

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDBALTIMORE COUNTY, MARYLAND
Reporting AgencyOffice of Central Services, Records Management Division
Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Assesment Change Forms S3-T3 | C-287 | 4 | 1966-1967 | 3 | 6-4-1973 | Landfill |
| 2 | Real Property Posting Tapes | C-287 | 8 | 1969 | 1 | 6-4-1973 | Landfill |
| 3 | Lien Certificates | C-287 | 9 | 1969-1970 | 2 | 6-4-1973 | Landfill |
| 4 | Twice Paid and Overpayment refund, Daily Summary Sheet, Receipts and Special Taxes | C-287 | 11 | 1964-1969 | 4 | 6-4-1973 | Landfill |
| 5 | Transfer Tax Invoices | C-287 | 12 | 1969-1970 | 1 | 6-4-1973 | Landfill |
| 6 | Cash Slips Metro Building Charge | C-287 | 13 | 1969-1970 | 1 | 6-4-1973 | Landfill |
| 7 | Tax Rolls | C-287 | 1 | 1967 | 38 | 6-4-1973 | Landfill |
| 8 | Bank Tax Collection Ledger Sheets | C-287 | 16 | 1967-1969 | 1 | 6-4-1973 | Landfill |
| 9 | Applications For Tax Credit For Aged (Shredded) | C-316 | 19 | 1968-1969 | 10 | 6-4-1973 | Landfill |
| 10 | Appeal Tax Court Folders (Shredded) | C-316 | 14 | 1952-1953 | 5 | 6-4-1973 | Landfill |
| 11 | Recreation and Parks Golf Tickets | C-326 | 1 | 1970 | 1 | 6-4-1973 | Landfill |
| 12 | Mental Health Records Admission Notices | C-381 | 1 | 1961-1969 | 6 | 6-4-1973 | Landfill |
| 13 | Working Capital Funds IBM Runs | C-382 | 1 | 1969 | 3 | 6-4-1973 | Landfill |
| 14 | Dog License Certificates | C-378 | 1 | 1968 | 5 | 6-4-1973 | Landfill |
| | | | | | 81 | | |

I hereby certify that the above listed records were disposed of as indicated.



Signature

Records Management Officer

Title

June 4, 1973

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDBALTIMORE COUNTY, MARYLAND
Reporting AgencyOffice of Central Services, Records Management Division
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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Vouchers | C-295 | 1 | 1962 | 42 | 4-23-73 | Landfill |
| 2 | Highways Bi-Weekly Daily Time Sheets and Payroll | C-285 | 3 | 1968-1969 | 5 | 4-23-73 | Landfill |
| 3 | Highways Foreman's Daily Report | C-285 | 3 | 1969 | 3 | 4-23-73 | Landfill |
| 4 | Time Sheets-Bi-Weekly | C-285 | 3 | 1969 | 4 | 4-23-73 | Landfill |
| 5 | Time Sheets-Bi-Weekly | C-285 | 3 | 1970 | 1 | 4-23-73 | Landfill |
| 6 | Sewer, Water and Storm Drains Contract Files | C-377 | 1 | 1947-1962 | 90 | 4-23-73 | Landfill |
| 7 | Material Delivery Tickets | C-377 | 3 | 1965-1968 | 2 | 4-23-73 | Landfill |
| 8 | Construction Progress Prints | C-377 | 2 | 1964-1968 | 14 | 4-23-73 | Landfill |
| | | | | | <u>161</u> | | |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer
Title

April 25, 1973
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 1 | Food Protection Day Sheet | C-214 | 2 | 1960-1969 | 2 | 3-14-73 | Landfill |
| 2 | Gasoline Charge Tickets | C-282 | 1 | 1970-1972 | 5 | 3-14-73 | Landfill |
| 3 | Vehicle Repair Orders | C-282 | 3 | 1970-1971 | 5 | 3-14-73 | Landfill |
| 4 | Recreation and Parks Time Sheets | C-285 | 3 | 1963-1970 | 2 | 3-14-73 | Landfill |
| 5 | Plumbing Applications | C-297 | 3 | 1967-1968 | 4 | 3-14-73 | Landfill |
| 6 | Void Assessment Cards | C-316 | 4 | 1957-1967 | 66 | 3-14-73 | Landfill |
| 7 | Assessment Notices | C-316 | 5 | 1966-1967 | 13 | 3-14-73 | Landfill |
| 8 | New Building Field Cards and Applications for Permits | C-316 | 11 | 1968-1969 | 9 | 3-14-73 | Landfill |
| 9 | Recreation and Parks Print Outs and Operating Budget | C-325 | 2 | 1968-1969 | 1 | 3-14-73 | Landfill |
| 10 | Recreation and Parks Purchase Orders | C-325 | 1 | 1968-1970 | 1 | 3-14-73 | Landfill |
| 11 | Medical Services Summary Records | C-373 | 18 | 1967 | 4 | 3-14-73 | Landfill |
| 12 | Mileage Records and Purchase Orders | C-373 | 22 | 1964-1968 | 8 | 3-14-73 | Landfill |
| 13 | Water Applications and Print Outs | C-375 | 4 | 1947-1968 | 23 | 3-14-73 | Landfill |
| 14 | Bingo Applications and Summation Sheets | C-375 | 6 | 1961-1969 | 16 | 3-14-73 | Landfill |
| 15 | Day Nursery Application and Permits | C-375 | 8 | 1968-1969 | 2 | 3-14-73 | Landfill |
| 16 | Amusement Device Applications | C-375 | 9 | 1966-1969 | 3 | 3-14-73 | Landfill |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer
Title

March 19, 1973
Date

CERTIFICATE OF RECORDS DISPOSAL

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STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 17 | Eating and Drinking Permits | C-375 | 1 | 1967-1969 | 9 | 3-14-73 | Landfill |
| 18 | Cash Slips, Receipts and Daily Summary | C-375 | 2 | 1959-1969 | 23 | 3-14-73 | Landfill |
| 19 | Trailer Permits | C-375 | 3 | 1967-1968 | 1 | 3-14-73 | Landfill |
| 20 | Master Plumber Bonds | C-375 | 5 | 1960-1968 | 2 | 3-14-73 | Landfill |
| 21 | Taxi Cab Applications | C-375 | 7 | 1961-1966 | 8 | 3-14-73 | Landfill |
| 22 | Day Nursery, Camp and Motel Folders | C-375 | 8 | 1963-1967 | 5 | 3-14-73 | Landfill |
| 23 | Amusement Devices | C-375 | 9 | 1959-1965 | 4 | 3-14-73 | Landfill |
| 24 | Cash Slip Receipts | C-375 | 10 | 1961-1967 | 9 Books | 3-14-73 | Landfill |
| 25 | Plumbing Receipt Book | C-375 | 11 | 1958-1968 | 1 Book | 3-14-73 | Landfill |
| 26 | Plumbing Permit Applications | C-375 | 12 | 1958-1968 | 6 Books | 3-14-73 | Landfill |
| 27 | Bingo Register | C-375 | 13 | 1960-1964 | 6 Books | 3-14-73 | Landfill |
| 28 | Water Application Register | C-375 | 14 | 1963 | 1 Book | 3-14-73 | Landfill |
| 29 | Cash Slip Register | C-375 | 15 | 1961-1967 | 8 Books | 3-14-73 | Landfill |
| 30 | Taxi Cab Register | C-375 | 16 | 1962-1967 | 6 Books | 3-14-73 | Landfill |
| 31 | Miscellaneous Register | C-375 | 17 | 1963-1965 | 6 Books | 3-14-73 | Landfill |
| 32 | Amusement Device Register | C-375 | 18 | 1960-1963 | 6 Books | 3-14-73 | Landfill |

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I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer
Title

March 19, 1973
Date

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**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|---------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Finance-Book keeping Ledger Cards | C-287 | 5 | 1968-1969 | 1 | 1-17-73 | Landfill |
| 2 | Finance-Tax Analysis Sheets | C-287 | 7 | 1968-1969 | 1 | 1-17-73 | Landfill |
| 3 | Finance- Posting Tapes | C-287 | 8 | 1968-1969 | 3 | 1-17-73 | Landfill |
| 4 | Finance- Lien Certificates | C-287 | 9 | 1968-1969 | 5 | 1-17-73 | Landfill |
| 5 | Finance- Daily Summary Sheets | C-287 | 11 | 1965-1969 | 5 | 1-17-73 | Landfill |
| 6 | Finance- Transfer Tax Invoices | C-287 | 12 | 1968-1969 | 2 | 1-17-73 | Landfill |
| 7 | Finance- Cash Slips | C-287 | 13 | 1968-1969 | 5 | 1-17-73 | Landfill |
| 8 | Finance- Deposit Slips | C-287 | 14 | 1967-1969 | 5 | 1-17-73 | Landfill |
| 9 | Finance-Auditors Cancelled Checks | C-295 | 2 | 1967 | 10 | 1-17-73 | Landfill |
| 10 | Finance- Working Capital Funds | C-382 | 1 | 1964-1969 | 25 | 1-17-73 | Landfill |
| 11 | Finance- Payroll Control Journals | C-308 | 2 | 1961-1962 | 9 | 1-17-73 | Landfill |
| 12 | Finance- Payroll Attendance Report | C-308 | 3 | 1961-1962 | 6 | 1-17-73 | Landfill |
| 13 | Administrative-General Files and Correspondence | C-305 | 1 | 1959-1966 | 20 | 1-17-73 | Landfill |
| 14 | Recreation and Parks-Golf Tickets Reconciliations | C-326 | 1&2 | 1968-1969 | 5 | 1-17-73 | Landfill |
| 15 | Finance-Capital Improvement Metropolitan Construction Fund | C-292 | 5 | 1959-1965 | 4 | 1-17-73 | Landfill |
| 16 | Assessments-Schedules and Returns of Personal Property | C-316 | 16 | 1965 | 15 | 1-17-73 | Landfill (Shredded) |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer
Title

