

Submitted: 3/8/2013
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: 527
MSA ID: SE55-2711
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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	Bookstore/Vouchers Fall '09	1916	1	8/1-12/31/2009	1 cu ft.	03/08/2013	Shredding
2	Dining Services/Visa Receipts Before 2010 Boxes 1-21	1916	2	Prior to 1/1/2010	21 cu ft.	03/08/2013	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

3/8/2013

Date