

**Submitted:** 4/10/2013  
**Jurisdiction:** Maryland  
**Agency:** Department of General Services,  
 Records Management Division  
**Division/Unit:** DPSCS - Inmate Grievance Office

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

**Certificate ID:** 695  
**MSA ID:** SE55-2873

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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	01W610 - Inmate Grievance Dismissals By Order.	1230	5	Year 1997	15 cu ft.	04/01/2013	Recycle
2	01W611 - Closed Inmate Grievance without hearings.	1230	4	Year 1997	18 cu ft.	04/01/2013	Recycle

### Destruction Certification

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