January 17, 1973
Date

CERTIFICATE OF RECORDS DISPOSAL
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HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 17 | Finance-Landfill Tickets | Non Record | | 1970 | 28 | 1-17-73 | Landfill |
| 18 | Finance-Trial Balances | Non Record | | 1965-1971 | 7 | 1-17-73 | Landfill |
| 19 | Finance- Original Old Age Printouts | Non Record | | 1969-1971 | 4 | 1-17-73 | Landfill |
| | | | | | 160 | | |

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 Signature

Records Management Officer
 Title

January 17, 1973
 Date



CERTIFICATE OF RECORDS DISPOSAL

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**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND
Reporting Agency

Office of Central Services, Records Management Division
Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Tax Rolls | C-287 | 1 | 1965-1966 | 78 | 5-24-72 | Landfill |
| 2 | Real Property Paid Bills | C-287 | 2 | 1965-1966 | 24 | 5-24-72 | Landfill |
| 3 | Bookeeping Ledgers | C-292 | 1 | 1946-1954 | 1 | 5-24-72 | Landfill |
| 4 | Payroll General Fund Checks, Bank Statements | C-295 | 2 | 1951-1967 | 31 | 5-24-72 | Landfill |
| 5 | Dog License | C-378 | 1 | 1962-1966 | 22 | 5-24-72 | Landfill |
| 6 | Credit Union, Back up records | Nonrecord | | 1960-1968 | 8 | 5-24-72 | Landfill |
| 1 | Offense Reports | C-288 | 1 | 8-18-67 to 1-20-68 | 30 cu. ft. <u>194</u> | 6-1-72 | Micro Filmed then burned |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer
Title

June 2, 1972
Date

CERTIFICATE OF RECORDS DISPOSAL
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HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 1. | Plumbing Permits Inspector's Copy (Blue) | C-297 | 1 | 1966 thru 1967 | 6 1/4 cu.ft. | Jan. 18, 1972 | Incinerate |
| 2. | Plumbing Correspondence | C-297 | 4 | 1960 thru 1967 | 1 1/2 cu. ft. <i>8 cu. ft.</i> | " | " |

Exhibit 5

Andrew Eldredge

I hereby certify that the above listed records were disposed of as indicated.

Frank R. Thornton

Signature

Records Management Officer

Title

JANUARY 21-1972

Date

CERTIFICATE OF RECORDS DISPOSAL

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STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 1 | Time Sheets | C-285 | 3 | 1967-1969 | 16 ✓ | 1-19-72 | Landfill |
| 2 | Magistrates Dockets & Criminal Reports | C-285 | 4 | 1963-1966 | 5 ✓ | 1-19-72 | Landfill |
| 3 | Tax Installment Accounts | C-287 | 5 | 1965-1968 | 3 | 1-19-72 | Landfill |
| 4 | County & State Financial Reports | C-287 | 6 | 1963-1968 | 1 | 1-19-72 | Landfill |
| 5 | Tax Analysis Sheets | C-287 | 7 | 1962-1968 | 3 | 1-19-72 | Landfill |
| 6 | Posting Tapes | C-287 | 8 | 1968 | 3 | 1-19-72 | Landfill |
| 7 | Lien Certificates | C-287 | 9 | 1968 | 4 | 1-19-72 | Landfill |
| 8 | Special Taxes-forms-Reports and Correspondence | C-287 | 11 | 1966-1968 | 2 | 1-19-72 | Landfill |
| 9 | Cash Slip Receipts and Correspondence | C-287 | 13 | 1958 1966-1968 | 2 | 1-19-72 | Landfill |
| 10 | Deposit Slip Copies | C-287 | 14 | 1950-1963 | 6 | 1-19-72 | Landfill |
| 11 | Bank Tax Collection Machine Tapes | C-287 | 16 | 1968 | 1 | 1-19-72 | Landfill |
| 12 | General Ledger Cards | C-292 | 1 | 1950-1964 | 15 | 1-19-72 | Landfill |
| 13 | Capital Improvement Closed Job Order Cards | C-292 | 3 | 1956-65 | 8 | 1-19-72 | Landfill |
| 14 | Capital Improvement Fund Job Order Files | C-292 | 5 | 1959-64 | 1 | 1-19-72 | Landfill |
| 15 | Return of Contribution | C-293 | 1 | 1945-1967 | 15 | 1-19-72 | Landfill |
| 16 | Employees Retirement System & Death Benefits Closed Case Files | C-293 | 2 | 1955-1967 | 2 | 1-19-72 | Landfill |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer
Title

January 21, 1972
Date

CERTIFICATE OF RECORDS DISPOSAL

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STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 17 | Employees Retirement System Correspondence | C-293 | 3 | 1966 | 1 | 1-19-72 | Landfill |
| 18 | Vouchers | C-295 | 1 | 1961 | 45 | 1-19-72 | Landfill |
| 19 | Payroll Checks | C-295 | 2 | 1966 | 10 | 1-19-72 | Landfill |
| 20 | Metropolitan District & Capital Improvement Job Order Files | C-295 | 5 | 1939-1964 | 28 | 1-19-72 | Landfill |
| 21 | Plumbing Permits | C-297 ✓ | 1 | 1964-1968 | 6 ✓ | 1-19-72 | Landfill |
| 22 | General Files and Audits | C-305 ✓ | 1 | 1942-1965 | 5 ✓ | 1-19-72 | Landfill |
| 23 | Assessment Notices | C-316 ✓ | 5 | 1965-1966 | 10 ✓ | 1-19-72 | Landfill |
| 24 | Purchase Orders-Goldenrods | C-325 ✓ | 1 | 1965-1968 | 6 ✓ | 1-19-72 | Landfill |
| 25 | Cash Receipt Tickets | C-326 ✓ | 1 ✓ | 1966-1968 | 2 ✓ | 1-19-72 | Landfill |
| 26 | Communicable Disease Records | C-373 | 9 | 1966 | 1 | 1-19-72 | Landfill |
| 27 | Medical Care Case Summary Records | C-373 | 18 | 1966 | 6 | 1-19-72 | Landfill |
| 28 | Fiscal Records | C-373 | 22 | 1958-1961 | 3 | 1-19-72 | Landfill |
| 29 | Statistic & Clinic Schedules | C-373 | 39 | 1959-1967 | 2 | 1-19-72 | Landfill |
| 30 | Study of Dist. of Gasoline Tax | Nonrecord | | 1958-1959 | 1 | 1-19-72 | Landfill |
| 31 | City & County Water Rate Study | Nonrecord | | 1960 | 1 | 1-19-72 | Landfill |
| 32 | Study Records | Nonrecord | | 1960 | 1 | 1-19-72 | Landfill |
| 33 | Metropolitan Revenue Study-Badger | Nonrecord | | 1959-1963 | 1 | 1-19-72 | Landfill |
| 34 | Invoices & General Correspondence | Nonrecord | | 1962-1966 | 1 | 1-19-72 | Landfill |
| 35 | Street File & Correspondence | Nonrecord | | 1961-1966 | 2 | 1-19-72 | Landfill |
| 36 | General Office Correspondence | Nonrecord | | 1959-1968 | 1 | 1-19-72 | Landfill |
| 37 | Inactive Zoning Violations | Nonrecord | | 1964-1965 | 5 | 1-19-72 | Landfill |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer

Title

January 21, 1972

Date

CERTIFICATE OF RECORDS DISPOSAL

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HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

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| | | Schedule No. | Item No. | | | | |
| 38 | Inactive Electrician's Application | Nonrecord | | 1950-1965 | 5 | 1-19-72 | Landfill |
| 39 | Unused License Stubs | Nonrecord | | 1950-1953 | | | |
| | | | | 1958-1965 | 2 | 1-19-72 | Landfill |
| 40 | Electricians License Stubs | Nonrecord | | 1950-1966 | 1 | 1-19-72 | Landfill |
| 41 | Proof of Cash Disbursements | Nonrecord | | 1958-1963 | 2 | 1-19-72 | Landfill |
| 42 | Highway Capital Improvement Cards | Nonrecord | | 1950-1955 | 6 | 1-19-72 | Landfill |
| 43 | Data Processing Election Listings | Nonrecord | | 1966-1968 | 10 | 1-19-72 | Landfill |
| | | | | | <u>251</u> | | |

