Maryland Aviation Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2422 Prepare in duplicate Retain one (1) copy and forward original to address at left via MAA Administrative Services Section
Reporting Agency		
Office of Maintenance and Utilities		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Correspondence – General	1157	C1	2005 to 2009	2	5/3/13	Shredded
2	Bi-weekly time sheets (yellows and whites)	1157	A	2005 to 2008	.5	5/3/13	Shredded
3	Bi-weekly employee leave journals	1157	A	2008 and 2009	.5	5/3/13	Shredded
4	Requests for emergency cash overtime	1157	A	2001 to 2007	.5	5/3/13	Shredded

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Commerical Management

I hereby certify that the records listed above were disposed of as indicated.

Laurie Rigg — Signature
Exec. Associate — Title
5/3/13 — Date

DGS 550-2 (Rev. 1/93).