Sumitted:	2/9/2012	**Certificate ID:**	216
Jurisdiction:	Baltimore City	**MSA ID:**	SE55-2331
Agency:	Archives		
Division:		**Page:**	1 of 1

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

Proposal and Certificate of Records Disposition

		Authorization					
Item No.	**Description of Records (Same Title as listed on Schedule)**	**Retention Schedule No.**	**Section and/or Item No.**	**Inclusive Dates of Records Destroyed**	**Volume**	**Date of Disposal**	**Method Of Disposal**
1	cab vouchers	1	5	2000	44 cu ft.	12/14/2011	shred
2	corporate account checks, cancelled	142	5	2001-2002	14 cu ft.	12/14/2011	shred
3	misc. rev. cash	1472	5	2001	10 cu ft.	12/14/2011	shred
4	work papers	116	5	1983-1994	10 cu ft.	12/14/2011	shred
5	overpayment	10	5	2000	12 cu ft.	12/14/2011	shred
6	cashier listings	58	5	1998	244 cu ft.	12/14/2011	shred
7	contracts	551	3	1990	27 cu ft.	12/14/2011	shred
8	medical records	1042	18	1978	7 cu ft.	12/14/2011	shred
9	certified payroll reports	116	19	1989-1994	19 cu ft.	12/14/2011	shred
10	cashier stubs	57	5	2006	21 cu ft.	12/14/2011	shred
11	large Journal Entries	1480	5	1876-1987	14 cu ft.	12/14/2011	shred
12	rental records	1618	5	1995-1996	11 cu ft.	12/14/2011	shred

Destruction Approved by Maryland State Archives

2/1/2012	Edward C. Papenfuse
Date	**State Archivist**

Destruction Certification

Gerald Roberts	Records Administrator	2/9/2012
Signature	**Title**	**Date**