Posted

#5

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

Department of Public Welfare

Reporting Agency

Division or Bureau of Reporting Agency

_Item	Description of Records Include Title and/or Form Number	Autho For E	rization Disposal	Inclusive Dates of Records Disposed of	Volume	Date	Method of
10.		Schedule No.	Item No.		(Cubic or Linear Feet)	of Disposal	Disposal
1122	Department of Public Welfare Bureau of Program Operations	185	4	1965	5 cu. ft.	1/71	sold as wast
1098	Audits and Accounts Accounting Records	162	1 & 2	FY 1963	2 " "	1/71	11
1017	Audits and Accounts Payroll	162	1	7/1/61 - 12/31/62	3 11 11 /	1/71	11
1016	Statistics and Analysis Reports of Interviews	186	7	1963	3 " "	1/71	11
					13		
							n n

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

Cuyene L. Mard
Signature

Supervior Service & Supply

2-9-7/ Date

Posted

Form HR-RM 2

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

State Department of Public Welfare

Reporting Agency

Fiscal Management

Division or Bureau of Reporting Agency

For County and City Welfare Departments

	Description of Records		rization isposal	Inclusive Dates of Records	Volume (Cubic or	Date of	Method of
	Include Title and/or Form Number	Schedule No.	Item No.	Disposed of	Linear Feet)	Disposal	Disposal
1	Case records for public assistance & other services exclusive of foster care & adoption cases.	185	7	11/33-7/63 L	91 cu.ft.	1966	Burned
2	Fiscal records, including records of assistance granted, check carbons, financial reports to State Department, accounting records, etc.	185	. 11	9/51 <b>-</b> 9/64 V	451 cu.ft.	1966	Burned
3	Statistical records, exclusive of Master file cards.	185	9	10/60-9/63	38 cu.ft.	1966	Burned
	General Records-including manual release letters, circular letters, general correspondence, etc.	185	10	3/34-9/63 ₹	13 cu.ft.	196 <b>6</b>	Burned

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

Signature

Assistant Chief

<u>Division of Fiscal Management</u>

6/20/67

Protect

Form HR-RM 2

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

State Department of Public Welfare (Country Welface Boards) Reporting Agency

Audits & Accounts

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Author For D Schedule No.	ization isposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
1	Accounting Records A F D C Assistance Payrolls	185	11	JanMarch 1963	2 Cubic Feet	1/18/66	
				-		i	
•	·						

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

State Department of Public Welfare Reporting Agency

Bureau of Family and Child Welfare Services

Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Author For Di	ization isposal	Inclusive Dates of Records	Volume (Cubic or Linear Feet)	Date	Method
140.	include Title and/of Politi Number	Schedule No.	Item No.	Disposed of		of Disposal	of Disposal
1	Cent∉ral Correspondence File	12	1	6/30/61 to 7/1/62	6 1/4	Immediately	To be Shredded

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

Signature

asst Chuy, auchto + acet's 9-22-65

Date

(Recd 10-7-65)



DEPT. OF PUBLIC WELFARE

Reporting Agency

Barrett School for Girls

Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Author For Di Schedule No.	ization isposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
1	Case Folders	119	No. 4	1931-1958	24 cu. ft.	9/2/65	Sold to Atlantic Paper Stock Co.
•	CECEIVED CES 9 7 '65						

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

Margarita Gelesiche

Augerialial Title

9/21/65

posted

Marketachon to Monteres - now com lined with Barrett)

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

### DEPT. OF PUBLIC WELFARE

Reporting Agency

Barrett School for Girls

Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Author For Di	ization isposal	Inclusive Dates of Records	Volume (Cubic or Linear Feet)	Date of	Method of
140.	Include Title and/or Porm Number	Schedule No.	Item No.	Disposed of		Disposal	Disposal
1	Cottage Population Register	285	5	12/9/59-3/6/61	2 cu. ft.	11/18/65	Sold as
2	Cottage Log Books	285	8	12/28/59-12/31/60	2	99	waste
3	Daily Record of Treatment	285	10	1/4/59-9/26/59	1	**	paper
							E
							led .

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

Assistant Records Administrator

11/30/65

Title

Date

(Records disposed of from Annapolis Record Center)

Form HR-RM 2

Port enter a cards.

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

State Department of Public Welfare
Reporting Agency

Audits & Accounts

Division or Bureau of Reporting Agency

emi	Description of Records Include Title and/or Form Number	Author For D	ization isposal	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date	Method
lo.		Schedule No.	Item No.			Disposal	Disposal
atis	tics & Analysis					(2/30	Soldo
1	ADC special units - Form #216	Not S	heduled	May 1962	/	Immediately	waste
	1953 OAA Characteristics Study - Form 171.			1953		11	pope
2 {	1955 ADC Study of Absent Fathers	10 - B		1955	1	n	
	Data on Child Committed to Training Schools - Form 427			1957-65		18	
,	AFDC Assistance Payrolls	185	11	1/63 - 3/63	A	11	
					2 cuf		

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

Signature

Chief, Div. Audits & Accts.

12/10/65 Date

Posted

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

STATE OF MARYLAND

### DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

Division or Bureau of Reporting Agency

	Description of Records	Author For D	orization Disposal	Inclusive Dates of Records	Volume	Date	Method
No.	Include Title and/or Form Number	Schedule No.	I tem No.	Disposed of	(Cubic or Linear Feet)	of Disposal	of Disposal
1	County Administrative Payrolls, form #130, plus supporting personnel changes, form #127	162	1	7/1/58 to 6/30/61	3 cu. ft.	6/22/65	Sold to
2	DPW Administrative Payrolls and supporting overtime sheets	162	1	1/1/56-12/31/61	3	50	Atlantic Paper
3	Supply and Equipment Requisitions from 24 local units, with copies of respective monthly bills	162	1	7/55-12/59	1	99	Stock Co.
4	Supply and Equipment Requisitions  Duplicate copies of case record	162	1	7/29/57-6/21/60	2	n	D-5721
	TELECTICS (Edoptions)	185		1963=64			

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

Signature

Title

July 22, 1965

Posted-ele

### CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION STATE OF MARYLAND

DEPARTMENT	ΩE	DIIRT TC	LIET EADT
III. PAKIMENI	1 124	PIIKLIL	MALI ROKI

Reporting Agency

Division or Bureau of Reporting Agency

	I		<del></del>	· · · · · · · · · · · · · · · · · · ·			
	Description of Records Include Title and/or Form Number	Author For D Schedule No.	ization isposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
1	Central Correspondence	12	1	June 1959-June 1961	3 cu. ft.	1/26/65	Sold to
2	IBM Cards	Non	record		17	"	Atlantic Paper Stock Co.
						•	
							,
	·						

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

Hack Frilking

Cisst Chef, Sliv. g lead + acet's

2-19-65

Form HR-RM 2

Posted 12/23/64,

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

### STATE DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

County Welfare Boards and Baltimore City Welfare Depts.

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Auth For	orization Disposal	Inclusive Dates of Records Disposed of	Volume (Cubic or	Date	Method of
No.		Schedule No.	Item No.		Linear Feet)	Disposal	Disposal
A	Case Records	185	7	1933 - 1963 /	100	1963	Burning
В	Accounting Records	185	11	1932 - 1963 V	493	1963	H
C	Statistical Records	185	9	1938 - 1961 /	26	1963	11
D	Manual Releases, Correspondence and Personnel Records	185	3) (8) 5, 10 & 1) <sub>1</sub>	1941 - 1961	642	1963	Ħ
•							

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

liset Chef, Alwisin g land. + acct's 6-24-64

Form HR-RM 2

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

STATE DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

State Office

Division or Bureau of Reporting Agency

Item	Description of Records	Author For D		Inclusive Dates of Records Disposed of	Volume	Date	Method
No.	Include Title and/or Form Number	Schedule No.	Item No.		(Cubic or Linear Feet)	Disposal	Disposal
1	Personnel Procedures	12	1	1955 - 1958	11/2	6-64	Shredding
2	" - General Correspondence	12	1	1956 - 1959	13/2/2/2	6-64	11
3	Central Correspondence File	12	1 /4	1957 - 1958	6	6-64	98
4	Adoption Records	12	1)	1955 - 1963	12)	6-64	11
5	Juvenile Court Statistics-Form 424	-3.85	-	1961 - 1962	3	6-64	88
6	Report of Interview - Form 234	186	7 V	1961 - 1962	6~	7-65	H
•	Adoption Cards, Adoption Family Cards, PMI Cards	-205	-	1956 - 1963	11/2	3-65	Ħ
8	Vouchers	162	1 /	1952 - 1958	7=1	6-64	11
9	Duplicate Deposit Slips, Trans- mittal and Payroll Warrants, Inactive Payroll and stock cards	162	1 & 2	1946 - 1960	11/2	6-64	11
10	House of the Good Shepherd  Material - Form 816, 811 & 200 & court orders	none		1951 - 1961	11/2	6-64	Ħ

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

Jack Lukuis
Signature

Asst Chief Dir. g lind. + Coct's

6-24-6V Date

Posted W1163,

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

State Department of Public Welfare

Reporting Agency

Maryland Training School for Boys

Division or Bureau of Reporting Agency

Lien	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records	Volume	Date of	Method of
	Include Tide and/or Form Number	Schedule No.	Item No.	Disposed of	(Cubic or Linear Feet)	Disposal	Disposal
	SUPERINTENDENT'S GENERAL CORRES.	224	5	1946 - 1953	15 Cu. Feet	10/29/63	Atlantic Waste Paper Co.
	ACCOUNTING RECORDS	224	6	1953 - 1961	80 Cu. Feet	n	11
	ACCOUNTING RECORDS	224	7	1954 - 1960	15 Cu. Feet	tt	H.
				Total:	110		
					The second		
					1		
					1		
							Personal Property of the Party

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

Signature

Superintendent

tle

10/30/63

Posted 5/13/63



STATE DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

Local Welfare Departments, including Baltimore City
Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records	Volume	Date of	Method of
		Schedule No.	Item No.	Disposed of	(Cubic or Linear Feet)	Disposal	Disposal
A B C C D D D D	Case Records Accounting Records Source Cards Statistical Records Manual Release Letters Correspondence Personnel Records	185 185 185 185 185 185 185	71 84 94 54 104 1142	1933 - 1962 1935 - 1962 1957 - 1962 1940 - 1962 1953 - 1960 1934 - 1962 1953 - 1962	568 cm. ft. 76 - 17 - 32 - 92 - 132 - 687	1962 n n n n	Shredding & Burning " "" "" "" "" ""

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

Signature

Chief Div. of Audits & Accounts

5/6/63

E

DEPT. OF PUBLIC WELFARE

Reporting Agency

STATISTICS & ANALYSIS

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
		Schedule No.	Item No.	Disposed of	Linear Feet)	Disposal	Disposal
/ 1	Weekly Report of No. of Interviews	186	7	JanMar. 1959	3 cu. ft.	2/13/63	<b>Sol</b> d as waste paper
						·	

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

Posted

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

DEPT. OF PUBLIC WELFARE

Reporting Agency

AUDITS AND ACCOUNTS

Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records	Volume (Cubic or Linear Feet)	Date of	Method of
	meduce tree and/or form tvanioes	Schedule No.	I tem No.	Disposed of	Linear Feet)	Disposal	Disposal
<i>y</i> 1	Accounting Records, Requisitions for Mimeographing	162	1	July 1955-Mar. 1959	7 cu. ft.	2/13/63	Sold as waste paper
• ···							
						-	

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

Signature

mules Fal

3-26-63

### STATE DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

Local Welfare Departments, including Baltimore City
Division or Bureau of Reporting Agency

L							
Item	Description of Records Include Title and/or Form Number	Author For Di Schedule No.	ization sposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
A B B C C D D D D	Case Records  Recoveries Accounting Records Source Cards Statistical Records Manual Release Letters Correspondence Personnel Folders Personnel Records	185 185 185 185 185 185 185 185 185 185		Disposed of  1933 - 1961  Thru - 1958 ~  1934 - 1960  1954 - 1960  1950 - 1960  1945 - 1960  1948 - 1955 -  1949 - 1960	1 82 1 32 5 7 1 4 477	Disposal  1961  11  11  11  11  11  11  11  11	Shredding & burning "" "" "" "" "" "" "" "" "" "" "" "" ""
				·			

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

Asst. Chief Div. of Audits & Accounts 6/29/62

Title Date

Form HR-RM 2

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

State Department of Public Welfare

Reporting Agency

Division of Audits and Accounts

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Author For D	ization isposal	Inclusive Dates of Records Disposed of	Volume	Date	Method of Disposal
No.		Schedule No.	Item No.		(Cubic or Linear Feet)	of Disposal	
1	Monthly Estimates - Local Depart- ments	46	2	7/56 - 12/58	1 Cu. Ft.	at once	shredded
2	General Correspondence - central file	12	1	7/58 - 6/59	7 11 11	11 11	и
3	Personnel Material - Folders	283	1	6/53 - 7/56	3 11 11	11 11	10
14	Personnel Procedures	12	1	6/55 - 7/58	1 " "	11 11	lt .
5	Requisitions and Invoices - Local Departments	162	1	7/56 - 6/57	1 " "	11 11	11
6	Copies of Audit Reports and Work papers	46	5a	1955 - 1956	1 " "	ии	n
					14 cartons		ted
					14 cu, 17.		posted 2/21/1962

delivered to the Records Dept. on or about 1/10. for I hereby certify that the above listed records were disposed to the Records Dept. on or about 1/10. for disposal as indicated.

Signature

Asst. Chief. Div. of Audits & Accts.