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Frank R. Thornton

Signature

Records Management Officer

Title

January 21, 1972

Date

CERTIFICATE OF RECORDS DISPOSAL

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**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

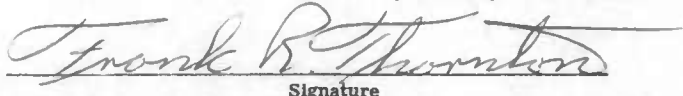
Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 1 | Finance-Public Works Time Sheets | C-285 | 3 | 1968 | 1 | 9-22-71 | Landfill |
| 2 | Permits & Licenses-Building Permit Applications (These records have been put on microfilm) | C-286 | 4 | 1968-1970 | 37 | 9-22-71 | Landfill |
| 3 | Central Services-Purchase Orders | C-325 | 1 | 1963-1967 | 26 | 9-22-71 | Landfill |
| 4 | Public Works-Unsuccessful Bidders Contract Folders | Nonrecord | | 1960-1969 | 18 | 9-22-71 | Landfill |
| 5 | Finance-Daily Balances | Nonrecord | | 1903-1923 | 6 | 9-22-71 | Landfill |
| 6 | Finance-Journals | Nonrecord | | 1905-1931 | 6 | 9-22-71 | Landfill |
| 7 | Finance-Cash Book | Nonrecord | | 1899-1930 | 16 | 9-22-71 | Landfill |
| 8 | Assessments-Petition for Assessment Review | C-316 | 6 | 1964-1967 | 5 | 9-22-71 | Shredded |
| 9 | Assessments-Application for Tax Credit for the Aged | C-316 | 19 | 1965-1966 | 11 | 9-22-71 | Shredded |

I hereby certify that the above listed records were disposed of as indicated.



Signature

Records Management Officer

Title

9/23/71

Date

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Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 1 | Central Services - Gasoline Mileage Tickets | C-282 | 1 ✓ | 1969-1970 | 1 | 7-29-71 | Landfill Burial |
| 2 | Metropolitan Construction Operating Capital Improvement - Working Capital Recipient Cards - General Fund Recipient Cards | C-285 | 1 ✓ | 1967-1968 | 2 | 7-29-71 | Landfill Burial |
| 3 | Metropolitan Time Sheets - Bureau of Utilities & Recreation & Parks | C-285 | 3 ✓ | 1967-1968 | 7 | 7-29-71 | Landfill Burial |
| 4 | Magistrate Court Dockets | C-285 | 4 ✓ | 1964-1965 | 2 | 7-29-71 | Landfill Burial |
| 5 | Tax Sale Files | C-287 | 3 ✓ | 1962-1965 | 3 | 7-29-71 | Landfill Burial |
| 6 | Transfers - Control Sheet Basis | C-287 | 4 ✓ | 1964 | | | |
| | | | | 1958-1959 | 1 | 7-29-71 | Landfill Burial |
| 7 | Bookkeeping Recap of IBM Sheet on Monthly Distribution - Overpayment Slips and Tax Installment Records | C-287 | 5 ✓ | 1962-1967 | | | |
| | | | | 1964-1966 | 3 | 7-29-71 | Landfill Burial |
| 8 | IBM Listings Revenue Distribution | C-287 | 7 ✓ | 1963-1964 | 2 | 7-29-71 | Landfill Burial |
| 9 | Analysis Tapes, Real & Personal Property Daily Machine Tapes | C-287 | 8 ✓ | 1966-1968 | 12 | 7-29-71 | Landfill Burial |
| 10 | Lien Certificates | C-287 | 9 ✓ | 1968 | 2 | 7-29-71 | Landfill Burial |
| 11 | Corporation Assessment Changes, Trailer Cards, Approved & Disapproved G & E, Telephone Daily Summary Sheets | C-287 | 11 ✓ | 1960-1964 | | | |
| | | | | 1966-1968 | 4 | 7-29-71 | Landfill Burial |

I hereby certify that the above listed records were disposed of as indicated.

Frank R. Thornton
Signature

Records Management Officer
Title

July 30, 1971
Date

CERTIFICATE OF RECORDS DISPOSAL

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STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

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| | | Schedule No. | Item No. | | | | |
| 12 | Transfer Tax Invoices & Motel Invoices | C-287 | ✓ 12 | 1966-1968 | 4 | 7-29-71 | Landfill Burial |
| 13 | Cash Slips | C-287 | ✓ 13 | 1965-1968 | 5 | 7-29-71 | Landfill Burial |
| 14 | Disbursement Sheets, Tellers Daily Cash Sheets, Daily Report Special Deposits and Disbursement Sheets | C-287 | ✓ 14 | 1961-1968 | 7 | 7-29-71 | Landfill Burial |
| 15 | Check Book Stubs Bank Tax Collector Machine Tapes | C-287 | ✓ 16 | 1966-1968 | 3 | 7-29-71 | Landfill Burial |
| 16 | Interoffice Correspondence - All Funds | C-287 | ✓ 18 | 1959 1960-1964 | 2 | 7-29-71 | Landfill Burial |
| 17 | Finance - Payroll Checks | C-295 | ✓ 2 | 1966 | 7 | 7-29-71 | Landfill Burial |
| 18 | Metropolitan Construction Closed Jobs | C-292 | ✓ 5 | 1958-1963 | 1 | 7-29-71 | Landfill Burial |
| 19 | Permits & Licenses - Plumbing Permits Dists. 4-15 | C-297 | ✓ 1 | 1957-1967 | 7 | 7-29-71 | Landfill Burial |
| 20 | Executive - General Correspondence | C-305 | ✓ 1 | 1957-1962 | 16 | 7-29-71 | Landfill Burial |
| 21 | Central Services - Requisitions | C-325 | ✓ 2 | 1962-1966 | 4 | 7-29-71 | Landfill Burial |
| 22 | Central Services - Sub-Order Releases | C-325 | ✓ 3 | 1962-1966 | 4 | 7-29-71 | Landfill Burial |
| 23 | Central Services - Invoices & Goods Received Memorandums - Stationery Department | C-325 | ✓ 4 | 1965 | 1 | 7-29-71 | Landfill Burial |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer

Title

July 30, 1971

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 24 | Longview Golf Tickets | C-326 | ✓ 1 | 1967-1968 | 3 | 7-29-71 | Landfill Burial |
| 25 | County Commissioners | Nonrecord | ✓ | 1945-1965 | 4 | 7-29-71 | Landfill Burial |
| 26 | Tax File Proof Sheets | Nonrecord | | 1968 | 1 | 7-29-71 | Landfill Burial |
| 27 | Tax Proof Sheets Dist. 1 thru 15 | Nonrecord | ✓ | 1968-1969 | 1 | 7-29-71 | Landfill Burial |
| 28 | Real Property Proof Sheets | Nonrecord | | 1968-1969 | 2 | 7-29-71 | Landfill Burial |
| 29 | Personal Property Proof Sheets | Nonrecord | | 1968 | 1 | 7-29-71 | Landfill Burial |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Officer
Title

July 30, 1971
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Baltimore County Police Department
 Reporting Agency

Services Division
 Division or Bureau of Reporting Agency

| Item | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|------|--|-------------------------------|-------------|--|-------------------------------------|------------------------|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Offense Reports | C 288 | 1 | 1/1/62 to 10/7/64 | 60 Cubic ft. | 7/16/71 | Micro Filmed then burned |

I hereby certify that the above listed records were disposed of as indicated.

John B. Jain
 Signature

Captain
 Title

7/19/71
 Date

Posted**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION**STATE OF MARYLAND**BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | People's Court Housekeeping records | C-272 ✓ | 1 | 1967 | 5 | 5-4-71 | Landfill Burial |
| 2 | Finance Metropolitan Time Sheets - Bureau of Utilities | C-285 ✓ | 3 | 1967-1968 | 1 | 5-4-71 | Landfill Burial |
| 3 | Finance - Revenue Division Tax Rolls | C-287 ✓ | 1 ✓ | 1964 | 34 | 5-4-71 | Landfill Burial |
| 4 | Tax Rolls Collector's Stubs | C-287 ✓ | 2 | 1964-1965 | 21 | 5-4-71 | Landfill Burial |
| 5 | Tax Proof Analysis Sheets | C-287 ✓ | 7 | 1964-1965 | 7 | 5-4-71 | Landfill Burial |
| 6 | Motor Vehicle Registration Stubs | C-287 ✓ | 10 | 1970 | 3 | 5-4-71 | Landfill Burial |
| 7 | Finance Employees Retirement Inactive General Files | C-293 ✓ | 3 | 1959-1965 | 1 | 5-4-71 | Landfill Burial |
| 8 | Permits and Licenses Plumbing Permit Applications | C-297 ✓ | 3 | 1967-1968 | 3 | 5-4-71 | Landfill Burial |
| 9 | Administrative Office General Files & Correspondence | C-305 ✓ | 1 | 1957-1965 | 5 80 | 5-4-71 | Landfill Burial |

I hereby certify that the above listed records were disposed of as indicated.

