

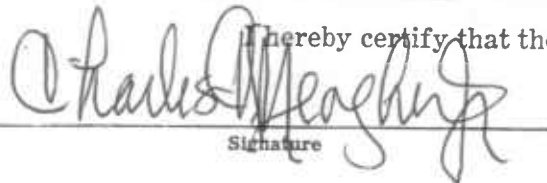
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

EMPLOYMENT SECURITY ADMINISTRATION
 Reporting Agency

Administrative Management
 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.	ESA-216 Wage Record		Non-schedule	217 cu. ft.	650 Sm. Tab Bxs.	ALL deposited as of July 24, 1971.	In accordance with State contract with Atlantic Paper Stock Company.
2.	ESA-233-Bank Reconciliation		Non-schedule	33 cu. ft.	100 " Tab Bxs.		
3.	347-B-Overpayment Statistical Card		Non-schedule	15 " "	46 Sm. Boxes		
4.	Miscel. Work Cards-5081 Standard		Non-schedule	100 " "	300 Sm. Bxs.		
5.	Job Bank Close-outs		Non-schedule	65 cu ft	26 Design Bxs.		
6.	Old Magazines, Newspapers Dept. of Labor Bulletins Miscel. Correspondence from surveys, special projects, etc.		Non-schedule	545 cu ft.	218 Design Bxs.		
				975			
Check in the amount of \$282.30, received and deposited.							

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


 Signature

Director, Administration Division
 Title

September 3, 1971
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

EMPLOYMENT SECURITY ADMINISTRATION

Reporting Agency

FISCAL MANAGEMENT

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.	DES 216 Wage Records	NON-	SCHEDULE		555 IBM sml. tab bxs.	70	In accordance with State Contract with Atlantic Paper Stock Company.
2.	DES 233	"	"		110 IBM sml. tab bxs.	14	
3.	Miscel. Scrap Cards	"	"		950 IBM sml. tab bxs.	120	
4.	Admin. Accts. 3rd copy vendor files Transmittal lists, etc.	147	1 ✓	1963-1965 1960-1961	3 Design bxs. 1 Design bxs.	3 1	
5.	Inactive payroll authorization cards, bond purchase lists, MCEA Group insurance lists, etc.	NON-	SCHEDULE	1958-1963	3 Design bxs.	3	
	Monthly time distribution sheets W/ run down.	NON-	SCHEDULE	1961-1962	3 Design bxs.	3	
7.	Telephone toll slips	NON-	SCHEDULE	1960-1961	1 Design bxs.	1	
8.	Miscellaneous Correspondence	"	"	1960	1 Design bxs.	1	
9.	Work Sheets and 3rd copy Travel Vouch.	"	"	1960-1964	7 Design bxs.	223 with	

Part picked up 4-23-71 balance 5-18-71.

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

EMPLOYMENT SECURITY ADMINISTRATION

Reporting Agency

FISCAL MANAGEMENT

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.	E.S. - Miscellaneous files - form letters, fliers, bulletins corres.	NON-	SCHEDULE	1957-1960	9 Design bxs.	9	In accordance with State Contract with Atlantic Paper Stock Company.
11.	Closed Orders - Jobs DES 511	146	2 ✓	1965	8 Design bxs.	8	
12.	Farm Labor reports	NON -	Schedule	1965	2 Design bxs.	2	
13.	Industrial Immigration	NON -	Schedule	1964	2 Design bxs.	2	
14.	<u>Personnel</u> Miscellaneous files re: conferences, training old Spec. sheets	NON -	SCHEDULE	1961-1963	5 Design bxs.	5	
15.	<u>U.I.</u> Miscellaneous correspondence closed cases - collection	NON -	SCHEDULE	1961-1962	3 Design bxs.	3	
16.	Inactive employer files	144	1 ✓	1964	100 Design bxs.	100	
	Checks in the amount of \$207.95 & \$175.69 received and deposited.					129 with	

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

Charles C. Meagher, Jr.
 Charles C. Meagher, Jr.
 Signature

Two
 Director, Administration Division

6/23/71
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

EMPLOYMENT SECURITY ADMINISTRATION

Reporting Agency

FISCAL MANAGEMENT

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.	DES 17 Contribution Card	144	10 ✓	1966	196 IBM sml. tab bxs.	2-26-71	<i>90 cu ft</i> <i>30 cu ft</i> <i>450 cu ft</i> <i>7 cu ft</i> <i>25 cu ft</i> <i>180 cu ft</i> <i>20 cu ft</i> <i>88 cu ft</i> <i>260 cu ft</i> <i>60 cu ft</i> <i>1210 c. ft.</i>
2.	DES 207 Separation Cards	144	5 ✓	1967	70 IBM sml. tab bxs.		
3.	DES 216 Wage Records	NON-	Schedule	1970	1000 IBM sml. tab bxs.		
4.	DES 218 History Cards	158	1 ✓	1966	18 IBM sml. tab bxs.		
	DES 218	158	1 ✓	1967	67 IBM sml. tab bxs.		
5.	DES 219 Benefit Account Cards	144	11 ✓	1965	400 IBM sml. tab bxs.		
6.	DES 223 Index Cards	NON-	SCHEDULE	1967	50 IBM sml. tab bxs.		
7.	DES 233 Bank Reconciliation Work Cards	"	" ✓	Aug., Sept., Oct. Nov. 1970	190 IBM sml. tab bxs.	3-2-71	
8.	Miscel. Scrap Cards	"	" ✓		650		
9.	DES 221-222	144	13 ✓	1966	60 Design bxs.		

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

C. C. Meagher, Jr.
 Signature
 Charles C. Meagher, Jr.

Check in amount of \$312.84 received and deposited

Director, Administration Division

Date

In accordance with State Contract with Atlantic Paper Stock Company.

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

EMPLOYMENT SECURITY ADMINISTRATION

Reporting Agency

FISCAL MANAGEMENT

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.	Correspondence, work sheets U.I. Accounts.	NON-	SCHEDULE	Year-1967	130 design bxs.	11-9-70	In accordance with Contract with Atlantic Paper Stock Company. 325 cu ft 262 75 50 335 65 600 1712 cu ft
2.	Miscel. Correspondence, tabulating forms.	"	"	3 quarters-1970	104 design bxs.	11-9-70	
3.	Folders, Employer Rates	"	"	Year-1961	30 design bxs.	11-9-70	
4.	Interstate folders, correspondence	"	"	Year-1968	20 design bxs.	11-9-70	
5.	Wage records, tab cards, ESA 216	"	"	Year-1969	1000 sml. tab bxs.	11-9-70	
6.	Bank Reconciliation tab card ESA 233	"	"	Year-1969	190 sml. tab bxs.	11-9-70	
7.	Miscel. junk tab cards	"	"	_____	2000 sml. tab bxs.	11-9-70	

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

Charles C. Meagher, Jr.

2025096

Charles C. Meagher, Jr. Signature

Director, Administration Division Title

November 30, 1970

Date

Check in amount of \$108.04 received and deposited.

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

EMPLOYMENT SECURITY ADMINISTRATION

Reporting Agency

FISCAL Management

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.	DES-45-Employer Master Card	Non-	Schedule	1967	104 Sm. Tab Bxs.	8-18-70	26 cu ft
2.	DES-67-A Employer Experience Rating Summary Card	✓ 144	6	1967	100 Sm. Tab Bxs.	9-16-70	25
3.	DES-216-Wage Record Card	Non-	Schedule	3 months-1968	55 Sm. Tab Bxs.	9-16-70	13
4.	DES-233-Bank Reconciliation Card	Non-	Schedule	3 months-1970	103 Sm. Tab Bxs.	8-18-70	26
5.	Miscellaneous Work Cards For Programs-Scrap <u>Tabulating Papers</u>	Non-	Schedule	_____	245 Sm. Tab Bxs.	8-18-70	61
6.	Wage Listings	Non-	Schedule	1969	12 Design Bxs.	8-18-70	12
7.	Longshoreman Wage Lists	Non-	Schedule	1962	3 Design Bxs.	9-16-70	3
8.	T.E.C.-Miscellaneous Correspondence Out of State	Non-	Schedule	1961	23 Design Bxs.	8-18-70	23
9.	Miscellaneous Correspondence Files	Non-	Schedule	1958-61	19 Design Bxs.	9-16-70	19
10.	Miscellaneous Employer Files	Non-	Schedule	1966	26 Design Bxs.	8-18-70	26
11.	DES-221-Claims Determinations	✓ 158	3	1966	50 Design Bxs.	9-16-70	50

In Accordance with State Contract

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

Charles C. Meagher
Signature

Charles C. Meagher, Director

Director, Administration Division

September 30, 1970

Date

284 cu ft

9-4-70 - Check in amount of \$224.78 received & deposited
9-21-70- Check in amount of \$32.98 received & deposited

Posted

*1 Small Job Box = 1/5 cuft
1 Design Box = 1 cuft.*

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

ADMINISTRATIVE MANAGEMENT
 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.	DES-135-Duplicate Claims Cards	Non-Schedule		1964-65 Incl.	<i>30 cuft.</i> 149 Small Tab/Bxs.	<i>June</i>	In Accordance with State Contract.
2.	DES-141-A-Contribution Statistical Cards	Non-Schedule		1966	<i>31 cuft.</i> 153 Sm. Tab/Cds.	1970	
3.	DES-217-Claim Master Cards	✓ 144	4	1961	28 <i>5 cuft.</i> "		
4.	DES-218-History Cards	✓ 158	1	1966	13 <i>3 cuft.</i> "		
5.	U. C. F. E. -219-Benefit Cds. (Fed.)			1960-1964	168 <i>13 cuft.</i> "		
6.	DES -233-Bank Reconciliation Cds.	Non-Schedule		1969-1970	61 <i>12 cuft.</i> "		
7.	DES-875-Closed Applicant Orders	Non-Schedule		1968	50 <i>10 cuft.</i> "		
8.	DES-876-Results of Referral	NON-Schedule		1968-1969	145 <i>29 cuft.</i>		
9.	Work Sheet, Rundowns, Miscel. Tab Work Papers				33 Design <i>33 cuft.</i>		
					<i>Non-record 145 cu. ft.</i>		

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

Alexander M. Silberman

 Signature

Director, Administrative Management July 23, 1970

 Title Date

Check in Amount of \$207.88, Received and Deposited

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

ADMINISTRATIVE MANAGEMENT

Division or Bureau of Reporting Agency

1	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.	DES 17 Contribution card	144	10	1966	68 Sm. Bxs.	4-29-70	17 cu ft
✓ 2.	DES 19 Employer Delinquent Control	NON-SCHEDULE		1966	32 Sm. Bxs.	"	
✓ 3.	DES 46 Name and Address Card	NON-SCHEDULE		1966	110 Sm. Bxs.	"	
✓ 4.	DES 68 Benefit Annual Card	144	6	1965	22 Sm. Bxs.	"	6 cu ft
✓ 5.	DES 141-A Contribution Detail	NON-SCHEDULE		1967	108 Sm. Bxs.	"	
✓ 6.	DES 142-A Benefit Statistical Summary	Non-Schedule		1969	197 Sm. Bxs.	"	
✓ 7.	DES 207 Tab Card	144	5	1963-1964	224 Sm. Bxs.	"	56 cu ft
✓ 8.	DES 217 Claim Master Card	144	4	1966	54 Sm. Bxs.	"	13 cu ft
✓ 9.	DES 218 History Card Office #1	158	1	1966	61 Sm. Bxs.	"	15 cu ft
✓ 10.	DES 233 Bank Reconciliation Card	144	9	1970	45 Sm. Bxs.	"	11 cu ft
✓ 11.	Miscel. Scrap Cards	NON-SCHEDULE			100 Sm. Bxs.	"	

Disposed of in accordance with State
Contract with Atlantic Waste Paper

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

ADMINISTRATIVE MANAGEMENT

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.				
✓ 12.	DES 16 1st to 4th quarter	144	1-(b)	1965	65 Design Storage Bxs.	4-29-70	65 cu ft
✓ 13.	DES 238-40-40-A Disbursement Warrant Card	144	9	1962-1964	12 Design Storage Bxs.	"	12 cu ft
✓ 14.	DES 511 History Card-218 (5x8) Registration Card	146	2	1964-1966 Incl.	20 Design Storage Bxs.	"	20 cu ft
✓ 15.	Folders, Miscel Correspondence	NON-SCHEDULE		1964-1965	12 Design Storage Bxs.	"	12 cu ft

Non-scheduled 559 small boxes = 140 cu ft.

