

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 1 of 65

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	ABS/Student Folders 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
2	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
3	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
4	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
5	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
6	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
7	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
8	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
9	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
10	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
11	ABS/Student Folders FY07 7/1/06-6/30-07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 2 of 65

Proposal and Certificate of Records Disposition

12	ABS/GED Prep Info 2003-2005	1927	6	2003-2005	1 cu ft.	10/12/2011	Shredding
13	ABS/LWIS Papers Fall '06	1927	6	2006	1 cu ft.	10/12/2011	Shredding
14	ABS/LWIS Papers Spring '06	1927	6	2006	1 cu ft.	10/12/2011	Shredding
15	ABS/Misc. Papers FY'07 7/06-6/07	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
16	ABS/Student Records 7/01/2006-6/30/2007	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
17	ABS/Student Records 7/01/2006-6/30/2007	1927	6	2006-2007	1 cu ft.	08/07/2012	Shredding
18	ABS/Class Records, Reg. Forms & Attendance FY05	1927	6	2005	1 cu ft.	04/26/2012	Shredding
19	ABS/Class Registration, Attendance Records, FY05 July 1 2004-June 30,2005	1927	6	2004-2005	1 cu ft.	04/23/2012	Shredding
20	ABS/Paperwork All Students FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
21	ABS/Prep Class Folders, OP Builder, 2nd Gen FY07	1927	6	2007	1 cu ft.	09/11/2012	Shredding
22	ABS/Registration Forms & Class Files FY04	1927	6	2004	1 cu ft.	10/06/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 3 of 65

Proposal and Certificate of Records Disposition

23	ABS/Registration Forms FY04	1927	6	2004	1 cu ft.	04/23/2012	Shredding
24	ABS/Registration Forms FY05	1927	6	2005	1 cu ft.	04/23/2012	Shredding
25	ABS/Registration, Rosters, GED 2006-Spring	1927	6	2006	1 cu ft.	10/27/2011	Shredding
26	ABS/Sales & Service Class & Registration Forms FY04	1927	6	2004	1 cu ft.	10/13/2011	Shredding
27	ABS/Sales & Service Ed. Ctr. Class Reg. Rosters FY04	1927	6	2004	1 cu ft.	10/26/2011	Shredding
28	ABS/Student Folders Br-C FY'06	1927	6	2006	1 cu ft.	05/17/2012	Shredding
29	ABS/Student Folders FY06 Mc-O	1927	6	2006	1 cu ft.	04/23/2012	Shredding
30	ABS/Student Folders G-Harrell FY06	1927	6	2006	1 cu ft.	10/26/2011	Shredding
31	ABS/Student Folders Harris-Johnson R FY06	1927	6	2006	1 cu ft.	10/26/2011	Shredding
32	ABS/Student Folders L-Mc FY06	1927	6	2006	1 cu ft.	10/27/2011	Shredding
33	ABS/Student Folders Rei-Si FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
34	ABS/Student Folders Si-Th FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 4 of 65

Proposal and Certificate of Records Disposition

35	ABS/Student Folders Ti-Wilson FY06	1927	6	2006	1 cu ft.	10/26/2011	Shredding
36	ABS/Student Records K-W	1927	6	2006	1 cu ft.	10/27/2011	Shredding
37	Adult Basic Skills/Student Files W-Z, Info Release, Letters for 3 classes, PT Sign In FY06-07	1927	6	2006-2007	1 cu ft.	09/11/2012	Shredding
38	Adult Basic Skills/Student Folders A-Bo FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
39	Adult Basic Skills/Student Folders D-F FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
40	Adult Basic Skills/Student Folders P-Ree FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
41	Adult Basic Skills/Student Folders T-Z FY05	1927	6	2005	1 cu ft.	04/23/2012	Shredding
42	Adult Basic Skills/Student Records A-J FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
43	Arts & Science/Kent Skruck Soc111-Grades 2005-2007	1927	6	2005-2007	1 cu ft.	09/11/2012	Shredding
44	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/28/2011	Shredding
45	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/28/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 5 of 65

Proposal and Certificate of Records Disposition

46	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/23/2011	Shredding
47	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/23/2011	Shredding
48	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/28/2011	Shredding
49	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/23/2011	Shredding
50	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/18/2011	Shredding
51	ABS/Continuing Education, Sales & Service Ed.	1927	6	2002	1 cu ft.	10/27/2011	Shredding
52	ABS/Misc GED Tests, Registration 2007 -Spring 2006	1927	6	2006-2007	1 cu ft.	09/11/2012	Shredding
53	ABS/Registration Forms & Learning Logs T-Z FY05	1927	6	2005	1 cu ft.	10/27/2011	Shredding
54	ABS/Registration, Rosters (A Mess) FY06 Sum of FY07 & FY05	1927	6	2005-2007	1 cu ft.	09/11/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 6 of 65

Proposal and Certificate of Records Disposition

55	ABS/Student Folders Johnson, Robert-K FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
56	ABS/Student Folders Wi-Z FY06	1927	6	2006	1 cu ft.	04/23/2012	Shredding
57	AACC Sponsored Programs Office/Grant Files	1911	2	2003	1 cu ft.	11/28/2011	Shredding
58	Bookstore/Buyback Refund Slips July & August 2009	1916	3	2009	1 cu ft.	10/26/2011	Shredding
59	Bookstore/Buyback Refund Slips Sep Oct & Nov 2009	1916	3	2009	1 cu ft.	04/23/2012	Shredding
60	Bookstore/Cash Reports June 1, 2007/August 31, 2007	1916	2	2007	1 cu ft.	10/24/2011	Shredding
61	Bookstore/Customer Credit Card Receipts 7/09 8/09	1916	2	2009	1 cu ft.	09/11/2012	Shredding
62	Bookstore/Customer Credit Card Receipts 9/9 10/9	1916	2	2009	1 cu ft.	09/11/2012	Shredding
63	Bookstore/FY09 Reports Jul08-Oct08	1916	1	2008	1 cu ft.	05/07/2012	Shredding
64	Bookstore/FY09 Reports March 09-June 09 Working BCR's	1916	1	2009	1 cu ft.	08/07/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 7 of 65

Proposal and Certificate of Records Disposition

65	Bookstore/FY09 Reports Nov08-Feb09	1916	1	2008-2009	1 cu ft.	05/07/2012	Shredding
66	Bookstore/Purchase Orders, Textbooks (A-N) July 1 2005-June 30 2006	1916	6	2005-2006	1 cu ft.	08/07/2012	Shredding
67	Bookstore/Purchase Orders, Textbooks (N-Z) July 1 2005-June 30 2006	1916	6	2005-2006	1 cu ft.	08/07/2012	Shredding
68	Bookstore/Shopping Backup May 15, 2009 -Sept 21, 2009	1916	1	2009	1 cu ft.	09/24/2012	Shredding
69	Bookstore/Student Vouchers January 1, 2007 -May 31, 2007	1916	1	2007	1 cu ft.	08/07/2012	Shredding
70	Bookstore/Student Vouchers July 1, 2006 -December 31, 2006	1916	1	2006	1 cu ft.	04/23/2012	Shredding
71	Bookstore/Student Vouchers May 1, 2006-July 15, 2006	1916	1	2006	1 cu ft.	11/04/2011	Shredding
72	Bookstore/Student Vouchers May 1, 2007-July 15, 2007	1916	1	2007	1 cu ft.	09/11/2012	Shredding
73	Bookstore/Vouchers 2008	1916	1	2008	1 cu ft.	04/23/2012	Shredding
74	Bookstore/Vouchers Spring '09 Summer '09	1916	1	2009	1 cu ft.	09/11/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 8 of 65

Proposal and Certificate of Records Disposition

75	Bookstore/Websales Dec 1 2006-Aug 13, 2007	1916	1	2006-2007	1 cu ft.	10/24/2011	Shredding
76	Bookstore/Websales Feb 1 2008-June 30, 2008	1916	1	2008	1 cu ft.	11/04/2011	Shredding
77	Bookstore/Buyback Refund Slips 7/01-07 18/08-9/12-12/11/08	1916	3	2007-2008	1 cu ft.	10/26/2011	Shredding
78	Bookstore/Buyback Refund Slips Dec 2009	1916	3	2009	1 cu ft.	04/23/2012	Shredding
79	Bookstore/Buyback Refund Slips May to June 09	1916	3	2009	1 cu ft.	10/24/2011	Shredding
80	Bookstore/Cash Reports Sep 1 2007-Dec 31 2007	1916	2	2007	1 cu ft.	10/24/2011	Shredding
81	Bookstore/Credit Card Receipts April 1, 2008 -June 30, 2008	1916	2	2008	1 cu ft.	11/04/2011	Shredding
82	Bookstore/Credit Card Receipts Jan 2, 2008 -Jan 22, 2008	1916	2	2008	1 cu ft.	10/24/2011	Shredding
83	Bookstore/Credit Card Receipts Jan 23, 2008 -March 31, 2008	1916	2	2008	1 cu ft.	10/24/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 9 of 65

Proposal and Certificate of Records Disposition

84	Bookstore/Cash Reports January 1, 2008-April 30, 2008	1916	2	2008	1 cu ft.	11/11/2011	Shredding
85	Bookstore/Credit Card Receipts Sep 23, 2007 -Dec 31, 2007	1916	2	2007	1 cu ft.	10/24/2011	Shredding
86	Bookstore/Customer Credit Card Receipts 7/08-8/08	1916	2	2008	1 cu ft.	10/24/2011	Shredding
87	Bookstore/Fall 2008 Adoptions Sun 130 11/05/09	1916	1	2009	1 cu ft.	10/24/2011	Shredding
88	Bookstore/Purchase Orders General Merchandise July 1 2004-June 30 2005	1916	6	2004-2005	1 cu ft.	11/04/2011	Shredding
89	Bookstore/Purchase Orders Textbooks (A-L) July 1 2004-June 30 2005	1916	6	2004-2005	1 cu ft.	11/04/2011	Shredding
90	Bookstore/Purchase Orders Textbooks (M-O) July 1 2004-June 30 2005	1916	6	2004-2005	1 cu ft.	11/04/2011	Shredding
91	Bookstore/Purchase Orders Textbooks (P-Z) July 1 2004-June 30 2005	1916	6	2004-2005	1 cu ft.	11/04/2011	Shredding
92	Bookstore/Refund Buyback Slips Jan & Feb 2010	1916	3	2010	1 cu ft.	05/07/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 10 of 65