2/13/62

itle

Form HR-RM 2

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

### State Department of Public Welfare

Reporting Agency

### Division of Audits and Accounts

Division or Bureau of Reporting Agency

Item	tem Description of Records No. Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records	Volume	Date	Method
No.	Include litle and/or Form Number	Schedule No.	Item No.	Dates of Records Disposed of	(Cubic or Linear Feet)	of Disposal	of Disposal
1	Monthly Estimates - Local Depart- ments	46	2	7/56 - 12/58	1 Cu. Ft.	at once	shredded
2	General Correspondence - central file	12	1	7/58 - 6/59	7 " "	W W	
3	Personnel Material - Folders	283	1	6/53 - 7/56	3 " "	0 0	n
h	Personnel Procedures	12	1	6/55 - 7/58	1 " "	0 0	
5	Requisitions and Invoices - Local Departments	162	1	7/56 - 6/57	1 " "	n n	n
6	Copies of Audit Reports and Work papers	46	5a	1955 - 1956	1 " "	00 00	
					lh cartons		

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

Asst. Chief, Div. of Audits & Accts. Signature

### STATE DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

Local Welfare Departments, including Baltimore City

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Author For D Schedule No.	ization isposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
Code	Totals fo	r all cou	nties and	Baltimore City			
A	Case records	185	7	thru 1955	412	1960	Burning
В	Fiscal records	185	6,11,12	thru 1957	115		
С	Statistical	185	8,9	<b>" 1956</b>	28	n	n
מ	General	185	5,10,13,	14 thru 1957	n	Ħ	n
					566		postul 8/11/1661

I hereby certify that the above listed records were disposed of as indicated.							
Itmy Ham	-	•					
11901mm	Asst. Chief, Div. of Audits & Accounts	6/28/61					
Signature	Title	Date					

### STATE DEPARTMENT OF PUBLIC WEIFARE

Reporting Agency

Local Welfare Departments

Division or Bureau of Reporting Agency

including Baltimore City

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records	Volume (Cubic or	Date of	Method of
140.		Schedule No.	Item No.	Disposed of	Linear Feet)	Disposal	Disposal
Code		·					Shredding
A	Case Records	185	. 7	thru 1954	411 cu. ft.	1959	Burning
В	Fiscal records	185	6,11,12	thru 1957	66 cu. ft.	n	11
Ċ	Statistical	185	8,9	thru 1956	13 cu. ft.	ti	π .
D	General - personnel	<b>1</b> 85	5,10,13,	llı tl <del>ır</del> u 1956	112 cu. ft.	11	"
·					<del></del>		" 8   31   1961
					602 cu. ft.		near land
					٠		P
							1
							`
							`,

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

Asst. Chief, Div. of Audits & Accounts

6/28/61

Signature

r<del>i</del>tle

### STATE DEPARTMENT OF PUBLIC WEIFARE

Reporting Agency

Local Welfare Departments, including Baltimore City
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Schedule	isposal Item	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
A B B C D C D D D D	Case Records Recoveries Accounting Records Source Cards Manual Release Letters Statistical Records Correspondence Personnel Folders Personnel Records	No. 185 185 185 185 185 185 185	7 6 11 8 5 9 10 13 14	1952-1953 1939-1950 1954-1955 1954-1955 1954-1955 1954-1955 1954-1955 1954-1955	328 1 119 3 7 13 7 1 3 482	1958	Shredding & burning

/ I/hereby certify that the al	ove listed records were disposed of as indicated.	
Mmy 13mm	•	
MINTIMM	Asst. Chief. Div. of Audits & Accounts	6/28/61
Signature	Title	Date

### STATE DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

Iocal Welfare Departments, including Baltimore City
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Author For D	isposal Item	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		No.	No.				
B B C C D D D	Case Records Accounting Records Personnel Record Card Account Source Cards Statistical Records Manual Release Letters Correspondence Personnel Folders Personnel Records	185 185 185 185 185 185 185 185	7 112 8 9 5 10 13 14	1933-1952 1934-1954 1933-1951 1937-1953 1934-1954 1934-1954 1934-1954 1948-1952 1934-1954	323.7 837.5 .5 2 262.5 3.8 7.6 1.5 3.4	1957 1956-57 1957 1957 1957 1957 1957 1957	Shredding & Burning " " " " " " " " " " " " " " " " " " "

		hereby	certify	that the	above l	isted	records	were	disposed	of a	s indicated.	
1/.	15											

Signature

Asst. Chief. Div. of Audits & Accounts

· -

STATE DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

BARRETT SCHOOL FOR GIRLS

Division or Bureau of Reporting Agency

Item	Description of Records		rization Disposal	Inclusive	Volume	Date	Method
O.	Include Title and/or Form Number	Schedule No.	Item No.	Dates of Records Disposed of	(Cubic or Linear Feet)	of Disposal	of Disposal
1.	Inmates' Activity File	286	1	1949 - 1950	1.5 Cu. ft.	2/11/58	Burned
2.	Cottage Commodity Inventory	286	2	1937 - 1945	1 Volume	2/11/58	11
3.	Petty Cash Disbursement Record	286	3	1946 - 1947	1 Volume	2/11/58	11.
4.	Cash Sales Ledger	286	4	1952	1 Volume	2/11/58	II .
5.	Superintendent's General Corres.	285	11	1934 - 1950	16 Cu. ft.	2/11/58	91
6.	Cottage Population Register	285	5	1953 -1954	9 Volumes lour	2/11/58	II
7.	Cottage Log Books	285	8	1953 - 1954	9 Volumes 14.	2/11/58	11
	Accounting Records	285	14	1934 - 1954	36 Cu. ft.	2/11/58	ii .
9.	Accounting records for which disposal has been provided by a General Records Detention Schedule	285	15	1934 - 1954	6 Cu. ft.	2/11/58	31
10.	Medical History Record	285	9	1933, '34, '36, '37&	.5 Cu. ft.	2/11/58	"

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

Juan hell Just

Superintendent

2/13/58

Date

2/18/58

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

### HALL OF RECORDS COMMISSION STATE OF MARYLAND

State Department of Public Welfare

Reporting Agency

Division or Bureau of Reporting Agency

Item	Description of Records		rization isposal	Inclusive Dates of Records Disposed of	Volume	Date	Method
No.	Include Title and/or Form Number	Schedule No.	I tem No.		(Cubic or Linear Feet)	of Disposal	of Disposal
1.	Vouchers, 4800-5999	162	1	1937-39, 1941-42	6 cu. ft.	6/29/57	Sold as waste paper
2.	DPW work papers (audit reports and						
2	work papers)	46	5	1944-46	2 cu. ft.	11	н
3.	Central Correspondence File (Classified file material	12	1	no dates	lili cu. ft.	11	11
1.	Statistical (grant information	Non-reco	rd T	no dates	144 Cu. 10.	11	N
4. 5. 6.	4 categories of 8½ x 11 federal for		record		14 cu. ft.	11	n
6.	Monthly Statistical report of ser-						
	vices	186	2		5 cu. ft.	31	11
7.	Report of Distribution of Assis-						
	tance Grants	186	3		2 cu. ft.	16	H
8.	Monthly Reports of Caseload Cover-	-01					
0.	age	186	4		1 cu. ft.	10	11
9	Monthly Rep. on Reasons for making grants	186	2		6 cu. ft.	11	11
10.	Summaries of SDPW forms	186	6		l cu. ft.	11	11
11.	Fed. participation in Adm. Costs	186	7		3 cu. ft.	31	11
12.	Assistance due to unemployment	186	8		l cu. ft.	11	11
13.	Semi-annual statistical reports	186	9		l cu. ft.	11	11
				next page)	00		

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

Signature

last Chief Did ax a.

6/29/57 Date

State Department of Public Welfare

Reporting Agency

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Author For D	rization isposal	Inclusive Dates of Records Disposed of	Volume	Date of	Method
No.		Schedule No.	I tem No.		(Cubic or Linear Feet)	Disposal	Disposal
14.	Quarterly Population Report  Monthly Statistical Report of	186	10		l cu. ft.	6/29/57	Sold as waste paper
16.	Training School Social Security Reports County estimates, mimeographed material, correspondence	186 186	11 12		2 cu. ft. 2 cu. ft. 60 cu. ft.	99 99	10

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

Signature

lsst. Chief Dul a.y a.

6/29/57

ate

### CERTIFICATE OF RECORDS DISPOSAL

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

State Department of Public Welfare

Reporting Agency

Local Welfare Departments

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Author For D	rization Disposal	Inclusive Dates of Records	Volume	Date	Method
No.	Include little and/or Form Number	Schedule No.	Item No.	Disposed of	(Cubic or Linear Feet)	Disposal	of Disposal
A B	Case Records Recoveries	185 185	7 6)?	1933-1955 (MSz)	427 Cu. Ft.	1956	Burned
B B B	Accounting Records Personnel Record Card Account Joint and Trust Account Records	185 185 187	11)?	1933-1955(1952)	425 Cu. Ft.	1956	Burned
C	Source Cards Statistical Records	185 185	8)	1933-1956(1954)	119 Cu. Ft.	1956	Burned
D D D	Manual Release Letters Cerrespondence Personnel Folders Personnel Records	185 185 185 185	5) 10) 13) 6m	1933 <b>-</b> 1955 (195~	94 Cu. Ft.	1956	Burned
					1065		

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

Asst. Chief, Div. Audits & Accts.

1-15-57

Signature

Title

State Department of Public Welfare

Reporting Agency

Division or Bureau of Reporting Agency

Item	Description of Records		ization isposal	Inclusive Dates of Records	Volume (Cubic or	Date of	Method of
No.	Include Title and/or Form Number	Schedule No.	I tem No.	Disposed of	Linear Feet)	Disposal	or Disposal
1. 2. 3. 4.	Foster Home Material Training School Material Personnel Records Blind records Audits, work papers, and copies of	non-rec	ord	no dates no dates "	$1\frac{1}{2}$ cu. ft. $1\frac{1}{2}$ cu. ft. " $1\frac{1}{2}$ cu. ft.	11 11	6 Sold as waste paper "
6.	reports Statistical Cards (8½ x 11)includi form 236-Reason for Making Gran and others	ng 186 .	5	tt.	4 cu. ft. 9 cu. ft.	11	tt
7.	Civil Defense 707 APTD Levy requests (1949-52)			no dates except those mentioned for levy requests	1½ cu. ft.		tt.
8.	Obselete forms, surplus mameograph	ed mat.=		n n	39 cu. ft.	11	
9•	Library books, pamphlets, papers, books, surplus forms	phone			48 cu. ft.	11	

/Lhereby certify that the above listed records were disposed of as indicated.

gnature

ast Chief Dist. a . a.

April 7, 1956

Data

State Department of Public Welfare

Reporting Agency

Division or Bureau of Reporting Agency

Item     Description of Records     For Disposal     Inclusive     Volume     Date       No.     Include Title and/or Form Number     Dates of Records     (Cubic or of control	
Schedule Item Disposed of Linear Feet) Disposed No.	sal Disposal
1. Central Correspondence File 12 1 no dates 50 cu. ft. 7/15 2. Licensing agencies " 14 cu. ft. "	/55 sold as waste paper
2. Licensing agencies " Licens	u
4. form 707 APTD (non-record) " 4 cu. ft. "	tt .
3. Institutional Financial Reports 4. form 707 APTD (non-record) 5. Fosher home records 6. Speech material  " 2 cu. ft. " 4 cu. ft. " 5 u. Speech material	
7. Work papers (supervisor of local	
departments) " 2 cu. ft. "	tt
1   16	

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

Signature

and Chief Did G. a.

uly 15, 1955

ate

### DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

Audits & Accounts

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Author For Di Schedule No.		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
1 2 3 4 5 6 7 8	Monthly Budget Estimates Monthly Working Papers Audit Reports & Work Papers Weekly Reports to F.E.R.A.  W  Indigent Hospital Aid W	46 46 46 46 61 61 61	2 4 5 5 3 3 4 4	1937-1938 1939-1942 1946 1936-1937 1936 1932-1936 1932-1935 1928-1938 1944-49 1928-1945	12 Cu.Ft. 12 H H 6 H H 72 H H 72 H H	10-2-54 10-2-54 10-2-54 10-2-54 9-25-54 10-2-54 9-25-54 10-2-54	Waste  n  n  n  n  n  n  n

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

Signature

aux Chief Der a. V. a.

10/2/54

DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

### STATISTICS & REPORTING

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Author For Di Schedule No.	ization isposal Item No.	Inclusive - Dates of Records - Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
1 2 3 4 5 6 7 8	Social Data Cards  ""  Individual Hospital History Reports  ""  Almshouse Study Workpapers Quarterly Statistical Report Case Census Study(Workpapers) Application for Emergency Conservat Work	13 13 13 33 33 33 33 33 33	1 1 2 2 1 2 3 4	1936-1941 1936-1941 1938-1943 1934-1938 1939 1912-1937 ( 1949) 1940 1934-1935	342 cu.ft. 372 n n 15 n n 15 n n 15 n n 250 n n	9-25-54 10-2-54 9-25-54 10-2-54 9-25-54 10-2-54 10-2-54	Waste  n  n  n  n  n

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

Signature

sex. Chief Dist av a.

10/2/51 Date

DEPARTMENT OF PUBLIC WELFARE

Reporting Agency

Library

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Author For I	orization Disposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
1 2 3 4 5 6 7 8 9	Correspondence      etc.      Non-record(Miscellaneous)      Distribution Surplus Commodities C.C.C.(Corr., Applications, Discharges     N	12 12 12 12 12 34 34 34 34 34	1 2-3-4-5 6-7 1 1 2 2 4	1933-1939 1933-1939 1939-1944 1934-1941 (1933-1936) 1933-1936 (1935-34)	7½ cu.ft 60 n n  36 n n  10 n n 6 n n  10½ n n 12 n n 3 n n	9-25-54 9-25-54 10-2-54 9-25-54 10-2-54 9-25-54 10-2-54 9-25-54	Waste "Shredded " " " " " " " " " " "

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

Signature

ask Chief Dies ax a.

0/2/54

State Department of Public Welfare

Reporting Agency

Maryland Training School for Boys

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Author For D	rization isposal	Inclusive	Volume (Cubic or	Date	Method of
No	Include Title and/or Form Number	Schedule No.	I tem No.	Dates of Records Disposed of	Linear Feet)	Disposal	Disposal Disposal
	BOY'S SCHOOL RECORD	223	221	Jan. 1907 - Aug 192	4 & Linear Ft.	1/27/56	Bohager & Sons
	INFIRMARY RECORDS	223	2	1895 - 9/1952	6 Linear Ft	9 cm st 11	11
	SUPERINTENDENT'S GENERAL CORRES.	22H	5	1932 - 1945	20 Cu. Feet	11	II .
	ACCOUNTING RECORDS	224	6	1932 - 1952	75 Cu. Feet	-11	11
	ACCOUNTING RECORDS  Payroll  Pay Warrants  Receiving Warrants  Transmittal Forms E-1 or \$-\frac{1}{2}\$	224 224 224 224	7 7 7 7	1932 - 1945 1932 - 1953 1932 - 1953 1939 - 1953	2 Cu. Feet  12 Cu. Feet	# # # # # # # # # # # # # # # # # # #	11 11 11 11 11 11 11 11 11 11 11 11 11

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

Superintendent

e

1/27/56 Date

Signature

**Title** 

W. THOMAS KEMP, JR.
CHAIRMAN
LEE L. DOFKIN
HENRY C. EVANS
DR. KENNETH B. JONES
DR. SANFORD V. LARKEY
MRS. ALBERT F. METZGER
JOSEPH MEYERHOFF
HOWARD H. MURPHY
HERBERT R. O'CONOR, JR.

STATE DEPARTMENT OF PUBLIC WELFARE
120 WEST REDWOOD STREET
BALTIMORE 1, MARYLAND

June 13, 1956



DIRECTOR

THOMAS J. S. WAXTER

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

Dear Dr. Radoff:

Enclosed are Certificates of Destruction of certain old case records of 19 of the local welfare departments. This is in line with our plan approved by the Board of Public Works, as per Mr. McCusker's letter of June 13, 1950.