Disposed of in accordance with State Contract with Atlantic Waste Paper

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

Alexander M. Silberman
 Signature

Director of Administrative Management

June 4, 1970

Check received in the amount of \$220.20

Title

Date

Posted


CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Employment Security
Reporting AgencyAdministrative Management
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.	DES218-History Cards	158	1	1965-1966 Yrs.	^{17 cu ft} 50 Sm. Tab Boxes	2-11-70	Disposed of in accordance with State Contract with Atlantic Waste Paper Co.
2.	DES-219-Benefit Acct. Cards	158	1	1964 Yr.	570 ft	2-11-70	
3.	Employer Folders Lien Release	144	15	1948 Yr.	5 ^{cu} Design Bxs.	2-11-70	
4.	Employer Paid & Satisfied Judgements	144	15	1956-1961 Yr.	41 ^{cu} Design Bxs.	2-11-70	
5.	Tabulating Formaliner Paper "Rundowns Judgements"	Non-Schedule		1963-1965	10	2-11-70	
6.	Interstate Claim Rundown Sheets	Non-Schedule		1961-1962	8	2-11-70	
7.	Monthly Time Sheets	Non-Schedule		1960-1966	12	2-11-70	
8.	Appeal Folders for U. C. F. E. / T. U. C. /U. C. X.	Non-Schedule		1960-1962	35	2-11-70	

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



Signature

Director, Administrative Management

Title

March 17, 1970

Date

Check received in the amount of \$244.55

Div. /

Posted

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

Department of Employment Security
Reporting Agency
Administrative Management
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.	Tab Cards-Our DES141 Benefit Statistics	Non-Schedule		1966	¹⁶ 228-Sm. Tab	11-4-69	Disposed of in accordance with State Contract with Atlantic Waste Paper Co.
2.	Tab Cards-Our DES-216	"	"	1968	²⁵⁰ 750-Sm. Tab Bx.		
3.	Tab Cards- standard 5081	Non-Schedule			¹⁶ 200-Sm. Tab Bx.	"	
4.	Tab Card-Miscel. Scrap	Non-Schedule			⁵⁸ 265-Sm. Tab Bx.	"	
5.	Appeal Folders (Closed)	143	1	1965	⁴ 9 Design Bxs.	"	
6.	Claim Determination Combined DES-221-222 City	158	2	1960-64 Inc.	¹³ 34 Design Bxs.	"	
7.	Registration file our form DES-511	146	2	1964-65	⁷ 15 Design Bxs.	"	
8.	Farm Labor Miscel Correspondence Folders	Non-Schedule		1965	⁴ 8 Design Bxs.	"	

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

A.M. Silverman
Signature

Director, Administrative Management
Title Div. / Date 12-11-69

Ck. received in the amount of \$154.33.

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

DEPARTMENT OF EMPLOYMENT SECURITY ✓
 Reporting Agency

ADMINISTRATIVE MANAGEMENT
 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.	DES-218, T. U. C. Tab Cards History Temporary Unemployment Compensation	Non	Schedule	1959	86 Sm. IBM Bxs.	7-24-69	In Accordance with State of Maryland Contract with Atlantic Waste Paper Company
2.	DES -219, T. U. C. Tab Cards Benefit Acct.	Non	Schedule	1959	18	7-24-69	
3.	Standard Card used to Void Claim - T. E. C. Temporary Extended Compensation	Non	Schedule	1961	24	7-24-69	
4.	#5081 Tab Cards, R. & A Survey for T. E. C.	Non	Schedule	1961	34	7-24-69	
5.	DES-219, T. E. C.	Non	Schedule	1961-62	216	7-24-69	
6.	DES, 200, U. C. V. Original Claims Card- Veteran	Non	Schedule	1959	90	7-24-69	

CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency
 ADMINISTRATIVE MANAGEMENT
 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.				
7.	DES-200 UCFE-Original Claims Card Federal Employee	Non Schedule		1960	85 Tab Cds.	7-24-69	In Accordance with State of Maryland Contract with Atlantic Waste Paper Company 1/2 220 305 300
8.	DES-216-Wage Record Card	Non Schedule		4th Quarter 1967	900 " "	7-24-69	
9.	DES-233-Bank Reconciliation Cd.	Non Schedule		2nd. Quarter 1969	70 " "	7-24-69	
10.	Miscel. Scrap Cards	Non Schedule			300 " "	7-24-69	
11.	Administrative Accts. -Payrolls	147	2	1953-1960	14 Design Bx.	7-24-69	
12.	Employer Folders of Audits, Accts., Credits, DES-16-Wage Records & Miscel. Correspondence	144	1-B	1960-1964(Incl.)	139 Design Bxs.	7-24-69	
13.	Interstate Correspondence Files Re-Claimants	Non Schedule		1964	12 Design Bxs.	7-24-69	

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

Alexander M. Silverman
 Signature

Director, Administrative Management
 Title

September-8, 1969
 Date

Check Received in the Amount of \$322.79.

Posted

CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

ADMINISTRATIVE MANAGEMENT

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.	DES 216 Wage records	Non-schedule		1967	635 } 550 Sm. Bxs.	5-8-69	<i>Atlantic D-5190</i>
2.	DES 218 History Cards	Non-schedule		1965	= 212 } cuft.	"	
3.	DES 876 Job Bank	Non-schedule		1968	50 Sm. Bxs.	"	
4.	DES 200-207-A-218 Combinations Claim Crd.	144	#4 ✓	1965	30	30 Storage Bxs.	
5.	Miscel. Tab Paper Listing	Non-schedule		1967	25 } 267 } cuft.	25 Design Storage Bxs.	

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

Alexander M. Solomon
 Signature

Director, Administrative Management
 Title

June 26, 1969
 Date

Check received in the amount of \$104. 47

Posted

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency
ADMINISTRATIVE MANAGEMENT
 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.	DES 17- Contribution Acct. Card	144	10 ✓	1964	114 ³ Sm. Bxs.	5-12-69	<i>Atlantic 125102</i>
2.	DES 46- Employer Name & Address	Non-schedule	✓	1966	140 Sm. Bxs.	"	
3.	DES 218- History Card	Non-schedule	✓	3 qts. 1965	55 Sm. Bxs.	"	
4.	DES 233	Non-schedule	✓	Jan. Feb. 1969	45 Sm. Bxs.	"	
5.	Machine utilization card	Non-schedule	✓	1965-1967 incl.	90 Sm. Bxs.	"	
6.	Miscel scrap cards	Non-schedule	✓		68 Sm. Bxs.	"	
7.	Overpayment work sheets	Non-schedule	✓	1963-1964	35 ¹⁶⁸ Design Bxs.	"	
8.	DES 221-222 Determinations <i>(Disqualifications)</i>	158	3 ✓	1964-1965	33 ³⁷⁴ Design Bxs. Cu ft.	"	

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

Alexander M. Silberman

 Signature

Director, Administrative Management

 Title

June 25, 1969

 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

1100 N. Eutaw St.

ADMINISTRATIVE MANAGEMENT

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.	DES 135, Duplicate Claim card.	Non	Schedule	1962	87 ³ sm tab boxes	3/19/69	In accordance with State of Maryland Contract with the Atlantic Waste Paper Company.
2.	DES 135, " " "	Non	Schedule	1963	74 " " "	3/19/69	
3.	DES 216, Wage Record Card.	Non	Schedule	1967	612 " " "	3/19/69	
4.	DES 218, History Card.	Non	Schedule	1964 ³ <i>1707</i>	21 " " "	3/19/69	
5.	DES 219, Benefit Account Card.	144	11	1963 <i>569</i>	635 ³ " " " <i>= 212</i>	3/19/69	
6.	DES 233, Bank Reconciliation Card.	Non	Schedule	1968	60 " " "	3/19/69	
	Miscellaneous scrap cards.	Non	Schedule	--	218 " " "	3/19/69	
8.	Correspondence & Folders - Employer File. <i>1545 (local office) as 1993</i>	Non	Schedule	1963	67 ¹ <i>con st.</i> design style bx.	3/19/69	
9.	Miscellaneous expendable files.	Non	Schedule	--	26 " " "	3/19/69	
<i>Total:</i>					<i>662</i>	<i>662 cu. ft.</i>	

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

Nonwood G. Fowler
Signature

Budget Officer

Title

April 18, 1969

Date

Check received in the amount of \$383.04.

Posted

CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

ADMINISTRATIVE MANAGEMENT

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.	DES 227, Canceled Benefit Account Checks: Series Y	144	7	Year 1963 ✓	80 cartons (400 sm. bxs.) <i>133 1/2</i>	11-6-68	Destroyed by shredding in accordance with State contract.
2.	Series AA	144	7	Year 1965 ✓	100 cartons (500 sm bxs.) <i>166 2/3</i>	11-6-68	
3.	Series Y (balance).	144	7	Year 1963 ✓	20 cartons (100 sm bxs.) <i>33 1/2</i>	1-8-69	
4.	Series Z	144	7	Year 1964 ✓	100 cartons (500 sm bxs.) <i>166 2/3</i> <i>1500 am boxes</i> <i>500 cu ft</i>	1-8-69	

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

Alexander M. Silberman
 Signature

Director, Administrative Mgmt.

Title

March 3, 1969

Date

Checks received totaled \$17.31.

Posted

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management division
HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency
ADMINISTRATIVE MANAGEMENT

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1.	DES 17, Tab. card, Contribution Acct. Card.	144	10 ✓	1962 - 64	226 sm. IBM $\frac{1}{3}$ cu ft boxes.	3 = 75 $\frac{1}{3}$ ✓	In accordance with State of Maryland Contract with the Atlantic Waste Paper Company. (Picked up by Atlantic on Oct. 24 th)
2.	DES 216, Tab. card, Wage Records.	Non Sched.	}	1966 - 67	800 " "	266 $\frac{2}{3}$	
3.	DES 233, Tab. Card, Bank Reconc. Card.	Non Sched.		1968	70 " "	23 $\frac{1}{3}$	
4.	Scrap - Program tab. cards.	Non Sched.			450 " "	150	
5.	Miscellaneous continuous paper listings of: Bank runs Control runs Bank tapes	Non Sched.		1962 - 65	35 cu. ft. 35 design $\frac{1}{10}$ cu ft boxes.	35 475 ✓	

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

AM Alveina
Signature

Director, Administrative Management
Title

November 25, 1968
Date

Check received in the amount of \$212.02

Posted

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

ADMINISTRATIVE MANAGEMENT

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.	DES 135 tab card (Duplicate Claim)	Non schedule	} 2014	1962 year	104 } sm tab bx.	7/31	Destroyed by shredding in accordance with State contract. 7/31/68 C/O Atlantic, 7/31/68 E 8/13/68 - 10.880
2.	DES 216, tab card, Wage Record.	Non schedule		1968 year	500 } sm tab bx.	7/31	
3.	DES 219, tab card, Benefit Acct.	144	11 ✓	1962 year	219 = 3 = 73 sm ft sm tab bx.	7/31	
4.	DES 233, tab card, Bank Reconciliation	Non schedule	} 1252	1967-68 years	90 } sm tab bx.	7/31	
5.	Miscellaneous scrap cards.	Non schedule		--	285 } sm tab bx.	7/31	
6.	Miscellaneous correspondence file.	Non schedule	504	1962 year	50 } design bxs.	7/31	
7.	Close out overpayments corres.	144	13 ✓	1960 year	40 = 40 sm ft design bxs.	7/31	
8.	Miscel. correspondence for Out of State Claims, Towson and Wheaton local offices.	Non schedule	} 117 ✓	1960-66 years	50 } design bxs.	8/13	
9.	Corres., requisitions, Central off.	Non schedule		1960-1966 years	33 } design bxs.	8/13	
10.	Sick Claims, correspondence.	Non schedule	493	1960-1966 years	34 } design bxs.	8/13	

(continued)

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

ADMINISTRATIVE MANAGEMENT
 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.				
11.	Out of State folders, Interstate Claims, batch controls.	158	2 ✓	1963-1964 years	<i>all cu ft</i> 70 design bxs	8/13	Destroyed by shredding in accordance with State contract.
12.	DES 57, Field Supervisor Daily Reports.	Non schedule	✓	1962-1963 years	✓4 design bxs	8/13	
13.	Listing - checks mailed and canc.	Non schedule	✓	1962 year	✓1 design bx.	8/13	
14.	Applicant Registration Files.	Non schedule	✓	1964-1966 years	✓3 design bxs	8/13	
					<i>501 non-sched</i> 113 70 <u>684 cu ft.</u>		

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

Alexander M. Feldman

 Signature

Director, Administrative Management

 Title

9/20/68

 Date

Check received in the amount of \$184.28

1662024

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

ADMINISTRATIVE MANAGEMENT
 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.	MDTA Checks for CEP 175,361 - 179,999 197,781 - 199,999 MDTA Checks 180,000 - 229,999 Incorrect Replacement - MDTA 180,000 - 229,999	Non-Schedule			49 ³ small IBM boxes. -16 cu ft ✓	5-17-68	D-3691 Destroyed by shredding in accordance with State contract.

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

Rexanda M. Solomon
 Signature

Director, Administrative Management
 Title

June 24, 1968
 Date

Check received in the amount of \$12.88.

Posted

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

ADMINISTRATIVE MANAGEMENT

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) BOX	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Monthly Time Sheet, DES 115.	147	✓ 1	1960 - 1964	13 ^{cu. ft.} Design-Style	May 10, 1968	Destroyed by shredding in accordance with State contract.
2.	Histor Warrant 218 Combined.	158	✓ 1	1964	110 ^{3 = 37 cu. ft.} Sm. Tab.		
3.	Inactive forms, 200, 203, 204, 275 & 207A.	Non schedule		1964	137 ^{3 = 46 cu. ft.} Sm. Tab.		
4.	DES 233, Bank Rec. Cards.	144	9	1967 - July	55 ³ Sm. Tab.		
5.	DES 233, Bank Rec. Cards.	144	9	1967-Nov. 1968-Jan	138 Sm. Tab.	318 ÷ 3 = 106	
6.	DES 233, Bank Rec. Cards.	144	9	1968-Feb. 1967 - Aug.	60 Sm. Tab.		
7.	DES 233, Bank Rec. Cards.	144	9	1967 - Nov.	40 Sm. Tab.		
8.	DES 233, Bank Rec. Cards.	144	9	1967 - Dec.	25 Sm. Tab.		
9.	DES 142A.	Non schedule		1966	121 Sm. Tab.		
10.	DES 216, Wage Record Cards.	Non schedule		1966, 3rd quarter	400 Sm. Tab.	738 ÷ 3 = 246	
11.	Misc. Junk	Non schedule		--	200 Sm. Tab.		
12.	Farm Service Material	Non schedule		1963 - 1964	17 Design Style	738 ÷ 3 = 246 Total 435 cu. ft.	

