

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

DEPT. OF PERSONNEL
 [State Retirement System]
 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.				
1361	Teacher's Retirement System General File	347	9 ✓	1927 - 1967	1 cu. ft. ✓	1/71	sold as waste paper
926	General File	347	9 ✓	1938 - 1962	2 cu. ft. ✓	1/71	"
903	General File	347	9 ✓	7/31/47-2/28/53	1 cu. ft. ✓	1/71	"
820	General File	347	9B & 11 ✓	8/1/27 - 9/1/57	10 cu. ft. ✓	1/71	"
1397	Employee's Retirement System Division of Social Security Accounting Records	345	12 ✓	7/62 - 6/66	5 cu. ft. ✓	1/71	"
19	Payment Vouchers	352	2 ✓	1941 - 1956	6 cu. ft. ✓ 25	1/71	"

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

May Town
Signature

Admin. Coord.
Title

4/2/71
Date

CERTIFICATE OF RECORDS DISPOSAL

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

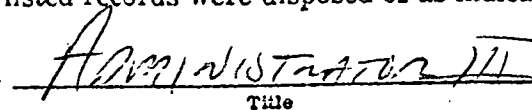
Teachers' Retirement System
 Reporting Agency

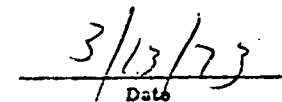
Mrs. May Town
 Division or Bureau of Reporting Agency

L 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.				
1734	Correspondence - General File plus Leaves of Absence	347	9	1964 - 1967	1 cubic ft.	3/5/73	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

Employees Retirement System
Reporting Agency

Mrs. Kathleen Swanegan
Division or Bureau of Reporting Agency

Lot 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.				
1714	Accounting Records	345	12	9/30/57-6/30/69	10 cu. ft.	12/20/72	Waste Paper
<p>Received 12/29/72</p> <p>Mrs. Kathleen Swanegan</p>							

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

Melvin H. Meyer
Signature

Public Records Editor
Title

12/25/73
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Retirement Systems
Reporting Agency

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.				
1398	Teachers' Retirement System Accounting Records	347	12 ✓	1/63 - 6/66	1 cu. ft.	7/71	sold as waste paper
1592	Correspondence	347	9 ✓	1961 - 1968	2 " "	"	"

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

Edgar P. Hoff
Signature

Accountant II
Title

7-7-71
Date

Please Sign and Return
This Copy

Posted

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

Employees'
State Retirement System
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.				
906	Accounting Records	✓345	12	5/1/58 - 6/30/62	1 cu. ft.	10/7/70	sold as waste paper
18	Cancelled Checks	✓352	1	1941 - 1957	23 cu. ft.	10/7/70	sold as waste paper

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

Michael P. Reed
Signature

Fiscal Officer
Title

10/21/70
Date

Posted

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

(Employees)

Teacher's Retirement System
 Reporting Agency

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.				
	Cancelled Checks	347	10	1927-1957	29 Cubic Ft.	6/27/68	<i>sold as Waste Paper</i>

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

C. Chubb
 Signature

Director
 Title

10/24/68
 Date

Posted

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

EMPLOYEES RETIREMENT SYSTEM
 Reporting Agency

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	Obsolete IBM Cards	-----	-----	-----	12 cu. ft.	1/18/66	Sold as waste paper

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

C. Charles

Signature

5/20/66

Title

Director

5/20/66

Date

Posted

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

Employees Retirement System
 Reporting Agency

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	Obsolete I B M Cards	-----	-----	-----	12 Cubic Feet	5/3/66	

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

C. J. Chute
 Signature

Director
 Title

9/1/66
 Date

14

Posted

Form HR-RM 2

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

EMPLOYEES' RETIREMENT SYSTEM

Reporting Agency

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	Payroll Journals	345	13	Oct. 1959-Sept. 30, 1960	16 cu. ft.	12/18/63	Sold as waste paper

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

C. Chinitz

Signature

Director

Title

1/2/64

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

EMPLOYEES' RETIREMENT SYSTEM

Reporting Agency

Division or Bureau of Reporting Agency

Lot No & 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 1.	Canceled Expense Checks	345	12	1941-1958	1 cu.ft.	6/12/61	Sold as waste <i>posted 7/10/61</i>

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

C. J. Church

Signature

Director

Title

7/3/61

Date

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

Department of Personnel
 Reporting Agency

Mrs. Viola Smith
 Division or Bureau of Reporting Agency

Lot 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.				
1970	Administration Employee File	304	6	1969	17 cubic ft.	3/5/73	Waste Paper
1937	Administration Employee Record File	24	1	1968	22 cubic ft. <i>39</i>	3/5/73	Waste Paper

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

Viola W. Smith

Signature

Operations Specialist II

Title

March 14, 1973

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Personnel
Reporting Agency

Mrs. Viola Smith
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.				
1895	Administrative Division Employees' Record File	24	1	1967	16 cu. ft.	12/20/72	Waste Paper