Proposal and Certificate of Records Disposition

93	Bookstore/Websales Dec 1, 2007-Jan 31, 2008	1916	1	2007-2008	1 cu ft.	10/24/2011	Shredding
94	Bookstore/Websales, Merchandise, Transfers, Phone Orders, August 25 2007-June 30 2008	1916	1	2007-2008	1 cu ft.	11/04/2011	Shredding
95	Bookstore/Websales, Merchandise, Transfers, Phone Orders, July 1 2008-August 20 2008	1916	1	2008	1 cu ft.	11/04/2011	Shredding
96	Bookstore/ Credit Card Receipts July 2 2007 -August 22 2007	1916	2	2007	1 cu ft.	10/24/2011	Shredding
97	Bookstore/Buyback Slips Refund Slips 1/13/09 -5/01/09 1/09-4/09 off campus	1916	3	2009	1 cu ft.	08/07/2012	Shredding
98	Bookstore/Buyback Slips Refund Slips 12/12/08-1/12/08, 12/8 off campus	1916	3	2008	1 cu ft.	08/07/2012	Shredding
99	Bookstore/Buyback Slips Refund Slips 5/7-5/22/09	1916	3	2009	1 cu ft.	05/23/2012	Shredding
100	Bookstore/Cash Receipts May 1 2008-June 30 2008	1916	2	2008	1 cu ft.	10/24/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 11 of 65

Proposal and Certificate of Records Disposition

101	Bookstore/Credit Card Receipts August 23 2007-September 22 2007	1916	2	2007	1 cu ft.	10/24/2011	Shredding
102	Bookstore/Customer Credit Card Receipts 12/08 1/09	1916	2	2009	1 cu ft.	04/23/2012	Shredding
103	Bookstore/Customer Credit Card Receipts 2/09 3/09 4/09	1916	2	2009	1 cu ft.	05/07/2012	Shredding
104	Bookstore/Customer Credit Card Receipts 5/09 6/09	1916	2	2009	1 cu ft.	08/07/2012	Shredding
105	Bookstore/Customer Credit Card Receipts 9/08 10/08 11/08	1916	2	2008	1 cu ft.	04/23/2012	Shredding
106	Bookstore/Purchase Orders Sep 1 2003-Dec 31 2004	1916	6	2003-2004	1 cu ft.	10/24/2011	Shredding
107	Bookstore/Purchase Orders Textbooks (A-M) Sep 1 2003-Dec 31 2004	1916	6	2003-2004	1 cu ft.	10/24/2011	Shredding
108	Bookstore/Shipping Receiving, shipping back-up, Web sales, merchandise transfers, phone orders	1916	1	2007-2008	1 cu ft.	05/23/2012	Shredding
109	Bookstore/Student Vouchers Jan 1 2006-May 31 2006	1916	1	2006	1 cu ft.	10/24/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 12 of 65

Proposal and Certificate of Records Disposition

110	Bookstore/Student Vouchers July 1 2005 -December 31 2005	1916	1	2005	1 cu ft.	10/26/2011	Shredding
111	Bookstore/Web Sales Aug 13 2007-Nov 30 2007	1916	1	2007	1 cu ft.	10/24/2011	Shredding
112	Bookstore/Web Sales Invioces Jan '09	1916	1	2009	1 cu ft.	08/07/2012	Shredding
113	Bookstore/Web Sales Invoices Jan 09-June 09	1916	1	2009	1 cu ft.	08/07/2012	Shredding
114	Bookstore/Websales, Merchandise, Transfers, Phone Orders, Jan 25 2007 -August 24 2007	1916	1	2007	1 cu ft.	10/26/2011	Shredding
115	Business Office/Payroll Department Contracts for Fall 2003 A-Z	1908	1	2003	1 cu ft.	01/23/2012	Shredding
116	Business Office/Payroll Department Time Sheets & Exception Report 2003 7/07/03-8/22/03	1908	1	2003	1 cu ft.	01/23/2012	Shredding
117	Business Office/Payroll Department, Contracts for Spring 2004 A-Z	1908	1	2004	1 cu ft.	01/23/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 13 of 65

Proposal and Certificate of Records Disposition

118	Business Office/Payroll Department, Health Insurance 7/2004-6/2005 BC/BS, CIGNA Dental, Vision, MAMSI	1908	1	2004-2005	1 cu ft.	01/23/2012	Shredding
119	Business Office/Accounts Payable Student Refunds 10/11/99-2/18/00 FY'00	1908	23	1999-2000	1 cu ft.	10/28/2011	Shredding
120	Business Office/Accounts Payable Student Refunds 7/01/99-10/08/99 FY'00	1908	23	1999	1 cu ft.	10/28/2011	Shredding
121	Business Office/Payroll Department Contracts & Coversheets 2004 A-Z	1908	1	2004	1 cu ft.	01/23/2012	Shredding
122	Business Office/Payroll Department, Salary Advance 1999-June 2005	1908	1	1999-2005	1 cu ft.	08/07/2012	Shredding
123	Business Office/Payroll Department Contracts for 2005	1908	1	2005	1 cu ft.	09/24/2012	Shredding
124	Business Office/Payroll Department Health Insurance 7/2003-6/2004 BC/BS CIGNA Dental Vision Mamsi	1908	1	2003-2004	1 cu ft.	01/23/2012	Shredding
125	Business Office/Payroll Department 2005 Payroll 1st & 2nd Quarters 1/21/05-6/22/05 (Scanned)	1908	5	2005	1 cu ft.	01/23/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 14 of 65

Proposal and Certificate of Records Disposition

126	Business Office/Payroll Department Check & Voucher Registers CALC 2nd quarter Year 2005 4/07/05-6/20/05 Box 1 of 1 (Scanned)	1908	5	2005	1 cu ft.	01/23/2012	Shredding
127	Business Office/Payroll Department CALC Payroll Detail Report Check & Voucher Registers 1/07/08-4/22/08 (Scanned)	1908	5	2008	1 cu ft.	09/24/2012	Shredding
128	Business Office/Payroll Department CALC, Check & Voucher Register, Direct Deposit 8/07/2002-12/20/2002 Box 1 of 1 (Scanned)	1908	5	2002	1 cu ft.	09/24/2012	Shredding
129	Business Office/Payroll Department Check & Voucher Registers CALC 2004 6/22/04-10/22/04 (Scanned)	1908	5	2004	1 cu ft.	09/24/2012	Shredding
130	Business Office/Payroll Department Check & Voucher Registers CALC 1st quarter 2005 1/07/05-3/18/05 (Scanned)	1908	5	2005	1 cu ft.	09/24/2012	Shredding
131	Business Office/Payroll Department Check & Voucher Registers CALC Year 2004 1/07/04-6/07/04 Box 1 of 1 (Scanned)	1908	5	2004	1 cu ft.	09/24/2012	Shredding
132	Business Office/Payroll Department Check & Voucher Registers 1/05/07-3/16/07 (Scanned)	1908	5	2007	1 cu ft.	09/24/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 15 of 65

Proposal and Certificate of Records Disposition

133	Business Office/Payroll Department Payroll 2004 6/07/04-8/22/04 (Scanned)	1908	5	2004	1 cu ft.	10/01/2012	Shredding
134	Business Office/CALC Payroll Detail Report Check & Voucher Registers 4/06/07-8/22/07 (Scanned)	1908	5	2007	1 cu ft.	02/23/2012	Shredding
135	Business Office/CALC Payroll Detail Report Check & Voucher Registers 5/07/08-9/05/08 (Scanned)	1908	5	2008	1 cu ft.	02/23/2012	Shredding
136	Business Office/Payroll Department CALC Check Register Direct Deposit 1/07/03-3/22/03 (Scanned)	1908	5	2003	1 cu ft.	02/23/2012	Shredding
137	Business Office/Payroll Department CALC Check Register Direct Deposit 4/07/03-7/07/03 (Scanned)	1908	5	2003	1 cu ft.	02/23/2012	Shredding
138	Business Office/Payroll Department Check Registers Direct Deposit 2000 (Scanned)	1908	5	2000	1 cu ft.	02/23/2012	Shredding
139	Business Office/Payroll Department Payroll 10/06/00-10/20/2000(Scanned)	1908	5	2000	1 cu ft.	02/23/2012	Shredding
140	Business Office/Payroll Department Payroll 11/22/01-12/07/01(Scanned)	1908	5	2001	1 cu ft.	02/23/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 16 of 65

Proposal and Certificate of Records Disposition

141	Business Office/Payroll Department Payroll 12/20/01-1/22/02(Scanned)	1908	5	2002	1 cu ft.	02/23/2012	Shredding
142	Business Office/Payroll Department Payroll 2002 4/05/02-5/22/02 (Scanned)	1908	5	2002	1 cu ft.	02/23/2012	Shredding
143	Business Office/Payroll Department Payroll 2004 11/07/04-12/22/04(Scanned)	1908	5	2004	1 cu ft.	02/23/2012	Shredding
144	Business Office/Payroll Department Payroll 2004 2/20/04-5/21/04(Scanned)	1908	5	2004	1 cu ft.	02/23/2012	Shredding
145	Business Office/Payroll Department Payroll 4/06/01-5/07/01 (Scanned)	1908	5	2001	1 cu ft.	02/23/2012	Shredding
146	Business Office/Payroll Department Payroll 7/06/01-8/07/01(Scanned)	1908	5	2001	1 cu ft.	02/23/2012	Shredding
147	Business Office/Payroll Department CALC Payroll Detail Report Check & Voucher Registers 9/07/07-12/21/07 (Scanned)	1908	5	2007	1 cu ft.	02/07/2012	Shredding
148	Business Office/Payroll Department CALC Payroll Detail Report Check & Voucher Registers 9/22/08-12/22/08 (Scanned)	1908	5	2008	1 cu ft.	02/07/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 17 of 65

Proposal and Certificate of Records Disposition

149	Business Office/Payroll Department Check & Voucher Register 2003, CALC for 12/5 12/19/03, 4/20/01, 8/07, 8/22/01	1908	9	2001 2003 2005 2007	1 cu ft.	02/07/2012	Shredding
150	Business Office/Payroll Department Contract Cover Sheets for 2002 2003 2004	1908	1	2002 2003 2004	1 cu ft.	02/07/2012	Shredding
151	Business Office/Payroll Department CALC Check & Voucher Registers 1/06/06-4/21/06 (Scanned)	1908	5	2006	1 cu ft.	02/14/2012	Shredding
152	Business Office/Payroll Department Check Registers Vouchers 5/05/06-9/07/06 (Scanned)	1908	5	2006	1 cu ft.	02/14/2012	Shredding
153	Business Office/Payroll Department Contracts for 2003-2004 Summer	1908	1	2003 2004	1 cu ft.	02/14/2012	Shredding
154	Business Office/Payroll Department Federal Taxes & 941's Year 1993-1996 (Scanned)	1908	5	1993-1996	1 cu ft.	02/14/2012	Shredding
155	Business Office/Payroll Department FICA Wage Register & Analysis in Quarters Years 1997, 1999, 2000	1908	1	1997 1999 2000	1 cu ft.	02/14/2012	Shredding
156	Business Office/Payroll Department Payroll 10/22/01-11/07/01(Scanned)	1908	5	2001	1 cu ft.	02/14/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 18 of 65

