

**Submitted:** 3/15/2013  
**Jurisdiction:** Maryland  
**Agency:** Department of General Services,  
 Records Management Division  
**Division/Unit:** DGS - Personnel Division

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

**Certificate ID:** 552  
**MSA ID:** SE55-2738

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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	11W887 - Personnel Files - Contains various documents regarding Commendations, disciplinary actions, training and benefits.	1488	1	2009	5 cu ft.	03/01/2013	Recycle

### Destruction Certification

Gabriel P. Lopez	Manager	3/15/2013
<b>Signature</b>	<b>Title</b>	<b>Date</b>