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

Viola W. Smith
Signature

Operations Spec II
Title

12-29-72
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

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

Department of Personnel
 Reporting Agency

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.				
1487	Commissioner of Personnel Exam - Employment List	304	1 ✓	FY 1966	1 cu. ft.	7/71	sold as waste paper
1486	Administrative Division Annual Efficiency Ratings	43	4 ✓	1966	6 " "	7/71	"
1318	Examination - Employment List	304	1 ✓	7/1/66 - 6/30/67	1 " "	7/71	"
818	Administrative Division History Cards	303	5 ✓	1/1/48 - 8/29/62	6 " "	7/71	"
817	Loyalty Oaths	303	3 ✓	1949 - 1963	6 " "	7/71	"
325	Loyalty Pledges	303	3 ✓	1958 - 1960	2 " "	7/71	"
2	Loyalty Oaths	303	3 ✓	1949 - 1957	12 " "	7/71	"
					34		

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

Vivian W. Smith

Signature

Senior Personnel Asst.

Title

July 8, 1971

Date

Postcard #?

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

DEPARTMENT
Commissioner of Personnel
 Reporting Agency

Administrative Serv
 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.				
1499	Commissioner of Personnel Administrative Employee's Record Folder	✓ 24	1	1966	22 cu. ft.	✓ 1/71	sold as waste paper
1418	Administrative Test Materials - Cert. of Eligibles	✓ 304	6	1967	16 " "	✓ 1/71	"
1414	Administrative Index Cards	✓ 43	2	1965	8 " "	✓ 1/71	"
1254	Medical Unit Factual Physical Exam Reports	✓ 303	8	1965	8 " " <i>54</i>	✓ 1/71	"

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

Vivian W. Smith
 Signature

Sr. Personnel Asst
 Title

Feb 2, 1971
 Date

Please Sign and Return
This Copy.

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Commissioner of Personnel
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.				
	<u>Administrative</u>						
1278	Annual Efficiency Ratings	✓ 43	3	1965	7 cu. ft.	10/7/70	sold as waste paper
1298	Certification of Eligibles	✓ 304	6	1966	10 cu. ft.	10/7/70	sold as waste paper
1220	Employment List	✓ 304	1	7/1963 - 6/1964	1 cu. ft.	10/7/70	sold as waste paper
	<u>Medical Unit</u>						
1113	Physical Exam Reports	✓ 303	8	Jan. - Dec. 1964	9 cu. ft.	10/7/70	sold as waste paper
6	Physical Exam Reports	✓ 303	8	Jan. - Dec. 1964	8 cu. ft.	10/7/70	sold as waste paper

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

Viola W. Smith

Signature

Sr. Personnel Asst

Title

10-22-70

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Commissioner of Personnel

Reporting Agency

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.				
<u>Examination</u> Employment List	-304	1 ✓	July, 1961-June, 1962	1 Cubic Ft.	6/27/68	sold as Waste Paper
<u>Administrative</u> Annual Efficiency Ratings	43	4 ✓	1963	7 Cubic Ft.	6/27/68	
Certification of Eligibles	-304	6 ✓	1964	9 Cubic Ft.	6/27/68	
Employees Record Files	24	1 ✓	1963	24 Cubic Ft.	6/27/68	
<u>Medical Unit</u> Physical Exam Report	303	8 ✓	Jan, 1962-Dec, 1962	8 Cubic Ft.	6/27/68	

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

Viola W. Smith
SignatureSenior Personnel Asst
Title10-28-68
Date

Posted

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

Commissioner of Personnel
 Reporting Agency

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.				
	ADMINISTRATIVE						
	Employee's Record Files	24	✓ 1	1962	✓ 22 Cu. Ft.	8/16/67	sold as Waste Paper
	Test Materials-Certif. of Eligibles	304	✓ 6	1963	✓ 6 Cu. Ft.	8/16/67	
	Annual Efficiency Ratings	43	✓ 4	1962	✓ 5 Cu. Ft.	8/16/67	
	EXAMINATION DIVISION						
	Employment List	304	✓ 1	July 1960-June 1961	✓ 1 Cu. Ft.	8/16/67	
	MEDICAL UNIT						
	Physical Examination Reports	303	✓ 8	Jan. - Dec. 1961	✓ 8 Cu. Ft.	8/16/67	

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

Viola W. Smith

Signature

As. Personnel Dept

Title

Dec. 15, 1967

Date

*Posted***CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**Commissioner of Personnel
Reporting AgencyAdministrative
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.				
Obsolete I B M Cards	---	-	-----	15 Cu. Ft.	10/31/67	<i>Sold as Waste Paper</i>

