

CERTIFICATE OF RECORDS DISPOSALThe Maryland-National Capital Park and Planning Commission

Reporting Agency

Finance Department

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	M-NCPPC Bond Series "00"	499-A	16	Those paid during the period Sept. 1976 thru Feb. 1978	8-2-78		
2	M-NCPPC Bond Series "B-2"  Paid coupons and bonds as detailed on attached schedules Total ..... \$990,750.00  Coupons 4241 Bonds 113						
		<u>MNCPPC CERTIFICATION:</u>					
		This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Maryland National Bank (AGENT) pursuant to the provision of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent					
		<i>A. Edward Navarre</i>		SECRETARY - TREASURER			

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

Signature

Title

Date

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21203

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.

B-2

02/07/78

Bd Nos. 160/212

53

@ 5,000.00

265,000.00  
265,000.00

DATED AUG 02 1978

Cheryl B. Alder  
WITNESS TO SIGNATURE

WITNESS Constance L. McCreedy  
APPROVED [Signature]  
AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK

CORPORATE TRUST DEPT.

BALTIMORE, MD. 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Captial Park & Planning Commission

B-2

02/01/78

#008

885

@

110.00

97,350.00  
97,350.00

AUG 02 1978

DATED

WITNESS

*Cheryl B. Acker*

WITNESS TO SIGNATURE

APPROVED

AUTHORIZED SIGNATURE

*Constance L. McCreedy*

*[Signature]*

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MARYLAND 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
B-2

7	8/1/77	885 x 110.00	<u>97,350.00</u> 97,350.00
---	--------	--------------	-------------------------------

DATED AUG 02 1978  
Cheryl B. Alden  
AUTHORIZED SIGNATURE

Constance L. McCreedy  
WITNESS  
APPROVED [Signature]  
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.

Series "00" Open Space

03/01/78

Bd Nos. 119/178

60 @

5,000.00

300,000.00  
300,000.00

DATED AUG 02 1978 WITNESS Constance L. McCreedy  
Cheryl B. Dean APPROVED [Signature]  
WITNESS TO SIGNATURE AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
 CORPORATE TRUST DEPARTMENT  
 BALTIMORE, MD. 21203

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
 PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm:

Series "00" Open Space

09/01/77	#23	2	@	92.50	185.00
		10	@	93.75	937.50
		1	@	100.00	100.00
					<u>1,222.50</u>

03/01/78	#24	296	@	92.50	27,380.00
		125	@	93.75	11,718.75
		171	@	95.00	16,245.00
		415	@	100.00	<u>41,500.00</u>
					<u>96,843.75</u>

DATED AUG 02 1978

Cheryl B. Alder  
 WITNESS TO SIGNATURE

WITNESS Constance L. McCreedy  
 APPROVED [Signature]  
 AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPT.  
BALTIMORE, MD 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Series 00 Open Space

09/01/77	#23	3 @ 92.50	277.50
		4 @ 95.00	380.00
		7 @ 100.00	700.00
		1 @ 93.75	93.75
			<u>1,451.25</u>

DATED AUG 02 1978

WITNESS Constance L. McCready

Cheryl B. Alder  
WITNESS TO SIGNATURE

APPROVED [Signature]  
AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MARYLAND 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Open Space Series "ee"

22	3/1/77	2 x 100.00	200.00
		2 x 95.00	190.00
		11 x 93.75	<u>1,031.25</u>
			1,421.25

DATED

AUG 02 1978

*Cheryl B. Alder*

AUTHORIZED SIGNATURE

*Constance L. McCreedy*

WITNESS

APPROVED

WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MARYLAND 21203

CERTIFICATE

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Maryland National Capital Park & Planning Comm.  
Open Space Series "00"

23	9/1/77	9 x 92.50	832.50
		10 x 93.75	937.50
		27 x 95.00	2565.00
		11 x 100.00	1100.00
			<u>5,435.00</u>

AUG 02 1978

DATED

Cheryl B. Alden  
AUTHORIZED SIGNATURE

Constance L. McCreedy  
WITNESS

APPROVED

[Signature]  
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK

CORPORATE TRUST DEPT.

BALTIMORE, MD. 21203

CERTIFICATE

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Maryland National Captial Park & Planning Comm.

SERIES 00 Open Space

09/01/77	#23	3 @ 92.50	277.50
		6 @ 95.00	570.00
		4 @ 100.00	<u>400.00</u>
			1,247.50

AUG 02 1978

DATED

WITNESS

*Constance L. McCready*

*Cheryl B. Alder*

APPROVED

*[Signature]*

WITNESS TO SIGNATURE

AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21203

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.

Series "00" Open Space

9/1/69	#7	2 @ 100.00	200.00
3/1/70	#8	2 @ 100.00	200.00
9/1/70	#9	2 @ 100.00	200.00
3/1/71	#10	2 @ 100.00	200.00
9/1/71	#11	2 @ 100.00	200.00
3/1/72	#12	2 @ 100.00	200.00
9/1/72	#13	2 @ 100.00	200.00
3/1/73	#14	2 @ 100.00	200.00
9/1/73	#15	2 @ 100.00	200.00
3/1/74	#16	2 @ 100.00	200.00
9/1/74	#17	2 @ 100.00	200.00
3/1/75	#18	2 @ 100.00	200.00
9/1/75	#19	2 @ 100.00	200.00
3/1/76	#20	2 @ 100.00	200.00
9/1/76	#21	2 @ 100.00	200.00
3/1/77	#22	2 @ 100.00	200.00
9/1/77	#23	8 @ 100.00	800.00
3/1/78	#24	10 @ 92.50	925.00
		6 @ 93.75	562.50
		15 @ 95.00	1425.00
		39 @ 100.00	3900.00
			6812.50

AUG 02 1978

DATED

Cheryl B. Alden

Constance L. McCreedy  
WITNESS

Approved

[Signature]

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MARYLAND 21203

CERTIFICATE

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PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Open Space Series "00"

23	9/1/77	445 x 100.00	44,500.00
		168 x 95.00	15,960.00
		111 x 93.75	10,406.25
		295 x 92.50	27,287.50
			<u>98,153.75</u>

DATED

AUG 02 1978

*Cheryl B. Alden*

AUTHORIZED SIGNATURE

*Constance L. McCreedy*

Witness

APPROVED

*[Signature]*  
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MARYLAND 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Open Space Series "00"

24	3/1/78	4 X 95.00	380.00
		2 X 100.00	200.00
			<u>580.00</u>

DATED                      **AUG 02 1978**                       
                     *Cheryl B. Alden*                       
AUTHORIZED SIGNATURE

                     *Constance L. McCreedy*                       
Witness  
                     *[Signature]*                       
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
 CORPORATE TRUST DEPARTMENT  
 BALTIMORE, MARYLAND 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
 Open Space Series "00"

19	9/1/75	5	X	93.75	468.75	468.75
20	3/1/76	5	X	93.75	468.75	468.75
21	9/1/76	5	X	93.75	468.75	468.75
22	3/1/77	5	X	93.75	468.75	468.75
23	9/1/77	5	X	93.75	468.75	468.75
24	3/1/78	2	X	92.50	185.00	
		8	X	93.75	750.00	
		5	X	95.00	475.00	
		7	X	100.00	700.00	2,110.00

DATED AUG 02 1978

Chuy B. Aiden  
 AUTHORIZED SIGNATURE

Constance L. McCreedy  
 WITNESS

APPROVED [Signature]  
 WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MARYLAND 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Open Space Series "00"

23      9/1/77      4    X    92.50

24      3/1/78      4    X    92.50  
                         1    X    93.75  
                         3    X    95.00  
                         6    X    100.00

370.00  
93.75  
285.00  
600.00  
1,348.75

DATED           AUG 02 1978          

          Cheryl B. Ardu            
AUTHORIZED SIGNATURE

          Constance L. McCreedy            
WITNESS

APPROVED           [Signature]            
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Open Space )) 00

3/1/77	22	21	x	95.00	1,995.00
		4	x	92.50	370.00
		8	x	100.00	800.00
		5	x	93.75	468.75
					<u>3,633.75</u>

DATED AUG 02 1978

Cheryl B. Alder  
WITNESS TO SIGNATURE

Andrew L. Little  
WITNESS  
APPROVED B. D. Nichols  
AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE  
OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm  
Series 00 Open Space

9/1/76	21	4 x 92.50	<u>370.00</u>
			370.00

3/1/77	22	2 x 93.75	187.50
		18 x 100.00	1,800.00
		33 x 95.00	3,135.00
		22 x 92.50	<u>2,035.00</u>
			7,157.50

DATED AUG 02 1978

Cheryl B. Alden  
WITNESS TO SIGNATURE

Candrey L. Little  
WITNESS  
APPROVED  
J.A. McInale  
AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21202

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE  
OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm  
Open Space "00"

3/1/77	22	7 x 100.00	700.00
		4 x 92.50	<u>370.00</u>
			1,070.00

AUG 02 1978

DATED

Cheryl B. Alder  
AUTHORIZED SIGNATURE

Audrey L. Little  
WITNESS  
APPROVED L.O. Nichols  
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MARYLAND 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm:  
Series ~~100~~ 00

Various		2 x	95.00	<u>190.00</u>
				190.00
21	9/1/76	2 x	95.00	<u>190.00</u>
				190.00
22	3/1/77	2 x	100.00	200.00
		8 x	95.00	760.00
		1 x	93.75	<u>93.75</u>
				1,053.75

DATED AUG 02 1978

Cheryl B. Alder  
AUTHORIZED SIGNATURE

Cynthia S. Atwell  
WITNESS  
approved B. O. Melick  
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPT.  
BALTIMORE, MD 21202

CERTIFICATE

WE THE UNDERSIGNED, HAVE THIS DAY IN THE PRESENCE OF EACH OTHER  
DESTROYER OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm. Series 00 Open Space

09/01/77	023	3 @ 93.75	281.25
		3 @ 92.50	277.50
		2 @ 100.00	200.00
			<u>758.75</u>

DATED

AUG 02 1978

WITNESS

*Constance L. McCreedy*

WITNESS

*Cheryl B. Alden* ?

APPROVED

AUTHORIZED SIGNATURE

*[Signature]*

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPT.  
BALTIMORE, MD 21202

CERTIFICATE

WE THE UNDERSIGNED, HAVE THIS DAY IN THE PRESENCE OF EACH OTHER  
DESTROYER OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm. Series 00 Open Space

09/01/77	023	3 @ 93.75	281.25
		3 @ 92.50	277.50
		2 @ 100.00	200.00
			<u>758.75</u>

Caroline J. McLaughlin WITNESS

DATED \_\_\_\_\_

[Signature] APPROVED  
AUTHORIZED SIGNATURE

Clayton P. [Signature] WITNESS

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL


THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency

Department of Finance

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MMCPPC BONDS SERIES Q  Paid coupons and bonds as detailed on attached schedules, totaling \$3,581.25  175 Coupons	499-A	16	Those paid. 7/1/76 thru 12/31/76	.02	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>  This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.					
		3/21/78  Date		 Signature SECRETARY - TREASURER			
				Title			

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By Jean G. Salamone

Assistant Vice President

2-22-78

SERIES Q - August, 1976

Cpn. #35

\$21.25 178-192

(15)

\$20.00 193-227

(35)

\$20.50 228-352

(125)

TOTAL COUPONS PAID - 175

TOTAL \$\$ PAID - \$3,581.25

We hereby certify the above-listed coupons and/or bonds totalling \$ 3,581.25 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean E. Salamone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
S. D. G.

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency

Department of Finance

Division or Bureau

Submit in Duplicate

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 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
2.	MNCPPC BONDS SERIES S-2  Paid coupons and bonds as detailed on attached schedules, totaling \$8,782.50  430 Coupons	499-A	16	Those Paid 7/1/76 thru 12/31/76	.04	2-22-78	Shredding
		<p><u>MNCPPC CERTIFICATION:</u></p> <p>This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.</p>					
		<p><i>3/21/78</i></p> <p>Date</p>		<p><i>A. Edward Navarre</i></p> <p>Signature</p>			
				<p>SECRETARY - TREASURER</p> <p>Title</p>			

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By *Jean G. Salamone*  
 Signature

Assistant Vice President

Title

2-22-78

Date

(CITIZENS)

SERIES S-2 - August, 1976

Cpn. #35

\$21.25	89-118
(30)	
\$20.00	119-228
(110)	
\$20.50	229-518
(270)	

TOTAL COUPONS PAID - 430

TOTAL \$\$ PAID - \$8,782.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 8,782.50 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salemore AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
H. D. W.

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency

Department of Finance

Division or Bureau

Submit in Duplicate

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
3.	MNCPPC BONDS SERIES T  paid coupons and bonds as detailed on attached schedules, totaling \$50,850.00  50 coupons 50 bonds	499-A	16	Those paid 7/1/76 thru 12/31/76	.11	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>  This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.					
		3/21/78 Date		A. Edward Navarro Signature		SECRETARY - TREASURER Title	

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By

Jean G. Salamone  
Signature

Assistant Vice President

Title

2-22-78

Date

SERIES T - July, 1976

Cpn. #40

\$17.00

951-1000

(50)

Bonds

\$1,000

951-1000

(50)

TOTAL COUPONS PAID - 50

TOTAL BONDS PAID - 50

TOTAL \$\$ PAID - \$50,850.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 50,850.00 were disposed of by shredding on 2.22.78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salemore AVP

Signature

Title

Shirley M. Connor Adm Assistant

Signature

Title

*Audited:  
H.W. 9/11*

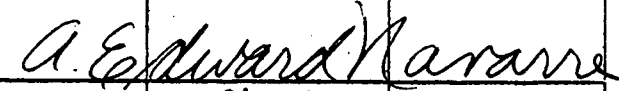
DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency  
 Department of Finance  
 Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
4.	MNCPPC BONDS SERIES U  Paid coupons and bonds as detailed on attached schedules, totaling \$10,170.00  10 coupons 10 Bonds	499-A	16	Those paid 7/1/76 thru 12/31/76	.02	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>		This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.			
		3/21/78		 Signature SECRETARY - TREASURER Title			
		Date					

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By Jean G. Salamone  
 Signature

Assistant Vice President

2-22-78

SERIES U - July, 1976

Cpn. #40

\$17.00 191, 193-200

9

Bonds

\$1,000 191, 193-200

9

TOTAL COUPONS PAID - 9

TOTAL BONDS PAID - 9

TOTAL \$\$ PAID - \$9,153.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 9,153.00 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean E. Salamone AVP  
Signature Title

Shirley M. Connor Adm. Assistant  
Signature Title

Audited:  
S. W. M.

SERIES U - August, 1976

Bond

\$1,000

192

TOTAL BONDS PAID - 1

TOTAL \$\$ PAID - \$1,000

We hereby certify the above-listed coupons and/or bonds totalling \$ 1,000 - were disposed of by shredding on 2-22-78.. (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M Cosmou Adm. Assistant  
Signature Title

Audited:  
S. D. H.

SERIES U - Sept., 1976

Cpn. #40

\$17.00

192

(1)

TOTAL COUPONS PAID - 1

TOTAL \$\$ PAID - \$17.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 17.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salernow AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

*Audited:  
H.D.G.M.*

## DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency

Department of Finance

Division or Bureau

Submit in Duplicate

Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
5	MNCPPC BONDS SERIES Z  Paid coupons and bonds as detailed on attached schedules, totaling \$25,425.00  25 Coupons 25 Bonds	499-A	16	Those paid 7/1/76 thru 12/31/76	.05	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>  This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.					
		3/21/78  Date		A. Edward Navarro  Signature		SECRETARY - TREASURER  Title	

BOND PAYING AGENT:

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

Citizens Bank &amp; Trust Company of Maryland

By

Jean P. Salamone  
 Signature

Assistant Vice President

Title

2-22-78

Date

SERIES Z - July, 1976

Cpn. #40

\$17.00

476-477, 481-497, 500

20

Bonds

\$1,000

476-477, 481-497, 500

20

TOTAL COUPONS PAID - 20

TOTAL BONDS PAID - 20

TOTAL \$\$ PAID - \$20,340.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 20,340.00 were disposed of by shredding on 2.22.78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salomon AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
H. D. 91.

SERIES Z - August, 1976

Cpn. #40

\$17.00

478-480

(2)

Bonds

\$1,000

478-480'

(3)

TOTAL COUPONS PAID - 3

TOTAL BONDS PAID - 3

TOTAL \$\$ PAID - \$3051.00

We hereby certify the above-listed  
coupons and/or bonds totalling  
\$ 3,051.00 were disposed of  
by shredding on 2.22.78  
(date).

CITIZENS BANK &amp; TRUST CO. OF MD..

Jean G. Salamone AVP  
Signature Title

Whisley M Connor Adm. Assistant  
Signature Title

*Credited:  
H. D. 91.*

SERIES Z - October, 1976

Cpn. #40

\$17.00

498-499

2

Bonds

\$1,000

498-499

2

TOTAL COUPONS PAID - 2

TOTAL BONDS PAID - 2

TOTAL \$\$ PAID - \$2,034.00

We hereby certify the above-listed coupons and/or bonds totalling \$2,034.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean B. Salamone AVP Signature Title

Shirley M Connor Adm. Assistant Signature Title

Audited: H. D. M.

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

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Reporting Agency

Department of Finance

Division or Bureau

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		Retention Sched. No.	Item No.				
6	MNCPPC BONDS SERIES CC  Paid coupons and bonds as detailed on attached schedules totaling \$255.00.  15 coupons	499-A	16	Those paid 1/1/76 thru 6/30/76	.001	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>  This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.					
		3/21/78					
		Date		A. Edward Navarre Signature			
				SECRETARY - TREASURER Title			

BY PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By Jean G. Salamone  
Signature

Assistant Vice President  
Title

2/22/78  
Date

SERIES CC - January, 1976

Cpn. #39

\$17.00

236-250

15

TOTAL COUPONS PAID - 15

TOTAL \$\$ PAID - \$255.00

We hereby certify the above-listed coupons and/or bonds totalling \$255.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M. Cromer Adm. Assist.  
Signature Title

Audited:  
H. D. G. R.

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

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		Retention Sched. No.	Item No.				
6	MNCPPC BONDS SERIES CC  Paid coupons and bonds as detailed on attached schedules, totaling \$15,255.00  15 coupons 15 Bonds	499-A	16	Those paid 7/1/76 thru 12/31/76	.03	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>		This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.			
		<u>3/21/78</u>		<u>A. Edward Navarre</u>			
		Date		Signature			
				SECRETARY - TREASURER			
				Title			

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By

Jean G. Salamone

Signature

Assistant Vice President

Title

2-22-78

Date

SERIES CC - July, 1976

Cpn #40

\$17.00 236-250

15

Bonds

\$1,000 236-250

15

TOTAL COUPONS PAID - 15

TOTAL BONDS PAID - 15

TOTAL \$\$ PAID - \$15,255.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 15,255.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF ND.

Jean G. Salamone AVP  
Signature Title

Shirley M Connor Adm Assistant  
Signature Title

Audited:  
H.D.G.M.

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission -  
 Records Management Division -  
 Treasury Building, Rm. 305 -  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

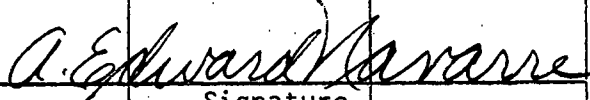
Reporting Agency

, Department of Finance

Division or Bureau

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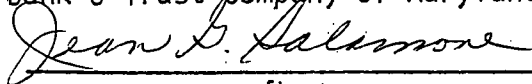
No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
7	MNCPPC BONDS SERIES KK  Paid coupons and bonds as detailed on attached schedules, totaling \$55,191.25  205 coupons 8 Bonds	499-A	16	Those paid 7/1/76 thru 12/31/76	.04	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>		This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.			
		3/21/78		 Signature			
		Date		SECRETARY - TREASURER Title			

BY PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By



Signature

Assistant Vice President

Title

2-22-78

Date

SERIES KK - July, 1976

Cpn #27

\$75.00

144

①

\$80.00

171, 176, 195-198, 207-208, 219-222

②

\$82.50

243, 246, 252

③

TOTAL COUPONS PAID - 16

TOTAL \$\$ PAID - \$1,282.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 1,282.50 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salomone AVP  
Signature Title

Shirley M Connor Adm Assist.  
Signature Title

*Audited:  
H. D. 97*

SERIES KK - Dec. 1976

Cpn #27

\$82.50

269, 270

Cpn #28

\$75.00

137-142, 145, 147

\$80.00

178,179,180, 191,205,207,208  
211,212,213,216

CPN #28

\$82.50

228-236, 252,269,270,278-280

TOTAL COUPONS PAID 36

TOTAL \$ PAID \$2,882.50

We hereby certify the above coupons and/or bonds totalling \$2,882.50 disposed of by shredding on 2-22-78 (date)

CITIZENS TRUST CO. OF MD.

Jean G. Salsmone AVP  
Signature Title

Shirley M. Connor Adm. Assistant  
Signature Title

Audited:  
H. D. W.

SERIES KK - July, 1976

Cpn. #27

\$77.50

162-166

(5)

\$80.00

170, 177, 181, 185, 190, 199-203, 209-210, 214, 217-218

(15)

\$82.50

253-258, 281-282

(8)

TOTAL COUPONS PAID - 28

TOTAL \$\$ PAID - \$2,247.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 2,247.50 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M. Connor Adm Assistant  
Signature Title

*Audited:  
S. D. G. Jr.*

SERIES KK - August, 1976

Cpn. #27

\$80.00

167-169

(3)

TOTAL COUPONS PAID - 3

TOTAL \$\$ PAID - \$240.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 240.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean B. Salmons AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
H. A. 97

SERIES KK - September, 1976

Cpn. #27

\$82.50

271

①

TOTAL COUPONS PAID - 1

TOTAL \$\$ PAID - \$82.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 82.50 were disposed of by shredding on 2.22.78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

*Audited:  
H. D. 9/11*

Cpn. #27

\$82.50

251

①

TOTAL COUPONS PAID - 1

TOTAL \$\$ PAID - \$82.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 82.50 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean P. Salomone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
H. D. W.

(CHEMICAL)

SERIES KK - November, 1976

Cpn. #26

\$82.50

245

①

TOTAL COUPONS PAID - 1

TOTAL \$\$ PAID - \$82.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 82.50 were disposed of by shredding on 2.22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamon AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
H. D. G.

CHEMICAL

SERIES KK  
December, 1976

Cpn #26

(3) \$80.00 167-169

Cpn# 28

(16) \$2.50 285-300

(13) \$75.00 131-136, 146, 149, 150-154

(11) \$77.50 155-159, 161-166

(30) \$80.00 167-169, 171-175, 177, 186-190  
192-194, 199-204, 217-222, 215

(9) \$81.25 117-124, 130

(37) \$82.50 223-227, 237-245, 249, 250,  
253-268, 272, 273, 276, 283,  
284

Bonds \$5,000 117-124

Total Coupons Paid - 119

Total \$ Paid \$48,291.25

Total Bonds Pd. - 8

*Audited:  
H. D. G.*

We hereby certify the above-listed  
coupons or bonds totalling  
\$ 48,291.25 were disposed of  
by s. 2-22-78.  
(date)

CIT  
STATE OF MD.  
Jean G. Solomon AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

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		Retention Sched. No.	Item No.				
8.	MNCPPC BONDS SERIES MM  Paid coupons and bonds as detailed on attached schedules, totaling \$11,825.00  Coupons - 141	499-A	16	Those paid 7/1/76 Thru 12/31/76	.01	2-22-78	Shredding
		<p><u>MNCPPC CERTIFICATION:</u></p> <p>This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.</p>					
		<p>3/21/78</p> <p>Date</p>		<p><i>A. Edward Maravre</i></p> <p>Signature</p>		<p>SECRETARY - TREASURER</p> <p>Title</p>	

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By

*Jean G. Salamone*

Signature

Assistant Vice President

Title

2-22-78

Date

SERIES MM - September, 1976

Cpn. #24

\$85.00

211-215

5

TOTAL COUPONS PAID - 5

TOTAL \$\$ PAID - \$425.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 425.00 were disposed of by shredding on 2.22.78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
H. D. P.

SERIES MM - October, 1976

Cpn. #24

\$2.50 236-237

(2)

Cpn. #25

\$125.00 105-120

(16)

\$80.00 121-122

(2)

\$81.25 129-132, 135-138, 141-142, 144

(11)

\$85.00 145-160

(16)

\$83.75 161-167, 175-180

(13)

\$85.00 181-200, 207, 209-215

(28)

\$2.50 238-240

(3)

TOTAL COUPONS PD - 91  
 TOTAL \$\$ PAID - \$7,895.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 7,895.00 were disposed of by shredding on 2-22-78.  
 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salemore AVP  
 Signature Title

Shirley M Connor Adm. Assistant  
 Signature Title

*Audited:  
 H.D.W.*

(CHEMICAL)

SERIES MM - November, 1976

Cpn. #25

\$80.00 123, 126-128

(4)

\$83.75 171

(1)

\$85.00 208, 216-220

(6)

\$2.50 236-237

(2)

TOTAL COUPONS PAID - 13

TOTAL \$\$ PAID - \$918.75

We hereby certify the above-listed coupons and/or bonds totalling

\$ 918.75 were disposed of by shredding on 2.22.78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salomone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

*Audited:  
H. D. P.*

SERIES MM - Nov., 1976

Cpn. #25

\$81.25 139-140

(2)

\$85.00 202-203

(2)

TOTAL COUPONS PAID - 4

TOTAL \$\$ PAID - \$332.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 332.50 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean L. Salamone AVP  
Signature Title

Mailey M Connor Adm. Assistant  
Signature Title

*Audited:  
S.D.M.*

Series MM - Dec. 1976

Cpn #25

\$85.00	206
\$83.75	168, 170
\$2.50	231-235

TOTAL COUPONS PAID	8
Total \$ Paid.	\$265.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 265.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK &amp; TRUST CO. OF MD.

Jean A. Selmon AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
S.D.W.

