



CERTIFICATE OF RECORDS DISPOSAL

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

University of Maryland

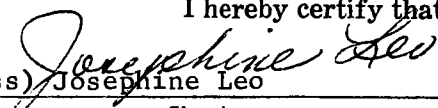
Reporting Agency

International Education & Foreign Affairs 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.				
7	Correspondence	25	2	January to December 1969	1/2 cubic foot	7/25/73	torn

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


 (Miss) Josephine Leo
 Signature

Director, International Educ Service & Foreign Student Affairs

Title

Date 7/25/73

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUniversity of Maryland, Department of Student Affairs
Reporting AgencyOffice of Student Aid (Loans)
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	Guaranteed Loan Records (Loan Disbursement Cards with Associated Index Cards)	565	2	1965 - 1970	6 Linear feet	Feb. 6, '73	Shredding

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

Roscoe E. Dann, Jr.
 Roscoe E. Dann, Jr.
 Signature

Assistant Director
 Title

February 6, 1973
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUNIVERSITY OF MARYLAND
Reporting AgencyDept. of Student Affairs (Office of Student Aid)
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	NDEA Records (Maryland State Teachers), Applications, Correspondence, Interoffice Memos, Reports, Blank Forms.	565	1	July, 1959 - June, 1964	1/4' <i>3 cu ft</i>	Nov. 30, 1972	Mutilation and Shredding
2	NDEA Records (UMBC), and Applications and Correspondence.	565	1	Sept., 1966 - June, 1967 <i>LAST ITEM</i>	1/12' <i>1 cu ft</i>	Nov. 30, 1972	Mutilation and Shredding

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

James E. Lane

Signature

Assistant Director

Title

December 4, 1972

Date

File ✓

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

UNIVERSITY OF MARYLAND

Reporting Agency

University Hospital

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	Patients' Folders	360	1	Microfilm and destroy original papers	900 cu. ft.	11/1/72	Wastepaper

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

[Signature]

 Signature

Pub. Records Exm.

 Title

11/23/72

 Date

Approved.

[Signature] 11/27/72

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

University of Maryland - Department of Student Affairs

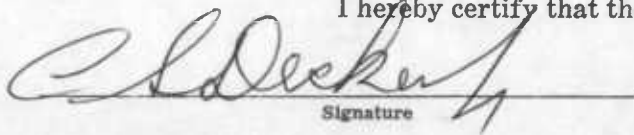
Reporting Agency

Resident Life

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Files (Director's Office)	572	1	1961-1969	20 cu. ft. 8 drawers	10/4/72	Landfill
2	Personnel Files (Personnel Section)	572	2	1960-1969	37 1/2 cu. ft. 15 drawers	10/4/72	Landfill
3	Housing Applications and Admissions (Housing Section)	572	3	1963-1969	20 cu. ft. 8 drawers	10/4/72	Landfill
					77		

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



Signature

Associate Director of Resident Life

Title

October 4, 1972

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUniversity of Maryland
Reporting AgencyBaltimore City Campus
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.				
	Vouchers - Hospital	264	6	7/1/61-6/30/69	138	9/72	Released to Cherry Hill Incinerator
	Revolving Fund Checks and Bank Statements	264	5	1968-69, 1969-70	6	9/72	
	Working Fund Checks, Deposit Slips, Check Stubs	264	5	1964-70	5	9/72	
	Revolving Fund Requisitions	264	4	7/1/70-6/30/71	8	9/72	
	Revolving Fund Vouchers	264	6	7/1/61-7/1/68	10	9/72	
	McBee Charge Tickets	62	1	7/1/70-6/30/71	288	9/72	
	A/R Ledger Card	51	2	7/1/66-6/30/69	75	9/72	

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

E. C. Hewitt
Signature*Executive Accountant*
Title*9/15/72*
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

University of Maryland
Reporting Agency

Baltimore Campus
Division or Bureau of Reporting Agency

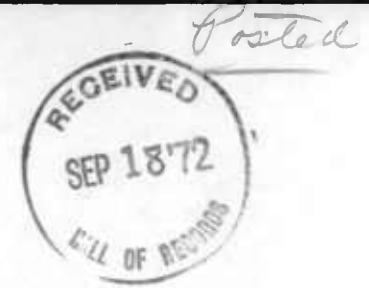
Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Vouchers - Balto. Schools	264	6	7/1/62 - 6/30/71	36 cu. ft.	9/72	Cherry Hill Incinerator
	Cash Receipts	264	5	7/1/68 - 6/30/70	} 10 cu. ft.	"	"
	Travel Files	264	5	1968/69- 1969/70		"	"
	University College Bills	264	2	June 1963		"	"
	Parking Tickets	Non-Record		5/70 - 10/71		"	"
	Dental Clinic Receipts	264	5	1968/69		"	"
	Student Bills	264	1	1966/67		"	"
	Student Receivable Cards	264	5	June 1967		"	"
	Mr. Aulbach's Files	264	5	1955/1964		"	"
	Student Union Files	264	5	1961/1965		"	"
	Certificates of Deposit	264	5	1966/1967	"	"	