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

Viola W. Smith
Signature*Sr. Personnel Asst*
Title*Dec. 15, 1967*
Date

Posted

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

Commissioner of Personnel
 Reporting Agency

Administrative
 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.				
	Certification of Eligibles	304	✓ 6	1962	✓ 6 Cu. Ft.	11/15/66	
	Annual Efficiency Ratings	43	✓ 4	1961	✓ 6 Cu. Ft.	11/15/66	
	Employees' Record File	24	✓ 1	1961	✓ 18 Cu. Ft.	11/15/66	
	<u>Medical Unit</u>						
	Factual Physical Examination Reports	303	✓ 8	1960	✓ 7 Cu. Ft.	11/15/66	
	<u>Examination Division</u>						
	Employment Lists	304	✓ 1	7/1958 - 6/1960	✓ 1 Cu. Ft.	11/15/66	

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

Viola W. Smith
 Signature

Sr. Personnel Asst
 Title

2-21-67
 Date

Postid

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

Commissioner of Personnel
 Reporting Agency

Administrative
 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.	Obsolete I.B.M. Cards	Non-Record		-----	✓ 12 Cu. Ft.	8/24/66	<i>Sold as Waste Paper</i>

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

Viola W. Smith

 Signature

Sr. Personnel Asst.

 Title

2-2-67

 Date

Posted

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

COMMISSIONER OF PERSONNEL
 Reporting Agency

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	<u>Medical Unit</u> Physical Exam. Reports	303	8	1959	7 cu. ft.	6/22/65	Sold to
2	<u>Administrative Div.</u> Annual Efficiency Ratings	43	4	1960	6		Atlantic
3	Test Certification of Eligibles	304	6	1961	5		Paper
4	Employees' Record Files	24	1	1960	18		Stock Co.

D-5721

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

Viola W. Smith
 Signature

Senior Personnel Asst
 Title

July 23, 1965
 Date

Posted - ek

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

COMMISSIONER OF PERSONNEL

Reporting Agency
Administrative

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	IBM Cards	Nonrecord		-----	4 cu. ft.	1/26/65	Sold to Atlantic Paper Stock Co.

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

Viola W. Smith
Signature

As Personnel Dept
Title

2-19-65
Date

*Posted 12/2/64
hr*

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

COMMISSIONER OF PERSONNEL

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	Obsolete IBM Cards	Nonrecord		-----	12 cu. ft.	10/9/64	Atlantic Paper Stock Co.

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

Viola W. Smith

 Signature

Sr. Personnel Asst

 Title

12-31-64

 Date

5

Posted - rb

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

COMMISSIONER OF PERSONNEL

Reporting Agency

(See below)

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	ADMINISTRATIVE DIVISION Annual Efficiency Ratings	43	4 ✓	1959	5 cu. ft.	6/18/64	Sold to Atlantic Waste Paper Company
2	Factual Physical Exam. Reports	303	8 ✓	1958	7	"	
3	EXAMINATION DIVISION Employment Lists (Eligible Lists)	304	1 ✓	F.Y. 1957, 1958	1 ✓	"	
4	Test Materials	304	6 ✓	1960	5 ✓	"	
					18		

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

Viola W. Smith

Signature

Senior Personnel Asst

Title

6-18-64

Date

Posted 7-1-63,
eh

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

~~COMMISSIONER OF PERSONNEL~~
 Reporting Agency

Administrative 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	Factual Phys. Exam. Reports	303	8 ✓	1957	8 cu. ft.	6/18/63	Sold as waste paper
2	Original Employment Lists	304	1 ✓	1953-56	2 cu. ft.	"	
3	Test Materials - Certification of Eligibles	304	6 ✓	1959	4 cu. ft.	"	

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

Viola W. Smith

Signature

Senior Personnel Asst.

Title

7-8-63

Date

posted 7/9/1962

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

Commissioner of Personnel
 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.				
Lot No.							
169)	1. Annual efficiency rating	43	4	1958	5	June 27, 1962	Sold as waste paper
4)	2. Factual Physical examination reports	303	8	1956	8	"	"

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

W. W. Smith
 Signature

Sr. Personnel Asst.
 Title

6-27-62
 Date

CERTIFICATE OF RECORDS DISPOSAL

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

COMMISSIONER OF PERSONNEL

Reporting Agency

Administrative Division

Division or Bureau of Reporting Agency

Lot No. & 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.				
5	1. Efficiency ratings (annual)	43	4	1957	4 cu. ft.	6/12/61	Sold as waste
4	2. Factual Physical Examination Reports	303	8	1955	7 cu. ft.	"	"
2	3. Loyalty Oaths (Sec. 131)	303	3	1949-1953	9 cu. ft.		"
"	4. " " " "	"	"	1953-1957	3 cu. ft.		"

Posted 7/13/61

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

Viola W. Smith
 Signature

Sr. Personnel Asst
 Title

7-11-61
 Date

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

COMMISSIONER OF PERSONNEL

Reporting Agency

EXAMINATION DIVISION

Division or Bureau of Reporting Agency

Item No. Lot 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) 1.	Test Materials (Certification of Eligibles), Adm. Div.	304	6	1956-1957	7 cu. ft.	12/29/60	Sold as waste paper
(3) 2.	Index to Loyalty Oaths	303	3	1949-1953	4 cu. ft.	"	<i>mmw/9/61</i>

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

Viola W. Smith

 Signature

Asst. Director, Administrative Div.