(CITIZENS)

SERIES MM , August, 1976

Cpn. #24

\$80.00

126-128

③

TOTAL COUPONS PAID - 3

TOTAL \$\$ PAID - \$240.00

We hereby certify the above-listed  
coupons and/or bonds totalling  
\$ 240.00 were disposed of  
by shredding on 2.22.78  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Whitley M Connor Adm. Assistant  
Signature Title

*Audited:  
H. D. G. N.*

SERIES MM - October, 1976

Cpn. #25

\$125.00	97-104
(8)	
\$81.25	133-134, 143
(3)	
\$83.75	169, 172-174
(4)	
\$85.00	204-205
(2)	

TOTAL COUPONS PAID - 17

TOTAL \$\$ PAID - \$1,748.75

We hereby certify the above-listed coupons and/or bonds totalling \$ 1,748.75 were disposed of by shredding on 2.22.78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salemore AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

*Audited:  
H. D. G. N.*

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

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		Retention Sched. No.	Item No.				
9	MNCPPC BONDS SERIES SS  Paid coupons and bonds as detailed on attached schedules, totaling \$418,190.00  1,098 coupons 60 bonds	499-A	16	Those paid 7/1/76 Thru 12/31/76	.23	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>		This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.			
		3/21/78		A. Edward Marasse			
		Date		Signature			
				SECRETARY - TREASURER			
				Title			

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By

*Jean G. Salomone*

Signature

Assistant Vice President

Title

2-22-78

Date

SERIES SS - August, 1976

Cpn. #18

\$125.00

292

421-470, 481-505, 511-520, 541-560, 571-580, 601-610, 621-640, 661-700, 721-730, 751-775, 781-795, 817, 819-820, 843-852, 855-884, 887-900

\$115.00

24

901-902, 943-953, 955-965

\$102.50

38

966-967, 969-976, 983, 985-987, 994, 998-1001, 1007-1016, 1020-1026, 1028, 1030

\$105.00

37

1031-1047, 1054-1056, 1060, 1067-1068, 1076-1091, 1093-1115, 1119-1130, 1171-1181, 1183-1184, 1209-1410, 1413-1440

\$2.50

13

1441-1453

BONDS

\$5,000

461-470

10

TOTAL COUPONS PD - 684

We hereby certify the above-listed TOTAL BONDS PD - 10 coupons and/or bonds totalling

\$126,472.50 were disposed of TOTAL \$\$ PD - \$126,472.50 by shredding on 2-22-78.

(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salemons AVP

Signature

Title

Shirley M Connor Adm. Assist

Signature

Title

Audited: H. D. 9/11

SERIES SS - Sept., 1976

Cpn. #17

\$105.00 1116-1118

3

Cpn. #18

\$115.00 954

1

\$102.50 968, 984, 997

2

\$105.00 1052-1053, 1116-1118, 1411-1412

7

TOTAL COUPONS PAID - 14

TOTAL \$\$ PAID - \$1,472.50

We hereby certify the above-listed coupons and/or bonds totalling \$1,472.50 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M. Connor Adm. Assist  
Signature Title

Audited:  
H. D. 97.

SERIES SS - October, 1976

Cpn #18

\$102.50

1027, 1029

(2)

\$105.00

1069-1075, 1092

(8)

TOTAL COUPONS PAID - 10

TOTAL \$\$ PAID - \$1,045.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 1,045.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD..

Jean G. Salomone ACP  
Signature Title

Shirley M Connor Adm. Assisist  
Signature Title

*Audited:  
H.D.P.*

SERIES SS - Nov., 1976

Cpn. #17

\$102.50                    1002-1006

(5)

Cpn. #18

\$102.50                    1002-1006

(5)

\$105.00                    1048-1049

(2)

TOTAL COUPONS PAID - 12

TOTAL \$\$ PAID - \$1,235.00

We hereby certify the above-listed coupons and/or bonds totalling \$1,235.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salsmow AVP  
Signature Title

Shirley M Cosmoe Adm. Assist  
Signature Title

Audited:  
J.W.G.

Cpn # 18

\$105.00

1066

Total Paid 1

Total \$ Paid - \$105.00

We hereby certify the above-listed coupons and/or bonds totalling \$105.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

John B. Salzman AVP  
Signature Title

Shirley M Connor Adm Asst  
Signature Title

Audited:  
H.D. G.

SERIES SS - August, 1976

Cpn. #18

186  
\$125.00 471-480, 506-510, 521-540, 561-570, 581-600,  
611-620, 641-660, 701-720, 731-750, 776-780,  
796-815, 821-842, 853-854, 885-886

40  
\$115.00 903-942

17  
\$102.50 977-982, 988-993, 995-996, 1017-1019

75  
\$105.00 1050-1051, 1057-1059, 1061-1065, 1131-1170,  
1182, 1185-1208

57  
\$2.50 1454-1510

BONDS

50  
\$5,000 421-460, 471-480

TOTAL COUPONS PAID - 375

TOTAL BONDS PAID - 50

TOTAL \$\$ PAID - \$287,610.00

We hereby certify the above-listed coupons and/or bonds totalling \$ ~~287,610.00~~ were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

James G. Salamone AVP  
Signature Title

Shirley M. Cosmor Adm. Assist  
Signature Title

*audited  
8/10/91*

Cpn. #18

\$125.00

816, 818

②

TOTAL COUPONS PAID - 2

TOTAL \$\$ PAID - \$250.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 250.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD..

Jean G. Salomone AVP  
Signature Title

Shirley M Connor Adm. Assist  
Signature Title

Audited:  
H.A.W.

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency

Department of Finance

Division or Bureau

Submit in Duplicate

Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
10	MNCPPC BONDS SERIES UU  Paid coupons and bonds as detailed on attached schedules, totaling \$120,450.00  994 Coupons	499-A	16	Those paid 7/1/76 Thru 12/31/76	.10	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>					
		This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.					
		3/21/78		<i>A. Edward Navarre</i>			
		Date		Signature			
				SECRETARY - TREASURER			
				Title			

BY PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By

*Jean G. Salamone*  
 Signature

Assistant Vice President

Title

2-22-78

Date

SERIES UU - October, 1976

Cpn. #15

\$125.00

830-832, 925, 930, 943-944, 992,  
1073-1074, 1076-1078, 1093-1095

16

TOTAL COUPONS PAID - 16

TOTAL \$\$ PAID - \$2,000.00

We hereby certify the above-listed  
coupons and/or bonds totalling  
\$ 2,000.00 were disposed of  
by shredding on 2-22-78  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salimone AVP  
Signature Title

Shirley M. Cosmov Adm. Assist  
Signature Title

Audited:  
H. D. W.

Cpn #15

\$122.50

716- 740

\$125.00

834, 835, 1002

TOTAL COUPONS PAID 28

TOTAL \$ PAID - \$3,437.50

We hereby certify the above-listed  
coupons and/or bonds totalling  
\$ 3,437.50 were disposed of  
by shredding on 2-22-78  
(date)

CITIZENS BANK &amp; TRUST CO. OF MD.

Jean P. Salemore AVP  
Signature Title

Shirley M Connor Adm. Assist.  
Signature Title

Audited:  
H. D. M.

SERIES UU - Sept., 1976

Cpn. #14

\$125.00 769

①

Cpn. #15

\$125.00 583, 597, 618

③

\$122.50 714-715

②

\$125.00 769, 883, 936-937, 979, 1030, 1056, 1058, 1079, 1082, 1112

①

TOTAL COUPONS PAID - 17

TOTAL \$\$ PAID - \$2,120.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 2,120.00 were disposed of by shredding on 2.22.78, (date)

CITIZENS BANK & TRUST CO. OF MD.,

Jean P. Salemore AVP  
Signature Title

Shirley M Connor Adm. Assist.  
Signature Title

*Audited:  
S.D.W.*

SERIES UU - August, 1976

Cpn. #15

\$125.00 139-192, 213-217, 223-227, 248-272, 353-357,  
363-414, 435-522, 527, 530-542, 596, 599-  
617, 619-622

272

\$122.50 643-703, 706-713, 746-755, 758-762

84

\$125.00 763-768, 770-783, 792-822, 825-829, 833, 836-  
837, 840, 843-882, 884-889, 892-902, 909-  
924, 926-929, 931-935, 938-942, 945-958,  
961-972, 975-977, 984-991, 993-1001,  
1003-1029, 1031-1053, 1057, 1070-1072,  
1075, 1080-1081, 1083-1092, 1097, 1099,  
1100-1102, 1104-1105, 1107-1111

272

TOTAL COUPONS PAID - 628

TOTAL \$\$ PAID - \$78,290.00

I hereby certify the above-listed  
coupons and/or bonds totalling  
\$ 78,290.00 were disposed of  
by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean B. Salomone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

audited  
D.D.H.

Cpn #14

\$125

978

①

TOTAL COUPON PAID - 1

TOTAL \$\$ PAID - \$125.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 125.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salmons AVP  
Signature Title

Shirley M Connor Adm. Assiat  
Signature Title

Audited:  
S. D. W.

SERIES UU - September, 1976

Cpn. #15

\$125.00

1054-1055

②

TOTAL COUPONS PAID - 2

TOTAL \$\$ PAID - \$250.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 250.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO: OF MD.

Jean G. Salemon - AVP  
Signature Title

Shirley M Cosmou Adm. Assiost  
Signature Title

Audited:  
S.D.G.W.

SERIES UU - August, 1976

Cpn. #15

\$125.00 (227)	193-212, 218-222, 228-247, 273-352, 358-362, 415-434, 523-526, 528-529, 543-582, 584-593, 598, 623-642
-------------------	--

\$122.50 (9)	704-705, 741-745, 756-757
-----------------	---------------------------

\$125.00 (38)	784-791, 823-824, 838-839, 841-842, 903-908, 959-960, 973-974, 1059-1069, 1096, 1098, 1103
------------------	---

TOTAL COUPONS PAID - 274

TOTAL \$\$ PAID - \$34,227.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 34,227.50 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

<u>Jean G. Salame</u>	AVP
Signature	Title

<u>Shirley M Connor</u>	Adm. Assist
Signature	Title

Audited:  
S. D. M.

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

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Reporting Agency

Department of Finance

Division or Bureau

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 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
11	MNCPPC BONDS SERIES WW  Paid coupons and bonds as detailed on attached schedules totaling \$219,348.75  688 coupons 20 Bonds	499-A	16	Those paid 7/1/76 thru 12/31/76	.11	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>  This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.					
		3/21/78					
		Date		A. Edward Navarro Signature			
				SECRETARY - TREASURER			
				Title			

ND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By

*Jean G. Salamone*

Assistant Vice President

2-22-78

(CHEMICAL)

SERIES WW - November, 1976

Cpn. #12

\$172.50

568-569

(2)

TOTAL COUPONS PAID - 2

TOTAL \$\$ PAID - \$345.00

We hereby certify the above-listed  
coupons and/or bonds totalling  
\$ 345.00 were disposed of  
by shredding on 2-22-78  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salomone AVR  
Signature Title

Mailey M Connor Adm. Assiat  
Signature Title

Audited:  
H. D. 91

SERIES WW - August, 1976

Cpn. #12

\$168.75                      450  
 (1)

\$172.50                      553-557  
 (5)

TOTAL COUPONS PAID - 6

TOTAL \$\$ PAID - \$1,031.25

We hereby certify the above-listed coupons and/or bonds totalling \$ 1,031.25 were disposed of by shredding on 2-22-78.. (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone                      AVP  
 Signature    Title

Shirley M Connor                      Adm. Assist.  
 Signature    Title

*Audited:  
 H.D.M.*

SERIES WW - September, 1976

Cpn. #12

\$168.75

437-438

2

TOTAL COUPONS PAID - 2

TOTAL \$\$ PAID - \$337.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 337.50 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salomone AVP  
Signature Title

Shirley M Connor Adm Assistant  
Signature Title

Audited:  
S. B. W.

SERIES WW - July, 1976

Cpn. #11

\$125.00 790

①

Cpn. #12

\$200.00 101-105, 121-160, 181-192, 218-240, 251-345

175

\$175.00 346-380

35

\$167.50 383-415

33

\$168.75 416-436, 439, 441-444, 449

27

\$170.00 454-458, 460-469, 475, 477-479, 481-483, 489-490, 496-530

59

\$172.50 534-535, 538-539, 543-545, 550-552, 558-567, 570-670

121

\$125.00 671-722, 725-757, 763-790

113

Bonds

\$5,000 101-105

We hereby certify the above-listed coupons and/or bonds totalling \$121,361.25 were disposed of by shredding on 2-22-78 (date)

TOTAL COUPONS PAID - 564  
TOTAL BONDS PAID - 5  
TOTAL \$\$ PAID - \$121,361.25

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Palamone AVP  
Signature Title

Shirley M. Connor Adm. Assistant  
Signature Title

Audited:  
B. D. 97.

Series WW - December 1976

Cpn #12

\$172.50

536,537, 540,541

4

TOTAL COUPONS PAID -4

Total \$ Paid - \$690.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 690.00 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M Connor Adm Assistant  
Signature Title

Audited:  
H. W. W.

(CITIZENS)

SERIES WW - Sept., 1976

Cpn. #12

\$170.00

484-488

5

TOTAL COUPONS PAID = 5

TOTAL \$\$ PAID - \$850.00

We hereby certify the above-listed  
coupons and/or bonds totalling  
\$ 850.00 were disposed of  
by shredding on 2-22-78..  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M. Connor Adm. Assist  
Signature Title

Audited:  
H. D. 9th

SERIES WW - August, 1976

Cpn. #12

\$168.75	440
①	
\$170.00	451-453, 459, 491-495
⑨	
\$125.00	758-762
⑤	

TOTAL COUPONS PAID - 15

TOTAL \$\$ PAID - \$2,323.75

We hereby certify the above-listed coupons and/or bonds totalling \$ 2,323.75 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salomone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

*Audited:  
H.A.P.*

SERIES WW - July, 1976

Cpn. #12

\$200.00 106-120, 161- 180, 193-217, 241-250

(70)

\$167.50 381-382

(2)

\$168.75 445-448

(4)

\$170.00 470-474, 480

(6)

\$172.50 531-533, 542, 546-549

(4)

BONDS

\$5,000 106-120

(15)

TOTAL COUPONS PD - 90

TOTAL BONDS PD - 25

TOTAL \$\$ PD - \$92,410.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 92,410.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

*Audited:  
H. D. G.*

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

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		Retention Sched. No.	Item No.				
12	MNGPPC BONDS SERIES C-2  Paid coupons and bonds as detailed on attached schedules totaling \$108,700.00  760 Coupons	499-A	16	Those paid 7/1/76 thru 12/31/76	.08	2-22-78	Shredding
		<p><u>MNCPPC CERTIFICATION:</u></p> <p>This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.</p>					
		<p><u>3/21/78</u></p> <p>Date</p>		<p><u>A. Edward Navarre</u></p> <p>Signature</p>			
				<p>SECRETARY - TREASURER</p>			
				<p>Title</p>			

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By Jean G. Salamone  
 Signature

Assistant Vice President  
 Title

2-22-78  
 Date

SERIES C-2 - August, 1976

Cpn. #3

\$162.50 (159)	41-45, 110-111, 121, 161, 241-390
\$130.00 (40)	441-480
\$132.50 (40)	481-520
\$135.00 (40)	521-560
\$137.50 (64)	561-609, 622-636
\$140.00 (52)	641-682, 708-712, 714-718
\$81.25 (51)	725-726, 728-762, 787-800

TOTAL COUPONS PAID - 446

TOTAL \$\$ PAID - \$61,961.25

We hereby certify the above-listed coupons and/or bonds totalling \$~~61,961.25~~ were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone *AVP*  
Signature Title

Shirley M Connor *Adm. Assistant*  
Signature Title

*Audited:  
H.D.W.*

SERIES C-2 - September, 1976

Cpn. #3

\$162.50

391-400

(10)

\$137.50

610-614, 620-621, 637-640

(11)

\$140.00

683, 707, 713, 719-720

(5)

\$81.25

775-786

(12)

TOTAL COUPONS PAID - 38

TOTAL \$\$ PAID - \$4,812.50

We hereby certify the above-listed coupons and/or bonds totalling \$4,812.50 were disposed of by shredding on 2-22-78.. (date)

CITIZENS BANK & TRUST CO. OF MD.,

Jean G. Salomone *AVP*  
Signature Title

Shirley M Connor *Adm. Assistant*  
Signature Title

*Audited:  
H. D. W.*

SERIES C-2, August, 1976

Cpn. #3

\$162.50 46-109, 112-120, 122-160, 162-235

186

\$140.00 401-440

40

\$137.50 615-619

5

\$140.00 684-706

23

\$81.25 721-724, 727, 763-774

17

TOTAL COUPONS PAID - 271

TOTAL \$\$ PAID - \$41,113.75

We hereby certify the above-listed coupons and/or bonds totalling \$41,113.75 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone a VP

Signature

Title

Whiskey M. Connor Adm. Assistant

Signature

Title

Audited: S. D. M.

(CITIZENS)

SERIES C-2 - Sept, 1976

Cpn. #3

\$162.50

236-240

(5)

TOTAL COUPONS PAID - 5

TOTAL \$\$ PAID - \$812.50

We hereby certify the above-listed coupons and/or bonds totalling \$ 812.50 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salomone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

Audited:  
H.O.W.

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

THE MARYLAND NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency

Department of Finance

Division or Bureau

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 original to above address

No.	Description of Records include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
13	MNCPPC BONDS SERIES D-2  Paid coupons and bonds as detailed on attached schedules totaling \$588,412.50  1,507 Coupons 70 Bonds	499-A	16	Those paid 7/1/76 thru 12/31/76	.29	2-22-78	Shredding
		<u>MNCPPC CERTIFICATION:</u>  This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by Citizens Bank and Trust Company of Maryland (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule #499-A incorporated as a part thereof, and entered into by the Commission and the Agent.					
		3/21/78				A. Edward Navarre	
		Date				Signature	
						SECRETARY - TREASURER	
						Title	

BOND PAYING AGENT:

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

Citizens Bank & Trust Company of Maryland

By Jean G. Salamone  
 Signature

Assistant Vice President  
 Title

2-22-78  
 Date

SERIES D-2 - July, 1976

Cpn. #1

\$150.00 997-1009

(13)

Cpn. #2

\$200.00 21-70

(50)

\$155.00 491-542

(52)

\$135.00 561-590

(30)

\$142.50 775-784

(10)

\$143.75 863, 867-869

(4)

\$147.50 917, 930-933, 963-967, 971-990

(30)

\$150.00 997-1009, 1072-1081, 1304-1310

(30)

\$100.00 1405-1410, 1462-1480

(25)

Bonds

\$5,000 1-70 TOTAL COUPONS PAID - 244

We hereby certify the above-listed TOTAL BONDS PAID - 70

coupons and/or bonds totalling TOTAL \$\$ PAID \$387,485.00

\$ 387,485.00 were disposed of

by shredding on 2-22-78

(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP

Signature

Title

Shirley M Connor Adm. Assistant

Signature

Title

Audited:  
H. D. W.

SERIES D-2 - August, 1976

Cpn. #2

\$150.00

991, 1046

TOTAL COUPONS PAID - 2

TOTAL \$\$ PAID - \$300.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 300.00 were disposed of by shredding on 2-22-78.  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone AVP  
Signature Title

Shirley M Connor Adm. Assistant  
Signature Title

*Audited  
R.D.W.*

(~~CONFIDENTIAL~~)

CPM

SERIES D-2 -- October, 1976

Cpn. #2

\$150.00

1259-1263, 1284-1298

20

TOTAL COUPONS PAID - 20

TOTAL \$\$ PAID - \$3,000.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 3,000.00 were disposed of by shredding on 2-22-78..  
(date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Galamone AVP

Signature

Title

Shirley M. Connor Adm. Assistant

Signature

Title

Audited:  
H.D.M.

Cpn. #2

\$200.00 (440)	1-20, 71-490
\$155.00 (18)	543-560
\$135.00 (40)	591-630
\$137.50 (70)	631-700
\$140.00 (70)	701-770
\$142.50 (60)	771-774, 785-840
\$143.75 (56)	841-846, 857-862, 864-866, 870-910
\$147.50 (47)	911-916, 918, 922-929, 934-962, 968-970
\$150.00 (261)	992-996, 1010-1045, 1047-1071, 1082-1107, 1110-1113, 1116-1156, 1165-1183, 1187-1206, 1209-1258, 1264-1283, 1299-1303, 1311-1320
\$100.00 (149)	1326-1404, 1412-1461, 1481-1500

We hereby certify the above-listed coupons and/or bonds totalling \$ 193,197.50 were disposed of by shredding on 2-22-78 (date)

TOTAL COUPONS PD - 1211

TOTAL \$\$ PD-\$193,197.50

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamone *AVP*  
Signature Title

Shirley M Connor *Adm. Assistant*  
Signature Title

*Audited:  
S.D.P.*

SERIES D-2 - August, 1976

Cpn #2

\$143.75

847-856

(10)

\$147.50

919-921

(3)

\$150.00

1108-1109, 1115, 1157-1164

(11)

TOTAL COUPONS PAID - 24

TOTAL \$\$ PAID - \$3,530.00

We hereby certify the above-listed coupons and/or bonds totalling \$3,530.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO. OF MD.

Jean G. Salamon AVR  
Signature Title

Shirley M. Connor Adm. Assist  
Signature Title

Audited:  
H. D. W.

SERIES D-2 - October, 1976

Cpn. #2

\$150.00

1114, 1184-1186, 1207-1208

(6)

TOTAL COUPONS PAID - 6

TOTAL \$\$ PAID - \$900.00

We hereby certify the above-listed coupons and/or bonds totalling \$ 900.00 were disposed of by shredding on 2-22-78 (date)

CITIZENS BANK & TRUST CO., OF MD.

Jean G. Salmons AVP  
Signature Title

Shirley M. Connor Adm. Assistant  
Signature Title

*Audited:  
S.D.M.*

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

THE MARYLAND-NATIONAL CAPITAL PARK  
 AND PLANNING COMMISSION

Reporting Agency

Department of Finance

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	MNCPPC'S BONDS SERIES  Paid coupons & bonds as detailed on attached schedules, totalling  \$2,466,587.50  Coupons Series 00 1,063 <del>XXXXX</del> Series B2 991	499-A	16	Those paid period ending February 1977 March 1977			
		<u>MNCPPC CERTIFICATION:</u>  This is to certify that the matured and cancelled bonds and coupons described hereon have been disposed of by The Maryland-National Capital Park & Planning Commission (Agent) pursuant to the provisions of the Bond Paying Agent Agreement and Records Retention Schedule incorporated as a part thereof, and entered into by the Commission and the Agent.					
			12/22/77 Date				David E. Lerman Signature  Asst Sec-Treasurer Title

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

*[Signature]*  
 Signature

*[Signature]*  
 Title

2/14/78  
 Date

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE MARYLAND 21203  
CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY,  
IN THE PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Open Space Series "00"

22	3/1/77	438	x	100.00	43,800.00
		140	x	95.00	13,300.00
		116	x	93.75	10,875.00
		329	x	92.50	<u>30,432.50</u>
					98,407.50

DATED FEB 13 1978

*Amelia Zukowski*  
AUTHORIZED SIGNATURE

*Cheryl B. Alder*  
WITNESS  
APPROVED *S. A. [Signature]*  
WITNESS TO SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATED TRUST DEPARTMENT  
BALTIMORE, MD. 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE  
PRESENCE OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
Series Open Space "00"

Due 3/1/77

BOND NUMBER: 79/118

40 @ 5,000.

\$200,000.00

FEB 13 1978

DATED

Amelia Zukowski  
WITNESS TO SIGNATURE

Cheryl B. Alan  
WITNESS  
APPROVED

S.A. [Signature]  
AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE  
OF EACH OTHER DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm  
B-2

Due 2/1/77

BOND NUMBER: 107/159

53 @ 5,000.

