

Submitted: 8/2/2013
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: 844
MSA ID: SE55-3024
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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	Document Services/Color Jobs Charge backs 10-7-544000-68014-0 FY10	1914	1	July 1 2009-June 30 2010	1 cu ft.	08/02/2013	Shredding
2	Document Services/Copy Center Jobs FY2010 Jan, Feb, Mar	1914	1	January 1-March 31 2010	1 cu ft.	08/02/2013	Shredding
3	Document Services/Copy Center Jobs FY2010 Apr, May, June	1914	1	April 1-June 30 2010	1 cu ft.	08/02/2013	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

8/2/2013

Date