We now have issued instructions and a revised Certificate of Destruction (our Form 50) to the local departments, in line with the plans and schedules worked out with Mr. Caton and approved for use under the new methods of plans for destruction of all types of public records. This was effective February 1, 1956. Meantime, as local departments destroyed case records under the previous plan during 1955, the old type of certificate was sent in. Hereafter, beginning with the destruction of recurds during the year 1956, we will be sending one overall certificate for all local departments, keeping in this office the individual certificates from which the overall certificate will be compiled.

For 1955 there are no certificates for Caroline, Charles, Howard, Somerset or Talbot Counties. They will be clearing out the case records, along with other records, under the new plan during 1956.

Sincerely yours,

Thomas J. S. Waxter

Director

MPH:S Encl.

JUN 14 1956
HALL OF RECORDS
ANNAPOLIS, MD.

180 dubi fort

### DESTRUCTION OF CASE RECORDS

REQUEST TO DEST	CROY 920 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
Certify: (1) That the	ese are records of cases with which the local department
has had	no contact relative to public assistance for five (5)
years or	more; and
(2) That the	case records contain no fiscal records of assistance
granted a	and no original authorizations of payment.
June 20, 1955 (Date)	Elmor Westerfeld (Director)
	Allegany County Welfare Board
Approved by	(Local department) 6 - 21 - 55
	, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
I certify that the	920 case records, as indicated above, have been
	pproximate number) gnition by burning; and that I witnessed the destruction of
these records.	
8/2/55	and the Turn Office
(Date)	(Name) (Title)
	(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

SDPW #50	DESTRUCTION OF CASE RECORDS
REQUES	T TO DESTROY 846 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
11-25-55 (D	(Director)
Approved by	Anne Arundel County (Local department)  Director, State Dept. of Public Welfare)  (Date)
	(Date)

### CERTIFICATE OF DESTRUCTION

case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
12/29/55 Sother Alfalahan Klincolfer
(Date) (Name) (Title)

ANNE ARUNDEL COUNTY WELFARE BOARD (Local Department)

NOV 3 0 1955

### DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 806 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.  5/6/55  (Date)  (Director)
Baltimore County Welfare Board
Approved by May 9,1955  (Director, State Dept. of Public Welfare)  (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 806 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
5/13/55 Director
(Date) (Name) (Title)
Baltimore County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

## DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 103 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
June 10, 1955  Elia J. Marguers  (Director)
(2000)
Calvert County Welfare Board
Approved by June 13, 1955  (Director, State Dept. of Public Welfare)  (Date)
, (5400)
CERTIFICATE OF DESTRUCTION
I certify that the
these records.
•
June 23 1955 Eling Marquest Scritic.  (Date) (Name) Calvert  (Title)
(Vate) (Name) (Title)
(Local Department)
(Docar Department)

REQUES'	T TO DESTROY 275 (Approxima	pUBLIC A	SSISTANCE CASE RECORDS
I certify: (1)	That these are records	s of cases with whi	ch the local department
	has had no contact rel		
	years or more; and		
(2)	That the case records	contain no fiscal	records of assistance
	granted and no origina	al authorizations o	f payment.
5-19-5	35 ate)	Wom	N. Koelher Director)
			COUNTY WELFARE BOARD
Approved by	Director, State Dept.	Tus	department)  May 20, 1955  (Date)
	CERTIFIC	ATE OF DESTRUCTION	
I certify that destroyed bey	(Approximate num	ber)	as indicated above, have been itnessed the destruction of
these records			
June21, 1955	Wan	H. Koeller	Director
(Date)	Wm. H. Koe	Name )	(Title)
	14110 110 110 110 110 110 110 110 110 11		Welfare Board
		(Lo	cal Department)

REQUEST TO DESTROY TOO PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Aug 25 1955  Cecil County Welfare Board
Approved by Ochica Ostate Wept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the
Och 7,1955 Serthall Francis Finance Officer (Name) (Title) (Title) (Local Department)
TO BE FILLED OUT IN QUADRUPLICATE

## DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 250 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
May 23, 1955 (Date)  (Director)
Dorchester County
Approved Director, State Dept. of Public Welfare)  (Local department)  May 26, 1955  (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 190 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
June 30, 1955  (Date)  Director  (Title)
Dorchester County
(Local Department)

REQUES	T TO DESTROY 230 (Approximate r	DUBLIC ASSISTAN	CE CASE RECORDS
I certify: (1)	That these are records of	cases with which the	local department
	has had no contact relativ	ve to public assistance	ce for five (5)
	years or more; and		
(2)	That the case records cont	cain no fiscal records	of assistance
	granted and no original au	athorizations of payme	ent.
May 3, 19	955	20,000000 P.02	20000
(Da	ate)	Worker in Char Frederick County Wel	fare Board
Approved by	Director, State Dept. of F		May 4, 1955 (Date)
	CERTIFICATE	OF DESTRUCTION	
I certify tha	at the 230 (Approximate number)	case records, as indi	cated above, have been
destroyed bey	yond recognition by burning	; and that I witnesse	d the destruction of
these records	·		
June 7, 1959	5 Genera 7:1	Barthel	Director
(Date)	(Name	,	(Title)
	I	rederick County Welfa (Local Dep.	
		-	

1000001	(Approximate number)
certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
May 6, 19	155 Pour W. Stemple
(Da	(Director)
	Garrett County Welfare Board
	(Local department)
Approved by	Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
I certify that	t the <u>LOS</u> case records, as indicated above, have been (Approximate number) ond recognition by burning; and that I witnessed the destruction of
these records	
5-18-53	Posent w. Temple Director
(Date)	(Name) (Title)
	(Local Department)
	(Local Department)

## DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 187 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
12-27-55 (Date) (Director)
Approved by State Dept. of Public Welfare)  Harford County Welfare Board  (Local department)  December 28, 1955  (Date)
CERTIFICATE OF DESTRUCTION
I certify that the
these records.
(Date) (Name) (Title) (Local Department)

APR 2 8 1955

REQUEST TO DESTROY 90 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

Mary Hilland (Director)	0		C2 C1	
(Director)	XI.	Aril	H. Wer	ub
, ,	-	//	(Direc	tor)

Kent County Welfare Board

(Local department)

Approved by (Director, State Dept. of Public Welfare)

April 25, 1955 (Date)

#### CERTIFICATE OF DESTRUCTION

I certify that the 85 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Henry H. Wavis Wirector

(Name) (Title)

Henry County Welfare Brand

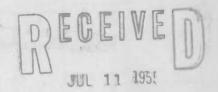
(Local department)

REQUES	T TO DESTROY 145 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
·	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
5/19/55	(Director)
	Montgomery County Welfare Board
Approved by	(Local department)  May 20, 1955  (Director, State Dept. of Public Welfare)  (Date)
	CERTIFICATE OF DESTRUCTION
I certify the	case records, as indicated above, have been (Approximate number)
destroyed bey	yond recognition by burning; and that I witnessed the destruction of
these records	· · · · · · · · · · · · · · · · · · ·
6-/7-55 (Date)	Montgoney County Carefor Board (Local Department)

## DESTRUCTION OF CASE RECORDS

REQUEST	TO DESTROY 275 (Approximate		STANCE CASE RECORDS
I certify: (1)	That these are records	of cases with which	the local department
	has had no contact rela	tive to public assis	tance for five (5)
	years or more; and		
(2)	That the case records of	contain no fiscal rec	ords of assistance
	granted and no original	authorizations of p	ayment.
June 8,	1955	Organia For	tune
(Da	ite)	O (Dir	ector)
			COUNTY WELFARE BOARD
	co	(Local de	partment)
Approved by	France & X Miles	Jus	June 10, 1955
()	Director, State Dept. o	f Public Welfare)	(Date)
	CERTIFICA	TE OF DESTRUCTION	
I certify that	t the 275 (Approximate numb	case records, as	indicated above, have been
destroyed beyo	ond recognition by burn	er) ing; and that I witn	essed the destruction of
these records.	•		
6/16/55	Morman	n. Potto, Jr.	Fruince Officer
(Date)	(N	ame)	(Title)
			COUNTY WELFARE BOARD
		(Local	rsville, MD. Department)

REQUEST	TO DESTROY (Approx	200	UBLIC ASSIS	TANCE CASE RECORDS	
	(Aporox	imate number)			
I certify: (1) T	hat these are reco	rds of cases w	ith which th	ne local departmen	it
h	as had no contact	relative to pu	blic assista	ance for five (5)	
У	ears or more; and				
(2) T	hat the case recor	ds contain no	fiscal reco	rds of assistance	
g	ranted and no orig	inal authoriza	tions of pay	ment.	
JUN 10 9 195		Mary	H. Ma	us	
(Dat	e)	1	(Direc	ctor)	
		Queen		ty Welfare Board	
	41 00		(Local depa	rtment)	
Approved by	State Dep	Warte,	1	July 5, 1955	
(U)	rector, State Dep	t. of Public W	elfare)	(Date)	
nancial Data Card	roval to destroy s ; and Form 1-B(rev al records of assi	rised), Record	of Relief G	ranted. We consid	der that
yment",		Journe Brander	VI OFIEL	at authorization	1/11/
				mar XX	Alex.
	CERTII	FICATE OF DEST	RUCTION	proved for destru	reion /
	000				
I certify that	the 200 (Approximate r	case re	cords, as in	ndicated above, ha	ve been
destroyed beyon	nd recognition by h	ourning; and th	hat I witnes	sed the destructi	on of
these records.			ar-		
onese records.					
September 29, 19	5 2	~ ~		Finance Office	
(Date)	Mary	(Name)	ely	(Title)	
	Maria de prim				
		Queen Anne		elfare Board epartment)	
			(HOCAL D	epar omeno)	
	TO DE ETTED OF	The Attendance	7 4 FW7		
	TO BE FILLED OUT	The GOADKOLTI	JATE		



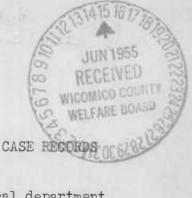
REQUES	ST TO DESTROY 328	B PUBLI	C ASSISTANCE CAS	ry's Co. Welfare Boo
	ST TO DESTROY 328 (Approximately 1997)	mate number)		
certify: (1)	That these are record	ds of cases with	which the local	department
	has had no contact re	elative to public	assistance for	five (5)
	years or more; and			
(2)	That the case records	s contain no fisc	al records of as	sistance
	granted and no origin	nal authorization	s of payment.	
July 6, 19	55 Date)	Elig	(Director)	o prim
		St. Mary's	County Welfare Bocal department)	pard
Approved by_	(Director, State Dept.	S. Warte. Public Welfa	re) July 8	3, 1955
	CERTIF	CATE OF DESTRUCT	ION	
I certify th	at the 328 (Approximate no	case record	s, as indicated a	above, have been
destroyed be	yond recognition by bu	urning; and that	I witnessed the d	destruction of
these record	S.			
7/20/55	Elisber	C B-co	Directo	
(Date)		(Name)	(Titl	Le)
		St. Marv	s County	
			s County (Local Department	t)

REQUEST TO DESTROY
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
MAY 16, 1955 (Director)  WASHINGTON COUNTY WEIF ARE BOARD (Local department)  May 17, 1955
(Director, State Dept. of Fublic Welfare) (Date)
CERTIFICATE OF DESTRUCTION
T
I certify that the 580 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
JULY 18, 1955 G. A. Hinance Officer (Title)

WASHINGTON COUNTY WELFARE BOARD (Local Department)

I certify that the

#### DESTRUCTION OF CASE RECORDS



REQUEST TO DESTROY 806 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

granted and no or	ginal authorizations of payment.
6/13/55 (Date)	M. Bealing Tregar
	Wicomico County
70	(Local department)
Approved by Director, State De	ept. of Public Welfare) (Date)  (Date)

## CERTIFICATE OF DESTRUCTION

destroyed beyond recognition by burning; and that I witnessed the destruction of

case records, as indicated above, have been

these records.			
6/30/55	M Beatru Prega	Director	
(Date)	(Name)	(Title)	
	Wieomie	o County	
	(Local D	epartment)	

(Approximate number)

REQUEST TO DESTROY

## DESTRUCTION OF CASE RECORDS

PUBLIC ASSISTANCE CASE RECORDS

(Approximate number) (Including 9980 case folders & 2546 pieces of GIS & NGM material)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
May 3, 1955 (Date) (Director)
DPW - Baltimore City
(Local department)
Approved by (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the /2526 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
May 20 1955 Dinnie ! Flemen Sivision before sor (Title)  (Name) Sight of Wiffere Bette Cty

Jack - get Colul Cobie goodoge for There -

Received May 6, 1955

(1766 case records, 1739 GIS & n M y material) 65.4 (475 NAT) 8593 = total Case records

8,583 = 80 cm. gc



# STATE DEPARTMENT OF PUBLIC WELFARE 120 WEST REDWOOD STREET

BALTIMORE 1, MARYLAND

May 4, 1955

BOARD

W THOMAS KEMP, JR. CHAIRMAN

LEE L. DOPKIN
HENRY C. EVANS
DR. KENNETH B. JONES
DR. SANFORD V. LARKEY
DR. FRANK C. MARINO
MRŚ. ALBERT F. METZGER
JOSEPH MEYERHOFF
HOWARD H. MURPHY

DIRECTOR

THOMAS J. S. WAXTER

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

Dear Dr. Radoff:

Enclosed are Certificates of Destruction of certain old case records of the local welfare departments.

This is in line with our plan approved by the Board of Public Works, as per Mr. McCusker's letter of June 13, 1950.

We recently have worked with Mr. Caton to set up schedules for records which will cover local departments. For this group, however, we have followed the previously approved plan. Most of these were weeded out and destroyed in 1954, but we have waited for completion of certificates of local departments to submit them to you. This does not include final certificates from Kent and St. Mary's, but we will include those with whatever plan is carried out in 1955.

Sincerely yours,

Thomas J. S. Waxter
Director

MPH:S Encl.

RECEIVED

MAY 5 1955

HALL OF HELORDS ANNAFOLIS, N'D.

