

Posted

25

CERTIFICATE OF RECORDS DISPOSAL

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

EMPLOYMENT & SOCIAL SERVICES
 Department of Public Welfare
 Reporting Agency

Division or Bureau of Reporting Agency

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

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

Eugene L. Ward
 Signature

Supervisor Services Supply
 Title

2-9-71
 Date

Posted

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 Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Case records for public assistance & other services exclusive of foster care & adoption cases.	185	7	11/33-7/63 ✓	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	9/51-9/64 ✓	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. <u>593 " "</u>	1966	Burned

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



Signature

Assistant Chief
 Division of Fiscal Management

Title

6/20/67

Date

Postech

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)*
 Audits & Accounts
 Division or Bureau of Reporting Agency

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

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

Joseph H. Hinsel

 Signature

Record Center Supervisor

 Title

5/3/66

 Date

*Posted
10*

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

Bureau of Family and Child Welfare Services
 Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Central 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.

Jack Brubaker
 Signature

Asst Chief, Audits + Acct's
 Title

9-22-65
 Date

(Rec'd 10-7-65)

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
Barrett School for Girls
 Division or Bureau of Reporting Agency

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



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

Margaret Frederick
 Signature

Superintendent
 Title

9/2/65
 Date

*Posted**(Mailed to
Montrose - now com-
bined 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

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

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

Alex Beach

 Signature

Assistant Records Administrator

Title

11/30/65

Date

(Records disposed of from Annapolis Record Center)

Don't enter on cards.

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Reporting Agency State Department of Public Welfare

Division or Bureau of Reporting Agency Audits & Accounts

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
<u>Statistics & Analysis</u>							
1	ADC special units - Form #216	Not Scheduled		May 1962	1	12/30 Immediately	<i>Sold as waste paper</i>
2	1953 OAA Characteristics Study - Form 171.			1953	1	"	
	1955 ADC Study of Absent Fathers			1955		"	
	Data on Child Committed to Training Schools - Form 427			1957-65		"	
	AFDC Assistance Payrolls	185	11	1/63 - 3/63	1	"	
					<i>Zach</i>		

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

[Signature]
Signature

Chief, Div. Audits & Accts.
Title

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	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	"	Atlantic Paper
3	Supply and Equipment Requisitions from 24 local units, with copies of respective monthly bills	162	1	7/55-12/59	1	"	Stock Co.
4	Supply and Equipment Requisitions	162	1	7/29/57-6/21/60	2	"	D-5721
	Duplicate copies of case record materials (adoptions)	185	4	1963-64	9		

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

Jack Sullivan
Signature

Accountant IV
Title

July 22, 1965
Date

Posted - ek

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

To: →

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Central Correspondence	12	1	June 1959-June 1961	3 cu. ft.	1/26/65	Sold to Atlantic Paper Stock Co.
2	IBM Cards	Nonrecord		-----	17	"	

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

Jack Friedman

Signature

Asst. Chief, Div. of Rec. + Acc't

Title

2-19-65

Date

Posted 12/23/64,
hl

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 No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
A	Case Records	185	7 ✓	1933 - 1963 ✓	100	1963	Burning
B	Accounting Records	185	11	1932 - 1963 ✓	493	1963	"
C	Statistical Records	185	9	1938 - 1961 ✓	26	1963	"
D	Manual Releases, Correspondence and Personnel Records	185	3) (8) 5, 10 & 11 (12)	1941 - 1961 ✓	23 <hr/> 642	1963	"

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

Jack Swickard
 Signature

Asst. Chief, Division of Aud. + Acct's
 Title

6-24-64
 Date

Posted 12/23/64
rh

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

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

Jack Lukens
Signature

Asst. Chief, Div. of Child. & Adult's
Title

6-24-64
Date

*Posted 11/1/63,
eb*



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

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	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	"	"
	ACCOUNTING RECORDS	224	7	1954 - 1960	15 Cu. Feet	"	"
				<i>Total:</i>	110 " "		

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

[Signature]

 Signature

Superintendent

 Title

10/30/63

 Date

Posted 5/13/63



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, 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 Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
A	Case Records	185	7 [✓]	1933 - 1962	568 [✓] cu. ft.	1962	Shredding & Burning
B	Accounting Records	185	11 [✓]	1935 - 1962	76 [✓]	"	"
C	Source Cards	185	8 [✓]	1957 - 1962	1 [✓]	"	"
C	Statistical Records	185	9 [✓]	1940 - 1962	17 [✓]	"	"
D	Manual Release Letters	185	5 [✓]	1953 - 1960	3 [✓]	"	"
D	Correspondence	185	10 [✓]	1934 - 1962	9 [✓]	"	"
D	Personnel Records	185	14 [✓]	1953 - 1962	13 [✓]	"	"
					687		

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

[Handwritten Signature]

Signature

Chief Div. of Audits & Accounts

Title

5/6/63

Date

Pasted - ek

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

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 of Disposal
		Schedule No.	Item No.				
1	Weekly Report of No. of Interviews	186	7	Jan.-Mar. 1959	3 cu. ft.	2/13/63	Sold as waste paper

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

[Handwritten Signature]

Signature

Chief, Div Audits & Accts

Title

3-26-63

Date

Posted - lb

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 Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
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]

 Signature

Chief - Div Audits & Accts

 Title

3-26-63

 Date

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

STATE DEPARTMENT OF PUBLIC WELFARE

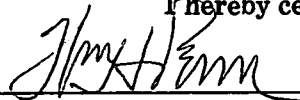
Reporting Agency

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

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
A	Case Records	185	7	1933 - 1961	344	1961	Shredding & burning
B	Recoveries	185	6	Thru - 1958 ✓	1	"	"
B	Accounting Records	185	11	1934 - 1960	82	"	"
C	Source Cards	185	8	1954 - 1956 -	1	"	"
C	Statistical Records	185	9	1942 - 1960	32	"	"
D	Manual Release Letters	185	5	1950 - 1960	5	"	"
D	Correspondence	185	10	1945 - 1960	7	"	"
D	Personnel Folders	185	13	1948 - 1955 -	1	"	"
D	Personnel Records	185	14	1949 - 1960	4	"	"
					<u>477</u>		

posted 7/26/62

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



 Signature

Asst. Chief Div. of Audits & Accounts

 Title

6/29/62

 Date

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

noted 2/21/1962

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

Signature

Asst. Chief, Div. of Audits & Accts. 2/13/62
Title Date

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

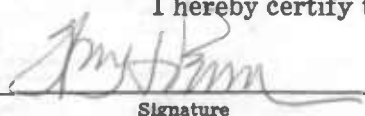
Division of Audits and Accounts

Division or Bureau of Reporting Agency

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

delivered to the Records Dept. on or about 1/10, for disposal as indicated.

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



Signature

Asst. Chief, Div. of Audits & Accts.

Title

2/13/62

Date

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, including Baltimore City

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
Code	Totals for all counties and Baltimore City						
A	Case records	185	7	thru 1955	412	1960	Burning
B	Fiscal records	185	6,11,12	thru 1957	115		
C	Statistical	185	8,9	" 1956	28	"	"
D	General	185	5,10,13,14	thru 1957	11	"	"
					<hr/> 566		

postul 8/11/1961

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

Jimmy Hamm

 Signature

Asst. Chief, Div. of Audits & Accounts

 Title

6/28/61

 Date

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

including Baltimore City

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
Code							
A	Case Records	185	7	thru 1954	411 cu. ft.	1959	Shredding Burning
B	Fiscal records	185	6,11,12	thru 1957	66 cu. ft.	"	"
C	Statistical	185	8,9	thru 1956	13 cu. ft.	"	"
D	General - personnel	185	5,10,13,14	thru 1956	112 cu. ft.	"	"
					602 cu. ft.		

posted 8/31/1961

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

[Handwritten Signature]

Signature

Asst. Chief, Div. of Audits & Accounts

Title

6/28/61

Date

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, including Baltimore City

Division or Bureau of Reporting Agency

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

*posted
8/11/86*

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



Signature

Asst. Chief, Div. of Audits & Accounts

Title

6/28/61

Date

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, including Baltimore City
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
A	Case Records	185	7	1933-1952	323.7	1957	Shredding & Burning
B	Accounting Records	185	11	1934-1954	837.5	1956-57	"
B	Personnel Record Card Account	185	12	1933-1951	.5	1957	"
C	Source Cards	185	8	1937-1953	2	1957	"
C	Statistical Records	185	9	1934-1954	262.5	1957	"
D	Manual Release Letters	185	5	1934-1954	3.8	1957	"
D	Correspondence	185	10	1934-1954	7.6	1957	"
D	Personnel Folders	185	13	1948-1952	1.5	1957	"
D	Personnel Records	185	14	1934-1954	3.4	1957	"
					<hr/> 1,442.5		

