

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

Department of General Services
 Reporting Agency

Accounting - Mrs. Stella Miser (Record)
 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.				
1957	Cancelled Checks and Refund Slips	150	1	FY 1969	1 cubic ft.	3/5/73	Waste Paper

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

Edward E. ...
 Signature

Recg. Assoc. I
 Title

3/14/73
 Date

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

Department of General Services
 Reporting Agency

Design & Construction
 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.				
1723	Plans & Specifications	99	6A	1968-1969	20 cu. ft.	12/20/72	Waste Paper

Melford A. Miles
 1/9/73

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

Signature

Title

Date

✓

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

DEPARTMENT OF GENERAL SERVICES

Reporting Agency

Design and Construction - Plant Facilities

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	Book File A/E and C/E files Accounting Records A-511 thru ZV Victor Cullen School	99	6		720 cu. ft.		Incineration

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

Wesford A. Miles
Signature

Admin. Plant Management
Title

8/22/73
Date

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

DEPARTMENT OF GENERAL SERVICES
 Reporting Agency
 Design and Construction - Plant Facilities
 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.	Book File A/E and C/E files, etc. (A-511 thru KB 622)	99	6		490 cu. ft.	6/8/73	Incineration

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

J. Max Millstone
 Signature

Director Administration - DGS
 Title

6/13/73
 Date

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

Department of General Services
 Reporting Agency
 Purchasing Bureau
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Regular Requisitions Out-of-schedule Purchases Capital Fund Requisitions	251	6 9 10	June, 1970	8 cubic ft.	7/5/73	Brooklyn Salvage & Waste Paper Co

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

[Signature]

 Signature

[Signature]

 Title

[Date]

 Date

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

General Services

Reporting Agency

Purchasing Bureau

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Regular Requisitions Out-of-Schedule Purchases Capital Fund Requisitions	251	6	November- December, 1969	16 cu. ft.	12/20-72	Waste Paper

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

J. V. [Signature]
Signature

Supervisor
Title

12/22/72
Date

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

DEPT. OF GENERAL SERVICES
 Reporting Agency

PURCHASING BUREAU
 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.	Regular Requisitions Out-of-Schedule Purchases Capital Fund Requisitions	251	6 9 10	Jan. 1969- Nov. 1969	25 Cubic Ft.	11/72	Sold as Waste Paper

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

S. J. Hanna
 Signature

Chief - Purchasing Bureau
 Title

11/13/72
 Date

CERTIFICATE OF RECORDS DISPOSAL

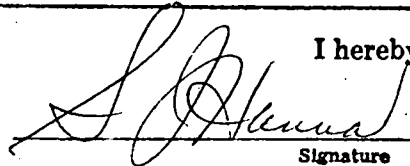
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

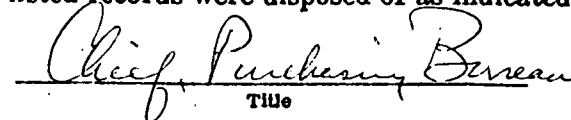
GENERAL SERVICES
 Reporting Agency

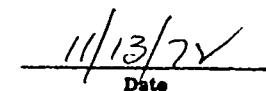
PURCHASING BUREAU
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Regular Requisitions, Out-of-Schedule Purchases Capital Fund Requisitions	251	6 9 10	July 1968 - Oct. 1969	101 Cubic Feet	10/3/72	Sold as Waste Paper

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


 Signature


 Title


 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of General Services

Reporting Agency

Purchasing Bureau

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Regular Requisitions Out-of-schedule Purchases Capital Fund Requisitions	251	6 9 10	December, 1969- May, 1970	48 cubic feet	6/1/73 6/1/73	Brooklyn Salvage & Waste Paper C

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

A. H. Hanes
Signature

Cliff Robertson
Title

6/13/73
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Department of General Services