#### RECEIVED

#### DESTRUCTION OF CASE RECORDS

MAY 2 1954

REQUEST TO DESTROY 286 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

A	llegany	Country	Welfare	Barrd

Approved by Donnes J.S. Warte w
(Director, State Dept. of Public Welfare)

May 19, 1954

CERTIFICATE OF DESTRUCTION

I certify that the 286 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

(Name) Out Weefs Brand (Local department)

REQUEST TO DESTROY 170 PUBLIC ASSISTANCE CASE RECOR	DS
I certify: (1) That these are records of cases with which the local departm	ient
has had no contact relative to public assistance for five (5	;)
years or more; and	
(2) That the case records contain no fiscal records of assistance	e
granted and no original authorizations of payment.	
(Date) Mildred Johns (Director)	20W
Anne Arundel County Welfare Board (Local department)	
Approved by June 18, 1954  (Director, State Dept. of Public Welfare) (Date)	
CERTIFICATE OF DESTRUCTION	
I certify that the	have been
these records.	
(Date)  Pace Filled  (Name)  (Title)  (Local Department)	fice

REQUEST TO DESTROY 607 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
April 26, 1954 (Date) (Director)
Baltimore County Welfare Board
(Local department)
Approved by April 27, 1954  (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 607 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
May 5, 195h  Director
May 5, 1954 Director (Date) (Name) (Title)
Baltimore County Welfare Board
(Local Department)
TO BE FILLED OUT IN QUADRUPLICATE
carrier of tr. domino, ministr

REQUEST TO DESTROY 3.525 PUBLIC ASSISTANCE CASE RECORDS
(Includes 1766 case records and 1739 pieces of GIS and NMG material)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
april 22 1964 Cather Conner (Director)
DPW - Baltimore City
(Local department)
Approved by Control (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 3523 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
May 6, 1954 Somine Fleming Dir Syker Reserves
(Name) (Title)  (Ballimore lity of ) Wefare  (Local Separtment)
<i>y</i> -

REQUES	T TO DESTROY (Approximate	DUBLIC ASSIST number)	ANCE CASE RECORDS
certify: (1)	That these are records	of cases with which th	e local department
	has had no contact relat		
	years or more; and		
(2)	That the case records co	ontain no fiscal recor	ds of assistance
	granted and no original	authorizations of pay	ment.
June 30	), 1954	5, 0	<b>&gt;</b>
	ate)	Elina (Direc	tor).
		Calvert County Welt	Care Board
		(Local depart	
Approved by	France VIII	Public Welfare)	July 2, 1954
	CERTIFICAT	TE OF DESTRUCTION	
I certify that	at the 98	case records, as in	dicated above, have been
destroyed bej	(Approximate number yound recognition by burni		sed the destruction of
these records	5.		
7-28-5 9 (Date)	t Tenin J. d.	naguero me)	Director III (Title)
		Celupt	
	.ga.a.galandan	(Local De	epartment)

## DESTRUCTION OF CASE RECORDS

1-17-55

REQUEST	TO DESTROY 187 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
1	has had no contact relative to public assistance for five (5)
2	years or more; and
(2)	That the case records contain no fiscal records of assistance
<u> </u>	granted and no original authorizations of payment.
1-13-55	Reveal L'Conter
(+/(2)	(Director)
	Caroline County Welfare Board (Local department)
Approved by	Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
I certify that	the case records, as indicated above, have been (Approximate number)
destroyed beyo	and recognition by burning; and that I witnessed the destruction of
these records.	
1-26-55	Helen Branch Principal Account Clerk II
(Date)	(Name) (Title)
	Caroline County Welfare Board
	(Local Department)

REQUES	T TO DESTROY 340 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
April 27,	1954 Wan A. Koelher (Director)
	CARROLL COUNTY WELFARE BOARD
Approved by	(Local department)  April 29, 1954  (Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
	case records, as indicated above, have been (Approximate number)  yond recognition by burning; and that I witnessed the destruction of
these records	5.
-7-54 (Date)	Carroll County Welfare Board (Local Department)

REQUEST TO DESTROY 274 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

3-11-55	Elsie P Coles
(Date)	(Director)
	CECILCOUNTY WELFARE BOARD
10	(Local department)
Approved by	S. Wallers 3-18-55
(Director, State I	Dept. of Public Welfare) (Date)

## CERTIFICATE OF DESTRUCTION

I certify t	hat the_	274	CE	ase record	ds, as	indicat	ed abov	e. have	been
		(Approximate	number)						
destroyed b	eyond re	cognition by	burning;	and that	I with	nessed t	the dest	ruction	of
these recor	ds.								

Date)

Ceil Co Walare Sound
(Local Department)

REQUEST	TO DESTROY 177 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
6/29//5l4 (Da	Regular C. Rapp (Director)
( Σε	
	Charles County Welfare Board (Local department)
Approved by	Director, State Dept. of Public Welfare)  June 30, 1954  (Date)
	CERTIFICATE OF DESTRUCTION
I certify tha	t the <u>174</u> case records, as indicated above, have been (Approximate number)
destroyed bey	ond recognition by burning; and that I witnessed the destruction of
these records	
8/20/54	Flight C. Bars Director
(Date)	(Name) (Title)
	Charles County Welfare Board
	(Local Department)

MAY 27 1954

REQUEST	TO	DESTROY	300	PUBLIC	ASSISTANCE	CASE	RECORDS
			(Approximate				

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance

granted and no original	authorizations of payment.
May 20, 1954 (Date)	James Hamplon
	CLocal department)
Approved by Onus S.W. (Director, State Dept. o	f Public Welfare) (Date)

#### CERTIFICATE OF DESTRUCTION

I certify	that t	the 20	)3	ca	se i	record	is.	as	indica	ated	above.	have	been
		(Approx	mate n	number)									
destroyed	beyond	d recognition	n by b	ourning;	and	that	I	witn	essed	the	destruc	etion	of
these reco	ords.												

Director

Dorchester County Welfare Board (Local Department)

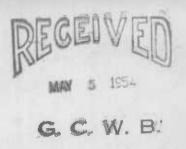
TO BE FILLED OUT IN QUADRUPLICATE

\* 134 Case Records

69 GIS

These are all public assistance records

REQUEST TO DESTROY 223 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
January 17, 1955  (Date)  Worker in Charge Frederick County Welfare Board  (Local department)  Approved by January 20, 1955  (Director, State Dept. of Public Welfare)  (Date)
CERTIFICATE OF DESTRUCTION  I certify that the 223 case records, as indicated above, have been
case records, as indicated above, have been (Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
April 6, 1955  (Date)  (Name)  (Title)  Frederick County Welfare Board  (Local Department)



REQUEST	TO DESTROY (Approx	imate number)	PUBLIC ASSISTAN	CE CASE RECORDS	
I certify: (1)	That these are reco	rds of cases v	with which the	local department	
	has had no contact i	relative to pu	ablic assistanc	e for five (5)	
	years or more; and				
(2)	That the case record	ls contain no	fiscal records	of assistance	
	granted and no original	nal authoriza	tions of payme	nt.	
May 3, 195	4	- fe	let ex. f	tage	
(LE	te)		StempleDirecto		
		Garrett Co	(Local depart		
Approved by	TO OX	1001- 7	2		
	Director, State Dept			(Date)	-
	CERTIF	ICATE OF DEST	RUCTION		
I certify that	the 177 (Approximate n	case re	cords, as indi	cated above, have	been
destroyed beyo	ond recognition by b		hat I witnessed	d the destruction	of
these records.					
May 20, 195	14 Robert 2	v. Sternel	-		
(Date)	Robert W.	Name Stemple		Director	
		Garrett Co	unty Welfare B		
			(Local Depe	artment)	

REQUEST TO DESTROY 654 (475 N A T ) PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

Oct.,	8,	1954	
	(Da	te)	

Hewrella (Director)

Harford County Welfare Board

(Local department)

## CERTIFICATE OF DESTRUCTION

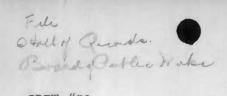
I certify that the 654475NATcase records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

11-8-54 Heuritta-Mace
(Date) (Name)

(Local Department)

REQUES	T TO DESTROY (Approximat	public Ass te number)	SISTANCE CASE RECORDS	
I certify: (1)	That these are records	of cases with which	h the local department	
	has had no contact rela	ative to public ass	istance for five (5)	
	years or more; and			
(2)	That the case records of	contain no fiscal re	ecords of assistance	
	granted and no original	authorizations of	payment.	
June 21,	1954	Eluchat	( Meachest	
(1)	ate;		11000017	
		Heward Coun (Local d	ty Welfare Board lepartment)	
Approved by	Homas Al	Chyter-	June 22, 1954	
	(Director, State Dept. o	of Public Welfare)	(Date)	
	CERTIFICA	TE OF DESTRUCTION		
I certify the	at the 1/4 (Approximate numb	case records, as	indicated above, have	been
destroyed bey	yond recognition by burn		nessed the destruction	of
these records	5.			
Nov. 4, 1		the heart	Director	
(Date)	(N	ame)	(Title)	
	-0-00/990		nty Welfare Board 1 Department)	
		,5000		

REQUEST TO DESTROY 165 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)	
I certify: (1) That these are records of cases with which the local department	
has had no contact relative to public assistance for five (5)	
years or more; and	
(2) That the case records contain no fiscal records of assistance	
May 13, 1954  (Date)  granted and no original authorizations of payment.  (Director)	
Montgomery County Welfare Board (Local department)	-
Approved by State Dept. of Public Welfare)  May 14, 1954  (Director, State Dept. of Public Welfare)  (Date)	
CERTIFICATE OF DESTRUCTION	
CERTIFICATE OF DESTRUCTION	
I certify that the 165 case records, as indicated above, have to	been
(Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of	of
these records.	
2.01	
May 27, 1954 Corleand Com Director	
(Date) (Name) (Title)	
Montgomery County Welfare Board	
(Local Department)	



REQUES	T TO DESTROY LIL PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
<b>7-27-51:</b> (D	Unginia Fontaire (Director)
	Prince George's County (Local department)
Approved by	Director, State Dept. of Public Welfare)  July 28, 1954  (Date)
	CERTIFICATE OF DESTRUCTION
I certify the	case records, as indicated above, have been (Approximate number)  yond recognition by burning; and that I witnessed the destruction of
these records	
AUG 1 0 195	
(Date)	(Name) Surance Office
	PRINCE GEORGE'S COUNTY WELFARE BOARD
	HYATTSVILLE MP Department)
	( Double of the control of the contr
	TO BE FILLED OUT IN QUADRUPLICATE

IUN 24 1950

REQUES:	T TO DESTROY 150 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
6-21-54 (Da	Mary 2. Savia (Director)
Approved by	Queen Anne's County Welfare Board  (Local department)  June 23, 1954  Director, State Dept. of Public Welfare)  (Date)
	CERTIFICATE OF DESTRUCTION
I certify that	t thecase records, as indicated above, have been (Approximate number) ond recognition by burning; and that I witnessed the destruction of
these records	
7-2-54	Mary ann Marry Finance Officer
(Date)	(Name) (Title)
	Queen Anne's County Welfare Board (Local Department)

(Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
12/28/54 Director)
Talbot County Welfare Board (Local department)
Approved by (Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 50 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Jan. 21, 1955  L. Marian David France Office (Name)
Talbet County Welfare Board (Local department)
(Docar department)

REQUES'	T TO DESTROY (Approx	ximate number)	UBLIC ASSISTANO	CE CASE RECORDS
I certify: (1)	That these are rec	ords of cases w	ith which the	local department
	has had no contact	relative to pu	blic assistance	e for five (5)
	years or more; and			
(2)	That the case reco	rds contain no	fiscal records	of assistance
	granted and no original	ginal authoriza	tions of paymen	nt.
JULY 20,	1954 ate)	a	heme A	Peplus
		WASHING!	CON COUNTY W. (Local department)	ELFARE BOARD
Approved by	Director, State Dep	ot. of PublicsWe		
	CERTI	IFICATE OF DESTR	CUCTION	
	(Approximate	number)		cated above, have be
		ourning; and tr	at 1 witnessed	the destruction of
these records	•			
November 18 (Date)	, 1954 <i>a.</i> X.	(Spiehman Wame)	. Fi	nance Officer (Title)
		WASHINGTON (	COUNTY WELFA (Local Depa	
			(Local Depa	i omorro,

REQUEST	TO DESTROY 220 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
1	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
£	granted and no original authorizations of payment.
7/8/54 (Fa-	m Beatrice Pryn (Director)
	Wicomico County (Local department)
Approved by	Director State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
I certify that destroyed beyo	case records, as indicated above, have been (Approximate number) ond recognition by burning; and that I witnessed the destruction of
these records.	
7/29/54 (Date)	M. Beatres Tryon. Director (Title)
	(Local Department)

I	REQUES	T TO DESTROY 126 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certif	ry: (1)	That these are records of cases with which the local department
		has had no contact relative to public assistance for five (5)
		years or more; and
	(2)	That the case records contain no fiscal records of assistance
		granted and no original authorizations of payment.
Ma	y 28,	1954 Ate)  Our de Our de Constant de Const
		Worcester County Welfare Board (Local department)
Approve		Director, State Dept. of Public Welfare)  June 1, 1954  (Date)

### CERTIFICATE OF DESTRUCTION

I certify that the	126 case records, as indicated above, have been Approximate number)	
	cognition by burning; and that I witnessed the destruction of	
these records.		
7-7-54 (Date)	Mame)  Marcy C Melfare Barry  (Local Department)	



THOMAS J. S. WAXTER

## STATE DEPARTMENT OF PUBLIC WELFARE 120 WEST REDWOOD STREET BALTIMORE 1. MARYLAND

BOARD

W. THOMAS KEMP, JR.
CHAIRMAN
LEE L. DOPKIN
HENRY C. EVANS
JAMES M. HEPBRON
DR. SANFORD V. LARKEY
DR. FRANK C. MARINO
MRS. ALBERT F. METZGER
HOWARD H. MURPHY
ALBERT A. SHUGER

25,396 cards

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

Dear Dr. Radoff:

Enclosed are Certificates of Destruction of certain old case records of the local welfare departments.

This is in line with our plan approved by the Board of Public Works, as per Mr. McCusker's letter of June 13, 1950.

We are aware of the change in plans for setting up retention schedules for records, in line with our recent work with Mr. Caton with regard to the records in the State Department. Since we have not yet established similar procedures for the local departments, we are following the previous approved plan. Most of these records were weeded out and destroyed in 1953, but we have waited until the destruction was completed by all local departments to submit the certificates to you.

Sincerely yours,

Thomas J. S. Waxter

Director

MPH:S Encl.

RECEIVED

MAR 10 1954
HALL OF RECORDS
ANNAPOLIS, M.D.

247 w A.