Sylvester G. Yurek

Signature

Records Management

Title

5-5-71

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 10 | Central Services Purchase Orders | C-325 | 1 | 1963- | 6 | 5-4-71 | Landfill Burial |
| 11 | Public Works Highway inspection road contract finals | Non-Record ✓ | | 1953-1960 | 48 | 5-4-71 | Landfill Burial |
| 12 | Road Contract folders | Non-Record ✓ | | 1951-1960 | 24 | 5-4-71 | Landfill Burial |
| | | | | | <u>78</u> | | |

I hereby certify that the above listed records were disposed of as indicated.

Sylvester G. Yurek

Signature

Sylvester G. Yurek

Records Management

Title

5-5-71

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Food Establishment Inspection Record | C-214 | 2 | 1952-1967 | 5 cu ft | 2-10-71 | Landfill Burial |
| 2 | People's Court Receipts ✓ | C-272 | 1 | 1964-1966 | 11 | 2-10-71 | Landfill Burial |
| 3 | Central Garage Gasoline Charge Tickets ✓ | C-282 | 1 | 1967-1969 | 6 | 2-10-71 | Landfill Burial |
| 4 | Central Garage Repair Order Tabulations ✓ | C-282 | 2 | 1969 | 3 | 2-10-71 | Landfill Burial |
| 5 | Public Works & Metropolitan District Time Sheets ✓ | C-285 | 3 | 1966-1967 | 23 | 2-10-71 | Landfill Burial |
| 6 | Permits & Licenses Building Plan Permits ✓ | C-286 | 1 | 1966 | 21 | 2-10-71 | Landfill Burial |
| 7 | Permits & Licenses Building Complaints - Correspondence ✓ | C-286 | 3 | 1964 | 7 | 2-10-71 | Landfill Burial |
| 8 | Tax Assessment Change ✓ | C-287 | 4 | 1964-1965 | 3 | 2-10-71 | Landfill Burial |
| 9 | Posting Machine Tapes ✓ | C-287 | 8 | 1966-1967 | 8 | 2-10-71 | Landfill Burial |
| 10 | Lien Certificates ✓ | C-287 | 9 | 1967-1968 | 5 | 2-10-71 | Landfill Burial |
| 11 | Daily Summary Sheets ✓ | C-287 | 11 | 1965-1967 | 3 | 2-10-71 | Landfill Burial |
| 12 | Overpayment Notices ✓ | C-287 | 11 | 1957-1967 | 2 | 2-10-71 | Landfill Burial |
| 13 | Trial Balances ✓ | C-287 | 11 | 1963-1967 | 3 | 2-10-71 | Landfill Burial |
| 14 | Cash Slip Receipts ✓ | C-287 | 13 | 1966-1967 | 3 | 2-10-71 | Landfill Burial |
| 15 | Deposit Slips & Daily Tapes ✓ | C-287 | 14 | 1966-1967 | 1 | 2-10-71 | Landfill Burial |

I hereby certify that the above listed records were disposed of as indicated.

Sylvester M. Zurek

 Signature

Interim Records Management Officer

 Title

February 10, 1971

 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

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|----------|---|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 16 | Central Billing Invoices ✓ | C-287 | 17 | 1963-1966 | 7 <i>cu ft</i> | 2-10-71 | Landfill Burial |
| 17 | Metropolitan District & Capital Improvement Fund Job Order File ✓ | C-292 | 5 | 1956-1963 | 1 | 2-10-71 | Landfill Burial |
| 18 | Finance Employee Return of Contribution ✓ | C-293 | 1-2 | 1961-1965 | 6 | 2-10-71 | Landfill Burial |
| 19 | Finance General Fund Vouchers ✓ | C-295 | 1 | 1960 | 39 | 2-10-71 | Landfill Burial |
| 20 | Cancelled Payroll Checks ✓ | C-295 | 2 | 1965 | 16 | 2-10-71 | Landfill Burial |
| 21 | Permits & Licenses Plumbing Permits ✓ | C-297 | 1 | 1957-1959 1963-66 | 8 | 2-10-71 | Landfill Burial |
| 22 | Permits & Licenses Plumbing Plan File ✓ | C-297 | 2 | 1967 | 3 | 2-10-71 | Landfill Burial |
| 23 | Permits & Licenses Plumbing Permit Applications ✓ | C-297 | 3 | 1966 | 4 | 2-10-71 | Landfill Burial |
| 24 | Assessment Dept. Assessment Notices ✓ | C-316 | 5 | 1964-1965 | 2 | 2-10-71 | Landfill Burial |
| 25 | Assessment Dept. Inspector's Copies Application ✓ | C-316 | 11 | 1960-1967 | 3 | 2-10-71 | Landfill Burial |
| 26 | Assessment Applications for Tax Credit for Aged ✓ | C-316 | 19 | 1965-1967 | 14 | 2-10-71 | Shredded |
| 27 | Central Services Purchase Orders ✓ | C-325 | 1 | 1959-1966 | 55 | 2-10-71 | Landfill Burial |
| 28 | Central Services Requisitions ✓ | C-325 | 2 | 1965-1967 | 9 | 2-10-71 | Landfill Burial |
| 29 | Contract Purchase Files ✓ | C-325 | 6 | 1957-1965 | 15 | 2-10-71 | Landfill Burial |
| 30 | Central Services Stationery Dept. Invoices ✓ | C-325 | 11 | 1965 | 1 | 2-10-71 | Landfill Burial |

I hereby certify that the above listed records were disposed of as indicated.

Sylvester M. Yarnick
 Signature

Interim Records Management Officer
 Title

February 10, 1971
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
Reporting Agency

Office of Central Services, Records Management Division
Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|--------------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 31 ✓ | Longview Golf Tickets and Reconciliation Sheets | ✓ C-326 | 1-2 | 1967 | 3 <i>cu. ft.</i> | 2-10-71 | Landfill Burial |
| 32 | Health Department Time Keeping Records Contractual Employees | C-373 | 39 | 1962-1965 | 1 3 <i>cu. ft.</i> | 2-10-71 | Landfill Burial |

cannot identify

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Sylvester M. Zurek
Signature

Interim Records Management Officer
Title

February 10, 1971
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Baltimore County Police Department
 Reporting Agency

Services Bureau
 Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|---|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Field Interrogation Report | ✓ C 288 | 6 | 1966 1967 | 1 Cubic Ft. | 2/19/71 | Burned |
| 2 | Tow Slips | ✓ 192 | 8 | 1967 | ½ Cubic Ft. | 2/19/71 | Burned |
| 3 | Dailey Activity Sheets | ✓ C 288 | 4 | 1966 1967 | 4 Cubic Ft. | 2/19/71 | Burned |
| 4 | Motor Vehicle Travel & Gasoline Records | ✓ 192 | 18 | 1964 1966 | 2 Cubic Ft. | 2/19/71 | Burned |
| 5 | General File (Special Correspondence General Correspondence) | ✓ 193 | 14 | 1950 1960 | 4 Cubic Ft. 1 ½ " " | 2/19/71 | Burned |

I hereby certify that the above listed records were disposed of as indicated.

Captain J. B. Fein
 Signature

Captain
 Title

2/19/71
 Date

*Posted***CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**Baltimore County, Maryland
Reporting AgencyOffice of Central Services, Records Management Division
Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Central Garage Gasoline Charge Tickets ✓ | C-282 | 1 | 1968 | 7 | 10-13-1970 | Landfill Burial |
| 2 | IBM-Repair Order Tabulations ✓ | C-282 | 4 | 1966-1968 | 2 | 10-13-1970 | Landfill Burial |
| 3 | Public Works Highways - Bi-Weekly Time Sheets ✓ | C-285 | 3 | 1966 | 4 | 10-13-1970 | Landfill Burial |
| 4 | Bank Statements ✓ | C-287 | 16 | 1956-1957 | 1 | 10-13-1970 | Landfill Burial |
| 5 | Finance General Fund Vouchers ✓ | C-295 | 1 | 1953-1959 | 160 | 10-13-1970 | Landfill Burial |
| 6 | Cancelled Payroll Checks ✓ | C-295 | 2 | 1964-1965 | 19 | 10-13-1970 | Landfill Burial |
| | Finance - Revenue Division Tax Proof Sheets | Non-Record Material | | 1968-1969 | 66 | 10-13-1970 | Landfill Burial |

I hereby certify that the above listed records were disposed of as indicated.