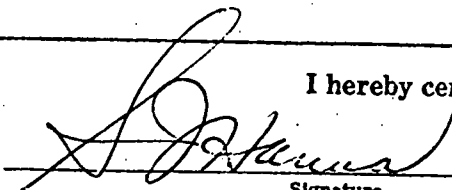
Reporting Agency

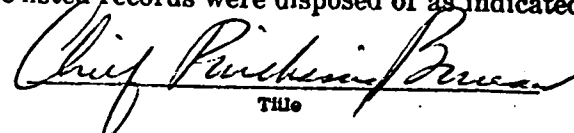
Purchasing Bureau

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Regular Requisitions Out-of-Schedule Purchases Capital Fund Requisitions	251	6 9 10	May, 1970 - August, 1970	33 cubic ft.	11/10/73	Waste Paper

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


Signature


Title


Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

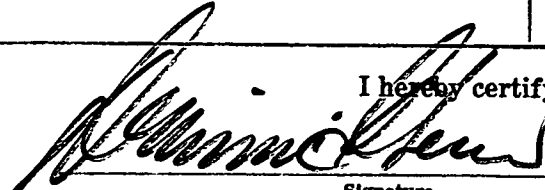
State of Maryland Social Services Administration
Reporting Agency

Division of General Services (Office Services)
Division or Bureau of Reporting Agency

County Departments of Social Services

Form 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	<u>Case Records</u> : Public Assistance, etc.	185	4, 7	1940 - 1967	253 Cu. Ft.	1971	Shredded-Burned
2	<u>Fiscal Records</u> : Canceled checks, accounting records, financial reports, etc.	185	11	1944 - 1970	157 " "	"	" "
3	<u>Statistical Records</u> : forms, reports, cards, closings, etc.	185	9	1964 - 1969	12 " "	"	" "
4	<u>General Records</u> : obsolete Social Services Manuals, personnel records, attendance records, circular letters, and general correspondence	185	5, 10, 13, 14	1960 - 1970	21 " " <i>443 cu. ft.</i>	"	" "

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


Signature

Dominic A. Serio

Supervisor, Office Services
Title

3 January 1972
Date

CERTIFICATE OF RECORDS DISPOSAL

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

SOCIAL SERVICES ADMINISTRATION, STATE OF MARYLAND
 Reporting Agency

DIVISION OF GENERAL SERVICES (OFFICE SERVICES.)

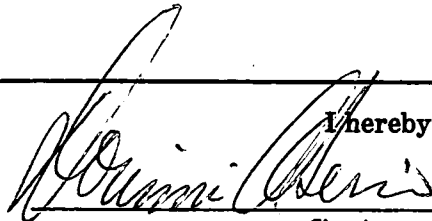
Division or Bureau of Reporting Agency

COUNTY DEPARTMENTS OF SOCIAL SERVICES

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.	CASE RECORDS: Public assistance	185	Par. 7	1934-1967	328.5	1972	Shredded-Burned
2.	FISCAL RECORDS: Accounting Records, Cancelled Checks, Financial Reports	185	Par. 11	1960-1971	99.3	1972	" "
3.	STATISTICAL RECORDS: Reports, Forms, Closings, Cards, Etc.	185	Par. 9	1960-1971	65.5	1972	" "
4.	GENERAL RECORDS: Personnel, Manuals, Reports, Circular Letters, General Correspondence	185	Par. 5- 10-13-14	1962-1972	28	1972	" "

521

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


 Signature

DOMINIC A. SERIO

Supervisor, Office Services

Title

January 2, 1973.

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of General Services

Reporting Agency

Office of Annapolis Public Buildings and Grounds

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	Payroll Register	442	2	1968 - 1971	3	5/2/73	Shredding
2	Transmittals - Purchase Orders	442	2	1966 - 1971	5	5/2/73	"
3	Awards	442	2	1966 - 1971	2	5/2/73	"
4	Leave Cards	442	4	1965 - 1970	2	5/2/73	"
5	General Correspondence	442	5	1969 - 1971	4	5/2/73	"
					<u>16</u>		

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

F. V. Sharpe
Signature

Superintendent

Title

5/2/73

Date

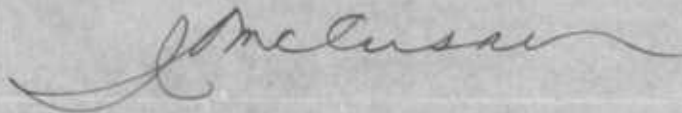
December 15, 1952

Mr. I. Alvin Pasarew, Director
Maryland State Planning Commission
100 Equitable Building
Baltimore-2, Maryland

Dear Mr. Pasarew:

The Board of Public Works, at a meeting which was held on December 8, 1952, approved your request of November 24th, for permission to destroy certain old records of your office as shown on your list of October 9, 1952, with the exception of ledger and journal records, which are not desired by the Hall of Records for permanent preservation. Will you please file the usual certificate of destruction with the Hall of Records Commission.