25,346

REQUEST TO DESTROY 390 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
May 19, 1953  (Eate)  May 19 in the second of payment o
(Date) (Director) (Director) Allegany County Welfare Board
(Local department)
Approved by May 20, 1953 Acting Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 390 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
(Date) (Name) (Title)
(Date) (Name) (Title)  (Date) (Name) (Title)  (Local Department)

SDPW \*50

### DESTRUCTION OF CASE RECORDS

190'4 VAY 28 1953

DE 2 I	TRUCTION OF CASE RECO	JAUS	ido
			sase Ø
REQUEST TO DESTROY (Appr	608 PUBLIC A	SSISTANCE CASE RECORDS	itatus
I certify: (1) That these are re	ecords of cases with	which the local de	partmention GIV
has had no contac	et relative to public	c assistance for fi	ve (5)
years or more; ar	nd		.Qn
(2) That the case red	ords contain no fis	cal records of assi	stance
granted and no or	riginal authorization	ns of payment.	
	mu	ldred John (Director)	neon
	Anne A	rundel County Welfs	
		(Local department	t)
Approved by Acting Director, State Dept.	of Public Welfare)	May 27, 1953 (Date)	
	CERTIFICATE OF DESTRUC	TION	
I certify that the 608		as indicated above,	have been
(Approximate nu destroyed beyond recognition by		witnessed the des	truction of
of these records.			
6/25/53 (Date)	Gre Grand	lel Co. Welface (Local department	Roard

REQUES	T TO DESTROY 842 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
April 29, 1	.953 ate) (Director)
	Baltimore County Welfare Board
	(Local department)
Approved by	May 1, 1953
Acting /	Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
I certify the	case records, as indicated above, have been (Approximate number)
destroyed bej	wond recognition by burning; and that I witnessed the destruction of
these records	
May 11, 19	Baltimore County Welfare Board Ly Director
(Date)	(Name) (Name) (Title)
	Baltimore County Welfare Board
	(Local Department)
	TO BE FILLED OUT IN QUADRUFLICATE

REQUEST TO DESTROY 74 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
To ' O manual
Elina J. Mayurs (Director)
Calvert County Welfare Board
(Local department)
Approved by The Leth Though May 29, 1953
Acting Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 74 case records, as indicated above, have been (Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
6-24-53 Elin J. Marquer Director (Title)
Calvert County (Local department)
(Local department)

REQUEST TO DESTROY 204 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Beill Kaster (Director)
Caroline County Welfare Board
(Local department)
Approved by Love as 11-9-53
Approved by Court 1. Waste u 11-9-53 (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 204 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Beuloh L Center Screetor
(Name) (Title)
Caroline County Welfare Board
(Local department)

SDP	1 4	50
SULI	177	つい

REQUEST TO DESTROY 205 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
July 16, 1953  No. Koelle  (Pineaton)
CARROLL COUNTY WELFARE BOARD (Local department)
Approved by Director, State Dept. of Public Welfare)  July 17, 1953  (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 205 case records, as indicated above, have bee (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
August 26, 1953  (Date)  (Name)  Director  (Title)
Carroll County Welfare Board (Local Department)

REQUES	(Approximate number	r) PUBLIC ASSISTANCE CASE RECORDS
I certify: (1)	That these are records of case	s with which the local department
	has had no contact relative to	public assistance for five (5)
	years or more; and	
(2)	That the case records contain	no fiscal records of assistance
	granted and no original author	izations of payment.
11-3-5 (D	53 ate)	Cesie R. Cree (Director)
Approved by	Director, State Dept. of Public	CECIL COUNTY WELFARE BOARD  (Local department)  11-4-53  Welfare)  (Date)
	CERTIFICATE OF DE	CSTRUCTION
	(Approximate number)	records, as indicated above, have been that I witnessed the destruction of
these records		
UM 29, (Date)		Caunty (Local Department)
		(Local Department)

REQUEST TO DESTROY 160 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
glijalian C. Bapp (Director)
Charles County Welfare Board
(Local department)
Approved by Orics J. Warte 15 (Director, State Dept. of Public Welfare)
, CERTIFICATE OF DESTRUCTION
I certify that the 140 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Mieder P. Mame)  Finance Officer (Title)
Charles County Welfare Board
(Local department)

REQUEST TO DESTROY 225 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
May 1, 1953
(Date) (Director)
Dorchester County Welfare Board
(Local department)
Approved by Acting/Director, State Dept. of Public Welfare)  May 1, 1953  (Date)
CERTIFICATE OF DESTRUCTION
•
I certify that the 225 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
(Pate) Director (Name) (Title)
(14gue)
Dorchester Comty Welfare Board (Local department)

REQUEST TO DESTROY 230 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
May 15, 1953 (Date)  Trederick County Welfare Board
(Local department)
Approved by Acting Director, State Dept. of Public Welfare)  May 18, 1953  (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 230 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
July 8, 1953  (Date)  Director (Name)  (Title)
Frederick County Welfare Board
(Local Department)

SDPW #50

#### DESTRUCTION OF CASE RECORDS

JUN 26 1953

202
REQUEST TO DESTROYPUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
four 12 1000
May 12, 1953 Robert M. Stemple
(Date) (Director)
Garrett County Welfare Board
Approved by Acting(Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
July 17, 1953 Pour a Sturger
(Date) (Name) (Title)
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

WIwo case records for which possission to burn had been given were withdrawn after June 26, 1953, because of applications received from two pursons whose records were scheduled for destruction.

REQUEST TO DESTROY 230 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Housella Mace (Director)
Harford County Welfare Board  (Local department)
Approved by Toma J.S. Worte 1, November 18, 1953
(Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 230 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
March 8, 1954 Hewrella Mace Duets (Date) (Name) (Title)
Harford County Welfare Board
(Local department)

SDPW #50

REQUES'	TO DESTROY 61 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
May 18, 3	1953  Eliebeth Clearling (Director)
	Howard County Welfare Board (Local department)
Approved by Acting	Director, State Dept. of Public Welfare)  (Date)
	CERTIFICATE OF DESTRUCTION
_	
I certify tha	(Approximate number)
destroyed bey	ond recognition by burning; and that I witnessed the destruction of
these records	•
6/23/53	Electer Machael Director
(Date)	(Name) (Title)
	Howard County Welfare Board (Local Department)
	TO BE FILLED OUT IN QUADRUPLICATE

REQUEST TO DESTROY 56 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)	
I certify: (1) That these are records of cases with which the local department	
has had no contact relative to public assistance for five (5)	
years or more; and	
(2) That the case records contain no fiscal records of assistance	
granted and no original authorizations of payment.	
margas t R massey	
Kent County Welfare Board (Local department)	
Approved by Acting Director, State Dept. of Public Welfare)  May 6, 1953  (Date)	-
CERTIFICATE OF DESTRUCTION	
I certify that the 36 case records, as indicated above, have been (Approximate number)	
destroyed beyond recognition by burning; and that I witnessed the destruction of	
of these records.	
(Date) Maryaret R. Massey Director. (Name) (Title)	-
Kinh County Welfare Board (Local department)	£

REQUEST TO	DESTROY 199 (Approximate n	PUBLIC ASSIS	STANCE CASE RECORDS
I certify: (1) That	these are records of	cases with which t	the local department
	had no contact relativ		
year	s or more; and		
(2) That	the case records cont	ain no fiscal reco	ords of assistance
gran	ted and no original au	thorizations of pa	yment.
		12	00
5/20/53 (Date)		(Dire	ectory
	~	Montgomery Count (Local dep	y Welfare Board
Approved by Acting/Dire	ctor, State Dept. of P	CAC ublic Welfare)	May 21, 1953 (Date)
	CERTIFICATE (	OF DESTRUCTION	
I certify that th	e 199 (Approximate number)	case records, as i	ndicated above, have been
destroyed beyond		; and that I witne	ssed the destruction of
these records.			
	1.	521	
May 27, 1953	Verleun	Koyen	Director
(Date)	(Name)	0	(Title)
	Mo	ntgomery County W	
		(Local	Department)

111 21 1053

REQUEST TO DESTROY 473 PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Vingenia-Tontaine (Director)
(Director)
Prince George's County Welfare Board (Local department)
Approved by Tomes J. S. Would 11-9-53  (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 473 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
NOV 11 259' William a Wikels Emarie Offe
(Name) (Title)
PRINCE GEORGE'S COUNTY WELFARE BOARD
(Local department)

REQUEST TO 1	DESTROY 143 PUBLIC (Approximate number)	: ASSISTANCE CASE RECORDS
I certify: (1) That th	ese are records of cases wit	th which the local department
has had	no contact relative to publ	lic assistance for five (5)
years o	or more; and	
(2) That th	ne case records contain no f	iscal records of assistance
granted	and no original authorizat	ions of payment.
May 27, 1953	7.	hary A. Laving
date		(Bilestol)
	Queen	Anne's County Welfare Boar
	- 001	(Local department)
Approved by	de Samuel	May 29, 1953
Acting (Director, S	tate Dept. of Public Welfare)	date
	CERTIFICATE OF DESTRI	UCTION
	proximate number)	as indicated above, have been
destroyed beyond reco	gnition by burning; and that	: I witnessed the destruction of
of these records.		
6-24-53	In WIN	
(Date)	(Name)	Director (Title)
	V	Annala County Walfara Daar
	Queen	Anne's County Welfare Boar (Local department)

SDPW #50

REQUEST TO DESTROY (Approximate	DUBLIC ASSISTANCE CASE RECORDS
I certify: (1) That these are records of	
	ve to public assistance for five (5)
years or more; and	
(2) That the case records con	tain no fiscal records of assistance
granted and no original a	uthorizations of payment.
7/20/53 (Date)	Shipahera C. Rage (Director)
	St. Mary's County
	(Local department)
Approved by Director, State Dept. of 1	Public Welfere) (Date)
CERTIFICATE	OF DESTRUCTION  DEGETYET  JUL 23 1953
(Approximate number,	
these records.	g; and that I witnessed the destruction of
(10	
10/27/53 / hery face (Name	Finance Officer (Title)
	St. Mary's
	(Local Department)

REQUEST	T TO DESTROY 125 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
10/21/53	(Director)
	Somerset County Welfare Board
	(Local department)
Approved by	Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
I certify tha	t the 125 case records, as indicated above, have been (Approximate number) ond recognition by burning; and that I witnessed the destruction of
these records	•
11- 18-5 (Date)	Somosset Country (Local Department)
	TO BE FILLED OUT IN QUADRUPLICATE

REQUEST TO DESTROY 115 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
October 8, 1953 (Date)  October 8, 1953 (Director)
Talbot County Welfare Board (Local department)
Approved by Corus (S, Wate + 10-9-53 (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 115 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
October 26, 1953  (Date)  (Date)  Director  (Title)
Talbot County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

SDPW #50

### DESTRUCTION OF CASE RECORDS



William William Control of the Contr
REQUEST TO DESTROY 60 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
October 14, 1953 (Date)  October 14, 1953 (Director)
WASHINGTON COUNTY WELFARE BOARD (Local department)
Approved by Ovora S. Waste J 10-15-53  (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 60 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
November 18, 1953 G. L. Spiehran Finance Officer (Date) (Title)

WASHINGTON COUNTY WELFARE BOARD (Local Department)

REQUES!	T TO DESTROY 250 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
6/8/53	Maestine Pregar
(Li	(Director)
	Wicomico County
	(Local department)
Approved by	June 9, 1953
Actine	Director, State Dept. of Public Welfare) (Date)
_	
	CERTIFICATE OF DESTRUCTION
I certify that destroyed bey	case records, as indicated above, have been (Approximate number)  yound recognition by burning; and that I witnessed the destruction of
these records	3.
6/12/53	M. Leatrie Tren Director
(Date)	(Name) (Title)
	Wicomico County
	(Local Department)
	(Docar Department)

SDPW #50

### DESTRUCTION OF CASE RECORDS

REQUEST OF STROY

84

PUBLIC ASSISTANCE CASE RECORDS

(Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

May 28, 1953 (Date)

(Director)

Wercester County Welfare Beard

(Local department)

Approved by

Actin Director, State Dept. of Public Welfare)

May 29, 1953

(Date)

### CERTIFICATE OF DESTRUCTION

I certif	y that	the	84		c	ase :	record	ds.	as	indica	ated	above.	have	been
			Approxima	ate	number)									
destroye	d beyon	d reco	ognition	by	burning;	and	that	I	witn	essed	the	destruc	ction	of
these re	cords.													

June 25, 1953

(Name)

Director

(Title)

Wercester County Welfare Board (Local Department) SDPW #50

#### DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 20,000 PUBLIC ASSISTANCE CASE RECORDS

(Approximate number)
(Including approximately 9,000 case records and 11,000 pieces of GIS or NCM material)

I certify: (1) That these are records of cases with which the local department

has had no contact relative to public assistance for five (5)

years or more; and

(2) That the case records contain no fiscal records of assistance

granted and no original authorizations of payment.

5-20-53

(Director)

Department of Welfare-Beltimore City

(Local department)

May 27, 1953

#### CERTIFICATE OF DESTRUCTION

Acting Director, State Dept. of Public Welfare)

I certi	ify	that t	the_	20,00	0	c	ase	record	ds.	as	indica	ated	above.	have	been
			(	Approximation	ate	number)		~							
these n	reco	rds.													

aug 12, 1953 (Date)

Sominie Henring

Dir Syks. Ins. + Orgs Sir. (Title)

Department of Welfare - Baltimore City (Local Department)



#### STATE DEPARTMENT OF PUBLIC WELFARE

120 WEST REDWOOD STREET BALTIMORE 1. MARYLAND

September 16, 1949

STATE BOARD

LEE L. DOPKIN
WILLIAM L. GALVIN
JAMES M. HEPBRON
SIDNEY HOLLANDER
FRANK C. MARINO. M. D.
THOMAS W. PANGBORN
ERNEST O. WHEATLEY

Mr. Gust Skordas Assistant Archivist Hall of Records Annapolis, Maryland

Dear Mr. Skordas:

We regret that through oversight we had not formerly notified you of the destruction of approximately 46,000 old case records in the Baltimore City Department of Public Welfare.

After approval by the Board of Public Works, as per Mr. McCusker's letter of May 16, 1949, the Baltimore City Department notified us by the attached letter and certification dated August 2, 1949, that the records had been destroyed.

We are sending you a copy of the certification of destruction, the original of which is in our file.

Sincerely yours,

J. MILTON PATTERSON

Director

MPH:S

Enclosure

DEPARTMENT OF PUBLIC WELFARE

327 St. Paul Place

Baltimore 2 Maryland

August 2, 1949

To: Mr. J. Milton Patterson, Director,
State Department of Public Welfare

Re: Destroying of Old Records

In accordance with your memorandum of May 19, 1949,

we arranged for the destruction of all case records over five

In accordance with your memorandum of May 19, 1949, we arranged for the destruction of all case records over five years old with the exception of fiscal records. Because of the very low price of waste paper no company was interested in using this waste paper. We, therefore, arranged with the Department of Sanitation to haul the records to the City Incinerator and their destruction was witnessed by Mr. Childrey.