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

E. C. Hewitt
Signature

Executive Accountant
Title

9/15/72
Date



CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

University of Maryland-College Park, Maryland
Reporting Agency

Student Organization 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	Student Organization Accounts	571	1	1966-1969	7 1/2 cu. Ft.	9/14/72	Landfill
2	Special Organization Accounts	571	2	1966-1969	2 1/2 cu ft.	9/14/72	Landfill

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

J. Braslow
Signature

Dir. Office of
Title
Student Development

9-14-72
Date



Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

UNIVERSITY OF MARYLAND
Reporting Agency

COMPTROLLER'S OFFICE - COLLEGE PARK
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	Disbursements Vouchers	564	6	7/1/59 - 6/30/67	1200	8/2/72	Land Fill
2	Cash Receipts	564	6	7/1/65 - 6/30/67	200	8/2/72	Land Fill
3	Travel Disbursements	—	—	7/1/61 - 6/30/67	200	8/3/72	Land Fill
4	Alpha Vendor File - Vouchers	564	6	7/1/59 - 6/30/62	90	8/3/72	Land Fill
				7/1/63 - 6/30/65	60	8/3/72	Land Fill
				7/1/66 - 6/30/67	30	8/3/72	Land Fill
5	Interdepartmental Transfers	—	—	7/1/60 - 6/30/66	200	8/3/72	Land Fill
6	Cashier's C.V.'s, NCR & Audit Tapes	564	1	7/1/65 - 6/30/66	4	8/3/72	Land Fill
7	UM Cash Receipt Books	564	1	7/1/66 - 6/30/67	4	8/3/72	Land Fill
8	Cash Register Reports & Tapes	564	4	7/1/66 - 6/30/67	10	8/3/72	Land Fill
9	Student Bills-Fall, Spring & Summer	564	4	Fall/59 - Summer/65	200	8/2/72	Land Fill

2,198 cu ft

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

Joseph Thomas Handley
Signature
Joseph Thomas Handley

Accountant II

Title

August 18, 1972

Date

UNIVERSITY OF MARYLAND

BALTIMORE, MARYLAND 21201

DIVISION OF FINANCE AND BUSINESS

November 8, 1971



Mr. Rex Beach
Assistant Records Administrator
Hall of Records
Annapolis, Maryland

Dear Mr. Beach:

Transmitted herewith are the certificate of Records Disposal forms itemizing the material released by this office in conformity with the authorized record retention schedules.

I have made arrangements with the Atlantic Waste Paper Company for removal of the old records.

If you have any questions concerning the disposal of old records, please advise the undersigned on 955-8977.

Sincerely,

A handwritten signature in cursive script, appearing to read "Eugene A. Dyer".

Eugene A. Dyer
Cost Accountant'

EAD:mw
Enclosure

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUniversity of Maryland
Reporting AgencyBaltimore Campus
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.				
	Vouchers-Hospital	264	6	7/1/58-6/30/61	24 cu. ft.	10/71	Released to Atlantic Waste Paper Company
	Patient Day Statistics	Non-Record		7/1/53-6/30/64	6 cu. ft.	"	
	Equipment Inventory	Non-Record		1958-1960	4 cu. ft.	"	
	Non-Record Material	Non-Record			8 cu. ft.	"	
	Revolving Fund checks and Bank Statements	264	5	1963-1966	2 cu. ft.	"	
	Revolving Fund Requisitions and Transmittal lists	264	4	7/1/66-6/30/68	8 cu. ft.	"	
	Revolving Fund Vouchers	264	6	7/1/58-7/1/61	6 cu. ft.	"	
	Income and Operating Expenses' Detailed and Summary Sheets	241	2	7/1/61-6/30/67	6 cu. ft.	"	
	Part-Time Parking tickets	Non-Record		10/67-5/70	26 cu. ft.	"	
	Student Bills	264	1	1956-1959	12 cu. ft.	"	

I hereby certify that the above listed records were disposed of as indicated. ^{102 ft.}

Eugene Dyer
Signature

Cost Accountant
Title

11/9/71
Date

169
143
22

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUniversity of Maryland
Reporting AgencyBaltimore Campus
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.				
	Student Files	264	2	1946-1962	18 cu. ft.	10/71	Released To Atlantic Waste Paper Company
	Vouchers-School	264	6	1958-1960	2 cu. ft.	"	
	Admin. Acct. Records	264	5	1960-1968	24 cu. ft.	"	
	General Acct. Records	241	2	1967-1968	2 cu. ft.	"	
	Correspondence	241	4	1960	2 cu. ft.	"	
	Income-Expense and Restricted funds IBM ledgers	241	2	1961-1963	6 cu. ft.	"	
	Payroll Item Cards	241	2	7/1/63-6/30/66	6 cu. ft.	"	
					<u>60 cu. ft.</u>		