Sybilster P. York

Signature*Autumn Records Management Office*

TitleOctober 13, 1970

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| ✓ 1 | Finance Recipient Cards | C-285 | 1 | 1964 - 66 | 3 | 6-9-1970 | Landfill burial |
| ✓ 2 | Public Works Time Sheets | " | 3 | 1965 - 67 | 6 | " | " " |
| ✓ 3 | Magistrate Reports | " | 4 | 1964 - 66 | 7 | " | " " |
| | Finance - Revenue Division | | | | | | |
| ✓ 4 | Tax Rolls | C-287 | 1 | 1963 | 43 | " | " " |
| ✓ 5 | Tax Bill Collector's Stub | " | 2 | 1962 - 64 | 47 | " | " " |
| ✓ 6 | Assessment Changes M-1, S-3, T-3 | " | 4 | 1963 - 64 | 1 | " | " " |
| ✓ 7 | Tax Analysis Sheets | " | 7 | 1964 - 65 | 1 | " | " " |
| ✓ 8 | Validating Machine Tapes | " | 8 | 1963 - 64 | 1 | " | " " |
| ✓ 9 | Lien Certificates | " | 9 | 1966 - 67 | 8 | " | " " |
| ✓ 10 | Motor Vehicle Registration Stubs | " | 10 | 1968 | 5 | " | " " |
| ✓ 11 | Real Property - Personal Property Daily Summary Sheets Overpayment Notices | " | 11 | 1964 - 67 | 11 | " | " " |
| ✓ 12 | Transfer Tax Forms, Correspondence | " | 12 | 1963 - 66 | 4 | " | " " |
| ✓ 13 | Cash Slip Receipts | " | 13 | 1965 - 66 | 3 | " | " " |
| ✓ 14 | Bank Deposit Slips | " | 14 | 1965 - 66 | 2 | " | " " Exhibit |
| ✓ 15 | Bank Statements | " | 16 | 1965 - 66 | 4 | " | " " Exhibit |
| ✓ 16 | Central Billing Invoices | " | 17 | 1964 - 65 | 2 | " | " " Exhibit |
| | Finance | | | | | | |
| ✓ 17 | Bank Fund Control Cards | C-292 | 2 | 1962 - 63 | 1 | " | " " Exhibit |

I hereby certify that the above listed records were disposed of as indicated.

Ronald D. Surry Signature
 Records Management Officer Title

6/9/70 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division
Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| ✓ 18 | Metropolitan Construction Closed Job Orders | C-292 | 5 | 1957 - 62 | 7 | 6-9-1970 | Landfill burial |
| ✓ 19 | Longview Golf Tickets & Reconciliation Sheets | C-326 | 1 & 2 | 1966 - 67 | 1 | " | " " |
| ✓ 20 | Central Services Purchase Orders | C-325 | 1 | 1964 - 66 | 14 | " | " " |

I hereby certify that the above listed records were disposed of as indicated.

Thomas Burnett
Signature

Records Management Officer
Title

6/9/70
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDBaltimore County, Maryland
Reporting AgencyOffice of Central Services, Records Management
Division or Bureau of Reporting Agency

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|----------|--|-------------------------------|-------------|--|-------------------------------------|------------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| | Finance Dept. Division of Collection And Receipts | | | | | | |
| 1 | Paid Tax Bills | C-287 | 2 ✓ | 1958-62 | 4 Cubic Feet | 5-16-1969 | Burned |
| 2 | Tax Assessment Change M-I, S-3, T-3, | C-287 | 4 ✓ | 1962-63 | I " " | " " " | " |
| 3 | Tax Installment Closed | C-287 | 5 ✓ | 1951-65 | I " " | " " " | " |
| 4 | Tax Analysis Cards | C-287 | 7 ✓ | 1960-61 | I " " | " " " | " |
| 5 | Lien Certificates | C-287 | 9 ✓ | 1965-66 | 6 " " | " " " | " |
| 6 | Tax Refund Overpayment Notices | C-287 | 11 ✓ | 1957-64 | 3 " " | " " " | " |
| 7 | Transfer Tax Invoices | C-287 | 12 ✓ | 1964-65 | 2 " " | " " " | " |
| 8 | Cash Slip Receipts | C-287 | 13 ✓ | 1963-65 | 3 " " | " " " | " |
| 9 | Deposits Slips & Tapes | C-287 | 14 ✓ | 1964-66 | 2 " " | " " " | " |
| 10 | Paving Charge Authorization | C-287 | 15 ✓ | 1953-65 | 4 " " | " " " | " |

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Bennett
SignatureRecords Management Officer
Title5-16-69
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDBaltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management

Division or Bureau of Reporting Agency

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|----------|---|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| | Finance Dept. Division of Collections And Receipts | | | | | | |
| 1 | Tax Rolls | C-287 | I ✓ | 1961 | ✓ 36 Cubic Feet | 5-16-1969 | Burned |
| 2 | Motor Vehicle Registrations | C-287 | 10 ✓ | 1965-68 | ✓ 27 " " | " " " | " |
| 3 | Bank Tax Collection Machine Tapes | C-287 | 16 ✓ | 1964-65 | ✓ 6 " " | " " " | " |
| 4 | Central Billing Invoices | C-287 | 17 ✓ | 1962-63 | ✓ 1 " " | " " " | " |
| 5 | Public Works Time Sheets | C-285 | 3 ✓ | 1965-66 | ✓ 12 " " | " " " | " |
| 6 | Central Garage Gasoline Charge Tickets | C-282 | I ✓ | 1966-68 | ✓ 4 " " | " " " | " |
| 7 | Central Garage IBM Repair Orders | C-282 | 4 ✓ | 1964-66 | ✓ 4 " " | " " " | " |
| 8 | Permits & License Building Permit Plans | C-286 | I ✓ | 1965 | ✓ $\frac{42}{132}$ " " | " " " | " |

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Donald
Signature

Records Management Officer

Title

5-16-69

Date

Pasted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Baltimore County, Maryland
Reporting Agency

Office of Central Services, Records Management
Division or Bureau of Reporting Agency

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|----------|---|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| I | Finance Dept. Division of Collection and Receipts Bank Statements & Imprest Fund Check Stubs | G-287 | I6 ✓ | 1961-66 | ✓ 3 Cubic Feet | 5-16-1969 | Burned |
| 2 | Real Property & Personal Property Monthly Summary Sheets | G-287 | II ✓ | 1963-64 | ✓ 3 " " ✓ 6 | " " " | " " |

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Burnett
Signature

Records Management Officer
Title

5-16-69
Date

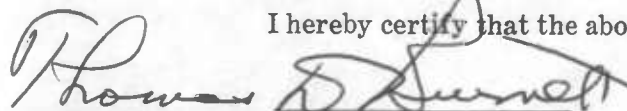
CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDBaltimore County, Maryland
Reporting AgencyOffice of Central Services, Records Management
Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Finance Dept. General Fund Vouchers | C-295 | I ✓ | 1958 | 25 Cubic Feet | 5-16-1969 | Burned |
| 2 | General Fund & Payroll Checks | C-295 | 2 ✓ | 1951-64 | 60 " " | " " " | " |
| 3 | Bank Fund Control Cards | C-292 | 2 ✓ | 1959-61 | 1 " " | " " " | " |
| 4 | Permits & License Plumbing Permit Applications | C-297 | 3 ✓ | 1965-66 | 6 " " | " " " | " |
| 5 | Dept. of Welfare Application Certificates | C-3II | I ✓ | 1964-66 | 15 " " | " " " | " |
| 6 | Food Distribution Cards | C-3II | 2 ✓ | 1964-65 | 5 " " | " " " | " |
| 7 | Assessment Dept. Inspectors Copy Application | C-3I6 | II ✓ | 1960-65 | 11 " " | " " " | " |
| 8 | Recreation & Parks, Golf & Fishing Center Cash Receipt Tickets | C-326 | I ✓ | 1961-66 | 21 " " 144 | " " " | " |

I hereby certify that the above listed records were disposed of as indicated.



Signature

Records Management Officer

Title

5-16-69

Date

Posted



CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

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|----------|--|------------------------------------|----------------------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Dockets | C-288 192 | 3 ✓ 4 | 1953-61 ✓ | 18 Cu. Ft. | 1/17/69 | Burned |
| 2 | Accident Rpts. MSP #1 | 192 | 7 ✓ | 1961-1965 ✓ | 20 Cu. Ft. | 1/17/69 | Burned |
| 3 | Traffic Summonses | C-288 192 | 5 ✓ 10 | 1962-1965 ✓ | 9 Cu. Ft. | 1/17/69 | Burned |
| | | | | | <u>47</u> | | |

*2/7/69: Mailed note to Burnett;
 he plans back & said to record under
 Sched. C-288, & give
 copy of C-288 to County Police.*

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Capt. J.B. Fair
 Signature
Balto. County Police Dept.

