

**Submitted:** 10/8/2012  
**Jurisdiction:** Anne Arundel County  
**Agency:** Community College  
**Division/Unit:** Document Services/Records Retention

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

**Certificate ID:** 422  
**MSA ID:** SE55-2569  
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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	Admissions Office/Office Admin Files 2005-2007	1918	1	2005-2007	1 cu ft.	11/15/2011	Shredding
2	Admissions Office/Admin Files 2005-2008	1918	1	2005-2008	1 cu ft.	04/26/2012	Shredding
3	Admissions Office/Office Admin Files 2005-2008	1918	1	2005-2008	1 cu ft.	04/26/2012	Shredding
4	Admissions Office/Tom McGinn's File 2005-2007 C-M	1918	1	2005-2007	1 cu ft.	11/15/2011	Shredding
5	Admissions Office/Tom McGinn's File 2005-2007 N-T	1918	1	2005-2007	1 cu ft.	11/15/2011	Shredding
6	Admissions Office/Tom McGinn's Files A-C 2005-2007	1918	1	2005-2007	1 cu ft.	11/15/2011	Shredding
7	Admissions Office/Tom McGinn's Files U-Z 2005-2007	1918	1	2005-2007	1 cu ft.	11/15/2011	Shredding
8	Admissions Office/Tom McGinn's File-EPMT & Office Admin files 2005-2007	1918	1	2005-2007	1 cu ft.	11/15/2011	Shredding
9	Admissions Office/(F-I) International Student File Folder 1998-2002 S-Z	1918	1	1998-2002	1 cu ft.	11/28/2011	Shredding
10	Admissions/(F-I)International Students File Folder 1998-2002 A-S	1918	1	1998-2002	1 cu ft.	11/28/2011	Shredding
11	Admissions Office/(F-I) International Students File Folder 2002-2003	1918	1	2002-2003	1 cu ft.	11/28/2011	Shredding

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12	Admissions Office/(F-I)International Students File Folder 2002-2003 A-E	1918	1	2002-2003	1 cu ft.	11/28/2011	Shredding
13	Admissions/(F-I) International Students File Folder 2002-2003 F-L	1918	1	2002-2003	1 cu ft.	11/28/2011	Shredding
14	Admissions/(F-I) International Students File Folder 2004-2005	1918	1	2004-2005	1 cu ft.	11/28/2011	Shredding
15	Admissions/(F-I) International Students File Folder 2007-2008 Terminated Status	1918	1	2007-2008	1 cu ft.	04/26/2012	Shredding
16	Admissions/(F-I) International Students Transferred out status 2006-2007	1918	1	2006-2007	1 cu ft.	11/28/2011	Shredding
17	Admissions/(F-I) International Students Transferred out status 2008-	1918	1	2008	1 cu ft.	04/26/2012	Shredding
18	Admissions/(F-I)International Students File Folder 2005-2006 Terminated Files	1918	1	2005-2006	1 cu ft.	11/28/2011	Shredding
19	Business Office/Accounts Payable 7/1/02-6/30/03 Vouchers 106508-108249 Batch # 161-180	1908	10	2002-2003	1 cu ft.	01/04/2012	Shredding
20	Business Office/Accounts Payable 7/1/02-6/30/03 Vouchers 98092-100787 Batch # 83-100	1908	10	2002-2003	1 cu ft.	01/11/2012	Shredding

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21	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 167603-170810 Batch # 38-54	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
22	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 170811-174031 Batch # 55-70	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
23	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 176316-178191 Batch # 88-102	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
24	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 178192-179655 Batch # 103-116	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
25	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 179656-180992 Batch # 117-130	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
26	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 180993-182598 Batch # 131-145	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
27	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 182599-186951 Batch # 146-160	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding

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28	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 186952-189138 Batch # 161-178	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
29	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 189139-190958 Batch # 179-195	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
30	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 190959-192814 Batch # 196-213	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
31	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 192814-194602 Batch # 214-231	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
32	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 194603-196509 Batch # 232-246	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
33	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 196510-198314 Batch # 247-256	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
34	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 198315-199116 Batch # 257-262	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding

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35	Business Office/Accounts Payable 7/1/02-6/30/03 Vouchers 100788-103056 Batch # 101-119	1908	10	2002-2003	1 cu ft.	01/04/2012	Shredding
36	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 174032-176315 Batch # 71-87	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
37	Business Office/Accounts Receivable/Cash Receipts 10/15/08-10/29/08 41776-42084	1908	9	2008	1 cu ft.	07/05/2012	Shredding
38	Business Office/Accounts Receivable/Cash Receipts 11/06/08-11/17/08 42257-42503	1908	9	2008	1 cu ft.	07/05/2012	Shredding
39	Business Office/Accounts Receivable/Cash Receipts 12/01/08-12/09/08 42771-42950	1908	9	2008	1 cu ft.	07/05/2012	Shredding
40	Business Office/Accounts Receivable/Cash Receipts 2/26/09 44716-44844	1908	9	2009	1 cu ft.	08/01/2012	Shredding
41	Business Office/Accounts Receivable/Cash Receipts 3/05/09-3/11/09 44846-44999	1908	9	2009	1 cu ft.	08/01/2012	Shredding
42	Business Office/Accounts Receivable/Cash Receipts 4/01/09-4/06/09 45341-45463	1908	9	2009	1 cu ft.	07/06/2012	Shredding

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43	Business Office/Accounts Receivable/Cash Receipts 4/06/09-4/15/09 45465-45674	1908	9	2009	1 cu ft.	08/01/2012	Shredding
44	Business Office/Accounts Receivable/Cash Receipts 5/07/09-5/14/09 46161-46324	1908	9	2009	1 cu ft.	08/01/2012	Shredding
45	Business Office/Accounts Receivable/Cash Receipts 5/29/09-6/05/09 46669-46825	1908	9	2009	1 cu ft.	07/06/2012	Shredding
46	Business Office/Accounts Receivable/Cash Receipts 7/01/08-7/21/08 39381-39619	1908	9	2008	1 cu ft.	07/05/2012	Shredding
47	Business Office/Accounts Receivable/Cash Receipts 7/21/08-7/31/08 39620-39868	1908	9	2008	1 cu ft.	07/05/2012	Shredding
48	Business Office/Accounts Receivable/Cash Receipts 8/22/08-8/27/08 40466-40600	1908	9	2008	1 cu ft.	07/05/2012	Shredding
49	Business Office/Accounts Receivable/Cash Receipts 9/02/08-9/09/08 40732-40905	1908	9	2008	1 cu ft.	07/05/2012	Shredding
50	Business Office/Accounts Receivable/Cash Receipts 9/23/08 41262	1908	9	2008	1 cu ft.	07/05/2012	Shredding
51	Business Office/Accounts Receivable/Cash Receipts 1/27/09-2/03/09 43964-44144	1908	9	2009	1 cu ft.	07/06/2012	Shredding