Proposal and Certificate of Records Disposition

157	Business Office/Payroll Department Payroll 5/22/01-6/22/01(Scanned)	1908	5	2001	1 cu ft.	02/14/2012	Shredding
158	Business Office/Payroll Department Time Sheets 2004 2/20/04-6/22/04	1908	1	2004	1 cu ft.	02/14/2012	Shredding
159	Business Office/Payroll Department Time Sheets 2004 7/07/04-11/05/04	1908	1	2004	1 cu ft.	02/14/2012	Shredding
160	Business Office/Payroll Department Voluntary Deductions Paid Bills 2004	1908	1	2004	1 cu ft.	02/14/2012	Shredding
161	Business Office/Payroll Department Check Registers All 4 quarters 1998 Credit Union Direct Deposit ACH File 1998 (Scanned)	1908	5	1998	1 cu ft.	06/01/2012	Shredding
162	Business Office/Payroll Department Check Registers Direct Deposit 3rd Quarter 1997-1997	1908	1	1997	1 cu ft.	06/01/2012	Shredding
163	Business Office/Payroll Department Contracts for 2003 Spring	1908	1	2003	1 cu ft.	06/01/2012	Shredding
164	Business Office/Payroll Department FICA 1&2 Quarterly Reports & PP JO92 Years 1993 1994 (Scanned)	1908	5	1993 1994	1 cu ft.	06/01/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 19 of 65

Proposal and Certificate of Records Disposition

165	Business Office/Payroll Department FICA Wage Analysis PPJ076 Jan-Dec 1993 (Scanned)	1908	5	1993	1 cu ft.	06/01/2012	Shredding
166	Business Office/Payroll Department FICA Wage Analysis PPJ076 Jan-Dec 1994 (Scanned)	1908	5	1994	1 cu ft.	06/01/2012	Shredding
167	Business Office/Payroll Department Gross to Net Wage & Tax Analysis PPJ050 1999 1/07/99-4/22/99 Box 1 of 4 (Scanned)	1908	5	1999	1 cu ft.	06/01/2012	Shredding
168	Business Office/Payroll Department Inactive Retirees, Cobra, Garnishment, 1993-1996 (Scanned)	1908	5	1993-1996	1 cu ft.	06/01/2012	Shredding
169	Business Office/Payroll Department Md State Retirement & Pension System PPJ070's Liabilities Years 1995 Box 1 of 1 (Scanned)	1908	5	1995	1 cu ft.	06/01/2012	Shredding
170	Business Office/Payroll Department Md State Retirement & TSA 1999-2001 Box 1 of 1 (Scanned)	1908	1	1999-2001	1 cu ft.	06/01/2012	Shredding
171	Business Office/Payroll Department MHEC, Reimbursement FY 1985-2006, VALIC FY01, 02 & 06 (Scanned)	1908	5	2002 2006	1 cu ft.	06/01/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 20 of 65

Proposal and Certificate of Records Disposition

172	Business Office/Payroll Department Payroll controls 1976-2000 Box 1 of 1 (Scanned)	1908	5	1976-2000	1 cu ft.	06/01/2012	Shredding
173	Business Office/Payroll Department Quarterly unemployment Reports Years 1995-2000 (Scanned)	1908	5	1995-2000	1 cu ft.	06/01/2012	Shredding
174	Business Office/Payroll Department Retirement & TSA FY03 (7/2002-6/2003) Box 1 of 1 (Scanned)	1908	5	2002-2003	1 cu ft.	06/01/2012	Shredding
175	Business Office/Payroll Department TIAA-CREF PPJ110 9/05/1986 (Scanned)	1908	5	1986	1 cu ft.	06/01/2012	Shredding
176	Business Office/Payroll Department Check Register ACH Direct Deposit 1/07/99-12/22/99 (Scanned)	1908	5	1999	1 cu ft.	10/01/2012	Shredding
177	Business Office/Payroll Department FICA 1 & FICA 2 Quarterly Reports & PPJ092 Years 1985-1989 (Scanned)	1908	5	1985-1989	1 cu ft.	10/01/2012	Shredding
178	Business Office/Payroll Department Gross to Net Wage & Tax Analysis PPJO50 Year 2000 1/07/00-3/17/00 Box 1 of 4 (Scanned)	1908	5	2000	1 cu ft.	10/01/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 21 of 65

Proposal and Certificate of Records Disposition

179	Business Office/Payroll Department Md. State Retirement & Pension systems PPJ082's 92 93 94 95 96 97 98 99 Box 1 of 1 (Scanned)	1908	5	1992-1999	1 cu ft.	10/01/2012	Shredding
180	Business Office/Payroll Department 1099 Forms & W-2 Disability Years 1983-1998 (Scanned)	1908	5	1983-1998	1 cu ft.	01/23/2012	Shredding
181	Business Office/Payroll Department Contracts for 2002 Summer A-Z	1908	1	2002	1 cu ft.	10/20/2011	Shredding
182	Business Office/Payroll Department FICA 1 & 2 Quarterly Reports & PPJO92 1995-1999 (Scanned)	1908	5	1995-1999	1 cu ft.	01/23/2012	Shredding
183	Business Office/Payroll Department Flex Spending Accounts 1997-1999 (Scanned)	1908	5	1997-1999	1 cu ft.	01/23/2012	Shredding
184	Business Office/Payroll Department Gross to Net wage & Tax Analysis PPJO50 1999 11/05/99-12/22/99 (Scanned)	1908	5	1999	1 cu ft.	01/23/2012	Shredding
185	Business Office/Payroll Department Gross to Net wage & Tax Analysis PPJO50 1999 7/07/99-10/22/99 (Scanned)	1908	5	1999	1 cu ft.	01/23/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 22 of 65

Proposal and Certificate of Records Disposition

186	Business Office/Payroll Department Gross to Net wage & Tax Analysis PPJO50 2000 5/05/00-6/22/00 Box 2 of 4 (Scanned)	1908	5	2000	1 cu ft.	04/03/2012	Shredding
187	Business Office/Payroll Department Gross to Net wage & Tax Analysis PPJO50 Year 1999 5/07/99-6/22/99 (Scanned)	1908	5	1999	1 cu ft.	04/03/2012	Shredding
188	Business Office/Payroll Department Md. State Retirement & Pension Systems PPJO82's Years 81-91 7/15/81-12/20/91 Box 1 of 1 (Scanned)	1908	5	1981-1991	1 cu ft.	04/03/2012	Shredding
189	Business Office/Payroll Department OPR FY98 99 TIAA Cref FY01 02 MSRA Liability Box 1 of 1 (Scanned)	1908	5	1998-2002	1 cu ft.	04/03/2012	Shredding
190	Business Office/Payroll Department Optional Retirement & Ineligibles FY07 Box 1 of 1 (Scanned)	1908	5	2007	1 cu ft.	04/03/2012	Shredding
191	Business Office/Payroll Department Optional Retirement & Ineligibles FY2005 7/15/04-6/30/05 Box 1 of 1 (Scanned)	1908	5	2004-2005	1 cu ft.	04/03/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 23 of 65

Proposal and Certificate of Records Disposition

192	Business Office/Payroll Department Retirement & TSA FY02 7/2001-6/2002 (Scanned)	1908	5	2001-2002	1 cu ft.	04/03/2012	Shredding
193	Business Office/Payroll Department Retirement & TSA FY04 (7/03-6/04) Box 1 of 1 (Scanned)	1908	5	2003-2004	1 cu ft.	04/03/2012	Shredding
194	Business Office/Payroll Department Retirement (MSRA, Fidelity Valic TIAA CREF) FY2006 Box 1 of 1 (Scanned)	1908	5	2006	1 cu ft.	04/03/2012	Shredding
195	Business Office/Payroll Department Unemployment PPJO96 Years 1990-1994 (Scanned)	1908	5	1990-1994	1 cu ft.	04/03/2012	Shredding
196	Bookstore/Buy Back Slips	1916	3	2010	1 cu ft.	06/01/2012	Shredding
197	Bookstore/Buy Back Slips July, Aug, Sep, Oct 2010	1916	3	2010	1 cu ft.	10/01/2012	Shredding
198	Bookstore/Buy Back Slips March, April, June 2010	1916	3	2010	1 cu ft.	08/07/2012	Shredding
199	Business Office/Payroll Department Check Registers 1,2,4 QTR 1997 Check & Voucher Register 2003	1908	1	2003	1 cu ft.	10/20/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 24 of 65

Proposal and Certificate of Records Disposition

200	Business Office/Payroll Department FICA 1 & 2 Quarterly Reports & PPJO92 1981-1984 (Scanned)	1908	5	1981-1984	1 cu ft.	04/03/2012	Shredding
201	Business Office/Payroll Department FICA 1 & 2 Quarterly Reports & PPJO92 1990-1992 (Scanned)	1908	5	1990-1992	1 cu ft.	04/03/2012	Shredding
202	Business Office/Payroll Department Maryland State Taxes 1980-1984 Box 1 of 1 (Scanned)	1908	5	1980-1984	1 cu ft.	09/07/2012	Shredding
203	Business Office/Payroll Department Terminated Cobra & Garnishment 2000-2003	1908	1	2000-2003	1 cu ft.	10/20/2011	Shredding
204	Business Office/Payroll Department Time Sheets & Exception Report 2003 10/22/03-12/05/03	1908	1	2003	1 cu ft.	10/20/2011	Shredding
205	Business Office/Payroll Department W2 Year End Reporting 1976-1991 (Scanned)	1908	5	1976-1991	1 cu ft.	09/07/2012	Shredding
206	Business Office/Payroll Department Marcino/ Desrochers/ Porter/Savings Bonds, 941's Years 2004-2005 Box 1 of 1	1908	1	2004-2005	1 cu ft.	09/11/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 25 of 65

Proposal and Certificate of Records Disposition

207	Business Office/Payroll Department Marcino/ Desrochers/ Porter/Flex Spending Accounts 2001-2008 Box 1 of 1 (Scanned)	1908	5	2001-2008	1 cu ft.	09/18/2012	Shredding
208	Business Office/Payroll Department Marcino/ Desrochers/ Porter/CALC 1/22/09 Payroll Exceptions 7/07/08-12/22/08 Box 1 of 1 (Scanned)	1908	5	2008	1 cu ft.	09/18/2012	Shredding
209	Business Office/Payroll Department Marcino/ Desrochers/ Porter/Maryland State Taxes Years 1996-2008 Box 1 of 1 (Scanned)	1908	5	2008	1 cu ft.	09/18/2012	Shredding
210	Business Office/Payroll Department Voluntary Deductions Paid Bills 2003	1908	1	2003	1 cu ft.	01/23/2012	Shredding
211	Center for Workforce Development/Course Files Summer 06	1927	3	2006	1 cu ft.	09/11/2012	Shredding
212	Center for Workforce Solutions/ Course Files Spring 2006-1/06-6/06	1927	3	2006	1 cu ft.	05/07/2012	Shredding
213	Center for Workforce Solutions/Account Files July 03-June 06	1927	3	2006	1 cu ft.	10/11/2011	Shredding
214	Center for Workforce Solutions/Account Files July 03-June 06	1927	3	2003-2006	1 cu ft.	10/11/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 26 of 65