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

Eugene Dym
Signature

Cost Accountant
Title

11/9/71
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

UNIVERSITY OF MARYLAND

Reporting Agency

University Hospital

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	Patients Medical Records - Microfilmed	260	1	1963-1965	536 cu. ft.	5/5/71	Sold for wastepaper

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

Mrs. Becky Thompson
Signature

Title

6/30/71
Date

UNIVERSITY OF MARYLAND

HOSPITAL AND PROFESSIONAL SCHOOLS

660 W. REDWOOD ST.

BALTIMORE, MARYLAND 21201

PURCHASING DEPARTMENT

TEL. NO. 301 - 955-7880

TELEX NO. 8 7990

MAY 3, 1971



Mr. Rex Beach
Assistant Records Administrator
Hall of Records
Annapolis, Maryland

Dear Mr. Beach:

Transmitted herewith are the certificate of Records Disposal forms itemizing the material released by this office in conformity with the authorized record retention schedules.

I have made arrangements with the Atlantic Waste Paper Company for removal of the old records.

If you have any questions concerning the disposal of old records, please advise the undersigned at 955-7098.

Sincerely,



R. D. Mellinger
Associate Director of
Procurement

RDM/mg

cc: Mr. Eugene A. Dyer, Cost Accountant

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

University of Maryland


Reporting Agency

Baltimore Campus- Purchasing Dept.

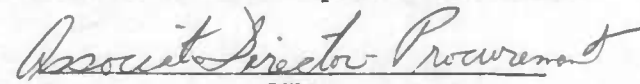
Division or Bureau of Reporting Agency

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.				
	Purchase orders, requisitions, bids and invoices	243	1	7/1/63 - 6/30/64	90	5/71	Release to Atlantic Paper Stock Co. " "
	"	243	1	7/1/64 - 6/30/65	104	5/71	
	"	243	1	7/1/65 - 6/30/66	92	5/71	
					<u>286</u>		

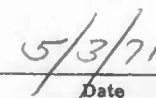
I hereby certify that the above listed records were disposed of as indicated.



 Signature



 Title



 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

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

UNIVERSITY OF MARYLAND
Reporting Agency
University Hospital
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	Patient's Medical Records - Discharges (project 53)	✓ 260	1	1963-1965	144 cu.ft.	9/23/70	Sold for waste paper

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

Robert E. King
Signature

Director, Medical Records
Title

10/22/70
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

University of Maryland, College Park, Md.

Reporting Agency

Health Service

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	Student Medical Files (Entrance Exam. & outpatient & inpatient visits)	500	1	9/60 thru 9/65	69 cubic ft.	5/70	Hauled to land fill
✓ 2	Cross Index cards (on above records)	500	4	9/60 thru 9/65	3 cub.ft.	5/70	Hauled to land fill

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

U. Robert Merikangas MD
Signature

Director-Health Service

Title

6/1/70

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUniversity of Maryland
Reporting AgencyHospital - Medical Records
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	Patients Case Records	260	1	-----	213 cu. ft.	2/11/70	Atlantic

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

Allen E. King
Signature

Director Medical Records 2/20/70
Title Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUniversity of Maryland
Reporting AgencyUniversity Hospital
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	Patient's Medical Records	260	1	microfilm	336 cu. ft.	12/10/69	Atlantic Waste Paper

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

G. W. Thompson
SignaturePublic Records Exam.
Title12/10/69
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

University of Maryland
Reporting Agency

University Hospital
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	Patients Medical Records Rejected Material (Not to be filmed)	260	1	-----	✓ 40 cu. ft.	7/17/69	Sold for waste paper <i>D-5151</i>

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

Heleen E. King
Signature

Director Medical Records
Title

7/22/69
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

University of Maryland

Reporting Agency

University Hospital

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	Patients' Medical Records (trash material)	260	1	Scattered	110 cu. ft.	6/11/69	Sold to Atlantic Waste Paper Co. <i>D-5304</i>

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

Heleen E. King
Signature

Director Medical Records *6/18/69*
Title Date

UNIVERSITY OF MARYLAND

HOSPITAL AND PROFESSIONAL SCHOOLS

PURCHASING DEPARTMENT

660 W. REDWOOD ST.

BALTIMORE, MARYLAND 21201

March 17, 1969



Mr. Rex Beach
Assistant Records Administrator
Hall of Records
Annapolis, Maryland

Dear Mr. Beach:

Transmitted herewith are the certificate of Records Disposal forms itemizing the material released by this office in conformity with the authorized record retention schedules.

I have made arrangements with the Atlantic Waste Paper Company for removal of the old records.

