

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of General Services,
 Records Management Division
Division/Unit: DHMH - Baltimore County Health Department

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

Certificate ID: 285
MSA ID: SE55-2390

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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	07W675 - Home Health Program Records - Discharge Patients Billing Material Records (Towson Health Center)	1518	19 A	2004	21 cu ft.	03/01/2012	Recycle
2	08W971 - Miscellaneous Accounting Records (Drumcastle Center)	834	1 E	2004 - 2005	3 cu ft.	03/01/2012	Recycle
3	09W639 - Chronic Disease Patient Records/Terminated Client's Charts (Drumcastle Center)	1518	17	2003 - 2005	4 cu ft.	03/01/2012	Recycle
4	09W640 - Chronic Disease Patient Records/Terminatted Client's Charts (Bureau of Long Term Care)	1518	17	2002 - 2005	9 cu ft.	03/01/2012	Recycle
5	09W641 - Miscellaneous Accounting Records/Paid Bills and Invoices (Bureau of Long Term Care)	834	1 E	2005	6 cu ft.	03/01/2012	Recycle

Destruction Certification

Gabriel P. Lopez	Manager	3/6/2012
Signature	Title	Date