

**Submitted:** 3/7/2013  
**Jurisdiction:** Maryland  
**Agency:** Department of General Services,  
 Records Management Division  
**Division/Unit:** DBM - Employee Benefits Division

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

**Certificate ID:** 517  
**MSA ID:** SE55-2704

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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	08W1014 - Direct Pay Payment Coupons	2483	2	2005	35 cu ft.	03/01/2013	Recycle
2	09W797 - Enrollment Unit Batches	2483	4	2005	35 cu ft.	03/01/2013	Recycle
3	12W469 - Retirement Batches	2483	6	2005	12 cu ft.	03/01/2013	Recycle
4	13W292 - Batch Files for Direct Pay	2483	3	2004 - 2005	29 cu ft.	03/01/2013	Recycle

### Destruction Certification

Gabriel P. Lopez	Manager	3/7/2013
<b>Signature</b>	<b>Title</b>	<b>Date</b>