



CERTIFICATE OF RECORDS DISPOSAL

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

The Maryland-National Capital
 Park and Planning Commission

Reporting Agency

Office of the Executive Director

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	Minute Books - Hard copy only. Records have been micro-filmed. The microfilm will, hereafter, be the official copy, replacing the hard copy.	499	4	Full Commission, 5/23/27 - 6/14/72 MCPB, 6/19/57 - 7/27/72 PGCPB 6/19/57 - 8/22/72	22 cu. ft.	8/20/73	Burning

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



 Signature

EXECUTIVE DIRECTOR

 Title

8/20/73

 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	Administrative Accounting Rec. (Golf Course Daily Income Reports)	294	3	1947-54	2 Cu. Ft.	All	By burning
2	Administrative Accounting Rec. A. Refund tax on motor vehicle fuel--Bi-County. B. Social Security Reports	294	3	A. 1950-59 B. 1956-61	1/16 Cu. Ft.	records disposed	
3	Administrative Accounting Rec. (Comparative Analysis of Funds.)	294	3	5/59-4/63	1/16 Cu. Ft.	of Aug.	
4	Administrative Accounting Rec. (Duplicate Vouchers--Mont.Co.)	294	3 (5)	1943	2 Cu. Ft.	1969	
5	Budget & Working Papers (Working Papers)	294	4	1963-64	1 Folder		
6	Budget & Working Papers (Proposed & Adopted)	294	4	1964-67 1956-60	4 Cu. Ft.		
7	Budget & Working Papers (Bound Booklet Sets of Actual Budgets)	294	4	1954-66	2 Cu. Ft.		

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

Thomas A. Bergson
Signature

Secretary-Treasurer
Title

8/8/69
Date

294/3-
294/4-

4.5
6

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

Division or Bureau of Reporting Agency

1. 1.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Correspondence (Duplicates of Zoning Amend- ments & Petitions--Mont. Co. Originals retained in office of Planning Department.) A-75--A-888, A-3567--A-3730, B-300--B-360, C-186--C-321, C-476--C-550, C-701--C-789, C-881--C-1450, E-1--E-940.	294	11	5/45-4-52 (A) 1960 (A) 9/55-3/56 (B) 1959-1964 (C) 1965-1966 (E)	51 Cu. Ft.	ALL RECORDS DISPOSED OF	BY BURNING
2	General Correspondence (Duplicates of Zoning Amend- ments & Petitions--P.G. Co. Originals retained in office of Planning Department.) A-1471--A-1860, A-2240-- A-2415, A-3731--A-3920, A-4626-A-4799, A-4971-- A-5650, A-6200--A-7098.	294	11	50-51, 53-54, 60-61, 63-66	20 Cu. Ft.	AUGUST, 1969	

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

Thomas A. Bungen

Signature

Secretary-Treasurer

Title

7/10/69

Date

2-58/10 - 71

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDMaryland - National Capital Park & Planning Commission
Reporting Agency~~Secretary-Treasurer~~
Division or Bureau of Reporting Agency

1. 1.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Administrative Accounting Rec. (Check Stubs & Canceled Checks)	294	3 (1)	5/57-4/58 59-60	7 Cu. Ft.	ALL	
2	Administrative Accounting Rec. (Vouchers Mont. Co.)	294	3 (5)	9/57-10/59 5/60-4/62 5/63-2/64-10/64	18 Cu. Ft.	RECORDS	
3	Administrative Accounting Rec.	294	3 (5)	5/55-4/56 5/59-8/61 5/62-10/62 11/63-4/64 11/64-4/65	12 1/2 Cu. Ft.	DISPOSED	
4	Time Sheets (By Project & Park)	294	6	57-58	1 Cu. Ft.	OF	BY BURNING
5	Time Sheets	294	6	1/63-1/64	2 Cu. Ft.	AUGUST, 1969	

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

Thomas A. Bangor
Signature

Secretary - Treasurer
Title

8/1/69
7/10/69
Date

294/3 - 38.