Proposal and Certificate of Records Disposition

215	Center for Workforce Solutions/Account Files FY'04, 05, 06 July 03-June 06	1927	3	2003-2006	1 cu ft.	10/11/2011	Shredding
216	Center for Workforce Solutions/Course Files 2007 1/01/07-12/31/07	1927	3	2007	1 cu ft.	10/11/2011	Shredding
217	Center for Workforce Solutions/NG Files Summer 07 thru Fall 07	1927	3	2007	1 cu ft.	09/11/2012	Shredding
218	Center for Workforce Solutions/Spring '08 AMA406-MEN428 1/01/08-6/30/08	1927	3	2008	1 cu ft.	10/11/2011	Shredding
219	Center for Workforce Solutions/Spring '08 MEN450-WES400 1/01/08-6/30/08	1927	3	2008	1 cu ft.	10/11/2011	Shredding
220	Center for Workforce Solutions/Spring Course Files 2006	1927	3	2006	1 cu ft.	05/31/2012	Shredding
221	Center for Workforce Solutions/Student Reg. Forms 7/2005-6/2006	1927	3	2005-2006	1 cu ft.	10/11/2011	Shredding
222	Center for Workforce Solutions/Student Reg. Forms 7/2005-6/2006	1927	3	2005-2006	1 cu ft.	10/11/2011	Shredding
223	Center for Workforce Solutions/Student Reg. Forms 7/2005-6/2006	1927	3	2005-2006	1 cu ft.	10/11/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 27 of 65

Proposal and Certificate of Records Disposition

224	Child Care Training/1/2006-12/2006 Registrations(copies) Rosters Instructor Contracts Sign in sheets	1927	3	2006	1 cu ft.	02/22/2012	Shredding
225	CPE/Motorcycle Safety Program Files 06-07	1927	3	2006-2007	1 cu ft.	10/27/2011	Shredding
226	CSLI/2009 Semi Annual Survey	1927	1	2009	1 cu ft.	01/24/2012	Shredding
227	CSLI/Md. Seafood Festival Spring 2009	1927	4	2009	1 cu ft.	01/24/2012	Shredding
228	CSLI/Semi Annual Survey Fall 2009 1 of 2	1927	1	2009	1 cu ft.	01/24/2012	Shredding
229	CSLI/Semi Annual Survey Fall 2009 2 of 2	1927	1	2009	1 cu ft.	01/24/2012	Shredding
230	CDC/1999-2002 Miscellaneous Files	1924	1	1999-2002	1 cu ft.	01/24/2012	Shredding
231	CDC/2007 Office Files Time Sheets Attendance Sheets	1924	1	2007	1 cu ft.	07/06/2012	Shredding
232	CDC/Budget Info-Grants-Time Sheets FY03 -FY04	1924	1	2003-2004	1 cu ft.	01/24/2012	Shredding
233	CDC/FY03-FY04 Budget	1924	1	2003-2004	1 cu ft.	01/24/2012	Shredding
234	CDC/Student Files 2006	1924	2	2006	1 cu ft.	02/22/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 28 of 65

Proposal and Certificate of Records Disposition

235	Center for Workforce Solutions/Account Files FY04 05 06 July 03-June 06	1927	1	2006	1 cu ft.	10/11/2011	Shredding
236	Center for Workforce Solutions/Account Files FY04 05 06 July 03-June 06	1927	1	2003-2006	1 cu ft.	10/11/2011	Shredding
237	Center for Workforce Solutions/Fall Course Files 2006	1927	3	2006	1 cu ft.	10/11/2011	Shredding
238	Child Development Center/2001 Student Files Attendance Records 2002	1924	2	2001-2002	1 cu ft.	01/24/2012	Shredding
239	Child Development Center/2001 Student Files Attendance Records Office Records	1924	2	2001	1 cu ft.	01/24/2012	Shredding
240	Child Development Center/Misc Files FY03 -FY04	1924	1	2004	1 cu ft.	01/23/2012	Shredding
241	Child Development Center/Office Files Time Sheets Attendance Sheets 2007	1924	1	2007	1 cu ft.	07/06/2012	Shredding
242	Continuing Education/GBTC 407 Misc Files- MCET; RE Conf; Mtg, Peer Mant. 1999-2005	1927	1	1999-2005	1 cu ft.	10/06/2011	Shredding
243	CSLI /2010 Semi Annual Survey March 8-11 2010	1927	4	2010	1 cu ft.	05/07/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 29 of 65

Proposal and Certificate of Records Disposition

244	CSLI /Spring 2009 Semi Annual Survey	1927	4	2009	1 cu ft.	01/24/2012	Shredding
245	CSLI Offices/2010 Semi Annual Survey March 8-11 2010	1927	1	2010	1 cu ft.	05/07/2012	Shredding
246	Center for Workplace Solutions/Course Files 2007 1/01/07-12/31/07	1927	2	2007	1 cu ft.	10/11/2011	Shredding
247	Cont Ed/ISC Office Files & Class Rosters 2005 SUN	1927	6	2005	1 cu ft.	01/03/2012	Shredding
248	Continuing Education/Class Records Reg. Forms & Attendance	1927	6	2005	1 cu ft.	01/03/2012	Shredding
249	Continuing Education/Class Rosters 2005 SUN 2005 FAN Instructional Support Center	1927	6	2005	1 cu ft.	01/04/2012	Shredding
250	Continuing Education/ESL 01/06-5/2006 Student Files	1927	6	2006	1 cu ft.	01/03/2012	Shredding
251	Continuing Education/ESL 8/03-12/05 Student Records	1927	6	2005	1 cu ft.	01/03/2012	Shredding
252	Continuing Education/ESL 8/2005-12/2005 Student Records	1927	6	2005	1 cu ft.	01/03/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 30 of 65

Proposal and Certificate of Records Disposition

253	Continuing Education/ISC Class Rosters 2006 WIN & 2006 SPN	1927	6	2006	1 cu ft.	11/15/2011	Shredding
254	Continuing Education/ISC Class Rosters 2007 WIN & 2007 SPN	1927	6	2007	1 cu ft.	09/11/2012	Shredding
255	Continuing Education/ODD Real Estate Registration Forms (CE-RE) 2006	1927	1	2006	1 cu ft.	02/27/2012	Shredding
256	Continuing Education/Office Files Instructional Support Center 2004 SUN	1927	1	2004	1 cu ft.	02/27/2012	Shredding
257	Continuing Education/Sales & Service Center FY04	1927	6	2004	1 cu ft.	10/27/2011	Shredding
258	Continuing Education/Sales & Service Education	1927	6	2004	1 cu ft.	10/27/2011	Shredding
259	CPE 04	1927	1	2004	1 cu ft.	10/06/2011	Shredding
260	CPE 04	1927	1	2004	1 cu ft.	10/06/2011	Shredding
261	Center for Learning Through Service/Financial Records 2001-2007	1927	1	2001-2007	1 cu ft.	09/24/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 31 of 65

Proposal and Certificate of Records Disposition

262	Center for Learning Through Service/Student Financial Contracts Fall 2007	1927	1	2007	1 cu ft.	09/11/2012	Shredding
263	Child Development Center/Files 2004-2005	1924	1	2004-2005	1 cu ft.	01/23/2012	Shredding
264	Child Development Center/Files 2004-2006	1924	1	2004-2006	1 cu ft.	02/22/2012	Shredding
265	Cont. Ed/ISC 2004 Class Rosters SPN-SUM-FAN	1927	6	2004	1 cu ft.	12/02/2011	Shredding
266	CSLI/Surveys 2008	1927	4	2008	1 cu ft.	01/24/2012	Shredding
267	Center for Workforce Solutions/Account Files July 03-June 06	1927	1	2003-2006	1 cu ft.	10/11/2011	Shredding
268	CPE(Penny Nolan)/Quality Improvement-2000 Construction 1999-2000 MCET 1999 Horticulture Padimedic Dan Oxigen Provider	1927	1	1999-2000	1 cu ft.	10/13/2011	Shredding
269	Continuing Professional Education/Class Files SP04-FA04	1927	6	2004	1 cu ft.	10/13/2011	Shredding
270	Continuing Education/Sales & Service Ed	1927	1	2004	1 cu ft.	10/27/2011	Shredding
271	Continuing Education/ISC Office Files 2005 FAN	1927	1	2005	1 cu ft.	01/04/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 32 of 65

Proposal and Certificate of Records Disposition

272	Dean of Student Services/Discipline Files 2003-2005	1917	1	2003-2005	1 cu ft.	07/02/2012	Shredding
273	Dean of Students/Discipline complaints 2003-2005	1917	1	2003-2005	1 cu ft.	07/02/2012	Shredding
274	Dean of Technical & Career Education/Inactive Full Time Faculty 1982-1986	1927	1	1982-1986	1 cu ft.	11/30/2011	Shredding
275	Dean Student Services/2001-2007 Manchi Office Files	1917	1	2001-2007	1 cu ft.	12/02/2011	Shredding
276	Dean Student Services/Staff Files	1917	1	2001	1 cu ft.	12/14/2011	Shredding
277	ESL/ Johnson 206 2009 EBS Files Winter-Fall 2009	1927	1	2009	1 cu ft.	06/28/2012	Shredding
278	ESL/ELL Johnson 206 2008-2009 ESL & EBS	1927	1	2008-2009	1 cu ft.	06/28/2012	Shredding
279	ESL/ELL Johnson 206 ESL Fall 2009	1927	1	2009	1 cu ft.	06/28/2012	Shredding
280	ESL/Johnson 206 2008 EBS Winter Spring 2008	1927	1	2008	1 cu ft.	02/06/2012	Shredding
281	ESL/Johnson 206 EBS Summer 2008	1927	1	2008	1 cu ft.	02/06/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 33 of 65

Proposal and Certificate of Records Disposition

282	ESL/Johnson 206 ESL Fall 2008	1927	1	2008	1 cu ft.	02/06/2012	Shredding
283	ESL/Johnson 208 ESL Spring 2008	1927	1	2008	1 cu ft.	02/06/2012	Shredding
284	ESL/Rosters & Study Info	1927	3	2008	1 cu ft.	02/06/2012	Shredding
285	ESL/Student Records Jan 2006-May 2006	1927	1	2006	1 cu ft.	12/16/2011	Shredding
286	ESL/Student Reg.Forms FY05	1927	1	2005	1 cu ft.	12/16/2011	Shredding
287	ESL/Student Reg.Forms FY05	1927	6	2005	1 cu ft.	01/03/2012	Shredding
288	Financial Aid Office/Scanning 09-10 2/04/10-2/23/10	1920	1	2010	1 cu ft.	10/12/2011	Shredding
289	Financial Aid Office/VA Scanning 4/12/10-6/17/10 9/13/10-9/22/10	1920	1	2010	1 cu ft.	04/23/2012	Shredding
290	Financial Aid Office/VA Scanning 7/10/10-9/08/10	1920	1	2010	1 cu ft.	04/23/2012	Shredding
291	Financial Aid/ General Scanning 1/21/11-2/15/11	1920	1	2011	1 cu ft.	04/03/2012	Shredding
292	Financial Aid/ General Scanning 10-11 1/04/10-11/10/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 34 of 65