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52	Business Office/Accounts Receivable/Cash Receipts 10/29/08-11/05/08 42086-42255	1908	9	2008	1 cu ft.	07/06/2012	Shredding
53	Business Office/Accounts Receivable/Cash Receipts 11/07/08-12/01/08 42505-42770	1908	9	2008	1 cu ft.	07/31/2012	Shredding
54	Business Office/Accounts Receivable/Cash Receipts 12/09/08-12/15/08 42951-43090	1908	9	2008	1 cu ft.	07/31/2012	Shredding
55	Business Office/Accounts Receivable/Cash Receipts 12/22/08-1/08/09 43285-43465	1908	9	2008-2009	1 cu ft.	07/31/2012	Shredding
56	Business Office/Accounts Receivable/Cash Receipts 2/10/09-2/20/09 44328-44566	1908	9	2009	1 cu ft.	07/31/2012	Shredding
57	Business Office/Accounts Receivable/Cash Receipts 2/20/09-2/26/09 44567-44715	1908	9	2009	1 cu ft.	07/06/2012	Shredding
58	Business Office/Accounts Receivable/Cash Receipts 3/11/09-3/18/09 45000-45172	1908	9	2009	1 cu ft.	07/06/2012	Shredding
59	Business Office/Accounts Receivable/Cash Receipts 3/18/09-4/01/09 45174-45340	1908	9	2009	1 cu ft.	07/06/2012	Shredding
60	Business Office/Accounts Receivable/Cash Receipts 4/28/09-5/07/09 45927-46160	1908	9	2009	1 cu ft.	07/06/2012	Shredding

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61	Business Office/Accounts Receivable/Cash Receipts 5/14/09-5/21/09 46325-46499	1908	9	2009	1 cu ft.	08/01/2012	Shredding
62	Business Office/Accounts Receivable/Cash Receipts 5/21/09-5/29/09 46500-46667	1908	9	2009	1 cu ft.	07/06/2012	Shredding
63	Business Office/Accounts Receivable/Cash Receipts 7/31/08-8/08/08 39869-40082	1908	9	2008	1 cu ft.	07/06/2012	Shredding
64	Business Office/Accounts Receivable/Cash Receipts 8/08/08-8/16/08 40084-40295	1908	9	2008	1 cu ft.	07/31/2012	Shredding
65	Business Office/Accounts Receivable/Cash Receipts 8/16/08-8/22/08 40296-40465	1908	9	2008	1 cu ft.	07/06/2012	Shredding
66	Business Office/Accounts Receivable/Cash Receipts 9/09/08-9/16/08 40906-41100	1908	9	2008	1 cu ft.	07/06/2012	Shredding
67	Business Office/Accounts Receivable Daily Batches J027216-JO28688 Jan-June 07	1908	9	2007	1 cu ft.	01/04/2012	Shredding
68	Business Office/Accounts Receivable Daily Refund Report Batch (XARZ RPTS) Jan 3, 2007/June 29, 2007	1908	9	2007	1 cu ft.	01/03/2012	Shredding
69	Business Office/Accounts Receivable Waivers 08FA	1908/	9	2008	1 cu ft.	01/03/2012	Shredding

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70	Business Office/Accounts Receivable/Cash Receipts 1/08/09-1/13/09 43467-43611	1908	9	2009	1 cu ft.	07/31/2012	Shredding
71	Business Office/Accounts Receivable/Cash Receipts 1/13/09-1/20/09 43613-43780	1908	9	2009	1 cu ft.	07/31/2012	Shredding
72	Business Office/Accounts Receivable/Cash Receipts 1/20/09-1/26/09 43779-43962	1908	9	2009	1 cu ft.	07/31/2012	Shredding
73	Business Office/Accounts Receivable/Cash Receipts 10/03/08-10/15/08 41527-41775	1908	9	2008	1 cu ft.	08/01/2012	Shredding
74	Business Office/Accounts Receivable/Cash Receipts 12/15/08-12/23/08 43091-43280	1908	9	2008	1 cu ft.	08/01/2012	Shredding
75	Business Office/Accounts Receivable/Cash Receipts 2/03/09-2/10/09 44145-44323	1908	9	2009	1 cu ft.	07/31/2012	Shredding
76	Business Office/Accounts Receivable/Cash Receipts 7/01/08 39174-39380	1908	9	2008	1 cu ft.	07/31/2012	Shredding
77	Business Office/Accounts Receivable/Cash Receipts 8/27/08-9/02/08 40602-40731	1908	9	2008	1 cu ft.	07/31/2012	Shredding
78	Business Office/Accounts Receivable/Cash Receipts 9/16/08-9/26/08 41102-41350	1908	9	2008	1 cu ft.	08/01/2012	Shredding

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79	Business Office/Accounts Receivable/Liability & Reconciliations 7/03-6/04	1908	9	2003-2004	1 cu ft.	04/26/2012	Shredding
80	Business Office/Accounts Receivable/Reconciliations 7/01-6/03	1908	9	2001-2003	1 cu ft.	01/03/2012	Shredding
81	Business Office/Check Register prior to 7/01/83	1908	26	1988	1 cu ft.	10/05/2012	Shredding
82	Business Office/Accounting Closed Grants FY90-FY2002	1908	21	1990-2002	1 cu ft.	08/01/2012	Shredding
83	Business Office/Accounting FISAP FY's90-98 USDE Program FY93-94	1908	1	1990-1998	1 cu ft.	01/11/2012	Shredding
84	Business Office/Cashiers Office Journal Entries 10/06/06-11/17/06	1908	1	2006	1 cu ft.	05/07/2012	Shredding
85	Business Office/Cashiers Office Journal Entries 11/20/06-1/04/07	1908	1	2006-2007	1 cu ft.	05/07/2012	Shredding
86	Business Office/Cashiers Office Journal Entries 7/12/06-8/23/06	1908	1	2006	1 cu ft.	05/07/2012	Shredding
87	Business Office/Cashiers Office Journal Entries 8/24/06-10/16/06	1908	1	2006	1 cu ft.	05/07/2012	Shredding

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88	Business Office/Cashiers Office Journal Entries J019308-J019770	1908	1	2006	1 cu ft.	01/10/2012	Shredding
89	Business Office/Cashiers Office Journal Entries J023865-24200	1908	1	2006	1 cu ft.	01/11/2012	Shredding
90	Business Office/Journal Entries J021709-22034	1908	1	2006	1 cu ft.	01/10/2012	Shredding
91	Business Office/Journal Entries J022035-23091 9/19/05-11/14/05	1908	1	2005	1 cu ft.	01/10/2012	Shredding
92	Business Office/Journal Entries J028022-J028170	1908	1	2005	1 cu ft.	08/01/2012	Shredding
93	Business Office/Journal Entries 07 27579-28021	1908	1	2005	1 cu ft.	08/01/2012	Shredding
94	Business Office/Journal Entries 07 J027191-27578	1908	1	2005	1 cu ft.	08/01/2012	Shredding
95	Business Office/Journal Entries J023092-23617	1908	1	2005	1 cu ft.	01/10/2012	Shredding
96	Business Office/Journal Entries J023518-23864	1908	1	2005	1 cu ft.	01/11/2012	Shredding

