51469-2164

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center	DHMH Instructions:
EXEC - HCF - PHS - OPS SECRETARIAT	Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	Prepare 4 Copies Distribution: 1. YOUR UNIT=S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
OFFICE / ADMINISTRATION / LOCATION		
DIVISION / UNIT		

CERTIFICATE OF RECORDS DISPOSAL

NO.	DESCRIPTION OF RECORDS (FROMSCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OFRECORDS	VOLUME (FT^3) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	SPECIAL PAYMENTS FY06	834	1	FY 2006	BINDER 1"	JUL-11	SHRED
2.	REGULAR PAYMENTS FY06	834	1	FY 2006	BINDER 2"	JUL-11	SHRED
3.	TIME SHEETS A-HEN 2006	834	1	FY 2006	1.5	JUL-11	SHRED
4.	TIME SHEETS HEN-O 2006	834	1	FY 2006	1.5	JUL-11	SHRED
5.	TIME SHEETS P-Y 2006	834	1	FY 2006	1.5	JUL-11	SHRED
6.	DEATH 2006	1518	20	FY 2006	1.5	JUL-11	SHRED
7.	A/P A-CITY PHARMACY 7/05-6/06	834, 2106	1, 7	FY 2006	1.5	JUL-11	SHRED
8.	A/P CO-LYONS 7/05-6/06	834, 2106	1, 7	FY 2006	1.5	JUL-11	SHRED
9.	A/P M-P 7/05-6/06	834, 2106	1, 7	FY 2006	1.5	JUL-11	SHRED
10.	A/P Q-U 7/05-6/06	834, 2106	1, 7	FY 2006	1.5	JUL-11	SHRED
11.	A/P V-Z 7/05-6/06	834, 2106	1, 7	FY 2006	1.5	JUL-11	SHRED
12.	A/P 7/05-6/06	834, 2106	1, 7	FY 2006	1.5	JUL–11	SHRED
13.	11/05-3/06 MILEAGE SLIPS	834	1	FY 2006	1.5	JUL-11	SHRED
14.	4/06-8/06 MILEAGE SLIPS	834	1	FY 2006	1.5	JUL-11	SHRED
15.	A/R 2004-2005	2106	9	FY 2005	1.5	JUL-11	SHRED
16.	A/R 2004	2106	9	FY 2004	1.5	JUL-11	SHRED

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

I hereby certify that the records listed above were disposed of as indicated.

Brenda Johnson — SIGNATURE

Administrator — TITLE

6.30.11 — DATE

DGS 550-2 (DHMH 2002

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center	DHMH Instructions:
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OFFICE / ADMINISTRATION / LOCATION		
DIVISION / UNIT		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (FromSchedule Form) [FORMAT: Paper, film, disk, etc]	Authorization*		Inclusive Dates ofRecords	Volume (Ft^3) (Boxes)	Date of Disposal	Disposal Method (Trash, Shred, burn, etc)
		Schedule #	Item				
1.	A/R 7/03-6/04 SIGNED WAIVERS	2106	9	FY 2004	1.5	JUL-11	SHRED
2.	A/R ADJUSTMENTS 4/04-6/04 MCO PAID	2106	9	FY 2004	1.5	JUL-11	SHRED
3.	7/03-7/04 MEDICARE PAYMENTS MAP PAYMENTS	2106	9	FY 2004	1.5	JUL-11	SHRED
4.	A/R FY 2004	2106	9	FY 2004	1.5	JUL-11	SHRED
5.	A/R FY 2004	2106	9	FY 2004	1.5	JUL-11	SHRED
6.	GRANT FY 2006	1518	27	FY 2006	1.5	JUL-11	SHRED
7.	GRANT FY 2006	1518	27	FY 2006	1.5	JUL-11	SHRED
8.	GRANT FY 2006	1518	27	FY 2006	1.5	JUL-11	SHRED
9.	BANK STATEMENTS, LEDGERS 6/01-5/04	834	1	FY 2004	1.5	JUL-11	SHRED
10.	PO'S 8989-9802 FY 2006	2106	7	FY 2006	1.5	JUL-11	SHRED
11.	PO's 9803-10744 FY2007	2106	7	FY 2007	1.5	JUL-11	SHRED
12.	PO'S 10745-11569 FY2008	2106	7	FY 2008	1.5	JUL–11	SHRED
13.	PO'S 11570-12382 FY 2009	2106	7	FY 2009	1.5	JUL-11	SHRED
14.	CHECK REGISTER 7/03-6/05	2106	9	FY 2005	1.5	JUL-11	SHRED
15.	A/R RECEIPTS 3/04-6/04	2106	9	FY 2004	1.5	JUL-11	SHRED
16.	A/R RECEIPTS 7/04-11/04	2106	9	FY 2004	1.5	JUL-11	SHRED

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I hereby certify that the records listed above were disposed of as indicated.

Brenda Henson — SIGNATURE

Administrator — TITLE

6/30/11 — DATE

DGS 550-2 (DHMH 2002

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CERTIFICATE OF RECORDS DISPOSAL

NO.	DESCRIPTION OF RECORDS (FROMSCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OFRECORDS	VOLUME (FT^3) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	FY06 INTER AGENCY TRANSFERS	834	1	FY 2006	NOTEBOOK 2"	JUL-11	SHRED
2.	FY05 INTER AGENCY TRANSFERS	834	1	FY 2005	NOTEBOOK 2"	JUL-11	SHRED
3.	FY04 INTER AGENCY TRANSFERS	834	1	FY 2004	NOTEBOOK 2"	JUL-11	SHRED
4.	CELL PHONE BILLS 1/05 TO 12/05	834	1	FY 2005	1.5	JUL-11	SHRED
5.	FICAL END OF YEAR 2003 & 2004	834	1	FY 2003 & FY 2004	1.5	JUL-11	SHRED
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15.							
16.							

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Brenda Henson	Administrator	6.30.11
SIGNATURE	TITLE	DATE

DGS 550-2 (DHMH 2002