*checked
8/31/1961*

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

[Handwritten Signature]

Signature

Asst. Chief, Div. of Audits & Accounts

Title

6/28/61

Date

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

BARRETT SCHOOL FOR GIRLS
Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	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	"
3.	Petty Cash Disbursement Record	286	3	1946 - 1947	1 Volume	2/11/58	"
4.	Cash Sales Ledger	286	4	1952	1 Volume	2/11/58	"
5.	Superintendent's General Corres.	285	11	1934 - 1950	16 Cu. ft.	2/11/58	"
6.	Cottage Population Register	285	5	1953 - 1954	9 Volumes <i>1 cu. ft.</i>	2/11/58	"
7.	Cottage Log Books	285	8	1953 - 1954	9 Volumes <i>1 cu. ft.</i>	2/11/58	"
8.	Accounting Records	285	14	1934 - 1954	36 Cu. ft.	2/11/58	"
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	"
10.	Medical History Record	285	9	1933, '34, '36, '37 & '38	.5 Cu. ft.	2/11/58	"

I hereby certify that the above listed records were disposed of as indicated. *(60 cu. ft.)*

Wenfeel P. ...
Signature

Superintendent
Title

2/13/58
Date

Wenfeel P. ...
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 No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	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 work papers)	46	5	1944-46	2 cu. ft.	"	"
3.	Central Correspondence File (Classified file material	12	1	no dates	44 cu. ft.	"	"
4.	Statistical (grant information	Non-record			4	"	"
5.	4 categories of 8½ x 11 federal forms	Non-record			14 cu. ft.	"	"
6.	Monthly Statistical report of services	186	2		5 cu. ft.	"	"
7.	Report of Distribution of Assistance Grants	186	3		2 cu. ft.	"	"
8.	Monthly Reports of Caseload Coverage	186	4		1 cu. ft.	"	"
9.	Monthly Rep. on Reasons for making grants	186	5		6 cu. ft.	"	"
10.	Summaries of SDPW forms	186	6		1 cu. ft.	"	"
11.	Fed. participation in Adm. Costs	186	7		3 cu. ft.	"	"
12.	Assistance due to unemployment	186	8		1 cu. ft.	"	"
13.	Semi-annual statistical reports	186	9		1 cu. ft.	"	"

(continued on next page)

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

John H. [Signature]
 Signature

Asst Chief Dir. A. x A.
 Title

6/29/57
 Date

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

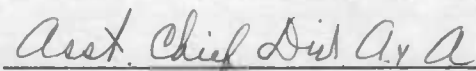
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
14.	Quarterly Population Report	186	10		1 cu. ft.	6/29/57	Sold as waste paper
15.	Monthly Statistical Report of Training School	186	11		2 cu. ft.	"	"
16.	Social Security Reports	186	12		2 cu. ft.	"	"
17.	County estimates, mimeographed material, correspondence				60 cu. ft.	"	"
					65		

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



 Signature



 Title

6/29/57

 Date

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

State Department of Public Welfare

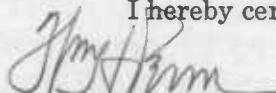
Reporting Agency

Local Welfare Departments

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
A	Case Records	185	7	1933-1955 (1952)	427 Cu. Ft.	1956	Burned
B	Recoveries	185	6)				
B	Accounting Records	185	11)				
B	Personnel Record Card Account	185	12)	1933-1955 (1952)	425 Cu. Ft.	1956	Burned
B	Joint and Trust Account Records	187	1)				
C	Source Cards	185	8)				
C	Statistical Records	185	9)	1933-1956 (1954)	119 Cu. Ft.	1956	Burned
D	Manual Release Letters	185	5)				
D	Correspondence	185	10)				
D	Personnel Folders	185	13)	1933-1955 (1952)	94 Cu. Ft.	1956	Burned
D	Personnel Records	185	14)				
					1065		

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


 Signature

Asst. Chief, Div. Audits & Accts.

Title

1-15-57

Date

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 No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Foster Home Material			no dates	1 $\frac{1}{2}$ cu. ft.	April 7, '56	Sold as waste
2.	Training School Material			no dates	1 $\frac{1}{2}$ cu. ft.	"	paper
3.	Personnel Records			"	"	"	"
4.	Blind records			"	1 $\frac{1}{2}$ cu. ft.	"	"
5.	Audits, work papers, and copies of reports		non-record	"	4 cu. ft.	"	"
6.	Statistical Cards (8 $\frac{1}{2}$ x 11) including form 236-Reason for Making Grants and others	186	5	"	9 cu. ft.	"	"
7.	Civil Defense 707 APTD Levy requests (1949-52)			no dates except those mentioned for levy requests	1 $\frac{1}{2}$ cu. ft.	"	"
8.	Obsolete forms, surplus mimeographed mat.=			"	39 cu. ft.	"	"
9.	Library books, pamphlets, papers, phone books, surplus forms			"	48 cu. ft.	"	"

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


 Signature


 Title

April 7, 1956

Date

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 No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Central Correspondence File	12	1	no dates	50 cu. ft.	7/15/55	sold as waste paper
2.	Licensing agencies			"	14 cu. ft.	"	"
3.	Institutional Financial Reports			"	2 cu. ft.	"	"
4.	form 707 APTD (non-record)			"	4 cu. ft.	"	"
5.	Foster home records			"	4 cu. ft.	"	"
6.	Speech material			"		"	"
7.	Work papers (supervisor of local departments)			"	2 cu. ft.	"	"
					76		

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

John H. ...
 Signature

Asst Chief Dist A. A.
 Title

July 15, 1955
 Date

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

Audits & Accounts

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Monthly Budget Estimates	46	2	1937-1938	1½ Cu. Ft.	10-2-54	Waste
2	Monthly Working Papers	46	4	1939-1942 1946--	1½ " "	10-2-54	"
3	Audit Reports & Work Papers	46	5	1936-1937 1946--	1½ " "	10-2-54	"
4	" " " "	46	5	1933-46	6 " "	10-2-54	"
5	Weekly Reports to F.E.R.A.	61	3	1933-1936	6 " "	9-25-54	"
6	" " " "	61	3	1932-1935	3 " "	10-2-54	"
7	Indigent Hospital Aid	61	4	1928-1938 1944-49	7½ " "	9-25-54	"
8	" " " "	61	4	1928-1945	7½ " "	10-2-54	"
					34½		

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

 Signature

Aud. Chief Sec. A. A.

 Title

10/2/54

 Date

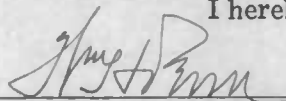
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

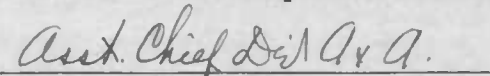
DEPARTMENT OF PUBLIC WELFARE
 Reporting Agency

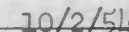
STATISTICS & REPORTING
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Social Data Cards	13	1	1936-1941 ✓	34½ cu.ft.	9-25-54	Waste
2	" " "	13	1	1936-1941	37½ " "	10-2-54	"
3	Individual Hospital History Reports	13	2	1938-1943	1½ " "	9-25-54	"
4	" " " "	13	2	1934-1938 ✓	1½ " "	10-2-54	"
5	Almshouse Study Workpapers	33	1	1939	1½ " "	9-25-54	"
6	Quarterly Statistical Report	33	2	1912-1937 (-129)	7½ " "	10-2-54	"
7	Case Census Study (Workpapers)	33	3	1940	25½ " "	9-25-54	"
8	Application for Emergency Conservation Work	33	4	1934-1935	1½ " "	10-2-54	"

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


 Signature


 Title


 Date

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

DEPARTMENT OF PUBLIC WELFARE
 Reporting Agency

Library
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)		Date of Disposal	Method of Disposal	
		Schedule No.	Item No.						
1	Correspondence	12	1	1933-1939	7½	cu.ft.	9-25-54	Waste	
2	" etc.	12	2-3-4-5		60	" "	9-25-54	" Shredded	
3	"	12	6-7						
4	"	12	1	1933-1939	36	" "	10-2-54	"	
5	Non-record (Miscellaneous)				10	" "	9-25-54	"	
6	" " "				6	" "	10-2-54	"	
7	Distribution Surplus Commodities	34	1	1939-1944	10½	" "	10-2-54	"	
8	C.C.C. (Corr., Applications, Discharges)	34	2	1934-1941 (1937-41)	12	" "	9-25-54	"	
9	" " " " "	34	2	1933-1936 (" "	3	" "	10-2-54	"	
9	W.P.A.	34	4	1933-1935 (1935-36)	3	" "	9-25-54	"	
					148				

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

Jimmy Penn

Signature

Asst Chief Dir. A x A.