Very truly yours,



Secretary.

mb/

cc- Hall of Records. ✓



State of Maryland
Unemployment Compensation Board
O'Sullivan Building
Baltimore

Board
Russell S. Davis
Chairman
Joseph H. McCurdy
Ambrose J. Kennedy

2

Stephen C. Cromwell
Director

February 21, 1944

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

Dear Dr. Radoff:

After the receipt of your letter of December 7, 1943, relative to the disposition of certain records which are now obsolete, we requested permission of the Board of Public Works to destroy the records. This permission was granted at a meeting of the Board held January 27, and the following records were disposed of:

500 boxes of cancelled checks
55 boxes of Original claims
1,150 boxes of folders - *Employment Reports*
25 boxes of payrolls
20 boxes of miscellaneous

The above boxes were approximately 13" x 24 $\frac{1}{2}$ ". *x 10"*

1,375 boxes of benefit cards and earning cards
(8" x 14") *x 3 $\frac{1}{2}$ "*

Very truly yours,

Director
Unemployment Compensation Division

SCC:ek

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Superintendent of Buildings and Grounds
Reporting Agency

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	General Accounting Records	442	2	1955 - 1965	4 cu. ft.	7/17/69	Sold for waste paper
2	General Files	442	5	1955 - 1965	2 cu. ft.	7/17/69	Sold for waste paper

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

Erleen Wood
Signature

R.C. H
Title

Aug 18 - 69
Date

Posted

(Make folder)

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

SUPERINTENDENT OF BUILDINGS & GROUNDS
 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.				
XXXXX 1	General File	442	5	FY 1956-1961	✓ 12 cu. ft.	8/16/66	Sold to Atlantic Waste Paper Co. <i>D-436</i>

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

B. Evelyn Haevel
 Signature

P.A.C. I
 Title

10-10-66
 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

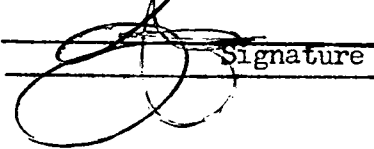
1. Reporting Agency

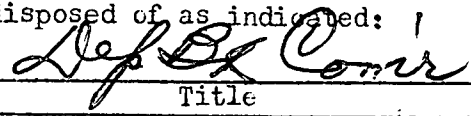
2. Division or Bureau of Reporting Agency

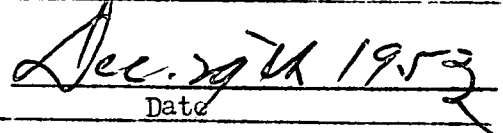
3 Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Re- cords Dispos- ed of.	7. Volume (Cubic or linear feet)	8. Location of Records Prior to Dis- posal.	9. Method of Disposal
		Schedule No.	Item No.				
1. ✓	Periodic Examination Files - State Banks, Trust Companies & Mutual Savings Banks	5	1	9/22/24 12/30/31	49 Cubic Ft.	Hall of Records	
2. ✓	Reports of Condition	1	1	6/30/20 12/31/31	28 Cubic Ft.	"	
3. ✓	Stockholder's Lists	1	2	12/31/26 12/31/31	3 Cubic Ft.	"	
4. ✓	Director's Oaths	1	3	1925-1935	4 Cubic Ft.	"	
5. ✓	Correspondence - Financial Institutions	1	6	1913-12/31/32	18 Cubic Ft.	"	
6. ✓	Correspondence - General & Miscellaneous	1	7	1916-12/31/32	12 Cubic Ft.	"	

114

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


Signature


Title


Date

RECEIVED

MAY 22 1956

ALL OF RECORDS
ANNAPOLIS, MD.

