County Government, Department of Public Works, Bureau of Engineering, Survey Division**

Rec.: 4/1/2014 Appr.: 11/6/2014 RM Sch. #:C1252 MSA S1521-1331 Supersedes: C900

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**Howard County Government, Department of Public Works, Bureau of Engineering, Transportation and Special Projects Division**

Rec.: 4/1/2014 Appr.: 5/30/2014 RM Sch. #:C1253 MSA S1521-1321 Supersedes: C897

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**Howard County Government, Department of Public Works, Bureau of Engineering, Utility Design Division**

Rec.: 4/1/2014 Appr.: 8/11/2014 RM Sch. #:C1254 MSA S1521-1328 Supersedes: C902

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**Howard County Government, Department of Public Works, Bureau of Environmental Services**

Rec.: 4/1/2014 Appr.: 8/6/2014 RM Sch. #:C1251 MSA S1521-1326 Supersedes: C1084

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**Howard County Government, Department of Public Works, Bureau of Highways**

Rec.: 4/1/2014 Appr.: 8/11/2014 RM Sch. #:C1249 MSA S1521-1327 Supersedes: None

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**Howard County Government, Howard County Sheriff's Office**

Rec.: 4/1/2014 Appr.: 6/30/2014 RM Sch. #:C1256 MSA S1521-1322 Supersedes: C1032

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**Maryland State Police, Fair Practices Section**

Rec.: 4/28/2014 Appr.: 5/15/2014 RM Sch. #:971-11-3 MSA S1468-3857 Supersedes: 971-11-2

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**Maryland State Police, Forensic Sciences Division**

Rec.: 4/15/2014 Appr.: 7/17/2014 RM Sch. #:971-21-2 MSA S1468-3883 Supersedes: 971-21-1-A9

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**Maryland Transit Administration Systems Engineering and Equipment**

Rec.: 9/20/2013 Appr.: 5/30/2014 RM Sch. #:2668 MSA S1468-3858 Supersedes: None

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**Montgomery County Government (MCG), Office of the County Executive**

Rec.: 4/2/2014 Appr.: 7/29/2014 RM Sch. #:C1258 MSA S1521-1325 Supersedes: None

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**Morgan State University, Human Resources / Payroll , Finance and Management**

Rec.: 7/11/2014 Appr.: 9/2/2014 RM Sch. #:2677 MSA S1468-3886 Supersedes: None

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**Office of the Public Defender, Headquarters and District Offices**

Rec.: 1/10/2013 Appr.: 5/30/2014 RM Sch. #:2672 MSA S1468-3859 Supersedes: 1228 & 1228A1

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**State's Attorney's Office for Charles County**

Rec.: 7/29/2014 Appr.: 9/2/2014 RM Sch. #:C1264 MSA S1521-1329 Supersedes: C1037, C1037A1, C1037A2

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**Baltimore City Archives  
Records Disposition Authorizations Approved  
Since Hall of Records Commission Meeting  
on 5/19/2014**

**Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Voided Permit Applications**

Approved 6/23/2014; Schedule Number 2043

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**Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Demolition Licenses**

Approved 6/23/2014; Schedule Number 2044

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**Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Construction and Building Inspection Notes**

Approved 6/23/2014; Schedule Number 2045

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**Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Issued Permit Applications**

Approved 6/23/2014; Schedule Number 2046

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**Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Trades Licensing Files**

Approved 6/23/2014; Schedule Number 2047

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**Baltimore City Department of Housing and Community Development, Permits and Code Enforcement, Office Services, Trades Licensing Records**

Approved 6/23/2014; Schedule Number 2048

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**Baltimore City Department of Public Works, Water Treatment, Environmental Services - Montebello Filters, Water Supply History**

Approved 9/18/2014; Schedule Number 2049

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**Baltimore City Department of Public Works, Back River Wastewater Treatment Plant (BRWWTP), Archives, DPW Museum Archives**

Approved 9/18/2014; Schedule Number 2050

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**All Baltimore City Boards and Committees, Meeting Minutes**

Approved 9/24/2014; Schedule Number 2051

**Retention Schedule Summary**

State agency schedules approved - 15

County agency schedules approved - 13

Municipal agency schedules approved - 14

Total number of State Archives schedules approved - 42

Total number of Baltimore City Archives schedules approved - 9

Images of all approved State Archives schedules are available online at

[http://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/approved\\_schedule.html](http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html)