

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

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

**Certificate ID:** 833  
**MSA ID:** SE55-3028

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## Proposal and Certificate of Records Disposition

| Item No. | Description of Records<br>(Same Title as listed on Schedule)   | Authorization             |                            | Inclusive Dates of<br>Records Destroyed | Volume   | Date of<br>Disposal | Method Of<br>Disposal |
|----------|--|---------------------------|----------------------------|---|----------|---------------------|-----------------------|
|          |  | Retention<br>Schedule No. | Section and/or<br>Item No. |   |          |                     |                       |
| 1        | Physical Inventory 2003, 2004<br>Warehouse furniture 2001- 2005<br>EPD's 2001<br>Surplus property 2001<br>Closed EPD 2001-2005 | 2449                      | 8                          | 2001-2005                               | 1 cu ft. | 07/29/2013          | off site<br>shredding |

### Destruction Certification

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