Sincerely yours,

/s/ T. J. Waxter

T. J. S. Waxter, Director, Department of Public Welfare.



## STATE DEPARTMENT OF PUBLIC WELFARE 120 WEST REDWOOD STREET BALTIMORE 1, MARYLAND

September 11, 1952

W. THOMAS KEMP, JR.
CHAIRMAN
LEE L. DOPKIN
HENRY C. EVANS
JAMES M. HEPBRON
DR. SANFORD V. LARKEY
DR. FRANK C. MARINO
MRS. ALBERT F. METZGER
HOWARD H. MURPHY
ALBERT A. SHUGER

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

Dear Doctor Radoff:

Enclosed are Certificates of Destruction of certain old case records of the local welfare departments.

This is in line with our plan approved by the Board of Public Works, as per Mr. McCusker's letter of June 13, 1950.

Sincerely yours,

J. MILTON PATTERSON 1

MPH:S Encl.

September 17, 1952

Mr. J. Milton Patterson, Director, State Department of Public Welfare, 120 West Redwood Street, Baltimore-l, Maryland.

Dear Mr. Patterson:

This will acknowledge receipt of your letter of September 11, advising of the destruction of certain old case records of the local welfare departments, and enclosing the necessary Certificates of Destruction.

I shall be very glad to report this matter to the Board of Public Works at its next meeting.

Very truly yours,

Secretary

BOARD OF PUBLIC WORKS

JOMCC: AMS

cc: Hall of Records -

REQUEST TO DESTROY 884 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
Certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Elmon Mestafeld
(Director)
Date 5-22-52 Allegany County Welfare Board
Approved by Milla Miller
(Director, State Dept. of Public Welfare)5
CERTIFICATE OF DESTRUCTION
I certify that the 884 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Elinor Westerfeld Director (Name) (Title)
Date June 26, 1952 ALLEGANY COUNTY WELFARE ROARD (Local department)

Reg's 1111 1 1952

Aide \_ PUBLIC ASSISTANCE CASE RECORDS REQUEST TO DESTROY 1,060 (Approximate number) I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and Aide (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment. Mildred Johnson ANNE ARUNDEL COUNTY WELFARE BOARD
(Local department) (Director, State Dept. of Public Welfare) CERTIFICATE OF DESTRUCTION I certify that the 1060 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

June 30-1952

Mildred Johnson Director

REQUEST TO DESTROY 407 PUBLIC ASSISTANCE CA (Approximate number)	SE RECORDS
I certify: (1) That these are records of cases with which the local	department
has had no contact relative to public assistance for	five (5)
years or more; and	
(2) That the case records contain no fiscal records of a	ssistance
granted and no original authorizations of payment.	
May 29, 1952 (Pate) (Director)	7
Approved by Director, State Dept. of Public Welfare)  Baltimore County Welfare F (Local department)  June 3  (Date of Public Welfare)	, 1952
CERTIFICATE OF DESTRUCTION	
I certify that the 407 case records, as indicated (Approximate number)	above, have been
destroyed beyond recognition by burning; and that I witnessed the	destruction of
these records.	
	ector
(Date) (Name) (Ti	tle)
Baltimore County Welfare Board	
(Local Department	nt)

SDPW #50

REQUEST TO DESTROY 146 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
5-27-52 Elina & Marquer (Director)
(Date) (Director)
Calvert County
(Local department)
Approved by / //ellow faller on
(Director, State Dept. of Public Welfare)
( Director, bears septe of thories wellane)
CERTIFICATE OF DESTRUCTION
I certify that the 146 case records, as indicated above, have been
I certify that the 146 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
6 25 5 2 Elina & Marquess Director.
(Date) (Name) (Title)
Calvert County (Local department)
(Local department)

5-26-52

REQUEST TO DESTROY 222 (Approximate num	PUBLIC ASSISTANCE CASE RECORDS
I certify: (1) That these are records of	cases with which the local department
has had no contact relativ	ve to public assistance for five (5)
years or more; and	
(2) That the case records cont	tain no fiscal records of assistance
granted and no original at	
granted and no original at	TOTOT LEADING OF PAYMON
	Beulah L Carter
	(Director)
Date 5-22-52	Caroline County Welfare Board (Local department)
And I may the form	(20012 20710 111111)
Approved by Director, State Dept. of Public Wo	elfare)
CT THE THICAM	TO ON THE MENTALITY
CERTIFICATI	E OF DESTRUCTION
	records, as indicated above, have been
(Approximate number) destroyed beyond recognition by burning;	and that I witnessed the destruction of
of these records.	
Date 6/13/52 Benl	26 L'arter Derector
	(Name) (Title)
_	erdine Co. Welfare Done
	(Local department)

REQUEST TO DESTROY DUBLIC ASSISTANCE CASE RECORDS
(Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
May 8. 1952 (Date)  Wm. H. Koelber
Carroll County Welfare Board
(Local department)
Approved by 1/1/10to totteres 5-12-52
Approved by ( State Dept. of Public Velfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the
these records.
(Date) Welfare Bood (Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

REQUEST TO DESTROY 500 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Strolon Chie R. Cola (Director)  Cail County Welfare So (Local department)
Approved by (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
these records.
6/6/52  Butha W Frauero Prince (Title)  (Name)  Cuil Co. Welfare Board  (Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

REQUEST	T TO DESTROY 44 (Approximat	PUBLIC ASSISTA	NCE CASE REGORDS
I certify: (1)	That these are records	of cases with which the	local department
	has had no contact rela	tive to public assistan	ce for five (5)
	years or more; and		
(2)	That the case records o	ontain no fiscal record	s of assistance
	granted and no original	authorizations of paym	ent.
May 23, 19	952 ate)	Esimple San (Direct	Lega
(3.	2007	CHARLES COUNTY WELFAR	RE BOARD,
		La Plata. Maryland (Local depar	tment)
Approved by	amola Til	100-20	,
- · · · · · · · · · · · · · · · · · · ·	Director, State Dept. o	f Public Welfare)	(Date)
	CERTIFICA	TE OF DESTRUCTION	
I certify tha		case records, as ind	icated above, have been
destroyed bey	(Approximate numb ond recognition by burn	er)	
these records	•		
July 11, 19	7.5	2 St. Jeon	Finance Officer
(Date)	(Mrs.) Mild	Fed)E. Skone	(Title)
		CharlesCounty Welfa (Local De	re Board
		(nocal be)	oar onemoj

REQUEST TO DESTROY 200 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

7/4
(Director)
Dorohester County
(Local department)
5-28-52
(Date)

#### CERTIFICATE OF DESTRUCTION

I certify that the 220 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

(Name) Director (Title)

has had no contact relative to public assistance for five (5)  years or more; and  (2) That the case records contain no fiscal records of assistance  granted and no original authorizations of payment.   Frederick County Welfare Board  (Local department)	REQUEST TO DESTROY 126 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
years or more; and  (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.    January Convolution (Director)	I certify: (1) That these are records of cases with which the local department
(2) That the case records contain no fiscal records of assistance  granted and no original authorizations of payment.    Frederick County Welfare Board (Director)	has had no contact relative to public assistance for five (5)
Approved by American State Dept. of Public Welfare)  CERTIFICATE OF DESTRUCTION  I certify that the 109 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952  June 30, 1952  (Barre)  Frederick County Welfare Board	years or more; and
Approved by Aller Board  (Lecal department)  June 3, 1952  (Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952  (Date)  Director  (Name)  Frederick County Welfare Board	(2) That the case records contain no fiscal records of assistance
Approved by Approximate Dept. of Public Welfare)  CERTIFICATE OF DESTRICTION  I certify that the 109 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	granted and no original authorizations of payment.
Approved by Approximate Dept. of Public Welfare)  CERTIFICATE OF DESTRICTION  I certify that the 109 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	
Approved by Approximate Dept. of Public Welfare)  CERTIFICATE OF DESTRICTION  I certify that the 109 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	Francis & Connally
Approved by Approved by Corrector, State Dept. of Public Welfare)  CERTIFICATE OF DESTRUCTION  I certify that the 109 case records, as indicated above, have been (Approximate number) and that I witnessed the destruction of of these records.  June 30, 1952 (Name)  Frederick County Welfare Board	(Director)
Approved by Molector, State Dept. of Public Welfare)  CERTIFICATE OF DESTRUCTION  I certify that the 109 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	Frederick County Welfare Board
(Director, State Dept. of Public Welfare)  CERTIFICATE OF DESTRUCTION  I certify that the 109 case records, as indicated above, have been (Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952  (DATE)  Director (Title)  Frederick County Welfare Board	(Local department)
I certify that the 109 case records, as indicated above, have been (Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) (Title)  Frederick County Welfare Board	
I certify that the 109 case records, as indicated above, have been (Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	(pace)
I certify that the 109 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	
I certify that the 109 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	
I certify that the 109 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952 (Name) Director (Title)  Frederick County Welfare Board	
(Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952  (Name)  Frederick County Welfare Board	CERTIFICATE OF DESTRUCTION
(Approximate number)  destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.  June 30, 1952  (Name)  Frederick County Welfare Board	T certify that the 109 case records, as indicated above, have been
June 30, 1952  (DATE)  June 30, 1952  (Name)  Frederick County Welfare Board	(Approximate number)
June 30, 1952  (DATE)  June 30, 1952  (Name)  (Title)  Frederick County Welfare Board	destroyed beyond recognition by burning; and that I witnessed the destruction of
(Name) (Title)  Frederick County Welfare Board	of these records.
(Name) (Title)  Frederick County Welfare Board	
(Name) (Title)  Frederick County Welfare Board	N , D
(DATE)  (Name)  (Intle)  Frederick County Welfare Board	1200 (1) 10kg
	[ Nowel
(Local department)	Frederick County Welfare Board
	(Local department)

REQUEST TO DESTROY

REQUEST TO	O DESTROY (Approximat	public Assist	ANCE CASE RECORDS
I certify: (1) Tha	at these are records	of cases with which th	e local department
		tive to public assista	
yea	ars or more; and		
(2) The	at the case records of	contain no fiscal recor	ds of assistance
gre	anted and no original	authorizations of pay	ment.
Hey 7, 1962			
(Date	)	(Direct	tor)
		Carrott County	Welfare Board
Approved by (Dir	certifica	(Local depa:	(Date)
I certify that t	the SO1 (Approximate numb	case records, as inc	dicated above, have been
destroyed beyond		ing; and that I witness	sed the destruction of
these records.			
June 27, 1962	Plan	The temple	Parector
(Date)	/ (N	ame)	(Title)
		Garrott County Wolfare	
		(Local De	epartment)

REQUEST TO DESTROY 63 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Henritta I Ma ce
(Director)
Harford
(Local department)
Approved by Director, State Dept. of Public Welfare) June 3, 1952 (Date)
Carrester, States Sopre of Facility (Carrester)
·
CERTIFICATE OF DESTRUCTION
I certify that the 63 case records, as indicated above, have been
(Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
(Name) (Title)
Han O
(Dete) (Docal department)

REQUES'	T TO DESTROY 47 (Approximate num)	DUBLIC ASSISTANCE	E CASE RECORDS
I certify: (1)	That these are records of cas	ses with which the lo	ocal department
	has had no contact relative t	to public assistance	for five (5)
	years or more; and		
(2)	That the case records contain	n no fiscal records of	of assistance
	granted and no original authorized	prizations of payment	
5/26/52 (Da	ato)	Chilett We (Director)	acheel
	-	Howard County Welfar	
Approved by	Director, State Dept. of Publ	(Local department)  5-2 Lic Welfare)	B-52 Date)
	CERTIFICATE OF	DESTRUCTION	
	t the 46 cas (Approximate number) cond recognition by burning; a		ted above, have been the destruction of
these records	•		
June 25, 19	52 Elishet >	andre	Director
(Date)	(Name)		(Title)
		Howard County Welf	
		(Local Depar	tment)

REQUEST TO DESTROY 99 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Margaret R. Marsey (Director)
Kent County Welfare Board (Local department)
Approved by Meller May 19, 1952
(Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 99 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
June 11, 1952  Massey  Director  (Name)  (Title)
(Date) Kent County Welfare Board (Local department)

REQUEST TO DESTROY 977 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
(Director)
Montgomery County Welfare Board (Local department)
Approved by Males Tolleers June 3, 1952
(Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 977 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
//. ~
1/2 is 1/2
William E. Royer Director
(Name) (Title)
Montgomery County Welfare Board
(Local department)
TO BE FILLED OUT IN QUADRUPLICATE

June 25, 1952 (Date)

	Now lett
SDPW #50	DESTRUCTION OF CASE RECORDS WORKER
	ACTION DA
	REQUEST TO DESTROY 1,675 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify:	(1) That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
	(2) That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
	Acting (Director) (Miss) Virginia Fontaine
	Prince George's County Welfare (Local department)
	Am - ( )-
Approved b	Director, State Dept. of Public Welfare) June 3, 1952  (Date)
	CERTIFICATE OF DESTRUCTION
I certify	that the 1,675 case records, as indicated above, have been (Approximate number)  heword recognition by burning: and that I witnessed the destruction of

I certify	that th		records,	as	indicated	above,	have bee	n
destroyed	beyond	(Approximate recognition	 and that	I	witnessed	the des	truction	of
of these	records	•						

JUN 27 1952

(Date)

Prince George's County Welfare (Local department)

# JUN 4 1952

REQUEST TO DESTROY 60 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Mary W. Maris (Director)  Queen Anne's County Welfare Board
(Local department)
Approved by Mole Callery
(Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the 67 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the dostruction of
of these records.
June 27, 1952 Arry H. Davis Director (Date) (Name) (Title)
Queen Anne's County Welfare Board (Local department)
(DOCAL department)

REQUEST TO DESTROY 147 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
(Date) Elgabeth Cantary and Conference (Director)
St. Mary's County (Local department)
Approved by May 19, 1952 (Director, State Dept. of Public Welfare) (Date)
CERTIFICATE OF DESTRUCTION
I certify that the
these records.
6/30/52 Mary from alney Tiname Officer (Title)
(Local Department)
(2004) 20par omorro,

REQUES	T TO DESTROY 201 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
May 28.	1952 Efalita W. Hall (Director)
	Somerset County (Local department)
Approved by	Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
	case records, as indicated above, have been (Approximate number) ond recognition by burning; and that I witnessed the destruction of
these records	
June 26 (Date)	1952 Galeto W. Hale Dieto (Title)  Someral (Local Department)

REQUES!	T TO DESTROY (A	pproximate numbe	PUBLIC ASSIST	TANCE CASE RECORDS
I certify: (1)	That these are	records of case	s with which t	ne local department
	has had no con	tact relative to	public assista	ance for five (5)
·	years or more;	and		
(2)	That the case	records contain	no fiscal reco	rds of assistance
	granted and no	original author	izations of par	ment.
May 29, 19	52 ate)		Quily 1	etor)
Approved by	Director, State	Ta	Local department (Local department)	
I certify that	t the (Approxim	nate number)	records, as in	dicated above, have be
these records		. Sy surning, and	Undo I wiones	sed the destruction of
6/6/52		roily Du	b	Director
(Date)	,	(Name)		(Title)
		Talbot	Co. Welfare Bo	eard,
			(nocal p	epar omeno,