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

Alexandra M. Silveira
 Signature

Director, Administrative Management
 Title

June 24, 1968
 Date

Check received in the amount of \$109.50.

CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

Administrative Management

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.	Continuous formaliner listings of wages.	Non schedule		1966	16 design boxes	2/21/68	In accordance with State Contract.
2.	Employer Wage Listing, DES 16.	144	1-B	1962-1964 incl.	272 " "	"	
3.	Disputed Claims, DES 214. <i>(See Sched. 158, Item 1, for "DES 214", none)</i>	144	B	1962-1964 incl.	6 " "	"	
4.	Employer Master Card, DES 45.	Non schedule		3rd qtr. 1962	56 ³ sm. IBM boxes	2/9/68	
5.	Employment Statistics, DES 141.	145	IV	1963 and 1964	243 ³ " "	"	
6.	Wage Records, DES 216.	Non schedule		1967	600 " "	"	
7.	Bank Reconciliation DES 233.	Non schedule		June, July, Aug. Sept. 1967	125 " "	"	
8.	Dependents Allowance, DES 275.	Non schedule		1964	9 " "	"	
9.	Machine Utilization Card	Non schedule		1963 - 1964	64 " "	"	
10.	Standard card 5081.	Non schedule		--	88 " "	"	
11.	Miscel. scrap cards. Not all filled DXS.	Non schedule		--	809 " "	"	

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

Alexander M. Alceman
 Signature

Director, Administrative Management
 Title

March 22, 1968
 Date

Check received in the amount of \$330.17

Posted (Items 1 & 5 only)

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency
 Administrative Management
 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.	DES 67, Benefit Statistic.	144	6	1961	281 Sm. IBM Bxs. ^{3 = 93 2/3 + 3 = 94 cu ft.}	8/9/67	
2.	DES 216, Wage Records.	Non Schedule	✓	1966	515 Sm. IBM Bxs.	"	
3.	DES 233, Bank Reconciliation	Non Schedule	✓	Mar.-Apr.-May-1967	132 Sm. IBM Bxs.	"	
4.	Miscellaneous scrap IBM cards	Non Schedule	✓	1961	32 Sm. IBM Bxs.	"	
5.	DES 511.	146	2	1961	679 ÷ 3 = 226 2/3 ^{cu ft.} 4 Design Boxes (1 cu. ft. each)	"	<i>Atlantic</i>
6.	Miscellaneous folders, corres. and telephone books.	Non Schedule	✓	<i>Non-sched.</i>	160 Design Boxes 226 386 cu. ft.	"	
					<i>Total: 484 cu ft.</i>		

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

Alexander M. Siloem
 Signature

Director, Administrative Mgmt.
 Title

October 9, 1967
 Date

Check received in the amount of \$406.20. *(8.40 more than shown in ticket. -??-)*

Posted

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

Administrative Management

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.	DES 17A, Batch Control Card			1959 - 1960	60 small IBM Box		
2.	DES 67, Experience Rating Quarterly			1960	266 " " "		
3.	DES 135, Duplicate Claim Card			1961	80 " " "		
4.	DES 216, Wage Record Cards			1966	616 " " "		
5.	DES 217, <u>Claim Master</u> Card	144	4	1963	170 ³ / _{57 cu. ft.}	June 15, 1967	
6.	DES 223, Claim Index Card			1964	60 " " "		
7.	Miscellaneous scrap				358 " " "		
8.	Employer Correspondence files, re: DES 15 and 16	144	1-B	1960 - 1961	25 file box - 50 cu. ft.		
9.	DES 66A, Experience Rate Appeals			1960	1 file box		
10.	DES 237, Cash Disbursement	144	9	1961 - 1962	2 file box = 4 cu. ft.		

(continued)

1022 ÷ 3 = 341 cu. ft.
June 15, 1967
→ 57
→ 139
50L
2L
(file box)
737
Ann. Bureau

In accordance with State contract.

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency
Administrative Management
 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.				
11.	Out of State non-monetary determ.			1962	7 file boxes	} (x 2) June 15, 1967	In accordance with State contract.
12.	Sick Claims			1961 - 1964	5 file boxes		
13.	Scrap paper, listings - machine acts.			--	60 file boxes 72 x 2 = 144 cu ft ✓		

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

Alexander M. Silverman
 Signature

Director, Administrative Management
 Title

July 25, 1967
 Date

Check received in the amount of \$284.44

Posted



CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

Administrative Management
 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.	DES 227, Cancelled Benefit Checks Series X.	144	7 ✓	1962 ✓	201 cu ft. 602 small IBM boxes. ≈ 3	3/17/67	In accordance with State Contract, shredded at our request.

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

Alexander M. Seligman
 Signature

Director, Administrative Management
 Title

April 27, 1967
 Date

(Owed to Bohagen for shredding)

Posted



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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

Administrative Management
 Division or Bureau of Reporting Agency

1 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.	Employer file folders housing: miscellaneous employer correspon- dence & DES 16 wage reports.	144	B ✓	1956 - 1961 ✓	105 (design boxes)	Part 2/16/67	In accordance with State Contract.
2.	File folders: closed U.I. Benefit Recoveries & all related corres. (11-?)	144	13 ✓	1959 - 1963 ✓	15 design boxes	Balance 4/5/67	
3.	File folders: all correspondence Out of State Claims.	158	2 ✓	1961 - 1963 ✓	113 design boxes		
4.	DES 17, Contribution Acct. Cards.	144	10 ✓	1963 ✓	112 small IBM boxes		
5.	DES 46, Employer Name & Address Cards.	Non-schedule		---	102 small IBM boxes		
6.	DES 68, Experience Rate Card.	Non-schedule		1960 ✓	28 small IBM bxs.		
7.	DES 135, Claim Statistic.	Non-schedule		1962 - 1963 ✓	27 small IBM bxs.		
8.	DES 142A, Benefit Statistic.	Non-schedule		4th qtr. 1965 ✓	32 small IBM bxs. 10 2/3 cu ft.		
	(continued)						

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

Alexander M. Silberman
 Signature

Director, Administrative Management

Title

April 27, 1967

Date

(Moved to Behager for shredding)

(cont.)



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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

Administrative Management

Division or Bureau of Reporting Agency

I 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.				
9.	DES 216, Wage Records.	Non-schedule		1966 ✓	170 cu ft 510 small IBM boxes = 3	Part 2/16/67	In accordance with State Contract.
10.	DES 218, History Cards.	158	1 ✓	1963 ✓	21 " "	Balance 4/5/67	
11.	DES 233, Bank Reconciliations.	144	9 ✓	1962 - 1963 ✓	49 147 " "		
12.	DES 253, Controls	Non-schedule		1963 - 1964 ✓	50 150 " "		
13.	Miscellaneous scrap cards.	Non-schedule		✓	36 2/3 110 " "		

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

Alexandra M. Adelman
 Signature

Director, Administrative Management
 Title

April 27, 1967
 Date

Posted

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

UNEMPLOYMENT INSURANCE 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.	UC 17B, Formaliner paper, Batch Control for Employer Returns - obsolete.	None			3 cu ft 3 Design Cases	November 17 and 18, 1966	Records disposed of by State Contract with the Atlantic Waste Paper Company. Shredded.
2.	DES 20C, Accts. Rec. Credits - obsolete.	None			22 cu ft 22 Design Cases		
3.	DES 32, IBM Card, Social Security Request.	None			+3 = 17 cu ft 50 IBM Boxes		
4.	DES 135, IBM Card, Duplicate Claims.	none		1961 year	+3 = 261 87 IBM Boxes		
5.	DES 142A, IBM Card, Bene. Stat.	None		9 mo. 1966	+3 = 516 172 IBM Boxes		
	DES 201, IBM Card, Add. Cl. Fed.	None		1962 year	+2 = 9 cu-ft. 18 Boxes* 9		
7.	DES 203, IBM Card, Daily Earnings.	None		1962 year	18 Boxes* 9		
8.	DES 207A, Separation Notice)	158	1	"	18 Boxes* 9 ✓		
9.	DES 218, History Folder)	158	1	"	18 Boxes* 9 ✓		
10.	DES 219, IBM Benefit Acct. Card)	158	1	"	18 Boxes* 9 ✓		

* Size - 8 x 5 x 24" deep.
(approx 1/2 cu. ft)

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

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

UNEMPLOYMENT INSURANCE 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.				
11.	508.1 & 2, Employment Service Referral Cards	None		1962 year	18 ^{x2} Boxes* ^{9 cu ft}	November 17 and 18, 1966	Shredded. Records disposed of by State Contract with the Atlantic Waste Paper Company.
12.	DES 216, IBM card, Wage Records.	None			541 ⁺³⁼¹⁸⁰ small boxes. (IBM)		
13.	DES 233, IBM card, Bank Reconc.	None		1st qt. 1966.	60 ⁺³⁼²⁰		
14.	DES 330	144	13 ✓	All qts. 1962-64	19 Design boxes. ^{19 cu ft}		
15.	DES 511, E.S. Applicant Cards	146	2 ✓	All qts. 1964-65	1 Design box. ^{1 cu ft}		
16.	Miscellaneous, IBM Cards, Junk.				173 ⁺³⁼⁵⁸ small boxes.		
17.	Foranliner paper, wage listings.	None		1965 year	23 design boxes. ²³		
18.	Miscellaneous obsolete pamphlets and folders.	None			35 design boxes. ³⁵		

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

Alexander M. Silverman
Signature

Director, Administrative Management
Title

December 21, 1966
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

UNEMPLOYMENT INSURANCE 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.	Miscellaneous scrap cards, Manila.	Non schedule		----	$\div 3 = 669 \text{ cu. ft.}$ * 2009 small bxs.	7/27/66 & 7/28/66	Shredded. Records disposed of by State Contract with the Atlantic Waste Paper Company.
2.	Miscellaneous scrap cards, colors	Non schedule		----	$\div 3 = 162 \text{ cu. ft.}$ * 485 small bxs.	7/27/66 & 7/28/66	
3.	Miscellaneous correspondence files and work papers.	Non schedule		----	$\times 2 = 12 \text{ cu. ft.}$ 6 file boxes	7/27/66	
	* 1 box Item 1 not full.						
	* 1 box Item 2 not full.						
					843 cu. ft.		

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

Alexander M. Solomon
Signature

Director, Administrative Management
Title

August 24, 1966
Date

Certificate of Disposal and check in the amount of \$771.43 received.

*Entered on list for ann. report
(cards not affected)*

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency
UNEMPLOYMENT INSURANCE 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.	IBM Card Check, Benefit Series W #000001 to 999999W inclusive.	Non	Schedule	1961	602 small IBM boxes. <i>(200 cu ft.)</i>	3/17/66	Shredded

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

A.M. Seligman
 Signature

Director, Administrative Management
 Title

April 20, 1966
 Date

Certificate of disposal and check in the amount of \$97.85 received.

Posted

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

UNEMPLOYMENT INSURANCE 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.	DES 17, Contribution Acct. Card	144	10 ✓	1962	37 (small) 112 tab. box	1/26/66	Records disposed of in accordance with State regulations--Atlantic Waste Paper Company.
2.	DES 19, Employer Control Card	Non Schedule	✓	1962	14 43 tab. box	"	
3.	DES 67, Experience Rating	Non Schedule	✓	1962	73 217 tab. box	"	
4.	DES 135, Claim Statistic	Non Schedule	✓	1960	21 63 tab. box	"	
5.	DES 142A, Benefit Statistic	Non Schedule	✓	1964	62 185 tab. box	"	
6.	DES 200, Original Claim	158	1 ✓	1962	50 tab. box	"	
7.	DES 203, Daily Earning <i>(Report of Low Earnings)</i>	158	1 ✓	1962	33 } 50 tab. box	"	
8.	DES 207 (SC) Separation Notice	144	5 ✓	1962	17 } 50 tab. box	"	
9.	DES 216, Wage Records	Non Schedule	✓	1st qt. - 1964 ✓	161 } 482 tab. box	"	
10.	DES 216, Wage Records	Non Schedule	✓	2nd qt. - 1964 ✓	152 } 455 tab. box	"	
11.	DES 223, Index Card	Non Schedule	✓	(4 mos.) - 1965 ✓	16 } 48 tab. box	"	

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

UNEMPLOYMENT INSURANCE 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.				
12.	DES 225, Address Card	Non Schedule	✓	1963	³³ 99 tab. box (small)	1/26/66	Records disposed of in accordance with State regulations--Atlantic Waste Paper Company.
13.	DES 233, Bank Reconciliation	144	9 ✓	1962	³⁹ 116 tab. box	1/28/66	
14.	DES 275, Dependent Allowance	158	1 ✓	1962	¹³ 39 tab. box	"	
15.	Machine Utilization Card	Non Schedule	✓	1962	⁸ 25 tab. box	"	
16.	Miscle. scrap cards	Non Schedule	✓	--	⁷ 22 tab. box	"	
17.	DES 200, Original Claim	158	1 ✓	1958 - 61	⁵ 15 tab. box	"	
18.	DES 204F, Continued Claim	158	1 ✓	"	⁵ 15 tab. box	"	
19.	DES 207, Separation Notice	158	4	"	⁵ 15 tab. box	"	
20.	DES 218, History Card	158	1 ✓	"	⁵ 15 tab. box	"	
21.	DES 223, Index Card	Non Schedule	✓	1961	³ 10 tab. box	"	
22.	DES 275, Dependent's Allowance	158	1 ✓	1958 - 61	⁴ 13 tab. box	"	

(Items 1 through 22 are tabulating cards.)