 Title

January 17, 1961

 Date

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

COMMISSIONER OF PERSONNEL

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.				
(4)* 1.	Factual Physical Examination Reports (SEC 155, 156)	303	8	1954	7 cu. ft.	6/15/60	Sold as waste
(5)* 2.	Efficiency Ratings (Annual)	43	4	1956	4 cu. ft.	"	" " "

* Numbers in parenthesis are lot numbers assigned at the Record Center

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

Viola W. Smith

Signature

Sr. Personnel Asst.

Title

June 20, 1960

Date

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

COMMISSIONER OF PERSONNEL

Reporting Agency

Administrative 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	Index of Application (Never employed)	43	2	1/1/53-12/31/54	7' 7 $\frac{1}{2}$ " <i>207</i>	11/5/58	Torn to shreds & deposited in office waste baskets
2	Efficiency Ratings (Annual)	43	4	1/1/55-12/31/55	5' 1" <i>3.5</i>	1st 3 months '59	"
3	Leave Record Cards	303	12	1/1/53-12/31/54	2"	2/6/59	"
4	Master Authorization Cards	303	11	Obsolete, audited M A cards of current employees 7/1/53-6/29/55 Audited MA cards for separated employees 7/2/53-6/30/55	3"	1/15/59	"
5	Physical Examination Reports (Factual)(SEC 155, 156)	303	8	1953	18' <i>7 cu. ft.</i>	Jan. '59	"
6	Medical Index Cards (SEC 121)	43	5	1953	4' <i>1/2 cu ft.</i>	1st 3 months '59	"

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

Shirley Long

 Signature

Director, Administrative Div.

 Title

April 28, 1959

 Date

posted
4/30/59

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

COMMISSIONER OF PERSONNEL -2-
 Reporting Agency

Administrative 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.				
7	Medical Report Folders (Special Investigations)	43	6	1953	4½" <i>1/2 cu ft.</i>	Jan. '59	Torn to shreds & deposited in office waste baskets
8	Position Control Card File *	303	4	1955 & earlier	6½" <i>2 cu ft.</i>	Mar. '59	"
9	Classification Surveys (Departmental)	305	5	1951 & earlier	2' 1" <i>1 cu ft.</i>	Mar. '59	"
10	Classification Control Cards * (62418-6P)	305	8	File obsolete	1'4" <i>1/2 cu ft.</i>	Mar. '59	"
11	Classification Studies (Individual)	305	2	Prior to 1955	2'4" <i>3 cu ft.</i>	Mar. '59	"

** should have been omitted from this report -*

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

Sheley King

 Signature

Director, Administrative Div.

 Title

April 28, 1959

 Date

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

COMMISSIONER OF PERSONNEL

Reporting Agency

Administrative & Examination

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.				
	Accounting Records (audited)	303	9 & 10	7/1/53 - 6/30/54	2-1/2' 2 cu. ft.	7/17/58	Torn to shreds and deposited in office waste - for all materials
	Leave Record Cards	303	12 3	1/1/52 -12/31/52	1' 1/4 cu. ft.	7/22/58	
	Medical Index Cards	43	5		*	1/14/58	
	*Included in our report of 1/14/58 and linear feet destroyed was included in the 8' 11" report for Medical Report Folders						
	Employment Lists	304	1		8" 1/2 cu. ft.	7/30/58	



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

Quoth E. Hubbard
 Signature

Director, Administrative Div.
 Title

July 30, 1958
 Date

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

COMMISSIONER OF PERSONNEL

Reporting Agency

Administrative 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	Correspondence (Departmental)	43	3	Calendar years of 1946 thru 1954	3' 6" <i>4 cu ft</i>	During first six mos. of 1958	Torn to shreds and deposited in waste
2	Efficiency Ratings (Annual)	43	4	Jan. 1, 1954 ratings	3'-10 3/4" <i>4 cu ft</i>	"	"



posted 6/12/58

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

Ruth E. Hubbard

 Signature

Director, Administrative Division

 Title

June 11, 1958

 Date



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

COMMISSIONER OF PERSONNEL
 Reporting Agency
 Administrative 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	Employees' Employment History Folders	24	1	1/1/52 - 12/31/53 Separation dates	Not available Record being kept from 1/1/58 handlings. 6 cu. ft (est.)	Final 1/14/58*	Torn into shreds and deposited in waste baskets.
*Records are destroyed during respective month when record is inactive for 4 years.							
2	Index to Separated Employees (Used to pull records under item 1)	43	1	1/1/52 - 12/31/53	1/4 cu. ft.	1/14/58	"
3	Medical Report Folders (Special investigations)	43	6	1/1/52 - 12/31/52	8-11" 1/4 cu. ft.	1/14/58	"
4	Medical Physical Examination Reports (factual) - SEC 155 & 156	303	8	1/1/52- 12/31/52	5-8" 7 cu. ft.	1/14/58	"
NOTE: All our records are generally disposed off, throughout the year and by respective month record is of the approved age for destruction.							