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97	Business Office/Journal Entries J024201-24595	1908	1	2005	1 cu ft.	01/10/2012	Shredding
98	Business Office/Cashiers Office Daily's July 2006-Dec 2006 J025014-27215 7/01/06-12/21/06	1908	20	2006	1 cu ft.	01/10/2012	Shredding
99	Business Office/Purchasing Vendor Info&Files PO's FY03-FY04	1908	26	2003-2004	1 cu ft.	01/10/2012	Shredding
100	Business Office/Accounts Payable 7/1/03-6/30/04 Vouchers 143656-145042 Batch # 126-139	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding
101	Business Office/Accounts Payable 7/1/03-6/30/04 Vouchers 146753-151731 Batch # 158-175	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding
102	Business Office/Accounts Receivable/Daily Register Receipts 6/29/07-7/11/07 31294-31487	1908	9	2007	1 cu ft.	01/03/2012	Shredding
103	Business Office/Accounts Receivable/Daily Register Receipts 7/11/07-7/21/07 31488-31676	1908	9	2007	1 cu ft.	12/15/2011	Shredding

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104	Business Office/Accounts Receivable/Daily Register Receipts 8/07/07-8/14/07 32049-32193	1908	9	2007	1 cu ft.	12/15/2011	Shredding
105	Business Office/Accounts Payable 7/1/02-6/30/03 Vouchers 108250-109948 Batch # 181-200	1908	10	2002-2003	1 cu ft.	01/11/2012	Shredding
106	Business Office/Accounts Payable 7/1/04-6/30/05 Vouchers FY05 166044-167602 Batch # 020-037	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
107	Business Office/Accounts Payable 1/01/02-6/30/03 Vouchers 126537-127162 Batch # 338-344	1908	10	2002-2003	1 cu ft.	01/04/2012	Shredding
108	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 103057-105017 Batch # 120-140	1908	10	2002-2003	1 cu ft.	12/21/2011	Shredding
109	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 109949-114316 Batch # 201-220	1908	10	2002-2003	1 cu ft.	01/04/2012	Shredding
110	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 119071-120681 Batch # 260-275	1908	10	2002-2003	1 cu ft.	01/03/2012	Shredding

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## Proposal and Certificate of Records Disposition

111	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 124867-126536 Batch # 320-337	1908	10	2002-2003	1 cu ft.	01/03/2012	Shredding
112	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 1-91355 Batch # 001-024	1908	10	2002-2003	1 cu ft.	12/21/2011	Shredding
113	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 127163-129570 Batch # 001-024	1908	10	2003-2004	1 cu ft.	12/21/2011	Shredding
114	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 133347-137865 Batch # 059-073	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding
115	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 141874-143655 Batch # 108-125	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding
116	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 151722-154016 Batch # 176-191	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding
117	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 154017-156409 Batch # 192-210	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding

### Destruction Certification

Allen S. Kogut

**Signature**

Records Retention Specialist

**Title**

10/8/2012

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**Division/Unit:** Document Services/Records Retention

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## Proposal and Certificate of Records Disposition

118	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 156410-158386 Batch # 211-228	1908	10	2003-2004	1 cu ft.	12/21/2011	Shredding
119	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 158387-160107 Batch # 229-246	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding
120	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 160108-162517 Batch # 247-264	1908	10	2003-2004	1 cu ft.	01/03/2012	Shredding
121	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers FY04 125972-131238 Batch # 025-040	1908	10	2003-2004	1 cu ft.	12/21/2011	Shredding
122	Business Office/Accounts Payable 7/01/04-6/30/05 Vouchers FY05 163825-166043 Batch # 001-019	1908	10	2004-2005	1 cu ft.	07/05/2012	Shredding
123	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 91356-93013 Batch # 025-045	1908	10	2002-2003	1 cu ft.	01/12/2012	Shredding
124	Business Office/Accounts Payable 7/01/03-6/30/04 FY04 Check Processing Reports	1908	10	2003-2004	1 cu ft.	01/11/2012	Shredding

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125	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 145043-146751 Batch # 140-157	1908	10	2003-2004	1 cu ft.	01/12/2012	Shredding
126	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 139815-141873 Batch # 091-107	1908	10	2003-2004	1 cu ft.	12/19/2011	Shredding
127	Business Office/Accounts Receivable/Daily Register Receipts 7/27/07-7/31/07 31679-31871	1908	9	2007	1 cu ft.	12/15/2011	Shredding
128	Business Office/Accounts Receivable/Daily Register Receipts 7/31/07-8/07/07 31872-32048	1908	9	2007	1 cu ft.	12/15/2011	Shredding
129	Business Office/Accounts Receivable/Daily Register Receipts 8/14/07-8/21/07 32195-32359	1908	9	2007	1 cu ft.	01/03/2012	Shredding
130	Business Office/Accounts Receivable/Daily Register Receipts 8/21/07-8/24/07 32361-32473	1908	9	2007	1 cu ft.	01/03/2012	Shredding
131	Business Office/Accounts Receivable/Daily Register Receipts 8/24/07-8/28/07 32475-32546	1908	9	2007	1 cu ft.	12/15/2011	Shredding

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132	Business Office/Accounts Receivable/Daily Register Receipts 8/31/07-9/05/07 32620-32702	1908	9	2007	1 cu ft.	12/15/2011	Shredding
133	Business Office/Accounts Payable 01/05-06/05 FY05 Check Processing Reports	1908	10	2005-2006	1 cu ft.	08/01/2012	Shredding
134	Business Office/Accounts Payable 01/05-06/05 FY05 Check Processing Reports	1908	10	2005-2006	1 cu ft.	08/01/2012	Shredding
135	Business Office/Accounts Payable 7/01/02-6/30/03 Check Reports	1908	10	2002-2003	1 cu ft.	01/11/2012	Shredding
136	Business Office/Accounts Payable 7/01/02-6/30/03 Check Reports	1908	10	2002-2003	1 cu ft.	01/12/2012	Shredding
137	Business Office/Accounts Payable 7/01/02-6/30/03 Check Reports	1908	10	2002-2003	1 cu ft.	01/12/2012	Shredding
138	Business Office/Accounts Payable 7/01/02-6/30/03 Check Reports July Aug Sep	1908	10	2002-2003	1 cu ft.	01/17/2012	Shredding
139	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 114317-116840 Batch # 221-240	1908	10	2002-2003	1 cu ft.	01/12/2012	Shredding

