

Submitted: 9/30/2013
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: 893
MSA ID: SE55-3075
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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	Business Office/Accounts Receivable Cashier Check out Sheet 8/31/10-9/08/10 57071- 57220 Box 9 of 40	1908	14	8/31/10-9/08/10	1 cu ft.	09/30/2013	Shredding
2	Business Office/Accounts Receivable Cashier Check out Sheet 9/08/10-9/16/10 57224- 57423 Box 10 of 40	1908	14	9/08/10-9/16/10	1 cu ft.	09/30/2013	Shredding
3	Business Office/Accounts Receivable Cashier Check out Sheet 9/16/10-9/27/10 57424- 57670 Box 11 of 40	1908	14	9/16/10-9/27/10	1 cu ft.	09/30/2013	Shredding

Destruction Certification

Allen S. Kogut	Records Retention Specialist	9/30/2013
Signature	Title	Date