

**Submitted:** 3/13/2013  
**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:** 543  
**MSA ID:** SE55-2725  
**Page:** 1 of 1

## 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	Human Resources/Affirmative Action 1997-2003	1907	1	January 1 1997-December 31 2003	1 cu ft.	03/13/2013	Shredding
2	Human Resources/Affirmative Action 2000-2003	1907	1	January 1 2000-December 31 2003	1 cu ft.	03/13/2013	Shredding
3	Public Relations/Advertisements Pre-2002 Box 1	1906	1	Pre-2002	1 cu ft.	03/13/2013	Shredding
4	Public Relations /Advertisements Pre-2002 Box 2	1906	1	Pre-2002	1 cu ft.	03/13/2013	Shredding
5	President's Office/Legislative Files 2001-2003	1903	1	January 1 2001-December 31 2003	1 cu ft.	03/13/2013	Shredding
6	President's Office/Legislative Files 2003-2005	1903	1	January 1 2003-December 31 2005	1 cu ft.	03/13/2013	Shredding
7	Public Safety/Jan-May 2007 Vehicle Insp. July -Dec 2007 Paid Citation	1912	3	January 1-December 31 2007	1 cu ft.	03/13/2013	Shredding
8	Public Safety/Payroll FY2007	1912	1	July 1 2006-June 30 2007	1 cu ft.	03/13/2013	Shredding

### Destruction Certification

Allen S. Kogut	Records Retention Specialist	3/13/2013
<b>Signature</b>	<b>Title</b>	<b>Date</b>