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140	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 122324-124866 Batch # 298-319	1908	10	2002-2003	1 cu ft.	01/17/2012	Shredding
141	Business Office/Accounts Payable 7/01/02-6/30/03 Vouchers 94346-98091 Batch # 065-082	1908	10	2002-2003	1 cu ft.	01/11/2012	Shredding
142	Business Office/Accounts Payable 7/01/03-6/30/04 Check Processing Reports	1908	10	2003-2004	1 cu ft.	04/26/2012	Shredding
143	Business Office/Accounts Payable 7/01/03-6/30/04 FY04 Check Processing Reports	1908	10	2003-2004	1 cu ft.	04/26/2012	Shredding
144	Business Office/Accounts Payable 7/01/03-6/30/04 FY04 Check Processing Reports	1908	10	2003-2004	1 cu ft.	04/26/2012	Shredding
145	Business Office/Accounts Payable 7/1/02-6/30/03 Vouchers 116841-119070 Batch # 241-259	1908	10	2002-2003	1 cu ft.	01/17/2012	Shredding
146	Business Office/Accounts Payable 7/1/02-6/30/03 Vouchers 93014-94344 Batch # 046-064	1908	10	2002-2003	1 cu ft.	01/17/2012	Shredding

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147	Business Office/Accounts Payable 7/1/03-6/30/04 Vouchers 131239-133346 Batch # 041-058	1908	10	2003-2004	1 cu ft.	01/11/2012	Shredding
148	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 137866-139814 Batch # 070-090	1908	10	2003-2004	1 cu ft.	01/17/2012	Shredding
149	Business Office/Accounts Payable 7/01/03-6/30/04 Vouchers 162518-163824 Batch # 265-276	1908	10	2003-2004	1 cu ft.	01/17/2012	Shredding
150	Business Office/Cashiers Office/Book Bill Receipts 2007	1908	14	2007	1 cu ft.	01/04/2012	Shredding
151	Business Office/Cashiers Office/Journal Entries 5/19/06-7/11/06	1908	1	2006	1 cu ft.	01/11/2012	Shredding
152	Business Office/Finance Capital Project Invoices and Bank Information FY1990 & FY1991	1908	6	1990-1991	1 cu ft.	08/01/2012	Shredding
153	Business Office/Finance Fixed Assets (Property Control) Property retired in FY2000	1908	1	2000	1 cu ft.	01/03/2012	Shredding
154	Business Office/Accounting FY2001 Grants & Agency Accts 7/01/00-6/30/01	1908	21	2000-2001	1 cu ft.	01/17/2012	Shredding

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155	Business Office/Accounting FY2001 Grants & Agency Accts 7/01/99-6/30/00	1908	21	1999-2000	1 cu ft.	01/17/2012	Shredding
156	Business Office/Accounts Receivable Daily Batches 030985-032421 1/15/08-6/30/08	1908	9	2008	1 cu ft.	01/03/2012	Shredding
157	Business Office/Accounts Receivable Daily Batches J032438-J034542 1/15/08-6/30/08	1908	9	2008	1 cu ft.	01/03/2012	Shredding
158	Business Office/Accounts Receivable Tuition Waivers 2008 WI/08SP	1908	1	2008	1 cu ft.	01/04/2012	Shredding
159	Business Office/Accounts Receivable Waivers 08SU-08FA	1908	1	2008	1 cu ft.	01/04/2012	Shredding
160	Business Office/Accounts Receivable Waivers 09WI-095P	1908	1	2009	1 cu ft.	08/01/2012	Shredding
161	Business Office/Accounts Receivables Cash Receipts 6/05/09-6/12/09 46826-47000	1908	9	2009	1 cu ft.	08/01/2012	Shredding
162	Business Office/Accounts Receivables Cash Receipts 6/12/09-6/23/09 47001-47227	1908	9	2009	1 cu ft.	08/01/2012	Shredding
163	Business Office/Accounts Receivables Cash Receipts 6/23/09-6/30/09 47228-47387	1908	9	2009	1 cu ft.	08/01/2012	Shredding

### Destruction Certification

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164	Business Office/Cashier's Office Bookbill and Returned check reports July 06-June 07	1908	12	2006-2007	1 cu ft.	01/04/2012	Shredding
165	Business Office/Cashier's Office Waivers 2006 W/IN 2005 FA/N 2006 SP/N	1908	1	2005-2006	1 cu ft.	08/01/2012	Shredding
166	Business Office/Controllers Office AR Ageing Reports FY2005	1908	1	2005	1 cu ft.	01/17/2012	Shredding
167	Business Office/Controllers Office AR Ageing Reports FY2006	1908	1	2006	1 cu ft.	01/17/2012	Shredding
168	Business Office/Finance Fixed Assets (Property Control) Property retired in FY2000	1908	1	2000	1 cu ft.	01/04/2012	Shredding
169	Business Office/Accounts Payable AP Vouchers 7/01/04-6/30/05	1908	10	2004-2005	1 cu ft.	08/01/2012	Shredding
170	Business Office/Accounts Payable Invoices FY03	1908	10	2003	1 cu ft.	01/10/2012	Shredding
171	Business Office/Accounts Payable Invoices FY03-04	1908	10	2003-2004	1 cu ft.	01/10/2012	Shredding
172	Business Office/Accounts Payable Invoices FY03-04	1908	10	2003-2004	1 cu ft.	01/10/2012	Shredding

### Destruction Certification

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173	Business Office/Accounts Receivable/Cash Receipts 4/15/09-4/27/09 45675-45925	1908	9	2009	1 cu ft.	08/01/2012	Shredding
174	Business Office/Accounts Receivable/Daily Batches July08-Dec 08 J032438-J034542	1908	9	2008	1 cu ft.	01/04/2012	Shredding
175	Capitol Development/Hegis Reports-Computer Print Outs FY84-FY90	1915	1	1984-1990	1 cu ft.	11/17/2011	Shredding
176	Cashiers Office/Daily Cash Register Receipts 1/16/08-1/23/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
177	Cashiers Office/Daily Cash Register Receipts 1/30/08-2/05/08	1908	9	2008	1 cu ft.	11/23/2011	Shredding
178	Cashiers Office/Daily Cash Register Receipts 10/04/07-10/16/07	1908	9	2007	1 cu ft.	11/23/2011	Shredding
179	Cashiers Office/Daily Cash Register Receipts 10/16/07-10/30/07	1908	9	2007	1 cu ft.	11/22/2011	Shredding
180	Cashiers Office/Daily Cash Register Receipts 10/30/07-11/08/07	1908	9	2007	1 cu ft.	11/22/2011	Shredding
181	Cashiers Office/Daily Cash Register Receipts 11/08/07-11/21/07	1908	9	2007	1 cu ft.	11/23/2011	Shredding

### Destruction Certification

Allen S. Kogut

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## Proposal and Certificate of Records Disposition