\$265,000.00

FEB 13 1978

DATED

Amelia Zukowski  
WITNESS TO SIGNATURE

Cheryl B. Alden  
WITNESS  
APPROVED B. O. [Signature]  
AUTHORIZED SIGNATURE

MARYLAND NATIONAL BANK  
CORPORATE TRUST DEPARTMENT  
BALTIMORE, MD. 21203

CERTIFICATE

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED, HAVE THIS DAY, IN THE PRESENCE  
OF EACH OTHER, DESTROYED OR CREMATED THE FOLLOWING:

Maryland National Capital Park & Planning Comm.  
B-2

6	2/1/77	938 x 110.00	<u>103,180.00</u>
			103,180.00

DATED FEB 13 1978  
Amelia Zukauski  
WITNESS TO SIGNATURE

Chas. D. Alder  
WITNESS  
APPROVED S. A. P. [Signature]  
AUTHORIZED SIGNATURE

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

**Prince Frederick Post**

Reporting Agency

**Maryland State Police**

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
<u>Adm 5</u>	Status Reports	5	647	1972		Jan 78	Destroyed
11-1	Local Inspections	1 yr		1976		Jan 78	Destroyed
12	Command Meeting Minutes	3 yrs		1978		Jan 78	Destroyed
12-1	Local Meeting Minutes	3 yrs		1973		Jan 78	Destroyed
13	MAP Legislative Com.Mtg.Min.						
<u>Per. 1</u>	Tpr.Activity & Leave Rpts	1 yr		1976		Jan 78	Destroyed
1-1	Tpr Activity & Leave Summary	1 yr		1976		Jan 78	Destroyed
3	Leave & Duty Schedule	1 yr		1976		Jan 78	Destroyed
4	Overtime Authriz.&Comp. Leave	3 yrs		1978		Jan 78	Destroyed
7	Master Complaint Against Pers.	3 yrs		1974		Jan 78	Destroyed
8-1	Off Duty Use of Veh.Summary	1 yr		1976		Jan 78	Destroyed
9	Weight Checks	1 yr		1976		Jan 78	Destroyed

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

*N.R. Mowbray*  
N. R. Mowbray  
Signature

2nd Lieutenant  
Title

3-7-78  
Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Maryland State Police

Reporting Agency

Prince Frederick Post

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
<u>File 1</u>	Working Fund	1 yr		1976		Jan 78	Destroyed
1-1	K-9 Working Fund	1 yr		1976		Jan 78	Destroyed
2	Invoices for payment	1 yr		1976		Jan 78	Destroyed
3	Budget Request Authorization	5 yr		1974 FY		Jan 78	Destroyed
3-1	Capital Eq. Inventory & Impvmt.	3 yr		1974		Jan 78	Destroyed
3-2	M/V Accessories Inventory	3 yr		1974		Jan 78	Destroyed
3-3	Ord. Equip. Inventory	3 yr		1974		Jan 78	Destroyed
3-4	Tactical Eq. Inventory	3 yrs		1974		Jan 78	Destroyed
<u>Ops</u>							
1	M/V Admin.	1 yr		1976		Jan 78	Destroyed
2	Tpr. Appl. Invest.	3 yrs		1974		Jan 78	Destroyed
3	Warrants	1 yr		1976		Jan 78	Destroyed

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

*N. R. Mowbray*  
N. R. Mowbray

Signature

2nd Lieutenant

Title

3-7-78

Date

**CERTIFICATE OF RECORDS DISPOSAL**

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

Maryland State Police

Reporting Agency

Prince Frederick Post

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.				
Ops 3-1	Warrant Case Asgmt Log	5 yrs		1972		Jan 78	Destroyed
10	Appl. to purchase or Transfer Pistol/Revolver	1 yr		1976		Jan 78	Destroyed
11	Handgun Permit Log	3 yrs		1973		Jan 78	Destroyed
15	Crim.and/or other Summons	1 yr		1976		Jan 78	Destroyed
15-1	Crim. and/or other Sum.Log	5 yrs		1972		Jan 78	Destroyed
21	<u>Complaint Control Ledger</u>	3 yrs	<i>20 years</i>	1974		Jan 78	<u>Sent to St.Rcd.Ctr.</u>
22	Complaint Control Card	1 yr		1976		Jan 78	Destroyed
23	Incident Reports	3 yrs		1974		Jan 78	Destroyed
24	<u>Crim.Investigation Rpt</u>	5 yrs		1972 susp.		Jan 78	<u>Sent to Rcd.Ctr.</u>
25-1	Missing Person	3 yrs		1974		Jan 78	Destroyed
26-1	Vehicle Rpts	3 yrs		1974		Jan 78	Destroyed

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

*N.R. Mowbray*  
 N. R. Mowbray

Signature

2nd Lieutenant

Title

3-7-78

Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

**Maryland State Police**

Reporting Agency

**PRINCE FREDERICK POST**

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.				
27	M/V Inventory Log	3 yrs		1974		Jan 78	destroyed
35	Accident Rpts	3 yrs		1974		Jan 78	Destroyed
36	Citation Book Iss.Cont.Ledger	3 yrs		1974		Jan 78	Destroyed
36-1	Traffic Cit. Cont. Ledger	3 yrs		1974		Jan 78	Destroyed
36-2	Traffic Cit. Transm.Form	3 mo		Oct 1977		Jan 78	Destroyed
37	Warnings	30 days		Dec 77		Jan 78	Destroyed
40	Speed Device Arrest Data	3 yrs		1974		Jan 78	Destroyed
41-1	Driving While Intoxicated Cases	3 yrs		1974		Jan 78	Destroyed
41-2	Alcohol Influence Summary	1 yr		1976		Jan 78	Destroyed
41-3	Breathalyzer Inst.Rpt.	1 yr		1976		Jan 78	Destroyed
41-7	Breathalyzer log	3 yrs		1974		Jan 78	Destroyed
50	Criminal Arrest	5 yrs		1972		Jan 78	Destroyed

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

*N. R. Mowbray*  
N. R. Mowbray  
Signature

2nd Lieutenant  
Title

3-7-78  
Date

**CERTIFICATE OF RECORDS DISPOSAL**

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

Maryland State Police  
 Reporting Agency

Prince Frederick Post  
 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.				
<sup>Ops</sup> 52	Crim. Arrest Unsupported by BI #	5 yrs		1972		Jan 78	Destroyed
53	Crim. Arrest (Juveniles)	5 yrs		1972		Jan 78	Destroyed
56-1	Property Records Open <i>closed</i>	1 yr		1976		Jan 78	Destroyed
56-2	Property Held Form Control Log.	5 yrs		1972		Jan 78	Destroyed
56-3	MSP Evidence Log	5 yrs		1972		Jan 78	Destroyed
<sup>Sup</sup> 2-1	Requisitions clod - non.cap.equip	6 mo		Jul 77		Jan 78	Destroyed
3-1	M/V Operation Rpts	1 yr		1976		Jan 78	Destroyed
					Total 4.5 cu. ft		

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

*N. R. Mowbray*  
 N. R. Mowbray  
 Signature

2nd Lieutenant  
 Title

377-78  
 Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

*File*

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Investigation Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	File 4 - Misc. Investigations Correctional Officers Case #4-5651 thru 4-17,922	647	OPS-4	1962 thru 1975	10 cub. ft.	6-01-78	Shredded
	NOTE: Files were under the old system Item number is new file in effect 1-01-78						

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

*T. S. Bosley*

Lt. T. S. Bosley

Signature

Asst. Commander

Title

June 19, 1978

Date

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

State Highway Administration  
 (formerly State Roads Commission of Maryland)

Reporting Agency

Office of the Secretary (SRC) Room 201

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	Secretary's General File	526	7	1/1/69 - 12/31/69	Approx. 2-2/3 cubic feet		To be sold as waste paper
2	Secretary's General File	526	7	1/1/70 - 12/31/70	Approx. 3-1/3 cubic feet		To be sold as waste paper
3	Contractor's Prequalification files	526	5	7/1/73 - 12/31/74	Approx. 3-2/3 cubic feet		To be sold as waste paper
4 *	Minutes of the Commission	526	1	1/1/69 - 12/31/72	Approx. 8 cubic feet		To be sold as waste paper
*	NOTE: Destroyed per 2nd paragraph of schedule.						

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

*Thomas E. Brattin Jr.*

Signature

Acting Secretary, State Roads Commission

Title

1/5/78

Date

## CERTIFICATE OF RECORDS DISPOSAL

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

State Highway Administration  
 (formerly State Roads Commission of Maryland)

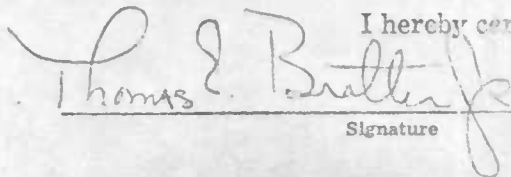
Reporting Agency

Office of the Secretary (SRC) Room 201

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	Secretary's General File	526	7	1/1/69 - 12/31/69	Approx. 2-2/3 cubic feet		To be sold as waste paper
2	Secretary's General File	526	7	1/1/70 - 12/31/70	Approx. 3-1/3 cubic feet		To be sold as waste paper
3	Contractor's Prequalification files	526	5	7/1/73 - 12/31/74	Approx. 3-2/3 cubic feet		To be sold as waste paper
4 *	Minutes of the Commission	526	1	1/1/69 - 12/31/72	Approx. 8 cubic feet		To be sold as waste paper
*	NOTE: Destroyed per 2nd paragraph of schedule.						

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

  
 Signature

Acting Secretary, State Roads Commission

Title

1/5/78

Date

## CERTIFICATE OF RECORDS DISPOSAL

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

*Dept. of Health & Mental Hygiene*  
 Reporting Agency  
*Commission on Physical Fitness*  
 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.	<i>Copies of General Correspondence</i>	<i>673</i>	<i>6</i>	<i>1/2/73 - 11/19/74</i>	<i>11</i>	<i>1/12/78</i>	<i>Burning</i>

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

*James H. Jeverson*  
 Signature Executive Director

Title

*Jan 12/1978*  
 Date

File  
PS

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

*Dept. of Health & Mental Hygiene*  
 Reporting Agency  
*Commission on Physical Fitness*  
 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.	Copies of General Correspondence	673	6	1/2/73 - 11/19/74	.1	1/12/78	Burning

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

*James J. Jansson*  
 Signature Executive Director

Title

*Jan 12/1978*  
 Date

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

Dorchester County Health Dept.

Reporting Agency

Administration

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.				
18	General Correspondence (Health Officer's)	600	18	1967-1968	2.0		Landfill
4	TBC Records - Showing Neg. Results - PPD Testing	600	4	1968 - 1974	1.0		"
23	Fiscal Records : Old Receipt Books Purchase Orders Req. for Supplies Mileage Reports Petty Reimbursement Drug & Dental Preauthorization	600	23	Listed below: 1966 - 1970 1970 - 1973 1970 - 1973 1968 - 1973 1968 - 1973 1970 - 1973	2.0 <del>xx0x</del> xx5x		"

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

*Dorothy L. Bowen*  
Signature

Services Specialist

Title

6/28/78

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLANDTowson State University  
Reporting AgencyBudget 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	Memorandum of Adjustments-A,B,C,D,E,F	602	1	1972	3 1/2 cu. ft.	9/20/77	Pick-up and recycled
2	Warranted Transmittals						
3	Warrants, Paying and Receiving: Regular and Contractual Payrolls Social Security Costs Retirement System Costs-Employee & Teacher Cancellation of State Checks Cancellation of Payroll Checks Food and Housing Allocations Central Collection Unit-Collections						
4	Closing Papers and Obligated Balances						
5	BBI's						
6	Composition of Funds-Working Fund						
7	Deposit Slips-Working Fund						
8	Budget Amendments						
9	LEEP Loans Information						

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

Melissa R. Seward

Signature

Accountant-Auditor II

Title

April 3, 1978

Date

## CERTIFICATE OF RECORDS DISPOSAL

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

Towson State University

Reporting Agency

Budget 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	Memorandum of Adjustments-A,B,C,E+F	602	1	1971	3 1/2 cu. ft.	9/20/77	Pick-up and recycled
2	Warranted Transmittals						
3	Warrants, Paying and Receiving: Regular and Contractual Payrolls Social Security Costs Retirement System Costs-Employee and Teacher Cancellation of State Checks Cancellation of Payroll Checks Food and Housing Allocationa Central Collection Unit-Collections						
4	Closing Papers and Obligated Balances						
5	BBI's						
6	Composition of Funds-Working Fund						
7	Deposit Slips-Working Fund						
8	Budget Amendments						
9	LEEP Loan Information						

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

Melissa R. Seward  
Signature

Accountant Auditor II  
Title

April 3, 1978  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLANDTowson State University  
Reporting AgencyBudget 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	Memorandum of Adjustments-A,B,C,E+F	602	1	1970	3 1/2 cu. ft.	9/20/77	Pickup and recycled
2	Warranted Transmittals						
3	Warrants, Paying and Receiving: Regular and Contractual Payrolls Social Security Costs Retirement System Costs-Employee + Teachers Cancellation of State Checks Cancellation of Payroll Checks Food and Housing Allocations Central Collection Unit-Collections						
4	Closing Papers and Obligated Balances						
5	BBI's						
6	Composition of Funds-Working Fund						
7	Deposit Slips-Working Fund						
8	Budget Amendments						

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

Melissa R. Seward

Signature

Accountant Auditor II

Title

April 3, 1978

Date

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

Towson State University  
 Reporting Agency

Budget 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	Memorandum of Adjustments-A,B,C,E+F	602	1	1969	3 1/2 cu. ft.	9/20/77.	Pick up and recycle
2	Warranted Transmittals						
3	Warrants, Paying and Receiving: Regular and Contractual Payrolls Social Security Costs Retirement System Costs-Employee and Teacher Cancellation of State Checks Cancellation of Payroll Checks Food and Housing Allocations Central Collection Unit-Collections						
4	Closing Papers and Obligated Balances						
5	BBI's						
6	Composition of Funds-Working Fund						
7	Deposit Slips-Working Fund						
8	Budget Amendments						

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

Melissa R. Seward

Signature

Accountant Auditor II

Title

April 3, 1978

Date

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

JUDICIARY - Court of Appeals of Maryland

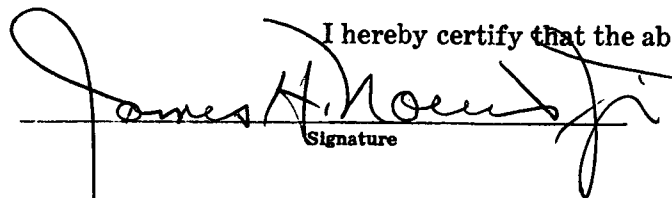
Reporting Agency

Clerk's 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	Cash Receipts Journals	578	1	April 28, 1957 through June 30, 1971	.225 cu.ft.	4/28/78	shredding
2	Accounts Receivable Ledgers	578	1	July, 1959 through October, 1974	.225 cu.ft.	5/1/78	shredding
3	Deposit Records	578	1	July, 1969 through June, 1974	.225 cu.ft.	5/1/78	shredding
4	Numbered Invoices	578	1	July, 1969 through June, 1974	3.0 cu.ft.	5/1/78	shredding

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

  
 \_\_\_\_\_  
 Signature

Clerk

Title

5/1/78

Date

RECORDS MANAGEMENT DIVISION

Date - 9/24

TO -

FROM -

MARIV :

PLEASE  
in LW

FILE ENROL  
?



P/S

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

APRIL 18, 1978

DEPARTMENT OF NATURAL RESOURCES

Reporting Agency

MARYLAND FOREST SERVICE

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method Disposal
		Retention Sched. No.	Item No.				
1000	Organization Correspondence	693	NA	1931 - 1974	69.6	Feb. '78	
2000	Administrative Correspondence	"	"	" "	1.8	" "	
3000	Air Resources Correspondence	"	"	" "	1.6	" "	
4000	Human Resources //	"	"	" "	8.9	" "	
5000	Land Resources //	"	"	" "	48.2	" "	
6000	Program Services //	"	"	" "	42.8	" "	
7000	Protection/Control //	"	"	" "	5.4	" "	
8000	Water Resources //	"	"	" "	0.2	" "	

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

Jack Downie  
Signature

Records Administrator  
Title

4/18/78  
Date

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

DEPARTMENT OF PERSONNEL  
Reporting Agency

ADMINISTRATIVE DIVISION  
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	Moving & Interviewing Expense Requests from State Agencies	690-2	5	1/1/73 - 4/30/75	1.5 Cubic Ft.	4/24/78	Trash Can

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

William W. Felzman  
Signature

asst. Dir. of Administration  
Title

4/26/78  
Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

*4/4/78  
 RK/Max  
 Approved  
 4/5/78  
 destroyed*

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

CASH RECEIPTS, AUDITS AND STATISTICS SECTION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
<i>P.</i>	MISCELLANEOUS ACCOUNTING RECORDS: Receipt Copies						
<i>1.</i>	<i>Validation Tapes</i>	<i>701</i>	<i>1</i>	<i>9-14-74 thru 1-9-75</i>	<i>19 1/2 cuft.</i>	<i>4-5-78</i>	

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

*[Signature]*  
 \_\_\_\_\_  
 Director

*Director, Finance & Statistics*  
 \_\_\_\_\_  
 Title

*Apr 7, 1978*  
 \_\_\_\_\_  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*PS*

Distribution:  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

CLERK OF THE COUNCIL

Reporting Agency

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Certified Zoning Ads			January 1973 through December 1977	1.0		Landfill after microfilming
2	Index Card File			January 1957 through December 1963	1.5		Landfill after microfilming

I hereby certify that the above listed records are available for immediate disposal.

*Gloria W. Gandy*      *Administrative*      *3-31-78*  
 SIGNATURE      TITLE      DATE

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

*Howard V. Dove, Jr.*  
 Howard V. Dove, Jr.

Signature

*Chief, Admin. Serv. Div.*  
 Chief, Admin. Serv. Div.

Title

*4/12/78*

Date

RECORDS MANAGEMENT DIVISION

Date - 6/13/78

TO - Marty

FROM - Mel

This Certificate of  
Disposal is for your  
files.

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

*Approved 6/8/78  
 Destroyed  
 6/21/78. m.k.j.*

CERTIFICATE OF RECORDS DISPOSAL

MOTOR VEHICLE ADMINISTRATION

Reporting Agency

CASH RECEIPTS, AUDITS AND STATISTICS SECTION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
<del>1</del> /	MISCELLANEOUS ACCOUNTING RECORDS: Receipt Copies  Validation Tapes	701	1	2/28/75 thru 4/17/75	18 cu.ft.	6/2/78	Trash

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

*[Signature]*  
 \_\_\_\_\_  
Signature

*[Signature]*  
 \_\_\_\_\_  
Title

*[Signature]*  
 \_\_\_\_\_  
Date

**CERTIFICATE OF RECORDS DISPOSAL**

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

TOWSON STATE UNIVERSITY

Reporting Agency

Financial Operations Department

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
		602 Order No.	Item No. 1				
1	Transmittal Lists 71-200	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
2	C&P Telephone - Robb Tyler - Exxon 1973-74 Receipts Getty Oil	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
3	Contractual Payroll #16-25, Time Summaries and Time Sheets	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
4	Contractual Payroll #10-15, Time Summaries and Time Sheets	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
5	Contractual Payroll #1-9, Time Summaries and Time Sheets	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
6	Accounts Payable Transmittal and Open Accounts	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
7	Transmittal Lists 200-472, 1-70	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
8	Regular Payroll Time Sheets	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
9	Regular Payroll 1-26	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
	ACCOUNTS PAYABLE INVOICES						
10	General Fisher to H&S Bakery	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster

*John J. Harty - Staff Asst. - 3/28/78*

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

Melissa Seward  
 Signature

Accountant Auditor II  
 Title

3/29/78  
 Date

## CERTIFICATE OF RECORDS DISPOSAL

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

TOWSON STATE UNIVERSITY

Reporting Agency

FINANCIAL OPERATIONS DEPARTMENT

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	Item No.				
11	T.S.U. Petty Cash Working Fund 118, 112, 127, 141, 147, 159, 161, 172, 175, 187, 195, 198 to T.S.U. Working Fund 431-39 - 440-45	602	Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
12	General T.I.E. to General Willi		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
13	General Clean to Education		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
14	A to General America		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
15	General Scaevc to Tyler		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
16	Elec. Motor to Fireline Corp.		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
17	Ihrrie to Krypto		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
18	NCAA Films to Prentice Hall		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
19	T.S.U. Working Fund 446-51, 457, 462-63		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
TOWSON STATE UNIVERSITY WORKING FUND							
20	Sage to Swimming		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
21	Boker to Cambridge		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster
22	Princeton to Rustler		Budget Office	Fiscal Year 1974	1 carton	2/7/78	Dumpster

*Shirley J. Henshaw - Staff Asst 3/29/78*  
 I hereby certify that the above listed records were disposed of as indicated.

*Melissa Seward*  
 Signature

*Accountant Auditor II*  
 Title

*3/29/78*  
 Date

## CERTIFICATE OF RECORDS DISPOSAL

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

**TOWSON STATE UNIVERSITY**

Reporting Agency

**FINANCIAL OPERATIONS DEPARTMENT**

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. <i>68</i>	Item No. <i>1</i>				
23	American to Bobbs	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
24	Hammett to Hyperium Press	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
25	Carolina to Claude	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
26	Md. Stamp to Nyborg's	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
27	Willo to T.S.U. Working 400-411 Petty Cash 21, 47, 49, 60, 72, 79, 93, 103, 105, 109	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
28	Lanier to Md. Office	Budget Office		Fiscal Year 1974	1 carton	2/7/78	Dumpster
29	Batchwork	Budget Office		Fiscal 1972 and 1973	1 carton	2/7/78	Dumpster
30	End of Fiscal 1973, Fiscal 1974	Budget Office		Fiscal 1973, 1974	1 carton	2/7/78	Dumpster
31	Ed Moulton Loan Funds	Budget Office		December 1971, Fiscal Year 1972, 1973	1 carton	2/7/78	Dumpster

*Stephen J. Hartung - Staff Asst - 3/28/78*

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

*Melissa Seward*

Signature

*Accountant Auditor II*

Title

*3/29/78*

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Towson State University

Reporting Agency

FINANCIAL OPERATIONS DEPARTMENT

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	Miscellaneous Reports	Budget Office		Fiscal 1973 and 1974	1 carton	3/28/78	Dumpster
2	Receipt Books	Budget Office		Fiscal 1973 and 1974	1 carton	3/28/78	Dumpster
3	Cancelled Letters and Applications	Budget Office		Fiscal 1973	1 carton	3/28/78	Dumpster
4	Refund Lists and Back-up	Budget Office		1972, 1973, 1974	1 carton	3/28/78	Dumpster
5	Batch Control	Budget Office		January, February, March, Fiscal 1973	1 carton	3/28/78	Dumpster
6	Certification of Deposits	Budget Office		March 1974 through April 1974	1 carton	3/28/78	Dumpster
7	Back-up Work	Budget Office		1974	1 carton	3/28/78	Dumpster
8	Certificate of Deposit	Budget Office		December, 1973, January, February, 1974	1 carton	3/28/78	Dumpster
9	Certificate of Deposit	Budget Office		October, November, 1973, Fiscal 1974	1 carton	3/28/78	Dumpster

*Shirley J. Halpin* Staff Asst - 3/28/78  
I hereby certify that the above listed records were disposed of as indicated.

*Melissa Seward*

Signature

*Accountant Auditor II*

Title

*3/29/78*

Date

OK  
LAB

The proposal for records disposal from the Circuit Court of Calvert Co. is not being signed by Ed because the Law Records contain cases involving titles to land, which are permanent records. At a future date the Hall of Records will take over these Law Papers.

March 29, 1978



Records have not been destroyed. Hall of Records will pick up.

LAB 4/31/78

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Circuit Court                      Calvert County  
Court                                      County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Law Records : Case No. 306 to 1410	655	3 & 5	12-17-52 to 12-31-64	10 Cu. Ft.		

Disposal Approved by Hall of Records Commission

Disposal Certification

Date

Archivist

*Audrey B. Evans*  
 Signature

*Clerk*  
 Title

*3-14-78*  
 Date

Instructions for Preparation and Submission on Reverse Side

## INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate and submit both copies to the Hall of Records Commission for approval of proposed disposal action.
2. Leave columns "Date of Disposal" and "Method of Disposal" blank until disposal action has been completed.
3. If the records proposed for disposal are considered by the Archivists to have longer retention values, arrangements will be made for their transfer to the Hall of Records.
4. After both copies have been signed by the Archivist, State of Maryland, disposal of the records shall be accomplished, the certification completed, and one copy forwarded to:

Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

5. One letter-size file drawer = 1.5 cu.ft. of records  
One legal-size file drawer = 2.0 cu.ft. of records

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

PS-832

OK  


PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Register of Wills                      Harford County  
~~xxxx~~                                      ~~xxxx~~

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
2	Paid invoices from various vendors & Employee's Expense Reports.	662	3	7/1/62-6/30/74	1cu. ft.	3/13/78	Landfill
2	Receipt Copies, #'s 10184 thru 22140.	"	6	12/2/63-2/13/75	10cu. ft.	"	"
2	Bank reconciliations, deposit slips, monthly statements, cancelled checks, check stubs #'s 1504 thru 4769.	"	6	3/62-3/75	¼cu. ft.	"	"
2	Bank Books	"	6	12/9/42-1/20/74	¼cu. ft.	"	"

Disposal Approved by Hall of Records Commission

Disposal Certification

3-30-78  
Date

  
Archivist

  
Signature

Register of Wills 3/14/78  
Title                                      Date

Instructions for Preparation and Submission on Reverse Side

## INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate and submit both copies to the Hall of Records Commission for approval of proposed disposal action.
2. Leave columns "Date of Disposal" and "Method of Disposal" blank until disposal action has been completed.
3. If the records proposed for disposal are considered by the Archivists to have longer retention values, arrangements will be made for their transfer to the Hall of Records.
4. After both copies have been signed by the Archivist, State of Maryland, disposal of the records shall be accomplished, the certification completed, and one copy forwarded to:

Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

5. One letter-size file drawer = 1.5 cu.ft. of records  
One legal-size file drawer = 2.0 cu.ft. of records

FILE?

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 302  
Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clifton T. Perkins Hospital Center 32.01.29  
Department of Health and Mental Hygiene  
Dorsey Run Road  
Jessup, Maryland 20794

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Inventory Records Materials & Supplies expendable Request for Purchase Forms Quarterly Request Forms	428	2	1965 - 1975	5	5/15/78	Burning

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

*Martin Rosenthal*  
Signature of Court Official

Agency Buyer

Title

6/19/78

Date

**CERTIFICATE OF RECORDS DISPOSAL**  
**MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Kenwood Senior High School

Division of Reporting LEA

**HALL OF RECORDS COMMISSION**

**STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	CR-2, CR-3 CR-4, CR-5 CR-6	Student complete files 1973 graduates and withdrawals	Approx. 8,000	9/61 thru 6/30/73	6/1/78	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2.4  
cubic footage

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

*William L. Hearn*  
Signature

Principal  
Title

June 1, 1978  
Date

**CERTIFICATE OF RECORDS DISPOSAL**  
**MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY  
Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE JUNIOR HIGH SCHOOL  
Division of Reporting LEA

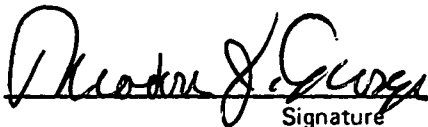
**HALL OF RECORDS COMMISSION**  
**STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	7	9-58	Application for Use of School Facilities	139	7-62/64	2/22/78	SH
1-10	7	-	School Form - Use of Building	176	7-62/ 6-63,7-61/'62	2/22/78	SH
1-10	3	30-58	Remittance Report to Bd. of Ed.	133	7-59/6-63	2/22/78	SH
1-10	3	32-58	Reimbursement Report - Bd. of Ed.	228	7-59/6-63	2/22/78	SH
1-10	7	174-62	Time Sheets - Teachers	113	7-62/6-63	2/22/78	SH
1-10	7	162-61	Time Sheets - Custodial	46	7-61/6-63	2/22/78	SH
1-10	3	-	Bank deposit slips (checking account)	116	7-58/6-59	2/22/78	SH
1-10	3	-	PJHS Authorization of Payment slips	454	7-58/6-60	2/22/78	SH
1-10	3	-	Check stubs #1 - #2837	11 bks.	7-58/6-63	2/22/78	SH
1-10	3	-	Cash Register Rcpts. #47001 - #47526	528	7-58/6-59	2/22/78	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

10 (TOTAL)  
cubic footage

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

  
Signature

Principal

Title

February 22, 1978

Date

1 of 2

Page \_\_\_\_\_ of \_\_\_\_\_

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY  
Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE JUNIOR HIGH SCHOOL  
Division of Reporting LEA

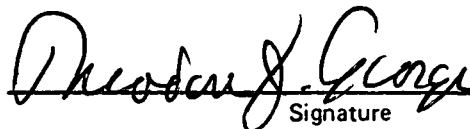
HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	5	-	(Now in Senior High) Student Referral & Follow-up Forms (NR)	745	1976-77	2/22/78	SH
1-10	5	91-15-58	Student Schedule Cards (NR)	1784	1973- 1976	2/22/78	SH
1-10	3	-	Packing Slips & Invoices (Accounting)	549	7-62/6-64	2/22/78	SH
1-10	7	-	Teacher Schedule Cards (NR)	93	1974 - 1976	2/22/78	SH
1-10	4	31-58	Materials Received Without Invoice	53	6-30-71/6/30/74	2/22/78	SH
1-10	5	-	Student Transportation Cards (NR)	397	1975-76	2/22/78	SH
1-10	3	-	Bd. of Ed. Purchase Orders & Invoices	1106	7-71/6-74	2/22/78	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

10 (TOTAL)  
cubic footage

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

  
Signature

Principal

Title

February 22, 1978

Date

2 2

Page \_\_\_\_\_ of \_\_\_\_\_

31

## CERTIFICATE OF RECORDS DISPOSAL

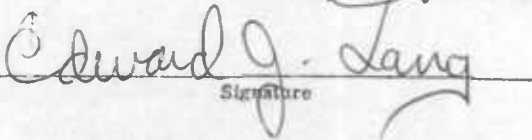
To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLANDDepartment of Juvenile Services  
Reporting AgencyRegion VIII - 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.				
1	Social History files over 10 years old - including family data, psychological, psychiatric reports and correspondence	598	1	All records prior to 1967	3,255 files	1/24/77	Incinerate Refuse Disposal Bureau of Utility- Operations - Baltimore City
2	Old Adoption and Custody Records 10 years or older	598	1	All records prior to 1967	2,340 files	1/25/78	