If you have any questions concerning the disposal of old records, please advise the undersigned at 955-7098

Sincerely yours,

A handwritten signature in dark ink, appearing to read "H. B. Mellinger".

H. B. Mellinger
Associate Director of
Procurement

RDM/mf

cc: Mr. Eugene A. Dyer, Cost Accountant

3/19/69: Talked to Mellinger's asst., Mr. Joe Garity, who made out the cert.
Found out it was Sched. 243, item 1.

Posted etc

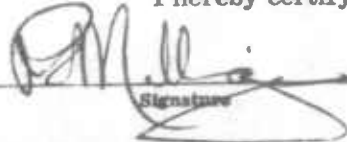
CERTIFICATE OF RECORDS DISPOSAL

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

University of Maryland
 Reporting Agency
Baltimore Campus- Purchasing Dept.
 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.				
	Purchase orders, requisitions, and invoices	243	1	7/1/59 - 6/30/60	108 cu. ft.	3/18/69	Release to Atlantic Waste Paper Company
	" "			7/1/60 - 6/30/61	95 cu. ft.	"	
	" "			7/1/61 - 6/30/62	87 cu. ft.	"	
	" "			7/1/62 - 6/30/63	90 cu. ft.	"	
					<u>380</u>		

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



 Signature

ASSOC. DIR. - PROCUREMENT

 Title

3/17/69

 Date

UNIVERSITY OF MARYLAND

BALTIMORE, MARYLAND 21201

DIVISION OF FINANCE AND BUSINESS

May 20, 1969

Miss Elizabeth Kimpton, Secretary
Records Management Division
Room 106, State Office Building
Annapolis, Maryland 21401

Dear Miss Kimpton:

I am returning a corrected copy of the
Certificate of Records Disposal form. I hope
I have made the proper corrections.

If you have any further questions con-
cerning this report, please advise the undersigned
at 955-8977.

Sincerely,



Edward C. Danz
Accountant II

ECD:mlw

5/22/69: Certif. recd. & acknowledged by brief
note to Mr. Danz. - B.R.

5/19/69: Phoned Dyer's
office & talked to
Mr. ^{Edley} Dany. + Dyer out
since March = (last trouble)
- Explained to Mr. Dany,
who found all the papers on
Mr. Dyer's desk, about completing
the Certif. He will do so and
send it back to me, (retaining
duplicate CC for their files, of
course).

- B.R.

1/27/69 - Dyer out sick (absent
today)

UNIVERSITY OF MARYLAND

BALTIMORE, MARYLAND 21201

(Lombard & Greene)

DIVISION OF FINANCE AND BUSINESS

December 23, 1968

Has Schedules. No. :-
-264
-51
-62 } only

Mr. Rex Beach
Assistant Records Administrator
Hall of Records
Annapolis, Maryland

3/7/69
sent:
-241
-243
10 Disp. Form
Orig. Disp. Cert. back

Dear Mr. Beach:

Transmitted herewith are the certificate
of Records Disposal forms itemizing the material
released by this office in conformity with the
authorized record retention schedules.

I have made arrangements with the Atlantic
Waste Paper Company for removal of the old records.

If you have any questions concerning the
disposal of old records, please advise the under-
signed on 955-8977.

|| *
No, just for copies
D or they have copies of all
Dashes mean - ??

Sincerely,

Eugene A. Dyer

Eugene A. Dyer
Cost Accountant

EAD:mv
Enclosure

(No Bill Change
Tickets: D-9600, 10 only
11-15-68, Hospital)

* I don't understand
(D-1539)
this Certificate; can't
fill in the cards; and
the Certif. is not signed.

= It says "University Hospital";
but many of the items seem
unconnected with the Hospital,
and this letter is from the Div. of
Fin. & Bus., not from the Hospital only.



B. K.

Posted

D-4529 E
D-4600 (for value)
(McAfee change)
(title)

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

University of Maryland
Reporting Agency

Baltimore Campus, *Dir. of Finance & Business*
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.				
	Vouchers - Hospital	264	6 ✓	7/1/54 - 6/30/68	19.5 Cu. Ft.	11/68	Released To Atlantic Waste Paper Company
	Central Stores Revolving Fund - Requisitions and Transmittal Listings (<i>Purchase Records</i>)	264	4 ✓	7/1/64 - 6/30/66	20 Cu. Ft.	11/68	"
	Journal Vouchers	241	2 ✓	1956 - 1958	8.5 Cu. Ft.	11/68	"
	Income, Expenses and Restricted Fund Ledgers - All Schools	241	2 ✓	1955 - 1958	13 Cu. Ft.	11/68	"
	Baltimore Schools Finance Administrative Ledgers	241	2 ✓	1951 - 1953	8.5 Cu. Ft.	11/68	"
	Dental Clinic Receipts	264	5 ✓	7/4/64 - 6/30/66	17 Cu. Ft.	11/68	"
	Part-Time Parking Tickets	Non Record		1965 - 1967	38 Cu. Ft.	11/68	"
	University Garage Public Parking Tickets	Non Record		1965 - 1967	25 Cu. Ft.	11/68	"