182	Cashiers Office/Daily Cash Register Receipts 11/21/07-12/05/07	1908	9	2007	1 cu ft.	11/18/2011	Shredding
183	Cashiers Office/Daily Cash Register Receipts 11/23/08-11/30/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
184	Cashiers Office/Daily Cash Register Receipts 12/05/07-12/12/07	1908	9	2007	1 cu ft.	11/22/2011	Shredding
185	Cashiers Office/Daily Cash Register Receipts 12/12/07-12/19/07	1908	9	2007	1 cu ft.	11/22/2011	Shredding
186	Cashiers Office/Daily Cash Register Receipts 2/05/08-2/12/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
187	Cashiers Office/Daily Cash Register Receipts 2/12/08-2/25/08	1908	9	2008	1 cu ft.	11/17/2011	Shredding
188	Cashiers Office/Daily Cash Register Receipts 3/11/08-3/19/08	1908	9	2008	1 cu ft.	11/17/2011	Shredding
189	Cashiers Office/Daily Cash Register Receipts 3/19/08-4/01/08	1908	9	2008	1 cu ft.	11/17/2011	Shredding
190	Cashiers Office/Daily Cash Register Receipts 4/14/08-4/24/08	1908	9	2008	1 cu ft.	11/23/2011	Shredding

### Destruction Certification

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## Proposal and Certificate of Records Disposition

191	Cashiers Office/Daily Cash Register Receipts 4/24/08-5/08/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
192	Cashiers Office/Daily Cash Register Receipts 1/10/08-1/16/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
193	Cashiers Office/Daily Cash Register Receipts 2/25/08-3/03/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
194	Cashiers Office/Daily Cash Register Receipts 3/03/08-3/11/08	1908	9	2008	1 cu ft.	11/17/2011	Shredding
195	Cashiers Office/Daily Cash Register Receipts 4/01/08-4/07/08	1908	9	2008	1 cu ft.	11/22/2011	Shredding
196	Cashiers Office/Daily Cash Register Receipts 4/07/08-4/14/08	1908	9	2008	1 cu ft.	11/22/2011	Shredding
197	Cashiers Office/Daily Cash Register Receipts 5/21/08-5/29/08	1908	9	2008	1 cu ft.	11/22/2011	Shredding
198	Cashiers Office/Daily Cash Register Receipts 5/29/08-6/09/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
199	Cashiers Office/Daily Cash Register Receipts 6/09/08-6/20/08 38685-38971	1908	9	2008	1 cu ft.	11/17/2011	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/8/2012
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200	Cashiers Office/Daily Cash Register Receipts 6/20/08-6/30/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
201	Cashiers Office/Daily Cash Register Receipts 8/21/07-8/24/07 32361-32473	1908	9	2007	1 cu ft.	11/18/2011	Shredding
202	Cashiers Office/Daily Cash Register Receipts 8/31/07-9/05/07 32620-32702	1908	9	2007	1 cu ft.	11/17/2011	Shredding
203	Cashiers Office/Daily Cash Register Receipts 9/19/08-9/26/08	1908	9	2008	1 cu ft.	11/23/2011	Shredding
204	Cashiers Office/Daily Cash Register Receipts 9/26/07-10/04/07	1908	9	2007	1 cu ft.	11/22/2011	Shredding
205	Cashiers Office/Daily Cash Register Receipts Session 34773-34978	1908	9	2007	1 cu ft.	11/18/2011	Shredding
206	Cashiers Office/Daily Cash Register Receipts Session 34979-35140	1908	9	2007	1 cu ft.	11/18/2011	Shredding
207	Cashiers Office/Daily Cash Register Receipts 5/15/08-5/21/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
208	Cashiers Office/Daily Cash Register Receipts 9/06/07-9/12/08	1908	9	2007-2008	1 cu ft.	11/22/2011	Shredding

### Destruction Certification

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209	Cashiers Office/Daily Cash Register Receipts 9/12/07-9/19/07	1908	9	2007	1 cu ft.	11/23/2011	Shredding
210	Cashiers Office/Daily Cash Register Receipts 5/08/08-5/15/08	1908	9	2008	1 cu ft.	11/18/2011	Shredding
211	Cashiers Office/Daily Cash Register Receipts 8/24/07-8/28/07 32475-32546	1908	9	2007	1 cu ft.	11/18/2011	Shredding
212	Center for Learning Through Service/Jan05 -June 05 Service Contracts, Logs & Evaluations	1927	3	2005	1 cu ft.	11/17/2011	Shredding
213	Center for Learning Through Service/Placement FL05	1927	3	2005	1 cu ft.	11/23/2011	Shredding
214	Center for Learning Through Service/Horizon Grant Account 2001-2003	1927	3	2001-2003	1 cu ft.	11/22/2011	Shredding
215	Cashiers Office/Daily Cash Receipts 1-23-08/1 -30-08 Session 35491-35684	1908	9	2008	1 cu ft.	11/23/2011	Shredding
216	Document Services/Color Copies & Paper Usage FY08	1914	1	2008	1 cu ft.	01/25/2012	Shredding
217	Document Services/Color Copies FY09	1914	1	2009	1 cu ft.	08/30/2012	Shredding

### Destruction Certification

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218	Document Services/Copy Center CC Jobs FY06-Mar, Apr, May, June	1914	1	2006	1 cu ft.	01/25/2012	Shredding
219	Document Services/Copy Center Job Tickets FY06 Nov, Dec, Jan, Feb	1914	1	2006	1 cu ft.	01/24/2012	Shredding
220	Document Services/Copy Center Job Tickets FY08 July, Aug, Sept. Oct.	1914	1	2008	1 cu ft.	02/06/2012	Shredding
221	Document Services/Copy Center Job Tickets FY08 Nov, Dec., Jan., Feb	1914	1	2008	1 cu ft.	02/06/2012	Shredding
222	Document Services/Copy Center Job Tickets FY09 Apr, May, June	1914	1	2009	1 cu ft.	08/30/2012	Shredding
223	Document Services/Copy Center Job Tickets FY09 Jan., Feb., March	1914	1	2009	1 cu ft.	08/30/2012	Shredding
224	Document Services/Copy Center Job Tickets FY09 Oct., Nov. Dec.	1914	1	2009	1 cu ft.	08/30/2012	Shredding
225	Document Services/Copy Center Jobs FY06 July, Aug, Sep, Oct.	1914	1	2006	1 cu ft.	02/06/2012	Shredding
226	Document Services/Invoices FY06	1914	1	2006	1 cu ft.	02/06/2012	Shredding

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 350 Rowe Boulevard  
 Annapolis, MD 21401

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## Proposal and Certificate of Records Disposition

