

**Submitted:** 8/7/2013  
**Jurisdiction:** Maryland  
**Agency:** Department of Business and  
 Economic Development  
**Division/Unit:** Office of the Secretary

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

**Certificate ID:** 831  
**MSA ID:** SE55-3027

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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	Secretary Christian's briefing, remarks, meeting minutes, agendas - 2009-2011 Qty - 3 boxes Deputy Secretary's briefing, remarks, meeting minutes, agendas - 2009 - 2011; Qty 2 boxes	2578	1	2009-2011	5 cu ft.	07/29/2013	Off site shredding

### Destruction Certification

Fidelia Israel	Operations Coordinator	8/7/2013
<b>Signature</b>	<b>Title</b>	<b>Date</b>