

Submitted: 7/12/2013
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: 805
MSA ID: SE55-2992
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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	Facilities/FY'10 Invoices A-G 7/01/09-6/30/10 1 of 3	1914	1	7/01/09-6/30/10	1 cu ft.	07/12/2013	Shredding
2	Facilities/FY'10 Invoices H-S 7/01/09-6/30/10 2 of 3	1914	1	7/01/09-6/30/10	1 cu ft.	07/12/2013	Shredding
3	Facilities/FY'10 Invoices T-Z 7/01/09-6/30/10 Visa Logs, Budget Transfers, Vehicles Trip Slips 3 of 3	1914	1	7/01/09-6/30/10	1 cu ft.	07/12/2013	Shredding
4	Facilities/Trip Slips & Van Reservations 7/01/09-6/30-10 FY2010	1914	1	7/01/09-6/30-10	1 cu ft.	07/12/2013	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	7/12/2013
Signature	Title	Date