294/6 - 3

CERTIFICATE OF RECORDS DISPOSAL

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

Maryland-National Capital Park & Planning Commission
Reporting Agency

Secretary-Treasurer
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	Administrative Accounting Records (Check Stubs & Canceled Checks)	294	3 (1)	1954-Apr, '58 1961-Oct. '62 1964-1965	22 Cu. Ft.	ALL RECORDS DISPOSED OF AUGUST, 1969	BY BURNING
2	Administrative Accounting Rec. (Reconciliation Sheets)	294	3 (2)	1954	1 Cu. Ft.		
3	Administrative Accounting Rec. (Bank Deposit Slips)	294	3 (3)	May 64 Dec. 65	2 Cu. Ft.		
4	Administrative Accounting Rec. (Vouchers P.G. Co.)	294	3 (5)	5/35-4/37 5/56-4/59 9/61-4/62 11/62-4/63 5/63-10/63 5/64-10/64 5/65-5/66	19 Cu. Ft.		
	Administrative Accounting Rec. (Invoices Mont. Co.)	294	3 (5)	6/34-4/35 5/37-40	6 Cu. Ft.		
	Administrative Accounting Rec. (Vouchers Mont. Co.)	294	3 (5)	1954, 5-10/55 5/56-4/60 5/62-10/62 3-6/64, 11/64 5/66	25 Cu. Ft.		

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

James A. Bury
Signature

Secretary-Treasurer
Title

[A/8/69]
7/10/69
Date

294/3 — 73

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDMaryland-National Capital Park & Planning Commission
Reporting AgencySecretary-Treasurer
Division or Bureau of Reporting Agency

1. 1.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Time Sheets	294	6	1930-1945 4/56-58	15 Cu. Ft.		
	Gasoline Use Books	294	10	59-60, 61-63, 65	2 Large Envelopes		
	General Correspondence File (Secretary's file)	294	11	5/1/62-2/17/64 52, 57	4 Cu. Ft.	All	
	General Correspondence File (Secretary's file+Exec. Dir.)	294	11	1962	2 Cu. Ft.	records	BY BURNING
	Reservation Correspondence	297	1	50-51	2 Cu. Ft.	disposed	
						of	
						August	
						1969	

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

Thomas S. Banger
Signature

Secretary-Treasurer
Title

7/10/69
Date

[8/8/69]

294/6 - 15

294/10 - 10

294/11 - 2

297/1 - 2

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	Administrative Accounting Rec. (Check stubs & Canceled Checks)	294	3 (1)	9/54-4/55	2 Cu. Ft.	All	BY BURNING
2	Administrative Accounting REC. A. Refund Tax on motor vehicle fuel--Bi-County. B. Social Security Reports	294	3	A. 1950-59 B. 1956-61	1/16 Cu. Ft.	records disposed	
3	Administrative Accounting Rec. A. Comparative Analysis of Funds. B. Voucher Reports C. Bank & Fund Balances.	294	3	A. 1954-58 B. 1951-58 C. 1951-58	2 Cu. Ft.	of August	
5	Budget & Working Papers	294	4	1948-56	2 Cu. Ft.	1969	
	Budget & Working Papers Proposed & Adopted Budgets also for legal Dept.-- Transcripts on public hearing for proposed Budgets.	294	4	1952-53 1954-59	2 Cu. Ft.		
3	Administrative Accounting Rec (Invoices--Mont. Co.)	294	3 (5)	5/36-6/38	2 Cu. Ft.		

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

Thomas A. Grogan

Signature

Secretary-Treasurer

Title

8/10/69
7/15/69

Date

299/3-6

299/24-4

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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 : Time Sheets	294	6	1957-58 1960 1960-62	6 Cu. Ft.	All records disposed of August 1969	BY BURNING
2 Gasoline Use Books	294	10	1959-61	1 Cu. Ft.		
3 General Correspondence (Legal Dept.--J. Bond Smith File)	294	11	1937-44	2 Cu. Ft.		
4 General Correspondence (Miscellaneous Correspondence)	294	11	1940-42	2 Cu. Ft.		
5 General Correspondence (M thru Z)	294	11	1943-60	2 Cu. Ft.		
6 General Correspondence (Miscellaneous Folders-- Congress, various Commissions, etc.)	294	11	1945-57	2 Cu. Ft.		
7 General Correspondence (Coordinating Committee Meeting Minutes & other General Correspondence)	294	11	1945-57	2 Cu. Ft.		
8 General Correspondence	294	11	1945-57 1946-54			

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

Thomas A. Boyer
Signature

Secretary - Treasurer
Title

7/15/69
Date

[8/8/69]

294-6 — 6
294-10 — 1
294-11 — 10

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	General Correspondence A. Zoning Ords. P.G. & Mont. Co. B. Sec. Treas. Reading file C. Misc. Secy's Files D. Bank & Fund Balance Receipts & Disburse.	294	11	A. 1928-48 B. 1955 C. 1955 D. 4/50-4/55	2 Cu. Ft.	All records disposed	BY BURNING
2	General Correspondence (Misc. Correspondence -- S thru W)	294	11	1955	2 Cu. Ft.	of August	
3	General Correspondence (Misc. Correspondence)	294	11	1955-59	2 Cu. Ft.	1969	
4	General Correspondence (Zoning Amend & Petitions P.G. Co. #1100-1470 #1-800, A-1--A-75, A-2081--A-2240, A-2416--A-2725, A-2860--A-3000, A-3100--A-3566, A-3921--A-4625.	294	11	1948-49 1928-42 1953 1954-56 1957 1958-59 1961-62 1963	26 Cu. Ft.		