Proposal and Certificate of Records Disposition

293	Financial Aid/10-11 General Scanned Documents 10/28/10-11/04/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
294	Financial Aid/General Scanning 10-11 11/30/10-1/20/11	1920	1	2010-2011	1 cu ft.	04/03/2012	Shredding
295	Financial Aid/General Scanning 2/16/11-4/11/11	1920	1	2011	1 cu ft.	04/23/2012	Shredding
296	Financial Aid/General Scanning 10 11/19/10-11/29/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
297	Financial Aid/General Scanning 10-11 11/10/10-11/18/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
298	Financial Aid/Loan Information Fall 2001	1920	1	2001	1 cu ft.	04/23/2012	Shredding
299	Financial Aid/Misc 1997-1998	1920	1	1997-1998	1 cu ft.	10/11/2011	Shredding
300	Financial Aid/Misc 1998-'98	1920	1	1998	1 cu ft.	10/11/2011	Shredding
301	Financial Aid/Scanning 09-10 2/25/10-4/28/10	1920	1	2010	1 cu ft.	11/11/2011	Shredding
302	Financial Aid/Scanning 09-10 5/01/10-8/04/10	1920	1	2010	1 cu ft.	11/11/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 35 of 65

Proposal and Certificate of Records Disposition

303	Financial Aid/Scanning 10-11 10/15/10-10/28/10	1920	1	2010	1 cu ft.	04/23/2012	Shredding
304	Financial Aid/Scanning 10-11 5/05/10-8/05/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
305	Financial Aid/Scanning 10-11 8/06/10-9/02/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
306	Financial Aid/Scanning 10-11 9/02/10-9/20/10	1920	1	2010	1 cu ft.	04/23/2012	Shredding
307	Financial Aid/Scanning 10-11 9/20/10-9/29/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
308	Financial Aid/Scanning 10-11 9/29/10-10/14/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
309	Financial Aid/VA Documents 11/19/10-2/17/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
310	Financial Aid/VA Documents 2/22/10-4/21/10	1920	1	2010	1 cu ft.	04/03/2012	Shredding
311	Financial Aid/VA Documents 8/05/10-10/04/11	1920	2	2010-2011	1 cu ft.	04/23/2012	Shredding
312	Financial Aid/VA Documents 8/06/09-11/07/09	1920	1	2009	1 cu ft.	04/03/2012	Shredding
313	GBTC/CPE 07 Budget 2007	1927	4	2007	1 cu ft.	10/12/2011	Shredding
314	GBTC/CPE 2004	1927	1	2004	1 cu ft.	10/12/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 36 of 65

Proposal and Certificate of Records Disposition

315	GBTC/CPE 2004	1927	1	2004	1 cu ft.	10/12/2011	Shredding
316	GBTC/CPE Big Tree 2006	1927	1	2006	1 cu ft.	09/11/2012	Shredding
317	GBTC/CPE Budget 2006	1927	1	2006	1 cu ft.	10/12/2011	Shredding
318	Health Services/Med Record & Office Doc 2003-June 2006	1922	1	2003-2006	1 cu ft.	01/25/2012	Shredding
319	Health Services/Medical & Tobacco Office Records June 03-June 06	1922	1	2003-2006	1 cu ft.	01/25/2012	Shredding
320	Health Services/Medical Records Office Records June 2003-June 2005	1922	1	2003-2005	1 cu ft.	01/25/2012	Shredding
321	Health Services/Office Files June 2003-June 2007	1922	1	2003-2007	1 cu ft.	01/24/2012	Shredding
322	Health Services/STAAT Office Documents 2003-2006	1922	1	2003-2006	1 cu ft.	01/25/2012	Shredding
323	Health Services/STAAT Office Documents 2003-2007	1922	1	2003-2007	1 cu ft.	01/25/2012	Shredding
324	Instructional Support /Office Files SUN 2004	1927	1	2004	1 cu ft.	01/04/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 37 of 65

Proposal and Certificate of Records Disposition

325	Instructional Support Center/2007 Real Estate Registration Forms 6/07	1927	1	2007	1 cu ft.	08/30/2012	Shredding
326	Instructional Support Center/2008 Real Estate Registration Forms 6/04/08	1927	1	2008	1 cu ft.	08/30/2012	Shredding
327	Instructional Support Center/Caps Budget Asst.-Backup FY06 A-N	1927	1	2006	1 cu ft.	02/23/2012	Shredding
328	Instructional Support Center/FAN Office Files 2004	1927	1	2004	1 cu ft.	01/10/2012	Shredding
329	Instructional Support Center/FAN Office Files 2005	1927	1	2005	1 cu ft.	01/10/2012	Shredding
330	Instructional Support Center/FY07 Refund Requests 7/01/06-6/30/07	1927	4	2006-2007	1 cu ft.	12/19/2011	Shredding
331	Instructional Support Center/FY09 Refund Requests 7/01/00-6/30/09	1927	4	2000-2009	1 cu ft.	12/19/2011	Shredding
332	Instructional Support Center/ISC Class Sections 7/01/07-6/30/08	1927	1	2007-2008	1 cu ft.	12/19/2011	Shredding
333	Instructional Support Center/ISC Daily Tasks FY08 7/01/08-6/30/09	1927	1	2008-2009	1 cu ft.	12/16/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 38 of 65

Proposal and Certificate of Records Disposition

334	Instructional Support Center/ISC Daily Tasks Spring Term 4/01/08-6/30/08 FY08	1927	1	2008	1 cu ft.	12/19/2011	Shredding
335	Instructional Support Center/ISC Sections 7/01/07-6/30/08 Box 2 of 2	1927	1	2007-2008	1 cu ft.	12/16/2011	Shredding
336	Instructional Support Center/Office Files & Class Rosters	1927	6	2007	1 cu ft.	02/23/2012	Shredding
337	Instructional Support Center/Refund RequestsFY06	1927	1	2006	1 cu ft.	02/23/2012	Shredding
338	Instructional Support Center/SPN Office Files 2005	1927	1	2005	1 cu ft.	01/10/2012	Shredding
339	Instructional Support Center/SPN-Office Files 2004	1927	1	2004	1 cu ft.	12/15/2011	Shredding
340	Instructional Support Center/SUN/FAN Class Rosters 2005	1927	6	2005	1 cu ft.	01/10/2012	Shredding
341	Instructional Support/Caps Budget Asst.Backup FY06 O-Z	1927	1	2006	1 cu ft.	02/23/2012	Shredding
342	Instructional Support/Refund Requests FY05	1927	1	2005	1 cu ft.	01/12/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 39 of 65

Proposal and Certificate of Records Disposition

343	Instructional Support/SPN Class Rosters 2005	1927	6	2005	1 cu ft.	01/12/2012	Shredding
344	Instructional Support Center/CE Instructor Contracts	1927	1	2005	1 cu ft.	01/04/2012	Shredding
345	Instructional Support/ SPN SUM FAN Class Rosters 2004	1927	6	2004	1 cu ft.	01/24/2012	Shredding
346	IPD/1/01-12/04 IPD Rosters & Evaluation Forms	1927	6	2004	1 cu ft.	01/24/2012	Shredding
347	ISC Instructional Support Center/SUN Office Files & Class Rosters 2005	1927	6	2005	1 cu ft.	01/24/2012	Shredding
348	ISC/2006 2007 2008 CE Employee Leave Vouchers	1927	1	2006 2007 2008	1 cu ft.	09/11/2012	Shredding
349	ISC/Con.Ed. FY'05 Leave Vouchers	1927	1	2005	1 cu ft.	02/22/2012	Shredding
350	ISC/FY'07-FY'08 P.O.'s & FY08 Ed2GO	1927	1	2007-2008	1 cu ft.	09/11/2012	Shredding
351	ISC/P.O. Vendor Files (ED260) '09 Bud Trers '07 WIN-'09 SUN Senior FY'09	1927	1	2007 2009	1 cu ft.	09/11/2012	Shredding
352	Learning Resources Management/Administrative Files 2000-2007	1917	1	2000-2007	1 cu ft.	12/14/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 40 of 65

Proposal and Certificate of Records Disposition

353	Learning Resources Management/Analysis & Research 1999-2002	1917	1	1999-2002	1 cu ft.	12/14/2011	Shredding
354	League for Innovation 2007 Annual Reports	1927	1	2007	1 cu ft.	02/14/2012	Shredding
355	Learning Resources Management/Grants Office 1/04-3/05	1917	1	2004-2005	1 cu ft.	12/14/2011	Shredding
356	Learning Resources Management/Grants Office 7/01/04-9/30/05	1917	1	2004-2005	1 cu ft.	12/14/2011	Shredding
357	Learning Resources Management/Grants Office 7/04-6/05 MSDE-ABE Federal State	1917	1	2004-2005	1 cu ft.	01/03/2012	Shredding
358	Learning Resources Management/Grants Office 9/01/99-8/31/04	1917	1	1999-2004	1 cu ft.	12/14/2011	Shredding
359	Learning Resources Management/Grants Office Tech Prep Files 7/01/03-6/30/04	1917	1	2003-2004	1 cu ft.	12/14/2011	Shredding
360	League for Innovation	1927	1	2007	1 cu ft.	02/14/2012	Shredding
361	Occupational Skills/ Leave Vouchers Time Recorder 7/01/00-6/30/01	1927	1	2000-2001	1 cu ft.	10/05/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 41 of 65

Proposal and Certificate of Records Disposition

362	Occupational Skills/08 Open Enrollment Purchasing	1927	1	2008	1 cu ft.	04/25/2012	Shredding
363	Occupational Skills/08-09 Sep 2008-June 2009 Corrections Instructor Files	1927	1	2008-2009	1 cu ft.	08/07/2012	Shredding
364	Occupational Skills/1/06-12/07 Cohort Programs File Folders	1927	1	2007	1 cu ft.	10/05/2011	Shredding
365	Occupational Skills/2002-2006 Payroll Timesheets Library	1927	1	2002-2006	1 cu ft.	10/10/2011	Shredding
366	Occupational Skills/2003-2006 Veterinary Assisting Student Files	1927	1	2003-2006	1 cu ft.	10/11/2011	Shredding
367	Occupational Skills/2007 Master Purchasing Apprenticeship Open Enrollment Job Corps	1927	1	2007	1 cu ft.	09/24/2012	Shredding
368	Occupational Skills/CAPS Corrections Instructors Registration Info 2006-2008	1927	1	2006-2008	1 cu ft.	04/25/2012	Shredding
369	Occupational Skills/Caps-Cohort Program 2005-2006	1927	1	2005-2006	1 cu ft.	04/23/2012	Shredding
370	Occupational Skills/Directors Records 1998	1927	1	1998	1 cu ft.	10/05/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 42 of 65