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

Edward J. Lang


  
Signature

Regional Supervisor-Baltimore City

Title

3/28/78

Date

*PL*

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

Department of Juvenile Services  
 Reporting Agency

Region VIII - 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.				
	Social History files over 10 years old - including family data, psychological, psychiatric reports and correspondence	598	1	All records prior to 1967	3,255 files	1/24/77	Incinerate at Refuse Disposal Plant #4- Bureau of Utility Operations- Baltimore City Maryland
	Old Adoption and Custody records 10 years or older		9/7/73 5 yrs + destroy	All records prior to 1967	2,340 files	1/25/78	

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

Edward J. Lang

Signature

*Edward J. Lang*

Regional Supervisor-Baltimore City

Title

1/30/78

Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

Schedule No. 656

*PS*

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

WESTERN MARYLAND CENTER

Reporting Agency

Department of Health and Mental Hygiene

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Paid Invoices	656	F	1957 - 1973	30.0	4/77	Landfill
2	Department of General Services Awards Form 27A	656	C	1957 - 1966	9.0	4/77	Landfill
3	Stores Requisitions DHMH	656	C	1957 - 1973	12.0	4/77	Landfill
4	Allocation of Housing & Food Pay- roll Deductions GAD R-14	656	F	1968 - 1973	.5	3/78	Landfill
5	Daily Travel Log MV-1, Mileage Reports MV-2 Western Md. Center Mo. Mileage Reports	656	F F F	1972 - 1973 1962 - 1973 1967 - 1973	.5	3/78	Landfill
6	Employee Expense Accounts, now DHMH-1	656	F	1963 - 1970	.5	3/78	Landfill
7	Food Reports, DBFP	656	F	1962 - 1975	.5	3/78	Landfill
8	Exception Time Reports & records substantiating changes.	656	E	1974 - 75 - 76	4.5	4/78	Landfill

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

  
Signature

Assistant Superintendent

Title

June 15, 1978

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clifton T. Perkins Hospital Center 32.01.29  
 Department of Health and Mental Hygiene  
 Dorsey Run Road  
 Jessup, Maryland 20794

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Inventory Records Materials & Supplies expendable Request for Purchase Forms Quarterly Request Forms	428	2	1965 - 1975	5	5/15/78	Burning

~~Destruction Approved by Hall of Records Commission~~

Destruction Certification

Date

~~State Archivist~~

*Martin Rosenthal*  
 Signature of Court Official

Agency Buyer

Title

6/19/78

Date

## INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
3. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records.
4. If the State Archivist approves the destruction, both copies will be signed and returned. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
5. For your information:

One letter-size file drawer = 1.5 cu. ft. of records  
One legal-size file drawer = 2.0 cu. ft. of records

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

*file  
 JH*

CERTIFICATE OF RECORDS DISPOSAL

Department of Health and Mental Hygiene

Reporting Agency

Mental Hygiene Administration, Southern Office

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Fourteen (14) file drawer size cartons of general office records. These materials contain no official documents. All official documents pertaining to the time period during which these files were developed are on record at the Mental Hygiene Administration, 201 West Preston Street, Baltimore, Md. 21201.	600	18	1971 - 1974	17	3/20/78	Regular trash collection

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

*Sanford Bienen*  
Sanford Bienen, Ph.D., M.P.H.  
 Signature

Assistant Director, Southern Md.  
 Title

3/21/78

Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Prince Frederick Post  
Reporting Agency

Maryland State Police  
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.				
<u>Adm</u> 5	Status Reports	5	647-	1972 ✓		Jan 78	Destroyed
11-1	Local Inspections	1 yr		1976		Jan 78	Destroyed
12	Command Meeting Minutes	3 yrs		1974 ✓		Jan 78	Destroyed
12-1	Local Meeting Minutes	3 yrs		1973 ✓		Jan 78	Destroyed
13	MAP Legislative Com.Mtg.Min.			?			
<u>Per.</u> 1	Tpr.Activity & Leave Rpts	1 yr		1976 ✓		Jan 78	Destroyed
1-1	Tpr Activity & Leave Summary	1 yr		1976 ✓		Jan 78	Destroyed
3	Leave & Duty Schedule	1 yr		1976 ✓		Jan 78	Destroyed
4	Overtime Authriz.&Comp. Leave	3 yrs		1973 ✓		Jan 78	Destroyed
7	Master Complaint Against Pers.	3 yrs		1974 ✓		Jan 78	Destroyed
8-1	Off Duty Use of Veh.Summary	1 yr		1976 ✓		Jan 78	Destroyed
9	Weight Checks	1 yr		1976 ✓		Jan 78	Destroyed

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

*N.R. Mowbray*  
N. R. Mowbray  
Signature

2nd Lieutenant  
Title

3-7-78  
Date

# CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Maryland State Police  
Reporting Agency

Prince Frederick Post  
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.				
<u>Fis 1</u>	Working Fund	1 yr	647-	1976 ✓		Jan 78	Destroyed
1-1	K-9 Working Fund	1 yr		1976 ✓		Jan 78	Destroyed
2	Invoices for payment	1 yr		1976 ✓		Jan 78	Destroyed
3	Budget Request Authorization	5 yr		1974 FY ✓		Jan 78	Destroyed
3-1	Capital Eq. Inventory & Impvmt.	3 yr		1974 ✓		Jan 78	Destroyed
3-2	M/V Accessories Inventory	3 yr		1974 ✓		Jan 78	Destroyed
3-3	Ord. Equip. Inventory	3 yr		1974 ✓		Jan 78	Destroyed
3-4	Tactical Eq. Inventory	3 yrs		1974 ✓		Jan 78	Destroyed
<u>Ops</u>							
1	M/V Admin.	1 yr		1976 ✓		Jan 78	Destroyed
2	Tpr. Appl. Invest.	3 yrs		1974 ✓		Jan 78	Destroyed
3	Warrants	1 yr		1976 ✓		Jan 78	Destroyed

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

*N. R. Mowbray*  
N. R. Mowbray  
Signature

2nd Lieutenant  
Title

3-7-78  
Date

**CERTIFICATE OF RECORDS DISPOSAL**

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

Maryland State Police  
 Reporting Agency

Prince Frederick Post  
 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.				
Ops 3-1	Warrant Case Asgmt Log	5 yrs	647-	1972 ✓		Jan 78	Destroyed
10	Appl. to purchase or Transfer Pistol/Revolver	1 yr		1976 ✓		Jan 78	Destroyed
11	Handgun Permit Log	3 yrs		1973 ✓		Jan 78	Destroyed
15	Crim.and/or other Summons	1 yr		1976 ✓		Jan 78	Destroyed
15-1	Crim. and/or other Sum.Log	5 yrs		1972 ✓		Jan 78	Destroyed
21	<u>Complaint Control Ledger</u>	3 yrs	20 years	1974 ✓		Jan 78	<u>Sent to St.Rcd.Ctr.</u>
22	Complaint Control Card	1 yr		1976 ✓		Jan 78	Destroyed
23	Incident Reports	3 yrs		1974		Jan 78	Destroyed
24	<u>Crim.Investigation Rpt</u>	5 yrs		1972 susp.		Jan 78	<u>Sent to Rcd.Ctr.</u>
25-1	Missing Person	3 yrs		1974		Jan 78	Destroyed
26-1	Vehicle Rpts	3 yrs		1974		Jan 78	Destroyed

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

*N.R. Mowbray*  
 N. R. Mowbray

Signature

2nd Lieutenant

Title

3-7-78

Date

# CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Maryland State Police  
Reporting Agency

PRINCE FREDERICK POST  
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.				
27	M/V Inventory Log	3 yrs	647-	1974		Jan 78	destroyed
35	Accident Rpts	3 yrs		1974		Jan 78	Destroyed
36	Citation Book Iss.Cont.Ledger	3 yrs		1974		Jan 78	Destroyed
36-1	Traffic Cit. Cont. Ledger	3 yrs		1974		Jan 78	Destroyed
36-2	Traffic Cit. Transm.Form	3 mo		Oct 1977		Jan 78	Destroyed
37	Warnings	30 days		Dec 77		Jan 78	Destroyed
40	Speed Device Arrest Data	3 yrs		1974		Jan 78	Destroyed
41-	Driving While Intoxicated Cases	3 yrs		1974		Jan 78	Destroyed
41-2	Alcohol Influence Summary	1 yr		1976		Jan 78	Destroyed
41-3	Breathalyzer Inst.Rpt.	1 yr		1976		Jan 78	Destroyed
41-7	Breathalyzer log	3 yrs		1974		Jan 78	Destroyed
50	Criminal Arrest	5 yrs		1972		Jan 78	Destroyed

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

*N.R. Mowbray*  
N. R. Mowbray  
\_\_\_\_\_  
Signature

2nd Lieutenant  
\_\_\_\_\_  
Title

3-7-78  
\_\_\_\_\_  
Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Maryland State Police  
Reporting Agency

Prince Frederick Post  
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.				
<u>Ops</u> 52	Crim. Arrest Unsupported by BI #	5 yrs	647-	1972		Jan 78	Destroyed
53	Crim. Arrest (Juveniles)	5 yrs		1972		Jan 78	Destroyed
56-1	Property Records <del>Open</del> <i>closed</i>	1 yr		1976		Jan 78	Destroyed
56-2	Property Held Form Control Leg.	5 yrs		1972		Jan 78	Destroyed
56-3	MSP Evidence Log	5 yrs		1972		Jan 78	Destroyed
<u>Sup</u> 2-1	Requisitions clsd - non.cap.equip	6 mo		Jul 77		Jan 78	Destroyed
3-1	M/V Operation Rpts	1 yr		1976		Jan 78	Destroyed
					Total-		
					4.5 cu. ft.		

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

*N. R. Mowbray*  
N. R. Mowbray  
Signature

2nd Lieutenant  
Title

3-7-78  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack "J", Annapolis

Division or Bureau

Submit in Duplicate  
Retain one copy and forward  
original to above address

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	OPS 3 J3-5100 - 8137 AP3-1029 - 8597 J3-8598 - 9138 J3-7911 - 10076 J3-8328 - 10677 J3-9135 - 9313	#646			9 cubic ft.	8-24-77	Landfill
2	OPS 50 A-2195 - J2130 J-138 - 1710 J-1000 - 1755 J-2131 - 2540 J-2541 - 3017 J-3018 - 3520 J-3521 - 4057 J-4058 - 4679 J-4680 - 5260 J-5320 - 5750				15 cubic ft.	8-24-77	Landfill

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

*L. L. Morris*  
L. L. Morris

Signature

F/Sgt.

Title

8-24-77

Date

*PS*

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Public Safety & Correctional Services

Reporting Agency

Patuxent Institution

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Inmate Base Files	326-A	2	1/67 thru 12/67	1	5-2-78	Recycled

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

R. H. Michael

Classification Supervisor

5-2-78

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Department of Licensing & Regulation  
Reporting Agency

Insurance  
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	1974 Insurance Companies Correspondence and Misc. Correspondence	612	3A	1/1/74 - 12/31/74	10 cu. ft.	1/4/78	Destroyed in Agency

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

*Dorothy Garriques*  
Signature

Dorothy Garriques, Secretary to  
Asst. Commissioner-Exam. & Property

Title

1/4/78

Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution:

White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

Sheriff's Department

Reporting Agency

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Jail Records of Former Inmates (Abbey, Glenda - Zulu, Matasha)	C-321	1	January 1 - Dec. 31, 1976			Shredded after microfilming

I hereby certify that the above listed records are available for immediate disposal.

*E. J. ...* Acting Administrator of Bureau *2/10/78*  
 Signature Title Date

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

*Howard V. Dove, Jr.*  
 Howard V. Dove, Jr.  
 Signature

Chief, Admin. Services Div.  
 Title

*2/10/78*  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*PL*

Distribution:  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

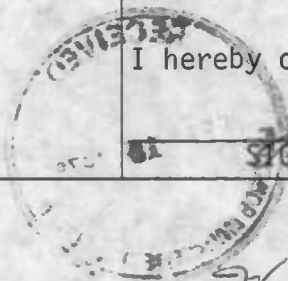
C E R T I F I C A T E O F R E C O R D S D I S P O S A L

Licenses & Permits  
 Reporting Agency

Permits Section  
 Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Building Inspection Records	C-269	4	1971	2		Landfill after microfilming

I hereby certify that the above listed records are available for immediate disposal.



*McLean*  
 SIGNATURE

*Chief of Permits*  
 TITLE

DATE

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

*Howard V. Dove, Jr.*  
 Howard V. Dove, Jr.  
 Signature

Chief, Admin. Serv. Div.  
 Title

*2/2/78*  
 Date

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

Queen Anne's County Health Dept.  
 Reporting Agency

Dept. of Health & Mental Hygiene  
 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.				
	Multiphasic Recors Patients Records				8 lbs. 15 lbs. <i>1 cu. ft.</i>	1-26-78	Burned

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

Bernice J. Horner  
 Signature

Typist Clerk III  
 Title

1-26-78  
 Date

PS

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

QUEEN ANNE'S COUNTY HEALTH DEPARTMENT,  
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.				
	Old records which included general office correspondence all destroyed in accordance with record retention guidelines.				250 lbs.	1/6/78	burning

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

Kay H. Starkey

Signature

Office Secretary II

Title

1/9/78

Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

ANNE ARUNDEL COUNTY

Reporting Agency

STATES ATTORNEY

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Criminal Case Files a. 5064-5339 b. 5542-5824 c. 13,330-15,059	C-472	1	1968-1973	45 cu.ft.	6/15/78	Pulp Processing
2	Juvenile Case Files a. 68-1 to 68-473 b. 69-1 to 69-864 c. 70-1 to 70-968 d. 71-1 to 71-971 e. 72-1 to 72-434 f. 73-1 to 73-476	C-472	1	1968-1973	68 cu.ft.	6/15/78	Pulp Processing
3	Fatal Files	C-472	2	1968-1973	3 cu.ft.	6/15/78	Pulp Processing
4	Criminal Appeal Files	C-472	1	1968-1973	5 cu.ft.	6/15/78	Pulp Processing

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

  
 Signature

  
 Title

  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Reporting Agency

RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Industrial Development - 1976 Prospectus, Official Statement	non -	record	1976	5	2/21/78	landfill
2.	Finance - Metro. and Capital Improvement Closed Job Order Folders - 5-1-1100 thru 5-1-1299 and 5-2-1 thru 5-2-179	C-292	5	1959-70	2	2/21/78	landfill
3.	Finance - Revenue - Recreation and Parks Cash Receipt Ticket and reports	C-326	1/and 2	July thru Dec 1974	9	2/21/78	landfill
4.	Finance-Revenue- Landfill Tickets, Tapes and Work Orders	C-424	2	July 1974 thru Feb 1975	15	2/21/78	landfill
5.	Finance- Working Capital Distributions, Detail and Summary	C-282	1	July thru Dec 1974	3	2/21/78	landfill
6.	Finance-Revenue- Cashier's Tapes and Posting Proof	C-287	8	July and Aug. 1974	1	2/21/78	landfill

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

Thomas W. Shay  
Signature

RECORDS MANAGEMENT ASSISTANT  
Title

2/28/78  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Reporting Agency

RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
7.	Finance-Revenue- Lein Certificates	C-287	9	July 1974 thru Jan. 1975	3	2/21/78	landfill
8.	Finance-Revenue- Transfer Tax Invoices 159190 thru 164559	C-287	12	Jun. thru Dec 1974	1	2/21/78	landfill
9.	Finance-Revenue- Cashier's Deposit Slips	C-287	14	July thru Dec. 1974	1	2/21/78=	landfill
10	Finance-Revenue- Constr. Loan Status and Billing Reports	C-287	15	Jun. 1973 thru Dec. 1974	4	2/21/78	landfill
11.	Finance-Revenue- Central Billing Invoices 87800 thru 100900	C-287	17	1972	2	2/21/78	landfill
12.	Finance-Revenue- Cashiers Miscellaneous General Files	C-287	18	1969 thru 1974	3	2/21/78	landfill
13.	Jury Commissioner- Jury Qualification Forms	C-376	1	1973	4	2/21/78	landfill

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

*Thomas W. Shay*  
\_\_\_\_\_  
Signature

RECORDS MANAGEMENT ASSISTANT  
\_\_\_\_\_  
Title

2/28/78  
\_\_\_\_\_  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Reporting Agency

RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
14.	Finance- Cost and Computation- Property File Transaction Journal	C-388	1	June thru Nov. 1974	2	2/21/78	landfill
15.	Health Dept. - Patient Discharge Papers and Inactive & Deceased Nursing home Application	C-600	23	1971-72	13	2/21/78	landfill
16.	Central Services- Purchase Orders	C-325	1	1972	25	2/21/78	landfill
17.	Assessments- Notice of Hearings	C-316	13	1971-72	22	2/21/78	landfill
18.	Finance- Employees Retirement Payroll Submittal Sheet	C-391	2	1970-1971	2	2/21/78	landfill
19.	Finance- Employees Retirement Annuity Savings Cards	C-391	1	1971	4	2/21/78	landfill
20.	Finance- Employees Retirement	C-293	1	1971	3	2/21/78	landfill

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

  
Signature

RECORDS MANAGEMENT ASSISTANT  
Title

2/28/78  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Department of Public Works

Reporting Agency

Division of Highway Inspection

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Contracts 6506 through 6555	C 379	1,2,3	Jan - Dec 1965	2	Feb. 78	Land Fill
	Contracts 6604 through 6651	C 379	1,2,3	Jan - Dec 1966	2	Feb. 78	Land Fill
	Contracts 6702 through 6750	C 379	1,2,3	Jan - Dec 1967	10	Feb. 78	Land Fill

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

Mattie A. Kassis  
 Signature

Chief, Highway Inspection  
 Title

2/15/78  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY DEPT OF PUBLIC WORKS  
 Reporting Agency


DIVISION OF UTILITY INSPECTION  
 Division or Bureau

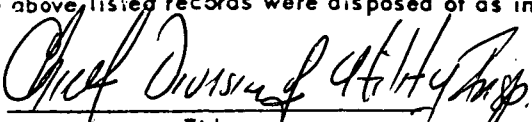
PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	SEWER, WATER & STORM DRAIN CONTRACT FILES	C-377	1	1968 to 1972 (incl.)	40 C.F.	FEB. 7, 1978	LANDFILL, BURNING OR OTHER METHOD

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

  
 Signature

 2/7/78  
 Title Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*PLS*

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY DEPT OF PUBLIC WORKS  
 Reporting Agency

DIVISION OF UTILITY INSPECTION  
 Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	SEWER, WATER & STORM DRAIN CONTRACT FILES	C-377	1	1968 to 1972 (incl.)	40 C.F.	FEB 7, 1978	LANDFILL, BURNING, OR OTHER METHOD

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

William C. Bauer  
 Signature

Chief of Div. of Utility Inspection  
 Title

2/7/78  
 Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Reporting Agency

RECORDS MANAGEMENT DIVISION

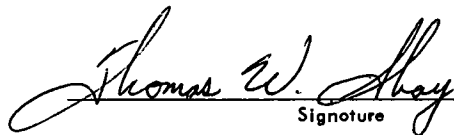
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Public Works-Engineering Developers Inactive Sub-Division Files	C-456	1 thru 6	1966-70	52	9-14-77	Landfill
2.	Finance-Revenue - Application for Tax Credit for Aged	C-316	19	1973-74	10	9-21-77	Shredded/ Landfill
3.	Finance-Payroll - Employees Earnings Records	C-308	1	1974-75	29	10-7-77	Microfilmed/ Shredded/Landfill
4.	Finance-Revenue - Cashiers Book- keeping Machine Cards	C-292	2	1964-70	2	10-14-77	Shredded/ Landfill
5.	Executive Office - General Files and Correspondence	C-305	1	1975-77	1	10-19-77	Microfilmed// Shredded/Landfill
6.	Finance-Payroll - General Incre- ment and Cost of Living Journals	C-396	1	July 1967	2	10-27-77	Shredded/ Landfill
7.	Finance-Payroll - Payroll Control and Attendance Journal	C-308	2 and 3	1967	40	11-18-77	Shredded/ Landfill

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

  
Signature

Records Management Assistant

Title

1-4-78

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Reporting Agency

RECORDS MANAGEMENT DIVISION

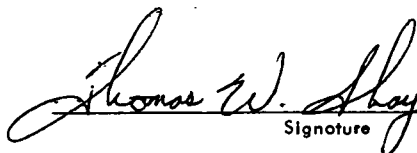
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
8.	State's Attorney - Criminal Case Files	C-410	1	1966	8	12-28-77	Shredded/ Landfill

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

  
 Signature

Records Management Assistant  
 Title

1-4-78  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Baltimore County Police Department

Reporting Agency

Services Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Offense Reports Form # 108	C 192	1	6-14-72 to 6-28-73 A 510000 to A 735299	113	9-2-77	Micro Filmed  Then Burned

*Thomas W. Hoag*  
*Capt. Stanley J. Nelson*  
 Signature

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

RECORDS MANAGEMENT ASSISTANT

Captain

Title

9-8077

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY POLICE DEPARTMENT

Reporting Agency

SERVICES DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	OFFENSE REPORTS FORM # 108	C 192	1	6-28-73 to 10-27-73 A 735300 to A 817799	42	12-16-77	Microfilmed then Burned

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

RECORDS MANAGEMENT ASSISTANT

CAPTAIN

12-20-77

*Thomas W. Sheff*  
*Stanley J. Keln*  
 Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Central Services - Records Management

Division or Bureau

PREPARE IN DUPLICATE

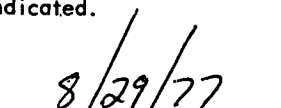
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Finance - Revenue - Paid Tax Bill Collectors Copy	C-287	2	1970 - 71	20	5/13/77	Shredded/landfill
2	Finance - Payroll - Employees Earnings Records	C-308	1	1971 & 1972 & 1973	45	7/15/77	Microfilmed/shredded/landfill
3	Finance - Revenue - Golf Tickets and Reconciliation Sheets	C-326	1 & 2	Nov. 1973 thru June 1974	6	8/8/77	Landfill
4	Finance - Revenue - Landfill Tickets, tapes & transactions	C-424	2	Feb. 1974 thru June 1974	12	8/8/77	Landfill
5	Finance - Working Capital Funds Monthly IBM Sheets	C-382	1	Dec. 1973 thru June 1974	3	8/8/77	Landfill
6	Finance - Revenue Division S-3 Assesment Changes	C-287	4	1971 - 72	2	8/8/77	Landfill
7	Finance - Revenue Division Cashiers Validation & Proof Tapes	C-287	8	1973 - 74	6	8/8/77	Landfill

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

  
Signature

  
Title

  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Central Services - Records Management

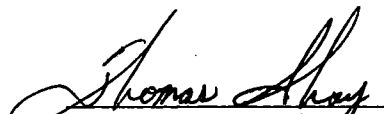
Division or Bureau

PREPARE IN DUPLICATE

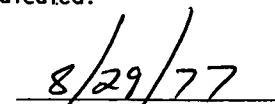
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
8	Finance - Revenue - Duplicate Lein Certificates	C-287	9	Nov. 1973 thru July 1974	4	8/8/77	Landfill
9	Finance - Revenue - Transfer Tax Records	C-287	12	Jan. thru June 1974	1	8/8/77	Landfill
10	Finance - Revenue - Cash Slip Receipts for Permits and other Accounts	C-287	13	July 1973 thru June 1974	4	8/8/77	Landfill
11	Finance - Revenue - Deposit Slips and Credit Memos	C-287	14	July 1972 thru June 1974	3	8/8/77	Landfill
12	Finance - Revenue - Construction Loan Reports & Journals	C-287	15	July 1972 thru June 1974	3	8/8/77	Landfill
13	Finance - Revenue - Central Bill- ing Account Printouts	C-287	17	June 1969 thru May 1972	2	8/8/77	Landfill
14	Finance - Revenue General Files	C-287	18	July 1971 thru June 1974	9	8/8/77	Landfill

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

  
Signature

  
Title

  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Central Services - Records Management

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
15	Finance - Cost & Computation Property File Transaction Journal	C-388	1	Jan. - May 1974	1	8/8/77	Landfill
16	Central Services - Vehicle Repair Orders	C-282	3	1972 - 73	12	8/8/77	Landfill
17	Finance - General Fund Vouchers	C-295	1	1966 - 67	57	8/8/77	Landfill
18	Assessment Notices	C-316	5	1970 - 71	6	8/8/77	Landfill
19	Central Services - Purchase Orders	C-325	1	1971	18	8/8/77	Landfill
20	Central Services - Sub-order Releases	C-325	3	1967 - 72	15	8/8/77	Landfill
21	Central Services - Contract Awards	C-325	6	1961 - 1970	12	8/8/77	Landfill

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

  
Signature

RECORDS MGT. ASSIST.  
Title

8/29/77  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Police Department

Reporting Agency

Services Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Non Record Material						
1	Data Processing ( Xerox Copies)				12	3-24-77	Burned
2	Pay Roll Printouts 1966-1970			1966 - 1970	6	"	"
3	Accident Summary Books 1951-1961 (10 Books )			1951 - 1961		"	"
4	Inactive Applicant Folders				14	"	"
5	Outgoing APB's 1971 to 1975			1971 to 1975	9	"	"
6	Cancelled Autos				1	"	"
7	Chief of Police Files 1970 back			Prior to 1971	19	"	"
8	T 2 Printouts			1974-1975-1976	24	"	"
9	Miles Logs			1972-73-74-76	14	"	"

*Thomas P. ...*  
 Signature

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

RECORDS MANAGEMENT ASSISTANT

Captain

3-28-77

Title

Date

2253

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Police Department

Reporting Agency

Services Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Non Record Material						
1	Dockets ( 79100 to 98000 )				5	4-1-77	Burned
2	Public Gathering Permits ( 1973 )			1973	2	4-1-77	Burned
3	Check Passer Flyers ( old )				1	4-1-77	Burned
4	Ballots for Advisory Board (1976)			1976	1	4-1-77	Burned
5	Receipts for Reports ( 1971 to 1974 )			1971 to 1974	2	4-1-77	Burned
6	Tag files for 1973 and 1974			1973 & 1974	1	4-1-77	Burned
7	Intelligence Reports				17	4-1-77	Burned
8	Papers from John Metzger				3	4-1-77	Burned
9	Print Outs 1973			1973	1	4-1-77	Burned
10	FIR's 1973	C288	6	1973	1	4-1-77	Burned

*Thomas A. Lewis*  
Signature

RECORDS MANAGEMENT ASSISTANT

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

Captain

4-4-77

Title

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Police Department

Reporting Agency

Services Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Offense Reports Form 108	C 192	1	11-16-71 to 6-14-72 A 385900 to A 509999	62	3-24-77	Microfilmed then burned
2	Accident Reports	C192	7	Year 1973	7	3-24-77	Burned
3	Field Interrogation Reports FIR's	C 192	6	Years 1973 1974 1975	12	3-24-77	Burned