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

UNEMPLOYMENT INSURANCE 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.				
23.	DES 221, Claims ^{Examined} Exp. Determination	288	1 ✓	1958	46 ^{x2} 29 file boxes	1/28/66	All checks shredded. All items disposed of in accordance with State Contract with Atlantic Waste Paper Company.
24.	DES 221, Claims ["] Exp. Determination	288	1 ✓	(9 mo.) 1961	118 59 file boxes	"	
25.	DES 221, Claims ["] Exp. Determination	288	1 ✓	1962	66 30 file boxes	"	
26.	DES 237, Cash Disbursement Sheets File boxes approx. 12" x 12" x 18".	144	9 ✓	1960 - 1962	66 39 file boxes	"	
27.	MDTA Checks 030001 - 0999999 incl.	Non Schedule Obsolete	✓		12 35 tab. boxes	2/16/66	
28.	Miscel. correspondence and work papers, Research Division.	Non Schedule	✓		6 3 file boxes	2/16/66	

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

Alexander M. Schweiman
Signature

Director, Administrative Management

March 11, 1966

Certificate of disposal and check in the amount of \$1,054.02 received.

Title

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

UNEMPLOYMENT INSURANCE 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.	Benefit Checks, Series BB, #248606 - 250000 incl. Replacement Checks, #053806 - 053999 incl. #054777 - 063999 incl.	Non schedule	- obsolete		6 tab boxes	1-6-66	All checks shredded. Disposed of in accordance with State Contract - Atlantic Waste Paper Company
2.	Benefit Checks, Series CC #560001 - 570000 incl.	"	"		5 tab boxes	1-6-66	
3.	Federal Checks #589794 - 599999 incl. Replacement Checks #000977 - 009975 incl.	"	"		10 tab boxes	1-6-66	
4.	MDTA Checks #19883 - 030000 incl. Replacement Checks #053797 - 053805 incl.	"	"		10 tab boxes	1-6-66	

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

UNEMPLOYMENT INSURANCE 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.				
5.	ARA Checks #494174 - 499999 incl. Replacement Checks #009976 - 009995 incl.	Non schedule -	obsolete		2 tab boxes	1-6-66	All checks shredded. Disposed of in accordance with State Contract - Atlantic Waste Paper Company.
6.	TUC Checks #436061Q - 4370000 incl.	" "	" "		5 tab boxes <u>38 " "</u> = approx. 13 cu. ft.	1-6-66	

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

Alexander M. Silberman
Signature

Director, Administrative Management
Title

February 3, 1966
Date

Certificate of disposal and check in the amount of \$8.14 received.

Posted

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

UNEMPLOYMENT INSURANCE 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.	Tab. Cards, miscel.		Non Record	1963 - 1964	464 ²³ tab. box	8/20/65	RECORDS DESTROYED IN ACCORDANCE WITH STATE REGULATIONS. ATLANTIC WASTE PAPER COMPANY
2.	Empl. Delinq. Control, DES 19.		Non Record	1960 & 1961	30 tab. box	"	
3.	Status Determ., DES 44.		Non Record	1959-1960	28 tab. box	"	
4.	Exper. Rating, DES 67A.		Non Record	1960	55 tab. box	"	
5.	B.L.S. Statistics, DES 122.		Non Record	1959	10 tab. box	"	
6.	Contr. Detail Stat., DES 141A.		Non Record	1959	40 tab. box	"	
7.	Req. for Separation, DES 207 O.C.	144	5	1961	157 tab. box	"	
8.	Wage Record, DES 216.		Non Record	1st & 2nd qt. 1965	1022 tab. box	"	
9.	Bank Reconciliation, DES 233.	144	9	1964 - 1965	250 tab. box	"	
10.	Employer Records, ESD 330 & 330.1	146	1	1959-1960	2 x 4 file box = 8	"	
11.	Disputed Claims, DES 214.		Non Record	1960-1961	2 x 7 file box = 14	"	

(cont'd)

This item supposed to be last "on 3/20/65 or until audited which here is later..."

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency
 UNEMPLOYMENT INSURANCE 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.				
12.	Continued Claims, Illness etc., DES 204A.	158	1	1959	10 file box 114 file box 23 file box	8/20/65	RECORDS DESTROYED IN ACCORDANCE WITH STATE REGULATIONS. ATLANTIC WASTE PAPER COMPANY
13.	Out of State Claim, IB 2 & IB 11.	158	2	1958-1961		"	
14.	Wage Record Listings, tabulating paper forms.	Non Record		1964		"	

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

Alexander M. Solomon
 Signature

Director, Administrative Management

September 23, 1965

Certificate of disposal and check in the amount of \$811.84 received.

Date

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

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

UNEMPLOYMENT INSURANCE 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.	Inactive Employer folders (miscel. corresp. & DES 15 & 16)	144	1 ✓	1959 - 1960	264 File ^{x2} 528 boxes. cu. ft.	2/17/65	RECORDS DESTROYED IN ACCORDANCE WITH STATE REGULATIONS. ATLANTIC WASTE PAPER CO.
2.	DES 15 & 16 wage reports combined.	144	1-b ✓	1952 - 1956	173 file 346 boxes.	2/17/65	
3.	County Offices containing: DES 200; 201; 203; 207A & 218	158	1 ✓	1960 - 1961	183 IBM ÷ 3 61 boxes	2/17/65	
4.	DES 142 A	NON RECORD	}	1959 - 1961	200 IBM ÷ 3 66.6 boxes	3/1/65	
	Miscel. cards	NON RECORD		1963 - 1964	690 IBM 230 boxes cu. ft.	3/1/65	
6.	Miscel. corresp.	NON RECORD		1963 - 1964	12 cartons 12 cu. ft.	3/1/65	

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

A. M. Sullivan

Signature

Director, Adm. Mgmt. Division

Title

March 17, 1965

Date

Certificate of disposal and check in the amount of \$623.07 received

SA 75900 } Nonrecording Facility
 Posted *sh*

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
 STATE OF MARYLAND**

DEPARTMENT OF EMPLOYMENT SECURITY

Reporting Agency

UNEMPLOYMENT INSURANCE

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.				
	Checks Series "V", DES 227	144	7	✓ 1961	193 1/3 (1/3 cu.-ft.) 580 Tab Bxs.	1/15/65	Shredded
	Benefit Acct., DES 219	144	2	✓ 1960-61	530 1/3 1615 " "	1/16/65	
	Contribution Acct., DES 17	144	10	✓ 1961	41 123 " "	1/16/65	
	Emp. Stat., DES 141			1961	8 24 " "	1/16/65	
	Cont. Detail, DES 141A	Nonrecord		1961	35 105 " "	1/16/65	
	Cl. Record, DES 135			1959	21 2/3 65 " "	1/16/65	
	History Card, DES 218	158	1	✓ 1961	44 ✓ 132 " "	1/16/65	
	Cl. Record Master, DES 217	144	4	✓ 1961	322 2/3 98 " "	1/16/65	
	Or. Cl. etc. county & city, DES 200, 218, 219, etc.	158	1	✓ 1961	105 ✓ 315 " "	1/16/65	
	Ben. Stat., DES 142A	Nonrecord		1963	16 2/3 50 " "	1/16/65	
	Scrap misc.			--	86 2/3 260 " "	1/16/65	

Records destroyed in accordance with State contract - Atlantic Waste Paper Company.

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

A.M. Silverman
 A. M. Silverman Signature

Director, Administrative Management
 Title

February 3, 1965
 Date

Certificate of Disposal and Check for \$707.79 received.

*Posted 12/14/64,
H*

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency
UNEMPLOYMENT INSURANCE
 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	Overpayment 221 - 222 <i>Edt</i>	144	13	1960 - 61 ✓	3060 <i>(1/2 cu ft)</i> File dr.	11/18/64	Records destroyed in accordance with State contract - Atlantic Waste Paper Company.	
2	Expired 22's and corres.	158	3	1960 - 61 ✓	47.595 File dr.	"		
3	Bank Rec. 233	Non		1964 -	60180 Tab bx. <i>(1/2 cu ft)</i>	"		
4	Ex. Rating, DES 67	144	6	1961 ✓	187560 Tab bx.	"		
5	Ben. Sta DES 142A	Non		1962 - 63 -	666200 Tab bx.	"		
6	Wage Rec. DES 216	Non		1963 -	160480 Tab bx.	"		
7	Ben A/C	144	6	1959 ✓	1855 Tab Bx.	"		
					<i>144: 30 cu ft</i> <i>187</i> <i>18</i> <hr/> <i>235</i> <i>Non-acc.: 60 cu ft</i> <i>66.6</i> <i>160</i> <hr/> <i>286.65</i>	<i>144: 235</i> <i>158: 47.5</i> <hr/> <i>Non-acc. 286.5</i> <hr/> <i>569 cu ft.</i>		

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

Vernon P. Nengel
 Signature
 Vernon P. Nengel

Asst. Director, Administrative Mgmt.
 Title

December 9, 1964
 Date

Certificate of Disposal and Check for \$371.12 received.

Posted 10/7/64
u

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

DEPARTMENT OF EMPLOYMENT SECURITY
Reporting Agency

UNEMPLOYMENT INSURANCE
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	Bank Rec. Card, DES 233	144	9 ✓	1963	400 Tab Bx.	9/9/64	Records destroyed in accordance with State contract - Atlantic Waste Paper Company.
2	Master Cl. Card, DES 217	144	4 ✓	1959-60	90 Tab Bx.	"	
3	Wage Record Card, DES 216	--	- ✓	1963	300 Tab Bx.	"	
4	Ben. Account Card, DES 219	144	11 ✓	1958	90 Tab Bx.	"	
5	Or. Claim OBS, DES 200	--	- ✓	--	80 Tab Bx.	"	
6	Cl. Card OBS, DES 204F	--	- ✓	--	15 Tab Bx.	"	
7	Miscl. Scrap	--	- ✓	--	200 Tab Bx.	"	
					$1175 \div \frac{1}{3} = 391\frac{2}{3} \text{ cu. ft.}$		

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

A. M. Scherman
Signature

Director, Administrative Mgmt.

Oct. 2, 1964
Date

Check received for \$370.88 and Certificate of Disposal.

*Posted 5/22/64,
bb*

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

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	Tab Cards - Misc.		Non Rec	1963 1961 1961 1959 - 60	361 Tab Box <i>(1/2 cu. ft.)</i>	4/15/64	Records destroyed in accordance with State Contract with Atlantic Waste Paper Company.
2	Wage Record, DES 216	"	"		487 Tab Box	"	
3	Index, DES 223	"	"		53 Tab Box	"	
4	DES 275	"	"		34 Tab Box	"	
5	Interstate, DES 221, 222, IB-11, IB2	158	<i>27</i>		975 = 325 cu. ft. ✓ 115 File Drs. (1/2 cu. ft.) 57 1/2 cu. ft.	"	

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

Alexander M. Silverman
 Signature
 Alexander M. Silverman

Director, Administrative Mgmt.
 Title

May 12, 1964
 Date

cc sent to Joe Hensch

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management division
HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency
UNEMPLOYMENT INSURANCE

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1	Ex. Rating Ben., DES 67	144	6 ✓	1960	295 Tab Bx ^($\frac{1}{2}$ cu. ft.)	98 $\frac{1}{3}$ cu. ft. ✓	
2	Ex. Rating, DES 68	None	-	1960	28 Tab Bx	9 $\frac{1}{2}$ ✓	
3	Emp. Cont, DES 19	None	-	1960	29 Tab Bx	9 $\frac{2}{3}$ ✓	
4	Wage Record, DES 216	None	-	1959-60 ✓	507 Tab Bx	169 ✓	
5	Miscl. Cards	None	-	1959	290 Tab Bx	96 $\frac{2}{3}$ ✓	
6	Bank Rec. TEC 233	144	9 ✓	1960	90 Tab Bx	30 ✓	
7	Bank Rec. DES 233	144	9 ✓	1961	157 Tab Bx	52 $\frac{1}{3}$ ✓	
8	County Off. containing DES 218, 219, 201, 203, 207A.	158	1 ✓	1959-60	419 Tab Bx	139 $\frac{2}{3}$ ✓	
9	Same Balto. Off.	158	1 ✓	1959-60	144 File Bx ^(Legal-2 cu. ft.)	288 ✓	
10	Separation Not., DES 221	158	3 ✓	1959-60	77 File Bx	154 ✓	
11	Payrolls, DES 16	144	#1-B ✓	1958	49 File Bx.	98 ✓	
12	Ben. Charges, DES 64	144	1-B ✓	1958	9 File Bx.	18 ✓	
13	Control Detail, DES 141A	Non	-	1960	81 Tab Bx	27 ✓	
14	Ben. Summary, DES 142A	Non	-	1962	226 Tab Bx	75 $\frac{1}{2}$ ✓	
15	Sep. Notice, DES 207	158	1 ✓	1960	114 Tab Bx	38 ✓	

Records destroyed in accordance with State Contract with the Atlantic Waste Paper Co.

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

Total: 1303 $\frac{1}{2}$ cu. ft.

Alexander M. Silverman
Signature
Alexander M. Silverman

Director, Administrative Management
Title

February 21, 1964
Date

Check for \$552.75 received from Atlantic.