227	Document Services/Job Tickets FY08 Mar, Apr, May, June	1914	1	2008	1 cu ft.	01/25/2012	Shredding
228	Document Services/Print Shop Tickets for Color Jobs FY07	1914	1	2007	1 cu ft.	01/24/2012	Shredding
229	Document Services/Printing & Copying Request FY2008-FY2009 Supply & Requests Logbook	1914	1	2008-2009	1 cu ft.	08/30/2012	Shredding
230	Document Services/Requisitions & Chargeables FY07	1914	1	2007	1 cu ft.	01/25/2012	Shredding
231	Document Services/Requisitions FY06	1914	1	2006	1 cu ft.	01/25/2012	Shredding
232	Financial Aid/ 09-10 Scanning 4/06/09-7/10/09	1920	1	2009	1 cu ft.	10/12/2011	Shredding
233	Financial Aid/ 09-10 Scanning 6/23/09-8/26/09	1920	1	2009	1 cu ft.	10/12/2011	Shredding
234	Financial Aid/ 09-10 Scanning 8/27/09-9/22/09	1920	1	2009	1 cu ft.	10/12/2011	Shredding
235	Financial Aid/General Scanned Documents 09-10 1/06/10-2/10/10 Box 8 of 8	1920	1	2010	1 cu ft.	10/13/2011	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/8/2012
<b>Signature</b>	<b>Title</b>	<b>Date</b>

**Submitted:** 10/8/2012  
**Jurisdiction:** Anne Arundel County  
**Agency:** Community College  
**Division/Unit:** Document Services/Records Retention

**Maryland State Archives**  
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## Proposal and Certificate of Records Disposition

236	Financial Aid/General Scanned Documents 09 -10 10/05/09-10/14/09 Box 2 of 8	1920	1	2009	1 cu ft.	10/24/2011	Shredding
237	Financial Aid/General Scanned Documents 09 -10 10/15/09-10/26/09 Box 3 of 8	1920	1	2009	1 cu ft.	10/24/2011	Shredding
238	Financial Aid/General Scanned Documents 09 -10 10/27/09-11/04/09 Box 4 of 8	1920	1	2009	1 cu ft.	10/13/2011	Shredding
239	Financial Aid/General Scanned Documents 09 -10 11/10/09-11/18/09 Box 6 of 8	1920	1	2009	1 cu ft.	10/24/2011	Shredding
240	Financial Aid/General Scanned Documents 09 -10 11/18/09-12/18/09	1920	1	2009	1 cu ft.	10/12/2011	Shredding
241	Financial Aid/General Scanned Documents 09 -10 9/14/09-10/22/09 Box 1 of 8	1920	1	2009	1 cu ft.	10/12/2011	Shredding
242	Financial Aid/General Scanning Documents 09 -10 11/05/09-11/09/09 Box 5 of 8	1920	1	2009	1 cu ft.	10/12/2011	Shredding
243	Financial Aid/Institutional Scholarships 1983- 1996	1920	4	1983-1996	1 cu ft.	10/12/2011	Shredding
244	Financial Aid/Institutional Scholarships 1992	1920	4	1992	1 cu ft.	10/12/2011	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/8/2012
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## Proposal and Certificate of Records Disposition

245	Financial Aid/Institutional Scholarships FY91 -FY98	1920	4	1991-1998	1 cu ft.	10/12/2011	Shredding
246	Financial Aid/Miscellaneous	1920	1	2007	1 cu ft.	10/11/2011	Shredding
247	Financial Aid/Rosters of Federal Loans FY99-00	1920	4	1999-2000	1 cu ft.	10/11/2011	Shredding
248	Facilities/FY'10 Payroll & Time Cards 7/01/09-6/30/10	1914	9	2009-2010	1 cu ft.	09/10/2012	Shredding
249	Facilities/Invoices H-S 7/01/08-6/30/09	1914	1	2008-2009	1 cu ft.	09/10/2012	Shredding
250	Facilities/PO's & Invoices A-G FY'09 7/01/08-6/30/09	1914	1	2008-2009	1 cu ft.	08/01/2012	Shredding
251	Facilities/PO's & Invoices S-Z Transfers & VISA Logs 7/01/08-6/30/09	1914	1	2008-2009	1 cu ft.	09/10/2012	Shredding
252	Facilities Management/07 Fiscal Year Purchase Orders A-M 7/01/06-6/30/07	1914	2	2006-2007	1 cu ft.	10/05/2011	Shredding
253	Facilities Management/07 Fiscal Year Purchase Orders I-Z 7/01/06-6/30/07	1914	2	2006-2007	1 cu ft.	10/05/2011	Shredding

### Destruction Certification

Allen S. Kogut

**Signature**

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## Proposal and Certificate of Records Disposition

254	Facilities Management/Exception Reports Timesheets 7/04-6/05 4 of 4	1914	9	2004-2005	1 cu ft.	10/05/2011	Shredding
255	Facilities Management/FY05 Leave Slips 7/04-6/05 January-June	1914	9	2004-2005	1 cu ft.	10/05/2011	Shredding
256	Facilities Management/Payroll FY06 7/01/05-6/30/06	1914	9	2005-2006	1 cu ft.	10/05/2011	Shredding
257	Facilities MGMT/FY08 Leave Slips Time Cards 7/01/07-6/30/08 Box 1 of 2	1914	9	2007-2008	1 cu ft.	10/05/2011	Shredding
258	Facilities/Exception Reports FY09 7/01/08-6/30/09	1914	9	2008-2009	1 cu ft.	10/05/2011	Shredding
259	Facilities/FY08 Leave Slips Time Cards 7/01/07-6/30/08 Box 2 of 2	1914	9	2007-2008	1 cu ft.	10/05/2011	Shredding
260	Facilities/FY08 Vehicle 7/01/07-6/30/08 Box 1 of 1	1914	4	2007-2008	1 cu ft.	10/11/2011	Shredding
261	Facilities/OT & Timesheets FY09 7/01/08-6/30/09	1914	9	2008-2009	1 cu ft.	10/05/2011	Shredding
262	Human Resources/Closed out Recruitment files 1/01/2000-12/31/2003	1907	3	2000-2003	1 cu ft.	11/29/2011	Shredding

### Destruction Certification

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## Proposal and Certificate of Records Disposition

263	Human Resources/Closed out Recruitment files 2004-2005	1907	3	2004-2005	1 cu ft.	11/28/2011	Shredding
264	Human Resources/Garnishment Files 1997-2003	1907	1	1997-2003	1 cu ft.	11/29/2011	Shredding
265	Human Resources/Closed out Recruitment files 2004-2005	1907	3	2004-2005	1 cu ft.	11/28/2011	Shredding
266	Human Resources/Faculty Sick Leave to 1991	1907	1	1991	1 cu ft.	11/28/2011	Shredding
267	Institutional Advancement/ACCT Records 93-96	1925	1	1993-1996	1 cu ft.	08/01/2012	Shredding
268	Institutional Advancement/Financial Information 1990-1998 Box 2	1925	1	1990-1998	1 cu ft.	11/10/2011	Shredding
269	Institutional Advancement/Financial Information 1998-1999	1925	1	1998-1999	1 cu ft.	04/26/2012	Shredding
270	Institutional Advancement/Financial Information FY 95-FY97 Box 5	1925	1	1995-1997	1 cu ft.	11/11/2011	Shredding
271	Institutional Advancement/Financial Information FY 98-FY99	1925	1	1998-1999	1 cu ft.	04/26/2012	Shredding