Title

10/2/54

Date

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

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	BOY'S SCHOOL RECORD	223	221	Jan. 1907 - Aug 1924	6 Linear Ft.	1/27/56	Bohager & Sons
	INFIRMARY RECORDS	223	2	1895 - 9/1952	6 Linear Ft.	"	"
	SUPERINTENDENT'S GENERAL CORRES.	224	5	1932 - 1945	20 Cu. Feet	"	"
	ACCOUNTING RECORDS	224	6	1932 - 1952	75 Cu. Feet	"	"
	ACCOUNTING RECORDS						
	Payroll	224	7	1932 - 1945	2 Cu. Feet	"	"
	Pay Warrants	224	7	1932 - 1953		"	"
	Receiving Warrants	224	7	1932 - 1953		"	"
	Transmittal Forms E-1 or E-1/2	224	7	1939 - 1953	12 Cu. Feet	"	"
					124 cu. ft.		

*posted to cards
2/20/56*

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

E. J. Miller

 Signature

Superintendent

 Title

1/27/56

 Date

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

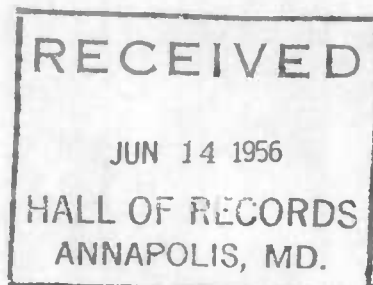
We now have issued instructions and a revised Certificate of Destruction (our Form 50) to the local departments, in line with the plans and schedules worked out with Mr. Caton and approved for use under the new methods of plans for destruction of all types of public records. This was effective February 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 records 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 H
Thomas J. S. Waxter
Director

MPH:S
Encl.



180 cubic feet

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 920 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 20, 1955
(Date)

Elmer Westerfeld
(Director)

Allegany County Welfare Board
(Local department)

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

6 - 21 - 55
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 920 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

8/2/55
(Date)

Amable M. Lewis
(Name)

Treasurer
(Title)

Allegany County Welfare Board
(Local Department)

SDPW #50

DESTRUCTION OF CASE RECORDS

ROUTING		INITIALS
1	NOV 30 1955	
2		
3		
4		
5		

REQUEST 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
(Date)

Esther Halahan
(Director)

Anne Arundel County
(Local department)

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

11/28/55
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 846 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

12/29/55
(Date)

Esther Halahan Director
(Name) (Title)

ANNE ARUNDEL COUNTY WELFARE BOARD
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

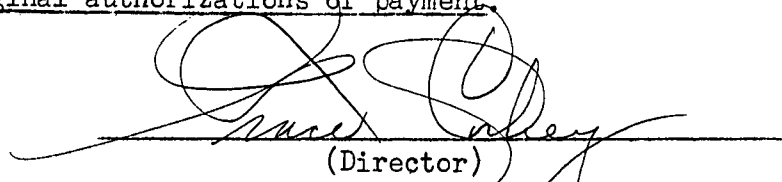
Miss Schauben

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

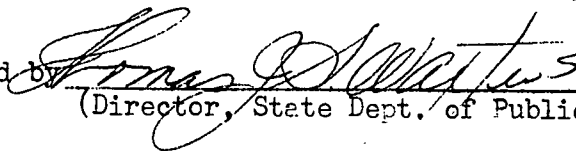
I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and

(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
(Local department)

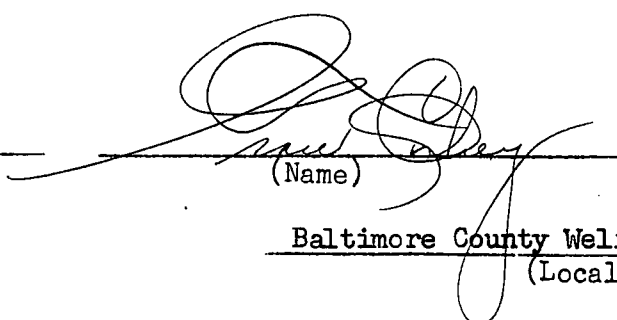
Approved by 
(Director, State Dept. of Public Welfare)

May 9, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 806 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

5/13/55
(Date)


(Name)

Director
(Title)

Baltimore County Welfare Board
(Local Department)

Miss Schenk

SDPW #50

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

(Date)

Elinor J. Marquess

(Director)

Calvert County Welfare Board

(Local department)

Approved by

Donald S. Westers
(Director, State Dept. of Public Welfare)

June 13, 1955

(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 103 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 23, 1955
(Date)

Elinor J. Marquess
(Name)

Director
(Title)

Calvert

(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

Wm. Koelber

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 275 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
(Date)

Wm H. Koelber
(Director)

CARROLL COUNTY WELFARE BOARD
(Local department)

Approved by *James D. Westus*
(Director, State Dept. of Public Welfare)

May 20, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 275 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 21, 1955
(Date)

Wm H. Koelber
(Name)

Director
(Title)

Wm. H. Koelber

Carroll County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 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.

Aug 25, 1955
(Date)

Esie R. Cole
(Director)

Cecil County Welfare Board
(Local department)

Approved by Thomas J. Waste, Jr.
(Director, State Dept. of Public Welfare)

Aug. 29, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 100 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Oct 7, 1955
(Date)

Bertha Francis Finance Officer
(Name) (Title)

Cecil County
(Local Department)

MAY 27 1955

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 250 PUBLIC ASSISTANCE CASE RECORDS
(Aproximate 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 23, 1955
(Date)

James Hampton
(Director)

Dorchester County
(Local department)

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

May 26, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 190 case records, as indicated above, have been
(Aproximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 30, 1955
(Date)

James Hampton
(Name)

Director
(Title)

Dorchester County
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

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 3, 1955

(Date)

George D. Wagner

(Director)

Worker in Charge

Frederick County Welfare Board

(Local department)

Approved by

Thomas J. Masten
(Director, State Dept. of Public Welfare)

May 4, 1955

(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.

June 7, 1955

(Date)

Genevieve J. Barthel

(Name)

Director

(Title)

Frederick County Welfare Board

(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 208 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 6, 1955
(Date)

Robert W. Stemple
(Director)

Garrett County Welfare Board
(Local department)

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

May 9, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 208 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

5-18-55
(Date)

Robert W. Stemple
(Name)

Director
(Title)

Garrett
(Local Department)

Miss Scheidt

SDPW #50

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)

Hewitt Mac
(Director)

Harford County Welfare Board
(Local department)

Approved by *James J. Walters*
(Director, State Dept. of Public Welfare)

December 28, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 187 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

2-3-56
(Date)

Hewitt Mac
(Name)

Director
(Title)

Harford
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

APR 26 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 H. Davis
(Director)

Kent County Welfare Board
(Local department)

Approved by [Signature] April 25, 1955
(Director, State Dept. of Public Welfare) (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
of these records.

Mary H. Davis, Director
(Name) (Title)
Kent County Welfare Board
(Local department)

MAY 27 1955

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST 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
(Date)

Louisa Royer
(Director)

Montgomery County Welfare Board
(Local department)

Approved by *James A. Westers*
(Director, State Dept. of Public Welfare)

May 20, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 145 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6-17-55
(Date)

Louisa Royer
(Name)

Director
(Title)

Montgomery County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

DESTRUCTION OF CASE RECORDS

Miss Edwards

REQUEST TO DESTROY 275 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 8, 1955
(Date)

Virginia Fontaine
(Director)

PRINCE GEORGE'S COUNTY WELFARE BOARD
(Local department)

Approved by *Francis D. Westus*
(Director, State Dept. of Public Welfare)

June 10, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 275 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6/16/55
(Date)

Norman N. Lott, Jr.
(Name)

Finance Officer
(Title)

PRINCE GEORGE'S COUNTY WELFARE BOARD
HYATTSVILLE, MD.
(Local Department)

SDPW #50

DESTRUCTION OF CASE RECORDS

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.

JUN 9 1955

(Date)

Mary A. Morris
(Director)

Queen Anne's County Welfare Board
(Local department)

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

July 5, 1955
(Date)

We also request approval to destroy all B.S.A.&C. #305, Requisition for Assistance; Form 1-B, Financial Data Card; and Form 1-B(revised), Record of Relief Granted. We consider that these are not "fiscal records of assistance granted" or "original authorizations of payment".