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

RECORDS MANAGEMENT ASSISTANT

Captain

3-28-77

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Police Department

Reporting Agency

Services Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	"No Report" Dispatch Cards	C399	1	1975 & 1976	20	3-24-77	Burned
2	Closed Warrant Control Correspondence	C 399	14	Criminal CN # 57000 to 74400  Traffic CN# 0001 to 1000  Parking CN # 0001 to 4300	11	3-24-77	Burned

*Thomas Gray*  
*Captain*

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

Captain

3-28-77

Title

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

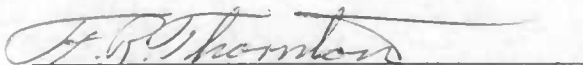
Division or Bureau

PREPARE IN DUPLICATE

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	State's Attorney's Criminal Cases 4899 (N) thru 6358 (N)	C-410	1	1965	9	2/1/77	Shredded/ Landfill
2	Dog License Certificates	C-378	1	1972	5	3/7/77	Landfill
3	Finance - Revenue - Recreation & Parks Golf Course Tickets	C-326	1 & 2	Sept. thru Dec. 1973	2	3/7/77	Landfill
4	Jury Commissioner - Juror Qualification Forms	C-376	1	1972	4	3/7/77	Landfill
5	Finance - Revenue - Landfill Transactions	C-424	3	Oct. 1973 thru March 1974	7	3/7/77	Landfill
6	Finance - Working Capital Funds Monthly IBM Runs	C-382	1	July thru Dec. 1973	3	3/7/77	Landfill

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

  
 Signature

Records Management Officer  
 Title

3/8/77  
 Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Baltimore County, Maryland

Reporting Agency

Office Of Central Services, Records Management Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
7	Finance - Revenue - Cashier Tapes	C-287	8	July - Aug. 1973	1	3/7/77	Landfill
8	Finance - Revenue - Lein Certificates	C-287	9	Sept - Nov. 1973	1	3/7/77	Landfill
9	Finance - Revenue - Deposit Slip Copies	C-287	14	July - Dec. 1973	1	3/7/77	Landfill
10	Finance - Revenue - Construction Loan Reports & Journal	C-287	15	April - Nov. 1973	1	3/7/77	Landfill
11	Finance - Revenue - Duplicates of Cycle Refund Checks	C-287	16	July 1972 - Sept. 1973	1	3/7/77	Landfill
12	Finance - Revenue - Central Bill- ing Invoices 53700 - 88200	C-287	17	1968 - 1971	3	3/7/77	Landfill
13	Finance - Revenue - General Files Cancelled Bid Deposit Forms	C-287	18	1973	1	3/7/77	Landfill

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

  
Signature

Records Management Officer  
Title

3/8/77  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or File Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
14	Finance - Cost & Computation Property File Transaction Journal	C-388	1	June - Dec. 1973	2	3/7/77	Landfill
15	Finance - Revenue - Real, Personal & Corp. Trial Balances	C-424	3	1966 - 1973	16	3/7/77	Landfill
16	Finance - Revenue - Applications for Tax Credit for Aged	C-316	19	1972 - 1973	8	2/18/77	Shredded/ Landfill
17	Finance - Vouchers	C-295	1	1965 - 1966	54	2/15/77	Landfill
18	Permits & License - Eating & Drinking Permits	C-375	1	1973	2	2/15/77	Landfill
19	Permits & License - Plumbing Permits Applications	C-375	12	1971 - 1973	3	2/15/77	Landfill

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

  
Signature

Records Management Officer  
Title

3/8/77  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
20	Finance - Retirement Systems Return of Contributions	C-293	1	1969 - 1970	6	2/15/77	Landfill
21	Finance - Retirement Systems Annuity Savings Cards and Death Benefits	C-391	1	1969 - 1970	4	2/15/77	Landfill
22	Central Services - Purchase Orders	C-325	1	1970	23	2/15/77	Landfill
23	States Attorney's District Court Cases	Non	Record	1972 - 1975	54	2/15/77	Landfill

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

  
 Signature

Records Management Officer  
 Title

3/8/77  
 Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT

Division or Bureau

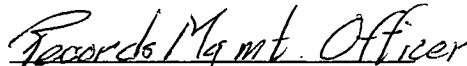
PREPARE IN DUPLICATE

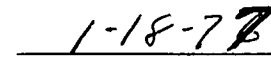
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Bureau of Highway - Admin. Division General Accounting Records	C-435	1	1967 - 1971	2	12/3/76	Shredded/ Landfill
2	Finance - Cashiers - Monthly Reports to Finance	C-287	18	July 1969- June 1971	1	12/3/76	Shredded/ Landfill
3	Finance - Payroll - Employee Earnings Records	C-308	1	1970	13	12/23/76	Microfilmed/ Shred/landfill
4	Finance - Payroll Control Journals	C-308	2 & 3	1966	36	1/14/77	Shredded/ Landfill
5	Finance - General Accounting General Increment Journals	C-396	1	1966	3	1/14/77	Shredded/ Landfill

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

  
Signature

  
Title

  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY POLICE DEPARTMENT

Reporting Agency

SERVICES DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	OFFENSE REPORTS  FORM 108	192	1	2-13-71 to 11-23-71  A 222000 to A 385999	80	11-17-76	Microfilmed then Burned

*Frank R. H. ...*  
*Capt. J. ...*  
 Signature

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

*Records Mgmt. Officer*  
 Captain

Title

*1-18-77*  
*11-29-76*

Date

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

BALTIMORE COUNTY, MARYLAND  
 Reporting Agency

Office of Central Services, Records Management Division  
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Plumbing Permits Inspectors Copy (Blue)	C-297	1	1970 thru 1971	3 Cubic Ft. (3 Cartons)	Dec. 10, 1976	Land-fill

Exhibit 5

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

*Frank B. Hampton*  
 Signature

Records Management Officer  
 Title

1-18-77  
 Date

*Andrew E. Decker*

P.S.

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

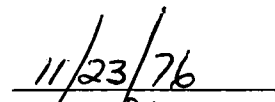
No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
8	Finance - Recreation & Parks Golf Tickets & Sheets	C-326	1 & 2	Aug. thru Oct. 1973	1	10/6/76	Landfill
9	Finance - Cost & Computation Pro- perty File Transaction Journals	C-388	1	11/72 - 5/73	2	10/6/76	Landfill
10	Finance - Revenue - Const. Loan Reports	C-287	15	8/72 - 7/73	4	10/6/76	Landfill
11	Tax Rolls - Real Property District 1 thru 15	C-287	1	1970	131	11/1/76	Shredded/ Landfill
12	Finance - Payroll Attendance and Control Journals	C-308	2 & 3	1957 - 1965	33	11/5/76	Shredded/ Landfill
13	Finance - General Increment & Cost of Living Increase Journals	C-396	1	1962 - 1965	4	11/8/76	Shredded/ Landfill

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

  
Signature



  
Title

  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

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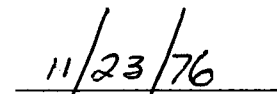
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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Finance - Payroll Employees Payroll Earnings State- ments	C-308	1	1962 - 1969	74	9/25/76	Microfilmed/ Shredded
2	Finance - Working Capital Fund Monthly IBM Runs	C-382	1	1972 - 1973	6	10/1/76	Shredded/ Landfill
3	Finance - Misc. Const. Charge Forms	C-287	15	5/70 - 5/73	1	10/5/76	Landfill
4	Finance - Revenue - Landfill Tickets & Sheets	C-424	2	12/72 - 10/73	6	10/5/76	Landfill
5	Finance - Duplicate Lien Certificates	C-287	9	2/73 - 9/73	5	10/5/76	Shredded/ Landfill
6	Finance - Revenue - Transfer Tax Records	C-287	12	1966 - 1973	6	10/5/76	Shredded/ Landfill
7	Finance - Revenue - Motel & Hotel Tax Invoices	C-424	1	1965 - 1972	3	10/5/76	Landfill

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

  
 Signature 

  
 Title

  
 Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

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		Retention Sched. No.	Item No.				
1	State's Attorney - Criminal Case Files	C-410	1	1947 - 1964	76	3/31/76	Shredded/ Landfill
2	Office of Finance - Tax Bills Collectors Copy	C-287	2	1969 - 1970	18	4/16/76	Shredded/ Landfill
3	Finance - Revenue - Assessment Changes	C-287	4	1/68 - 8/71	4	9/1/76	Shredded/ Landfill
4	Finance - Revenue - Cashier Tapes	C-287	8	7/71 - 6/73	5	7/1/76	Shredded/ Landfill
5	Finance - Duplicate Lien Certificate	C-287	9	5/24/72 - 2/23/73	6	5/10/76	Shredded/ Landfill
6	Finance - Revenue - Cash Slips Building Permits	C-287	13	7/71 - 6/73	7	9/1/76	Landfill
7	Finance - Cashiers Deposit Slips	C-287	14	7/71 - 6/73	5	7/1/76	Landfill

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

  
Signature

RECORDS MGMT. OFFICE  
Title

9-10-76  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

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		Retention Sched. No.	Item No.				
8	Finance - Central Billing Invoices	C-287	17	1962 - 1970	15	5/28/76	Shredded/ Landfill
9	Finance - Cashiers Tapes, Receipts and Deposits	C-287	18	7/69 - 6/73	13	6/18/76	Shredded/ Landfill
10	Finance - Closed J. O. Capital Improvement Fund	C-292	5	1956 - 1968	5	6/25/76	Shredded/ Landfill
11	Finance - Property File Transaction Journal	C-388	1	1/72 - 10/72	3	6/29/76	Shredded/ Landfill
12	Public Works Time Sheets	C-282	2	1971 - 1972	21	9/1/76	Landfill
13	Finance - General Fund Vouchers	C-295	1	1/64 - 6/65	78	9/1/76	Landfill
14	Central Services - Purchase Orders	C-325	1	1969	31	9/1/76	Landfill
15	Central Services - Requisitions	C-325	2	1969 - 1971	21	9/1/76	Landfill

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

  
 Signature

RECORDS MGMT OFFICE  
 Title

9-10-76  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

PREPARE IN DUPLICATE

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		Retention Sched. No.	Item No.				
16	Recreation and Parks - Golf Course and Beach Tickets	C-326	1 & 2	1/72 - 9/73	27	9/1/76	Landfill
17	Finance - Revenue - Landfill Tickets and Sheets	C-424	2	1/72 - 9/73	24	9/1/76	Landfill

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

  
 Signature

RECORDS MGMT. OFFICE  
 Title

9-10-76  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY POLICE DEPARTMENT

Reporting Agency

SERVICE DIVISION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	OFFENSE REPORTS FORM 108	C 192	1	3-30-70 to 8-10-70  Micro film reels # 150 to # 160	29	4-23-76	MICRO FILMED THEN BURNED

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



Signature

CAPTAIN

Title

4-23-76

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY POLICE DEPARTMENT

Reporting Agency

SERVICE DIVISION

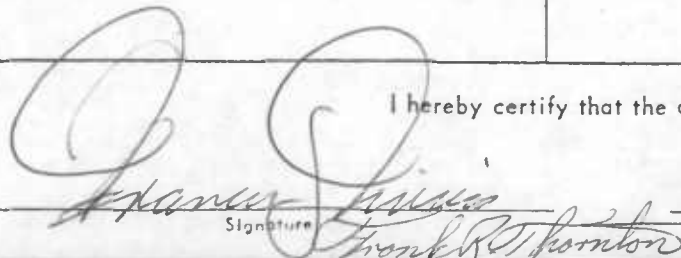
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	OFFENSE REPORTS FORM 108	C 192	1	8-10-70 to 3-9-71  A 111400 to A 227999	54	8-11-76	Microfilmed Then burned

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

  
 Signature

Captain

Title

8-12-76

Date

PS

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

BALTIMORE COUNTY POLICE DEPARTMENT

Reporting Agency

SERVICE DIVISION

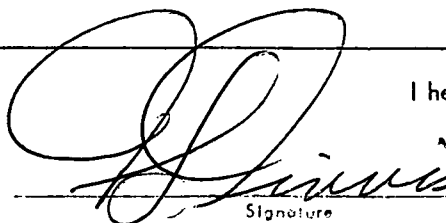
Division or Bureau

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		Retention Sched. No.	Item No.				
	OFFENSE REPORTS FORM 108	C 192	1	8-10-70 to 3-9-71  A 111400 to A 227999	54	8-11-76	Microfilmed Then burned

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

  
Signature

Captain  
Title

8-12-76  
Date

**CERTIFICATE OF RECORDS DISPOSAL**

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

Baltimore County Police Department

Reporting Agency

Services Division Central 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	Offense Reports	C 192	1	12-2-69 to 3-15-70 Micro film reels # 143 through # 148	22	1-14-76	Micro Filmed then Burned
				3-15-70 to 3-30-70	3	1-14-76	Micro Filmed then Burned

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

Capt. Frank D. [Signature]  
 Signature *FAD*

Captain

Title

1-14-76

Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION**

**STATE OF MARYLAND**

Baltimore County Police Department

Reporting Agency

Services Division

Central 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	Field Interrogation Reports FIR s	C 192	6	Year 1972	2	1-14-76	Burned

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

*Capt. Frank D. ...*  
 Signature *F. D. ...*

Captain

Title

1-14-76

Date

## CERTIFICATE OF RECORDS DISPOSAL

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

Baltimore County Police Department

Reporting Agency

Services Division Central 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	Accident Reports MSP Form 1, Revised 1-60	C 192	7	Year 1972	16	1-14-76	Burned

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

Capt. Frank W. [Signature]  
 Signature

Captain

Title

1-14-76

Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Baltimore County Police Department

Reporting Agency

Services Division

Central 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.				
5	Traffic Summons  Official Records are those maintained by Court and MVA	C 288	5		27	1-14-76	Burned

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

Capt Frank D. Innes  
Signature *F.D.I.*

Captain

Title

1-14-76

Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Baltimore County Police Department

Reporting Agency

Services Division Central 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	" No Report " Radio Dispatch Cards	C 399	1	1974	10	1-14-76	Burned

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

Capt. Frank D. [Signature]  
Signature *F.D.T.*

Captain

Title

1-14-76

Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION**

**STATE OF MARYLAND**

**Baltimore County Police Department**

Reporting Agency

**Services Division Central Records**

Division or Bureau of Reporting Agency

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		Schedule No.	Item No.				
1	Closed Warrant Control Correspondence	C 399	14	Control # 05005 to Control # 67499	27	1-14-76	Burned

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

Capt. Frank S. Meserini  
 Signature *F.S.M.*

Captain

Title

1-14-76

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
2	Plumbing Correspondence, Examinations, & applications	C-314	2	1968-1971	3 Cartons	Dec. 23, 1975	Landfill/ incinerator

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

*Fronk B. Thornton*  
 \_\_\_\_\_  
 Signature  
 Witness & Certified, 2/23/76  
 Robert R. Rippel

Records Management Officer

Title

1-2-76

Date

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

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		Schedule No.	Item No.				
1	Plumbing Permits Inspector's Copy (blue)	C-297	1	1969-1970	2 cartons	Dec. 23, 1975	Landfill/ incinerator

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

*Frank R. Thornton*  
Signature

Records Management Officer  
Title

1-2-76  
Date

*Andrew E. Quast* 12/23/75

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau

PREPARE IN DUPLICATE

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		Retention Sched. No.	Item No.				
13	Payroll Submittal Sheets	C-391	2	1962-1969	1	2-20-76	Shredded/ Landfill
14	Retirement Check Registers	C-391	3	1962-1969	1	2-20-76	Shredded/ Landfill
15	Health Dept.-Patient Discharge Folders	C-600	23	1968-1970	6	3-8-76	Landfill
16	Finance Dept.-Financial System Files	Non -	Record	1971-1974	19	3-8-76	Landfill
17	Central Garage - Gasoline Charge Tickets	C-282	1	1974-1975	9	3-8-76	Landfill
18	Maryland Public Health Assn.	Non -	Record		1	3-8-76	Landfill
19	Health Dept.-Timekeeping Records Contractual Employees	C-373	39	1968-1972	2	3-8-76	Landfill
20	Health Dept.-Vouchers	C-373	22	1958-1972	6	3-8-76	Landfill
21	Health Dept. Revenue Div.-Invoices - Cash Sales	C-373	22	3/1972-9/1972	1	3-8-76	Landfill
22	Health Dept.-Transaction Forms & Expenditure Details	C-373	22	June 1971 thru 1973	2	3-8-76	Landfill
23	Health Dept.-Cash & Charge Posting General Entries	C-373	22	10/1970-12/1972	1	3-8-76	Landfill
24	Health Dept.-Day Sheets - Sanitarians	C-373	26	7/1971 thru 9/1972	1	3-8-76	Landfill

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

  
 Signature

Records Management Officer  
 Title

March 15, 1976  
 Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

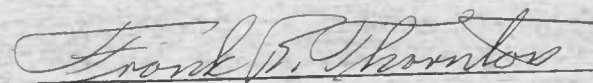
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		Retention Sched. No.	Item No.				
1	Central Service - Central Garage	C-282	1	1974	6	12-30-75	Landfill
2	Health Dept.-Minor Service Records	Non -	Record	1971	2	12-30-75	Landfill
3	Public Works - Contracts Division	Non -	Record	1957-1965	81	12-30-75	Landfill
4	Executive Office - General Correspondence	C-305	1	Feb.1967-Dec.1974	4	1-20-76	Microfilmed/ Shredded
5	Finance - Parking Ticket Receipts	C-285	4	Apr.1966-June 1971	10	1-28-76	Shredded/ Landfill
6	Finance - Trial Magistrates Print- Outs	C-285	4	May.1966-Apr. 1967	2	1-29-76	Shredded/ Landfill
7	Finance - Magistrates Court Dockets	C-285	4	Jan.1970-Dec.1971	4	1-30-76	Shredded/ Landfill
8	Juror Qualification Forms	C-376	1	1970-1971	6	2-9-76	Shredded/ Landfill
9	Construction Loan Billing and Maintenance Status Reports and Journals	C-287	15	Sept.1971 - Dec. 1972	4	2-10-76	Shredded/ Landfill
10	Assessments Notices	C-316	5	1969-1970	9	2-18-76	Shredded/ Landfill
11	Return of Contributions	C-293	1	1968	3	2-19-76	Shredded/ Landfill
12	Annuity Savings Cards	C-391	1	1968-1969	8	2-19-76	Shredded/ Landfill

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

  
Signature

Records Management Officer

Title

March 15, 1976

Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau

PREPARE IN DUPLICATE

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		Retention Sched. No.	Item No.				
25	Health Dept.-Nursing Home Application A-Z	C-373	18	1970	1	3-8-76	Landfill
26	Recreation & Parks - Loch Raven Fishing Center & Golf Tickets	C-326	1	1972	5	3-8-76	Landfill
27	Finance Vouchers	C-295	1	1963	44	3-8-76	Landfill

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

  
Signature

Records Management Officer  
Title

March 15, 1976  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

Submit in Duplicate  
Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	FINANCE-PAYROLL CONTROL JOURNALS	C-308	2	1963-64	13	11-18-1975	LANDFILL
2	FINANCE-ASSESSMENT CHANGES S-3 AND M-1	C-287	4	1968-69	1	"	LANDFILL
3	FINANCE-LIEN CERTIFICATES	C-287	9	1971-72	6	"	LANDFILL
4	FINANCE-CASH SLIPS-DAILY SUMMARIES	C-287	11 & 13	1965-72	2	"	LANDFILL
5	FINANCE-TRANSFER TAX INVOICES	C-287	12	1971-72	2	"	LANDFILL
6	FINANCE-CHECK BOOK STUBS AND BANK COLLECTION TAPES	C-287	16	1968-72	2	"	LANDFILL
7	FINANCE-CENTRAL BILLING RECEIPTS	C-287	17	1964-67	1	"	LANDFILL
8	FINANCE-DAILY SUMMARY SHEETS	C-287	7	1970-72	2	"	LANDFILL
9	FINANCE-CASHIERS DAILY MACHINE TAPES	C-287	8	1971-72	2	"	LANDFILL
10	FINANCE-GOLF TICKETS AND RECONCILIATION SHEETS	C-326	1 & 2	1971-72	9	"	LANDFILL
11	FINANCE-COST AND COMPUTATION BENEFIT AND ASSESSOR'S CARDS	None	RECORD	1924-72	6	"	LANDFILL
12	TAXBILL COLLECTOR'S COPY	C-287	2	1968-69	30	"	SHREDDED
13	CENTRAL GARAGE MILEAGE REPORTS	C-282	1	1971-72	2	"	LANDFILL
14	CENTRAL GARAGE IBM WORK ORDERS	C-282	1	1969-70	2	"	LANDFILL
15	CENTRAL SERVICES PURCHASE ORDERS	C-325	1	1968-69	38	"	LANDFILL
16	CENTRAL SERVICES REQUISITIONS- GOODS RECEIVED	C-325	2 & 4	1968-70	11	"	LANDFILL

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

  
Signature

RECORDS MANAGEMENT OFFICER  
Title

NOVEMBER 25, 1975  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSALBALTIMORE COUNTY, MARYLAND

Reporting Agency

OFFICE OF CENTRAL SERVICES, RECORDS MANAGEMENT DIVISION

Division or Bureau

Submit in Duplicate  
Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
17	PERMITS AND LICENSE-CAMP, MOTEL TRAILER, TAXICAB AND NURSERY PERMITS	C-375	3,7,8	1968-70	4	11-18-1975	LANDFILL
18	PUBLIC WORKS-CONTRACT FILES	C-377	1	1968-69	8	"	LANDFILL
19	DDG LICENSE COMMISSION	C-378	1	1970-71	10	"	LANDFILL
20	FINANCE-WORKING CAPITAL FUNDS	C-382	1	1971-72	3	"	LANDFILL
21	FINANCE LANDFILL TICKETS	NON-RECORDS		1971-72	19	"	LANDFILL
22	PEOPLE'S COURT SUMMARY EJECTMENTS	NON-RECORDS		1955-70	29	"	LANDFILL
23	ASSESSMENT RECORDS-APPLICATION FOR TAX CREDIT FOR AGED	C-316	19	1971-72	11	"	SHREDDED
24	TAX ROLLS	C-287	1	1968-69	30	"	SHREDDED

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

  
Signature

RECORDS MANAGEMENT OFFICER  
Title

NOVEMBER 25, 1975  
Date

Recorded 400 cu. ft. ✓

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Finance S-3-T-3 Assessment Changes	C-287	4	1968-69	2	2/26/75	Shredded Landfill Burial
2	Finance - Machine Tapes	C-287	8	1970-71	6	2/26/75	" "
3	Finance - Daily Deposit Slips	C-287	14	1970-71	2	2/26/75	" "
4	Finance - Bank Tax Machine Tapes	C-287	16	1968-69	3	2/26/75	" "
5	Finance - Cancelled Bid Deposit Forms	C-287	18	1970-71	3	2/26/75	" "
6	Finance - Recreation & Parks Golf & Fishing Tickets	C-326	1-2	1971	4	"	" "
7	Finance - Magistrate Reports	C-285	4	1965-71	20	"	" "
8	Jury Commissioner Juror Qualification Form	C-376	1	1969-70	3	"	" "
9	Finance - Working Capital Funds	C-382	1	1971	3	"	" "
10	Finance - Property File Transaction Journal	C-388	1	1971	5	"	" "
11	Finance - Budget Transmittal Letter	C-392	1-2	1948-56	13	"	" "
12	Finance - Landfill Tickets	Non-Record		1970-71	29	"	" "
13	Finance - Paving Charge Auths.	C-287	15	1970-71	5	"	" "

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

  
Signature

Records Management Officer  
Title

February 28, 1975  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Magistrate Court Daily Records	Non-Record		1943-62	65	1/21/75	Shredded Landfill Burial
2	Central Garage Gasoline Tickets	C-282	1	1973	6	"	" "
3	Recreation & Parks Monthly Time Sheets	C-285	3	1970	5	"	" "
4	Assessments Notices	C-316	5	1968-69	5	"	" "
5	Recreation & Parks Purchase Orders	C-325	2	1969-70	2	"	" "
6	Recreation & Parks Daily Reports - Fishing and Golf Tickets	C-326	1	1970-71	10	"	" "
7	Health Dept. Mental Health Invoices	C-373	22	1970	1	"	" "
8	Permits & License Eating-Drinking Permits	C-375	1	1969-70	2	"	" "
9	Permits & License Bingo Permits	C-375	6	1969-71	6	"	" "
10	Permits & License Cash Slip Receipt	C-375	10	1969-71	10	"	" "
11	Permits & License Plumbing Permits	C-375	12	1969-71	11	"	" "
12	Permits & License Amusement Applications	C-375	18	1959-71	7	"	" "
13	Finance Vouchers	C-295	1	1950-52	74	"	" "

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



Signature

Records Management Officer

Title

February 28, 1975

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Central Garage Repair Orders	C-282	1	1971	3	2/26/75	Shredded Landfill Burial
2	Finance Annuity Savings Cards	C-391	1	1951-67	37	"	" "
3	Finance - Recreation & Parks General Sports, Car Rented Reports	C-326	1-2	1971	4	"	" "
4	Permits & License Taxi Cab Application	C-375	7	1967-70	6	"	" "
5	Public Works - Material Delivery Tickets	C-377	1	1970	1	"	" "
6	Finance - Employee Earnings Record	C-308	1	1949-62	47	"	" "

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



Signature

Records Management Officer

Title

February 28, 1975

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Assessment Changes Real Property 2nd Run	C-287	4	1967-68	2	8-13-1974	Landfill
2	Finance - Machine Tapes	C-287	8	1969-71	6	8-13-1974	Landfill
3	Finance - Lien Certificates	C-287	9	1970-71	5	8-13-1974	Landfill
4	Finance Daily Summary Sheets	C-287	11	1969-71	2	8-13-1974	Landfill
5	Finance Transfer Tax Invoices	C-287	12	1970-71	2	8-13-1974	Landfill
6	Finance Cash Slips	C-287	13	1970-71	4	8-13-1974	Landfill
7	Finance Bank Tax Ledger Sheets	C-287	16	1969-71	1	8-13-1974	Landfill
8	Finance Cancelled Bidders Deposits	C-287	18	1969-71	3	8-13-1974	Landfill
9	Finance Golf Tickets & Recon. Sheets	C-326	1&2	1969-71	9	8-13-1974	Landfill
10	Dog License Certificates	C-378	1	1969	5	8-13-1974	Landfill
11	Finance Working Capital Funds	C-382	1	1970-71	9	8-13-1974	Landfill
12	Finance Property File Trans. Journals	C-388	1	1970	4	8-13-1974	Landfill
13	State's Attorney - Magistrate Appeals	Non-Record		1960-67	7	8-13-1974	Landfill
14	Assessments-Hearing-Final Not. File Co.	C-316	13	1973-74	24	8-13-1974	Shredded
15	Assessments-Personal Property Business and Farm Schedules	C-316	16	1966-72	11	8-13-1974	Shredded
16	Assessment Update Records	Non-Record		1974-75	4	8-13-1974	Shredded
17	Assessment - Hearing Notices	C-316	12	1968-69	1	8-13-1974	Shredded
18	Finance - Paid Tax Bills Collectors' Stubs	C-287	2	1967-68	24	8-13-1974	Shredded