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

Thomas A. Banyon
Signature

Secretary - Treasurer
Title

7/15/69
Date

[8/8/69]

294-11-32

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	General Correspondence (Zoning Amend. & Petitions Transcripts)	294	11	11/50-4/56	2 Cu. Ft.	All records disposed of August 1969	BY BURNING
2	General Correspondence (Zoning Amend. & Petitions P.G. Co. A-4800--A-4970	294	11	1963-64	2 Cu. Ft.		
3	General Correspondence (Zoning Amend. #6-7--132Mont. Co.)	294	11	1932-35	2 Cu. Ft.		
4	General Correspondence (Zoning Amend. & Petitions A-31--A-98 Mont. Co.)	294	11	1937-42	2 Cu. Ft.		
5	General Correspondence (Zoning Amend. & Petitions Mont. Co. A-160--A-530)	294	11	1946	2 Cu. Ft.		
6	General Correspondence (Zoning Amend. Mont. Co. A-681--A-800; A-801-- B-299)	294	11	1950/51--1955	2 Cu. Ft. 18 Cu. Ft.		

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

Thomas A. Boney
Signature

Secretary - Treasurer
Title

7/15/69 [5/8/68]
Date

294-11-30

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	General Correspondence (Zoning Amend. & Petitions Mont. Co. B-361--B-635, C-1--C-185, C-322--C-475, C-551--C-700, C-790--C-880, C-1451--C-1527)	294	11	1956-58 1958-59 1959-60 1961-62 1962 1964	28 Cu. Ft.	All records disposed of August 1969	BY BURNING!
2	General Correspondence (Zoning Transcripts-- Mont. Co.)	294	11	1965	2 Cu. Ft.		
3	General Correspondence (zoning Pettition--Staff reports--Copies--Mont. CO. A-2--A-1093, B-1--B-163)	294	11	1953-54	2 Cu. Ft.		

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

Thomas A. Bannigan
Signature

Secretary - Treasurer
Title

7/15/69
Date

[8/8/69]

294-11-32

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	Administrative Accounting Rec. (Refund of Tax on Motor Vehicle Fuel. Mont. Co. & P.G. Co.)	294	3	1950-59	1/3 Cu. Ft.		
2	Administrative Accounting Rec. (Social Security Reports)	294	3	1956-61	1/3 Cu. Ft.		
3	Administrative Accounting Rec. (Check Signature Record)	294	3	7/54-12/56	1/4 Cu. Ft.	All	
4	Administrative Accounting Rec. (Acct. & Contract file for the construction of MNCPPC building & headquarters in Mont. Co. Silver Springs Georgia Ave.)	294	3	1957	1/4 Cu. Ft.	records	
5	Administrative Accounting Rec. (Voucher Reports)	294	3 (5)	5/57-4/61	3/4 Cu. Ft.	disposed	BY BURNING
6	Time Sheets	294	6	1960	1/3 Cu. Ft.	of	
7	Gasoline Use Books (Papers on Vehicle-Gas Use)	294	10	1959-61	1/3 Cu. Ft.	Aug 1969	

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

Thomas A. Breyer
Signature

Secretary-Treasurer
Title

7/18/69
Date

18/8/69

294-3-2

294-6-15

294-10-15

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	Administrative Accounting Rec. (Vouchers Mont. Co.)	294	3 (5)	5-9/63 7-10/64	4 Cu. Ft.	All	
2	Administrative Accounting Rec. (Vouchers P. G. Co.)	294	3 (5)	11/63-4/64 11/64-4/65	3 1/2 Cu. Ft.	records disposed of august 1969	by burning