CERTIFICATE OF RECORDS DISPOSAL

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

COMMISSION ON UNIFORM ACCOUNTS

Reporting Agency

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.	All Records of the Commission	190	1	1947-1953	4 cu. ft.	4/9/56	Sold as waste paper <i>granted 5/22/56</i>

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

James L. Benson
Signature

State Auditor
Title

May 21, 1956
Date

STATISTICS
Total Cu. Ft. of Records Destroyed
(Certificates of Records Disposal)

FY 1973	Annapolis Records Center	Baltimore Records Center	Total	Cumulative Total Both Centers
<u>1972</u>				
July	107	-	107	107
August	3,747	-	3,747	3,854
September	622	-	622	4,476
October	382	685	1,067	5,543
November	1,974	254	2,228	7,771
December	-	478	478	8,249
<u>1973</u>				
January	700	218	918	9,167
February	262	-	262	9,429
March	3,185	901	4,086	13,515
April	1,252	-	1,252	14,767
May	942		942	15,709
June	1,941	599	2,540	18,249
End Fiscal Year 1973				

CERTIFICATE OF RECORDS DISPOSAL
Annapolis Records Center
FY 1973

<u>Date</u>	<u>Agency</u>	<u>Total Cu. ft. Destroyed</u>	<u>Cumulative Total</u>
July	Dept. of Economic Development	100	
" 20	Montgomery County Detention Center Dept. of Correction & Rehabilitation	<u>07</u>	
	TOTAL FOR JULY 1972	107	107 cu.ft.
Aug. 4	Anne Arundel County Board of License Commissioners for A.A.County	17	
" 10	Comptroller of the Treasury Income Tax Division	1,500	
" 24	Department of Juvenile Services Headquarters	1½	
" 7	State Highway Administration Office of the Secretary (Room 201)	27½	
" 18	State Highway Administration Denton Shop #27, Caroline County	3	
" 18	University of Maryland Comptroller's Office - College Park	<u>2,198</u>	
	TOTAL FOR AUGUST 1972	3,747	3,854 cu.ft.
Sept.14	University of Maryland - College Park Student Organization Accounts	10	
" 15	University of Maryland - Baltimore City Campus	576	
July 14	Baltimore City Police Department (not reported in Criminal Investigation Division July)	<u>36</u>	
	TOTAL FOR SEPTEMBER 1972	622	4,476 cu.ft.
Oct. 4	University of Maryland Department of Student Affairs	77	
Sept.18	Department of Juvenile Services Boys' Village of Maryland	40	
Oct. 30	State Use Industries, Division of Correction	<u>265</u>	
	TOTAL FOR OCTOBER 1972	382	4,858 cu.ft.

CERTIFICATE OF RECORDS DISPOSAL
Annapolis Records Center
FY 1973

<u>Date</u>	<u>Agency</u>	<u>Total Cu. ft. Destroyed</u>	<u>Cumulative Total</u>
Nov. 1	Balance brought forward		4,858 cu.ft.
1	Department of Natural Resources: Wildlife Administration	24 cu.ft.	
3	Comptroller of the Treasury: Central Payroll	87 "	
3	Department of Unsatisfied Claims & Judgment Funds	67 "	
3	Dept. of Economic & Community Development	12 "	
3	Comptroller of the Treasury : Gasoline Tax Division	604 "	
3	Department of Natural Resources: Chesapeake Bay Affairs	98 "	
	Forests and Parks	23 "	
1	University of Maryland, University Hospital	900 "	
30	University of Maryland, Dept of Student Affairs (Office of Student Aid)	4 "	
30	St. Mary's College of Maryland (destroyed 8/15/72)	155 "	
	TOTAL FOR NOVEMBER 1972	1,974 cu.ft.	6,832 cu.ft.
Dec.	None		
1973			
Jan.	Anne Arundel County Board of License Commissioners	2 cu.ft.	
	Social Services Administration County Departments of Social Services	521 "	
12	Maryland State Highway Administration Office of Asst.Chief Eng.-Main.	10 "	
17	Baltimore County Office of Central Services	160 "	
Dec.13	Dept. Health & Mental Hygiene Dept. of Juvenile Services	7 "	
	TOTAL FOR JANUARY 1973	700 cu.ft.	7,532 cu.ft.