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

*Frank B. Thornton*  
Signature

Records Management Officer

Title

August 14, 1974

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Baltimore County, Maryland

Reporting Agency

Office of Central Services, Records Management Division

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
19	Health Dept. Daily Sheets	C-214	2	1970	1	8-13-1974	Shredded
20	Central Garage IBM Gasoline Cards	C-282	1	1973	3	8-13-1974	Shredded
21	Central Garage Vehicle Repair Orders	C-282	3	1973	5	8-13-1974	Shredded
22	Permits-License Plumbing Applications	C-297	3	1968-70	7	8-13-1974	Shredded
23	Public Works Foreman's Daily Time Sheets	C-315	1	1969-70	14	8-13-1974	Shredded
24	Public Works - Equipment Time Sheets	C-285	3	1969-70	3	8-13-1974	Shredded
25	Assessment Notices	C-316	5	1967-68	13	8-13-1974	Shredded
26	Assessment Void Cards	C-316	4	1967-68	10	8-13-1974	Shredded
27	Health Dept. Medical Care Cases	C-373	18	1967	2	8-13-1974	Shredded
28	Health Dept. Care Correspondence	C-373	20	1965-69	1	8-13-1974	Shredded
					59 123 <hr/> 182		

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

*Frank R. Stanton*  
Signature

Records Management Officer  
Title

August 14, 1974  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND  
Reporting Agency

Office Of Central Services, Records Management Division  
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Finance-Paid Tax Bills, Collector's Stubs	C-287	2	1966-1967	22	1-15-74	Landfill
2	Finance-Real Property Adjustments and Assessment Changes	C-287	4	1967-1968	1	1-15-74	Landfill
3	Finance-Posting Proof Sheets, Cashiers Tapes	C-287	8	1965-1970	14	1-15-74	Landfill
4	Finance- Lien Certificates	C-287	9	1970	3	1-15-74	Landfill
5	Finance-Daily Summary Sheets	C-287	11	1970	2	1-15-74	Landfill
6	Finance-Cash Slip Receipts For Permits	C-287	13	1968-1970	5	1-15-74	Landfill
7	Finance-Deposit Slip Copies	C-287	14	1969-1970	4	1-15-74	Landfill
8	Finance-Detail Listings-Paving Charge Authorizations	C-287	15	1964-1970	10	1-15-74	Landfill
9	Finance-Bank Tax Collection Tapes	C-287	16	1970	3	1-15-74	Landfill
10	Finance-Book keeping Ledger Books	C-292	2	1955-1965	1	1-15-74	Landfill
11	Finance-Recreation and Parks Cash Receipts, Tickets, Reconciliation Reports	C-326	1-2	1970	3	1-15-74	Landfill
12	Finance-Central Services Gasoline Charge Tickets	C-282	1	1971-1972	9	1-15-74	Landfill
13	Finance-Central Services Vehicle Repair Orders	C-282	3	1971	2	1-15-74	Landfill

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

  
Signature

\_\_\_\_\_  
Records Management Officer  
Title

1-18-74  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND  
Reporting Agency

Office of Central Services, Records Management Division  
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
14	State's Attorney-Non-Support, Paternities and Bastardy Cases	Non Record		1948-1969	38	1-15-74	Landfill
15	Finance- Requisition Stationery Stores and Charge Request	Non Record		1966-1967	1	1-15-74	Landfill
16	Finance-Material Inventory and IBM Listings	Non Record		1966-1967	1	1-15-74	Landfill
17	Finance-Batch Transmittal Repair Orders	Non Record		1968-1969	1	1-15-74	Landfill
18	Finance-Material Requisitions and Delivery Receipts	Non Record		1968-1969	1	1-15-74	Landfill
19	Finance- Repair Orders-Batch Transmittal	Non Record		1969	1	1-15-74	Landfill
20	Finance-Repair Orders-Batch Transmittal	Non Record		1969	1	1-15-74	Landfill
21	Finance-Repair Orders-Fire Bureau Batch Transmittal	Non Record		1968-1969	1	1-15-74	Landfill
22	Finance-Repair Orders-Radio Shop Inventory Control	Non Record		1967-1968	1	1-15-74	Landfill
23	Finance-Repair Orders- Texas Shop Inventory Control	Non Record		1968-1969	1	1-15-74	Landfill

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

  
Signature

Records Management Officer  
Title

1-18-74  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

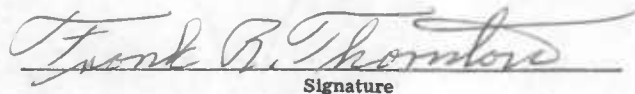
HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

BALTIMORE COUNTY, MARYLAND  
Reporting Agency

Office Of Central Services, Records Management Division  
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
24	Finance-Central Stores Requisitions and Orders	Non Record		1968-1969	1	1-15-74	Landfill
25	Finance-Central Stores Requisitions and Orders	Non Record		1968-1969	1	1-15-74	Landfill
26	Finance-Stationery Store Tickets	Non Record		1967-1968	1	1-15-74	Landfill
27	Finance-Central Stores Ware House Delivery Tickets	Non Record		1967-1968	1	1-15-74	Landfill
28	Finance-Central Stores Ware House Delivery Tickets	Non Record		1967-1968	1	1-15-74	Landfill
29	Finance- Repair Orders-Texas Shop	Non Record		1967-1968	1	1-15-74	Landfill
30	Finance-Repair Orders-Texas Shop	Non Record		1967-1968	1	1-15-74	Landfill
31	Finance-Repair Orders-Texas Shop	Non Record		1967-1968	1	1-15-74	Landfill
32	Finance-Repair Orders-Texas Shop	Non Record		1967-1968	1	1-15-74	Landfill
33	Central-Garage-Motor Pool-Repair Orders	Non Record		1967-1968	1	1-15-74	Landfill
34	Central Garage-Motor Pool-Repair Orders	Non Record		1967-1968	1	1-15-74	Landfill

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

  
Signature

\_\_\_\_\_  
Records Management Officer  
Title

1-18-74  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

BALTIMORE COUNTY, MARYLAND  
Reporting Agency

Office Of Central Services, Records Management Division  
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
35	Finance-Central Garage-Motor Pool Repair Orders	Non Record		1967-1968	1	1-15-74	Landfill
36	Finance-Work Orders-Traffic Inventory	Non Record		1968-1969	1	1-15-74	Landfill
37	Finance-Repair Orders-Texas Shop Transmittal	Non Record		1969-1970	1	1-15-74	Landfill
38	Finance-Repair Orders-Texas Shop Transmittal	Non Record		1969-1970	1	1-15-74	Landfill
39	Finance-Central Stores Requisitions and Transmittal	Non Record		1967	1	1-15-74	Landfill
40	Finance-Central Stores Requisitions and Transmittal	Non Record		1967	1	1-15-74	Landfill
41	Finance-Central Stores Requisitions and Transmittal	Non Record		1967	1	1-15-74	Landfill
42	Permits and License-Plumbing Permits-Inspector's Copy (Blue)	C-297	1	1967-1968	2½	11-26-73	Landfill
43	Permits and License-Plumbing Board General Correspondence	C-314	2	1968	2	11-26-73	Landfill
44	Assessments Records-Final Notices	C-316	13	1966-1967	4	1-15-74	Shredded
45	Assessment Records-Application For Tax Credit For The Aged	C-316	19	1969-1970	11	1-15-74	Shredded

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

  
Signature

Records Management Officer  
Title

1-18-74  
Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Calvert County Circuit Court

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Criminal Appeal files	655	Sec. III Item 1	1953 to 1964	7 cu ft	11-23-77	Landfill

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

J. Lloyd Bowen  
 Signature

Clerk, Circuit Court  
 Title

12-21-77  
 Date

PSS

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Inspection & Permits

Reporting Agency

Calvert County  
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Applications			1969 - 1973	15 cu. ft.	1-31-77	Landfill
2	Inspection request forms			1969 - 1973	1½ cu. ft.	1-31-77	Landfill
3	Permits			1969 - 1973	1½ cu. ft.	1-31-77	Landfill
4	Expenditure report			1969 - 1973	1 cu. ft.	1-31-77	Landfill
5	Ledgers			1968 - 1973	½ cu. ft.	1-31-77	Landfill

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

William C. Campbell  
Signature

Director of Inspections & Permits  
Title

5/27/77  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401



CERTIFICATE OF RECORDS DISPOSAL

CALVERT COUNTY

Reporting Agency

CIRCUIT COURT

Division or Bureau

Submit in Duplicate  
Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Chattel Mortgages	655	6	1958-1964)	4 cu. ft.	10-17-77	Landfill

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

J. Lloyd Bowen  
Signature

Clerk of Court  
Title

10-17-77  
Date

Please send additional  
forms to  
Carter County Circuit Court  
Prince Frederick, Md

20678

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

CALVERT COUNTY

Reporting Agency

CIRCUIT COURT

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Conditional Sales No. 1,2,3 & 4	655	6	1920 through 1950	4 cu. ft.	10-20-77	Landfill

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

*J. Lloyd Bowen, Clerk*  
 Signature

Clerk of Court  
 Title

10-20-77  
 Date

*PS*

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

CALVERT COUNTY

Reporting Agency

Clerk of the Circuit Court

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Motor Vehicle arrest tickets.	C-416	6	1924-1929	2 cu.ft.	2/10/77	Trash
2.	General Accounting records	C-290	1	1914-1920	4 cu.ft.	"	"
3.	General files	C-290	2	1924-1931	3 cu.ft.	"	"
4.	License copies	C-50	2	1945-1957	2 cu.ft.	"	"
5.	Released mortgages and deeds of trust	C-50	5	1920-1945	1 cu.ft.	"	"
6.	Temporary dockets	C-50	6	1912, 1924-1932	4 cu.ft.	"	"

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

*Jo Lloyd Powell, Clerk*  
Signature

*Clerk of Court*  
Title

*Feb 10, 1977*  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Calvert County Planning Office

Reporting Agency

Calvert County Planning Commission

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Purchase Orders & Purchase Requisitions	C-442	5 c	1973-1975	.2	1/10/77	Landfill
2	Road Name Plate Order forms	c-442	5 c	1973	.1	1/10/77	Landfill

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

L. Baecker  
 Signature

Director of Planning  
 Title

1/10/77  
 Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Calvert County Planning Office

Reporting Agency

Calvert County Planning Commission

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	State Highway Administration Action Plans, Construction and Reconstruction Plans	C-442	4	1972-1974	.5	1/5/77	Landfill
2	General Office Information files (duplicate files in originating offices)	C-442	5 c	1972-1976	.3	1/5/77	Landfill
3	DNR Wetlands Info	C-442	4	1972	.1	1/5/77	Landfill
4	Maryland Assessment Policy Info	C-442	4	1972	.01	1/5/77	Landfill
5	Maryland Association of Counties (Correspondence & Gen. info)	C-442	4 & 5 c	1972	.1	1/5/77	Landfill
6	SWAP & Preservation News	C-442	5 a	1974 - 1975	.2	1/5/77	Landfill
7							

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

*L. Beverly*  
Signature

Director of Planning  
Title

1/6/77  
Date

99

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Calvert County

Reporting Agency

Finance Office

Division or Bureau

Submit in Duplicate  
Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Calvert County School Construction Bonds 24 and 25, Coupons July 62 - Jan 63	C-440	1-B	1962 - 1963	1	11/16/76	Landfill Burning
2	Calvert County School Construction Bonds of Jan 1, 1948, Bonds 461- 500, Coupons	C-440	1-B	1962 - 1963			
3	Calvert County School Construction Bonds of May 1963, Bonds 116-220 Coupons.	C-440	1-B	Nov 70 - May 70			
4	Calvert County School Construction Bonds 3-4, Coupons (Feb 64)	C-440	1-B	Feb 65 - Feb 68			
5	Calvert County School Construction Bonds of May 1964, Bonds 1 - 140 Coupons	C-440 C	1-B	Nov 61 - May 71			
6	Transcript of Supporting Documents in connection with sale of \$1M Calvert County School Bonds 1960	C-440	1-B	Dec 20, 1960	1	11/29/76	"
7	Transcript of Supporting Documents in connection with sale of \$700,000 Calvert County School Bonds 1959	C-440	1-B	Dec 3, 1959			"
				Total	2		

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

  
James J. Allmar  
Signature

Finance Officer  
Title

November 16, 1976  
Date

JLL

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Calvert County

Reporting Agency

Finance Office

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Calvert County School Bond, 1937 Series, Bond Nos 18-20, 23, 211-460, Coupon Nos 16, 19-28, 38, 21-24	C-440	1-B	1937 -	5	9/24/76	Landfill Burning
2	Calvert County School Bond, 1946 Series, Bond Nos 161-220, Coupon Nos 20-24	"	"	1946 -			
3	Calvert County School Bond, 1948 Series, Coupons 1-17	"	"	1948 -			
4	Calvert County School Bond, 1953 Series, Coupons 3-38, 1-15	"	"	1953 -			
5	Calvert County School Bond, 1964 Series, Bond Nos 1, 2, 5-17, Coupon Nos 1-22	"	"	1964 -			
6	Calvert County School Bond, 1953 Series, Bond Nos 51-70, 76-100, Coupon Nos. 9-18	"	"	1953 -			
7	Calvert County School Bond, 1953 Series, Bond Nos 161-170, Coupon Nos 1-18	"	"	1953 -			
8	Calvert County School Improvement Bond, 1970 Series, Bond Nos 1-20, Coupon Nos 1-9	"	"	1970 -			

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

  
Signature

Finance Officer

Title

September 24, 1976

Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Calvert County

Reporting Agency

Board of County Commissioners

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Original purchase orders	C-422	4	1956 - 1963	2 $\frac{1}{2}$	8/6/76	Landfill
2	Patient report - Crownsville	"	"	1952 - 1959	"	"	"
3	Miscellaneous correspondence	"	"	1953 - 1956	"	"	"
	"	"	"	1955 - 1961	"	"	"
4.	Miscellaneous correspondence	"	3			8/6/76	"
	Comptrollers office			1963	"		
	Calvert Construction Co.			1963	"		
	Chesapeake Beach			1961	"		
	Bartlett Tree Co.			1961	"		
	J. Frank Boyd			1955	"		
	Trial Balance			1955	"		
	Mosquito Control			1957	"		
	State Roads Comm			1955	"		
	Jail			1956	"		
	Extension Service			1958	"		
	Health Department			1955 - 1958	35		
	Sheriff's report			1957	3		
	Assessments			1955	1		
	Liquor Board			1955	1		
5	General Public Assistance Loan	"	3	1949	4	8/6/76	"
6	Donable Food	"	3	1961	"	"	"
7	Clerk/Circuit Court	"	3	1953	"	"	"
8	School Board Correspondence	"	3	1955	"	"	"
9	State Tax Commission	"	3	1955	25	"	"

60 cu. ft Fwd.

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

Jack C. Uphor  
Signature

Administrative Director  
Title

8-6-76  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Calvert County

Reporting Agency

Board of County Commissioners

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Mosquito Control Records	C-427	3	1958	<u>69 cu. ft</u>	8/16/76	Landfill
2	Purchase Orders	C-422	4	1954	2½	8/16/76	"
3	Patients-State Hospital	C-422	4	1961		8/16/76	"
4	Miscellaneous Correspondence	C-422	3	1955		8/16/76	"
				TOTAL		<u>62½ cu. ft</u>	

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

  
Signature

Administrative Director  
Title

8/16/76  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Calvert County

Reporting Agency

Board of County Commissioners

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Correspondence	C-422	4	7/1/63 - 6/30/74	2 1/2	7/12/76	Landfill
2	"	"	"	7/1/64 - 6/30/65	2 1/2	7/14/76	Landfill
3	"	"	"	7/1/65 - 6/30/66	2 1/2	7/14/76	Landfill
4	"	"	"	7/1/66 - 6/30/67	2 1/2	7/14/76	Landfill
5	"	"	"	7/1/67 - 6/30/68	2 1/2	7/16/76	Landfill
6	"	"	"	7/1/68 - 6/30/69	2 1/2	7/16/76	Landfill
7	"	"	"	68 - 69	2 1/2	7/19/76	Landfill
8	"	"	"	7/1/69 - 6/30/70	2 1/2	7/16/76	Landfill
9	"	"	"	7/1/69 - 6/30/70	2 1/2	7/19/76	Landfill
10	"	"	"	7/1/70 - 6/30/71	5	7/14/76	Landfill

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

  
 Jack G. Upton Signature

Administrative Director

July 19, 1976

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

CARROLL COUNTY DEPT. OF SOCIAL SERVICES


Reporting Agency

Division or Bureau

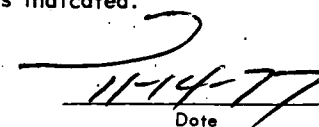
Submit in Duplicate  
Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
A	873 case records destroyed exclusive of Child Welfare. All closed Child Welfare Case records thru 7/77 have been microfilmed and destroy- ed. 3,300 case records.			1971 - 72 - 73			Buried in Landfill
B	234 Day Care Records 441 Food Stamp Records 36 & 36A Time Sheets & Overtime Authorization 126 Personnel Change 127 Leave Reports 310 Green copies MS350C - Personnel Change 740 741 777 517 815 Payroll & Check Registers & Time Exception Reports Contractual Payroll Special Payments & Regular			12/73 1971 - 72 - 73 1/74 - 12/75 12/72 - 7/74 12/72 - 6/76 1/75 - 1/76 12/72 - 7/74 7/74 - 6/76 7/74 - 6/76 12/74 - 6/76 7/74 thru 6/76 7/74 thru 6/76 7/74 - 6/76			

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

  
Signature

DIRECTOR  
Title

  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

CARROLL COUNTY DEPT. OF SOCIAL SERVICES

Reporting Agency

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Public Assistance Work & Recap Sheets			7/74 - 6/76			Buried in Landfill
	Duplicate Copies Admin. & P.A. Checks (Yellow)			7/74 - 6/76			
	Cancelled checks P.A. & Admin.			7/72 - 12/74			
	57 Personnel Files						
	<u>Food Stamp Forms</u>						
	FS 6			4/68 - 12/75			
	FS 6A			4/72 - 12/75			
	FS 9			4/68 - 7/68			
	FS 11			4/68 - 12/75			
	FS 12			4/68 - 12/75			
	FS 14			2/70 - 3/72			
	FS 15			6/70 - 3/72			
	FS 17			7/70 - 12/71			
	FS 209			8/72 - 12/73			
	FS 250			5/68 - 12/75			
	FS 256			7/68 - 12/75			
	FS 259			1/72 - 7/72			
	FS 260			3/68 - 6/74			
	FNS 293			6/75 - 7/75			
	FNS 300			2/75 - 3/75			

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

DIRECTOR

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

CARROLL COUNTY DEPT. OF SOCIAL SERVICES

Reporting Agency

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
C	Exhibit B - Maryland State F.S. Program Food Stamp Inventory Control Books DESS/SSA 250.1 250.2			2/68 - 2/72			Buried in Landfill
	214 S (Yellow & White copies)			3/68 - 2/75			
	217 Reconsideration Report			7/73 - 9/75			
	252 Statistical Cards			10/75 - 6/76			
	253 Statistical Cards			1974, 1/75-12/75			
	254 Statistical Cards			1/74 - 6/76			
	255 Statistical Cards			7/73 - 6/76			
	256 A			7/73 - 6/76			
	256 A (Green copies)			7/73 - 6/76			
	Toll Call Tickets			7/73 - 6/76			
				7/74 - 12/75			
				5/74 - 6/76			
				1/75 - 12/75			

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

*[Handwritten Signature]*

DIRECTOR

11-14-77

### CERTIFICATE OF RECORDS DISPOSAL

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

CARROLL COUNTY DEPT OF SOCIAL SERVICES

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.				
A	325 Case records exclusive of Child Welfare Records			1970			
	200 Food Stamps Records			1968 - 1971			
	446 Case records exclusive of Child Welfare Records			1969			
B	302 Fiscal Reports			6/72 - 12/65			
	310 - white			1969			
	310 - green			1974			
	517 - Day Care Attendance Records			11/72 - 6/74		10-8-75	Burned
	740 - Admin. Vouchers			7/72 - 6/74			
	741 - Assistance Voucherx			7/72 - 6/74			
	777 - Contractual Payroll Report			10/69 4/71			
	815 - Day Care Invoices			11/72 - 6/74			
	Bank Reconciliation/Statements			6/69 - 5/74			
	Duplicate Checks			7/72 - 6/74			
	Time Exception Payroll Sheets			1967 - 6/74			
	Payroll Check Registers			1967 - 6/74			
	Local Salary Bills			2/67 - 6/69			
	Contractual Payroll Check Registers			10/69 - 5/71			
	Report of Administrative Expendituree			1968 - 1972			
	Receipts #2901 - 3000			9/71 - 9/72			
	Public Assistance Work & Recap Sheets & tapes			7/72 - 6/74			

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

  
Signature

Director

Title

10-1-75

Date

### CERTIFICATE OF RECORDS DISPOSAL

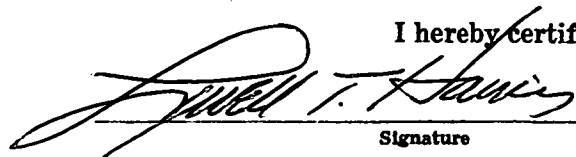
To Be Submitted to the Records Management Division  
**HALL OF RECORDS COMMISSION**  
**STATE OF MARYLAND**

CARROLL COUNTY DEPT OF SOCIAL SERVICES  
 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.				
A	FS 4 FS 7			1968-1970 1968-1970		10-8-75	Burned

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

  
 \_\_\_\_\_  
 Signature

Director  
 \_\_\_\_\_  
 Title

10-1-75  
 \_\_\_\_\_  
 Date

### CERTIFICATE OF RECORDS DISPOSAL

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

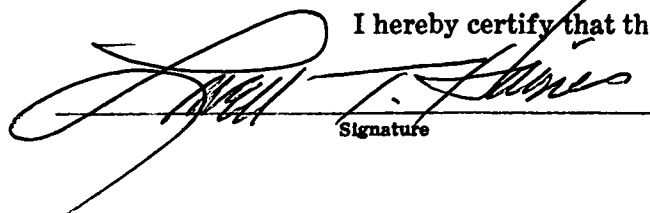
**CARROLL COUNTY DEPT OF SOCIAL SERVICES**

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.				
C	WIN - 10 63 - Annual OASDI Report 214-S - white 214-S - yellow 217 - Monthly Report on Recons 252,253,254,255 Stat Cards 256-A & B 257 306 491 503 - Adults 603 - AFDC 745			1973 - 1974 1966 - 1969 7/72 - 6/74 7/72 - 12/73 6/69 - 12/73 6/70 - 6/74 12/72 - 6/74 1973 - 74 1974 1971-73 1/74 - 3/74 1967-69 1967 - 69 1971-73 1/74 - 2/74		10-8-75	Burned
D	Extra Circular Letters Local Agency Auto Itinerary/ Sign In & Out Sheets 36 & 36A 126 127 350 Toll Call Tickets			1970 -73 7/72 - 6/74 1/72 - 6/74 1971 - 72 1971 - 72 1971 - 72 7/72 - 12/74	Total 10		

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

  
 Signature

Director  
 Title

10-1-75  
 Date

## CERTIFICATE OF RECORDS DISPOSAL

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

Cecil County Health Department  
 Reporting Agency

Division of Nursing  
 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	600	18	1950 - 1970			Burning
2	X-ray reports	600	4	1950 - 1970			Burning
3	Pediatric Case Files	600	14	1950 - 1965			Burning
4	Orthopedic, Cardiac, Hearing & Vision records	600	15	1950 - 1960			Burning
5	Maternity & Gyn Case Files	600	13	1950-1960			Burning
6	Immunization Record	600	12	194 -1955			Burning
				Total	15 cu. ft.	5-1-75	

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

*Doris Warrington*  
 Signature

Director of Nurses  
 Title

5-20-75  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Circuit Court for Charles County

Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Deeds & Mortgages (original left in this office by owner after recording among official records of this office)	C-384	4	1907 - 1909	.5 c.f.	6-6-77	land-fill
	Mortgages and Bills of Sale (original left in this office by owner after recording among the official records of this office.)	C-384	4	1906 - 1958	1.5 c.f.	6-6-77	land-fill
	Marriage Consents (proof of age)			1952 - 1971	.5 c.f.	6-6-77	land-fill
	Marriage Certificates (Ministers Return)			1936 - 1947	.5 c.f.	6-6-77	land-fill
	Coroners Inquest			1936 - 1938	.5 c.f.	6-6-77	land-fill
	Motor Vehicle Dockets	C-384	6	7-28-67 - 6-29-71	4.5 c.f.	6-6-77	land-fill

Disposal Approved by Hall of Records Commission

5/12/77  
Date

*Dwaine Gagnaire*  
Archivist

Disposal Certification

*Patrick C. Mudd* *Chief* 3/16/77  
Signature Title Date

Instructions for Preparation and Submission on Reverse Side

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Circuit Court for Charles County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Traders Licenses Applications & office copy	C-33	2	1956 & 1957 1968 - 1971	.5 c.f. 1.5 c.f.	6-6-77	land-fill
	Liquor Licenses	C-33	2	1968 - 1972	1.3 c.f.	6-6-77	land-fill
	Receipt Books	C-33	3	1970 - 1973	3.5 c.f.	6-6-77	land-fill
	Crabbers, Duck Blind, Tongers etc. applications	C-33	2	1969 - 1971	.5 c.f.	6-6-77	land-fill
	General Correspondence	C-33	1	1972	.5 c.f.	6-6-77	land-fill
	Mortgage Releases	C-54	1A	1909 - 1919 1941 - 1951	1.5 c.f.	6-6-77	land-fill
	Conditional Sales Contract and Chattel Mortgage	C-384	3 & 4	1956 - 1964	1.0 c.f.	6-6-77	land-fill
	Federal Farm Credit Liens and Chattel Mortgage Releases	C-384	4	1952 - 1970 1952 - 1956	1.5 c.f. 1.5 c.f.	6-6-77 6-6-77	land-fill land-fill
	Monthly Reports, Annual Reports Daily work sheets, etc.	C-385	1	1969 - 1973	2.5 c.f.	6-6-77	land-fill

Disposal Approved by Hall of Records Commission

Disposal Certification

5/13/77  
Date

Edward Papenfuss  
Archivist

Stuart C. Mead  
Signature

Chief of Ct  
Title

3/16/77  
Date

Instructions for Preparation and Submission on Reverse Side

*File*

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Dorchester County

Reporting Agency

Register of Wills

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.	Deposit slips & statements	C-361	5	1968-6/30/71	1/8 cu.ft.	9/4/74	shredded
2.	Checks	C-361	6	1970-6/30/71	1/8 cu.ft.	9/4/74	"
3.	Check stubs	C-361	6	1950-1970	1/2 cu.ft.	9/4/74	"
4.	Receipts, vouchers, etc.	C-361	11	1968-6/30/71	1/8 cu.ft.	9/4/74	"
5.	Receipt books	C-361	13	1968-7/27/71	1 cu. ft.	9/4/74	"
6.	Reports	C-361	14	1968-1970	1/8 cu.ft.	9/4/74	"
					2 " "		