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

E.C. Hewitt

Signature

Executive Accountant

Title

5/20/69

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

University of Maryland
Reporting Agency

Baltimore Campus
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.				
	Student Union Receipts and Bookstore Receipts	241	2 ✓	1965 - 1967	17 Cu. Ft.	11/68	Released To Atlantic Waste Paper Company
	Food Service and Other Income	Non Record		7/1/66 - 12/31/66	4 Cu. Ft.	11/68	"
	Student Bills	264	1 ✓	1963 - 1965	4 Cu. Ft.	11/68	"
	Audit Sheets, Certificates of Deposit, Cash Receipts, Cash Ledger Cards	264	5 ✓	1964 - 1967	17 Cu. Ft.	11/68	"
	McBee Charge Tickets	62	1 ✓	3/1/63 - 6/30/65	750 Cu. Ft.	11/68	"
	Non-Record Material	Non Record		Non-Record	30 Cu. Ft.	11/68	"
	Ledger Cards	51	2 ✓	1/59 - 6/30/61	9.75 Cu. Ft.	11/68	"
				Total	<u>981. Cu. Ft.</u>		

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

E. C. Hewitt

Signature

Executive Accountant

Title

5/20/69

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

University of Maryland

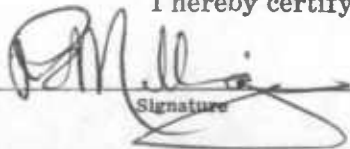
Reporting Agency

Baltimore Campus - Purchasing Dept.

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.				
	Purchase orders, requisitions, and invoices	243	1	7/1/59 - 6/30/60	108 cu. ft.	3/18/69	Release to Atlantic Waste Paper Company
	" "			7/1/60 - 6/30/61	95 cu. ft.	"	
	" "			7/1/61 - 6/30/62	87 cu. ft.	"	
	" "			7/1/62 - 6/30/63	90 cu. ft.	"	
					380 " "		D-4970

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


Signature

ASSOC. DIR. - PROCUREMENT

Title

3/17/69
Date

Posted

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

University of Maryland
 Reporting Agency

Office of the Director of Personnel
 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.	Schedule Item No.				
1	Personnel Jackets	239	1	1919-1950	80 cu. ft.	5 year intervals 1957 to 1/23/69	Originals destroyed as trash (or burned) Originals will be burned. <u>ORIGINALS MICROFILMED</u> AND FILM RETAINED PERMANENTLY.
2	Personnel Jackets	11	11	1951-1964	80 cu. ft.	2/26/69	

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


 Signature

Asst. Dir. of Pers.
 Title

2-18-69
 Date

Posted

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

UNIVERSITY OF MARYLAND
 Reporting Agency

University Hospital
 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	Patients' Medical Records	260	1	(microfilmed)	280 cu. ft.	1/22/69	Sold to Atlantic

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

R.W. Thayer
 Signature

Public Records Examiner
 Title

1/22/69
 Date

(For our records only)

Posted

CERTIFICATE OF RECORDS DISPOSAL

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



University of Maryland
 Institute of International Medicine
 Reporting Agency

Division of Epidemiology & Biostatistics
 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.	CORONARY DRUG PROJECT (Since 1965) a) CDP Form 01 Title: Admission Form Approximate Number of Pages: Nine b) CDP Form 02 Title: Initial Visit Three Baseline Form Approximate Number of Pages: Five c) CDP Form 03 Title: Treatment Adjustment Form Approximate Number of Pages: Five d) CDP Form 04 Title: Non-Annual Follow-up Examination Form Approximate Number of Pages: Seven e) CDP Form 05 Title: Annual Follow-up Examination Form Approximate Number of Pages: Ten	456	1	April, 1965 to March 1967 As received and photographed for the first microfilming	88 linear ft.	6/21/68	BURNED
1.	UNIVERSITY GROUP DIABETES PROGRAM a) UGDP Form 06 Title: Initial Examination and Trial Observation Period Approximate Number of Pages: Seven b) UGDP Form 09 Title: Quarterly Follow-up Examination Approximate Number of Pages: Five c) UGDP Form 12 Title: Annual Eye Examination Approximate Number of Pages: Three d) UGDP Form 13 Title: Annual Heart Examination Approximate Number of Pages: Two e) UGDP Form 14 Title: Annual Kidney Examination Approximate Number of Pages: Two f) UGDP Form 15 Title: Peripheral Vascular Examination Approximate Number of Pages: Four	456	1	Sept. 1960 to March 1967			

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

Signature

ASSISTANT

Title

AUGUST 1, 1968

Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

UNIVERSITY OF MARYLAND

Reporting Agency

UNIVERSITY HOSPITAL

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	Patients' Medical Records (Original charts, microfilmed in the Annapolis Record Center. Two microfilm copies were made, one jacketed and returned to University Hospital, the other retained on reels in the Annapolis Record Center for security.)	260	1	1960-1961; some as early as 1946.	630 cu. ft.	4/24/68	Sold to Atlantic Waste Paper Co. under State contract D-3600

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

Connie O. Brown

Signature

Public Records Examiner 13 May 1968

Title

Date

Connie to take agency copy to Mrs. King at Univ. Hosp.