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management division
HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency
UNEMPLOYMENT INSURANCE

Posted 11/22/63, ^{hd}

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1	Bank Rec. DES 233	√ 144	9	1963	185 ^{1/2} cu ft Tab Box	Balto. ⁶² cu ft	✓
2	Local Off. DES 218, 210, 207A etc.	√ 158	1	1959	160 Tab Box	53 " "	✓
3	Index, DES 223	✓ Non	-	1959	20 Tab Box	" 7 " "	✓
4	Appeals Folders to 5/31/60	√ 143	1	5/31/60	40 ^{1/2} cu ft Fl. Dr.	" 20 " "	✓
5	Ben. A/C, DES 219	√ 144	2	1959	200 Tab Box	" 67 " "	✓
6	Ex. Rating, DES 67	√ 144	4	1961	195 Tab Box	" 65 " "	✓
7	Emp. A/C, DES 46	✓ Non	-	1960	79 Tab Box	" 26 " "	✓
8	Job Cost, DES 143	√ Non	-	1958	163 Tab Box	" 54 " "	✓
						354 " "	

Records destroyed in accordance with State Contract with the Atlantic Waste Paper Co.

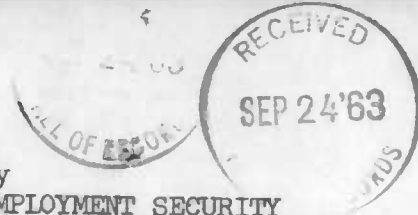
10. I certify that the above listed records were disposed of as indicated.

Alexander M. Silverman Director, Administrative Management
Signature Title

November 19, 1963
Date

Check for \$339.20 rec'd. from Atlantic.

Posted 9/24/63



Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management division
HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency
UNEMPLOYMENT INSURANCE

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal	
		Schedule No.	Item No.					
1	Contribution Acct. Card, DES 17	144	✓ 10	1959	91 2/3 cu ft. ✓	Balto., Md.	Records destroyed in accordance with State Contract with the Atlantic Waste Paper Company.	
2	Stat. Determination Card, DES 44	Non	-	1959	275 tab. bx. ✓			
3	Ben. Charge, " DES 67	144	✓ 6	1959	24 0' cu ft. ✓			
4	Ex. Rating " DES 68	Non	-	1956	40 13 1/2 " ✓			
5	Sep. Notice " DES 207	158	✓ 1 *	1958-1959	16 5 1/2 " ✓			
6	Cont. Detail " DES 141A	Non	-	1959	125 4 1/2 " ✓			
7	Cl. Master " DES 217	144	✓ 4	1959	54 18 " ✓			
8	Transcript " DES 212	144	✓ 3	1958-1959	92 30 " ✓			
9	Index " DES 223	Non	-	1958	97 3 1/2 " ✓			
10	Strike, Beth. Steel " No No.	Non	-	1959	18 16 cu ft. ✓			
11	Sus. Cards " No No.	Non	-	1958-1959	28 9 1/2 " ✓			
12	Bank Rec. " DES 233	144	✓ 9	1962	24 8 " ✓			
13	Local Off. consisting of DES 218, 219, 201, 203, 207A, 211 - includes TUC & FED.				400 193 1/2 " ✓			All local offs. incl. inter-state.
14	Wage Record Card, DES 216	158	✓ 1 *	1957-58-59	493 16 1/2 " ✓			
15	Reg. Cards, ESD 511 etc.	Non	-	1962	290 96 2/3 " ✓			
16	Ben. Stat. Card	146	2	To 1962	20 file dr. ✓ (1/2 cu ft.)			
17	Checks - "U" Series, DES 227	Non Rec	-	1960-1961	279 tab bx. ✓ 93 cu ft.			
18	Obsolete forms	144	7	1960	150 " " - 50 cu. ✓			
19	Ben. Stat., Form DES 142A	Non	-	1961	10 misc. boxes (1 1/2 cu ft.) ✓			
					800 tab. bx. ✓			
					100 cu ft. ✓			
					Total: - 924 1/3 cu ft.			

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

Vernon P. Nengel
Signature
Vernon P. Nengel

Assistant Director, Administrative Mgmt.
Title

September 23, 1963
Date

check for \$702.77 rec'd from Atlantic.

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management division
HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency
EMPLOYMENT SERVICE - UNEMPLOYMENT INSURANCE

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1	DES 511, Emp. Ser. Reg. Card, Balto. & County Offices	✓	146	✓	2	1958 - 1960	28 misc. ctg. ^(1 1/3 cu. ft. approx) Balto. Off. ✓
2	DES 16's Payrolls	✓	144	✓	1-B	1957	6 file bxs. ^(2 cu. ft.) 12" " " ✓
3	DES 216, Wage Record Card	✓	Non. Record	✓		1960 - 1961	1103 tab bx. ^(1/3 cu. ft.) 367 2/3 " " ✓
4	DES 212, Transcripts	✓	144	✓	3	1959 - 1960	102 tab bx. 34" " " ✓
5	DES 115, Time Sheets	✓	147	✓	1	1957 - 1961	7 file bxs. 14" " " ✓
6	DES 171, Bi-Weekly; DES 173, Leave Slip; DES 174, Leave Death; DES 198 Dr. Cert. Miscl.	✓	147	✓	3	1960	10 file bxs. 20 " " ✓
7	Petty Cash etc.	✓	147	✓	1	1960	21 file bxs. 42 " " ✓
8	UC 338-348, Overpayment	✓	144	✓	14	1958	31 file bxs. 62 " " ✓
9	Collectable Accounts	✓	144	✓	15	1958 - 1960	9 file bxs. 18 " " ✓
10	UI 330, No. Overpayment	✓	158	✓	4	1957 - 1961	34 file bxs. 68 " " ✓
11	Accounts Rec. Rundown	-	Non Record	✓		1956 - 1959	7 file bxs. 14 " " ✓
12	DES 227, Checks	✓	144	✓	7	1960	500 tab bxs. 166 2/3 " " ✓

Records disposed of and destroyed in accordance with State contract. Atlantic Waste Paper Co.

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

TOTAL: 855 1/3 cu. ft.

A. M. Silverman
Signature
A. M. Silverman

Director, Administrative Management
Title

July 10, 1963
Date

Certificate of Disposal and check for \$427.64 received.

(Picked up 5/22/63)

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
 To Be Submitted to the Records Management division
 HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
UNEMPLOYMENT INSURANCE

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1	Expired - Cls., DES 221 etc.	158 ✓	3 ✓	1957 - 1958	75 File Bx. ^{Legal (2 cu ft.)}	150 cu. ft. ✓	Atlantic Waste Paper Company Waste destroyed in accordance with State Contract
2	Interstate - IB-1 etc.	158 ✓	2 ✓	1958 - 1959	66 File Bx.	132 cu. ft. ✓	
3	Emp. Payroll DES 16	144 ✓	1-B ✓	1957	77 File Bx.	154 " " ✓	
4	Cl. Invest. DES 330 etc.	158 ✓	1 } ✓	1958	34 File Bx.	68 " " ✓	
5	Sep. Notice DES 207 - 207A	158 ✓	1 } ✓	1959	25 Tab Bx. ^{1/2 cu ft.}	8 1/3 " " ✓	
6	Checks, DES 227	144 ✓	7 ✓	1959	2M Tab. Bx. ²⁰⁰⁰	666.6 " " ✓	
7	Ex. Rating, DES 67	144 ✓	6 ✓	1959	63 Tab. Bx.	21 " " ✓	
8	Ben. Charges, DES 64	144 ✓	1-B ✓	1956 - 1957	13 File Bx.	26 " " ✓	
9	Out of State Folders, UI214, IB2, IB 11 etc.	158 ✓	2 ✓	1959	72 File Bx.	144 " " ✓	
10	Or. Cl., TUC 200	158 ✓	1 ✓	1958 - 1959	18 Tab Bx.	6 cu ft. ✓	
11	Disbursement DES 237	144 ✓	9 ✓	1958	52 Pkgs. ^{1 cu ft.}	52 cu ft. ✓	
12	Emp. Folders	133 ✓	1 ✓	1957	33 File Bx.	66 cu ft. ✓ Posted 1-30-63 eh	

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

Norman B. Hangel
 Signature

Asst. Director, Administrative Mgmt.
 Title

January 21, 1963
 Date

Certificate of Disposal and check for \$518.84 received.
 #582.84
 582.

AUG 22 '62
HALL OF RECORDS

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management division
HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency
UNEMPLOYMENT INSURANCE

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
7	DES 219 Benefit Account	144	11	1959	635 Tab Bx.	Aug. 1962	Waste destroyed in accordance with State Contract Atlantic Waste Paper Company
	DES 216 Wage Record	Non.	Rec	1960	335 Tab Bx.	Aug. 1962	
9	DES 233 Bank Recon.	144	69	Jan.-Feb. 1960	200 Tab Bx. (-3)	Aug. 1962	

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

A. M. Solomon
Signature

Director, Administrative Mgmt. Division
Title

August 21, 1962
Date

Certificate of Disposal and check for \$239.79.

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
 To Be Submitted to the Records Management division
 HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
UNEMPLOYMENT INSURANCE

postal 7/9/62

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
	DES 135 - Claim	Non -	Record	1958	50 tab bx.	May 1962	Atlantic Waste Paper Company Waste destroyed in accordance with State Contract
	DES 141 - ES 202	"	"	1958	130 " "	May 1962	
	DES 142A	"	"	1958	165 " "	May 1962	
	DES 207L	"	"	1958	60 " "	May 1962	
4	DES 211 Accession	158	3	1956	25 " "	May 1962	
	DES 216 Wage Card	Non -	Record	1961	335 " "	May 1962	
4	DES 217 Master Card	144	4	1958	160 tab bx.	May 1962	
5	DES 227 Checks "P"	144	7	1958	1500 " "	May 1962	
2	DES 233 T.U.C.	158	2	1959	75 " "	May 1962	
2	DES 233 Reg. 347 Audit	158	2	1959	220 " "	May 1962	
	Misc. DES 511 - ES 330.1, 330			1959	75 " "	May 1962	
	DES 78 - Emp. Ser.			Up to 1959	3/2795 972 cu. ft. 20 cartons (40 cu. ft.)	May 1962	

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

Alexander M. Silberman
 Signature

Director, Administrative Mgmt. Division
 Title

July 2, 1962
 Date

2845

Certified Certificate of Disposal and check for \$452.79.

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

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

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
UNEMPLOYMENT

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
	Appeals Folders	143	1	To Jan. 31-59	50 Fl. Drs.	Jan. 1962	Waste destroyed in accordance with State Contract Atlantic Waste Paper Company
6	DES 67 & 68	144	4 & 5	1958	100 Tab Bx.	25 cu. ft.	
1	DES 218 - Etc. - Cl. Rec.	158	1	1958	90 Tab Bx.	30 cu. ft.	
B	DES 15 & 16	144	2	1956	130 Fl. Dr.	27 cu. ft.	
7	DES 219	144	11	1956	111 Tab Bx.	195 cu. ft.	
5	DES 227 Ben. Checks	144	7	Series N-58	100 lg. Bx.	33 cu. ft.	
3	DES 212	144	3	1957	100 Tab."	100 cu. ft.	
B	Employer Folders	144	2	1955-56	175 Fl. Dr.	30 cu. ft.	
	DES 216 Wage Cd.	Non.	Rec	1960	500 Tab Bx.	262	
2	DES 237	158	2	1958	50 Fl. Dr.	150	
	Miscellaneous correspondence and rundowns			1958	10 Fl. Dr.	75 "	
						15 "	
						992 cu. ft.	

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

A.M. Silveira
 Signature

Director, Administrative Management Division

Feb. 26, 1962

Title

Date

Certificate of Disposal and check for \$468.67

486.67

posted 2/27/1962

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
 To Be Submitted to the Records Management division
 HALL OF RECORDS COMMISSION

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
Unemployment Insurance

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
	DES 141 Ben. Summary			1957	164 Tab Bx.	52	Waste destroyed in accordance with State contract - Atlantic Wastepaper Company.
6	DES 67 Ben. Charges	✓144	6A	1957	180 " "	60 cu. ft.	
6	DES 68 Ben. Charges	✓144	6B	1957	200 " "	66 cu. ft.	
1	DES 218 Exc. Ch. Rec.	✓158	1	1957	100 " "	34 " "	
1B	U.C. 16 Payrolls	✓144	100B	1955	55 File Drs	82.5	
5	DES 207A - 207 Sep. Not.	✓144	5	1957	85 Tab Bx.	28.5	
11X	DES 219	✓144	11	1955	150 Tab Bx.	50.5	
15	DES 227 Benefit Checks	✓144	7	Series M- 1957	100 " "	34.	
3	DES 212 Transcript	✓144	3	1956	160 " "	80	
1B	Employer Folders Inactive	✓144	100B	1954-55	180 File Drs	270	
1	DES 237	158	2	1957	50 " "	75	
Non Record	Miscl. Correspondence and Rundowns			1957	18 File Dr.	27	
						859 cu. ft.	

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

Alexander M. Silverman
 Signature
 Alexander M. Silverman

Director
 Title
 Administrative Management Division

June 27, 1961
 Date

posted
 5/3/61

Certificate of Disposal & Cer. Check for \$407.20.