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

Maurice Lewis  
Signature

Register of Wills  
Title

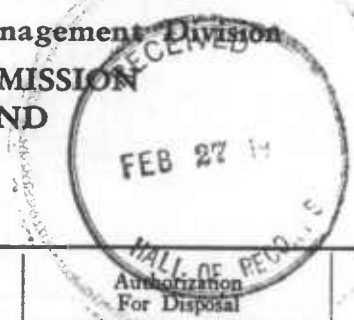
9/4/74  
Date

*Swis*



**CERTIFICATE OF RECORDS DISPOSAL**

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



Dorchester County

Reporting Agency

Supervisor of Assessments

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	Property Transfer Record			1969-1970	5 cu. ft.	2-22-74	Landfill
2	Tax Credit Applications			1969-1970	5 cu. ft.	2-22-74	Landfill
3	Reassessment Notices			1969-1970	2½ cu.ft.	2-22-74	Landfill
					<u>13</u>		

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

*Arthur S. Parker*  
 \_\_\_\_\_  
 Signature

Supervisor  
 \_\_\_\_\_  
 Title

2/27/74  
 \_\_\_\_\_  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Clerk of the Circuit Court      Frederick

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Released Mortgage, Deeds of Trust and Released Chattels	C-42	5	Oct. 1931 to July 1951	17 cu.ft.	Aug. 25, 1977	Landfill

Disposal Approved by Hall of Records Commission

7/29/77  
Date

Edward J. Papenfor  
Archivist

Disposal Certification

Walter Keller  
Signature

Clerk  
Title

8-25-77  
Date

## INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate and submit both copies to the Hall of Records Commission for approval of proposed disposal action.
2. Leave columns "Date of Disposal" and "Method of Disposal" blank until disposal action has been completed.
3. If the records proposed for disposal are considered by the Archivists to have longer retention values, arrangements will be made for their transfer to the Hall of Records.
4. After both copies have been signed by the Archivist, State of Maryland, disposal of the records shall be accomplished, the certification completed, and one copy forwarded to:

Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

5. One letter-size file drawer = 1.5 cu.ft. of records  
One legal-size file drawer = 2.0 cu.ft. of records

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

CLERK OF THE CIRCUIT COURT

Reporting Agency

HARFORD COUNTY, BEL AIR, MARYLAND

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	CHATTEL MORTGAGE RELEASES	C-140 (1960)	1	1927 - 1967	6½ cu. ft.	7/22/75	Landfill
2	RELEASED - MORTGAGES and DEEDS OF TRUST	C-140 (1960)	1	1905 - 1949	30 cu. ft.	7/22/75	Landfill
3	CONDITIONAL SALES CONTRACTS	C-140 (1960)	3	1954 - 1963	6 cu. ft.	7/22/75	Landfill
4	TRIAL MAGISTRATES PAPERS WARRANTS, WRITS, MISCL. PAPERS Trial Magistrate LEWIS J. WILLIAMS	C-140 (1960)	2	1951 - 1955	5 cu. ft.	7/22/75	Landfill
5	TRIAL MAGISTRATE PAPERS - WARRANTS - WRITS - MISCL.. MAGISTRATE HARRY ST.A.Q'NEILL	C-140 (1960)	2	1951 - 1958	2½ cu. ft.	7/22/75	Landfill
6	LICENSES, APPLICATIONS COPIES OF BUSINESS LICENSES DUCK BLINDS, ANGLER AND HUNTING LICENSES	C-140 (1960)	6	1950 - 1970	7 cu. ft.	7/22/75	Landfill

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

*H. Douglas Chilcoat*  
Signature

CLERK OF THE COURT

Title

SEPTEMBER 25, 1975

Date

## CERTIFICATE OF RECORDS DISPOSAL

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

CLERK OF THE CIRCUIT COURT  
Reporting Agency

HARFORD COUNTY, BEL AIR, MARYLAND  
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	ACCOUNTING RECORDS: Receipt books Cancelled checks - deposit slips - paid bills - Receipt & Disbursements sheets - -	C-368	1	1959 - 1971 1956 - 1971 1963 - 1970	28 cu. ft. 7 cu. ft. 2 cu. ft.	7/22/75 7/22/75 7/22/75	Landfill Landfill Landfill
8	GENERAL FILES Correspondence and Marriage consents	C-368	2	1952 - 1968	2 cu. ft.	7/22/75	Landfill
9	CHATTEL RECORDS AND ORIGINAL INSTRUMENTS: CHATTEL RECORDS NO. 31 thru G.R.G. NO. 85	C-369	4	April 1941 thru Feb. 1964.	16 cu. ft.	7/22/75	Landfill
10	MOTOR VEHICLE DOCKETS - Arrest tickets and Miscl. papers - committing magistrate	C-369	6	1958 - 1965	5 cu. ft.	7/22/75	Landfill
11	MOTOR VEHICLE DOCKETS. Magistrate ALBERT P. CLOSE	C-369	6	1964 - 1966	1 cu. ft.	7/22/75	Landfill


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

H. Douglas Chilcutt  
Signature

Clerk of the Court  
Title

September 25-1975  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution:   
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

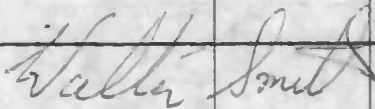
CERTIFICATE OF RECORDS DISPOSAL

Licenses & Permits

Reporting Agency

Electrical Inspections

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Applications and Permits and Current Cut In Certificates, files	C270	1	1-70 Thru 1-73	4.3	7-18-77	Landfill
			6		4.3	7-18-77	Landfill
			2		1.2	7-18-77	Landfill
			1		1.3	7-18-77	Landfill
			3		3.3	7-18-77	Landfill
<p>I hereby certify that the above listed records are available for immediate disposal.</p> <p> <u>Walter Smith</u>      <u>Acting Chief Electrical Inspector</u>      <u>7-18-77</u>                      Signature            Title      Date                 </p>							

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

  
 Signature

Chief, Admin. Sec. Div.      7/22/77  
 Title      Date



DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

*PH*

Distribution:  
White - Hall Of Records  
Canary - Records Manager  
Pink - Records Center  
Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

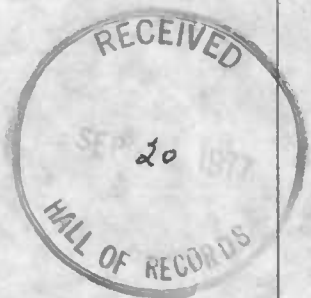
Prince George's County Fire Department

Reporting Agency

Statistical Analysis & Records Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MIRS Emergency Incident Reports	C-408	1	May 1 - July 30, 1976	30.0		Landfill after microfilming



I hereby certify that the above listed records are available for immediate disposal.

*Meredith Perasso*  
Signature

Title SUPERVISOR

Date SEPTEMBER 16 1977


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

*Howard V. Dove, Jr.*  
Signature

Chief Administrative Services Div.  
Title

*9/19/77*  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution:   
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Fire Department

Reporting Agency

Statistical Analysis & Records Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MIRS Emergency Incident Reports	C-408	1	March 1 - April 30, 1976	10.0		Landfill after microfilming

I hereby certify that the above listed records are available for immediate disposal.

*Meredith A. Senesack*

SUPERVISOR

MAY 3, 1977

Signature

Title

Date

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

*Howard V. Dove, Jr.*  
 Howard V. Dove, Jr.  
 Signature

Chief Administrative Serv. Div.

*5/9/77*  
 Date





DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution:

- White - Hall Of Records
- Canary - Records Manager
- Pink - Records Center
- Gold - Department/Agency

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Licenses & Permits

Reporting Agency

Permits Office - Building Inspection Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Building Inspection Records	C 269	4	various (1970)	4 Linear Ft.		Landfill after <del>microfilm</del> Microfilming

I hereby certify that the above listed records are available for immediate disposal.

Signature	Title	Date
-----------	-------	------

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

*[Signature]*  
 \_\_\_\_\_  
 Signature

*[Signature]*  
 \_\_\_\_\_  
 Title

*12/27/76*  
 \_\_\_\_\_  
 Date

*1/3/77*



DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution:

White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

*PLS*

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

Fire Department

Reporting Agency

Statistical Analysis & Records Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MIRS Emergency Incident Reports	C-408	1	November 1, 1975 Through December 31, 1975	10.0		Landfill after microfilming
I hereby certify that the above listed records are available for immediate disposal.							
Signature		Title		Date			

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

*Helen M. Adams*

Signature

\_\_\_\_\_

Title

*Nov 4, 1976*

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*Lili*  
 Distribution:  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Sheriff's Department

Reporting Agency

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Jail Records of former Inmates (McCrary, Eddie - Sands, Arthur)	C-321	1	1971 - June 30, 1975	30		Pulverized after microfilming
I hereby certify that the above listed records are available for immediate disposal.							
<i>Erin Smith</i> Signature		<i>Assistant Sheriff</i> Title		<i>10/5/76</i> Date			

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

*Howard S. Davis*  
Signature

*Ch. Admin. Sec. Div*  
Title

*10/21/76*  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*MS*

Distribution:  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

Office of Finance

Reporting Agency

Accounting

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Accounting Records Time Sheets and Earnings Register	C-126	15	Pay period end- ing 4-12-75 Through 7-5-75	20		Landfill after Microfilming

I hereby certify that the above listed records are available for immediate disposal.

x *J. Woods* Signature      *Systems Accounting Officer* Title      *10/29/74* Date

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

*Howard V. Boney*  
 Signature

*Ch. Admin. Inv. Div.*  
 Title

*11/1/76*  
 Date





DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission

Records Management Division

Treasury Building, Rm. 305

Annapolis, Maryland 21401

Distribution:

White - Hall Of Records

Canary - Records Manager

Pink - Records Center

Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

Licenses & Permits

Reporting Agency

Permits Office - Building Inspection Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
#1	Commercial & Residential Applications & Plans	C 269	#1	Various	32 Linear Ft.	4/23/76	Burned
#2	Building Inspection Records Transferred to Microfilm	C 269	#4	Various	4 Linear Ft.	4/23/76	Microfilmed

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

  
Signature 4/26/76

Chief Building Inspector April 23, 1976

Title

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*File*

Distribution:  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Licenses & Permits

Reporting Agency

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Commercial Engineering Drawings (1974)			1974 No. 510-74C Through No. 2325-74C	28		Landfill after microfilming

I hereby certify that the above listed records are available for immediate disposal.

*James V. [Signature]*  
 Signature

*Plans Coordinator*  
 Title

*4/30/76*  
 Date

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

*Thomas K. [Signature]*  
 Signature

*Ch. Admin. [Signature]*  
 Title

*5/3/76*  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution: *PS*  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Reporting Agency

Office of Finance

Division or Bureau

Accounting

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Accounting Records Time Sheets and Earnings Register	C-126	15	Pay Period end- ing 1/4/75 Through 3-29-75	20		Pulverized after microfilming

I hereby certify that the above listed records are available for immediate disposal.

*D. Hood*  
Signature

*Systems Accounting Officer*  
Title

*6/10/74*  
Date

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

*Howard R. Dovey*  
Signature

*Ch. Adam Sec Dir*  
Title

*6/10/76*  
Date



DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Prince George's County

Reporting Agency

Administrative Services Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	General Accounting Records	C-402	2	1920-1950	14 cu.ft.	3-26-76	Landfill

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

Howard V. Dore  
Signature

Ch. Admin. for Div  
Title

3/26/76  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*AS*

Distribution:  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

Fire Department


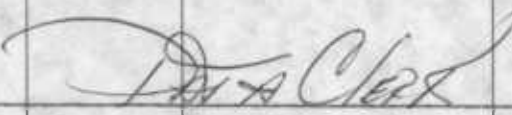
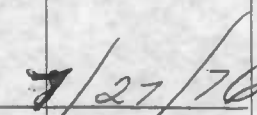
Reporting Agency

Statistical Analysis & Records Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MIRS Emergency Incident Reports	C-408	1	September 1, 1975 Through October 31, 1975	10.0		Landfill after microfilming

I hereby certify that the above listed records are available for immediate disposal.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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

Howard V. Davis  
 Signature

Ch. Adam Lee Dir  
 Title

7/29/76  
 Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution:

White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

*PS*

CERTIFICATE OF RECORDS DISPOSAL

Office of Finance

Reporting Agency

Accounting

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Accounting Records Time Sheets and Earnings Registers	C-126	15	Pay Period end- ing 11-9-74 Through 12-31-74	10		Landfill after microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p> <p><i>[Signature]</i> Signature</p> <p><i>[Title]</i> Title</p> <p><i>4/4/76</i> Date</p>							

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

*[Signature]*  
Signature

*[Title]*  
Title

*4/6/76*  
Date

## DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission

Records Management Division

Treasury Building, Rm. 305

Annapolis, Maryland 21401

## Distribution:

White - Hall Of Records

Canary - Records Manager

Pink - Records Center

Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSALFire Department

Reporting Agency

Statistical Analysis & Records Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MIRS Emergency Incident Reports	C-408	1	May 1, 1975 Through May 31, 1975	3.5	1-6-76	Landfill

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

*Howard V. Powell*  
Signature

*Ch. Admin. Rec. Div.*  
Title

*1/5/76*  
Date

PRINCE GEORGE'S COUNTY  
~~SUPPLY SERVICES DIVISION~~  
 RECORDS MANAGEMENT UNIT  
 Administrative Services Division

December 23, 1975  
 Date  
 4  
Control Number  
 Fire  
Reporting Department

Request For Records Disposal  
 To Be Submitted To The  
~~Supply Services Division~~  
 Records Management Unit  
 Administrative Services Division

Statistical Analysis & Records Division  
 Division or Bureau of Reporting Department

Item No.	Description of Records Include Title and/or Forms No.	Authorization For Disposal		Inclusive Dates of Records Avail. for Disposal	Volume (Cubic or Linear Feet)
		Schedule No.	Item No.		
1.	MIRS Emergency Incident Reports	C-408	1	May 1, 1975 Through May 31, 1975	3linear feet

I hereby certify that the above listed records are available for immediate disposal.

Meredith M. ...  
 Signature

Supervisor \_\_\_\_\_  
 Title

12/24/75  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution: *Edie*  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

Office of Finance

Reporting Agency

Accounting

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Accounting Records Time Sheets and Earnings Registers	C-126	15	Pay period end- ing 10-26-74	5.5	1-15-76	Landfill after being microfilmed.

I hereby certify that the above listed records are available for immediate disposal.

*J. H. Bonds*  
Signature

*Asst. Asst. Officer*  
Title

*1/15/76*  
Date

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

*Howard R. Davis*  
Signature

*Ch. Admin. Serv. Div*  
Title

*1/15/76*  
Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*Handwritten initials*

Distribution:

- White - Hall Of Records
- Canary - Records Manager
- Pink - Records Center
- Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

County Council

Reporting Agency

Gladys Noon Spellman

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Records returned to County			1969 - 1974	8		Landfill after microfilming

I hereby certify that the above listed records are available for immediate disposal.

Gladys Noon Spellman      Member of Congress      3/23/76  
 Signature      Title      Date

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

Howard H. Davis  
 Signature

Ch. Admin. Sec. Dir.  
 Title

3/23/76  
 Date



DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

Distribution:  
 White - Hall Of Records  
 Canary - Records Manager  
 Pink - Records Center  
 Gold - Department/Agency

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

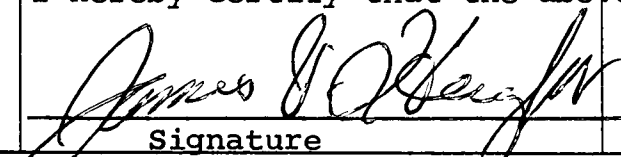
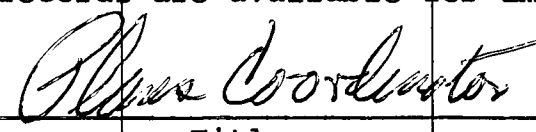
Licenses & Permits

Reporting Agency

Division or Bureau


No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Engineering Drawings (1974) Commercial			1974 No.4-CG Through No.507CG	18		Landfill after microfilming

I hereby certify that the above listed records are available for immediate disposal.

		3/10/76
Signature	Title	Date

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

  
 Signature

Chief, Administrative Services   
 Title Date

JLS

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Prince George's County

Reporting Agency

Administrative Services Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	General Accounting Records	C-402	2	1920-1950	14 cu.ft.	3-26-76	Landfill

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

*Howard V. Davis*  
Signature

*Ch. Admin. Serv. Div.*  
Title

*3/26/76*  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

**PRINCE GEORGE'S COUNTY**

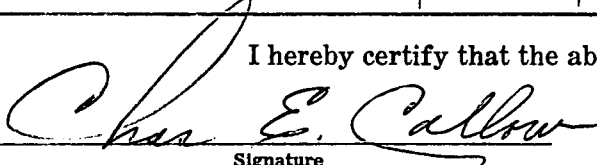
Reporting Agency

**CIRCUIT COURT**

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	345 - Receipt Books (copies)	C400	1	31/3/59 to 29/12/69	46 linear ft.	3/9/74	Landfill

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

  
Signature

CLERK OF THE CIRCUIT COURT  
FOR PRINCE GEORGE'S COUNTY

September 3, 1974  
Date



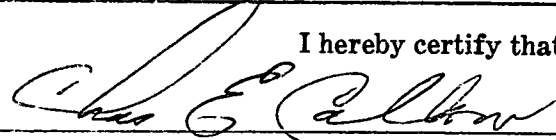
## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLANDPRINCE GEORGE'S COUNTY  
Reporting AgencyClerk of the Circuit Court  
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.	Receipt and Disbursement Journals	C-400	1B	1 July 1966 to 30 June 1971	1 Cubic foot	4/9/74	Landfill

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

  
 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Clerk of the Circuit Court  
 Title

 \_\_\_\_\_  
 4 Sep 1974  
 Date



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

**PRINCE GEORGE'S COUNTY**

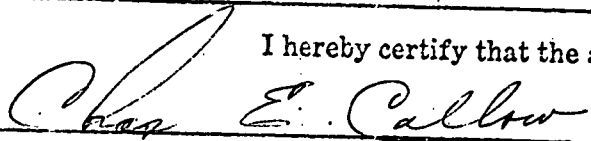
Reporting Agency

**CLERK OF THE CIRCUIT COURT**

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	256 files of Personnel Records of former employees of Clerk's Office	C-401	1	1/1/24 to 9/1/71	5.47 cubic ft.	9/6/74	shredding and landfill

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

  
 \_\_\_\_\_  
 Signature

**CLERK OF THE CIRCUIT COURT**  
 \_\_\_\_\_  
 Title

**September 6, 1974**  
 \_\_\_\_\_  
 Date

Recorded as

7 cu. ft.

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

**PRINCE GEORGE'S COUNTY**  
 Reporting Agency

**Clerk of the Circuit Court**  
 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 Relating to Retirement and Clerks Office Employees Matters	C401	1	16Dec46 to 27June52	.5 Cu.Ft.	17Sept74	Landfill

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

*Chas E. Calver*  
 \_\_\_\_\_  
 Signature

**Clerk of the Circuit Court**  
 \_\_\_\_\_  
 Title

**17Sept74**  
 \_\_\_\_\_  
 Date

# CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

**PRINCE GEORGE'S COUNTY**

Reporting Agency

**Clerk of the Circuit**

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 relating in matters of Land records and Recording Desk	C400	2A	27Jan66 to 25May71	.50 Cu.ft	17Sept74	Landfill

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

*Chas E. Collier*  
Signature

Clerk of the Circuit Court

Title

17Sept74

Date

# CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

PRINCE GEORGE'S COUNTY

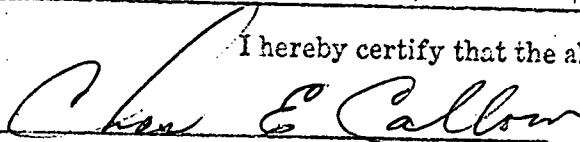
Reporting Agency

Clerk of the Circuit Court

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	Miscellaneous Receipts for recording Mechanics Leins and/or Magistrate Judgement	C400	1B	1Dec57 - 4Aug71	1 Cu. ft.	17Sept74	Landfill

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

  
Signature

Clerk of the Circuit Court  
Title

17Sept74  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

PRINCE GEORGE'S COUNTY

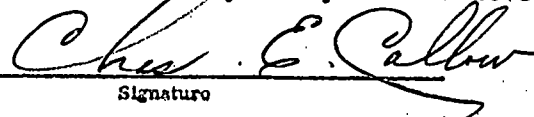
Reporting Agency

Clerk of the Circuit Court

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	Clerks Office Machine and Supply transaction Correspondence.	C-400	2	26Mar46 to 25Jun57	.05 cu. ft	17Sept74	Landfill

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



Signature

Clerk of the Circuit Court

Title

17Sept74

Date

## CERTIFICATE OF RECORDS DISPOSAL

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

PRINCE GEORGE'S COUTNY

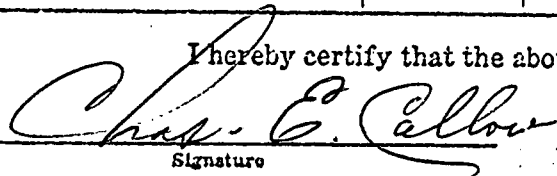
Reporting Agency

Clerk of the Circuit Court

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 related to Land Records and Recording Desk matters	C400	2	9May47 to 20Apr 48	.05 cu.ft	17Sept74	Landfill

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

  
 Signature

Clerk of the Circuit Court  
 Title

17 Sept. 74  
 Date

**CERTIFICATE OF RECORDS DISPOSAL**

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

**PRINCE GEORGE'S COUNTY**

Reporting Agency

**Clerk of the Circuit Court**

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 Appointing Special Commissions. Police, Notary	C400	2	27Feb47 to 15July53	.25 cu.ft.	17Sept74	Landfill

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

*Chas E Callow*

Signature

Clerk of the Circuit Court

Title

17Sept74

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

PRINCE GEORGE'S COUNTY

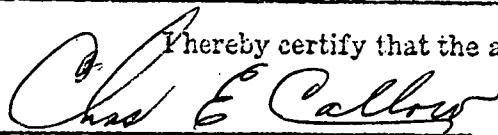
Reporting Agency

Clerk of the Circuit Court

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 related to Matters with the State Game and Inland Fish Commission	C-400	2	June 46 to October 49	.5 Cu. ft	17 Sept 74	Landfill

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



Signature

Clerk of the Circuit Court

Title

17 Sept 74

Date

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

**PRINCE GEORGE'S COUNTY**  
 Reporting Agency  
**Clerk of the Circuit Court**  
 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	Citizens Bank Appeal and Collateral Account Check Stubs. 1 Book	C400	1B	28Oct53 to 27Aug59	1 Cubic Ft.	17Sept74	Landfill

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

*Chris E. Calton*  
 Signature

Clerk of the Circuit Court  
 Title

17Sept74  
 Date

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

**PRINCE GEORGE'S COUNTY**

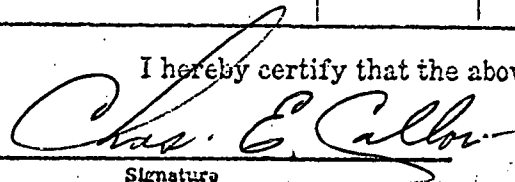
Reporting Agency

**Clerk Of the Circuit Court**

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	First National Bank General Acct. Check Book Stubs. 8 Books	C400	1B	30 June 61 to 12 Aug 63	.05 Cu. ft.	17 Sept 74	Landfill

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

  
 Signature

Clerk of the Circuit Court

Title

17 Sept. 74

Date

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

**PRINCE GEORGE'S COUNTY**  
 Reporting Agency  
**Clerk of the Circuit Court**  
 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 and Deposit Slips re: Suburban Trust Library Bank Account	C400	1B	1 July 62 to 30 June 63	15 Cu. Ft.	17 Sept 74	Landfill

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

*C. E. Callow*  
 Signature

Clerk of the Circuit Court

Title

17 Sept 74

Date

File  
P.D.

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

Queen Anne's Co. Health Department,  
 Reporting Agency

206 N. Commerce St., Centreville, Md., 21617,  
 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.				
	Old chest records, old correspondence			1965  chest records destroyed up to the yr. 1972	20 lbs.  <i>1 cu. ft.</i>	12-28-76	burning

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

*Kay Starkey*  
 \_\_\_\_\_  
 Signature

Office Secretary II,  
 \_\_\_\_\_  
 Title

12/28/76  
 \_\_\_\_\_  
 Date

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

Queen Anne's County Health Dept.  
 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	Immunization Records	373	16	Through 1955	25½ lbs.		By Burning
2	Multiphasic Records - Deceased	"	17		3 lbs.		By Burning
3	Complete Pt. Records - Deceased	"	19		3 3/4 lbs.		By Burning
4	General Office Correspondence	"	20,28 &29		35 lbs.		By Burning
5	General Office Correspondence	"	20,28 &29		50 lbs.		Burning

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

Kay H. Starkey  
 Signature

Kay H. Starkey, Office Secretary II,  
 Title

8/2/76  
 Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLANDClerk of Circuit Court for Queen Anne's County  
Reporting AgencyClerk of Circuit Court for Queen Anne's 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	Licenses	C-44	2	1957 - 1968	4		
2	Administrative Accounting Record	C-44	4	1959 - 1968	3		
3	Receipts	C-44	3	1961 - 1969	7		
4	Released Mtgs., D/T's & Mtgs. Of Personal Property	C-44	6	1930 - 1947	8		
	License Records - 7 Volumes	C-44	4	Prior to 1964	4		
	Chattel Records 14 Volumes	C-387	1	Prior to 1964	5		
	Crop, Fed. Farm & Credit Lien ) Records - 9 Volumes )	C-387	1	Prior to 1964	2		
	Tongers & Crabbers Records-8 Vol.	C-44	4	Prior to 1970	2		
	General Index to Chattels A-Z	C-332	6	Prior to 1964	1		
	Conditional Sale Record-10 Vols	C-332	4	Prior to 1966	3		
	Financing Records - 7 Volumes	C-332	1	Prior to 9/20/68	3		
1	Licenses	C-44	2	1939 - 1953	½		
	Instruments	C-387	1	1933 - 1944	1		

*rec'd  
1/4 w. fl.*

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

Charles W. Cecil  
SignatureClerk of Circuit Court for  
Queen Anne's CountyFeb 26, 1975  
Date

JAN 74  
NO TRUST  
IN COURT  
OFFICE  
IS CONTACT  
THESE  
FOR INFO

G. W. S. - These records were  
set aside for disposal in Queen  
Annis Co and will be held  
in this file until the next  
certificate of disposal, which  
has been prepared by the county  
Court for other court records, is  
received signed and the  
records disposed of - at that  
time - sign + return one copy  
of their set to the Clerk and  
sign or copy of the attached for  
the county + send one copy for them  
to sign for other file.