Proposal and Certificate of Records Disposition

371	Occupational Skills/Financial Books Purchasing Invoicing one book FY04	1927	1	2004	1 cu ft.	10/04/2011	Shredding
372	Occupational Skills/Financial Books one book Purchasing Invoicing FY05	1927	1	2005	1 cu ft.	10/04/2011	Shredding
373	Occupational Skills/FY04 Registration Forms 7/03-6/04	1927	6	2003-2004	1 cu ft.	10/04/2011	Shredding
374	Occupational Skills/FY04 Registration Forms 7/03-6/04	1927	6	2003-2004	1 cu ft.	10/04/2011	Shredding
375	Occupational Skills/FY04 Registration Forms 7/03-6/04	1927	6	2003-2004	1 cu ft.	10/04/2011	Shredding
376	Occupational Skills/FY04-05 Financial Books Purchasing Invoicing one book	1927	1	2004-2005	1 cu ft.	10/26/2011	Shredding
377	Occupational Skills/FY04-05 Financial Books Purchasing Invoicing one book FY05	1927	1	2004-2005	1 cu ft.	10/05/2011	Shredding
378	Occupational Skills/Invoices Purchase Binder 2001-2002	1927	1	2001-2002	1 cu ft.	10/04/2011	Shredding
379	Occupational Skills/Invoicing Purchasing one book FY2006	1927	1	2006	1 cu ft.	10/26/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 43 of 65

Proposal and Certificate of Records Disposition

380	Occupational Skills/Job Corps Rosters Job Searches 7/01-6/30/02	1927	1	2001-2002	1 cu ft.	10/05/2011	Shredding
381	Occupational Skills/Job Corps Time Cards 2005-2006	1927	1	2005-2006	1 cu ft.	10/05/2011	Shredding
382	Occupational Skills/one book Invoices Corrections Purchasing 2007	1927	1	2007	1 cu ft.	09/24/2012	Shredding
383	Occupational Skills/Pers Payroll Job Corps Work Studies 2004	1927	1	2004	1 cu ft.	10/04/2011	Shredding
384	Occupational Skills/12/08-8/08 Corrections Instructors	1927	1	2008	1 cu ft.	10/10/2011	Shredding
385	Occupational Skills/8/07-8/08 Corrections Paperwork	1927	1	2008	1 cu ft.	10/10/2011	Shredding
386	Occupational Skills/Corrections Job Corps Payroll & Personal FY05-FY06	1927	1	2005-2006	1 cu ft.	10/04/2011	Shredding
387	Occupational Skills/Corrections Payroll FY05 -FY06	1927	1	2005-2006	1 cu ft.	10/04/2011	Shredding
388	Parenting Center/Admin Files 2006-2007 1 of 2	1927	1	2006-2007	1 cu ft.	04/25/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 44 of 65

Proposal and Certificate of Records Disposition

389	Parenting Center/Budget Files 1999-03	1927	1	1999-2003	1 cu ft.	04/25/2012	Shredding
390	Purchasing/RFP 2002 06 Box 2 of 3	1910	3	2002	1 cu ft.	10/12/2011	Shredding
391	Purchasing/RFP 2002 06 Box 1 of 3	1910	3	2002	1 cu ft.	10/12/2011	Shredding
392	Purchasing/RFP 2002 07 Box 3 of 3	1910	3	2002	1 cu ft.	10/12/2011	Shredding
393	Parenting Center/Admin Files 2006-2007 2 of 2	1927	1	2006-2007	1 cu ft.	04/25/2012	Shredding
394	PRIA/Legacy Reports 95 & 96	1905	6	1995-1996	1 cu ft.	12/14/2011	Shredding
395	PRIA/Reports 95 & 96	1905	6	1995-1996	1 cu ft.	12/14/2011	Shredding
396	Records Office/Con Ed Registration Forms Fall 2009 (A-C)	1932	3	2009	1 cu ft.	09/24/2012	Shredding
397	Records Office/Con Ed Registration Forms Fall 2009 (L-N)	1932	3	2009	1 cu ft.	09/24/2012	Shredding
398	Records Office/Con Ed Registration Forms Fall 2009 (O-S)	1932	3	2009	1 cu ft.	09/24/2012	Shredding
399	Records Office/Con Ed Registration Forms Fall 2009 (S-W)	1932	3	2009	1 cu ft.	09/24/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 45 of 65

Proposal and Certificate of Records Disposition

400	Records Office/Con Ed Registration Forms Fall 2009 (C-G)	1932	3	2009	1 cu ft.	09/24/2012	Shredding
401	Records Office/Con Ed Registration Forms Fall 2009 (G-K)	1932	3	2009	1 cu ft.	09/24/2012	Shredding
402	Records Office/Con Ed Registration Forms Fall 2009 (W-Z)	1932	3	2009	1 cu ft.	09/24/2012	Shredding
403	Records Office/Con Ed Registration Forms Spring 2006 (B-D)	1932	3	2006	1 cu ft.	04/03/2012	Shredding
404	Records Office/Con Ed Registration Forms Fall 2006 (A-C)	1932	3	2006	1 cu ft.	03/27/2012	Shredding
405	Records Office/Con Ed Registration Forms Fall 2006 (C-G)	1932	3	2006	1 cu ft.	03/27/2012	Shredding
406	Records Office/Con Ed Registration Forms Fall 2006 (H-L)	1932	3	2006	1 cu ft.	03/27/2012	Shredding
407	Records Office/Con Ed Registration Forms Fall 2006 (L-P)	1932	3	2006	1 cu ft.	11/15/2011	Shredding
408	Records Office/Con Ed Registration Forms Fall 2006 (P-S)	1932	3	2006	1 cu ft.	11/15/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 46 of 65

Proposal and Certificate of Records Disposition

409	Records Office/Con Ed Registration Forms Fall 2006 (T-Z)	1932	3	2006	1 cu ft.	11/15/2011	Shredding
410	Records Office/Con Ed Registration Forms Spring 2006 (T-Z)	1932	3	2006	1 cu ft.	04/03/2012	Shredding
411	Records/Fall 2006 G-K	1932	3	2006	1 cu ft.	11/16/2011	Shredding
412	Records/Fall Credit Reg. Drop-Add 2006 (A-C)	1932	3	2006	1 cu ft.	11/14/2011	Shredding
413	Records/Fall Credit Registration Forms Fall 2006 (C-G)	1932	3	2006	1 cu ft.	11/17/2011	Shredding
414	Records/Fall Credit Registration Forms Fall 2006 (K-M)	1932	3	2006	1 cu ft.	11/28/2011	Shredding
415	Records/Fall Credit Registration Forms Fall 2006 (N-S)	1932	3	2006	1 cu ft.	11/16/2011	Shredding
416	Records/Reg Forms (W-Z) Fall 2006	1932	3	2006	1 cu ft.	11/15/2011	Shredding
417	Records/Registration (N-S)	1932	3	2006	1 cu ft.	11/18/2011	Shredding
418	Records/Registration 2006 (G-J)	1932	3	2006	1 cu ft.	11/18/2011	Shredding
419	Records/Registration 2006 C-F	1932	3	2006	1 cu ft.	11/28/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 47 of 65

Proposal and Certificate of Records Disposition

420	Records/Registration A-B 2006SP 2005 WI 2006 WI	1932	3	2005-2006	1 cu ft.	09/11/2012	Shredding
421	Records/Registration K-M 2006 Spring	1932	3	2006	1 cu ft.	11/28/2011	Shredding
422	Records/Registration K-M 2007 FA Credit A-C	1932	3	2007	1 cu ft.	09/11/2012	Shredding
423	Records/Spring Credit Registration Forms Fall 2006 (S-Z)	1932	3	2006	1 cu ft.	11/16/2011	Shredding
424	Records Office/Con-Ed Forms Fall 2005 A-C	1932	3	2005	1 cu ft.	11/29/2011	Shredding
425	Records Office/Con-Ed Registration Fall 2005 S-Z	1932	3	2005	1 cu ft.	11/28/2011	Shredding
426	Records Office/Con-Ed Registration Forms Fall 2005 D-H	1932	3	2005	1 cu ft.	11/30/2011	Shredding
427	Records Office/Con-Ed Registration Forms Fall 2005 I-M	1932	3	2005	1 cu ft.	11/29/2011	Shredding
428	Records Office/Con-Ed Registration Forms Fall 2005 M-S	1932	3	2005	1 cu ft.	11/28/2011	Shredding
429	Records Office/Con-Ed Registration Forms Summer 2005	1932	3	2005	1 cu ft.	11/29/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 48 of 65

Proposal and Certificate of Records Disposition

430	Records Office/Con-Ed Registration Forms Summer 2005 F-L	1932	3	2005	1 cu ft.	11/29/2011	Shredding
431	Records Office/Con-Ed Registration Forms Summer 2005 M-R	1932	3	2005	1 cu ft.	11/30/2011	Shredding
432	Records Office/Con-Ed Registration Summer 2005 A-E	1932	3	2005	1 cu ft.	11/28/2011	Shredding
433	Records Office/Non-Credit Registration Forms Spring 2005 A-C	1932	3	2005	1 cu ft.	11/29/2011	Shredding
434	Records Office/Non-Credit Registration Forms Spring 2005 F-I	1932	3	2005	1 cu ft.	11/29/2011	Shredding
435	Records Office/Non-Credit Registration Forms Spring 2005 P-S	1932	3	2005	1 cu ft.	11/30/2011	Shredding
436	Records Office/Non-Credit Registration Forms Spring 2005 S-Z	1932	3	2005	1 cu ft.	11/30/2011	Shredding
437	Records Office/Non-Credit Registration Spring 2005 J-M	1932	3	2005	1 cu ft.	11/28/2011	Shredding
438	Records/Credit 2007 A-I SU	1932	3	2007	1 cu ft.	09/24/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 49 of 65

Proposal and Certificate of Records Disposition

439	Records/Credit 2007 U-Z SU	1932	3	2007	1 cu ft.	09/24/2012	Shredding
440	Records/Credit J-T SU	1932	3	2007	1 cu ft.	09/24/2012	Shredding
441	Records/Credit L-Z 2006 SU	1932	3	2006	1 cu ft.	11/28/2011	Shredding
442	Records/Fall Credit Drop Add Fall 2006 S-W	1932	3	2006	1 cu ft.	11/16/2011	Shredding
443	Records/Registration 2007 Credit C-G FA	1932	3	2007	1 cu ft.	09/24/2012	Shredding
444	Records/Registration 2007 Credit H-L FA	1932	3	2007	1 cu ft.	09/24/2012	Shredding
445	Records/Registration 2007 Credit L-P FA	1932	3	2007	1 cu ft.	09/24/2012	Shredding
446	Records/Registration 2007 Credit P-S FA	1932	3	2007	1 cu ft.	09/27/2012	Shredding
447	Records/Registration 2007 Credit S-Z FA	1932	3	2007	1 cu ft.	09/27/2012	Shredding
448	Records/Registration Forms Credit Spring 2007 T-Z	1932	3	2007	1 cu ft.	08/29/2012	Shredding
449	Records/Registration Forms Summer 2006 Credit A-K	1932	3	2006	1 cu ft.	11/28/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 50 of 65