CERTIFICATE OF DESTRUCTION

Approved for destruction

I certify that the 200 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

September 29, 1955
(Date)

Mary Ann Massey
(Name)

Finance Officer
(Title)

Queen Anne's County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

RECEIVED
JUL 11 1955

SDPW #50

DESTRUCTION OF CASE RECORDS

St. Mary's Co. Welfare Board

REQUEST TO DESTROY 328 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 6, 1955
(Date)

Elizabeth C. Repp
(Director)

St. Mary's County Welfare Board
(Local department)

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

July 8, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 328 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

7/20/55
(Date)

Elizabeth C. Repp
(Name)

Director
(Title)

St. Mary's County
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 580 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 16, 1955
(Date)

J. Connolly
(Director)
WASHINGTON COUNTY WELFARE BOARD
(Local department)

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

May 17, 1955
(Date)

CERTIFICATE OF DESTRUCTION

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
(Date)

A. L. Spickman
(Name)

Finance Officer
(Title)

WASHINGTON COUNTY WELFARE BOARD
(Local Department)

SDPW #50

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.

6/13/55
(Date)

M. Beatrice Peyer
(Director)

Wicomico County

(Local department)

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

6-13-55 June 14, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 806 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.
(Approximate number)

6/30/55
(Date)

M. Beatrice Peyer
(Name)

Director
(Title)

Wicomico County

(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 112 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 1, 1955
(Date)

[Signature]
(Director)

Worcester County Welfare Board
(Local department)

Approved by *[Signature]*
(Director, State Dept. of Public Welfare)

June 2, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 112 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 28, 1955
(Date)

[Signature]
(Name)

Principal Account Clerk II
(Title)

Worcester County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 12,526 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)

Peter Rogan
(Director)

DPW - Baltimore City
(Local department)

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

May 9, 1955
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 12,526 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.
(Approximate number)

May 20 1955
(Date)

Dominic J. Fleming
(Name)

Division Supervisor
(Title)

Dept of Welfare Balt. City
(Local Department)

Jam - get total
Cookie footage for
these -

Received May 6, 1955

286

170

607

3,525 (1766 case records, 1739 GIS + 2m J material)

98

187

340

274

177

300

223

177

654 (475 NAT)

144

165

411

150

140

59

190

220

126

8,593 = total Case records

8,583 = 80 cu. ft



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

BOARD

W THOMAS KEMP, JR. CHAIRMAN

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

DIRECTOR

THOMAS J. S. WAXTER

May 4, 1955

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.

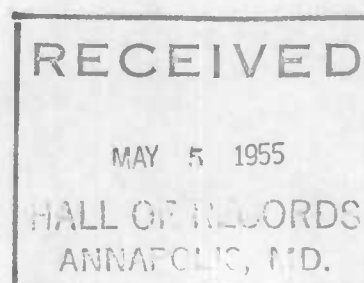
This is in line with our plan approved by the Board of Public Works, as per Mr. McCusker's letter of June 13, 1950.

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
Thomas J. S. Waxter
Director

MPH:S
Encl.



DESTRUCTION OF CASE RECORDS

RECEIVED

MAY 20 1954

Alleg. Co. W. B.

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.

Elinor Westfeld
(Director)

Allegany County Welfare Board
(Local department)

Approved by *Thomas J. S. White*
(Director, State Dept. of Public Welfare)

May 19, 1954
(Date)

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.

Annabelle Chas *Fin. Officer*
(Name) (Title)

Allegany County Welfare Board
(Local department)

JUN 21 1954

REQUEST TO DESTROY 170 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.

6-17-54
(Date)

Mildred Johnson
(Director)

Anne Arundel County Welfare Board
(Local department)

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

June 18, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 170 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.
(Approximate number)

12-28-54
(Date)

Grace French
(Name)

Finance Officer
(Title)

Anne Arundel County
(Local Department)

DESTRUCTION OF CASE RECORDS

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)

Grace O'Leary
(Director)

Baltimore County Welfare Board
(Local department)

Approved by *Samuel H. West*
(Director, State Dept. of Public Welfare)

April 27, 1954
(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, 1954
(Date)

Grace R. O'Leary
(Name)

Director
(Title)

Baltimore County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 3,525 PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)

(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, 1954
(Date)

Arthur Rogers
(Director)

DPW - Baltimore City
(Local department)

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

April 26, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 3525 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
(Date)

Lominie Fleming
(Name)

Dir. Supr. Records
(Title)

Baltimore City Dept of Welfare
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 98 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 30, 1954

(Date)

Elmer J. Marguerra
(Director)

Calvert County Welfare Board
(Local department)

Approved by Samuel J. [Signature]
(Director, State Dept. of Public Welfare)

July 2, 1954

(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 98 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

7-28-54
(Date)

Elmer J. Marguerra
(Name)

Director III
(Title)

Calvert
(Local Department)

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 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.

1-13-55
(Date)

Reuben J. Carter
(Director)

Caroline County Welfare Board
(Local department)

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

1 - 14 - 55
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 187 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.
(Approximate number)

1-26-55
(Date)

Richard Bennett
(Name)

Principal Account Clerk II
(Title)

Caroline County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST 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
(Date)

Wm H. Koelher
(Director)

CARROLL COUNTY WELFARE BOARD
(Local department)

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

April 29, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 340 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

7-7-54
(Date)

Wm H. Koelher
(Name)

Director
(Title)

Carroll County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

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
(Date)

Elsie R. Coles
(Director)

CECILCOUNTY WELFARE BOARD
(Local department)

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

3 - 18 - 55
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 274 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

4/18/55
(Date)

Elsie R. Coles
(Name)

Director
(Title)

Cecil Co Welfare Board
(Local Department)

JUL 1 1954

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 177 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.

6/29/54
(Date)

Elizabeth C. Rapp
(Director)

Charles County Welfare Board
(Local department)

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

June 30, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 174 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

8/20/54
(Date)

Elizabeth C. Rapp
(Name)

Director
(Title)

Charles County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

MAY 27 1954

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.

May 20, 1954
(Date)

James Hampton
(Director)
Dorchester County Welfare Board
(Local department)

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

May 26, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 203 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 3, 1954
(Date)

James Hampton
(Name)

Director
(Title)

Dorchester County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

* 134 Case Records

69 GIS

These are all public assistance records

DESTRUCTION OF CASE 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)

Edigeled Wolge

~~(Director)~~

Worker in Charge

Frederick County Welfare Board

(Local department)

Approved by

Harold J. Walters
(Director, State Dept. of Public Welfare)

January 20, 1955

(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 223 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)

Edigeled Wolge

(Name)

Worker-in-Charge

(Title)

Frederick County Welfare Board

(Local Department)

SDPW #50

DESTRUCTION OF CASE RECORDS

RECEIVED

MAY 5 1954

G. C. W. B.

REQUEST TO DESTROY 177 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 3, 1954
(Date)

Robert W. Stemple
Robert W. Stemple (Director)

Garrett County Welfare Board
(Local department)

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

May 4, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 177 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, 1954
(Date)

Robert W. Stemple
Robert W. Stemple (Name)

(Title)
Director

Garrett County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

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
(Date)

Hewitt Mace
(Director)

Harford County Welfare Board
(Local department)

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

October 14, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 654 (475 NAT) case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

11-8-54
(Date)

Hewitt Mace
(Name)

Director
(Title)

Harford
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 144 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 21, 1954
(Date)

Elizabeth Weathers
(Director)

Howard County Welfare Board
(Local department)

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

June 22, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 144 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Nov. 4, 1954
(Date)

Elizabeth Weathers Director
(Name) (Title)

Howard County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

MAY 17 1954

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 granted and no original authorizations of payment.

May 13, 1954
(Date)

Lillian Egan
(Director)

Montgomery County Welfare Board
(Local department)

Approved by *Thomas J. Walters*
(Director, State Dept. of Public Welfare)

May 14, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 165 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

May 27, 1954
(Date)

Lillian Egan
(Name)

Director
(Title)

Montgomery County Welfare Board
(Local Department)

File
Office of Records
Board of Public Welfare

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 411 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.

7-27-54
(Date)

Virginia Fontaine
(Director)

Prince George's County
(Local department)

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

July 28, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 411 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

AUG 10 1954
(Date)

W. A. Nichols
(Name)

Finance Officer
(Title)

PRINCE GEORGE'S COUNTY WELFARE BOARD

HYATTSVILLE, MD
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

JUN 24 1954

SDPW #50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 150 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.

6-21-54
(Date)

Mary H. Davis
(Director)

Queen Anne's County Welfare Board
(Local department)

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

June 23, 1954
(Date)

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 these records.

7-2-54
(Date)

Mary Ann Marney
(Name)

Finance Officer
(Title)

Queen Anne's County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 140 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.

6/10/54
(Date)

Elizabeth W. Hall
(Director)

Somerset County
(Local department)

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

June 14, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 140 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

July 23, 1954
(Date)

Elizabeth W. Hall
(Name)

Director
(Title)

Somerset County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 59 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.