REQUEST	TO DESTROY 230 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
May 2,	1952 Carrent Shipley (Director)
Approved by	WASHINGTON COUNTY WELFARE BOARD (Local department)  Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
	t the 230 case records, as indicated above, have been (Approximate number) ond recognition by burning; and that I witnessed the destruction of
these records	
JUNE 17, 19 (Date)	MASHINGTON COUNTY WEIFARE BOARD (Local Department)

REQUEST TO DESTROY 300 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)	
I certify: (1) That these are records of cases with which the local department	
has had no contact relative to public assistance for five (5)	
years or more; and	
(2) That the case records contain no fiscal records of assistance	
granted and no original authorizations of payment.	
m Beatrie Vieln	
(Director)	
5-23-52 Wicomico County	
(Date) (Local department)	
Approved by Wirector, State Dept. of Public Welfare)	
CERTIFICATE OF DESTRUCTION	
I certify that the 300 case records, as indicated above, have been (Approximate number)	
destroyed beyond recognition by burning; and that I witnessed the destruction of	
of these records.	
$\circ$	
M. Sealuie Tur Director (Name)	
(Date) (Name) (Title) Wicomico County	
(Local department)	



			OPTO162
REQUEST	TO DESTROY 84	public Assist	ANCE CASE RECORDS
	(	of italiant of y	
I certify: (1) T	hat these are records	of cases with which th	e local department
h	as had no contact rel	ative to public assista	nce for five (5)
У	rears or more; and		
(2) T	hat the case records	contain no fiscal recor	ds of assistance
g	ranted and no origina	l authorizations of pay	ment.
5/21/52		1 Share	Thurs
(Dat	ce)	(Direc	tox")
		Worcester County	Walfama Parent
	2201	(Local depa	rtment)
Approved by	6 111.01 /20	The same of the sa	E-00 F0
	in other Chata David	all ons	5=22-52
( )	irector, State Dept.	of Public Wellare)	(Date)
	CERTIFIC	ATE OF DESTRUCTION	
I certify that	the gl	case records as in	dicated above, have been
, , , , , , , , , , , , , , , , , , , ,	(Approximate num)	har)	ireated above, have been
destroyed here			
desproyed seyo	nd recognition by burn	ning; and that I witness	sed the destruction of
those meanner			
these records.			
100	1		
June 30, 1952		Murre	Director
(Date)	- /(	Name/	(Title)
	0	Worcester County Wel	fare Board
			epartment)
		1	

# Inactivé Public assistance Case Recorda Destroyel by the County Welfore Boards - Fiscal Year 1950

2,755	Baltino	re &.	6,000	
4,450				
1,125				
1810				
2490	Total	65,	396	
3,910				
278				
3,450				
4,550				
3,272				
2,100				
1362				
650				
2,500				
6,122				
1,858				
1,701				
3,800				
1,336				
570				
6500				
2807				
	4,450 1,125 1,810 2,490 3,910 2,78 3,450 4,550 3,272 2,100 1,362 6,122 1,858 1,701 3,850 1,336 570 6,500	1,125 1,810 2,490 Jotal 3,910 278 3,450 4,550 3,272 2,100 1,362 6,122 1,858 1,701 3,800 1,336 570 6,500	1,125 1,810 2,490 Jotal 65, 3,910 278 3,450 4,550 3,272 2,100 (362 650 2,500 6,122 1,858 1,701 3,800 1,336 570 6500	1,125 1,810 2,490 Jotal 65,396 3,910 278 3,450 4,550 3,272 2,100 (362 650 2,500 6,122 1,858 1,701 3,800 1,336 570 6500



# STATE DEPARTMENT OF PUBLIC WELFARE 120 WEST REDWOOD STREET BALTIMORE 1. MARYLAND

July 19, 1951

W. THOMAS KEMP, JR.
CHAIRMAN
LEE L. DOPKIN
WILLIAM L. GALVIN
JAMES M. HEPBRON
SIDNEY HOLLANDER
FRANK C. MARINO, M. D.
THOMAS W. PANGBORN
ERNEST O, WHEATLEY

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

Dear Doctor Radoff:

Enclosed are Certificates of Destruction of certain old case records, Form #10, of the local welfare departments.

This is in line with our plan approved by the Board of Public Works, as per Mr. McCusker's letter of June 13, 1950.

Sincerely yours,

MPH:S Encl. J. MILTON PATTERSON

Director

of these records.

#### DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 10,100 PUBLIC ASSISTANCE CASE RECORDS  (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Elwor Westerfeld (Director)
Approved by Welfare Board (Local department)  Approved by Welfare Board (Local department)
CERTIFICATE OF DESTRUCTION
I certify that the /0, /00 case records, as indicated above, have been (Approximate number)

(Name) (Title)

(Local department)

destroyed beyond recognition by burning; and that I witnessed the destruction of

REQUEST TO DESTROY PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Wm H. Koelber
(Director)
CARROLL COUNTY WELFARE BOARD
(Local department)
Mm me tot
Approved by
(Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 245 case records, as indicated above, have been
(Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
D/ X Will Dist
(Name) (Title)
Parel Paret 11/1/2 Bons
(Local department)

REQUEST TO DESTROY 326 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Concernage Lange
(Director)
Charles County Welfare Board
(Local department)
Annuard he Mulicules
Approved by (Director, State Dept. of Public Welfare)
(Director, State Dept. of Tubic wellare)
CERTIFICATE OF DESTRUCTION
I certify that the 306 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Soince Acting Director (Name) (Title)
(
Charles County Welfare Board
(Local department)

REQUEST TO DESTROY 263 PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Francis Connally
(Director)
Frederick County Welfare Board
(Local department)
Approved by Mile Villes as
(Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 263 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
francis Convolly Director (Name) (Title)
(Name) (Title)
Frederick County Welfare Board
(Local department)

REQUEST TO DESTROY 258 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
$\mathcal{P} = \mathcal{P} = \mathcal{P} = \mathcal{P} = \mathcal{P}$
(Cuth C. Reller (prector) Worker-in-Charge
Gerrott County Welfare Board (Local department)
Approved by Mile Jalle and
(Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 258 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
(Name) WORKER-IN-CHARGE (Title)
Jane & County Welfrere Bear

reigues.	(Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
June 5.	1951 Elichiel Markall (Director)
	(DITECTOL)
Approved by	(Local department)
	Director, State Dept. of Public Welfare) (Date)
	CERTIFICATE OF DESTRUCTION
I certify the destroyed bey	case records, as indicated above, have been (Approximate number)  yound recognition by burning; and that I witnessed the destruction of
these records	
6-21-	51 Eliched Usurahal Director
(Date)	(Name) (Title)
	HOWARD COUNTY WELFARE BOARD
	TO BE FILLED OUT IN QUADRUPLICATE

REQUEST TO DESTROY 42	PUBLIC ASSISTANCE CASE RECORDS
	ords of cases with which the local department
	relative to public assistance for five (5)
years or more; and	and a constant of a constant o
	rds contain no fiscal records of assistance
granted and no ori	ginal authorizations of payment.
	Mary D. Dans' (Director) My
	(Director) My
	Queen Anne's County Welfare Board
D. (P.	(Local department)
Approved by X Muli Val	lus a
Director, State Dept. of	Public Welfare)
CI	ERTIFICATE OF DESTRUCTION
ior	
I certify that the 425 (Approximate numb	case records, as indicated above, have been
destroyed beyond recognition by b	ourning; and that I witnessed the destruction of
of these records.	
	Mary H. Maris Director
	(Name) (Title)
IIIN 97 1051	Queen Anne's County Welfare Board (Local department)
JUN 27 1951	I moone as her amount

REQUEST TO DESTROY 92 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Approved by Mary's County (Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 22 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.

(Local department)

REQUEST TO DESTROY 5,000

#### DESTRUCTION OF CASE RECORDS

PUBLIC ASSISTANCE CASE RECORDS

	(	Approximate number)			
I certify: (1)	That these ar	e records of cases wi	th which the 1	local department	
	has had no co	ntact relative to pub	olic assistance	e for five (5)	
	years or more	; and			
(2)	That the case	records contain no f	iscal records	of assistance	
	granted and no	o original authorizat	ions of paymer	<u>nt</u> .	
May 29,	1951 ate)	Co	(Director	Lysig	
Approved by	he Z	WASHIN	GTON COUNTY (Local departm	WEIFARE BOARD	
	(Director, Stat	te Dept, of Public We	lfare)	(Date)	
		CERTIFICATE OF DESTR	UCTION		
I certify that		case rec	ords, as indic	ated above, have be	en
destroyed be		on by burning; and th	at I witnessed	the destruction of	
these record:	S.				
June 27, 19	951 (	A. L. Seichn	aue I	Finance Officer	
(Date)		(Mame)		(Title)	

WASHINGTON COUNTY WEIFARE BOARD (Local Department)

REQUEST TO DESTROY 114 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
La Diene
(Director)
(Local department)
Approved by (Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
(XX)
Justing Scened Director
(Name) (Title)
Worcester County Welfare Pourd (Local department)
(notal department)



# STATE DEPARTMENT OF PUBLIC WELFARE 120 WEST REDWOOD STREET BALTIMORE 1, MARYLAND

May 1, 1951

LEE L. DOPKIN
WILLIAM L. GALVIN
JAMES M. HEPBRON
SIDNEY HOLLANDER
FRANK C. MARINO, M. D.
THOMAS W. PANGSORN
ERNEST O. WHEATLEY

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

Dear Doctor Radoff:

Following up our letter of January 12, 1951, we are attaching Certificate of Destruction of old case records which has now been completed by the Baltimore County Welfare Board. This has been done under our plan which was approved by the Board of Public Works as per the letter of June 13, 1950.

Sincerely yours,

Multon Patterson
Director

MPH: bm

Attached

SDPW \*50

#### DESTRUCTION OF CASE RECORDS

	200	WEST TO DESTROY 6000 PUBLIC ASSISTANCE CASE RECORDS
	REG	(Approximate number)
I certify	7: (1)	That these are records of cases with which the local department
		has had no contact relative to public assistance for five (5)
		years or more; and
	(2)	That the case records contain no fiscal records of assistance
		granted and no original authorizations of payment.

Baltimore County Welfare Board (Local department)

Approved by (Director, State Dept. of Public Welfare)

#### CERTIFICATE OF DESTRUCTION

case records, as indicated above, have been I certify that the 6000 (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

Batterine County Welfare Board (Local department)



# STATE DEPARTMENT OF PUBLIC WELFARE 120 WEST REDWOOD STREET BALTIMORE 1, MARYLAND

January 12, 1951

LEE L. DOPKIN
WILLIAM L. GALVIN
JAMES M. HEPBRON
SIDNEY HOLLANDER
FRANK G. MARINO, M. D.
THOMAS W. PANGBORN
ERNEST O, WHEATLEY

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

Dear Doctor Radoff:

We refer to our letter of March 29, 1950 and yours of March 31, 1950 regarding our plan for the destruction of certain old case records by the local welfare departments. Subsequent approval as required from the Board of Public Works was received in a letter of June 13, 1950 from Mr. McCusker, Secretary, Board of Public Works.

The destruction of these old case records has been completed by the local county departments and certificates of destruction are enclosed from each local county department with the exception of Baltimore County.

The Baltimore County Welfare Board has requested an extension of time and plans to complete the destruction by March 31, 1951. That certificate will be forwarded to you when received by us.

Sincerely yours,

J. Milton Patterson

Director

MPH:bm

REQUEST TO DESTROY 2755 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Eline Westergeld
(Director)
Allegany County Welfare Board
(Local department)
Approved by (Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 2095 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Now. 14, 1950 Amaballand Tunad Office (Name) (Title)
(Local department)

of these records.

#### DESTRUCTION OF CASE RECORDS

REC	WEST TO DESTROY 4450 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1)	That these are records of cases with which the local department
	has had no contact relative to public assistance for five (5)
	years or more; and
(2)	That the case records contain no fiscal records of assistance
	granted and no original authorizations of payment.
Approved by (Dir	ANNE ARUNDEL COUNTY WELFARE BOARD  (Local department)  rector, State Dept. of Public Welfare)
	CERTIFICATE OF DESTRUCTION
I certify that	the 4,450 (*) case records, as indicated above, have been (Approximate number)

(1,100 - 12-1-50)Finance Officer 3,350 - 12-13-50 (Title) ANNE ARUNDEL COUNTY WELFARE BOARD

destroyed beyond recognition by burning; and that I witnessed the destruction of

(Local department)

(Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Elmo J. Marquer (Birector)
Calvert County
(Local department)
Approved by the Jallus on
(Director, State Dept. of Public Welfare)
9/5/50
CERTIFICATE OF DESTRUCTION
CERTIFICATE OF DESTROCTION
I certify that the
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
12-11-50 Elius J. Marques Dureta (Title)
Call Counts
Calvul County (Ibcal department)

1,751 Individual Records ) 59 Records with cases . from 1 to 20

SEP 2 0 1950

REQUEST TO DESTROY 1,810 (Approximate number) PUBLIC ASSISTANCE CASE RECORDS

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

Beulah L Certer

Caroline County Welfare Board (Local department)

Director, State Dept. of Public Welfare)

#### CERTIFICATE OF DESTRUCTION

I certify that the 1810 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

10/16/50

Beulah L Carter Director
(Name) (Title)

Ceroline County Welfare Board
(Local department)

REQUEST TO DESTROY 2490 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Wm H. Koeller
(Director)
Carroll County Welfare Board
(Local department)
Approved by (Director, State Dept. of Public Welfare)
(Director, State Dept. of Public Wellare)
GENERAL TOTAL TOTAL TOTAL CONTROL TO THE CONTROL TH
CERTIFICATE OF DESTRUCTION
we will do a second and the total charge horse horse
I certify that the 2490 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
10-6-50 Wm H. Koeller. Director
(Name) (Title)
Carroll County Welfare Board
(Local department)

REQUEST TO DESTROY 3.910 P (Approximate number)	UBLIC ASSISTANCE CASE RECORDS
I certify: (1) That these are records of cases	s with which the local department
has had no contact relative to	public assistance for five (5)
years or more; and	
(2) That the case records contain	no fiscal records of assistance
granted and no original author	izations of payment.
	Elsie R. Cole
	(Director)
	CECIL COUNTY WELFARE BOARD
	(Local department)
Approved by Mille Jacker	
(Director, State Dept. of Public Welfare	)
CERTIFICATE OF I	EST RUCTION
I certify that the 3.910 case reco	rds, as indicated above, have been
destroyed beyond recognition by burning; and	that I witnessed the destruction of
of these records.	
Jan 9 1951	
Elsia, R	Director
(N	ame) (Title)
CECIL	COUNTY WELFARE BOARD
	(Local department)