Proposal and Certificate of Records Disposition

450	Records/Spring 2007 Credit Registration Forms P-S	1932	3	2007	1 cu ft.	08/07/2012	Shredding
451	Records/Spring Credit Registration Forms Spring 2007 B-Co	1932	3	2007	1 cu ft.	08/07/2012	Shredding
452	Records/Spring Credit Registration Forms Spring 2007 Cr-G	1932	3	2007	1 cu ft.	08/07/2012	Shredding
453	Records/Spring Credit Registration Forms Spring 2007 H-K	1932	3	2007	1 cu ft.	08/29/2012	Shredding
454	Records/Winter-Spring Credit Registration Forms 2007 A's	1932	3	2007	1 cu ft.	09/24/2012	Shredding
455	Records Office/Con Ed Registration Forms Spring 2006 D-G	1932	3	2006	1 cu ft.	02/28/2012	Shredding
456	Records Office/Con Ed Registration Forms Spring 2006 G-I	1932	3	2006	1 cu ft.	02/28/2012	Shredding
457	Records Office/Con Ed Registration Forms Spring 2006 A-B	1932	3	2006	1 cu ft.	02/28/2012	Shredding
458	Records Office/Con Ed Registration Forms Spring 2006 J-L	1932	3	2006	1 cu ft.	02/28/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 51 of 65

Proposal and Certificate of Records Disposition

459	Records Office/Con Ed Registration Forms Spring 2006 L-M	1932	3	2006	1 cu ft.	02/28/2012	Shredding
460	Records Office/Con Ed Registration Forms Spring 2006 N-R	1932	3	2006	1 cu ft.	03/27/2012	Shredding
461	Records Office/Con Ed Registration Forms Spring 2006 R-T	1932	3	2006	1 cu ft.	03/27/2012	Shredding
462	Records Office/Con Ed Registration Forms Summer 2006 A-D	1932	3	2006	1 cu ft.	03/27/2012	Shredding
463	Records Office/Con Ed Registration Forms Summer 2006 E-J	1932	3	2006	1 cu ft.	03/27/2012	Shredding
464	Records Office/Con Ed Registration Forms Summer 2006 K-O	1932	3	2006	1 cu ft.	03/27/2012	Shredding
465	Records Office/Con Ed Registration Forms Summer 2006 P-S	1932	3	2006	1 cu ft.	03/27/2012	Shredding
466	Records Office/Con Ed Registration Forms Summer 2006 T-Z	1932	3	2006	1 cu ft.	03/27/2012	Shredding
467	Records Office/Non-Credit Registration M-P	1932	3	2006	1 cu ft.	11/29/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 52 of 65

Proposal and Certificate of Records Disposition

468	Records Office/Non-Credit Registration Spring 2005 C-F	1932	3	2005	1 cu ft.	11/29/2011	Shredding
469	Records & Registration/Spring 05 Credit A-B	1932	3	2005	1 cu ft.	11/11/2011	Shredding
470	Records & Registration/Transcript Requests L-Z	1932	4	2005	1 cu ft.	11/17/2011	Shredding
471	Records/Cancelled Transcripts Requests Jan 08-7/15/08 A-J	1932	4	2008	1 cu ft.	12/01/2011	Shredding
472	Records/Cancelled Transcripts Requests Jan 08-7/15/08 K-Z	1932	4	2008	1 cu ft.	12/14/2011	Shredding
473	Records/Credit Registration Forms Fall 2005	1932	3	2005	1 cu ft.	12/14/2011	Shredding
474	Records/Transcript Request 9/01-11/30/07 M-Z	1932	4	2007	1 cu ft.	12/14/2011	Shredding
475	Records/Transcript Request Form 1/31/07-7/31/07 A-Z	1932	4	2007	1 cu ft.	12/14/2011	Shredding
476	Records/Transcript Request Forms 1/31/07-7/31/07 L-Z A-Z	1932	4	2007	1 cu ft.	12/14/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 53 of 65

Proposal and Certificate of Records Disposition

477	Records/Transcript Requests 5/01/09-6/18/09 M-Z	1932	4	2009	1 cu ft.	09/24/2012	Shredding
478	Records/Transcript Requests 5/01-06/18/09 A-L	1932	4	2009	1 cu ft.	09/24/2012	Shredding
479	Records/Transcript Requests 9/01/07-11/30/2007 A-L	1932	4	2007	1 cu ft.	12/14/2011	Shredding
480	Records/Transcript Requests A-K	1932	4	2007	1 cu ft.	11/15/2011	Shredding
481	Records/Transcript Requests Dec 2008-March 2009 1 of 2	1932	4	2009	1 cu ft.	11/15/2011	Shredding
482	Records/Transcript Requests Dec 2008-March 2009 2 of 2	1932	4	2009	1 cu ft.	11/15/2011	Shredding
483	Records/Transcript Requests Spring 2008 A-L	1932	4	2008	1 cu ft.	12/01/2011	Shredding
484	Records/Transcript Requests Spring 2008 M-Z	1932	4	2008	1 cu ft.	12/01/2011	Shredding
485	Records & Registration/Fall Registration 2005 fall A-C	1932	3	2005	1 cu ft.	11/14/2011	Shredding
486	Records & Registration/Fall Registration 2005 M-P	1932	3	2005	1 cu ft.	11/14/2011	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 54 of 65

Proposal and Certificate of Records Disposition

487	Records & Registration/Fall Registration Credit 2005 FA J-M	1932	3	2005	1 cu ft.	11/14/2011	Shredding
488	Records & Registration/Fall Registration Credit 2005 FA T-Z	1932	3	2005	1 cu ft.	11/11/2011	Shredding
489	Records & Registration/Spring 05 C-G	1932	3	2005	1 cu ft.	11/14/2011	Shredding
490	Records & Registration/Spring 05 Credit H-L	1932	3	2005	1 cu ft.	11/11/2011	Shredding
491	Records & Registration/Spring 05 Credit M-Q	1932	3	2005	1 cu ft.	11/11/2011	Shredding
492	Records & Registration/Spring 05 Credit R-S	1932	3	2005	1 cu ft.	11/11/2011	Shredding
493	Records & Registration/Spring 2005 Credit T-Z	1932	3	2005	1 cu ft.	11/14/2011	Shredding
494	Records & Registration/Summer Registration 2005	1932	3	2005	1 cu ft.	11/14/2011	Shredding
495	Records & Registration/Summer Registration 2005 A-J	1932	3	2005	1 cu ft.	11/14/2011	Shredding
496	Records Office/Con-Ed Reg Summer 2005	1932	3	2005	1 cu ft.	11/14/2011	Shredding
497	Records/2005 Summer Credit	1932	3	2005	1 cu ft.	11/14/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 55 of 65

Proposal and Certificate of Records Disposition

498	Records/Credit Reg. FMS Fall 2005 C-F	1932	3	2005	1 cu ft.	12/14/2011	Shredding
499	Records/Fall Credit Reg. Forms 2005 G-I	1932	3	2005	1 cu ft.	11/14/2011	Shredding
500	Records/Fall Credit Reg. Forms 2005 Q-S	1932	3	2005	1 cu ft.	11/11/2011	Shredding
501	Records/Summer Credit Reg. Forms Summer 2005 T-Z	1932	3	2005	1 cu ft.	11/11/2011	Shredding
502	Records/Spring Credit Registration Forms Spring 2007 (L-O)	1932	3	2007	1 cu ft.	11/16/2011	Shredding
503	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding
504	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding
505	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding
506	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding
507	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding
508	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding
509	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 56 of 65

Proposal and Certificate of Records Disposition

510	Sponsored Programs Office/Grant Files	1911	4	2000	1 cu ft.	11/16/2011	Shredding
511	SSTC/AAWDC Workshops 2006 Jan-2008 June	1927	4	2008	1 cu ft.	04/23/2012	Shredding
512	Sun 130/Fall 2008 Adoptions	1916	1	2008	1 cu ft.	10/24/2011	Shredding
513	Sun 130/Summer Non-Credit "Adoptions" Fall Credit, Fall Non-Credit 2009 Summer 2009 -Fall 2009 1 of 2	1916	1	2009	1 cu ft.	05/31/2012	Shredding
514	Sun 130/Summer Credit "Adoptions" Spring Non Credit, SP Credit, Winter Credit/NA Winter 2009-Summer Credit 2009 2 of 2	1916	1	2009	1 cu ft.	05/31/2012	Shredding
515	Teach Institute/Non-Credit 2006	1927	6	2006	1 cu ft.	11/15/2011	Shredding
516	Teach Institute/Non-Credit AACP Registration forms 2006 (Br-Gr)	1927	6	2006	1 cu ft.	02/23/2012	Shredding
517	Teach Institute/Non-Credit AACPS Registration forms 2006 (Sm-Wi)	1927	6	2006	1 cu ft.	11/15/2011	Shredding
518	Teach Institute/T-3 Section Files 1/07-4/26/07	1927	6	2007	1 cu ft.	02/27/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 57 of 65

Proposal and Certificate of Records Disposition

519	Teach Institute/T-3 Section Files 2007 10/07-12/07	1927	6	2007	1 cu ft.	09/24/2012	Shredding
520	Teach Institute/T-3 Section Files 2007 7/07-8/31/07	1927	6	2007	1 cu ft.	02/27/2012	Shredding
521	Teach Institute/T-3 Section Files 4/30/07-7/23/07	1927	6	2007	1 cu ft.	09/24/2012	Shredding
522	Teach Institute/T-3 Section Files 9/07-10/07 2007	1927	6	2007	1 cu ft.	02/23/2012	Shredding
523	Tech Prep/Grants CAJS Incentive Meade HS PLTW SPHS-ALTN FY04	1927	6	2004	1 cu ft.	11/15/2011	Shredding
524	Tech Prep/Grants FY06	1927	6	2006	1 cu ft.	08/07/2012	Shredding
525	Tech Prep/Grants FY04	1927	6	2004	1 cu ft.	11/17/2011	Shredding
526	Tech Prep/Grants HSTW-TAN HSTW PLTN-SPHS NAF Incentive	1927	6	2004	1 cu ft.	08/07/2012	Shredding
527	Tech Prep/NTPN Conference Incentive FY05	1927	4	2005	1 cu ft.	11/15/2011	Shredding
528	Tutoring	1927	1	2005	1 cu ft.	02/14/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 58 of 65