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

Robert E. Hubbard
 Signature

Supervisor, Merit System
 Title

1/14/58
 Date

*posted
1/21/58*

2

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

COMMISSIONER OF PERSONNEL

Reporting Agency

Administrative 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.				
2	ACCOUNTING RECORDS, as described in Schedule.	303	9&10	July 1, 1951 - June 30, 1953	16 ft. 12 cu. ft.	10/3/57	Torn; removed by building janitor.

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

Paul E. Hubbard
Signature

Supervisor, Merit System
Title

10/2/57
Date



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

COMMISSIONER OF PERSONNEL

Reporting Agency

Administrative 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.				
	SEC 115 & SEC 116 - Dead Roster Cards (microfilmed), which have been inactive for 15 years (Separations from year of 1939 thru 1941)		Authorization by action of the Board of Public Works meeting of 3/9/56	1939 - 1941	9Ft. 3 inches 5 x 8 (2 in)		Torn in 4 parts, for removal by building janitor.
	Index Cards - SEC 111, which have been inactive employee's records for 15 or more years (Separations from year of 1939 thru 1941)		and Hall of Records letter dated 2/4/53	1939 - 1941	9Ft. 3 inches	2	"



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

Robert E. Hubbard

 Signature

Supervisor, Merit System

 Title

June 4, 1957

 Date



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

January 25, 1957

IN REPLY REFER TO FILE NO. 23

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

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

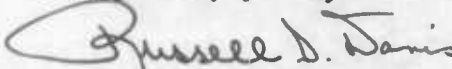
Re: Certificate of Destruction
Employees' Medical Report
(Special Investigation)
Schedule #43, Item 6

4 lin. inches

Dear Dr. Radoff:

This is to certify that we have destroyed the
above-named records through the year of 1951.

Very truly yours,


Russell S. Davis, H
COMMISSIONER

REH:ak





STATE OF MARYLAND
 COMMISSIONER OF PERSONNEL
 31 LIGHT STREET
 BALTIMORE 2, MARYLAND

RUSSELL S. DAVIS
 COMMISSIONER

January 25, 1957

IN REPLY REFER TO FILE NO. 23

WAYNE W. RANSOM
 ASSISTANT TO COMMISSIONER

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

Re: Certificate of Destruction
 Medical Record Index - SEC 121
 Schedule #43, *Item 5*

1 1/2 drawers (3x5) double drawers

Dear Dr. Radoff:

This is to certify that we have destroyed the
 above-named records through the year of 1951.

Very truly yours,

Russell S. Davis
 Russell S. Davis, W
 COMMISSIONER

REH:ak





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

January 25, 1957
IN REPLY REFER TO FILE NO. 23

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

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

Re: Certificate of Destruction
Physical Examination Reports
SEC 156 and 157
Schedule #43

B.P.W. meeting 2/13/51

Dear Dr. Radoff:

This is to certify that we have destroyed the above-named records through the year of 1951.

Very truly yours,

A handwritten signature in cursive script that reads "Russell S. Davis".
Russell S. Davis,
COMMISSIONER

REH:ak



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

January 9, 1957

RUSSELL S. DAVIS
COMMISSIONER

WAYNE W. RANSOM
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Re: Certificate of Destruction
Efficiency Rating Reports
Schedule #43, Item 4

Dear Dr. Radoff:

This is to certify that we have destroyed the above-named records through the year 1953.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

REH:cgs





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2. MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

October 5, 1956

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

IN REPLY REFER TO FILE NO. 23

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

Certification of Destruction

Dear Dr. Radoff:

Transmittals and bills, audited and paid for the period of July 1, 1950 thru June 30, 1951 have been destroyed. The authority for this action was established by the Board of Public Works at a meeting held on August 22, 1950.

Yours very truly,

Mrs Hubbard

Russell S. Davis
Russell S. Davis, 14
COMMISSIONER.

REH:H





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

April 25, 1956

RUSSELL S. DAVIS
COMMISSIONER

WAYNE W. RANSOM
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Re: Certification of Destruction
Schedule 43 - Item No. 2

Dear Dr. Radoff:

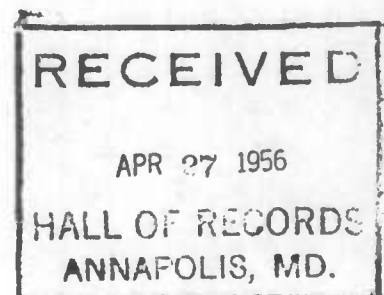
Index of Application - SEC 111 Cards for individuals who have never been employed by the State, have been destroyed from 1921 thru the year of 1952 in accordance with above-listed authority.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

REH:csg





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

April 25, 1956

RUSSELL S. DAVIS
COMMISSIONER

WAYNE W. RANSOM
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Re: Certification of Destruction
Schedule 43 - Item No. 3