Records Management Officer
 Title

Jan. 22, 1969
 Date

Posted

(To be posted)

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

| | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|---|--|-------------------------------|-------------|--|-------------------------------------|------------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | FINANCE COLLECTION & RECEIPTS DEPT. MOTOR VEHICLE REGISTRATIONS | C-287 | 10 ✓ | 1966- 67 | ✓ 18 Cu.Ft. | 5/17/68 | INCINERATE |
| 2 | LIEN CERTIFICATES | C-287 | 9 ✓ | 1963-65 | ✓ 10 " " | " " " | " |
| 3 | TRANSFER TAX COPIES | C-287 | 12 ✓ | 1961-64 | ✓ 6 " " | " " " | " |
| 4 | REAL & PERSONAL PROPERTY SUMMARY SHEETS | C-287 | 2 ✓ | 1962 | ✓ 2 " " | " " " | " |
| 5 | TAX ASSESSMENT CHANGES S-3 T-3 M-1 | C-287 | 4 ✓ | 1961-62 | ✓ 2 " " | " " " | " |
| 6 | LONGVIEW GOLF TICKETS | C-307 ✓ | 1 ✓ | 1964-65 | ✓ 3 " " | " " " | " |
| 7 | FINANCE- GENERAL FUND-PAYROLL CAPITAL IMPROVEMENT-METRO. DISTRICT WATER-SEWER & RETIREMENT FUND CHECKS | C-295 ✓ | 2 ✓ | 1953-62 | ✓ 30 " " | " " " | " |
| 8 | FINANCE-PUBLIC WORKS METRO. LABOR BI- WEEKLY TIME SHEETS | C-285 | 3 ✓ | 1962-65 | ✓ 30 " " | " " " | " |
| 9 | FINANCE- RECIPIENT CAROS | C-285 | 1 ✓ | 1964 | ✓ 1 " " | " " " | " |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Dunnett
Signature

Records Management Officer
Title

June 7, 1968
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | CENTRAL GARAGE GASOLINE CHARGE TICKETS | C-282 | 1 ✓ | 1965 | 12 CU.FT. | 6/6/68 | INCINERATE |
| 2 | CENTRAL GARAGE VEHICLE REPAIR ORDERS | C-282 ✓ | 3 ✓ | 1963-67 | 5 " " | " " " | " |
| 3 | CENTRAL GARAGE IBM REPAIR ORDER TABULATIONS | C-282 | 4 ✓ | 1965 | 1 " " | " " " | " |
| 4 | BUILDINGS ENGINEER -BUILDING PERMIT PLANS | C-286 ✓ | 1 ✓ | 1964 | 40 " " | " " " | " |
| 5 | FINANCE- COLLECTION & RECEIPTS TAX INSTALLMENT ACCOUNTS | C-287 | 5 ✓ | 1962-64 | 1 " " | " " " | " |
| 6 | STATE & COUNTY REPORT OF COLLECTION | C-287 ✓ | 6 ✓ | 1958-62 | 1 " " | " " " | " |
| 7 | CASHIER'S TAPES (NON RECORD) | C-287 ✓ | 8 ✓ | 1962-67 | 7 " " | " " " | " |
| 8 | TAX REFUND CORRESPONDENCE | C-287 | 11 ✓ | 1957-63 | 2 " " | " " " | " |
| 9 | MONTHLY SUMMARY SHEETS SPECIAL TAXES | C-287 | 11 ✓ | 1960-64 | 1 " " | " " " | " |
| 10 | DAILY CASH DISBURSEMENTS | C-287 | 11 ✓ | 1965 | 1 " " | " " " | " |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Burnett
 Signature

Records Management Officer
 Title

June 7, 1968
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | PEOPLE'S COURT HOUSEKEEPING RECORD RECEIPTS & FINACIAL RECORDS | C-272 | 1 ✓ | 1955-64 | ✓ 10 CU.FT. | 6/6/68 | INCINERATE |
| 2 | PERMITS & LICENSE - PLUMBING PERMIT APPLICATIONS | C-297 | 3 ✓ | 1963-64 | ✓ 5 " " | " " " | " |
| 3 | FINANCE DEPT. GENERAL FUND & PAY-ROLL CHECKS | C-295 | 2 ✓ | 1953-61 | ✓ 20 " " | " " " | " |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Burnett
 Signature

Records Management Officer
 Title

June 7, 1968
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
Reporting Agency

Office of Central Services, Records Management Division
Division or Bureau of Reporting Agency

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|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | <u>PAY VOUCHERS CANCELLED</u> | C-295 | 1 ✓ | 1944 TO 1955 | ✓ 9 CU FT | 1-19-68 | LAND FILL BURIAL |
| 2. | <u>PUBLIC WORKS, METROPOLITAN TIME SHEETS</u> | C-285 | 3 ✓ | 1954-TO 1964 | ✓ 78 " " | " " " | " " " |
| 3. | <u>COLLECTION & RECEIPTS POSTING TAPES</u> | C287 | 8 ✓ | 1965 TO 1966 | ✓ 8 " " | " " " | " " " |
| 4. | <u>LIEN CERTIFICATES</u> | C-287 | 9 ✓ | 1963 TO 1964 | ✓ 6 " " | " " " | " " " |
| 5. | <u>DEPOSIT SLIPS</u> | C-287 | 12(14) ✓ | 1962 TO 1964 | ✓ 2 " " | " " " | " " " |
| 6. | <u>PAYROLL CHECKS CANCELLED</u> | C-295 | 2 ✓ | 1942 TO 1958 | ✓ 200 " " | " " " | " " " |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas P. Burnett
Signature

Records Management Officer
Title

Jan. 22, 1968
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| | COLLECTION & RECEIPTS | | | | | | |
| 1. | MOTOR VEHICLE STUBS () | C-287 | 10 | 1965-MARCH 1966 | ✓ 3 CU FT | 11/6/67 | LAND FILL BURIAL |
| 2. | MOTOR VEHICLE STUBS () | C-287 | 10 | 1966-MARCH 1967 | ✓ 12 CU FT | " | " " " |
| 3. | FINANCE DEPT. IBM SHEETS OF NON RECORD MATERIAL | NONE | | 1966 | ✓ 25 CU FT 40 " " | 11/6/67 | " " " |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Burnett
Signature

Records Management Officer
Title

Nov. 8-1967
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|---|----------------------------|----------|--|-------------------------------|------------------|---------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | OFFICE OF FINANCE GENERAL FUND | C-295 | 1 | 1953 THRU 1957 | ✓ 34 CUBIC FEET | OCT. 2 1967 | LAND FILL BURIAL |
| 2 | OFFICE OF FINANCE PAYROLL CANCELLED CHECKS | C-295 | 2 | 1952 THRU 1961 | ✓ 26 CUBIC FEET | OCT. 2 1967 | LAND FILL BURIAL |
| 3 | OFFICE OF CENTRAL SERVICES CENTRAL GARAGE GASOLINE CHARGE TICKETS | C-282 | 1 | 1962 THRU 1963 | ✓ 8 CUBIC FEET | SEPT. 6 1967 | INCINERATE |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Burnett
 Signature

Records Management Officer
 Title

10/2/67
 Date

*Entered in Annual Report log
Do not enter on cards*

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|---|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| | PURGING OF RECORDS OF CONTRACTS SECTION OF PUBLIC WORKS DEPT. PRIOR TO WRITING # RETENTION SCHEDULES | | | 1948-1967 | 250 cu ft. | 9/5-9/15 1967 | BURNED |

I hereby certify that the above listed records were disposed of as indicated.

Thomas O. Burnett
Signature

Records Management Officer
Title

9/5/67 - 9/15/67
Date

Exhibit 5

Entered

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|---------------------------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| | MISCELLANEOUS - ALL NON RECORD MATERIAL ? | 6-297 | 4 Nonrecord | 1948 - 1967 | ✓ 150 cu ft | 8/20/67 | BURNED |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas Burnett
 Signature

Records Management Officer
 Title

8/24/67
 Date

Posted



CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Buildings Plan Files Inspection Dept. - Building Engr. | C-286 | 1 | 1963 | 60 cu. ft. | May 3, 1967 | Burned |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas D. Burnett
 Signature

Records Management Officer
 Title

May 5, 1967
 Date

Copy

Posted

Form RR-RM 2
BC-RM - 5

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | COLLECTIONS & RECEIPTS Motor Vehicle Stubs | C-287 | 10 | 1965 - June 1966 | 20 cu ft ✓ | 5/1/67 | Land Fill Burial |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas Burnett
Signature

Records Management Officer
Title

May 17, 1967
Date

Partial

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|---|-------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Plumbing Permits "Inspector's Copy" | C-297 | 1 | 1953 - 1959 | (36) ✓ Linear Feet Cubic Ft. | April 25, 1967 | Incinerate |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas S. Bennett
Signature

Records Management Officer
Title

May 17, 1967
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

From Central File - Mr. Yurek

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|-------------------------------|-------------|--|-------------------------------------|------------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Posting Machine Rolls | C-287 | 8 | 1964 | 6 cu. ft. | 4-17-67 | Burned |
| 2. | Bank Tax Collector Machine Tape | C-287 ✓ | 8 ✓ | 1964-1965 | 2 " | " | " |
| 3. | General Roads and Bridge Fund | C-289 ✓ | 2 ✓ | 1922-1965 | 14 " | " | " |
| 4. | Peoples Court (" <i>Housekeeping records</i> ") | C-272 ✓ | 1 ✓ | 1962 | 6 " | " | " |
| 5. | Finance Dept. Recipient Cards | C-285 ✓ | 1 ✓ | 1963 | 3 " | " | " |
| 6. | Finance Dept. Metro Water & Sewer | C-280 ✓ | 1 ✓ | 1924-1952 | 4 " | " | " |
| 7. | Finance Dept. Metro charges | C-292 ✓ | 5 ✓ | 1949-1958 | 1 " | " | " |
| 8. | Finance Dept. Cost Distr, Record | C-292 ✓ | 6 ✓ | 1955-1957 | 4 " | " | " |
| 9. | Finance Dept. Deposit Slips | C-287 ✓ | 14 ✓ | 1964 | 1 " | " | " |
| 10. | Finance Dept. Tax Analysis Cards | C-287 ✓ | 7 ✓ | 1955-1959 | 3 " | " | " |
| 11. | Transfer Tax Forms and Correspondence | C-287 ✓ | 12 ✓ | 1963 | 1 " | " | " |

Exhibit 5

I hereby certify that the above listed records were disposed of as indicated.