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

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

1. Reporting Agency
 DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
 UNEMPLOYMENT INSURANCE

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
6	U.C. 67 Benefit Charges	144	4	1955-56	213 Tab. Bx. Sm.	60	Waste
Non. Rec.	U.C. 216 Wage Record	-	-	1958	420 " "	170	"
1	U.C. 218 Etc. Claim Rec.	158	1	1956	101 " "	50	"
2	U.C. 200A Etc. O.S. Claims	158	2	1956	55 File Drs.	120 cu ft	"
B	U.C. 16-Payroll	144	2	1954	10 " "	30	"
Non. - Record	Miscl Correspondance and Rundowns				16 " "	40	"
2	U.C. 212 Transcript	144	3	1955	26 Tab. Bx.	20	"
						490 cu ft	
						46	

protected FY 1960

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

Walter Song
 Signature

Director Administrative Management
 Title

August 1, 1960
 Date

14,960 lbs
 9.2.11.19

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

DEPARTMENT OF EMPLOYMENT SECURITY
 Reporting Agency

UNEMPLOYMENT INSURANCE 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	Benefit Acct. Cards - U.I. 219	158	1	April '54 - '56	30 Cu. Ft.	May 1959	sold as waste
-	Benefit Summary Cards - U.I. 142A	-	-	April '54 - '56	105 " "	" "	" " "
-	Wage Records Cards - U.I. 216	-	-	1956 - 57	525 " "	" "	" " "
2	History Cards - U.I. 218	158	1	1954 - 56	40 " "	" "	" " "
3	Separation Cards U.I. 207 - 207 A	158	1	1955-57	65 " "	" "	" " "
4	Employer Folders	144	B	1952 - 53	50 " "	" "	" " "
5	Appeals Folders	143	1	To March 1956	60 " "	" "	" " "
6	Continued Claims U.I. 204 F	158	1	1955 - 56	515 " "	" "	" " "
7	Original Claims U.I. 200	158	1	1955 - 56	515 " "	" "	" " "
8	Additional Claims U.I. 201	158	1	1955 - 56	515 " "	" "	" " "
9	History & Warrant Cards DES 218	158	1	1955 - 56	515 " "	" "	" " "
10	Claims Examiner's report DES 221	158	1	1955 - 56	515 " "	" "	" " "
11	Notice Suspension DES 222	158	1	1955 -56	515 " "	" "	" " "
12	Interstate I-B-I	158	1	1955 - 56	45 " "	" "	" " "
	Miscellaneous				20 " "	" "	" " "
				<i>Total</i>	4030		

posted 6/18/59

I hereby certify that the above listed records were disposed of as indicated. TO: Atlantic Waste Paper Co.
 (Holding State Contract)

Henry S. Ciscle
 Signature
 Henry S. Ciscle

 Title
 Supervisor, Service & Supply I

 Date
 May 25, 1959

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

Department of Employment Security
 Reporting Agency

Unemployment Insurance
 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 ✓	Benefit Acct. Cards - U.I. 219	158	1	May 52 to Apr. 54	20 cu. ft.	March 58	Sold as Waste
-	" Summary " - U.I. 142A?	-	-	" "	85 " "	"	" " "
-	Wage Record " - U.I. 216?	-	-	1955-1956	450 " "	"	" " "
2 ✓	History " - U.I. 218	158	1	1952-1954	30 " "	"	" " "
3 ✓	Separation Card U.I. 207-207A	158	1	1953-1955	50 " "	"	" " "
4 ✓	Employer Folders	144	B	1950-1951	93.75 Cu.Ft. ✓	"	" " "
5 ?	Appeals "	143 ^{BY}	1	To Mar.- 1958 ?	56.25 " " ✓	"	" " "
6 ✓	Con't Claims U.I. 204F	158	1	1953 & 1954	425 cu. ft.	"	" " "
7 ✓	Orig. " U.I. 200	158	1	" " "	" " "	"	" " "
8 ✓	Add " U.I. 201	158	1	" " "	" " "	"	" " "
9 ✓	History & War. DES. 218	158	1	" " "	" " "	"	" " "
10 ✓	Cl. Ex. Report " 221	158	3	" " "	" " "	"	" " "
11 ✓	Notice Sus. " 222	158	3	" " "	" " "	"	" " "
12 ✓	InterState - I-B-I- 11	158	2	" " "	31.25 cu.ft. 3,326.25	"	" " "

I hereby certify that the above listed records were disposed of as indicated, to Waste Paper Company holding State Contract in the amount of \$ 691.78

 Signature

 Supervisor, Service & Supply
 Title

 July 1, 1958
 Date

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

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

1. Reporting Agency DEPARTMENT OF EMPLOYMENT
 SECURITY
 2. Division or Bureau of Reporting Agency
 FISCAL MANAGEMENT

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1.	All items Pages 1-2-3	147	1-2-3	Up to 1953	80 cut. Ft.	6 N. Liberty St.	Sold as waste
2.	Transcripts UC 212	144	3	1949 to 6/51	100 cu. ft.	"	"
3.	Master claim U.C. 217	144	4	1950-52	110 " "	"	"
4.	Separation Notice UC 207-207A	144	5	1951-52	75 " "	"	"
5.	Experience Rating, UC 67-68	144	6	1941-52	30 " "	"	"
6.	Benefit Checks UC 227	144	7	11/51 to 6/54	150 " "	"	"
7.	Cashier Records (all)	144	9	to 6/54	60 " "	"	"
8.	Benefit Card UC 219	144	11	1951	100 " "	"	"
9.	Overpayment File	144	13	1951	75 " "	"	"
10.	Job Offer U.C. 244	158	3	1951-52	5 " "	"	"
11.	Cont. Claim U.C. 204 F	158	1	1951-52	70 " "	"	"
12.	Add. Claim U.C. 201	158	1	1951-52	70 " "	"	"
13.	Accession Report U.C. 211	158	1	1951-52	70 " "	"	"

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

Henry Stueck
 Signature

Supervisor, Service & Supply I
 Title

December 14, 1956
 Date

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

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

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
FISCAL MANAGEMENT DIVISION

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal	
		Schedule No.	Item No.					
14.	History Card U.C. 218	158	1	1950-51	70 Cu. Ft.	6 N. Liberty St.	Sold as waste	
15.	Wage Record U.C. 216	144	5	1954	150 " "	"	"	
16.	Employment U.C. 16	144	B	1950-51	25 " "	"	"	
17.	Appeals Decisions	143	1	1952-53	70 " "	"	"	
18.	U.C. 454; 455; 450; 221; 222; 394	143	1		26 " "	"	"	
19.	Employer Folders, Inactive-	144	1	1949	350 " "	"	"	
20.	Benefit Changes U.C. 64	144	B	1950	10 " "	"	"	
21.	Contributions & Correspondence U.C. 15	144	B	1951	15 " "	"	"	
22.	Disbursement U.C 237	158	1	1953-54	4 " "	"	"	
23.	Employer Records ESD 330	146	1	1950	5 " "	LOCAL OFFICES	"	
24.	Employer Visits ESD 330.1	146	2	1950	5 " "	"	"	
	Registration ESD 511	146	2	1950	5 " "	"	"	
					<i>Total</i>	<u>1,730</u>		

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

 Signature

 Supervisor, Service & Supply I
 Title

 December 14, 1956
 Date

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

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

1. Reporting Agency **DEPARTMENT OF EMPLOYMENT SECURITY**
 2. Division or Bureau of Reporting Agency
FISCAL MANAGEMENT

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1.	All items Pages 1-2-3	147	1-2-3	Up to 1953	80 cut. Ft.	6 N. Liberty St.	Sold as waste
2.	Transcripts UC 212	144	3	1949 to 6/51	100 cu. ft.	"	"
	Master claim U.C. 217	144	4	1950-52	110 " "	"	"
	Separation Notice UC 207-207A	144	5	1951-52	75 " "	"	"
5.	Experience Rating, UC 67-68	144	6	1941-52	30 " "	"	"
6.	Benefit Checks UC 227	144	7	11/51 to 6/54	150 " "	"	"
7.	Cashier Records (all)	144	9	to 6/54	60 " "	"	"
8.	Benefit Card UC 219	144	11	1951	100 " "	"	"
9.	Overpayment File	144	13	1951	75 " "	"	"
10.	Job Offer U.C. 244	158	3	1951-52	5 " "	"	"
11.	Cont. Claim U.C. 204 F	158	1	1951-52	70 " "	"	"
12.	Add. Claim U.C. 201	158	1	1951-52	70 " "	"	"
13.	Accession Report U.C. 211	158	1	1951-52	70 " "	"	"

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

Henry J. Kisch
 Signature

Supervisor, Service & Supply I
 Title

December 14, 1956
 Date

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

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

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
FISCAL MANAGEMENT DIVISION

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
14.	History Card U.C. 218	158	1	1950-51	70 Cu. Ft.	6 N. Liberty St.	Sold as waste
15.	Wage Record U.C. 216	144	5	1954	150 " "	"	"
16.	Employment U.C. 16	144	B	1950-51	25 " "	"	"
17.	Appeals Decisions	143	1	1952-53	70 " "	"	"
18.	U.C. 454; 455; 450; 221; 222; 394	143	1		26 " "	"	"
19.	Employer Folders, Inactive-	144	1	1949	350 " "	"	"
20.	Benefit Changes U.C. 64	144	B	1950	10 " "	"	"
21.	Contributions & Correspondence U.C. 15	144	B	1951	15 " "	"	"
22.	Disbursement U.C 237	158	1	1953-54	4 " "	"	"
23.	Employer Records ESD 330	146	1	1950	5 " "	LOCAL OFFICES	"
24.	Employer Visits ESD 330.1	146	2	1950	5 " "	"	"
25.	Registration ESD 511	146	2	1950	5 " "	"	"

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

Henry S. Cole
 Signature

Supervisor, Service & Supply I
 Title

December 14, 1956
 Date

(Form name not itemized on schedule -
but included in certificate of disposal)

Schedule 143 - Item 1 - { UC 454 .
UC 455
UC 450

Schedule 144 - Item 1 B - { UC 44
UC 141A

See - Memo in Schedule
Folder

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

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

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1.	Separation Notice U C 207	144	5	1950 - 51	70 Cu. Ft.	6 N. Liberty St.	Sold as waste
	Separation Notice, Add'l UC 207 A	144	5	1950 - 51	70 Cu. Ft.	" "	" " "
	Job Offer UC 244	158	3	1950 - 51	5 Cu. Ft.	" "	" " "
4.	Continued Claims UC 204 F	158	1	1950 - 51	70 Cu. Ft.	" "	" " "
5.	Additional Claim UC 201	158	1	1950 - 51	70 Cu. Ft.	" "	" " "
6.	Accession Report UC 211	158	1	1950 - 51	70 Cu. Ft.	" "	" " "
7.	History Cards UC 218	158	1	1949 - 50	70 Cu. Ft.	" "	" " "
8.	Wage Record UC 216	144	5	1953	150 Cu. Ft.	" "	" " "
9.	Benefit Checks UC 227	144	7	6/1950- 4/51	150 Cu. Ft.	" "	" " "
10.	Employment Report UC 16	144	B	1948 - 50	25 Cu. Ft.	" "	" " "
11.	Appeals Decisions Folders	143	1	1951 - 52	75 Cu. Ft.	" "	" " "
12.	UC 454; UC 455; UC 450; UC 221; UC 222; UC 394	143	1		26 Cu. Ft.	" "	" " "

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

Henry S. Steele
Signature

Supervisor, Service & Supply I
Title

851
December 19, 1955
Date

*posted
2/20/56*

Form HR-RM 2
(9-1-53)
Hall of Records Comm.
State of Maryland

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

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
2. Division or Bureau of Reporting Agency

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal	
		Schedule No.	Item No.					
13.	Employer Folders, Inactive ✓	144	1	1948	350 Cu. Ft.	6 N. Liberty St.	Sold as waste	
14.	Notice of Ben. Charges, UC 64 ✓	144	B	1949	10 Cu. Ft.	"	" "	
15.	Out of State Folders ✓	158	2	1951	9 Cu. Ft.	"	" "	
16.	Benefit Cards UC 219 ✓	158	1	1951 - 52	15 Cu. Ft.	"	" "	
17.	Contribution & Corres. UC 15 ✓	144	B	1944 - 50	15 Cu. Ft.	"	" "	
18.	Disbursement Sheet UC 237 ✓	158	1	1950 - 52	3 Cu. Ft.	"	" "	
19.	Experience Rating UC 67 ✓	144	6	1950 - 51	15 Cu. Ft.	"	" "	
20.	Index Card UC 223 ✓			1948 - 51	5 Cu. Ft.	"	" "	
21.	Order Form ESD 514 ✓	146	3	1949	3 Cu. Ft.	"	" "	
22.	Status - Emp. Card UC 44 ✓	144	B	1948 - 51	5 Cu. Ft.	"	" "	
23.	Con't. Stac. Card UC 141A ✓	144	B	1948 - 51	5 Cu. Ft.	"	" "	
24.	Adm. Accounting Records ✓	147	1	1947 - 49	50 Cu. Ft.	"	" "	
25.	Payrolls ✓	147	2	1947 - 49	50 Cu. Ft.	"	" "	
26.	Leave Records ✓	147	3	1949 - 51	50 Cu. Ft.	"	" "	
27.	Leave Cards ✓	147	4	1949 - 51	50 Cu. Ft.	"	" "	
28.	Employer Record ESD 330 ✓	146	1	1949	5 Cu. Ft.	Local Office	" "	
29.	Employer Visits ESD 330.1 ✓	146	1	1949	5 Cu. Ft.	" "	" "	
30.	Registration ESD 511 ✓	146	2	1949	5 Cu. Ft.	" "	" "	
					Total	650 851 1501		

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

Henry S. Ciscle
Signature
Henry S. Ciscle

Title
Supervisor, Service & Supply I

Date

Handwritten:
2/20/56

Form HR-RM 2

(9-1-53)

Hall of Records Comm.