CERTIFICATE OF RECORDS DISPOSAL
Annapolis, Maryland
FY 1973

<u>Date</u>	<u>Agency</u>	<u>Total Cu. ft. Destroyed</u>	<u>Cumulative Total</u>
Feb. 1973	Balance brought forward		7,532 cu.ft.
2/6	University of Maryland, Office of Student Aid (Loans)	6 cu.ft.	
2/7	Dept. Juvenile Services, A.A. County	58 "	
2-16	Baltimore City Police-Vice Section	36 "	
2-24	Circuit Court-Baltimore County	15 "	
2-22	Maryland State Police Barrack "E" Salisbury	<u>147</u> "	
	TOTAL FOR FEBRUARY 1973	262 cu.ft.	7,794 cu.ft.
3-12	Comptroller of the Treasury General Accounting Division	4 cu.ft.	
3-19	Baltimore County, Records Management	226 "	
3-22	Mount Wilson State Hospital	2,950 "	
3-23	Juvenile Services	<u>5</u> "	
	TOTAL FOR MARCH 1973	3,185 cu.ft.	10,979 cu.ft.
4-23	Comptroller of the Treasury		
4-23	Gasoline Tax Division	221 cu.ft.	
4-23	General Accounting Division	25 "	
4-23	Central Payroll Division	74 "	
4-25	Baltimore County - Central Services	161 "	
4-25	Maryland State Police Identification Division	6 "	
4-25	Chesapeake Bay Affairs--Accounting Div.	144 "	
4-25	Springfield State Hospital	61 "	
4-26	Natural Resources - Forest & Parks	99 "	
4-27	Unsatisfied Claims and Judgment	67 "	
4-27	Highway Administration - District #2	50 "	
4-30	Economic and Community Development	12 "	
4-27	Highway Administration - District #2	200 "	
4-27	" " "	40 "	
4-26	Highway Administration - Various Depts.	<u>92</u> "	
	TOTAL FOR APRIL 1973	1,252 cu.ft.	12,231 cu.ft.

CERTIFICATES OF RECORDS DISPOSAL
Annapolis, Maryland
FY 1973

<u>Date</u>	<u>Agency</u>	<u>Total Cu. Ft. Destroyed</u>	<u>Annapolis Cumulative Total</u>
April	Balance brought forward		12,231 cu.ft.
5-2	Annapolis Building and Grounds	16 cu.ft.	
5-9	Treasurer's Office	300	
5-22	Supreme Bench of Baltimore City-Probation Dept.	118	
5-30	Treasurer's Office	398	
5-14	Register of Wills - Montgomery County	80	
5-18	Dept. of Natural Resources Accounting Division	30	
TOTAL FOR MAY 1973		<u>942 cu.ft.</u>	13,173 cu.ft.
6-4	Baltimore County, Records Management	81 cu.ft.	
6-6	Baltimore City Police, Central Records Division	1,673	
6-18	A.A. Board of License Commissioners	2	
6-29	Treasurer's Office	185	
TOTAL FOR JUNE 1973		<u>1,941</u>	15,114 cu.ft.

End FY 1973

Certificate of Records Disposal
Baltimore Records Center
FY 1972

<u>Date</u>	<u>Agency</u>	<u>Total Cu. Ft. Destroyed</u>	<u>Baltimore Cumulative Total</u>
2/2/72	Comptroller of the Treasury - RST Division	50	
2/9	" " "	32	
3/16	" " "	70	
3/28	" " "	28	
4/14	" " "	70	
4/5	" " "	70	
5/2	" " "	70	
		<u>390*</u>	

*The above certificates were not included in the
FY 1972 report. They have been reported in
October 1972, FY 1973

FY 1973

7/25/72	Licensing and Regulation-Board of Cosmetologists	11	
8/29	Comptroller of the Treasury - RST Division	17	
"	" " "	31	
9/14	" " "	25	
9/22	Fiscal Services - Division of Audits	24	
9/25	Comptroller of the Treasury - RST Division	16	
		<u>124*</u>	

*The above certificates were not included in the
July, August and September reports to Mr. Zee.
They have been reported in October 1972, FY 1973

10/3	Dept. of General Services - Purchasing Bureau	101	
"	Comptroller of the Treasury - RST Division	17	
"	" " "	9	
10/10	" " "	15	
"	" " "	10	
10/27	" " "	27	
"	" " "	6	
	Total - October 1973	<u>171</u>	
	" FY 1972	390	
	" FY 1973 (Jul, Aug, Sept)	<u>124</u>	
	Total Reported for October '72	685	685 cu.ft.