12/28/54

Emily S. Jump
(Director)

Talbot County Welfare Board
(Local department) ✓

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

CERTIFICATE OF DESTRUCTION

I certify that the 59 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

Jan. 21, 1955

L. Marion Davis Finance Officer
(Name) (Title)

Talbot County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 190 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 20, 1954
(Date)

Catherine Shuplin
(Director)

WASHINGTON COUNTY WELFARE BOARD
(Local department)

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

July 26, 1954
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 190 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

November 18, 1954
(Date)

A. L. Spelman
(Name)

Finance Officer
(Title)

WASHINGTON COUNTY WELFARE BOARD
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 220 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.

7/8/54
(Date)

M Beatrice Pryor
(Director)

Wicomico County
(Local department)

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

July 9, 1954
(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 these records.

7/29/54
(Date)

M Beatrice Pryor
(Name)

Director
(Title)

Wicomico
(Local Department)

SDPW #50

DESTRUCTION OF CASE RECORDS



REQUEST TO DESTROY 126 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, 1954
(Date)

Dorothy G. Quinn
(Director)

Worcester County Welfare Board
(Local department)

Approved by *Samuel A. Secretos*
(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 destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

7-7-54
(Date)

Dorothy G. Quinn
(Name)

Director
(Title)

Worcester Co. Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE



THOMAS J. S. WAXTER
DIRECTOR

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 case records

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.

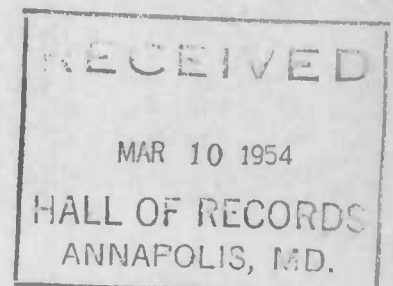
This is in line with our plan approved by the Board of Public Works, as per Mr. McCusker's letter of June 13, 1950.

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
Thomas J. S. Waxter
Director

MPH:S
Encl.



20,000
 84
 250
 60
 115
 125
 120
 202
 230
 81
 56
 199
 473
 143
 390
 608
 842
 74
 204
 205
 320
 160
 225
 230

247 ac ft.

25,346

DESTRUCTION OF CASE RECORDS

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 granted and no original authorizations of payment.

May 19, 1953
(Date)

Elmer Westfield
(Director)

Allegany County Welfare Board
(Local department)

Approved by Robert A. Honick
Acting Director, State Dept. of Public Welfare)

May 20, 1953
(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.

6/30/53
(Date)

Amable Chene Insurance Officer
(Name) (Title)

Allegany County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 608 PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)

File _____
Case # _____
Status _____

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

Mildred Johnson
(Director)

Anne Arundel County Welfare Board
(Local department)

Approved by [Signature]
Acting Director, State Dept. of Public Welfare)

May 27, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 608 case records, as indicated above, have been (Approximate number) destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

6/25/53
(Date)

[Signature] [Signature]
(Name) (Title)

Anne Arundel Co. Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST 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, 1953
(Date)

Grace S. [Signature]
(Director)

Baltimore County Welfare Board
(Local department)

Approved by *[Signature]*
Acting (Director, State Dept. of Public Welfare)

May 1, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 842 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

May 11, 1953
(Date)

Baltimore County Welfare Board Ly Director
(Name) *[Signature]* (Title)
Baltimore County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

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.

Elin J. Marquess
(Director)

Calvert County Welfare Board

(Local department)

Approved by [Signature]
Acting Director, State Dept. of Public Welfare)

May 29, 1953

(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 74 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

6-24-53
(Date)

Elin J. Marquess
(Name)

Director
(Title)

Calvert County
(Local department)

DESTRUCTION OF CASE RECORDS

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.

Burl L Carter
(Director)

Caroline County Welfare Board
(Local department)

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

11-9-53
(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.

Burl L Carter (Name) Director (Title)

Caroline County Welfare Board
(Local department)

SDPW #50

DESTRUCTION OF CASE RECORDS

Update <input type="checkbox"/>	Confir <input type="checkbox"/>	Initial
Information <input type="checkbox"/>	File <input type="checkbox"/>	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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
(Date)

Wm H. Koelher
(Director)

CARROLL COUNTY WELFARE BOARD
(Local department)

Approved by Thomas J. S. [Signature]
(Director, State Dept. of Public Welfare)

July 17, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 205 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.
(Approximate number)

August 26, 1953
(Date)

Wm H. Koelher
(Name)

Director
(Title)

Carroll County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 320 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.

11-3-53
(Date)

Cecil R. Cole
(Director)

CECIL COUNTY WELFARE BOARD ✓
(Local department)

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

11-4-53
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 320 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Dec 29, 1953
(Date)

Bethel W. Francis
(Name)

Finance Officer
(Title)

Cecil County
(Local Department)

DESTRUCTION OF CASE RECORDS

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.

Elizabeth C. Bopp
(Director)

Charles County Welfare Board
(Local department)

Approved by James J. S. Wente Jr
(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.

Michael P. Ham Finance Officer
(Name) (Title)

Charles County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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)

James Hampton
(Director)

Dorchester County Welfare Board
(Local department)

Approved by Charles J. Smith
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 destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

6/30/53
(Date)

James Hampton Director
(Name) (Title)

Dorchester County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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)

J. Connelly
(Director)
Frederick County Welfare Board
(Local department)

Approved by [Signature]
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)

J. Connelly
(Name)

Director
(Title)

Frederick County Welfare Board
(Local Department)

RECEIVED

SDPW #50

DESTRUCTION OF CASE RECORDS

JUN 26 1953

202

G. C. W. B

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.

May 12, 1953
(Date)

Robert W. Stemple
Robert W. Stemple
(Director)

Garrett County Welfare Board
(Local department)

Approved by [Signature]
Acting (Director, State Dept. of Public Welfare)

May 14, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 200* case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

July 17, 1953
(Date)

Robert W. Stemple
Robert W. Stemple
(Name)

Director
(Title)

Garrett County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

*Two case records for which permission to burn had been given were withdrawn after June 26, 1953, because of applications received from two persons whose records were scheduled for destruction.

DESTRUCTION OF CASE RECORDS

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.

Hewitt Mace
(Director)

Harford County Welfare Board
(Local department)

Approved by James J. Walters
(Director, State Dept. of Public Welfare)
1-18-54

November 18, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 230 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

March 8, 1954
(Date)

Hewitt Mace
(Name)

Director
(Title)

Harford County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 81 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, 1953
(Date)

E. Marshall
(Director)

Howard County Welfare Board
(Local department)

Approved by *[Signature]*
Acting Director, State Dept. of Public Welfare)

May 20, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 73 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6/23/53
(Date)

E. Marshall Director
(Name) (Title)

Howard County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

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.

Margaret R. Massey
(Director)

Kent County Welfare Board
(Local department)

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

May 6, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 56 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 17-1953
(Date)

Margaret R. Massey Director
(Name) (Title)

Kent County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 199 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.

5/20/53
(Date)

William P. [Signature]
(Director)

Montgomery County Welfare Board
(Local department)

Approved by *[Signature]*
Acting Director, State Dept. of Public Welfare)

May 21, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 199 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

May 27, 1953
(Date)

William P. [Signature]
(Name)

Director
(Title)

Montgomery County Welfare Board
(Local Department)

NOV 10 1953

~~JUL 21 1953~~

SDPW #50

DESTRUCTION OF CASE RECORDS

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.

Virginia Fontaine
(Director)

Prince George's County Welfare Board
(Local department)

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

11-9-53
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 473 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

NOV 11 1953

William A. Nichols Executive Officer
(Name) (Title)

PRINCE GEORGE'S COUNTY WELFARE BOARD
HYATTSVILLE MD
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 143 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 27, 1953
date

Mary H. Davis
(Director)

Queen Anne's County Welfare Board
(Local department)

Approved by [Signature]
Acting (Director, State Dept. of Public Welfare)

May 29, 1953
date

CERTIFICATE OF DESTRUCTION

I certify that the 143 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6-24-53 (Date) Mary H. Davis (Name) Director (Title)

Queen Anne's County Welfare Board
(Local department)

SDPW #50

DESTRUCTION OF CASE RECORDS

1			
3			

REQUEST TO DESTROY 120 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.