State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

1. Reporting Agency

DEPARTMENT OF EMPLOYMENT SECURITY

2. Division or Bureau of Reporting Agency

Administrative

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
01	Bank Proof Runs on Benefit Checks			prior 1950	96 cu. ft.	storage	sold
02	Servicemen's Readjustment Acct. Bank Control runs for Checks			prior 1950	96 cu. ft.	storage	sold
03	Deposit sheets			prior 1950	90 cu. ft.	storage	sold
04	Benefit Check disbursement sheets			1946-1949	95 cu. ft.	storage	sold
05	Out of State Folders			1949-1950	18 cu. ft.	storage	sold
06	Experience Rating Summary Cards			1949	8 cu. ft.	storage	sold
07	Experience Rating Summary Cards - code 2			1949	8 cu. ft.	storage	sold
08	U.C. 207's and U.C. 207 A's			1949	19 cu. ft.	storage	sold
09	940 A			1949	15 cu. ft.	storage	sold
010	Delinquent Control Cards			1948-1950	10 cu. ft.	storage	sold
11	Checks, series "G" & "H" to # 522979			6/30/50	240 cu. ft.	storage	sold
12	Wage Record Cards			1951-1952	260 cu. ft.	storage	sold

Continue page 2

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

955

Daniel E. Klein
Signature *per. R.V.K.*

Chairman
Title

12/9/54
Date

Total 1320 cu. ft.

Form HR-RM 2
 (9-1-53)
 Hall of Records Comm.
 State of Maryland

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

1. Reporting Agency
DEPARTMENT OF EMPLOYMENT SECURITY
 2. Division or Bureau of Reporting Agency
Administrative

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
Continue - page 2							
13	Payroll, Employer - U.C. 16			1947	32 cu. ft.	storage	sold
14	✓ Folders, Appeals #49901 through 55180			3/31/51	20 cu. ft.	storage	sold
15	U.C. Leave Slips, Form DES 173 A through Z			1946	5 cu. ft.	storage	sold
16	U.C. Leave Slips, Form DES 173 A through Z			1947	5 cu. ft.	storage	sold
17	E.S. Weekly Timesheets			1948	12 cu. ft.	storage	sold
18	U.C. Timesheets, monthly leave reports, Resignation lists, etc.			1948	22 cu. ft.	storage	sold
19	Telephone Toll Slips			7/1/48 to 6/30/49	5 cu. ft.	storage	sold
20	✓ History, Warrent and Claim Cards			1948-1949	204 cu. ft.	storage	sold
21	✓ Employer Protests			1950	20 cu. ft.	storage	sold
22	✓ Actively Seeking Work			1950	20 cu. ft.	storage	sold
23	✓ Sick Claims			1950	20 cu. ft.	storage	sold

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

Daniel E. Klein
 Signature

Charrison
 Title

365

477

17

12/9/54
 Date



State of Maryland
Department of Employment Security
6 North Liberty Street
Baltimore

Board
William H. Mahaney
Chairman
Carl F. Gail
John E. Estes

Stephen C. Cromwell
Director
Unemployment Compensation Division
David E. Fringer
Director
Employment Service Division

April 24, 1953

The Board of Public Works
Annapolis
Maryland

Gentlemen:

Under the authority granted by your Board on April 17, 1951, to periodically destroy records which are at least three years old, we are attaching a list of material sent to the Atlantic Waste Paper Company, Inc., of Baltimore, Maryland, and a copy of their letter certifying that the material was destroyed.

The item "Wage Records Year of 1951", which appears on the list of material destroyed, was destroyed under an opinion rendered by the Special Assistant Attorney General, dated April 4, 1951, which declared that "information copied from, or duplications or by-products of records, where the original is in the possession of the agency, do not fall within the meaning of the law concerning the disposition of public records and could be destroyed when they are no longer needed." The wage records destroyed for the year 1951 are duplications of information submitted by the employer, which original records are on file in our agency.

Sincerely yours,

Wm. H. Mahaney
Chairman

Attachments
WHM:eh

DEPARTMENT OF EMPLOYMENT SECURITY
6 N. Liberty Street
Baltimore 1, Maryland

List of Records Destroyed

✓ Part of Series "E" and all of Series "F" Benefit checks - Series "E" -
from March 1, 1948, and all of Series "F" up to and including - -
June 16, 1949.

450
IBM
1850 cards

Appeal Folders #42001 through \$49900. (March 31, 1950) - 48 Transfer cases
History cards Year of 1948 on 1947 earnings - 25 - IBM
Claim cards Year of 1950 on 1949 earnings - 100 - IBM
Experience Rating Year 1949 - 100 IBM
Route and renewal slips 1947; 1948; 1949 }
Actively seeking work 1947; 1948; 1949 } 155 - Transfer files
S.R.A. Subsistence 1947; 1948; 1949 }
Sick claims 1947; 1948; 1949 }
Employer protest letters 1947; 1948; 1949 }

Wage Records Year of 1951 - 1200 boxes IBM

BOND

1951
1100



State of Maryland
Department of Employment Security
6 North Liberty Street
Baltimore

Board
William H. Mahaney
Chairman
Carl F. Gail
John T. Estes

Stephen G. Cromwell
Director
Unemployment Compensation Division
David E. Fringer
Director
Employment Service Division

May 28, 1952

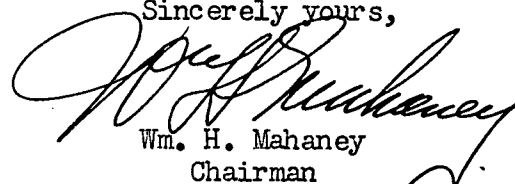
The Board of Public Works
Annapolis
Maryland

Gentlemen:

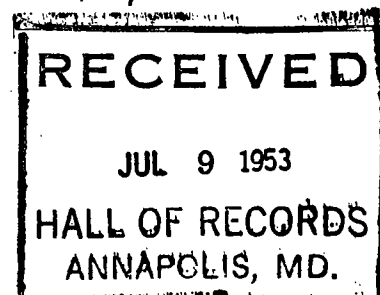
Under the authority granted this agency to periodically destroy records which are at least three years old by your Board at your meeting of April 17, 1951, we are attaching a letter from Frank P. R. Bohager & Sons, Inc., certifying that waste paper and old records of our agency were destroyed. Also attached is a record of the material sent to this company for destruction.

On the list of material destroyed, you will note an item "Wage Records - 1949." Under an opinion dated April 4, 1951, rendered by Aaron A. Baer, Esq., Special Assistant Attorney General, copy of which is attached, we were informed that "information copied from, or duplications or by-products of records, where the original is in the possession of the agency, do not fall within the meaning of the law concerning the disposition of public records and could be destroyed when they are no longer needed." The wage records destroyed for the year 1949 are duplications of information submitted by the employer, which original records are on file in our agency.

Sincerely yours,


Wm. H. Mahaney
Chairman

Attachments
WHM:eh





Waste Paper

DESTRUCTION GUARANTEED OF ALL RECORDS, PRIVATE PAPERS, LIBRARIES, ETC.

FRANK P. R. BOHAGER & SONS, INC.

FIVE GENERATIONS

SAMUEL F. BOHAGER
PRESIDENT
FRANCIS P. E. BOHAGER
V. PRESIDENT

Shredded Paper a Specialty

515 S. EDEN ST., BALTIMORE 31, MD.
BROADWAY 1221

ESTABLISHED 1854
OLDEST DEALERS
IN MARYLAND

May 29, 1952

State of Maryland
Department of Employment Security
6 N. Liberty St.
Baltimore 1, Md.

Attention: Mr. Henry S. Ciscle

Gentlemen:

We wish to certify that all of the waste paper consisting of Tabulating Cards and Old Records removed from your premises on May 8, 1952 has been destroyed.

Very truly yours,

Frank P. R. Bohager & Sons, Inc.

H. B. O'Neill
H. B. O'Neill

List of Material Destroyed

Appeals Decisions #34674 to #42000, inclusive, through
March 31, 1949 (end of benefit year 1948)

Payroll Records - 1947

Miscellaneous Correspondence - 1947

Total --- 7040 pounds.

Wage Records - 1949 - not original records.

Total --- 11600 pounds.

C
O
P
Y

STATE OF MARYLAND
DEPARTMENT OF EMPLOYMENT SECURITY
6 N. Liberty Street
Baltimore, Maryland

April 4, 1951

Mr. William H. Mahaney, Chairman
Maryland Employment Security Board
6 North Liberty Street
Baltimore 1, Maryland

Dear Mr. Mahaney:

You request an opinion as to the procedure for the destruction of records prepared by or filed with the Department of Employment Security. You point out that your practice has been to submit yearly a list of materials which are three years old to the Archivist. Following this, you ask the Board of Public Works for approval to destroy those records which the Archivist declines to accept. After the destruction of these records, in accordance with the approval of the Board of Public Works, you forward a list of those destroyed to the Archivist. I agree with your conclusion that this is in complete accord with the law and rules of the department involved.

You also ask about the possible destruction of records that originate in your agency and records which are merely copies of originals which are in the agency. It is my opinion that, under the law, original records, or records of which there is no duplicate or copy, should be handled in the same manner as you have always handled such materials. I feel, however, that information copied from, or duplications or by-products of records, where the original is in the possession of the agency, do not fall within the meaning of the law concerning the disposition of public records and could be destroyed when they are no longer needed.

Very truly yours,

/S/ Aaron A. Baer
Special Assistant Attorney General

AAB:mdo



State of Maryland
Department of Employment Security
6 North Liberty Street
Baltimore

Board
William H. Mahaney
Chairman
Carl H. Gail
John E. Estes

Stephen C. Cromwell
Director
Unemployment Compensation Division
David L. W. Fringer
Director
Employment Service Division

May 28, 1952

Dr. Morris L. Radoff
Archivist
Hall of Records
Annapolis, Maryland

Dear Dr. Radoff:

Our Board has had destroyed the records listed on the attached list and a certification of their destruction is enclosed for your files.

This material was destroyed under the authority granted us by the Board of Public Works at their April 17, 1951 meeting, as shown on the attached copy of letter from Mr. J. O'C. McCusker, Secretary, Board of Public Works.

The item "Wage Records - 1949" listed as destroyed, was destroyed as duplicate material, the original of which remains in our files. The destruction of this duplicated material is covered by the opinion given this Board on April 4, 1951 by Aaron A. Baer, Esq., Special Assistant Attorney General, copy of which is attached.

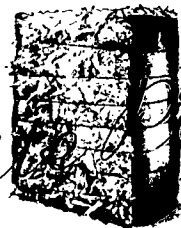
*removed
filed separately*
Sincerely yours,

W. H. Mahaney
W. H. Mahaney
Chairman

Attachments

WHM'eh

Waste Paper



DESTRUCTION GUARANTEED OF ALL RECORDS, PRIVATE PAPERS, LIBRARIES, ETC.

FRANK P. R. BOHAGER & SONS, INC.

FIVE GENERATIONS

SAMUEL F. BOHAGER
PRESIDENT
FRANCIS P. E. BOHAGER
V. PRESIDENT

Shredded Paper a Specialty

515 S. EDEN ST., BALTIMORE 31, MD.
BROADWAY 1221

ESTABLISHED 1854
OLDEST DEALERS
IN MARYLAND

May 29, 1952

State of Maryland
Department of Employment Security
6 N. Liberty St.
Baltimore 1, Md.

Attention: Mr. Henry S. Ciscle

Gentlemen:

We wish to certify that all of the waste paper consisting of Tabulating Cards and Old Records removed from your premises on May 8, 1952 has been destroyed.

Very truly yours,

Frank P. R. Bohager & Sons, Inc.

H. B. O'Neill

H. B. O'Neill

STATE OF MARYLAND
DEPARTMENT OF EMPLOYMENT SECURITY
6 N. Liberty Street
Baltimore, Maryland

List of Material Destroyed

Appeals Decisions #34674 to #42000, inclusive, through March 31, 1949 (end of benefit year 1948)	
Payroll Records	- 1947
Miscellaneous Correspondence	- 1947
Total	--- 7040 pounds.
Wage Records	- 1949 - not original records.
Total	--- 11600 pounds.

COPY

BOARD OF PUBLIC WORKS
ANNAPOLIS, MARYLAND

May 17, 1951

Mr. Wm. H. Mahaney, Chairman
Department of Employment Security
6 N. Liberty Street
Baltimore, Maryland

Dear Mr. Mahaney:

The Board of Public Works, at a meeting on April 17th, 1951, formally approved your request of March 14th for permission to destroy the records shown on the list attached to your letter and dated prior to March 31, 1948.

The Board also approved your request for authority to periodically destroy like records which become at least three years old and which you feel are obsolete and no longer useful to your department.