Dear Dr. Radoff:

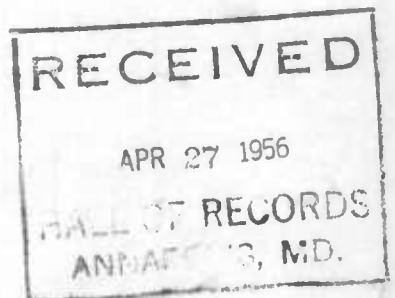
Correspondence from 1921 thru the year of 1945
has been destroyed in accordance with the above-listed
authority.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

REH:csg





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

January 24, 1956

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

IN REPLY REFER TO FILE No. 23

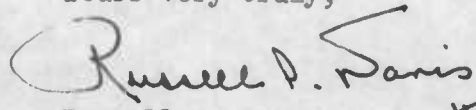
Dr. Morris L. Radoff
State Archivist
Hall of Records
Annapolis, Maryland.

Re: Certificate of Destruction
Physical Examination Reports
Approved by B.P.W. - 2/13/51

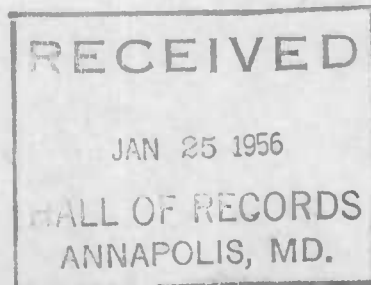
Dear Dr. Radoff:

Factual physical examination reports for the year
of 1950 have been destroyed.

Yours very truly,


Russell S. Davis,
COMMISSIONER.

REH





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

January 24, 1956

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

IN REPLY REFER TO FILE No. 23

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

Re: Certificate of Destruction
Employees' Employment History Folders
Schedule #24

Dear Dr. Radoff:

This is to certify that we have destroyed the above-named records through the year of 1951.

Yours very truly,

Russell S. Davis
Russell S. Davis,
COMMISSIONER. *h*

REH



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

January 24, 1956

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

IN REPLY REFER TO FILE NO. 23

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

Re: Certificate of Destruction
Employees' Medical Investigation
Report Folders
Schedule #43

Dear Dr. Radoff:

This is to certify that we have destroyed the above-named records through the year 1950.

Very truly yours,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis,
COMMISSIONER.

REH



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

January 24, 1956

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

IN REPLY REFER TO FILE NO. 23

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

Re: Certificate of Destruction
Efficiency Rating Reports
Schedule #43

Dear Dr. Radoff:

This is to certify that we have destroyed the
above-named records through the year of 1952.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis,
COMMISSIONER

REH



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

WAYNE W. RANSOM
ASSISTANT TO COMMISSIONER

January 24, 1956

IN REPLY REFER TO FILE No. 23

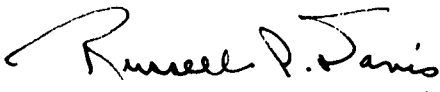
Dr. Morris L. Radoff
State Archivist
Hall of Records
Annapolis, Maryland.

Re: Certificate of Destruction
Index to Separated Employees
Schedule #43

Dear Dr. Radoff:

This is to certify that we have destroyed the
above-named records through the year of 1951.

Yours very truly,


Russell S. Davis,
COMMISSIONER.

REH

Employment & Registration



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

November 2, 1955

RUSSELL S. DAVIS
COMMISSIONER

WAYNE W. RANSOM
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Certification of Destruction

Dear Dr. Radoff:

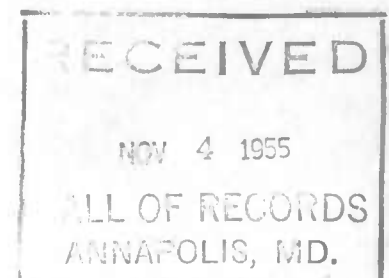
Transmittals and bills, audited and paid, for the period of July 1, 1949 through June 30, 1950, have been destroyed. The authority for this action was established by the Board of Public Works at a meeting held on August 22, 1950.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

REH:csg



Attention: Mr. Caton

Destruction is handled gradually thru-out the year and at no time is material the minimum weight required in your salvage paper contract.

Ruth E. Hubbard



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

February 16, 1955

RUSSELL S. DAVIS
COMMISSIONER

ORVILLE A. ALLEN
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Certificate of Destruction
Re: Index to Separated Employees
Schedule Number 43

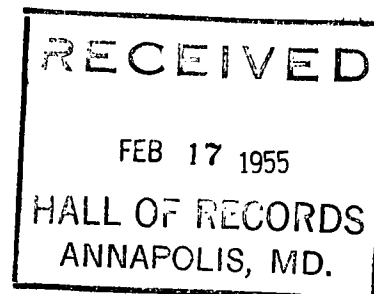
Dear Dr. Radoff:

This is to certify that we have destroyed the
above-named records through the year of 1950.

