

Submitted: 6/19/2013
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: 793
MSA ID: SE55-2977
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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	Business Office/Payroll Department , Life, Disability Insurance 7/2005-12/2005 BC/BS CIGNA, Dental Vision, Mamsi Note: These files are redundant copies and not originals.	1908	1	7/1/2005-12/31/2005	1 cu ft.	06/19/2013	Shredding
2	Business Office/Payroll Department 2005 Assoc Ins Accident, Colonial, Cancer INS, EPO & Triple Choice, Secu Note: These files are redundant copies and not originals.	1908	1	1/1/2005-12/31/2005	1 cu ft.	06/19/2013	Shredding
3	Business Office/Payroll Department Payroll folders Jan-June 2005 Note: These files are redundant copies and not originals.	1908	1	1/1/2005-12/31/2005	1 cu ft.	06/19/2013	Shredding
4	Business Office/Payroll Department Time Sheets 2004/2005 11/22/04-3/18/05 Note: These files are redundant copies and not originals.	1908	1	11/22/04-3/18/05	1 cu ft.	06/19/2013	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	6/19/2013
Signature	Title	Date

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5	Business Office/Payroll Department Time Sheets 2005 Note: These files are redundant copies and not originals.	1908	1	1/1/2005-12/31/2005	1 cu ft.	06/19/2013	Shredding
6	Business Office/Payroll Department Voluntary Deductions, Garnishments & Cobra paid bills 2005 Note: These files are redundant copies and not originals.	1908	1	1/1/2005-12/31/2005	1 cu ft.	06/19/2013	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	6/19/2013
Signature	Title	Date