Very truly yours,

/s/ J. O'C. McCusker
Secretary

mb/
cc-State Auditor



Board
William H. Mahoney
Chairman
Joseph H. McCurdy
Carl F. Gail

State of Maryland
Department of Employment Security
6 North Liberty Street
Baltimore

February 27, 1950

Stephen Q. Cronwell
Director
Unemployment Compensation Division
David L. B. Fringer
Director
Employment Service Division

Dr. Morris L. Radoff, Archivist
State of Maryland
Hall of Records
Annapolis, Maryland

ATTENTION: Mr. Gust Skordas, Ass't Archivist

Gentlemen:

The following is a listing of records that have been destroyed showing the date and the approximate amount of each:

Contribution Cards - 1940 to 1946	150 Boxes
Wage Record Cards - 1947 (Micro Filmed)	800 Boxes
Ineligible Claim Cards - 1946	10 Boxes
Benefit Summary Cards - 1946-1947	300 Boxes
Interest Cards - 1945-1946	6 Boxes
Experience Rating Cards - 1942	20 Boxes
Master Index Cards - 1945	30 Boxes
Proof of Credit Cards - 1945-1946	150 Boxes
Earning Claim Cards - 1945	150 Boxes
Contribution Reports - 1936-1943 (Micro Filmed)	60 T.F.C.
Payroll Reports - 1945 (Micro Filmed)	135 T.F.C.
Labor Market Reports - 1940-1945	10 T.F.C.
Closed Account Folders - 1937 to 1945	60 T.F.C.
Miscellaneous Correspondence from Various Departments - 1937 to 1945	310 T.F.C.

Tabulating card boxes hold about 1,500 cards each. Cardboard transfer cases, 8½" x 11", hold about 8,000 pieces of paper each. In weight the above would be about 16,000 pounds each.

Attached hereto is a certified copy of the disposal of the obsolete records.

Yours very truly

DEPARTMENT OF EMPLOYMENT SECURITY

John B. Henry
John B. Henry
Chief

Division of Personnel and Accounts

HSC:amk

Attachment



pioneer paper stock company

graders and packers of waste paper

22nd & westmoreland streets, philadelphia 40 pennsylvania, baldwin 3-5000

February 8, 1950

kalamazoo, mich.
baltimore, md.
detroit, mich.
north bergen, n. i.
executive offices
chicago, ill.

State of Maryland
Department of Employment Security
6 North Liberty Street
Baltimore, Md.

Attn: Mr. Henry Ciscle

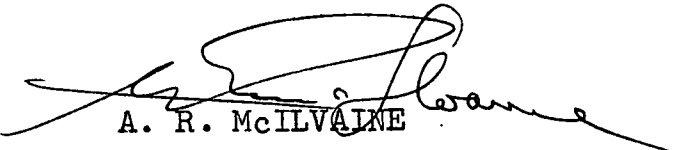
Gentlemen:

This is to certify that the
32,915 lbs. of OBSOLETE RECORDS, picked up by our Trailer #304
on January 20, 1950, will be taken to one of our mills,
where it will be destroyed in the beaters as Waste Paper.

We trust this is satisfactory.

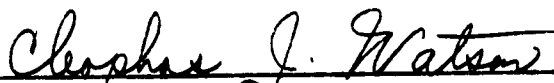
Very truly yours,

PIONEER PAPER STOCK COMPANY


A. R. McILVAINE

ARM:nc

Sworn to and subscribed before
me this 8th day of February, 1950.



NOTARY PUBLIC

My Commission Expires June 10, 1951



Board
William H. Mahoney
Chairman
Joseph H. McGurdy
Carl F. Gail

State of Maryland
Department of Employment Security
6 North Liberty Street
Baltimore

October 26, 1949

Stephen G. Cromwell
Director
Unemployment Compensation Division
David W. Fringer
Director
Employment Service Division

Dr. Radoff
Archivist of the Hall of Records
Annapolis, Maryland

Dear Dr. Radoff:

As per your request, we are listing below the records which have recently been destroyed.

Wage Record Cards -- 1944 to 1946
2,500 boxes, 2,000 per box

Appeals Referee Decisions -- 1939 to 1945
40 boxes, 1,000 per box

Servicemen's Benefit Cards -- 1945 to 1946
700 boxes, 2,000 per box

Miscellaneous Correspondence -- 1944 to 1945
20 boxes, 8 $\frac{1}{4}$ x 11 transfer files

Separation Notices -- 1945 to 1946
56 boxes, 3,000 per box

Original Claim Cards -- 1944 to 1945
110 boxes, 2,000 per box

Miscellaneous Time Records -- 1938 to 1945
12 boxes, 8 $\frac{1}{2}$ x 11 transfer files

We are also attaching a certificate of disposal from Frank P. R. Bohager & Sons.

Very truly yours,

DEPARTMENT OF EMPLOYMENT SECURITY

Henry S. Ciscle
Henry S. Ciscle, Supervisor
Service and Supply

HSC/tes
Enc.

FRANCIS P. E. BOHAGER, V. President

Office Phones, BRowdway { 122
1222
1223

SAMUEL F. BOHAGER, President

FRANK P. R. BOHAGER & SONS

FIVE GENERATIONS

Oldest Dealers in Maryland

ESTABLISHED 1854

Destruction Guaranteed of
all Records, Private Papers,
Libraries, Etc.

WASTE PAPER

WIPING CLOTHS
a Specialty

515 S. EDEN STREET

BALTIMORE - 31, MD.

September 13, 1949

Department of Employment Security
6 N. Liberty Street
Baltimore 2, Md.

Attention: Mr. Henry S. Ciscle

Gentlemen:

Enclosed find certified check in the amount of
\$972.21 in full payment of balance due on waste paper re-
moved from your warehouse at 1 East Redwood Street.

We also certify that these records have been de-
stroyed as per your request.

Very truly yours,

Frank P. R. Bohager & Sons, Inc.



Francis P. E. Bohager

fsh



State of Maryland
Department of Employment Security
O'Sullivan Building
Baltimore

Board
Russell S. Davis
Chairman
Joseph H. McGurdy
Carl F. Gail

Stephen G. Grantwell
Director
Unemployment Compensation Division
David L. B. Fringer
Director
Employment Service Division

February 11, 1949

Dr. Morris L. Radoff, Archivist
Hall of Records
Annapolis, Maryland

Dear Dr. Radoff:

We are enclosing a letter from Frank P. R. Bohager & Sons, Inc., certifying that certain records of this agency for the year 1943 which were sold to them on January 31, 1949, have been destroyed. These records were:

- 1,200 boxes of wage record cards
- 28 boxes of employer payrolls (Form UC 16)
- 20 boxes miscellaneous items

Very truly yours,

Director
Division of Unemployment Compensation

scc/k
cc - Mr. J. O. McCusker

Waste Paper



DESTRUCTION GUARANTEED OF ALL RECORDS, PRIVATE PAPERS, LIBRARIES, ETC.

FRANK P. R. BOHAGER & SONS, INC.

FIVE GENERATIONS

SAMUEL F. BOHAGER
PRESIDENT
FRANCIS P. E. BOHAGER
V. PRESIDENT

Shredded Paper a Specialty

515 S. EDEN ST., BALTIMORE 31, MD.
BROADWAY 1221

ESTABLISHED 1854
OLDEST DEALERS
IN MARYLAND

DUPLICATE

February 7, 1949

State of Maryland
Department of Employment Security
1954 O'Sullivan Bldg.
Balto 2, Md.

Attention: Mr. Henry S. Ciscle

Gentlemen:

This is to certify that the records received from
your warehouse at 1 East Redwood Street on January 31,
have been destroyed as per your request.

Very truly yours,

Frank P. R. Bohager & Sons, Inc.

Francis P. Bohager

Francis P. E. Bohager

f:h



Board
Russell S. Davis
Chairman
Joseph P. McCurdy
Carl F. Gail

State of Maryland
Department of Employment Security
O'Sullivan Building
Baltimore

March 8, 1948

Stephen C. Cromwell
Director
Unemployment Compensation Division
David F. Fringer
Director
Employment Service Division

Mr. Morris L. Radoff, Archivist
Hall of Records
Annapolis, Maryland

Dear Sir:

We are attaching hereto a copy of the certification from Frank P. R. Bohager & Sons as to the disposal of the following records for 1942:

1,200 boxes of Earnings Cards, 2,000 to box.

60 boxes of Benefit Cards, Series of "C" checks.

40 boxes of 1942 Employer Folders.

All of the 1942 Employer Pay Rolls and other miscellaneous items.

Yours very truly

DEPARTMENT OF EMPLOYMENT SECURITY

Stephen C. Cromwell
Director

Division of Unemployment Compensation

HSC:amk

Attachment

S. C. C.
FRANCIS P. E. BOHAGER, V. President

Office Phones, BRoadway

{ 1221
1222
1223

SAMUEL F. BOHAGER, President

FRANK P. R. BOHAGER & SONS

FIVE GENERATIONS

Oldest Dealers in Maryland

ESTABLISHED 1854

Destruction Guaranteed of
all Records, Private Papers,
Libraries, Etc.

WASTE PAPER

WIPING CLOTHS
a Specialty

515 S. EDEN STREET

BALTIMORE - 31, MD.

March 4, 1948.

State Of Maryland
Department of Employment Security
O'Sullivan Building
Baltimore 1, Maryland.

Attention: Mr. Henry S. Ciscle
Chief, Business Management.

Dear Sir:

In reference to your letter of March 2,
requesting a letter in triplicate and certifi-
cation that we picked up tabulating cards from
you on Monday March 1.

These cards were shipped to the United
States Paper Mills - Hollywell Mills -
Chambersburg, Pennsylvania, immediately upon
delivery into our plant. This paper mill
put the tabulating cards into a beater and
really macerates them.

Very truly yours,
FRANK P. R. BOHAGER & SONS, INC.

Francis Bohager

Francis Bohager

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

Department of Employment & Social Services
 Reporting Agency

Employment Security Administration
 Division or Bureau of Reporting Agency

Page 1.

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.	ESA-17 Contribution Card	Non-Schedule		1969 Year	136	SM. I. B. M. CARD BOX SIZE Week of August 27, 1973	Hauled away by Modern Trashmover Dumpster.
2.	ESA-67 Experience Rate Quarterly Summary	144	6	1966 - 1967	373		
3.	ESA-68 Experience Rate-3Year Summary	144	6	1968	40		
4.	BLS 202 Reports- Our ESA-141	Non-Schedule		1965 - 1969	415		
5.	ESA-203 Low Earnings Report	Non-Schedule		3rd. Qt. - 1969	4		
6.	ESA-207-207-A Separation Notices & Requests	144	5	1968 - 1969	229		
7.	ESA-217 Claim Cards	144	4	1967 - 1969	161		
8.	ESA-217-A Duplicate Claims	144	4	1965	183		
9.	ESA-219 Benefit Account	144	11	1966 - 1969	398		
10.	ESA-219 Federal Account	Non-Schedule		1964 - 1966	38		
11.	ESA-219 Vacation-Lay-Off Benefits	Non-Schedule		1965	6		
12.	ESA - 219 MDTA Benefits	Non-Schedule		1966	20		
13.	ESA-225 Employer Address Cards	Non-Schedule		1968	8		
14.	ESA-508.3 Inactive Jobs	Non-Schedule		1969	30		

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

Cont'D.

Rosemary Fertitta
 Signature

Manager, Inventory & Records
 Title

October 18, 1973
 Date

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

Department of Employment & Social Services
Reporting Agency

Employment Security Administration
Division or Bureau of Reporting Agency

Page (2)

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.				
15.	ESA-876 Job Bank Closed	Non-Schedule		1968-1971	122	Week of August 27, 1973	Hauled away by Modern Trashmover Dumpster.
16.	ESA-876 Job Bank Order Results	Non-Schedule		1969	25		
					4)		
					2188		
					547 cu. ft. reported		
					SM. I.B.M. CARD BOX SIZE		

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

Rosemary Fertitta
Signature

Manager, Inventory & Records
Title

October 18, 1973
Date



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

Department of Employment & Social Services
 Reporting Agency

Employment Security Administration

Division or Bureau of Reporting Agency

Page (1.)

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.	Old Check Vouchers	147	1	1962 - 1966	4	Week of September 10, 1973	SHREDDED
2.	Payroll Warrants	147	1	1963-1968	6		
3.	3rd. Copy Vendor Files	147	1	1969	4		
4.	Leave Recors	147	5	1969	4		
5.	Survey Cambridge	Non-Schedule		1969	2		
6.	Miscel. Out-of State Recrods	Non-Schedule		1967-1969	92		
7.	CEP- Inactive Records	Non-Schedule		1968	13		
8.	R & A. Old Wage Survey	" "		1966	12		
9.	Tuc Records	" "		1956	1		
10.	Benefit Bank Rec. Rundowns	" "		1966- 1967	20		
11.	Wage Listing	" "		1968	2		
12.	Inactive Personnel Files	133	3	1937 - 1958	27		
13.	Employee Leave Records	147	3	1967	5		
14.	ESA-115 Time Distribution Sheets	Non-Schedule		1967	7		
15.	Inactive Sick Claims	" "		1967	3		
16.	Closed Overpayment & Penalty Rec.	144	13	1967	4		
17.	Executive Directors' Determination Files	495	1	1964 - 1967	9		
18.	Inactive Employer	144	1-A	1966	37		
19.	ESA-16 Wage Reports	144	1-B	1966	24		

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

Continued

Rosemary Fertitta
 Signature

Manager, Inventory & Records

Title

October 18, 1973

Date

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

Department of Employment & Social Services

Reporting Agency

Employment Security Administration

Division or Bureau of Reporting Agency

Page (2.)

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.				
20.	Miscel. Correspondence-M. D. T. A.	Non-Schedule		1967 - 1968	27	Week of September 10, 1973	SHREDDED
21.	U. I. Account Work Sheets Rundowns	Non-Schedule		1964 - 1965	4		
22.	Miscel. Newspapers, Magazine Etc.	Non-Schedule		1968 - 1970	3		

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

Rosemary Fertitta
Signature

Manager, Inventory & Records

Title

October 18, 1973

Date