Posted 2/17/64,
sh

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

University of Maryland

Reporting Agency

Baltimore Campus

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	Hospital Vouchers	264	6 ✓	7/1/49 - 6/30/53	24 Cu. Ft. ✓	2/13/64	Released to Atlantic Waste Paper Company
2	Revolving Fund Stores Requisitions	264	4 -	7/1/59 - 6/30/60	6 Cu. Ft. ✓	"	
3	Administrative Correspondence File	264	4 -	1948 - 1952	2 Cu. Ft. ✓	"	
11	Hospital Working Fund Cancelled Checks and Bank Deposit Tickets	264	5 -	1949 - 1960	2 Cu. Ft. ✓	"	
5	Hospital Check Stubs	264	5 -	8/14/57 - 6/18/59	½ Cu. Ft. ✓	"	
6	Revolving Fund Cancelled Checks	264	5 -	7/1/55 - 6/30/59	1 Cu. Ft. ✓	"	
7	Revolving Fund Check Stubs	264	5 -	7/28/55 - 10/27/60	½ Cu. Ft. ✓	"	
8	Vouchers - School's	264	6 -	1952 - 1953	6 Cu. Ft. ✓	"	
9	Student Ledger Cards Professional Schools	264	3 -	1950 - 1958	1½ Cu. Ft. ✓	"	
10	Student Ledger Cards - Univ. Col.	264	3 -	1950 - 1958	1½ Cu. Ft. ✓	"	

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

E. C. Hewitt

Signature

Executive Accountant

Title

2/14/64

Date

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

University of Maryland

Reporting Agency

Baltimore Campus

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.				
11	School Bills, Audit Tapes, Cashier's Receipts	264	1-	1958 - 1959 1959 - 1960	3 Cu. Ft. ✓	2/13/64	Released to Atlantic Waste Paper Company
12	University College Bills Payments	264	2 -	1940 - 1953 1940 - 1949	1½ Cu. Ft. ✓	"	
13	Professional School Bills	264	1 -	1950 - 1952	1½ Cu. Ft. ✓	"	"
14	Cash Receipts	51	1	1/59 - 6/60	18 Cu. Ft. ✓	"	"
15	Charge Tickets	62	1	1/59 - 6/60	300 Cu. Ft. ✓	"	"
16	Miscellaneous Tapes, Etc. (Non-Record Material)	<i>Non-record</i>		1/59 - 6/63	18 Cu. Ft. ✓	"	"
17	Dental Clinic Receipt Books Oral Surgery	}		1958 - 1961	3 Cu. Ft. ✓	"	"
18	Dental Clinic Receipts			1960 - 1962	3 Cu. Ft.	"	"
19	Student Union Receipts			1960 - 1962	4½ Cu. Ft. ✓	"	"
20	Bookstore Receipts			1961 - 1962	3 Cr. Ft. ✓	"	"

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

E. C. Hewitt

Signature

Executive Accountant

Title

2/11/64

Date

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

University of Maryland
 Reporting Agency

Baltimore Campus
 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.				
21	Finance and Business Receipts Misc. & Dormitory	<i>Non-record</i>		1958 - 1962	10½ Cu. Ft.	2/13/64	Released to Atlantic Waste Paper Company
22	Industrial Ed. A/R Ledger Cards Pharmacy A/R Ledger Cards	<i>[Handwritten mark]</i>		1960 - 1962	3 Cu. Ft. ✓ 1½ Cu. Ft. ✓	"	"
23	Univ. Garage Public Parking Tickets				9 Cu. Ft. ✓	"	"
24	Payroll Exception Sheets			1956 - 1960	6 Cu. Ft. ✓	"	"
25	Inc., Exp., and Restricted Fund Ledgers			<i>Non-record</i>		1953 - 54	12 Cu. Ft. ✓
26	Payroll Cards	<i>[Handwritten mark]</i>		1950 - 1952	1½ Cu. Ft. ✓	"	"
27	Prof. Schools & Univ. College Bills				1½ Cu. Ft. ✓	"	"
28	Miscellaneous Records General Correspondence				1½ Cu. Ft. ✓	"	"

