

Submitted: 1/11/2012
Jurisdiction: Maryland
Agency: Department of General Services,
 Records Management Division
Division/Unit:

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

Certificate ID: 170
MSA ID: SE55-2282

Page: 1 of 1

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	Department of Budget and Management Employee Benefits Division Student Certification and Disability Determination Documents	1631	1	2002-2003	11 cu ft.	01/01/2011	Recycle
2	Direct Pay Documentation	1631	1	2003	45 cu ft.	01/01/2011	Recycle
3	Batch Files for Enrollment Unit	2442	4	2002-2003	49 cu ft.	01/01/2011	Recycle
4	Batch Files for Retirement Unit	2442	6	2003	9 cu ft.	01/01/2011	Recycle
5	Correspondence for Customer Service Unit	2442	5	2003	8 cu ft.	01/01/2011	Recycle

Destruction Certification

<u>Gabriel P. Lopez</u>	<u>Manager</u>	<u>1/11/2012</u>
Signature	Title	Date