Thomas B. Burnett
 Signature

Records Management Officer
 Title

April 17, 1967
 Date

Posted
H

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

| No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------------------|------------------------|-------------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | People's Court--housekeeping rec. | C-272 | ✓ 1 | 1955-1962 | 19 cu. ft. ✓ (Courthouse) | 2/21/66 | waste paper |
| 2 | Metro. Sew. and Water Assessment | C-280 | ✓ 1 | 1924-1937 | 59 cu. ft. ✓ | 2/21/66 | waste paper |
| 3 | Collector's Stubs | C279 | ✓ 1 | 1955-1960 | 87 cu. ft. ✓ | 2/21/66 | waste paper |
| 4 | Radio License Records--Logs and Tapes | C-273 | } 1 | 1961-1962 | 6 cu. ft. ✓ | 3/7/66 | waste paper (tapes erased) |
| 5 | Telephone Records--Logs and Tapes | C-273 | } 2 | 1961-1962 | 6 cu. ft. ✓ | 3/7/66 | waste paper (tapes erased) |
| 6 | Peoples Court--Housekeeping rec. | C-272 | ✓ 1 | 1955-1962 | 6 cu. ft. ✓ | 5/6/66 | waste paper |
| 7 | County Commissioners Corres. | C-281 | ✓ 3 | 1941-1956 | 67 cu. ft. ✓ | 3/22/66 | waste paper |
| 8 | Rights-of-way Files <i>→ Item 1A - Acquired Project Files</i> <i>OR " 1B - Abandoned " " }</i> | C-271 | ✓ 1 | 1923-1960 | 66 cu. ft. ✓ | Jan.-Apr. 1966 | incinerated |
| | | | | | 316 cu. ft. total | | |

I hereby certify that the above listed records were disposed of as indicated.

Richard E. Maine

 Signature

Records Management Officer

 Title

May 13, 1966

 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

(Office of Finance,
 Collections & Receipts)

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

| | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----|--|-------------------------------|-------------|--|-------------------------------------|------------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Tax Rolls (paid accounts) | C-287 | 1 | 1948-1960 | ✓ 149 cu. ft. | 5/10/66 | waste paper |
| 2 | Paid Tax Bills (Real Property) | C-287 | 2 | 1961-1962 | ✓ 34 cu. ft. | 4/22/66 | waste paper |
| 3 | Tax Sale Folders (Redeemed) | C-287 | 3 | 1949-1960 | ✓ 14 cu. ft. | 5/6/66 | waste paper |
| 4 | Assessment Changes | C-287 | 4 | 1948-1960 | ✓ 8 cu. ft. | 5/6/66 | waste paper |
| 5 | Tax Installment Accounts | C-287 | 5 | 1953-1962 | ✓ 1 cu. ft. | 5/6/66 | waste paper |
| 6 | State and County Tax Reports | C-287 | 6 | 1948-1962 | ✓ 1 cu. ft. | 5/6/66 | waste paper |
| | Tax Analysis Sheets | C-287 | 7 | 1961-6/1964 | ✓ 10 cu. ft. | 5/10/66 | waste paper |
| 8 | Cashier's Tapes; Proof Sheets | C-287 | 8 | 1961-6/1964 | ✓ 17 cu. ft. | 5/10/66 | waste paper |
| 9 | Lien Certificate Applications, Copies | C-287 | 9 | 1961-4/1963 | ✓ 17 cu. ft. | 5/6/66 | waste paper |
| 10 | Motor Vehicle Registrations | C-287 | 10 | 1962-3/1965 | ✓ 44 cu. ft. | 4/22/66 | waste paper |
| 11 | Special Tax Forms and Reports | C-287 | 11 | 1958-1962 | ✓ 9 cu. ft. | 5/10/66 | waste paper |

I hereby certify that the above listed records were disposed of as indicated.

Richard E. Naine
 Signature

Records Management Officer
 Title

May 23, 1966
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Div.
 Division or Bureau of Reporting Agency

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|-----|--|-------------------------------|-------------|--|-------------------------------------|------------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| 12 | Transfer Tax Forms and Reports | C-287 | 12 | 1960-1962 | 6 cu. ft. | 5/6/66 | waste paper |
| 13 | Cash Slip Receipts for Permits | C-287 | 13 | 1955-1962 | 6 cu. ft. | 5/10/66 | waste paper |
| 14 | Deposit Slip Copies | C-287 | 14 | 1960-1962 | 16 cu. ft. | 5/10/66 | waste paper |
| 15 | Paving Charge Authorizations, etc. | C-287 | 15 | 1955-1962 | 1 cu. ft. | 5/6/66 | waste paper |
| 16 | Imprest Fund Bank Records | C-287 | 16 | 1949-1962 | 5 cu. ft. | 5/6/66 | waste paper |
| 17 | Central Billing Invoices | C-287 | 17 | 1959-1960 | 4 cu. ft. | 5/10/66 | waste paper |
| 18 | General Files (Collections and Rec.) | C-287 | 18 | ?-1962 | 1 cu. ft. | 5/10/66 | waste paper |
| | | | | | 343 cu. ft. total | | |

I hereby certify that the above listed records were disposed of as indicated.

Richard E. Mair
 Signature

Records Management Officer
 Title

May 23, 1966
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

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|---|--|-------------------------------|-------------|--|-------------------------------------|------------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Receipt Card File | C-285 | 1 | 1944-1961 | .17 cu. ft. | 5/10/66 | waste paper |
| 2 | Payroll Journals | C-285 | 2 | 1955-1960 | 41 cu. ft. | 5/10/66 | waste paper |
| 3 | Insurance listings | C-285 | 2 | 1955-1960 | 3 cu. ft. | 5/10/66 | waste paper |
| 4 | Overtime Reports | C-285 | 2 | 1958 | 2 cu. ft. | 5/10/66 | waste paper |
| 5 | Magistrate's Report Copies | C-285 | 4 | 1957-5/1963 | 16 cu. ft. | 5/10/66 | waste paper |
| 6 | Metro. and Public Works Time Sheets | C-285 | 3 | 1955-1962 | 29 cu. ft. | 5/10/66 | waste paper |
| | | | | | 108 cu. ft. total | | |

I hereby certify that the above listed records were disposed of as indicated.

Richard E. Mair
 Signature

Records Management Officer
 Title

May 23, 1966
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND
 Reporting Agency

Office of Central Services, Records Management Division
 Division or Bureau of Reporting Agency

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|----------|--|-------------------------------|-------------|--|-------------------------------------|------------------------|--------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Obsolete Mental and Chronic Hospital Files | C-283 | 1 | 1940-1962 | ✓ 19 cu. ft. | 5/10/66 | waste paper |
| 2 | Obsolete Baltimore City Hospitals Files and Invoices | C-283 | 2 | 1949-1958 | ✓ 4 cu. ft. | 5/10/66 | waste paper |
| 3 | Receipts Books for Cash Disbursement | C-284 | 1 | 1855-1900 | ✓ 4 cu. ft. | 5/10/66 | waste paper |
| 4 | Day Cash Books for Collection of Taxes | C-284 | 2 | 1876-1928 | ✓ 31 cu. ft. | 5/20/66 | waste paper |
| 5 | Tax Rolls | C-284 | 4 | 1928-47 | ✓ 39 cu. ft. | 5/6/66 | waste paper |
| 6 | Delinquent Tax Field Books | C-284 | 5 | 1899-1926 | ✓ 6 cu. ft. | 5/20/66 | waste paper |
| 7 | Receipts and Disbursements Journals | C-284 | 6 | 1939-1954 | ✓ 11 cu. ft. | 5/10/66 | waste paper |
| 8 | Payroll Distribution Records | C-284 | 7 | 1940-1953 | ✓ 2 cu. ft. | 5/10/66 | waste paper |
| 9 | Metropolitan Approval Sheets | C-284 | 8 | 1949-1951 | ✓ 4 cu. ft. | 5/6/66 | waste paper |

I hereby certify that the above listed records were disposed of as indicated.

Richard E. Maine
 Signature

Records Management Officer
 Title

May 23, 1966
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

| Item No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic or Linear Feet) | Date of Disposal | Method of Disposal |
|----------|--|----------------------------|----------|--|-------------------------------|------------------|--------------------|
| | | Schedule No. | Item No. | | | | |
| 10 | Levy Books | C-284 | 3 | 1856-1927 | 42 cu. ft. | 5/20/66 | waste paper |
| | | | | | 162 cu. ft. total | | |

I hereby certify that the above listed records were disposed of as indicated.