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

E. C. Hewitt
 Signature

Executive Accountant
 Title

2/11/64
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

University of Maryland

Reporting Agency

Baltimore Campus

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.				
29 30	Miscellaneous Records (Cont.) Student Numerical Files Veterans Contracts (Non-Record Material)				1½ Cu. Ft. ✓ 1½ Cu. Ft.	2/13/64 "	Released to Atlantic Waste Paper Company

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

E. C. Hewitt

Signature

Executive Accountant

Title

2/11/64

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

University of Maryland
Reporting Agency

Baltimore Campus
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	Students' Bills and Cash Receipts	264	1	7/52 - 6/58	6 Cu. Ft.	2/6 & 2/7	Released to Atlantic Waste Paper Company
2	Students' Accounts - File Jackets	264	2	7/46 - 6/50	6 Cu. Ft.	" "	
3	Students' Account Cards	264	3	7/46 - 6/50	3 Cu. Ft.	" "	
4	Voucher File	264	6	7/45 - 6/51	12 Cu. Ft.	" "	
5	Administrative Accounting Records	264	5	7/31 - 6/57	10 Cu. Ft.	" "	
6	Purchase Records	264	4	7/46 - 6/57	28 Cu. Ft.	" "	
7	Revolving Fund Requisitions and Transmittal Lists	264	5	7/55 - 6/59	13 Cu. Ft.	" "	
8	Cancelled Checks, Deposit Slips, Check Book Stubs	264	5	7/53 - 6/58	2 Cu. Ft.	" "	
9	Patients Ledger Cards	51	2	6/55 - 12/58	50 Cu. Ft.	" "	

posted 2/15/62

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

Rugger Dyer
Signature

Accountant II
Title

Feb. 14, 1962
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

University of Maryland
Reporting Agency

Baltimore Campus
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.				
10	Cash Receipts	51	1	6/55 - 12/58	18 Cu. Ft.	2/6 & 2/7	Released to Atlantic Waste Paper Company
11	Charge Tickets	62	1	6/55 - 12/58	300 Cu. Ft.	" "	
12	Non-Record Material				60 Cu. Ft.	" "	

Poston 2/15/1962

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

Eugene A. Dyer
Signature

Accountant II
Title

Feb. 14, 1962
Date

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

University of Maryland
 Reporting Agency
 Live Stock Sanitary Service
 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	Running Record of Pullorum Testing	337	9	1943 - 1954	Approx. 1/2 cu. ft.	2-13-59	Incinerator
2	Bangs - Herds Sold or Dispersed	"	8	1946 - 1955	3" "	2-13-59	"
3	General Correspondence	"	2	1919 - 1955	1" "	3-4-59	"
4	Interstate & Intrastate Shipment Certifs.	"	13 & 14	1955	1" "	3-6-59	"
5	Brucellosis Test Records	"	4 & 6	1955	1" "	3-6-59	"
6	Claims - TB & Bangs	"	10	1942 - 1955	9" "	3-9-59	"
7	Accounting Records - Bank Statements Building Fund Statements, all Financial records under #16 Cancelled Checks	"	16	1917 - 1950	12" "	3-19-59	"
8	Vaccination Records - Less than 5 animals	"	12	1937 - 1945	1/2" "	3-20-59	"

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

Catherine Lutz

 Signature

Adm. Asst.

 Title

3-20-59

 Date

*7/22/59
3/23/59*

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

University of Maryland
Reporting Agency

Baltimore Campus
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.				
	Patients' Ledger Cards	51	2	7/53 - 6/55	30 Cu. Ft.		Released to Atlantic Waste Paper Company " " " " 2/18/59
	Cash Receipts	51	1	4/54 - 6/55	10 Cu. Ft.		
	Charge Tickets	62	1	4/54 - 6/55	180 Cu. Ft.		
	Non-Record Material			4/54 - 6/55	11 Cu. Ft.		
					31		
					271		post 2/27/1959

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

Wallace D. Lawrence

Signature

Wallace D. Lawrence

Accountant III

Title

Principal Account Clerk I

3/18/59

Date

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

University of Maryland
 Reporting Agency
 Office of Director of Admissions & Registrations
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Index to admitted students	237	9	1944-1953	1½ cu. ft.	March 1957	Burned
2	Index to registered students	237	10	1944-1946	½ cu ft.	March 1957	Burned
3	Discard file	237	13	1939-1953	40 cu. ft.	March 1957	Burned