7/20/53
(Date)

Elyaher C. Rapp
(Director)

St. Mary's County
(Local department)

Approved by Harold J. S. [Signature]
(Director, State Dept. of Public Welfare)

7/22/53
(Date)

RECEIVED

JUL 23 1953

CERTIFICATE OF DESTRUCTION

I certify that the 120 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

St. Mary's Co. Welfare Board

10/27/53
(Date)

Mary Jane Alvey
(Name)

Finance Officer
(Title)

St. Mary's
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

REQUEST 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
(Date)

E. Albert W. Hall
(Director)

Somerset County Welfare Board ✓
(Local department)

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

10/26/53
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 125 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

11-18-53
(Date)

E. Albert W. Hall
(Name)

Director
(Title)

Somerset County
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 115 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 8, 1953
(Date)

Dorothy S. Jump
(Director)

Talbot County Welfare Board
(Local department)

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

10-9-53
(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)

Dorothy S. Jump
(Name)

Director
(Title)

Talbot County Welfare Board
(Local Department)

SDPW #50

DESTRUCTION OF CASE RECORDS



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)

Catherine Shirley
(Director)

WASHINGTON COUNTY WELFARE BOARD
(Local department)

Approved by Thomas J. S. Waster 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
(Date)

G. L. Spishman
(Name)

Finance Officer
(Title)

WASHINGTON COUNTY WELFARE BOARD
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

DESTRUCTION OF CASE RECORDS

REQUEST 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 (Date) M. Beatrice Ryan (Director)

Wicomico County
(Local department)

Approved by [Signature] June 9, 1953
Acting Director, State Dept. of Public Welfare) (Date)

CERTIFICATE OF DESTRUCTION

I certify that the 250 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6/12/53 (Date) M. Beatrice Ryan (Name) Director (Title)

Wicomico County
(Local Department)

SDPW #50



DESTRUCTION OF CASE RECORDS

REQUEST

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)

[Signature]
(Director)

Worcester County Welfare Board
(Local department)

Approved by *[Signature]*
Acting Director, State Dept. of Public Welfare)

May 29, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 84 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 25, 1953
(Date)

[Signature]
(Name)

Director
(Title)

Worcester County Welfare Board
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE

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
(Date)

Thomas A. Smith
(Director)

Department of Welfare-Baltimore City
(Local department)

Approved by [Signature]
Acting Director, State Dept. of Public Welfare)

May 27, 1953
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 20,000 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.
(Approximate number)

Aug 12, 1953
(Date)

Lomina J. Fleming
(Name)

Dir. Supv. Ins. + Prop. Div.
(Title)

Department of Welfare - Baltimore City
(Local Department)

TO BE FILLED OUT IN QUADRUPPLICATE



J. MILTON PATTERSON
DIRECTOR

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

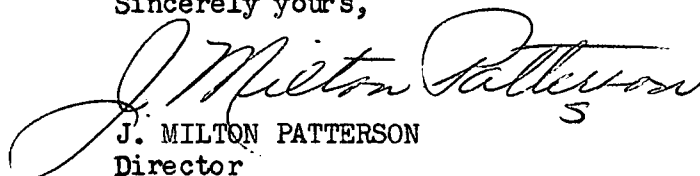
Dear Mr. Skordas:

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

C
O
P
Y

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 In-
cinerator and their destruction was witnessed by Mr. Childrey.

Sincerely yours,

/s/ T. J. Waxter

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



J. MILTON PATTERSON
DIRECTOR

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

September 11, 1952

STATE 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

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
J. MILTON PATTERSON
Director

MPH:S
Encl.

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 884 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.

Elinor Westerfeld
(Director)

Date 5-22-52

Allegany County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 884 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

Elinor Westerfeld
Elinor Westerfeld (Name) Director (Title)

Date June 26, 1952

ALLEGANY COUNTY WELFARE BOARD
(Local department)

DESTRUCTION OF CASE RECORDS

REC'D JUN 4 1952

REQUEST TO DESTROY 1,060 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.

Mildred Johnson
(Director)

ANNE ARUNDEL COUNTY WELFARE BOARD
(Local department)

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

June 30-1952
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 1060 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Mildred Johnson Director
(Name) (Title)

June 30-1952
(Date)

(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 407 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 29, 1952
(Date)

Frank C. [Signature]
(Director)

Baltimore County Welfare Board
(Local department)

Approved by *J. M. [Signature]*
(Director, State Dept. of Public Welfare)

June 3, 1952
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 407 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 20, 1952
(Date)

Frank C. [Signature]
(Name)

Director
(Title)

Baltimore County Welfare Board
(Local Department)

Hawlett

DESTRUCTION OF CASE RECORDS

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
(Date)

Elnora J. Marquess
(Director)

Calvert County
(Local department)

Approved by *J. Milton Patterson*
(Director, State Dept. of Public Welfare)

CERTIFICATE OF DESTRUCTION

I certify that the 146 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6-25-52
(Date)

Elnora J. Marquess
(Name)

Director
(Title)

Calvert County
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 222 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.

Beulah L Carter
(Director)

Date 5-22-52

Caroline County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 222 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Date 6/13/52

Beulah L Carter Director
(Name) (Title)

Caroline Co. Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 183 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 8, 1952
(Date)

Wm H. Koelber
(Director)
Wm. H. Koelber
Carroll County Welfare Board
(Local department)

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

5-12-52
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 183 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6/30/52
(Date)

Wm H. Koelber
(Name)

Director
(Title)

Carroll Co. Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

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.

5/28/52
(Date)

Elmer R. Coe
(Director)

Cecil County Welfare Board
(Local department)

Approved by J. M. [Signature]
(Director, State Dept. of Public Welfare)

June 3, 1952
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 500 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6/6/52
(Date)

Bertha W. Francis
(Name)

Principal II
(Title)

Cecil Co. Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 44 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 23, 1952
(Date)

Charles E. Skone
(Director)

CHARLES COUNTY WELFARE BOARD,
La Plata,
Maryland, (Local department)

Approved by *J. Melton Talley* _____
(Director, State Dept. of Public Welfare) (Date)

CERTIFICATE OF DESTRUCTION

I certify that the 44 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

July 11, 1952
(Date)

Mildred E. Skone
(Mrs.) Mildred E. Skone

Finance Officer
(Title)

Charles County Welfare Board
(Local Department)

MAY 29 1952

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 220 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.

James Hampton
(Director)

Dorchester County
(Local department)

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

5-28-52
(Date)

CERTIFICATE OF DESTRUCTION

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

James Hampton Director
(Name) (Title)

Dorchester County
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 126 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 J. Connolly
(Director)

Frederick County Welfare Board

(Local department)

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

June 3, 1952
(Date)

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)

Francis J. Connolly Director
(Name) (Title)

Frederick County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST 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 7, 1962
(Date)

Robert W. Stemple
(Director)
Garrett County Welfare Board
(Local department)

Approved by J. Milton Patterson
(Director, State Dept. of Public Welfare) (Date)

CERTIFICATE OF DESTRUCTION

I certify that the 201 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 27, 1962
(Date)

Robert W. Stemple Director
(Name) (Title)
Garrett County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 631 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.

Henrietta F. Mace
(Director)

Harford
(Local department)

Approved by J. Milton Patterson
(Director, State Dept. of Public Welfare) 5

June 3, 1952
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 631 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Henrietta F. Mace Director
(Name) (Title)

June 12, 1952
(Date)

Harford
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 47 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.

5/26/52
(Date)

Elizabeth Washburn
(Director)

Howard County Welfare Board
(Local department)

Approved by J. M. [Signature]
(Director, State Dept. of Public Welfare)

5-28-52
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 46 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 25, 1952
(Date)

Elizabeth Washburn
(Name)

Director
(Title)

Howard County Welfare Board
(Local Department)

DESTRUCTION OF CASE RECORDS

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. Massey
(Director)

Kent County Welfare Board
(Local department)

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

May 19, 1952
(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.

Margaret R. Massey Director
(Name) (Title)

June 11, 1952
(Date)

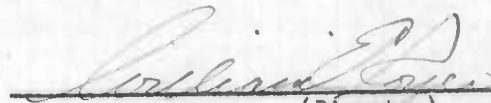
Kent County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 977 PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)

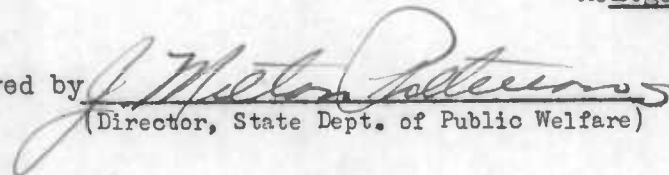
I certify: (1) That these are records of cases with which the local department has had no contact relative to public assistance for five (5) years or more; and

(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 
(Director, State Dept. of Public Welfare)

June 3, 1952
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 977 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.


William E. Royer _____ Director
(Name) (Title)

Montgomery County Welfare Board
(Local department)

TO BE FILLED OUT IN QUADRUPLICATE

June 25, 1952
(Date)

Newlett

DESTRUCTION OF CASE RECORDS

REC'D. JUN 4 1952	
WORKER	
ACTION	DA
NO. RECD.	
VIEW	
PHONE	

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.