### Destruction Certification

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## Proposal and Certificate of Records Disposition

272	Institutional Advancement/FY04 Invoices & Requisitions 7/01/03-6/30/04	1925	1	2003-2004	1 cu ft.	04/26/2012	Shredding
273	Institutional Advancement/Gala Donors 05-06, Gifts by Funds '99	1925	1	1999-2006	1 cu ft.	08/01/2012	Shredding
274	Institutional Advancement/Invoices, Reqs for PR/M & Foundation FY04	1925	1	2004	1 cu ft.	11/10/2011	Shredding
275	Institutional Advancement/Scholarship files for Donations 1991-1993	1925	1	1991-1993	1 cu ft.	11/10/2011	Shredding
276	Institutional Development/Delegate Scholarships 1999-2002	1925	1	1999-2002	1 cu ft.	11/10/2011	Shredding
277	Institutional Development/FY2002	1925	1	2002	1 cu ft.	11/10/2011	Shredding
278	Institutional Development/Special Events-50's Party, Taste of Drama 1990-95	1925	1	1990-1995	1 cu ft.	11/10/2011	Shredding
279	Institutional Development/We are family records 1987-1996	1925	1	1987-1996	1 cu ft.	08/01/2012	Shredding
280	Institutional Advancement/Financial Information FY 91-FY98 Box 3 of 4	1925	1	1991-1998	1 cu ft.	11/14/2011	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/8/2012
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## Proposal and Certificate of Records Disposition

281	Institutional Advancement/FM Lite Donor	1925	1	2000	1 cu ft.	04/25/2012	Shredding
282	Institutional Advancement/FM Lite Donor	1925	1	2000	1 cu ft.	04/26/2012	Shredding
283	Institutional Development/Edge of Excellence Campaign Files 1993-1995 1 of 2	1925	1	1993-1995	1 cu ft.	11/11/2011	Shredding
284	Institutional Development/Edge of Excellence Campaign Files 1993-1995 2 of 2	1925	1	1993-1995	1 cu ft.	11/11/2011	Shredding
285	Institutional Advancement/Checks FY08	1925	1	2008	1 cu ft.	04/25/2012	Shredding
286	Institutional Advancement/0100 Gen Unrestricted File 2005-2006	1925	1	2005-2006	1 cu ft.	02/06/2012	Shredding
287	Institutional Advancement/FY2006 Deposit Batches FY2006	1925	1	2006	1 cu ft.	02/06/2012	Shredding
288	Public Relations& Marketing/College Sponsored Events Alpha Order A-E	1906	1	2002	1 cu ft.	10/27/2011	Shredding
289	Public Relations& Marketing/College Sponsored Events Alpha Order F-L	1906	1	2002	1 cu ft.	10/27/2011	Shredding
290	Public Relations& Marketing/College Sponsored Events Alpha Order S-Z	1906	1	2002	1 cu ft.	10/27/2011	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/8/2012
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## Proposal and Certificate of Records Disposition

291	Public Relations& Marketing/PRM Temporary Employees Personnel Files, PRM Regular Staff Time Records FY001-FY02	1906	1	2001-2002	1 cu ft.	10/27/2011	Shredding
292	Purchasing/Blanket Orders FY05(July 04-June 05)51457-53000	1910	2	2004-2005	1 cu ft.	09/10/2012	Shredding
293	Purchasing/Purchase Orders 43901-45950	1910	2	2004-2005	1 cu ft.	01/24/2012	Shredding
294	Purchasing/Purchase Orders FY04 38551-41000	1910	2	2004-2005	1 cu ft.	01/24/2012	Shredding
295	Purchasing/Purchase Orders FY04 41001-43900	1910	2	2004-2005	1 cu ft.	01/23/2012	Shredding
296	Purchasing/Purchase Orders FY05(July 04 -June 05)45900-48450	1910	2	2004-2005	1 cu ft.	08/01/2012	Shredding
297	Purchasing/Purchase Orders FY05(July 04 -June 05)48451-51450	1910	2	2004-2005	1 cu ft.	08/01/2012	Shredding
298	President/Co Exec 01-04, 04 Budget, GWIB 05GBC04-05 ICCA FY01-05	1903	1	2001-2005	1 cu ft.	11/15/2011	Shredding
299	President/CWIB 05-06 1CCD, Leadership AA League Connect for FY06	1903	1	2005-2006	1 cu ft.	11/15/2011	Shredding

### Destruction Certification

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## Proposal and Certificate of Records Disposition

300	Public Relations/Marketing/ Expense Documentation 7/01/04-6/30/05	1906	1	2004-2005	1 cu ft.	11/04/2011	Shredding
301	Public Relations/Marketing/College Sponsored Events M-P	1906	1	2004	1 cu ft.	11/04/2011	Shredding
302	President's Office/AAHS Board of Trustees Meeting 2003-2004	1903	1	2003-2004	1 cu ft.	11/15/2011	Shredding
303	President's Office/ASB Feasibility Study '02 7/14/08	1903	1	2008	1 cu ft.	08/01/2012	Shredding
304	President's Office(Anita Delaporte)/MHEC Meeting Agenda 1997-2001	1903	1	1997-2001	1 cu ft.	10/12/2011	Shredding
305	President's Office/NB Files 07, VP Mtg.,7/14/08	1903	1	2008	1 cu ft.	09/10/2012	Shredding
306	Public Relations& Marketing/Expenses Documentation FY05 7/01/09-6/30/05	1906	1	2005	1 cu ft.	10/26/2011	Shredding
307	President/FY04 Budget Planning Info	1903	1	2004	1 cu ft.	11/04/2011	Shredding
308	President's Office/AACC Conventions 05-06 7/14/08	1903	1	2008	1 cu ft.	10/01/2012	Shredding

### Destruction Certification

Allen S. Kogut

**Signature**

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## Proposal and Certificate of Records Disposition

