

**Submitted:** 3/19/2012  
**Jurisdiction:** Maryland  
**Agency:** State Ethics Commission  
**Division/Unit:**

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

**Certificate ID:** 295  
**MSA ID:** SE55-2397  
**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        | Office Chron  | 2201                   | 27                      | 2005                                 | 1.5 cu ft. | 02/17/2012       | shredder           |
| 2        | Potential Conflict of Interest Matters - A                | 2201                   | 18                      | 2005                                 | 1 cu ft.   | 02/28/2012       | shredder           |
| 3        | Preliminary Inquiry Matters - B                           | 2201                   | 17                      | 2005                                 | 1 cu ft.   | 02/28/2012       | shredder           |
| 4        | Meeting Materials - material duplicated in other files    | 2201                   | 4                       | 1/2001 - 5/2002                      | 2 cu ft.   | 03/16/2012       | shredder           |

### Destruction Certification

Darlene Brocki

**Signature**

Records Manager

**Title**

3/19/2012

**Date**