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

Thomas A. Banger
Signature

Secretary - Treasurer
Title

7/15/69
Date

7/15/69

294-3-8

2 21 1974

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

Division or Bureau of Reporting Agency

1. 1.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Administrative Accounting Rec. (Canceled Checks-Mont. Co.)	294	3 (1)	1/59-4/60	2 Cu. Ft.	All records disposed of August 1969	by burning
2	Administrative Accounting Rec. (Check Stubs & Canceled Checks)	294	3 (1)	11/55-4/56 1960-61	4 Cu. Ft.		
3	Administrative Accounting Rec. (Canceled Checks)	294	3 (1)	10/62-10/63	2 Cu. Ft.		
4	Administrative Accounting Rec. (Check Stubs & Canceled Checks)	294	3 (1)	10/62-7/63 10/63-10/64	2 Cu. Ft.		
5	Administrative Accounting Rec. (Reconciliation Sheets)	294	3 (2)	8-9/63	1 Envelope		
6	Administrative Accounting Rec. (Vouchers)	294	3 (5)	5/36-7/38 1/41-11/42	4 Cu. Ft.		
7	Administrative Accounting Rec. (Vouchers - Mont. Co.)	294	3 (5)	1/54-3/55 11/55-4/56 5/57-8/57	8 Cu. Ft.		
8	Administrative Accounting Rec. (Vouchers - P. G. Co.)	294	3 (5)	11/62-4/63 5/58-10/58	2 Cu. Ft.		

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

Thomas A. Barger
Signature

Secretary - Treasurer
Title

7/18/69
Date

294-3-25

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

Maryland-National Capital Park & Planning Commission

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Reporting Agency

Secretary-Treasurer

Division or Bureau of Reporting Agency

1. 1.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Time Sheets	294	6	9 6/34-9/35 5/40-4/45 1952-54 1964-3/65	10 Cu. Ft.	All records disposed of August 1969	by burning
2	Tool Inventories	294	9	1957-58	1 Cu. Ft.		

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

Thomas A. Bueger
Signature

Secretary-Treasurer
Title

7/18/69
Date

[8/5/69]

294-6-10

294-9-1

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission
Reporting Agency

Secretary-Treasurer

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 General Correspondence (Duplicates of Zoning Amendments & Petitions-- Mont. Co. Originals retained in office of Planning Department.)	294	11	4/56-12/59	2 Cu. Ft.	All records disposed of August 1969	by burning

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

Thomas A. Baryman
Signature

Secretary-Treasurer
Title

7/18/69
Date

18/8/69

297-11-2

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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 Time Sheets	294	6	1955-56 1960-61	4 Cu. Ft.	All records disposed of August 1969	by burning
2 Gasoline Use Books	294	10	1956, 59, 61, 62	1 Cu. Ft.		

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

Thomas A. Bannan
Signature

Secretary-Treasurer
Title

7/18/69
Date

[7/18/69]

294-6 -4

294-18 -1

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	General Correspondence (Mont. Co. Zoning Transcripts.)	294	11	1963	2 Cu. Ft.	All records disposed of August 1969	by burning
2	Administrative Accounting Records	294	3 (1)	5/58-10/58	2 Cu. Ft.		
3	Administrative Accounting Rec. (Reconciliation Sheets)	294	3 (2)	11/64-4/65	1 Envelope		
4	Administrative Accounting Rec.	294	3 (3)	1/61-4/64	2 Cu. Ft.		
5	Administrative Accounting Rec. (Receipted bills, attached to the vouchers. P.G. Co.)	294	3 (4)	5/54-4/55	2 Cu. Ft.		
6	Administrative Accounting Rec. (Voucher Record Books)	294	3 (5)	1955-57	1 Cu. Ft.		
7	Administrative Accounting Rec. (Duplicate Vouchers-- Mont. Co.)	294	3 (5)	5/55-4/56	2 Cu. Ft.		
8	Retired Bonds & Coupons	294	1	1932-57	2 Cu. Ft.		
9	Budget & Working Papers (Proposed & Actual Budgets. 1954-55 Act. 1955-56 Prop. 1956-59 Act.)	294	4	1954-59	2 Cu. Ft.		

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

Thomas A. Banyard
Signature

Secretary-Treasurer
Title

7/18/69
Date

8/5/69

294-11-12
294-3-3
294-1-2
294-4-2

CERTIFICATE OF RECORDS DISPOSAL

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

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	General Correspondence	294	11	1929-37	2 Cu. Ft.	All records disposed of August 1969	by burning
2	General Correspondence (Correspondence involving Senators and Congressmen regarding employment applications of constituents Possible retention of signatures of non- essential correspondence.)	294	11	1933-36	2 Cu. Ft.		
3	General Correspondence	294	11	1929-47	2 Cu. Ft.		
4	General Correspondence (Also has booklets of a court case.) (Refers to J. Bond Smith, most of his correspondence.)	294	11	1944-52	2 Cu. Ft.		
4	General Correspondence	294	11	1948-51 1956-60	2 Cu. Ft. 2 Cu. Ft.		
5	General Correspondence (Duplicates of Zoning Amend- ments & Petitions--P.G. Co. Originals retained in office of Planning Dept. 500-599	294	11	1942-45 1952-53 1956-58	7 Cu. Ft.		