Virginia Fontaine

Acting (Director)
(Miss) Virginia Fontaine

Prince George's County Welfare
(Local department)

Approved by *J. Milton Patterson*
(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 destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

William G. Nichols
(Name)

Finance Officer
(Title)

JUN 27 1952
(Date)

Prince George's County Welfare
(Local department)

JUN 4 1952

DESTRUCTION OF CASE RECORDS

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 H. Davis
(Director)

Queen Anne's County Welfare Board
(Local department)

Approved by J. Milton Peterson _____
(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 destruction of
of these records.

June 27, 1952 _____ Mary H. Davis _____ Director
(Date) (Name) (Title)
Queen Anne's County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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.

5/16/52
(Date)

Elizabeth Lambert
(Director) *Mary Jane Alvey*

St. Mary's County
(Local department)

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

May 19, 1952
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 147 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6/30/52
(Date)

Mary Jane Alvey Finance Officer
(Name) (Title)
St. Mary's County
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST 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
(Date)

E. Leta W. Hall
(Director)

Somerset County
(Local department)

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

5-29-52
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 201 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 26, 1952
(Date)

E. Leta W. Hall
(Name)

Director
(Title)

Somerset
(Local Department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 111 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 29, 1952
(Date)

Dorothy J. Jump
(Director)

Talbot County Welfare Board
(Local department)

Approved by *J. Milton Patterson*
(Director, State Dept. of Public Welfare)

June 3, 1952
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 111 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
(Date)

Dorothy J. Jump
(Name)

Director
(Title)

Talbot Co. Welfare Board,
(Local Department)

SDPW #50

DESTRUCTION OF CASE RECORDS

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
(Date)

Catherine Shipley
(Director)

WASHINGTON COUNTY WELFARE BOARD
(Local department)

Approved by

J. Milton Patterson
(Director, State Dept. of Public Welfare)

(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 230 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

JUNE 17, 1952
(Date)

A. L. Spilman
(Name)

FINANCE OFFICER
(Title)

WASHINGTON COUNTY WELFARE BOARD
(Local Department)

TO BE FILLED OUT IN QUADRUPLICATE

DESTRUCTION OF CASE RECORDS

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. Beatrice Peyer
(Director)

5-23-52
(Date)

Wicomico County
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 300 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6/3/52
(Date)

M. Beatrice Peyer Director
(Name) (Title)

Wicomico County
(Local department)

DESTRUCTION OF CASE RECORDS



REQUEST TO DESTROY 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.

5/21/52
(Date)

Dorothy Shure
(Director)

Worcester County Welfare Board
(Local department)

Approved by *J. Milton Peterson*
(Director, State Dept. of Public Welfare)

5-22-52
(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 84 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

June 30, 1952
(Date)

Dorothy Shure
(Name)

Director
(Title)

Worcester County Welfare Board
(Local Department)

Inactive Public Assistance Case Records Destroyed
by the County Welfare Boards - Fiscal Year 1950

Allegany	2,755	Baltimore Co.	6,000
Anne arundel	4,450		
Calvert	1,125		
Caroline	1,810		
Carroll	2,490	Total	65,396
Cecil	3,910		
Charles	278		
Dorchester	3,450		
Frederick	4,550		
Garrett	3,272		
Harford	2,100		
Howard	1,362		
Kent	650		
Montgomery	2,500		
Prince George's	6,122		
Queen Anne's	1,858		
St. Mary's	1,701		
Somerset	3,800		
Talbot	1,336		
Washington	570		
Wicomico	6,500		
Worcester	2,807		



J. MILTON PATTERSON
DIRECTOR

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

July 19, 1951

STATE BOARD

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,

J. Milton Patterson u
J. MILTON PATTERSON
Director

MPH:S
Encl.

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.

Edwin Westfeld
(Director)

Allegany County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 10,100 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

[Signature]
(Name) (Title)

[Signature]
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 245 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)

Approved by J. M. Patterson
(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.

Wm H. Koelber Director
(Name) (Title)
Carroll County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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.

Raymond Crawford
(Director)

Charles County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 326 case records, as indicated above, have been
(Approximate number)
destroyed beyond recognition by burning; and that I witnessed the destruction of
of these records.

Raymond Crawford Acting Director
(Name) (Title)

Charles County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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 J. Connelly
(Director)

Frederick County Welfare Board
(Local department)

Approved by Milt Pallas
(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 J. Connelly Director
(Name) (Title)

Frederick County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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.

Ruth C. Keller
(Director) Worker-in-Charge

Garrett County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 258 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Ruth C. Keller WORKER-IN-CHARGE
(Name) (Title)
Garrett County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 45 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 5, 1951
(Date)

Elihu Marshall
(Director)

Howard County Welfare Board
(Local department)

Approved by

[Signature]
(Director, State Dept. of Public Welfare)

(Date)

CERTIFICATE OF DESTRUCTION

I certify that the 45 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

6-21-51
(Date)

Elihu Marshall Director
(Name) (Title)

HOWARD COUNTY WELFARE BOARD
(Local Department)
ELICOTT CITY, MD.

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 425 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. Davis
(Director) *MD*

Queen Anne's County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 425 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

Mary H. Davis Director
(Name) (Title)

Queen Anne's County Welfare Board
(Local department)

JUN 27 1951

DESTRUCTION OF CASE RECORDS

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.

Elizabeth Lusk

 (Director)
Mary Jane Almy

St. Mary's County

 (Local department)

Approved by *J. Milton Peterson*

 (Director, State Dept. of Public Welfare)

CERTIFICATE OF DESTRUCTION

I certify that the 92 case records, as indicated above, have been
 (Approximate number)
 destroyed beyond recognition by burning; and that I witnessed the destruction of
 of these records.

Mary Jane Almy *Public Affairs*

 (Name) (Title)
St. Mary's County

 (Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 5,000 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 29, 1951
(Date)

Carroll A. Spivey
(Director)

WASHINGTON COUNTY WELFARE BOARD
(Local department)

Approved by *John L. ...*
(Director, State Dept, of Public Welfare) (Date)

CERTIFICATE OF DESTRUCTION

I certify that the 5,000 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.
(Approximate number)

June 27, 1951
(Date)

A. L. Spivey
(Name)

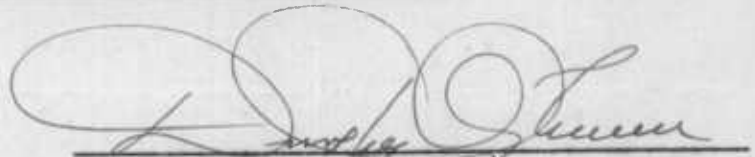
Finance Officer
(Title)

WASHINGTON COUNTY WELFARE BOARD
(Local Department)

DESTRUCTION OF CASE RECORDS

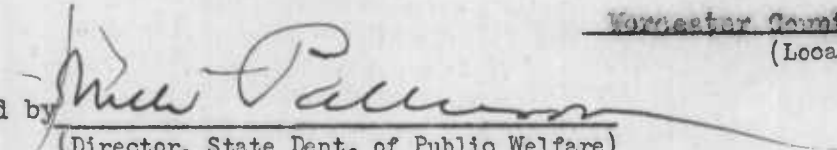
REQUEST TO DESTROY 114 PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)

- 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.



 (Director)

Worcester County Welfare Board
 (Local department)

Approved by 

 (Director, State Dept. of Public Welfare)

CERTIFICATE OF DESTRUCTION

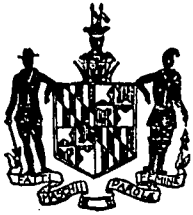
I certify that the 114 case records, as indicated above, have been
 (Approximate number)
 destroyed beyond recognition by burning; and that I witnessed the destruction of
 of these records.



 (Name) Director

 (Title)

Worcester County Welfare Board
 (Local department)



J. MILTON PATTERSON
DIRECTOR

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

May 1, 1951

STATE BOARD

LEE L. DOPKIN
WILLIAM L. GALVIN
JAMES M. HEBRON
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:

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,

J. Milton Patterson
J. Milton Patterson
Director

MPH:bm

Attached

Rec'd 9/18/50

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 6000 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.

Paul Gray
(Director)

Baltimore County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

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

Elizabeth S. Pochman *Principal Account Clerk II*
(Name) (Title)

Baltimore County Welfare Board
(Local department)



J. MILTON PATTERSON
DIRECTOR

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

January 12, 1951

STATE BOARD

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

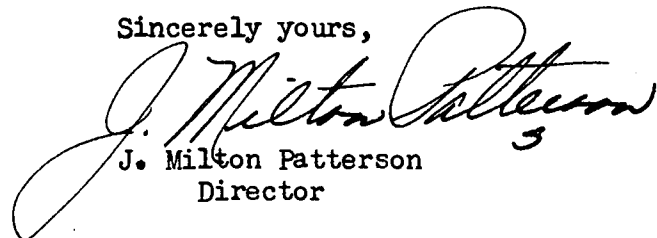
Dear Doctor Radoff:

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

DESTRUCTION OF CASE RECORDS

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.