309	President's Office/GWIB FY07, St. of Md. Delegates 02-06 7/14/08	1903	1	2008	1 cu ft.	10/01/2012	Shredding
310	President's Office/MHEC Meeting Agendas Oct 2004-Nov 2005	1903	1	2004-2005	1 cu ft.	11/15/2011	Shredding
311	President's Office/MHEC Meeting Agendas Sep 2001-Sep 2004	1903	1	2001-2004	1 cu ft.	10/12/2011	Shredding
312	President's Office/President's Council 1995-1996	1903	1	1995-1996	1 cu ft.	11/04/2011	Shredding
313	President's Office/BOT Budget Workshop 2/09/06 7/14/08	1903	1	2006-2008	1 cu ft.	09/10/2012	Shredding
314	President's Office/Budget Planning 2001-2003	1903	1	2001-2003	1 cu ft.	11/15/2011	Shredding
315	PSSO/Minutes of Meetings & Documents 1990-1995	1925	1	1990-1995	1 cu ft.	11/10/2011	Shredding
316	President/ACAD Council, MACC 2002-2005	1903	1	2002-2005	1 cu ft.	11/04/2011	Shredding
317	President/ACAD Forum-Comm 1980-1995	1903	1	1980-1995	1 cu ft.	11/04/2011	Shredding
318	President/CCTI, Orientations, Subscriptions, Tuition Increase 1998-2005	1903	1	1998-2005	1 cu ft.	11/04/2011	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/8/2012
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## Proposal and Certificate of Records Disposition

319	President/LAA, LRT, MACC, LEG 1998-2005	1903	1	1998-2005	1 cu ft.	10/27/2011	Shredding
320	President's Office/VP Deans Meeting 1992-1994	1903	1	1992-1994	1 cu ft.	11/04/2011	Shredding
321	Public Safety/Appeals 2007-2008	1912	1	2007-2008	1 cu ft.	01/04/2012	Shredding
322	Public Safety/Applicant Interviews, Local Personnel Folders, 2007,2008, 2009	1912	1	2007-2009	1 cu ft.	09/10/2012	Shredding
323	Public Safety/Incident Reports 2002	1912	2	2002	1 cu ft.	09/10/2012	Shredding
324	Public Safety/Paid Tickets granted denied 2005	1912	3	2005	1 cu ft.	11/15/2011	Shredding
325	Public Safety/Purchase Orders FY2006	1912	1	2006	1 cu ft.	01/04/2012	Shredding
326	Public Safety/Rosters, Vehicle Assists, Property Lists 2006	1912	1	2006	1 cu ft.	01/04/2012	Shredding
327	Public Safety/Vehicle Inspection Sheets FY2006	1912	1	2006	1 cu ft.	01/04/2012	Shredding
328	Purchasing/RFP 2001 22, 2001 18, 200126 Dates 2001 1 of 1	1910	3	2001	1 cu ft.	01/12/2012	Shredding

### Destruction Certification

Allen S. Kogut

**Signature**

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## Proposal and Certificate of Records Disposition

329	Purchasing/RFP 200203, 200207, 200206 Dates 2002 1 of 1	1910	3	2002	1 cu ft.	01/11/2012	Shredding
330	Purchasing/RFP 2005001, 2005002, FY2005 1 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
331	Purchasing/RFP 2005003 FY2005 2 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
332	Purchasing/RFP 200307,FY2003 5 of 7	1910	3	2003	1 cu ft.	01/12/2012	Shredding
333	Purchasing/RFP 200307,FY2003 6 of 7	1910	3	2003	1 cu ft.	01/11/2012	Shredding
334	Purchasing/RFP 200308,2004008 FY2003/FY2004 7 of 7	1910	3	2003-2004	1 cu ft.	04/26/2012	Shredding
335	Purchasing/RFP 200310, 200311, 200314, FY2003 3 of 7	1910	3	2003	1 cu ft.	01/11/2012	Shredding
336	Purchasing/RFP 200312, FY2003 1 of 7	1910	3	2003	1 cu ft.	01/11/2012	Shredding
337	Purchasing/RFP 200313, FY2003 2 of 7	1910	3	2003	1 cu ft.	01/11/2012	Shredding
338	Purchasing/RFP 200315,FY2003 4 of 7	1910	3	2003	1 cu ft.	01/11/2012	Shredding
339	Purchasing/RFP 2004001, 2004003 FY2004 4 of 6	1910	3	2004	1 cu ft.	04/26/2012	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/8/2012
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## Proposal and Certificate of Records Disposition

340	Purchasing/RFP 2004003, 2004011 FY2004 5 of 6	1910	3	2004	1 cu ft.	04/26/2012	Shredding
341	Purchasing/RFP 2004004 2004005, FY2004 1 of 6	1910	3	2004	1 cu ft.	04/26/2012	Shredding
342	Purchasing/RFP 2004005 2004008, 2004009 FY2004 2 of 6	1910	3	2004	1 cu ft.	04/26/2012	Shredding
343	Purchasing/RFP 2004010, FY2004 3 of 6	1910	3	2004	1 cu ft.	04/26/2012	Shredding
344	Purchasing/RFP 2004012, FY2004 6 of 6	1910	3	2004	1 cu ft.	04/26/2012	Shredding
345	Purchasing/RFP 2005004, 2005005, 2005008 FY2005 3 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
346	Purchasing/RFP 2005006, FY2005 9 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
347	Purchasing/RFP 2005007 FY2005 4 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
348	Purchasing/RFP 2005009, 2005012, FY2005 5 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
349	Purchasing/RFP 200501 FY2005 7 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
350	Purchasing/RFP 2005011 FY2005 6 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding

### Destruction Certification

Allen S. Kogut

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## Proposal and Certificate of Records Disposition

351	Purchasing/RFP 2005014, 2005013, FY2005 8 of 9	1910	3	2005	1 cu ft.	09/10/2012	Shredding
352	Purchasing/RFP 200506, 2005 1 of 3	1910	3	2005	1 cu ft.	09/10/2012	Shredding
353	Purchasing/RFP 200506, 2005 2 of 3	1910	3	2005	1 cu ft.	09/10/2012	Shredding
354	Purchasing/RFP 200506, 2005 3 of 3	1910	3	2005	1 cu ft.	09/10/2012	Shredding
355	Public Safety/Paid Parking Tickets Jan-Dec 05	1912	3	2005	1 cu ft.	11/15/2011	Shredding
356	Public Safety/Paid Tickets, Appeals 2006	1912	3	2006	1 cu ft.	01/04/2012	Shredding
357	Public Safety/FY2007 Deined & Granted Appeals	1912	1	2007	1 cu ft.	01/04/2012	Shredding
358	Student Financial Services/Institutional Scholarships 3/2001	1920	4	2001	1 cu ft.	10/11/2011	Shredding
359	Student Financial Services/Institutional Scholarships 2 of 7 boxes	1920	4	2001	1 cu ft.	10/12/2011	Shredding
360	Student Financial Services/Institutional Scholarships 5 of 7 boxes	1920	4	2001	1 cu ft.	10/12/2011	Shredding

### Destruction Certification

Allen S. Kogut

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## Proposal and Certificate of Records Disposition

361	Student Financial Services/Institutional Scholarships 3/2001 4 of 7 boxes	1920	4	2001	1 cu ft.	11/04/2011	Shredding
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**Destruction Certification**

Allen S. Kogut	Records Retention Specialist	10/8/2012
<b>Signature</b>	<b>Title</b>	<b>Date</b>