A-1831--A-2081

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

A-2726--A-2859

A-2726--2859

*Thomas A. Banigan**Secretary - Treasurer*

7/18/69

[8/8/69]

A-3001--A-3099

Signature

Title

Date

294-11-19

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	General Correspondence File	294	11	1927-39 1932-45	4 Cu. Ft.		
2	General Correspondence File Secretary's File	294	11	1947-48	2 Cu. Ft.	All	
3	General Correspondence File Secretary's File (A-Z)	294	11	1949	2 Cu. Ft.	records	
4	General Correspondence File Secretary's file & Secretary's file (Legislation)	294	11	1950 1955	1 1/3 Cu. Ft.	disposed	
5	General Correspondence File Reading Files	294	11	1947-54	2 Cu. Ft.	August	
6	General Correspondence File Secretary's file	294	11	1950-55	6 Cu. Ft.	1969	by burning
7	General Correspondence File Copies of letters sent from office of Secretary-Treas.	294	11	1955-57	3/4 Cu. Ft.		
8	General Correspondence File (A-z, 1956 & A-Z, 1957)	294	11	1956-57	4 Cu. Ft.		

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

Thomas A. Bannan
Signature

Secretary-Treasurer
Title

7/23/69
Date 8/8/69

294-11-22

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Secretary-Treasurer

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	General Correspondence File (A-Z)	294	11	1957	4 Cu. Ft.	All records disposed of August 1969	by burning
2	General Correspondence File Secretary's File A-M, 1958 Misc. Correspondence, 1958 A-M, 1959 M-Z, 1960 A-M, 1961 M-Z, 1961 A-Z, 1962 A-Z, 1963 A-Z, 1964	294	11	1958-62 1963-64	16 Cu.Ft. 8 Cu.Ft.		
3	General Correspondence File A-M	294	11	1960	2 Cu.ft.		
4	General Correspondence File Executive Director Reading Reading File (M-Z)	294	11	1959	2 Cu. Ft.		
5	General Correspondence File Exec. Dir. --Secretarial	294	11	1962	2 Cu. Ft.		

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

Thomas A. Bayard
Signature

Secretary-Treasurer
Title

7/23/69
Date

8/8/69

294-11-34

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Park Department-Montgomery County

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	General Correspondence (Has to do with Construction Projects)	296	1	1934, 1942-45	2 Cu. Ft.		
2	General Correspondence	296	1	1937-39	2 Cu. Ft.	All records disposed of August 1969	by burning
3	General Correspondence (Director of Parks file)	296	1	1942-61	2 Cu. Ft.		
4	General Correspondence (Director of Parks & Vice- Chairman)	296	1	1943-56	2 Cu. Ft.		
5	General Correspondence	296	1	1956-63	2 Cu. Ft.		
6	General Correspondence (Projects concerned with Director of Parks)	296	1	1952-56, 1963, 1965, 1961	2 Cu. Ft.		
	(Old papers of North Hills of Sligo Civ. Org.) (Papers from Amer. Inst. of Pk. Exe. Confer.) (Papers from Allied Civic Group.)						

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

John P. Hewitt
Signature

Dir. of Parks
Title

7/23/69
Date

[8/18/69]

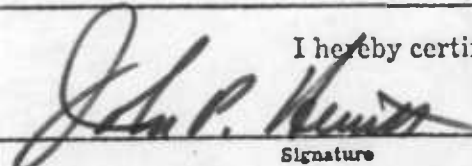
CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND~~Maryland-National Capital Park & Planning Commission~~
Reporting AgencyPark Department - Montgomery Co.
Division or Bureau of Reporting Agency

1. 1.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Correspondence	296	1	1953-57	2 Cu. Ft.	All records disposed of August 1969	by burning

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


Signature

Dis of Pub.
Title

2/28/69
Date

5/8/69

296-1-2

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

Reporting Agency

Park Department-Montgomery County

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 General Correspondence. (Letters to & from other park directors & people from around the country. Also, 3 notebooks full of letters & data from annual Park Executives Conferences.)	296	1	1954-62	2 Cu. Ft.	All records disposed of August 1969	by burning
2 Reservation Correspondence	297	1	1950-51	2 Cu. Ft.		
3 Reservation Correspondence	297	1	1952-54, 1953-56	2 Cu. Ft.		
4 Reservation Correspondence	297	1	1954-55	1 1/2 Cu. Ft.		
5 Reservation Correspondence (Letters & Park Records)	297	1	1960-64	1 1/2 Cu. Ft.		
6 Reservation Correspondence	297	1	1964	1 1/2 Cu. Ft.		
7 Reservation Correspondence (From Various Parks & Recreation Centers)	297	1	1965	3 Cu. Ft.		
8 Reservation Correspondence (Letters)	297	1	1965-66	2 Cu. Ft.		
9 Park & Playground Reservation Bks.	297	2	1955, 65, 66	3 3/4 Cu. Ft.		