Yours very truly,

Russell S. Davis
Russell S. Davis
COMMISSIONER

REH:csg





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

February 16, 1955

RUSSELL S. DAVIS
COMMISSIONER

ORVILLE A. ALLEN
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

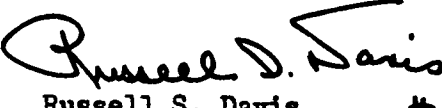
Dr. Morris L. Radoff
State Archivist
Hall of Records
Annapolis, Maryland

Certificate of Destruction
Re: Employees' Questionnaire
Schedule Number 42

Dear Dr. Radoff:

The above-named records have been eliminated
from our files and destroyed.

Yours very truly,


Russell S. Davis
COMMISSIONER

REH:csg



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

February 16, 1955

RUSSELL S. DAVIS
COMMISSIONER

ORVILLE A. ALLEN
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Certificate of Destruction
Re: Employees' Employment History
Folders - Schedule 24

Dear Dr. Radoff:

This is to certify that we have destroyed the
above-named records through the year of 1950, as author-
ized by the Board of Public Works on January 11, 1954.

Yours very truly,

A handwritten signature in cursive script that reads 'Russell S. Davis'.

Russell S. Davis
COMMISSIONER

REH:csq



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND
February 16, 1955

RUSSELL S. DAVIS
COMMISSIONER

ORVILLE A. ALLEN
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Certificate of Destruction
Re: Physical Examination Reports

Dear Dr. Radoff:

Factual physical examination reports for the year of 1949 have been destroyed in accordance with the schedule approved by the Board of Public Works's meeting of February 13, 1951.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

REH:csg



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

February 16, 1955

RUSSELL S. DAVIS
COMMISSIONER

ORVILLE A. ALLEN
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Certificate of Destruction
Re: Employees' Medical Investigation
Report Folders
Schedule Number 43

Dear Dr. Radoff:

This is to certify that we have destroyed the
above-named records through the year 1949.

Yours very truly,

Russell S. Davis
COMMISSIONER

REH:csg



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL

31 LIGHT STREET

BALTIMORE 2, MARYLAND

September 17, 1954

RUSSELL S. DAVIS
COMMISSIONER

ORVILLE A. ALLEN
ASSISTANT TO
THE COMMISSIONER

Refer to: File #23

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

Certificate of Destruction

Dear Dr. Radoff:

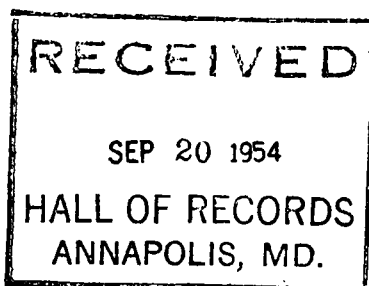
Transmittals and bills, audited and paid, for the period of July 1, 1947 through June 30, 1949, have been destroyed. The authority for this action was established by the Board of Public Works at a meeting held on August 22, 1950.

Very truly yours,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

REH:csg



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

Commissioner of Personnel

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.				
	Transmittals and bills	letter BFW	8/22/50	7/1/47-6/30/49	1 cu. ft.	31 Light St.	burned

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

Russell S. Davis

Signature

Commissioner

Title

September 17, 1954

Date



STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

IN REPLY REFER TO FILE No. 23

February 25, 1954

Mr. Edward N. Johnson
Assistant Records Administrator
Hall of Records
Annapolis, Maryland

Re: Request for Record Retention Schedule
Schedule Number 24

Dear Mr. Johnson:

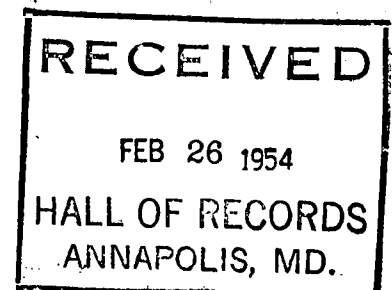
We have received the above-named as approved. The material has been destroyed and we are awaiting word from you as to the collection of this waste material. Our volume is generally very small, as it has been our practice to destroy these records 5 years immediately after the respective date of separation and we expect to continue the same practice on the approved 4 year schedule; therefore, it appears we should be exempted from the clause of selling waste. The boxes of waste we have on hand (5 cartons) are the result of a changeover from 5 to 4 year retention. If you should decide to let our janitor dispose of this current waste, please let us know as early as possible, as our space is very limited. Further, from a work load and space objective, we cannot limit ourselves to clearing this file only once a year; however, we will be glad to file a destruction certificate only annually.

Will you be kind enough to send us a supply of disposal certificates, if the enclosed is not sufficient for your records.

Very truly yours,

Russell S. Davis
COMMISSIONER

REH:blb





STATE OF MARYLAND
COMMISSIONER OF PERSONNEL
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

IN REPLY REFER TO FILE No. 23

February 25, 1954

Mr. Edward N. Johnson
Assistant Records Administrator
Hall of Records
Annapolis, Maryland

Re: Employees' Employment History Folder
Schedule Number 24
Disposal Certificate

Dear Mr. Johnson:

This is to certify that we have destroyed the above-named records thru the year of 1949, as authorized by the Board of Public Works on January 11, 1954.

