

Submitted: 3/18/2013
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit: DRAFS

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

Certificate ID: 557
MSA ID: SE55-2742

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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	AR Reports - Paper	2428	2.4 A-F	2006	1 cu ft.	03/15/2013	Shred
2	AR Sheets - Paper	2428	2.4 A-F	2005-2006	2 cu ft.	03/15/2013	Shred
3	AR Worksheets - Paper	2428	2.4 A-F	2006	4 cu ft.	03/15/2013	Shred
4	Master Check Logs - Paper	2428	2.4 A-F	2006	5 cu ft.	03/15/2013	Shred

Destruction Certification

Walter Zerrlaut	DHMH Records Officer	3/18/2013
Signature	Title	Date