

**Submitted:** 4/10/2013  
**Jurisdiction:** Maryland  
**Agency:** Department of General Services,  
 Records Management Division  
**Division/Unit:** DPSCS - Division of Parole and Probation - Human Resources

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

**Certificate ID:** 693  
**MSA ID:** SE55-2871

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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        | 05W1177 - Report Files - Personnel Transaction Reports, Accident Leave Reports, Personal Leave and Wage Reports. | 1461                   | 5                       | 12/1997 - 1/2003                     | 17 cu ft. | 04/01/2013       | Recycle            |
| 2        | 05W1178 - Closed Personnel Files.  | 1461                   | 3                       | Year 2002                            | 11 cu ft. | 04/01/2013       | Recycle            |
| 3        | 05W1179 - Report Files   | 1461                   | 5                       | 1/1998 - 4/2003                      | 4 cu ft.  | 04/01/2013       | Recycle            |
| 4        | 05W1180 - Employee Leave Records.  | 1461                   | 6                       | 7/2001 - 12/2002                     | 4 cu ft.  | 04/01/2013       | Recycle            |
| 5        | 05W1181 - Recruitment Application and Interview File Materials.  | 1461                   | 7                       | 5/2002                               | 3 cu ft.  | 04/01/2013       | Recycle            |
| 6        | 05W1182 - Recruitment Application and Interview File Materials.  | 1461                   | 7                       | 10/2001 - 7/2002                     | 3 cu ft.  | 04/01/2013       | Recycle            |
| 7        | 05W1183 - Personal Leave and Wage Report Files.  | 1461                   | 5                       | 3/2000 - 2/2002                      | 2 cu ft.  | 04/01/2013       | Recycle            |
| 8        | 05W1184 - Recruitment Application and Interview Files.   | 1461                   | 7                       | 12/1999 - 9/2002                     | 1 cu ft.  | 04/01/2013       | Recycle            |
| 9        | 11W200 - Closed Personnel Files.   | 1461                   | 3                       | Year 2008                            | 15 cu ft. | 04/01/2013       | Recycle            |

### Destruction Certification

|                         |                |                  |
|-------------------------|----------------|------------------|
| <u>Gabriel P. Lopez</u> | <u>Manager</u> | <u>4/10/2013</u> |
| <b>Signature</b>        | <b>Title</b>   | <b>Date</b>      |