Proposal and Certificate of Records Disposition

529	Tutoring	1927	1	2005	1 cu ft.	08/07/2012	Shredding
530	Tutoring/Past Tutor Files 2006-2001	1927	6	2001-2006	1 cu ft.	02/14/2012	Shredding
531	Tutoring/Temp Requests Time Sheets 2002-2003	1927	1	2002-2003	1 cu ft.	02/14/2012	Shredding
532	Tutoring/Tutor Requests 2002-2003	1927	6	2002-2003	1 cu ft.	02/08/2012	Shredding
533	Teach Institute/Child Care Training 2001 Student Evaluations of Course & Teacher Box 1 of 4	1927	6	2001	1 cu ft.	02/22/2012	Shredding
534	Teach Institute/Child Care Training 2002 Student Evaluations of Course & Teacher Box 3 of 4	1927	6	2002	1 cu ft.	02/22/2012	Shredding
535	Teach Institute/Child Care Training 2003 Student Evaluations of Course & Teacher Box 4 of 4	1927	6	2003	1 cu ft.	02/22/2012	Shredding
536	Teach Institute/Child Care Training 2004 Student Evaluations of Course & Teacher Box 2 of 4	1927	6	2004	1 cu ft.	02/22/2012	Shredding
537	Teach Institute/Professional Development Course Files Fall 02 8/02 Box 1 of 10	1927	3	2002	1 cu ft.	02/22/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 59 of 65

Proposal and Certificate of Records Disposition

538	Tech Prep/Bus.Ed. Partnership Grants FY04	1927	6	2004	1 cu ft.	02/22/2012	Shredding
539	Training & Performance Improvement Office/Course Files Fall 2004 10/01/04-12/31/04	1927	6	2004	1 cu ft.	02/08/2012	Shredding
540	Training & Performance Improvement Office/Course Files Spring 2004 4/01/04-6/30/04	1927	6	2004	1 cu ft.	02/08/2012	Shredding
541	Training & Performance Improvement Office/Course Files Summer 2004 7/01/04-9/30/04	1927	6	2004	1 cu ft.	02/08/2012	Shredding
542	Teach Institute/Arundel Mills Campus 9/03/2003-3/30/2005 Box 1 of 3	1927	6	2003-2005	1 cu ft.	09/29/2011	Shredding
543	Teach Institute/Course Files June-October 1998 Box 12 of 12	1927	6	1998	1 cu ft.	09/29/2011	Shredding
544	Teach Institute/Professional Development Course Files 1/02 Winter Spring 02 Box 6 of 10	1927	6	2002	1 cu ft.	02/22/2012	Shredding
545	Teach Institute/Professional Development Course Files Fall 02 11/02 Box 2 of 10	1927	6	2002	1 cu ft.	02/22/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 60 of 65

Proposal and Certificate of Records Disposition

546	Teach Institute/Professional Development Course Files Spring 02 Winter Spring 2002 Box 5 of 10	1927	6	2002	1 cu ft.	02/22/2012	Shredding
547	Teach Institute/Professional Development Course Files Spring 03 12/02 Box 7 of 10	1927	6	2003	1 cu ft.	02/22/2012	Shredding
548	Teach Institute/Professional Development Course Files Spring 03 3/03 Box 8 of 10	1927	6	2003	1 cu ft.	02/22/2012	Shredding
549	Teach Institute/Professional Development Course Files Summer 02 4/02 Box 3 of 10	1927	6	2002	1 cu ft.	02/22/2012	Shredding
550	Teach Institute/Professional Development Course Files Summer 02 6/02 Box 4 of 10	1927	6	2002	1 cu ft.	02/22/2012	Shredding
551	Teach Institute/Professional Development Course Files Summer 03 5/03 Box 9 of 10	1927	6	2003	1 cu ft.	02/22/2012	Shredding
552	Teach Institute/Professional Development Course Files Summer 03 7/03 Box 10 of 10	1927	6	2003	1 cu ft.	02/22/2012	Shredding
553	Teach Institute/T3 Course Files Jan-Apr 1998 Box 5 of 12	1927	6	1998	1 cu ft.	09/29/2011	Shredding
554	Teach Institute/T3 Course Files June 1998 Box 9 of 12	1927	6	1998	1 cu ft.	10/04/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 61 of 65

Proposal and Certificate of Records Disposition

555	Teach Institute/T3 Course Files Sep-Nov 1998 Box 10 of 12	1927	6	1998	1 cu ft.	09/29/2011	Shredding
556	Teach/T3 2005 Instructors A-E Box 8 of 12	1927	1	2005	1 cu ft.	09/28/2011	Shredding
557	Teach/T3 2005 Instructors F-L Box 4 of 12	1927	1	2005	1 cu ft.	09/29/2011	Shredding
558	Teach/T3 2005 Instructors S-Z Box 6 of 12	1927	1	2005	1 cu ft.	09/29/2011	Shredding
559	Teach/T3 7/5/06-8/15/06 Course Files Box 11 of 12	1927	6	2006	1 cu ft.	09/24/2012	Shredding
560	Teach/T3 8/17/06-9/25/06 Course Files Box 2 of 12	1927	6	2006	1 cu ft.	09/25/2012	Shredding
561	Teach/T3 Instructor Files M-R Box 3 of 12	1927	1	2005	1 cu ft.	09/29/2011	Shredding
562	Teach/T3 Payroll Req's ect. 98-99 Box 7 of 12	1927	1	1998-1999	1 cu ft.	09/28/2011	Shredding
563	Teach Institute/AMIL 309 EDU002-EDU 211 Course Records Syllabi EDC Outline 1999- 2005	1927	6	1999-2005	1 cu ft.	02/27/2012	Shredding
564	Teach Institute/Arundel Mills Campus 1/24/2006-4/27/2006 Box 3 of 3	1927	6	2006	1 cu ft.	05/23/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 62 of 65

Proposal and Certificate of Records Disposition

565	Teach Institute/Arundel Mills Campus 4/02/2005-12/21/2005 Box 2 of 3	1927	6	2005	1 cu ft.	02/27/2012	Shredding
566	Teach Institute/Course Files EDU 214-EDU 263 1999-2006	1927	6	1999-2006	1 cu ft.	09/24/2012	Shredding
567	Teach Institute/Course Files Registrations 10/04-5/05	1927	6	2005	1 cu ft.	09/28/2011	Shredding
568	Teach Institute/Registration Forms 02-03	1927	6	2002-2003	1 cu ft.	09/28/2011	Shredding
569	Teach Institute/T3 Course Evaluations 1999SPN-2000 SPN (February)	1927	6	1999-2000	1 cu ft.	09/29/2011	Shredding
570	Teach/Child Care Training Purchase Folders 01 02 03	1927	1	2001 2002 2003	1 cu ft.	09/28/2011	Shredding
571	Teach/Child Care Training Purchase Folders 2000-2003	1927	1	2000-2003	1 cu ft.	09/28/2011	Shredding
572	VP Learning Resource Management/'99-02 AACC @ Arundel Mills Development	1904	1	1999-2002	1 cu ft.	12/15/2011	Shredding
573	VP Learning Resource Management/'99-03 Center for Applied Learning Technology	1904	1	1999-2003	1 cu ft.	12/15/2011	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 63 of 65

Proposal and Certificate of Records Disposition

574	VP Learning Resource Management/Arundel Mills Development & Odenton Town Plan Oversight 99-02	1904	1	1999-2002	1 cu ft.	12/15/2011	Shredding
575	VP Learning Resource Management/Arundel Mills Development 99-02	1904	1	1999-2002	1 cu ft.	12/15/2011	Shredding
576	VP Learning Resource Management/Arundel Mills Development 99-02	1904	1	1999-2002	1 cu ft.	12/15/2011	Shredding
577	VP Learning Resource Management/Operating & Capital Budgets 2003	1904	1	2003	1 cu ft.	01/03/2012	Shredding
578	VP LRM/Budget Material 2000-2003	1904	1	2000-2003	1 cu ft.	12/16/2011	Shredding
579	VP of Learning Resource Management/Miscellaneous Reports 1997-2004	1904	1	1997-2004	1 cu ft.	01/03/2012	Shredding
580	VP for Academic & Student Affairs/Part time Faculty inactive since 1997	1926	1	1997	1 cu ft.	12/15/2011	Shredding
581	VP Learning Resource Management/Grants Office Md. St ARS Council MACC Hoyer ect.2000-2006	1904	1	2000-2006	1 cu ft.	08/07/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 64 of 65

Proposal and Certificate of Records Disposition

582	Virtual Campus/Telecourse Syllab:ACA100 Psy 124	1927	6	2003	1 cu ft.	12/16/2011	Shredding
583	VP Learning Resource Management/Virtual Campus	1904	1	2005	1 cu ft.	12/16/2011	Shredding
584	VP Learning Resource Management/Virtual Campus	1904	1	2005	1 cu ft.	12/16/2011	Shredding
585	VP LRM/2000-2004 AACC Certificates of Insurance	1904	1	2000-2004	1 cu ft.	12/15/2011	Shredding
586	Virtual Campus/ Interactive Classroom GBTC and Arnold Budget Books Fiscal Year 2006	1927	1	2006	1 cu ft.	02/07/2012	Shredding
587	VP for Learning/Virtual Campus Interactive Classroom GBTC and Arnold Budget Books Fiscal Year 2005	1926	1	2005	1 cu ft.	02/07/2012	Shredding
588	VP for Learning/Virtual Campus Satellite events Files 1999-2006	1926	1	1999-2006	1 cu ft.	02/07/2012	Shredding
589	VP for Learning/Virtual Campus Telecourse & other Projects Interactive Classroom FY07	1926	1	2007	1 cu ft.	08/07/2012	Shredding
590	VP for Learning/Virtual Campus Telecourse syllabus	1926	1	2007	1 cu ft.	02/07/2012	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	10/15/2012
Signature	Title	Date

Submitted: 10/15/2012
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: 427
MSA ID: SE55-2582
Page: 65 of 65

Proposal and Certificate of Records Disposition

591	VP Learning/Telecourse Information regarding courses licensing agreements ect.	1926	1	2007	1 cu ft.	02/07/2012	Shredding
592	Virtual Campus/Acad Council forms 2008-09	1927	1	2008-2009	1 cu ft.	02/07/2012	Shredding
593	Virtual Campus/MIDLN files 1999-2005	1926	1	1999-2005	1 cu ft.	12/16/2011	Shredding
594	Virtual Campus/Software purchases Satellite Video Con 2008-2009	1927	1	2008-2009	1 cu ft.	12/16/2011	Shredding
595	VP for Aca & Student Affairs/Marty Snider files on Robert J. Smith 1990	1926	1	1990	1 cu ft.	02/07/2012	Shredding
596	VP for Learning/AC Forum, MHEC COMAR 2008-2009	1926	1	2008-2009	1 cu ft.	02/07/2012	Shredding
597	VP for Learning/Virtual Campus EPC Proposal FY07	1926	1	2007	1 cu ft.	08/07/2012	Shredding
598	VP Learning Resources/Anaylsis Research Arundel Mills Project 1992-2002	1904	1	1992-2002	1 cu ft.	12/14/2011	Shredding
599	VP for Academic & Student Affairs/Part time Faculty inactive since 1997 Mc-Z	1926	1	1997	1 cu ft.	02/07/2012	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

10/15/2012

Date