

Submitted: 7/18/2013
Jurisdiction: Maryland
Agency: Public Television
Division/Unit: Procurement

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

Certificate ID: 808
MSA ID: SE55-2996
Page: 1 of 2

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	MPT and MPTF paid invoices (bills/invoices) including credit memos	727	7	2002-2006 & 2009	10 cu ft.	03/07/2013	Vangel Paper Inc - Shred
2	MPT and MPTF Regular and Contractual Payroll including commission documents	727	39	2006	4 cu ft.	03/07/2013	Vangel Paper Inc - Shred
3	MPT and MPTF Copy vendor & artist purchase orders [duplicate copies]	727	44	2002-2011	5 cu ft.	03/07/2013	Vangel Paper Inc - Shred
4	Mail money lists- deposit certificates/slips	727	24	2007-2010	2 cu ft.	03/07/2013	Vangel Paper Inc - Shred
5	MPT working papers for Legislative Audits and MPT Foundation working papers	727	59	2006 - 2010	2 cu ft.	03/07/2013	Vangel Paper Inc - Shred
6	MPT travel authorization forms	727	55	2006	0.5 cu ft.	03/07/2013	Vangel Paper Inc - Shred
7	MPT Budget & MFR backup documents	727	9	2008-2010	2 cu ft.	03/07/2013	Vangel Paper Inc - Shred
8	MPT & MPT Foundation internal copies of Financial Statements	727	33	2002-2006 & 2009-2010	3 cu ft.	03/07/2013	Vangel Paper Inc - Shred
9	MPTF expense accounts	727	28	2002-2006	2 cu ft.	03/07/2013	Vangel Paper Inc - Shred
10	MPTF closed contracts, including underwriting contracts	727A	60	2002-2006	3 cu ft.	03/07/2013	Vangel Paper Inc - Shred
11	MPTF bank statements, reconciliations, deposit backup, check registers	727	6, 24, 21	2002-2006	3 cu ft.	03/07/2013	Vangel Paper Inc - Shred

Destruction Certification

Carole Boucher

Signature

Procurement Director

Title

7/18/2013

Date

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12	MPTF receipt/disbursement journals	727	45	2002-2006	2 cu ft.	03/07/2013	Vangel Paper Inc - Shred
13	MPT Time sheets	727A1	61	2006-2008	4 cu ft.	03/11/2013	Vangel Paper Inc - Shred
14	MPT Personnel files recruitment, terminations and accident reports	727A1	63	1999-2008	13 cu ft.	03/11/2013	Vangel Paper Inc - Shred
15	MPT Education Departments federal grant documentation including purchase orders	727	29, 30,	1996-2004	9 cu ft.	04/30/2013	Vangel Paper Inc - Shred
16	MPT Education contractual/contractor time sheets	727A1	61	1996-2004	2 cu ft.	04/30/2013	Vangel Paper Inc - Shred

Destruction Certification

Carole Boucher

Signature

Procurement Director

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