Edna Westergaard
(Director)

Allegany County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 2695 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. 14, 1950

Annabell Lane Treasurer
(Name) (Title)

Allegany County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST 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.

Mildred Johnson
(Director) *gt.*

ANNE ARUNDEL COUNTY WELFARE BOARD
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 4,450 (*) case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

* (1,100 - 12-1-50
(3,350 - 12-13-50
Date

Mildred Johnson Director
Gene French Finance Officer
(Name) (Title)

ANNE ARUNDEL COUNTY WELFARE BOARD
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 1125 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.

Elinor J. Marguess
(Director)

Calvert County
(Local department)

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

9/5/50

CERTIFICATE OF DESTRUCTION

I certify that the 1125 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

12-11-50
Date

Elinor J. Marguess
(Name)

Director
(Title)

Calvert County
(Local department)

DESTRUCTION OF CASE RECORDS

SEP 20 1950

REQUEST TO DESTROY 1,810 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.

Bessie L Carter
(Director)

Caroline County Welfare Board
(Local department)

Approved by [Signature]
(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
Date

Bessie L Carter Director
(Name) (Title)

Caroline County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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. Koehler
(Director)

Carroll County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 2490 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

10-6-50

Wm H. Koehler Director
(Name) (Title)

Carroll County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 3,910 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.

Elsie R. Cole
(Director)

CECIL COUNTY WELFARE BOARD
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 3,910 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. 9, 1951
(Date)

Elsie R. Cole Director
(Name) (Title)

CECIL COUNTY WELFARE BOARD
(Local department)

DESTRUCTION OF CASE RECORDS

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.

Pat G. Hayes
(Director)

Charles County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 287 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

11-22-50
(Date)

Pat G. Hayes Director
(Name) (Title)

Charles County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 3450 PUBLIC ASSISTANCE CASE RECORDS
(Approximate number)

SEP 13 1950

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
(Director)

Dorchester County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 3450 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Nov. 1 1950
DATE

James Hampton Director
(Name) (Title)

Dorchester County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

SEP 29 1950

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.

James J. Connolly
(Director)

Frederick County Welfare Board
(Local department)

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

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
Date

James J. Connolly Director
(Name) (Title)

Frederick County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

DEC 27 1950

REQUEST TO DESTROY 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) years or more; and
- (2) That the case records contain no fiscal records of assistance granted and no original authorizations of payment.

Ruth C. Keller
(Director) ~~Worker-in-Charge~~

Garrett County Welfare Board

(Local department)

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

12-21-50

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.

December 28, 1950
Date

Ruth C. Keller Worker-in-Charge
(Name) (Title)

Garrett County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 2100 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.

Henrietta Thace
(Director)

Harford County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 2100 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

Pauline Lewis Finance Officer
(Name) (Title)

Harford Co. Welfare Board
(Local department)

12-13-50

OCT 3 1950

SDPW #50

DESTRUCTION OF CASE RECORDS

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.

Elisha Marshall
(Director)

Howard County Welfare Board
(Local department)

Approved by [Signature]
(Director, State 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
Date

Elisha Marshall Director
(Name) (Title)

HOWARD COUNTY WELFARE BOARD
ELICOTT CITY, MD.
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 650 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. Massey
(Director)

Kent County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 650 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

September 26, 1950
Date

Margaret R. Massey Director
(Name) (Title)

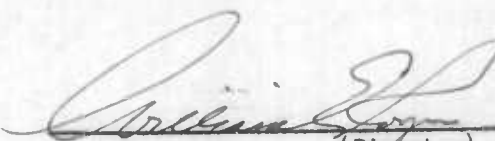
Kent County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

NOV 14 1950

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

I certify that the 2500 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of these records.

12-8-50
(Date)

 Director
(Name) (Title)

Montgomery County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

REC'D SEP 18 1950	
WORKER	DATE
ACTION	
NO REP REQ	
INTERV	
LETTER	
PHONE	

REQUEST TO DESTROY 6,122 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.

E. Susan Hendricks.
(Director)

Prince George's County Welfare Board
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 6,122 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction 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 destroy the records.

E. Susan Hendricks, Director
Nancy E. Fleming, Office Manager
(Name) (Title)

Prince George's County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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. Davis
(Director)

Queen Anne's County Welfare Board
(Local department)

Approved by [Signature]
(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
DATE

Mary H. Davis Director
(Name) (Title)
Queen Anne Co. Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS

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 Pauls Lord
(Director)
per Leonard F. Buwell.

ST. MARY'S COUNTY WELFARE BOARD
(Local department)

Approved by W. T. Faure
(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

Mary Jane Almy Finance Officer
(Name) (Title)

St. Mary's County

(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 3800 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.

Charles W. Hall
(Director)

SOMERSET
(Local department)

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

CERTIFICATE OF DESTRUCTION

I certify that the 3800 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.
(Date)

Charles W. Hall Director
(Name) (Title)

Somerset
(Local department)

DESTRUCTION OF CASE RECORDS

REQUEST TO DESTROY 1336 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.

Dwight D. Jump
(Director)

Talbot County Welfare Board
(Local department)

Approved by *J. Milton Patterson*
(Director, State Dept. of Public Welfare)

CERTIFICATE OF DESTRUCTION

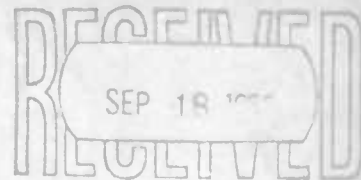
I certify that the 1336 case records, as indicated above, have been destroyed beyond recognition by burning; and that I witnessed the destruction of of these records.

Nov. 6, 1950

Dwight D. Jump Sr. Worker-in-Charge
(Name) (Title)

Talbot County Welfare Board
(Local department)

DESTRUCTION OF CASE RECORDS



REQUEST TO DESTROY 570 PUBLIC ASSISTANCE CASE RECORDS WASHINGTON COUNTY WELFARE BOARD
(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.

Arthur H. Taylor
(Director)

WASHINGTON COUNTY WELFARE BOARD
(Local department)

Approved by *Arthur H. Taylor*
(Director, State Dept. of Public Welfare)

CERTIFICATE OF DESTRUCTION

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

A. Louise Speelman Finance Officer
(Name) (Title)

WASHINGTON COUNTY WELFARE BOARD
(Local department)

DESTRUCTION OF CASE RECORDS

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. Beatrice Papp
(Director)

Wicomico County

(Local department)

Approved by J. H. Talley
(Director, 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.

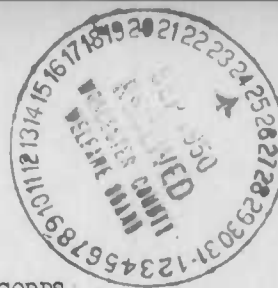
M. Beatrice Papp Director
(Name) (Title)

Wicomico County

(Local department)

10/5/50

DESTRUCTION OF CASE RECORDS



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.



 (Director)

WORCESTER COUNTY WELFARE BOARD
 (Local department)

Approved by 

 (Director, State Dept. of Public Welfare) S

CERTIFICATE OF DESTRUCTION

I certify that the 2807 case records, as indicated above, have been
 (Approximate number)
 destroyed beyond recognition by burning; and that I witnessed the dostruction of
 of these records.

September 28, 1950

 Date



 (Name) Director
 (Title)

Worcester County Welfare Board
 (Local department)

C O P Y

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

August 2, 1949

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

SECTION I

Request for Information Service Application Made

Date.....

Date.....

Specify category (see reverse for classification)

1. Name
2. Case number
3. Address
4. Race
5. Number of persons on whose behalf application is made
6. New to agency (not currently receiving service) Yes; No.....
- a. If "No," specify other types of service being received
- b. Give case number, if different

Signed.....
(WORKER)

SECTION II

1. Application disposed of on (give date)
2. Type of action taken:
- a. Grant made
- (1) Number of persons eligible for this category of assistance
- (2) Reason for making grant
- b. Home licensed
- (1) Number of children home is licensed to care for - capacity
- (2) Number of children in home
- c. Home registered
- d. Child placed
- (1) Birthdate of child
- (2) Name of foster mother Case number
- (3) Accepted for long-time foster care
- (4) Accepted for temporary foster care
- (5) Marital status of parents (specify)
- (6) If placed in boarding home, month of first payment
- (7) Type of living arrangement to be effective (specify)
- e. Accepted for other continuing service
- (1) Type of living arrangement of children in cases accepted for a continuing service (specify)
- f. Certified and terminated
- g. Otherwise disposed of (includes service completed or terminated)
- (1) Reason for not making a grant, if an application for assistance
- h. Applicant found eligible for assistance but funds not available for making grant
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 agency 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

