

**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:** 835  
**MSA ID:** SE55-3031

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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	Physical Inventory 2002 Closed epds 2006 Phase2 correspondence 2001 recon 2002, 2003 missing/stolen 2006-2007 physical inventory 2005 non capital equip 2001 inventory control forms 2001-2009 closed epds 2007-2008	2449	7	2001-2009	1 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>