Richard E. Maine
Signature

Records Management Officer
Title

May 23 1966
Date

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 305
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

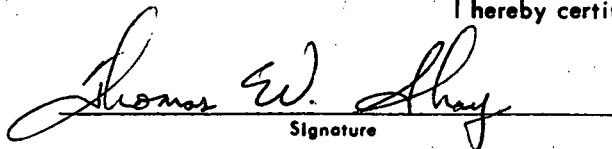
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|----------------------------|----------|--|---------------------|------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 1. | Central Services-Gasoline Charge Tickets | C-282 | 1 | 1976-1977 | 13 | 9/12/78 | landfill |
| 2. | Central Services-Repair Orders | C-282 | 4 | 1974-76 | 9 | 9/12/78 | Landfill |
| 3. | Finance-Auditors-Cancelled Checks and Bank Statements | C-295 | 2 | Oct.1967- Dec.1969 | 54 | 4/10/78 | Shredded and Landfill |
| 4. | State's Attorney's Crimanal Files-Cases #1 thru 767 | C-410 | 1 | 1967 | 20 | 5/5/78 | " |
| 5. | Finance-Revenue-Real and Personal Property Tax Bills | C-287 | 2 | 1972 | 40 | 6/2/78 | " |
| 6. | Finance-Revenue-Real Property Tax Roll | C-287 | 1 | 1971 | 60 | 7/4/78 | " |

I hereby certify that the above listed records were disposed of as indicated.


Signature

Records Management Assistant
Title

September 13, 1978
Date

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 305
Annapolis, Maryland 21401

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

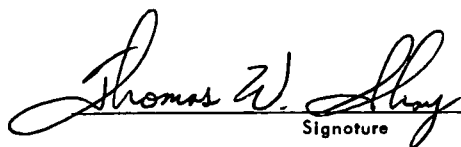
Division or Bureau

PREPARE IN DUPLICATE

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| No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|---|----------------------------|-------------|--|---------------------|------------------|--------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 7. | Finance-General Fund Vouchers | C-295 | 1 | July 1967+ June 1968 | 53 | 9/12/78 | Landfill |
| 8. | Central Services-Purchase Orders | C-325 | 1 | 1973-74 | 26 | 9/12/78 | " |
| 9. | Public Works-Highway Contract Folders | C-420 | 1 | 1966-67 | 6 | " | " |
| 10. | Health Dept-Purchase Orders and General Correspondence | 600 | 23 | 1972-75 | 4 | " | " |
| 11. | Data Processing-General Office and Correspondence, Personnel and Vendor Files | C-453 | 1 thru 4 | 1968-74 | 3 | " | " |

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Signature

Records Management Assistant
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September 13, 1978
Date

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CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

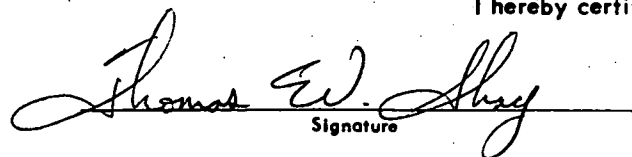
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| | | Retention Sched. No. | Item No. | | | | |
| 12 | Finance-Revenue-Recreation and Parks Golf Course Tickets | C-326 | 1&2 | Nov. 1974 thru Aug. 1975 | 12 | 9/12/78 | Shredded and Landfill |
| 13 | Finance-Revenue-Landfill Tickets | C-424 | 2 | Aug. 1974 thru Aug. 1975 | 15 | " | " |
| 14 | Finance-Working Capital Funds IBM Printout | C-382 | 1 | Dec. 1974 thru June 1975 | 4 | " | " |
| 15 | Finance-Revenue-Assesement Changes- S'2 & S'3 | C-287 | 4 | Aug. 1972 thru June 1973 | 2 | " | " |
| 16 | Finance Revenue- Cashiers Tapes | C-287 | 8 | July 74 thru Aug. 75 | 6 | " | " |
| 17 | Finance Revenue- Duplicate Lein Certificates 34101 thru 40,100 | C-287 | 9 | Jan 1975 thru Aug 1975 | 4 | " | " |
| 18 | Finance-Revenue- Transfer Tax Invoice | C-287 | 12 | Jan thru June 1975 | 1 | " | " |

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Records Management Assistant
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September 13, 1978
Date

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 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

C E R T I F I C A T E O F R E C O R D S D I S P O S A LBaltimore County Office of Central Services

Reporting Agency

Records Management Division

Division or Bureau

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|-----|---|-------------------------------|-------------|--|------------------------|---------------------|--------------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 19 | Finance-Revenue- Cash Slips Building, Satelites, Metro Etc. | C-287 | 13 | July 1974 thru June 1975 | 4 | 9/12/78 | Shredded and Landfill |
| 20 | Finance-Revenue-Deposit Slips and Credit Memos for all Accounts | C-287 | 14 | July 1974 thru June 1975 | 2 | " | " |
| 21 | Finance-Revenue-Construction Loan Reports | C-287 | 15 | Aug 1974 thru June 1975 | 3 | " | " |
| 22 | Finance-Revenue-Cashiers Misc. Cash Disbursement Reciepts and Deposists, and Misc. Report and Correspondence | C-287 | 18 | 1966-1975 | 9 | " | " |
| 23 | Finance-revenue-Bank, Collectors and Fund Ledger Cards | C-292 | 2 | 1970-71 | 1 | " | " |
| 24 | Finance-Revenue-Parking Tickets Orginal and Payment Notice | C-450 | 1&2 | Jan-July 1975 | 5 | " | " |

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 Signature

Records Management Assistant
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September 13, 1978
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Baltimore County Office of Central Services

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Records Management Division

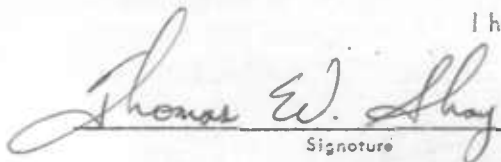
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|-----|--|-------------------------------|-------------|--|------------------------|---------------------|--------------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 25 | Finance-Cost & Computation Property File Transaction Journal | C-388 | 1 | Dec. 1974- June 1975 | 2 | 9/12/78 | Shredded and Landfill |
| 26 | Finance-Revenue-Closing Accounts Receivable Ledger-Real Property | C-465 | 3 | June 1972- June 1973 | 9 (7 Books) | " | " |
| 27 | Finance Revenue-Accounts Receivable Distribution Ledger- Real Property | C-465 | 4 | April 1972- June 1973 | 4 | " | " |
| 28 | Finance-Revenue-File Maintenance Journal-Real Property | C-465 | 5 | May 1972- June 1973 | 2 | " | " |
| 29 | Finance-Revenue-Control Journal Real Property | C-465 | 6 | 1972-73 | 1 | " | " |
| 30 | Permits and License-Dog Licence Commission-Certificates | C-378 | 1 | 1973 | 5 | " | " |
| 31 | Finance-Employees Expense and Milage Reports | C-447 | 1 | 1966-67 | 1 | " | " |

I hereby certify that the above listed records were disposed of as indicated.


 Signature

Records Management Assistant
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September 13, 1978
 Date

DEPARTMENT OF GENERAL SERVICES
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 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

Division or Bureau

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| | | Retention Sched. No. | Item No. | | | | |
| 32 | Finance-Recipient Card File M thru Z | C-285 | 1 | 1968-1969 | 1 | 9/12/78 | Shredded and Landfill |

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 Signature

Records Management Assistant
 Title

September 13, 1978
 Date

DEPARTMENT OF GENERAL SERVICES
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 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

BALTIMORE COUNTY POLICE DEPARTMENT

Reporting Agency

SERVICES DIVISION

CENTRAL RECORDS

Division or Bureau

PREPARE IN DUPLICATE

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|-----|--|-------------------------------|-------------|---|------------------------|---------------------|--------------------------------------|
| | | Retention Sched. No. | Item No. | | | | |
| | OFFENSE REPORTS FORM # 108 | C 192 | 1 | 10-25-73 to 4-10-74 A 817800 to B 061399 | 53 | 3-16-78 | Micro- filemed then burned. |
| | ACCIDENT REPORTS | C 192 | 7 | YEAR 1974 | 9 | 3-16-78 | Burned |

I hereby certify that the above listed records were disposed of as indicated.

Stanley J. Nelson
Thomas W. Shoy

Captain

RECORDS MGT. ASSIST.

3-16-78

Date

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Police Department

Reporting Agency

Services Division Central Records

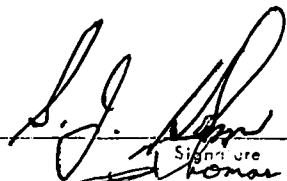
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|-----|--|----------------------------|----------|--|---------------------|------------------|-------------------------------|
| | | Retention Sched. No. | Item No. | | | | |
| | Offense Reports Form # 108 | C 192 | 1 | B 063500 to B 242993 | | 8-3-78 | Microfilmed then Burned |
| | Property Sheets | No Retention Schedule | | A 303794 to A 860000 B 000000 to B 480000 | | | Microfilmed then Burned |

I hereby certify that the above listed records were disposed of as indicated.


 Signature
 Thomas W. Hoff

Captain

RECORDS MGT. ASSIST.

8-4-78

Date