

Wicomico County	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2323
Reporting Agency		Prepare in Duplicate
Department of Corrections/Food Services		Retain one (1) copy and forward original to address on left.
Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	a. Meal Count Sheet	C1142		2008		8/1/2011	Buried
	b. Temperature Log	C1142		2008		8/1/2011	Buried
	c. Chemical Daily Log	C1142		2008		8/1/2011	Buried
	d. Utensil Log	C1142		2008		8/1/2011	Buried
	e. Daily Inventory	C1142		2008		8/1/2011	Buried
	f. Inspection Log	C1142		2008		8/1/2011	Buried
	g. Inmate Movement log	C1142		2008		8/1/2011	Buried
	h. Major Cleaning Schedule	C1142		2008	1.4	8/1/2011	Buried

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

Cheryl Fairbanks  
Signature

FSD  
Title

9-27-12  
Date

Corrected

Corrected

Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5 1469 - 2323
Reporting Agency		Prepare in Duplicate
Food Service		Retain one (1) copy and forward original to address on left.
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	A. Meal Count	C 1142	1A	2008		8/1/2012	Buried
	B. Temperature Log	C 1142	1B	2008		8/1/2012	Buried
	C. Chemical Daily Log	C 1142	1C	2008		8/1/2012	Buried
	D. Utensil Log	C 1142	1D	2008		8/1/2012	Buried
	E. Daily Log	C 1142	1E	2008		8/1/2012	Buried
	F. Inspection Log	C 1142	1F	2008		8/1/2012	Buried
	G. Inmate Movement Log	C 1142	1G	2008		8/1/2012	Buried
	H. Major Cleaning Schedule	C 1142	1H	2008	1.4	8/1/2012	Buried

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

Cheryl Fairbanks  
Signature

FS D  
Title

01-15-13  
Date