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

John P. Hendon
Signature

Dir. of Parks
Title

7/23/69
Date

10/10/69

297-1-15
297-2-4

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

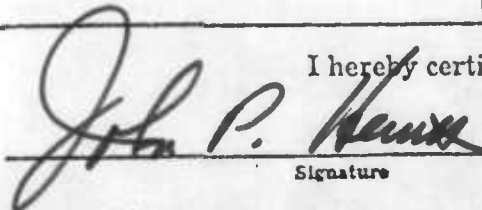
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

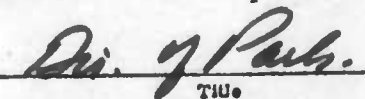
Maryland-National Capital Park & Planning Commission
Reporting Agency

Park Dept. Mont. Co.
Division or Bureau of Reporting Agency

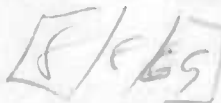
No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Reservation Correspondence (Letters & Park Records)	297	1	60-64	4 Cu. Ft.		
2	Reservation Correspondence (From Various Pks. & Rec. Centers)	297	1	1965	2 Cu. Ft.	all	
3	Reservation Correspondence (From Pks., Rec. Ctrs. & Priv. Org.)	297	1	1965	2 Cu. Ft.	records	
4	Reservation Correspondence (Letters)	297	1	1965-66	2 Cu. Ft.	disposed	
5	Park & Playground Reservation Books	297	2	1965-66	4 Cu. Ft.	of august 1969	by burning

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


Signature


Title


Date



297-1-10

297-2-4

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

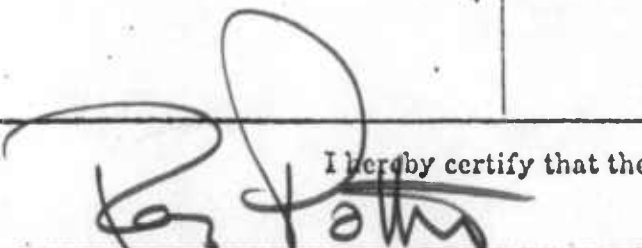
Reporting Agency

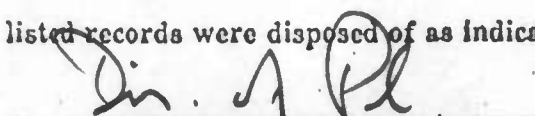
Advanced Planning Section

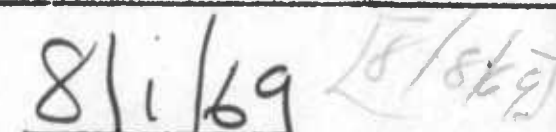
Division or Bureau of Reporting Agency

	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	General Correspondence (Includes personal correspondences, working papers of published population surveys, Out-of-date research material, duplicate copies of research reports.)	298	4	1929-1966	42 1/2 Cu. Ft.	all records disposed of August 1969	by burning

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


Signature


Title


Date

298-4 -43

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland-National Capital Park & Planning Commission

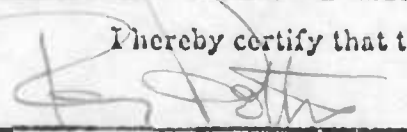
Reporting Agency

Planning Department

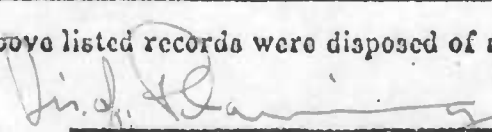
Division or Bureau of Reporting Agency

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.				
Building Permit Applications and related Materila for Prince George County	310	1	1949-53, 1959-65	16 Cu. Ft.	all records disposed of August 1969	by burning

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



Signature



Title

8-8-69

Date

[8/8/69]

310-1-16

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

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Reporting Agency

PLANNING DEPARTMENT - MONTGOMERY COUNTY

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.	Maps and Plats	300	3	1928 - -	40 cu. ft.	9/6/1957	Burning

*posted
9/19/57*

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

James F. Nicholas

 Signature

Secretary-Treasurer

 Title

9/6/1957

 Date



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Bi-County Planning Services
Research Division

MEMORANDUM

To: Mr. George Straubinger

From: Freda Bender

This section headed "Addenda" is a list of items which I was not sure whether or not to include on the new schedule.

Two types of items are included:

1. Those for which starting dates were listed on the original retention schedule but for which no final dates were given. They are no longer in effect since they were stopped before the establishment of the new schedule.
2. Those records retained and then replaced between original and new retention schedules.