*posted
8/29/57*

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

G. Watson, Jr.
 Signature

Director of Admissions & Registrations
 Title

Aug. 27, 1957
 Date

CERTIFICATE OF RECORDS DISPOSAL

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

University of Maryland
 Reporting Agency

Baltimore Campus
 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	Charge Tickets	62	1	7/52 - 6/53	90 cu. ft.	3/13/57	Released to Atlantic Waste Paper Company " " " " " " " "
2	Patients' Ledger Cards	51	2	7/52 - 6/53	48 cu. ft.	3/13/57	
3	Charge Tickets	62	1	7/53 - 3/54	72 cu. ft.	3/13/57	
4	Cash Receipts	51	1	7/52 - 3/54	38 cu. ft.	3/13/57	
5	Students' Bills and Cash Receipts	264	1	7/37 - 6/50	3 cu. ft.	3/13/57	
6	Purchase Records (1A Requisitions)	264	4	7/45 - 6/46	18 cu. ft.	3/13/57	
7	Transmittals	264	5	7/40 - 6/51	26 cu. ft.	3/13/57	
8	Certificates of Deposit	264	5	7/41 - 6/49	4½ cu. ft.	3/13/57	
9	Check Stubs	264	5	7/35 - 6/45	3 cu. ft.	3/13/57	
10	Non Record Material	264	5	7/35-6/45	72 cu. ft.	3/13/57	

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

Wallace D. Lawrence
 Signature
 Wallace D. Lawrence

Principal Account Clerk I
 Title
 Principal Account Clerk I

3/12/57
 Date

posted
 3/18/57

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

UNIVERSITY OF MARYLAND
 Reporting Agency

Office of Director of Admissions and Registrations
 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.	Class Lists	236	2	1929 to Sept. 1950	12 cu. ft.	4/9/56	Sold as waste paper <i>Noted 5/3/56</i>

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

Norma J. Klein
 Signature

(Director) *Associate Registrar*
 Title

May 1, 1956
 Date

Form HR-RIF 2,
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
University of Maryland
2. Division or Bureau of Reporting Agency
University Hospital

3 Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Re- cords Dispos- ed of.	7. Volume (Cubic or linear feet)	8. Location of Records Prior to Dis- posal.	9. Method of Disposal
		Schedule No.	Item No.				
1	Cash Receipt pre-numbered, form UH-2	51 ✓	1	June, 1952	1 cu. ft.	6th flr. Psych.	Burned
2	Patients ledger card, un-numbered	51 ✓	2	June, 1952	11 cu. ft.	6th flr. Psych.	Burned
	Charge tickets, un-numbered	62 ✓	1	June, 1952	20 cu. ft.	6th flr. Psych.	Burned

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

[Signature]
Signature

Cost Accountant
Title

3/22/56
Date

Form HR-RM 2,
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
UNIVERSITY OF MARYLAND
2. Division or Bureau of Reporting Agency
UNIVERSITY HOSPITAL

3 Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Re- cords Dispos- ed of.	7. Volume (Cubic or linear feet)	8. Location of Records Prior to Dis- posal.	9. Method of Disposal
		Schedule No.	Item No.				
1.	Patients ledger cards.	B.P.W.	10/8/52	7/1/35 6/30/49	150'	9th fl. file rm.	burned
2.	Charge and cash tickets for patients accounts	B.P.W.	10/8/52	7/1/48 5/31/49	150 cu. ft.	"	"
3.	Working Fund vouchers	B.P.W.	10/8/52	6/1/46 6/30/49	15 cu. ft.	"	"
4.	Working Fund check stubs	B.P.W.	10/8/52	8/1/47 5/31/49	3 cu. ft.	"	"
5.	Working Fund cancelled checks	B.P.W.	10/8/52	8/1/46 5/31/49	3 cu. ft.	"	"
6.	Certificates of Deposit	B.P.W.	10/8/52	7/1/48 5/31/49	3 cu. ft.	"	"
7.	Cash receipt binders	B.P.W.	10/8/52	7/1/39 6/30/46	30 cu. ft.	"	"
					354 " "		

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

Albas. W. Spicer
Signature

Chief Accountant
Title

1/14/54
Date



CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

University of Maryland
Reporting Agency

Office of Student Aid (Employment)
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	College Work-Study Records (Applications, Blue Book Records, Correspondence)	566	1	June 1966 -May 1968	1/2 linear foot	October 8, 1973	Mutilation and Shredding

Reported as 1 cu ft.

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

Bessie E. Harris
Bessie E. Harris
Signature

Assistant Director
Title

October 8, 1973
Date

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

University of Maryland, Dept. of Student Affairs
 Reporting Agency

Office of Student Aid (Loans)
 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	NDEA Records (Applications and correspondence pertaining thereto)	565	1	Sept., 1958 to June, 1968	4 1/2 linear feet	Nov. 2, 1973	Manual Mutilation
2	Guaranteed Loan Records (Loan Disbursement Cards with associated index cards)	565	2	1965 - 1972	1 3/4 linear feet	Oct. 25, 1973	Manual Mutilation
			LAST ITEM				

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

Roscoe E. Dann, Jr.

Signature

Assistant Director

Title

November 12, 1973

Date