

Submitted: 9/30/2011
Jurisdiction: Maryland
Agency: Institute for Emergency Medical Services Systems
Division/Unit: Information Technology

Maryland State Archives
 Edward C Papenfuse State Archives Building
 350 Rowe Boulevard
 Annapolis, MD 21401

Certificate ID: 88
MSA ID: SE55-2209

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	1 box of Microfilmed MAIS forms from Year 1986 – Retention policy 25 years	2067	1	1986	2.25 cu ft.	10/06/2011	Shred
2	13 boxes of EMAIS bids from Year 2000 – Sherry confirmed that it has been through two audits and we can get rid of it	2431	2	Year 2000	19.25 cu ft.	10/06/2011	Shred

Destruction Certification

<u>David Balthis</u>	<u>Chief IT and Communications</u>	<u>9/30/2011</u>
Signature	Title	Date