REQUEST TO DESTROY 278 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
$\cdot$ ,
Duty! Hayes.
(Director)
Charles County Welfare Board
(Local department)
Approved by (Director, State Dept. of Public Welfare)
(Director, State Dept. of Public Wellate)
CERTIFICATE OF DESTRUCTION
\
I certify that the 287 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
11-22-50 Director
(Date) (Name) (Title)
Charles County Welfare Board (Local department)
(Local department)

REQUEST TO DESTROY 3450 PUBLIC ASSISTANCE CASE RECORDS SEP 1 3 195
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
James Hampton (Difector)
Dorchester County Welfare Board
(Local department)
Annual by VIIT Talley and
Approved by Will October of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 3450 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Date  Date  Date  Director  (Name)  Director  (Title)
Dorchester County Welfare Board
(Local department)

REQUEST TO DESTROY 4550 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Thours Convolly
(Director)
Frederick County Welfare Board
(Local department)
Approved (Director, State Dept. of Public Welfare)
(21100001, 20000 2000 01 140110 1011010)
CERTIFICATE OF DESTRUCTION
I certify that the 4123 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
December 26, 1950 Janis Convolly Director
Date (Title)
Frederick County Welfare Board
(Local department)

W. W. D.

## DESTRUCTION OF CASE RECORDS

REQUEST TO LESTROY 3272 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)	
I certify: (1) That these are records of cases with which the local department	
has had no contact relative to public assistance for five (5)	
has had no contact relative to public assistance for five (o)	
years or more; and	
(2) That the case records contain no fiscal records of assistance	
granted and no original authorizations of payment.	
(City, C. Keller) (Director) Comments and Charles	7 10
Current County Wolfare Board	
(Local department)	
Approved by Chief Paterson 1 (Director, State Dept. of Public Welfare)	
(Director, State Dept. of Indian	
CERTIFICATE OF DESTRUCTION	
I certify that the 3272 case records, as indicated above, have been	
(Approximate number)	
destroyed beyond recognition by burning; and that I witnessed the destruction of	
of these records.	
R = 0.21	
December 28, 1950 Cull C. Keller Worker-in-Charge (Name) (Title)	
Garrett County Welfare Board (Local department)	

TO BE FILLED OUT IN QUADRUPLICATE

REQUEST	TO	DES TROY_			ASSISTANCE	CASE	RECORDS
		(	Approximate	number)			

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

Heurella Mace (Director)

Harford County Welfare Board
(Local department)

Approved by (Director, State Dept. of Public Welfare)

#### CERTIFICATE OF DESTRUCTION

I certify that the 2/00 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

Pauline Tennis Amance Phices (Name) (Titil)

(Local department)

12-13-50

REQUEST TO DESTROY 1362 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Elieskiel Machael (Director)
Heward County Welfare Board (Local department)
Approved by All and Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 1362 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
10-10-50 Elicheth Marchael Derector  (Name) (Title)
SHARD COUNTY WELFARE DELAND
(Local depositions)

7:31-50

ment
5)
00
been
cion of
or
or itle)



REQUEST TO DESTROY 2,500 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

William E. Royer (Director

Montgomery County Welfare Board (Local department)

Approved by

(Director, State Dept. of Public Welfare)

#### CERTIFICATE OF DESTRUCTION

/2-8-50 (Date)

Collisia Cour (Name) Jandyoney Cour

Desector (Title)

(Local department)

REC'D. SEP 18 1950 WORKER

REQUEST TO DESTROY

6,122 PUBLIC ASSISTANCE CASE RECORDS

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

Prince George's County Welfare Board (Local department)

Approved by

(Director, State Dept. of Public Welfare)

#### CERTIFICATE OF DESTRUCTION

case records, as indicated above, have been I certify that the 6,122 (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of

of these records. A spot check has been made from which it is assumed that the case records contain no fiscal records of assistance granted and no original authorizations of payment. Moreover, a recent memo was sent to the state department setting forth the method used and according to a telephone discussion with Miss Smith, Assistant Director, this morning (12/28/50), it appeared allright to go ahead and

allright to go ahead and destroy the records.

Fleming

mana ger

REQUEST TO DESTROY 1,858 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

I certify: (1) That these are records of cases with which the local department

has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Mary H. Warris (Director)
Queen Anne's County Welfare Board (Local department)
Approved by
(Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 1,858 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
11-30-50  Many H. Warris Wirestor (Name)  Queen Gune Co. Welfare Board (Local department)
Local department)

TO BE FILLED OUT IN QUADRUPLICATE

REQUEST TO DESTROY 1,701 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Elizabeth hauls lord pou Lorena 7. Buvele.
ST. MARY'S COUNTY WELFARE BOARD
(Local department)
Approved by Malen
(Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 1,701 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
10-9-50  Many Jane Chuy Finance Officer (Title)
St. Mary's County
(Local department)

REQUEST TO DESTROY PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Exeleta W. Hall (Director)
(Local department)
Approve by (Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 3,800 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
10/19/50. Eale Director (Name) (Title)
Somerod
(Local department)

PUBLIC ASSISTANCE CASE RECORDS

1336

REQUEST TO DESTROY

(Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
Durly (Director)
Talbot County Welfare Board
(Local department)
Approved by J. Melton Valtaron & (Director, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
Mr. 6, 1950 Durch St. Worker-in-Charge
(Name) (Title)
Talbot County Welfare Board
(Local department)



REQUEST	TO	DES TROY	570 Approximate		ASSISTANCE	CASE				N COUNT BOARD	7
---------	----	----------	--------------------	--	------------	------	--	--	--	------------------	---

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

Carteria Stipley

WASHINGTON COUNTY WELFARE BOARD (Local department)

Approved (Director, State Dept. of Public Welfare)

#### CERTIFICATE OF DESTRUCTION

I certify that the 570 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

1. Lauise Seekman Finance Officer
(Name) (Title)

WASHINGTON COUNTY WELFARE BOARD

(Local department)

REQUEST TO DESTROY 6500 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)
I certify: (1) That these are records of cases with which the local department
has had no contact relative to public assistance for five (5)
years or more; and
(2) That the case records contain no fiscal records of assistance
granted and no original authorizations of payment.
M. Bestrie Prefor
Wicomico County .
(Local department)
Approved by Clicator, State Dept. of Public Welfare)
CERTIFICATE OF DESTRUCTION
I certify that the 6500 case records, as indicated above, have been (Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.
. M. Beatrey Trees Director
(Name) / (Title)
10/5/50 Wicomico County
(Local department)



REQUEST TO DESTROY 2807 PUBLIC ASSISTANCE CASE RECORDS (Approximate number)

- I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and
  - (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

10 1	MY
- worther	Jalenere
-/(	Director)

WORCESTER COUNTY WELFARE BOARD

(Local department)

Approved by (Director, State Dept. of Public Welfare) S

#### CERTIFICATE OF DESTRUCTION

I	certify	that	the				rec	ords,	as	indicated	abo	ve,	have	рое	n
				(Approximate	nui	mber)									
de	stroyed	beyon	nd 1	recognition	by	burning;	and	that	I	witnessed	the	dos	truct	ion	of
of	these	record	ls.												

September 28, 1950

(Nams)

Director (Title)

Worcester County Welfare Board

(Local department)

COPY

## DEPARTMENT OF PUBLIC WELFARE

327 St. Paul Place

Baltimore 2, Maryland

August 2, 1949

To: Mr. J. Milton Patterson, Director, State Department of Public Welfare

RE: Destroying of Old Records

In accordance with your memorandum of May 19, 1949, we arranged for the destruction of all case records over five years old with the exception of fiscal records. Because of the very low price of waste paper no company was interested in using this waste paper. We, therefore, arranged with the Department of Sanitation to haul the records to the City Incinerator and their destruction was witnessed by Mr. Childrey.

Sincerely yours,

T.J. Waxter, Director, Department of Public Welfare In accordance with the authority granted by the Board of Public Works at a meeting held on April 8, 1949, the Baltimore City Department of Public Welfare has delivered to City Incinerator #2 on May 23, June 20, July 12 and July 28, 1949, approximately 46,000 case records containing information regarding applicants for assistance or service. These records have been inactive for a period of at least five years and do not contain the fiscal records of assistance granted to each individual, such records being kept permanently in separate files in the fiscal division of the local department. I witnessed the destruction of these records.

DEPARTMENT OF PUBLIC WELFARE OF BALTIMORE CITY

BY: J.L. Childrey
Assistant Director

## NOTICE OF REQUEST RECEIVED AND DISPOSITION OF APPLICATION MADE

Request for Information Service Date	Arrlication Made   Date
Specify category (see reverse fo	r classification)
	2. Case number
3. Address	4. Race
	chalf application is made receiving service) Yes No
a. If "No," specify other typh. Give case number, if diffe	pes of service being received
	Signed (WORKER)
SECTION II	
l. Application disposed of on (giv	e date)
2. Type of action taken:	
	ible for this category of assistance
b.   Home licensed (1) Number of children hom (2) Number of children in	ne is licensed to care for - capacity home
c.   Home registered	
d.   Child placed  (1) Birthdate of child  (2)	
(3) ☐ Accepted for long-ti (4) ☐ Accepted for tempore	ary foster care
	home, month of first payment ement to be effective (specify)
	uing service ement of children in cases accepted for a con-
f. Certified and terminated	
	cludes service completed or terminated) a grant, if an application for assistance
h.   Applicant found eligible making grant	for assistance but funds not available for
3. Transferred to another worker	(give name of worker)
Date	Signed (worker)
	Approved (DIRECTOR OR SUPERVISOR

#### CLASSIFICATION OF REQUESTS AND APPLICATIONS

#### Assistance:

Old age assistance
-Aid to dependent children
Public assistance to the needy blind
General public assistance

#### Foster Homes Caring for Children:

Licensing of homes
Agency foster homes
Adoption
Boarding
Free
Work or wage
Other than agency foster homes

Registering of homes
Adoption
Other than adoption

#### Services for Children:

Child placement services

Service to parent in relation to foster care

Service to child - Foster care

Adoption

Commitment

Voluntary

Other services for children
Adoption investigations for the courts
Admission and discharge service to the training schools
Protective service
Services to parents on behalf of children
All other services on behalf of children

#### Certification:

Foster care by private asency or institution Hospital care at State expense
Chronic hospital care
Mental hospital care
Other institutional care

#### Other Services to Families or Individuals:

Protective service to girls and women
Reconsideration of assistance cases for another local
department or state agency
All other

## CASE RECORD CARD

CASE NUMBER \_\_\_\_\_

LAST												RA	CE					
	GENE	RAL F	PUBLI	C AS	SISTA	NCE		- 1	ND ASSIS	ENDE		от	HER SPELLII	NG-ALIASES-	OTHER	. NAMES	i IN	HOUSEHOLD
							<del>-1</del>		T						1			
CURREN	IDA TV	DRESS	(		. O. AD T THE S			TE OF	NO. ROOMS	CUI	RRENT A	DDRESS		D. ADDRESS The Same)		DATE MOVIN	OF G IN	NO. ROOMS
									-							<del>-</del>		<u> </u>
_					*				-	<u>-</u>								<u> </u>
							<u> </u>			L	<del>_</del>					•		
					IF PA	RENTS	NOT LIV	ING TOO	ETHER, ST	ATE AD	DRESS	OF THE AL	SENT PAREN	<u>T</u>				
		PREV	rious	ADDR	ESSES				DATE	1		PREV	OUS ADDRES	SES				DATE
																-		
															"			
												·						
									<u> </u>	<u> </u>				·				
HOUSI	EHOL	D: (IN	MEDIA	TE FA	(MILY)					- 11		OTHE	RS (INCLUD	ING MARR	IED C	HILDRE	EN)	
	NA	ME		ŀ	DATE BIRT	OF I	DEATH	F	BIRTHPLACE	E '		NAM	E	OVER 16	UNDI 16		ELAT	ONSHIP
				.					•									
			·	-							•••							
MAN				-										_		_		
WOMAN (A				-	<del></del>								· · · · · · · · · · · · · · · · · · ·			_		
SINGLE	CHIL	DREN	AT HO	ME -	<del></del>	—-		_						_	<del> </del>			
J				-				_										<del></del>
2.				-											-			
9.				_		_									ļ			
4.								_				<del>-</del>				_ _		
5.																_ _		
5.				ŀ														
7.																		
									-									
5.						A \A/A \	C E BOL	HOME	· (MARRI	ED 144	TH DEL	ATIVES IN	INSTITUTION	US FTC )				
•	·		-	HILL	JREN		1		. (MARRI	ED, WI		A114E5, 1N		15, EIC.)				
LAST	T NAM	E		FIRS	T NAM	E	DATE BIR	OF TH	FIRST	NAME	OF SPOU	SE	MARITAL STATUS	ADDR	RESS	(WITH W	ном г	.IVING)
·																		
_														1	•			
																<del></del>		
			-									<del> </del>		-				
	· · · · ·		-	-			ļ		<u> </u>					-				
							<u> </u>						<u> </u>				_	
MARITAL	STAT	USH	EADS	OF FA	MILY			ма	RRIAGES-	HEADS	OF FAM	IILY			NATU	RALIZA	TION	
DATE	s.	MARR.	WID.	SEP.	DIV.	I. DA	TE			3.	DATE			MAN	[_			
		1				PL	ACE			F	PLACE.	- <u>-</u>		DATE				
	1					SP	DUSE				SPOUSE			PLACE				
	<b> </b>					2. DA	TE			_				WOMAN				
		<del>                                     </del>			<del>                                     </del>	PLA	CE -							DATE		<del></del>		-
	<del> </del>	<del> </del>			<del> </del>		DUSE				·			PLACE	-			•
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	1	1 50	1			J		·				<del></del>		

#### OTHER RELATIVES

NAME			ADDRESS	RELATIONSHIP				
	·····							
			***************************************					
<del></del>		•						
						* **********************************		
			·					
		******						
			14					
	EMP	LOYMENT: (OF ALL	. ADULT WAGE EARNE	RS)				
PERSON	EMI	PLOYER	DATES COVERED	SPECIFIC TYPE OF	WORK	WAGE RATE OR USUAL EARNINGS		
. NAME	LONGEST							
EDUCATION	LAST			·				
	OTHER							
				!				
·	<u></u>							
. NAME	LONGEST							
EDUCATION	LAST	· · · · · · · · · · · · · · · · · · ·				48		
	OTHER							
	· ·							
			=======================================	-				
3. NAME	LONGEST							
EDUCATION '								
	OTHER							
•	·							
5. NAME	LONGEST	· · · · · · · · · · · · · · · · · · ·						
EDUCATION	LAST					<u></u>		
	OTHER							