Very truly yours,

Russell S. Davis
RSK

Russell S. Davis
COMMISSIONER

REH:blb

*Certificates
Required*



STATE OF MARYLAND

 COMMISSIONER OF PERSONNEL

 31 LIGHT STREET
 BALTIMORE 2, MARYLAND

 RUSSELL S. DAVIS
 COMMISSIONER

 JOHN S. SHRIVER
 ASSISTANT TO THE COMMISSIONER

IN REPLY REFER TO FILE NO. 23

August 5, 1953

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

Attention: Mr. John T. Caton

Dear Dr. Radoff:

Certificate of Destruction

In accordance with the authority granted by the Board of Public Works at the meeting held on March 9, 1953, we have destroyed:

Index of Application cards which have been inactive from 1921 thru 1938.

Dead Roster Cards which have been inactive from 1921 thru 1938.

The Dead Roster Cards were microfilmed in two groups:

1. For separations dating from 1921 thru 1938, which are certified above as having been destroyed.
2. For separations dating from 1939 thru May 1, 1953.

The microfilming of group 2 at the same time as group 1 was done, will permit our expediting the destruction of records when they become 15 or more years old and when latter action is taken, the proper Certificate of Destruction will be submitted to you.

In view of your letter of February 4, we believe you desire having the microfilms forwarded to your Department. If the latter is correct, we will be glad to mail them to your office upon hearing from you.

Yours very truly,

 Russell S. Davis
 COMMISSIONER



DEPARTMENT OF EMPLOYMENT AND REGISTRATION
STATE EMPLOYMENT COMMISSIONER
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

JOHN S. SHRIVER
ASSISTANT TO THE COMMISSIONER

IN REPLY REFER TO FILE NO. 23

April 2, 1951

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

Certificate of Destruction

Dear Dr. Radoff:

Factual physical examination reports for the years of 1937 thru 1945, have been destroyed. A schedule to destroy such records when they have attained the age of five years, was approved by the Board of Public Works at a meeting held on February 13, 1951. Notice of latter authorization was received in a letter dated March 5, 1951.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

#

REH:nf



DEPARTMENT OF EMPLOYMENT AND REGISTRATION
STATE EMPLOYMENT COMMISSIONER
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

February 16, 1953

JOHN S. SHRIVER
ASSISTANT TO THE COMMISSIONER

IN REPLY REFER TO FILE NO.

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

Certificate of Destruction

Dear Dr. Radoff:

Factual physical examination reports for the year of 1947 have been destroyed, in accordance with the schedule approved by the Board of Public Works meeting of February 13, 1951.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis,
COMMISSIONER.

REH

See schedule

HREC



DEPARTMENT OF STATE EMPLOYMENT AND REGISTRATION
STATE EMPLOYMENT COMMISSIONER
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

JOHN S. SHRIVER
ASSISTANT TO THE COMMISSIONER

IN REPLY REFER TO FILE No. 23

August 8, 1952

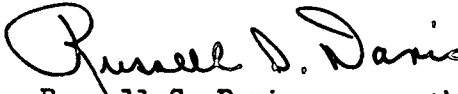
Dr. Morris L. Radoff,
State Archivist
Hall of Records
Annapolis, Maryland

Certificate of Destruction

Dear Dr. Radoff:

Transmittals and bills, audited and paid,
for the period of July 1, 1945 through June 30, 1947,
have been destroyed. The authority for this action
was established by the Board of Public Works at a
meeting held on August 22, 1950.

Very truly yours,


Russell S. Davis
COMMISSIONER

REH:wg



DEPARTMENT OF STATE EMPLOYMENT AND REGISTRATION
STATE EMPLOYMENT COMMISSIONER
31 LIGHT STREET
BALTIMORE - 2, MARYLAND

RUSSELL S. DAVIS
COMMISSIONER

IN REPLY REFER TO FILE NO. 23

JOHN S. SHRIVER
ASSISTANT TO THE COMMISSIONER

October 11, 1950

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

Certificate of Destruction

Dear Dr. Radoff:

Transmittals and bills, audited and paid, for the period of July 1, 1942 through June 30, 1945, have been destroyed. This action was approved by the Board of Public Works' at a meeting held on August 22nd. Notice of latter authorization was received in a letter dated October 3, 1950.

Yours very truly,

A handwritten signature in cursive script that reads "Russell S. Davis".

Russell S. Davis
COMMISSIONER

REH:vws

posted 7/9/1962

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

Maryland Board of Pharmacy

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.				
345) 1.	Applications for Pharmacy Permits	194	4	1958	1	6/27/1962	Sold as waste paper

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

Charles E. Putnam
Signature

Program Analyst
Title

6/28/62
Date