February 9, 1953

This is to certify that the records on the attached list
have been destroyed as of the above date, in accordance with
authorization granted by the Board of Public Works, under
date of December 15, 1952.

MARYLAND STATE PLANNING COMMISSION

By

Hewietta Sacks

Administrative Assistant II



MARYLAND STATE PLANNING COMMISSION

100 Equitable Building
Baltimore 2, Maryland

GEORGE M. ANDERSON
DAVIS C. BURROUGHS
GEORGE W. DELLA
JOHN B. FUNK
W. THOMAS KEMP, Jr.
RUSSELL H. McCAIN
NATHAN L. SMITH
THOMAS B. SYMONS
JAMES C. ALBAN
Chairman
I. ALVIN PASAREW
Director

February 10, 1953

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

Dear Dr. Radoff:

The attached list and certificate of destruction are self-explanatory.

Sincerely yours,

I. Alvin Pasarew
Director

Enclosure

*15 drawers were vacated by this
disposal*

FILES DESTROYED

Financial records (including Hospital Survey 1946-1947 fiscal years)

Bills, Payrolls, etc.	1935-1948	fiscal	years
Letters of Transmittal	1936-1948	"	"
Payrolls	1940-1948	"	"
Requisitions	1939-1948	"	"
"	1936	"	"

Post-War Commission financial records:

Requisitions	1944-1946	fiscal	years
Letters of Transmittal	1944-1946	"	"
Payrolls	1944-1946	"	"
Leave Reports	1936-1948	"	"
Budget Amendments	1943-1948	"	"
Correspondence:			
Comptroller	1943-1948	"	"
Dept. of Bud. & Pro.	1942-1948	"	"
Dept. of Emp. & Reg.	1943-1948	"	"
Standard Salary Board			
Supplements	1942-1948		

GENERAL CORRESPONDENCE FILES

American Society of Planning Officials	1944-1948
Association of State Planning & Dev. Agencies	1944-1948
Baltimore City Miscellaneous	1943-1948
Baltimore County Miscellaneous	1947-1948
Canada	1943-1944
Citizens Planning & Housing Asso. of Balto. City	1943-1944
Committee on Medical Care	1943-1944
Connecticut Development Commission	1943-1947
Connecticut, Misc.	1943-1945
Council of State Governments	1943-1948
Delaware, Miscellaneous	1943-1948
England - General Correspondence	1943-1944
Executive Department	1943-1944
Florida State Planning Board, and misc.	1943-1944
Foreign Countries, Cuba, Mexico, South America	1943-1944
Forestry	1943-1944
Georgia State Planning Board, and Miscellaneous	1943-1944
Hawaii Territorial Planning Board	1943-1944
Housing and Housing data	1943-1944
Illinois, Miscellaneous	1943-1944
Idaho, Miscellaneous	1943
Indiana, Miscellaneous	1943-1948
Iowa, Miscellaneous	1943
Kentucky State Planning Board	1943-1944
Walter N. Kirkman	1944
Kansas State Planning Board	1943-1948

The Legislative Council	1943-1947
Libraries	1943-1944
Louisiana State Planning Div., Dept. of Public Works	1943-1944
Lower Peninsula Planning Commission of Virginia	1943-1944
Massachusetts State Planning Board and Miscellaneous	1943-1944
Mayors, County Commissioners, etc.	1943-1948
Michigan Planning Commission, and Miscellaneous	1943-1948
Minnesota Resources Commission, and Miscellaneous	1943-1944
Miscellaneous Correspondence	1943-1948
Mississippi Board of Development, and Miscellaneous	1943-1944
Missouri State Planning Board	1943-1944
National Capital Park and Planning Commission	1943-1944
National Committee on Housing, Inc.	1943-1944
National Housing Agency	1943
National Planning Association	1943-1944
National Recreation Association	1944-1948
National Resources Planning Board	1943-1944
Nevada State Planning Board	1943-1944
N. H. State Planning & Dev. Comm. and Miscellaneous	1943-1944
N.J. Div. Planning & Eng., and Miscellaneous	1943-1944
New Mexico State Planning Board, and Miscellaneous	1943-1944
N.Y. Div. of Commerce, and Miscellaneous	1943-1946
N.C. State Planning Comm., and Miscellaneous	1943-1944
N.D. Advisory Resources Board	1943-1944
Ohio State Planning Board, and Miscellaneous	1943-1944
Oklahoma Planning & Res. Board, and Miscellaneous	1943-1944
Oregon, Miscellaneous	1943-1944
Pennsylvania State Planning Board, and Miscellaneous	1943-1944
Public Roads Administration	1943-1944
Public Service Commission	1943
Personnel (old records)	1936-1948
Puerto Rico Planning Board	1943
Requests for Information	1946-1948
✓ Rhode Island, Miscellaneous	1943
Roadside Planning, Roadside Council, Roadside Improvement	1943-1944
State Aviation Commission	1943-1945
✓ State Board of Health	1943-1944
State Roads Commission	1943-1944
Tennessee - Miscellaneous	1944-1943
Texas - Miscellaneous	1943
State Treasurer	1943
University of Maryland	1943
Urban Planning	1943
U.S. Senators	1943-1945
Virginia State Planning Board, and Miscellaneous	1943-1948
Washington, D.C. - Miscellaneous	1943-1944
West Virginia - Miscellaneous	1943-1946
Wisconsin - Miscellaneous	1943-1944
Miscellaneous Gov. Agencies	1943-1948
Miscellaneous Letters of Application	1940-1946