11/8/72	Comptroller of the Treasury - RST Division	11	
"	" " "	9	
11/13	Dept. of General Services - Purchasing Bureau	25	
11/14	Dept. of Transportation	165	
11/21	Comptroller of the Treasury - RST Division	19	
"	" " "	25	
	Total for November '72	<u>254</u>	939 cu.ft.

12/7	Comptroller of the Treasury - RST Division	23	
12/11	" " "	22	
12/20	Dept. of General Services - Purchasing Bureau	16	
"	State Insurance Department - Harry Griffith	44	
"	Real Estate Commission - Margaret McGonigall	30	
"	Dept. of General Services - Design & Construction	20	
"	Health & Mental Hygiene - Environmental Hygiene	1	
"	Parole & Probation - Ralph Falconer	74	
"	Human Relations Commission	9	
"	Health & Mental Hygiene - Division of Reimbursements	100	
"	Board of Veterinary Medical Examiners - Miriam Kern	2	
"	Licensing & Regulation - Labor & Industry	18	
"	Dept. of Education	37	
"	Comptroller of the Treasury - Chief License Inspector	10	
"	Health & Mental Hygiene - Vital Statistics	15	

<u>Date</u>	<u>Agency</u>	<u>Total Cu. Ft. Destroyed</u>	<u>Baltimore Cumulative Total</u>
12/20	Balance brought forward	421	939 cu.ft.
12/20	Employees Retirement System	10	
"	Health & Mental Hygiene - Services & Supplies	14	
"	Department of Personnel - Viola Smith	16	
"	Public Service Commission - Charles Constantine	17	
	Total for December '72	478	1,417 cu.ft.
1973			
1/9	Dept. of Transportation-State Highway Administration	145	
1/31	" " " "	60	
"	" " " "	10	
"	" " " "	3	
	Total for January '73	218	1,635 cu.ft.
	Total for February '73	0	1,635 cu.ft.
3/1	Dept. of Public Safety - Parole and Probation	47	
3/5	*Comptroller of the Treasury - RST Division	17	
"	" " " "	30	
"	" " " "	15	
"	" " " "	17	
"	" " " "	21	
"	" " " "	16	
"	" " " "	19	
"	" " " "	8	
"	" " " "	36	
"	" " " "	48	
"	" " " "	20	
"	" " " "	27	
"	*Assessments and Taxation - Accounting Section	24	
"	*Public Service Commission - Bureau of Engineering	2	
"	*Assessments and Taxation - Albert Ward	71	
"	*Highway Administration - Hauling Permits	50	
"	*Personnel - Mrs. Viola Smith	39	
"	*Teachers' Retirement System - Mrs. May Town	1	
"	*General Services - Accounting	1	
"	*Labor and Industry- Emory Easton	57	
"	*Insurance Department - Benjamin Levitas	23	
"	*Aviation Administration - David Snyder	2	
"	*Accident Fund	43	
"	*Parole and Probation	44	
"	*Education - Chief Fiscal Manager	27	
"	*Health Dept - Wm. McCaffrey	3	
"	" Div. of Environmental Hygiene	3	
"	" Assistant Secretary	5	
3/15	Highway Administration	161	
2/2/	Insurance Division	24	
	Total for March '73	901	2,536 cu.ft.
No records were destroyed at the Baltimore Center for April and May 1973			
6/1	Comptroller of the Treasury - Retail Sales Tax (Disposal Certificates Numbered 1 thru 15)	289	
6/1	Dept. General Services, Purchasing Bureau	48	
6/1	Health & Mental Hygiene, Purchased Care Services	192	
6/1	" " " "	70	
	Total for June '73	599	3,135 cu.ft.

End FY 1972