DPSCS / DOC / MRDCC Reporting Agency Inmate Property Office Division or Unit	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left. 51469-2234

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Personal property	1406.17	1	11.02.2007	1.03 cubic ft	2.28.12	Waste Management
/	transfer sheets	/	/	06.30.2008	/	/	trash compactor
2	Personal property	1406.17	1	07.01.2008	1.03 cubic ft	2.28.12	Waste Management
/	transfer sheets	/	/	12.24.2008	/	/	trash compactor
3	Intake Summary	1406.17	1	01.02.2008	1.03 cubic ft	2.28.12	Waste Management
/	Sheets	/	/	12.31.2008	/		trash compactor

I hereby certify that the records listed above were disposed of as indicated.

Cpl Yolanda Bruny / Cpl. Virginia Brandt — Property Officer — 2.28.12

Signature — Title — Date

3/1/12

DGS 550-2 (Rev. 1/93).

Figure 9