POST WAR COMMISSION Files (1943-1946)

Blue Cross
 Chambers of Commerce In Maryland
 Citizens Planning and Housing Assn. of Baltimore
 Commission Meetings
 Committee on Veterans' Affairs
 Committee on Post-War Employment
 Committee on Public Activities
 Committee on Private Enterprise
 Committee on Fiscal and Legal Problems
 Committee for Economic Development
 County Government & County Commissioners
 Council of State Governments
 Commission Members:

Henry P. Irr
 Col. Roy Barton White
 Dr. Abel Wolman

Downtown Committee
 Federal Legislation - Senate Bills
 Federal Legislation - House Bills
 Forms
 General Correspondence
 Governor
 Leave Reports
 Public Works & Local Public Works Program
 Municipal Government (Mayors, etc.)
 Mailing Lists
 Leave Reports & Personnel
 Press Releases
 Progress Reports
 Publications
 Requests for Information
 Program of Committees
 State Aviation Committee
 State Roads Commission
 Travel
 University of Maryland Agricultural Committee
 Unemployment Compensation Board
 War Emergency Fund

Baltimore City Post-War Program

Department of Budget & Procurement
 Department of Mental Hygiene

Advisory Committee on Reconversion
 Distribution of Veterans Aid - Pocket Manuals

Inactive Correspondence Files (1935-1942)

Aerial Transportation
 Anti-Mosquito Control - Tidewater
 Baltimore-Washington Region
 Bibliography References
 Committee on Medical Care
 Correspondence - General
 Extra copies of Proposed Legislation
 Form N.R.C. 51 - 3/31/39
 Form N.R.C. 51 - 2/28/39
 Federal Emergency Adm. of Public Works - Circulat letters and press releases
 Five Years Expenditures of Public Works Correspondence
 Funded Debt - Baltimore City
 Funded Debt - Baltimore County
 Government Tax Reports
 Highways
 Housing
 Land Policy
 Legislation
 Maryland State Planning Commission:
 Administrative until 1/1/35
 Foreign Correspondence
 General until 1/1/37
 House Bills and Acts
 Mailing Lists
 Administrative from 1/1/35 to 12/1/37
 Mapping
 National Resources Committee
 Public Works Program
 Sea Food
 Sub-Committee
 Minutes and Meetings
 Sub-Marginal Land
 Washington-Baltimore-Annapolis Area
 Maryland Defense Public Works
 Miscellaneous
 National Reemployment Service
 National Youth Administration
 National Resources Board - Control of Water and Conservation
 National Capital Park
 Park System
 Public Welfare and Relief
 Publications
 Resettlement Administration
 Rural Electrification Administration
 Social Welfare
 State Forest Areas
 State Highways
 Tennessee Valley Authority

PRONTO Files (inactive - various dates)

Correspondence:

Maryland Mapping Agency 1935-1939
 Stream Flow Data 12/15/39-8/9/40
 Works Progress Administration - 1935-1939
 General - 1934-12/31/38

National Resources Board: (1935-1939)

Bulletins
 Circulars
 General
 Committee
 Planning (Library accessions - Bibliography of Reports)
 Planning Board (schedules of meetings)

WPA Files: (1936-1940)

Personnel
 Project Funds
 Project Proposals
 Applications
 Requisitions
 Inventory
 Forms
 Payrolls
 Receipts for Car Tokens
 Miscellaneous
 Projects Nos.:
 7030
 7050
 7068
 7103
 7118
 7139
 Inventory
 Assignment Slips, Cut-offs, etc.
 Leisure Time Survey
 Survey of Public Works
 Inquiries and Replies & General Correspondence
 Administrative orders, Div. of Emp. Memo, Miscellaneous Instructions
 Copies of Expense Vouchers
 Travel Orders Requisitioned