

Submitted: 6/26/2013
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit: Queen Anne's County Health Department

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

Certificate ID: 797
MSA ID: SE55-2980

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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	Abstinence Counseling Files - Paper (All are 24 years of age now)	1518	22	2004-2006	14 cu ft.	06/13/2013	Shred
2	Drug Abuse Statistics and Reports - Paper	1518	24	2006	4 cu ft.	06/13/2013	Shred

Destruction Certification

<u>Walter Zerrlaut</u>	<u>DHMH Records Officer</u>	<u>6/26/2013</u>
Signature	Title	Date