## CERTIFICATE OF RECORDS DISPOSAL

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

QUEEN ANNE'S COUNTY

Reporting Agency

Clerk of the Circuit Court

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	Motor Vehicle Dockets	C-523	7	Prior to 1968	30 cu.ft.	1/30/74	Wastepaper
2	Trial Magistrates Miscellaneous Dockets and Papers	C-246	1	Prior to 1901	40 "	"	"
3	Miscellaneous Unidentifiable Docket Type Record Books	Nonscheduled		"	20 "	"	"

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****QUEEN ANNE'S COUNTY**

Reporting Agency

**Clerk of the Circuit Court**

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	Motor Vehicle Dockets	C-523	7	Prior to 1968	30 cu.ft.	1/30/74	Wastepaper
2	Trial Magistrates Miscellaneous Dockets and Papers	C-246	1	Prior to 1901	40 "	"	"
3	Miscellaneous Unidentifiable Docket Type Record Books	Nonscheduled		"	20 "	"	"

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

\_\_\_\_\_  
Signature\_\_\_\_\_  
Title\_\_\_\_\_  
Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

SOMERSET COUNTY

Reporting Agency

Treasurer

Division or Bureau

Submit in Duplicate  
Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Vouchers	C-120	2	1964-1969	6 cu.ft.	4/15/75	LANDFILL
2	Auto License Stubs	C-120	5	1955-58; 1964-65	4 cu.ft.	"	
3	Auto License Tag Account	C-120	4	Prior to 1965	3 cu.ft.	"	
4	Administrative Accounting Records	C-120	6	Prior to 1968	4 cu.ft.	"	
5	Increase and Decrease in Assessment Notices	C-120	9	Prior to 1970	3 cu.ft.	"	

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

Charles Borzoman  
Signature

Christy Jean  
Title

June 12, 75  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

SOMERSET COUNTY

Reporting Agency

Supervisor of Assessments

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Assessment Cards	C-121	2	Prior to 1960	2 cu.ft.	4/15/75	LAWOFFILL
2	Increase and Decrease in Assessment Notices	C-121	5	" "	1 "	"	"
3	Real Estate Transfer Cards	C-121	6	" "	1 "	"	"

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

W Clyde Ford Jr.  
 Signature

Supervisor of Assessments  
 Title

June 12, 1975  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

SOMERSET COUNTY

Reporting Agency

Board of County Commissioners

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Administrative Accounting Records	C-118	2	1964-1967	5 cu.ft.	4/15/75	L & W FILE
2	Increase and Decrease in Assessment Notices	C-118	5	1954-1965	3 cu.ft.	"	"

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

  
 Signature

  
 Title

6/16/75  
 Date

Posted



## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

SOMERSET COUNTY

Reporting Agency

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	Vouchers	C-120	2	1896-1914, 1946-63	40 cu. ft.	11/14/67	Burning
2	Auto License Audit Stubs	C-120	5	1948-50, 1958-60, 1963	10	"	"
3	Administrative Accounting Records	C-120	6	1940-1963 (skips)	5	"	"

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

*Carlos P. [Signature]*

Signature

County Treasurer,

Title

November 22nd, 1967

Date

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

**SOMERSET COUNTY**  
 Reporting Agency  
**TREASURER**  
 Division or Bureau of Reporting Agency



*Postel*

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal	Schedule No.	Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal	Item
2	Auto License Auto Stubs	C-120	75	1958-62	4 cu. ft. (80 lbs.)	"	"	"	2
3	Increase & Decrease in Assessment Notices	C-120	9	1954-58 (scattered)	5 cu. ft. (100 lbs.)	"	"	"	3

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

*[Signature]*  
 \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title  
 County Treasurer,

\_\_\_\_\_  
 Date  
 JUN 9 1967

**CERTIFICATE OF RECORDS DISPOSAL**

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

**SOMERSET COUNTY**  
 Reporting Agency

**Treasurer**  
 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	Vouchers	C-120	1	1951-58	8 cu. ft.	7/31/64	Burning
2	Auto License Tag Account	C-120	4	1954-58	4	"	"
3	Administrative Accounting Records	C-120	6	1954-58	6	"	"
					18 cu. ft.		

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

*Carroll Borman*  
 Signature by *Carroll Borman, Rep. Treas.*  
 Title *Treas. of Somerset Co. Md.*  
 Date *7/5/65*

*Posted: 11/11/65*

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

**SOMERSET COUNTY**  
**Reporting Agency**  
**TREASURER**  
**Division or Bureau of Reporting Agency**

Item No.	Schedule No.	Description of Records Include Title and/or Form Number	Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal	Authorization For Disposal
1	C-120	Tax Roll Books	1894-1951	20 cu. ft.	6/26/1958		
2	" 130	Vouchers	1899-1952	50 cu. ft.	"	By burning	
3	" 120	Insolvencies Record	1941-1942, 1950-52	"	"	"	
4	"	Auto License Tag Account	1945-1954	2 "	"	"	
5	"	Auto License Audit Stub	1947-1954	20 "	"	"	
6	"	Administrative Accounting Records	1930-1954	25 "	"	"	
7	"	General Correspondence	1930-1954	3 "	"	"	
8	"	Dog License Register	1918-1920	1 "	"	"	
9	"	Increase and Decrease in Assessment Notices	1920-1954	2 "	"	"	

*124 "*  
*7/7/58*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

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

*Wm. H. ...*  
 Signature

THE  
 COUNTY TREASURER,

Date  
 JUNE 26th. 1958

*Posted*



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

SOMERSET COUNTY

Reporting Agency

CLERK OF THE CIRCUIT COURT

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	License Copies (misc.)	C-28	2	1958-63	8 cu. ft. (160 lbs.)	5/25/67	Burned
2	Receipt Books	C-28	4	1958-62	5 cu. ft. (100 lbs.)	"	"
3	Administrative Accounting Records	C-28	5	1960-63	7 cu. ft. (140 lbs.)	"	"
4	Conditional Contracts of Sale Dockets	Non-scheduled*		1917-60	15 cu. ft. (19 vols.)	"	"
5	Chattel Records	"	*	1933-57	10 cu. ft. (11 vols.)	"	"
6	D.M.V. Dockets	"	*	1958-60	10 cu. ft. (50 vols.)	"	"

\*Destroyed by authority of Chap. 578, Laws of 1965; schedule is in preparation, 5/25/67.

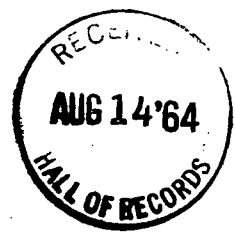
I hereby certify that the above listed records were disposed of as indicated.

*[Signature]*  
 Signature

*Clerk of Circuit Court*  
 Title

*6/7/67*  
 Date

*Posted 8/24/64  
sh*



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

SOMERSET COUNTY  
 Reporting Agency  
 CLERK OF THE CIRCUIT COURT  
 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	Licenses	C-28	2	1954-58	6 cu. ft.	7/31/64	Burning
2	Receipt Books	C-28	4	1954-58	5 <hr/> 11 cu. ft.	"	"

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

*J. J. [Signature]*  
 Signature

*Clerk*  
 Title

*8/12/64*  
 Date

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

**SOMERSET COUNTY**

Reporting Agency

**CLERK OF THE CIRCUIT COURT**

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.	Daily Cash Books	C-115	1	1893-1935	4 cu. ft.	C/26/58	Destroyed by burning
2.	Cash Receipts and Disbursements Journals	"	2	1931-36	2 cu. ft.	"	"
3.	Fines and Forfeitures	"	3	1945-1950	1 cu. ft.	"	"
4.	Reports to Agencies	"	5	1950-1952	2 cu. ft.	"	"
5.	County Commissioners expenses	"	7	1927-1940	1 cu. ft.	"	"
6.	Correspondence	C-28	1	1939-1954	1 cu. ft.	"	"
7.	Licenses	"	2	1938-1954	5 cu. ft.	"	"
8.	Receipt Books	"	4	1944-1954	7 cu. ft.	"	"
9.	Administrative Accounting Records	"	5	1938-1954	4.5 cu. ft.	"	"

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

Grace J. Barnes  
Signature

Clerk of the Circuit Court  
Title

June 26, 1958  
Date

*noted  
7/9/58*

*Posted*



✓

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

**SOMERSET COUNTY**  
 Reporting Agency  
**BOARD OF COUNTY COMMISSIONERS**  
 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	Administrative Accounting Records (check stubs, etc.)	C-118	2	1961-63	2 cu. ft. (30 lbs.)	5/25/67	Burned
2	General Correspondence	C-118	3	1954-59	3 cu. ft. (60 lbs.)	"	"

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

*Earl W. Butler*  
 \_\_\_\_\_  
 Signature

*Adm. Asst.*  
 \_\_\_\_\_  
 Title

*June 6-67*  
 \_\_\_\_\_  
 Date

*Posted 8/26/64,  
el*



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

SOMERSET COUNTY

Reporting Agency

Board of County Commissioners

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Administrative Accounting Records	C-118	2	1954-60	2 cu. ft.	7/31/64	Burning
2	General Correspondence	C-118	3	1952-54	2 <hr/> 4 cu. ft.	"	'

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

Betty E. Pucci  
Signature

Clerk  
Title

8/13/64  
Date

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

SOMERSET COUNTY

Reporting Agency

Board of County Commissioners

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.	Cash Receipts and Disbursements Journal	C-118	1	1928-1952	2 cu. ft.	6/26/1958	By Burning
2.	Administrative Accounting Records	"	2	1950-1954	11 " "	"	"
3.	General Correspondence	"	3	1950-1952	6 " "	"	"
4.	Mortgage Books	"	4	1891-1915	2 " "	"	"
5.	Increase and Decrease in Assess- ment Notices	"	5	1920-1954	4 " "	"	"
					25		<i>Patricia 7/7/58</i>

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

*Patricia J. Dwyer*  
 \_\_\_\_\_  
 Signature

*Clerk County Commissioners* *6/26/58*  
 \_\_\_\_\_  
 Title Date



*Posted*



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

SOMERSET COUNTY  
 Reporting Agency

SUPERVISOR OF ASSESSMENTS  
 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	<b>Assessment Cards</b>	C-121	2	1939-1958	9 cu. ft. (180 lbs.)	5/25/67	Burned

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

*W Clyde Ford Jr.*  
 Signature

*Supervisor*  
 Title

*7-7-67*  
 Date

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

**SOMERSET COUNTY**

Reporting Agency

**Supervisor of Assessments**

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.	Assessment Cards	C-121	2	1939-1951	10 cu. ft.	6/26/1958	By burning
2.	Schedule and Return of Personal Property	"	4	1938-1954	2	"	" "
3.	Increase and Decrease in Assessment Notices	"	5	1920-1954	1	"	" "
4.	Real Estate Transfer Cards	"	6	1940-1954	1	"	" "
5.	General Correspondence	"	7	1930-1951	1	"	" "
					<u>15</u>		

*Monroe  
7/7/58*

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

*Juan P. Croak*  
Signature

*Clerk*  
Title

*6/26/58*  
Date

**Certificate of Records Disposal - Maryland Public School Systems (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P. O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240.

Maryland State Department of Education will forward original certificates to:

**HALL OF RECORDS COMMISSION - STATE OF MARYLAND**

**St. Mary's County**

Reporting LEA

**Margaret Brent Middle School**

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3.A	41	--	Attendance Registers	8	1953 - 1954	1/23/75	BY
1.3.A	41	--	Attendance Registers	8	1954 - 1955	1/23/75	BY
1.3.A	41	--	Attendance Registers	11	1955 - 1956	1/23/75	BY
1.3.A	41	--	Attendance Registers	11	1956 - 1957	1/23/75	BY
1.3.A	41	--	Attendance Registers	12	1957 - 1958	1/23/75	BY
1.3.A	41	--	Attendance Registers	12	1958 - 1959	1/23/75	BY
1.3.A	41	--	Attendance Registers	14	1959 - 1960	1/23/75	BY
1.3.A	41	--	Attendance Registers	14	1960 - 1961	1/23/75	BY
1.3.A	41	--	Attendance Registers	14	1961 - 1962	1/23/75	BY
1.3.A	41	--	Attendance Registers	18	1962 - 1963	1/23/75	BY
1.3.A	41	--	Attendance Registers	22	1963 - 1964	1/23/75	BY
1.3.A	41	--	Attendance Registers	24	1964 - 1965	1/23/75	BY
1.3.A	41	--	Attendance Registers	26	1965 - 1966	1/23/75	BY
1.3.A	41	--	Attendance Registers	27	1966 - 1967	1/23/75	BY
1.3.A	41	--	Attendance Registers	27	1967 - 1968	1/23/75	BY

*12.4 cu. ft. disposed*

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

*William H. Sluder*  
Signature

**Principal**  
Title

1/23/75  
Date

cubic footage

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

*copy sent to  
Baker for sig.  
4/9/76*

CERTIFICATE OF RECORDS DISPOSAL

WASHINGTON COUNTY, MARYLAND

Reporting Agency

Clerk of the Circuit Court

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	General Accounting Records: License Records composed of license copies and stubs. Record Books listing licensees not included.	C-46	1, 2, and 3	1895 - 1945	48 cu.ft.	4/6/76	Landfill
2.	Trial Magistrates Civil Dockets and Papers prior to 1953.	595*	6	1900 - 1953	80 cu.ft.	"	"
3.	Motor Vehicle Dockets	C-237	7	1964 - 1966	20 cu.ft.	"	"
<p>*Schedule No. 595 was approved for the District Courts by Judge Sweeney 7/22/73, and has been applied to records held over from the former Trial Magistrate and Peoples' Courts and to their records deposited with the Circuit Courts prior to 1970 (Laws of Md. 1970, Chap. 596) which required that such records be retained in the Court of origin.</p>							

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

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

~~XXXXXXXXXXXX~~ CERTIFICATE RECORDS DISPOSAL

Circuit Court                      Washington  
 \_\_\_\_\_  
 Court    County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Juvenile Court (Non Support) General Account Special Account Bank Statements Cancelled Checks Deposit Slips (Duplicate) Deposit Books Trial Balance	C-46	3	July 1966 June 12, 1973	42 cu. ft.	Apr. 15, 1976	Landfill
2	Juvenile Court (Non Support) Blank Receipt Books Nos. 805-4000 (Discontinued transfer of jurisdiction to District Court)	C-46	3	n/a	0.30 cu.ft.	Apr. 15, 1976	Landfill

Disposal Approved by Hall of Records Commission

\_\_\_\_\_ Date

\_\_\_\_\_ Archivist

Disposal Certification

*Joseph J. Baker*  
 \_\_\_\_\_  
 Signature

*Chok*  
 \_\_\_\_\_  
 Title

*4/15/76*  
 \_\_\_\_\_  
 Date

## INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate and submit both copies to the Hall of Records Commission for approval of proposed disposal action.
2. Leave columns "Date of Disposal" and "Method of Disposal" blank until disposal action has been completed.
3. If the records proposed for disposal are considered by the Archivists to have longer retention values, arrangements will be made for their transfer to the Hall of Records.
4. After both copies have been signed by the Archivist, State of Maryland, disposal of the records shall be accomplished, the certification completed, and one copy forwarded to:

Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

5. One letter-size file drawer = 1.5 cu.ft. of records  
One legal-size file drawer = 2.0 cu.ft. of records



DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

WASHINGTON COUNTY, MARYLAND

Reporting Agency

Clerk of the Circuit Court


Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	General Accounting Records: License Records composed of license copies and stubs. Record Books listing licensees not included.	C-46	1, 2, and 3	1895 - 1945	48 cu.ft.	4/8/76	Landfill
2.	Trial Magistrates Civil Dockets and Papers prior to 1953.	595*	6	1900 - 1953	80 cu.ft.	"	"
3.	Motor Vehicle Dockets	C-237	7	1964 - 1966	20 cu.ft.	"	"
<p>*Schedule No. 595 was approved for the District Courts by Judge Sweeney 7/22/73, and has been applied to records held over from the former Trial Magistrate and Peoples' Courts and to their records deposited with the Circuit Courts prior to 1970 (Laws of Md. 1970, Chap. 596) which required that such records be retained in the Court of origin.</p>							

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

Washington County Health Department

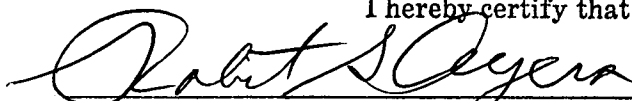
Reporting Agency

Accounting Division

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	<u>GENERAL ACCOUNTING RECORDS</u>  Statement of Expenditures & Receipts (BM 93) Original Invoices Canceled Checks Vouchers (Financial Reports) Statements for Clinician Services (Cards)	600	23	July 1965 - June 1968	8 cu.ft.	6/28/74	Landfill

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

  
Signature

Executive Officer  
Title

June 28, 1974  
Date



## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

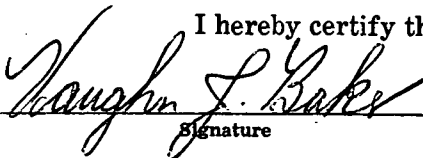
HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

VAUGHN J. BAKER - WASHINGTON COUNTY  
Reporting Agency

CLERK OF THE CIRCUIT COURT  
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
4.	General Fund Duplicate Deposit Slips  Receiving Warranties and Paid Invoices  Bank Deposit Book	C-46	3	July 1, 1970 June 30, 1973  July 2, 1968 July 3, 1972	0.50 cu. ft.	May 28, 1974	fire
5.	Business License Applications	C-46	1	Mar. 25, 1970 Mar. 30, 1972	1.40 cu. ft.	May 28, 1974	fire
6.	Beer, Wine & Liquor Authorizations (Nos. 14,292-15,224)	C-46	1	Mar. 2, 1970 Apr. 6, 1973	0.13 cu. ft.	May 28, 1974	fire
7.	Duplicate Business Licenses (Nos. 4874-8883) (Nos. 197,001-199,377)	C-46	1	July 1, 1970 June 30, 1972	0.68 cu. ft.	May 28, 1974	fire
8.	Daily Work Sheets	C-46	3	July 1, 1970 Feb. 28, 1973	0.27 cu. ft.	May 28, 1974	fire

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

  
Signature

Clerk of the Circuit Court  
Title

May 23, 1974  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

VAUGHN J. BAKER - WASHINGTON COUNTY

Reporting Agency

CLERK OF THE CIRCUIT COURT

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.				
9.	Receipts Books General Fund (24,549-46,833) (47,119-47,241) Blanks (46,834-47,118 47,242-53,112)	C-46	3	June 25, 1971 Feb. 28, 1973	3.37 cu. ft.	May 28, 1974	fire
10.	Marriage Receipts 46,251-51,168 (51,169-53,000 Blanks)	C-46	3	May 7, 1971 Feb. 28, 1973	1.0 cu. ft.	May 28, 1974	fire
11.	Civil Marriage Receipts 5,701-7,327 (7,328-8,000 Blanks)	C-46	3	June 21, 1971 Feb. 28, 1973	0.34 cu. ft.	May 28, 1974	fire
12.	Cash Books (Nos. 29-36)	C-46	3	June 14, 1968 Oct. 13, 1971	1.06 cu. ft.	May 28, 1974	fire
13.	Conditional Sales Contracts (Nos. 7,400-19,072)	C-327	6	Apr. 22, 1960 Mar. 3, 1964	4.50 cu. ft.	May 28, 1974	fire
14.	Duplicate Licenses Hunting Anglers	C-46	1	July 1, 1970 June 30, 1973 July 1, 1970 Dec. 31, 1972	.02 cu. ft. <i>12 cu ft</i>	May 28, 1974	fire

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

*Vaughn J. Baker*  
Signature

Clerk of the Circuit Court

Title

May 23, 1974

Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLANDVAUGHN J. BAKER - WASHINGTON COUNTY  
Reporting AgencyCLERK OF THE CIRCUIT COURT  
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.				
15.	Index to Conditional Sales A-K and L-Z	C-327	5	Jan. 1, 1958 Mar. 3, 1964	0.58 cu. ft.	May 28, 1974	fire
16.	Juvenile Court Fund Check Stubs 200-684  (Blank Checks 685-1,201)	C-46	3	July 10, 1968 June 8, 1973	0.10 cu. ft.	May 28, 1974	fire
17.	Juvenile Court Spec. Account Blank Receipts (3,826-10,800)	C-46	3	N/A	1.16 cu. ft.	May 28, 1974	fire
					2 cu ft		Total 19 cu. ft.

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

*Vaughn J. Baker*  
Signature

Clerk of the Circuit Court  
Title

May 23, 1974  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

*File  
 PR*

CERTIFICATE OF RECORDS DISPOSAL

CLERK OF CIRCUIT COURT

Reporting Agency

WICOMICO COUNTY

Division or Bureau

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	MONTHLY REPORT DUPLICATES FISCAL YEARS	C-406	1B	1963 - 1968	1 CU FT	6-5-75	INCINERATOR
	PAID INVOICES FISCAL YEARS	"	"	1965 - 1967	.25 CU FT	6-5-75	"
	DUPLICATE GENERAL ACCOUNT DEPOSIT SLIPS	"	"	1968 - 1971	.25 CU FT	6-5-75	"

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

*A. James Smith*  
 Signature

*Clerk*  
 Title

6-5-75  
 Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

*File  
P.S.*

CERTIFICATE OF RECORDS DISPOSAL

CLERK OF THE CIRCUIT COURT

Reporting Agency

FOR WICOMICO COUNTY, MARYLAND

Division or Bureau

Submit in Duplicate  
Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Handwritten Receipts	C-406	1	1/32 - 10/71	59.00		
2.	IDT Check Stubs	C-406	1	12/32 - 8/37	) .53		
	IDT Gen. Bank St. & Can. Cks.	C-406	1	10/34 - 1/35			
	IDT SPEC. " " " "	C-406	1	11/38 - 9/39			
	IDT BAR Lib. " " " "	C-406	1	9/34 - 7/39			
	JWS Gen. Bank St. & Can. Cks.	C-406	1	7/39 - 9/40			
				9/42 - 6/43			
3.	JWS Spec. Bank St. & Can. Cks.	C-406	1	7/46 - 7/55	) 3.66		
	JWS Genl. " " " "	C-406	1	12/44 - 6/67			
	JWS Bar Lib. " " " "	C-406	1	1946 - 1953			
	JWS Gen. & Spec. " " " "	C-406	1	9/40 - 11/44			
	Deposit Slips	C-406	1	7/39 - 6/48	) 1.53		
				6/55 - 7/66			
5.	JWS Check Stubs	C-406	1	11/44 - 6/69	-- 2.73		

*James A. Leach*  
Deputy Clerk

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

*A. James Smith*  
Signature

Clerk Title

*April 25, 1975*  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Clerk of Circuit Court, Worcester Co., Md.  
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.	Correspondence	C-35	1	1955-8/76	3½ cu. ft.	8/16/77	Buried at County Dump
2.	Licenses		2	1955-8/76	20 cu. ft.	8/16/77	"
3.	Receipts/Receipt Books		3	1955/8/76	29½ cu. ft.	8/16/77	"
4.	Administrative Accounting Records		4	1955/8/76	60 Cu. ft.	8/16/77	"

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

  
Signature

Frank W. Hales

Clerk of Circuit Court

Title

August 16, 1977

Date

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

WORCESTER COUNTY

Reporting Agency

REGISTER OF WILLS

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward  
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Files	C-353	2	1925-1970	¼ cu. ft.	4/22/75	Burning
2	Accounting Records	C-353	1(13)	1951-1971	2½ cu. ft.	"	"
3	Accounting Records	C-353	1 (5,6)	1959-1970	2 cu. ft.	"	"
4	Accounting Records	C-353	1(11)	1960-1970	½ cu. ft.	"	"
5	Accounting Records	C-353	1(14)	1945-1970	½ cu. ft.	"	"
<p>NOTE: Above records were stored in boxes as drawer space was <sup>6</sup>needed.)</p>							

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

Charlotte L. Putter  
Signature

REGISTER OF WILLS  
Title

April 22, 1975  
Date

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

Anne Arundel County  
 Reporting Agency

Board Of License Commissioners for A.A. 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	License Index	C-344	3	1953-1969	1/3 cu. ft.	9/17/76	Shredding

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

*Spencer L. H. Orge*  
 Signature

*Secretary*  
 Title

*July 6, 1977*  
 Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Anne Arundel County Police Department, Millersville, Maryland 21108

Reporting Agency

Central Records

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	INVESTIGATION AND OFFENSE RECORDS	C-299	1	Calendar Year 1968  (PER E.M. PATCH) 2/1/77	7.8		Shredding

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

  
 EDGAR M. PATCH, JR.  
 Signature

Manager, Central Records  
 Title

10-19-76  
 Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Anne Arundel County  
Reporting Agency

Board of License Commissioners for A. A. 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	Card Index to Special Licenses	C-344	8	1956 - 1970	1/3 cu. ft.	6/10/76	Shredding
2	License Copies	C-344	5	1973 - 1974	1 cu. ft.	6/10/76	Shredding
3	Special One Day Licenses	C-344	7	1970-- 1972	1½ cu. ft.	6/10/76 & 6/11/76	Shredding
4	License File	C-344	2	1953 - 1969	3½ cu. ft.	7/7/76	Shredding
5	General Files	C-344	9	1971-1972	½ cu. ft.	8/12/76	Shredding

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

*Robert C. Felletti*  
Signature

*Administrative*  
Title

8/2/76  
Date

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

Anne Arundel County  
 Reporting Agency

Board of License Commissioners for A. A. 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	License Files - Withdrawn or Refused	C-344	6	1954-1966	3/4 cu. ft.	5/25/77	Shredding

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

Justin L. St. Onge  
 Signature

Secretary  
 Title

5/25/77  
 Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

REGISTER OF WILLS FOR ANNE ARUNDEL COUNTY

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.				
	Administrative Accounting Records	C-365		July 1, 1969 through June 30, 1972	1.25 cu. ft.	8-3-76	Burned
	Check Books, Cancelled Checks, Deposit Slips, etc.	C-365		"	.25 cu. ft.	"	"
	Receipt Books	C-365		"	4.00 cu. ft.	"	"

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

\_\_\_\_\_  
 Signature

Register of Wills

\_\_\_\_\_

Title

August 3, 1976

\_\_\_\_\_

Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION - Baltimore Co.

Reporting LEA

Maryland State Department of Education will forward original certificates to

Overlea Senior High School - 1473

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1 & 2	Folders containing student's H. S. records	CR-2, CR-3, CR-4, PDS-3, PDS-4, Health Records	approx. 700 folders in all.	1960 - 1972	4/27/77	<u>SH</u>

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

Approx. 6  
cubic footage

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

\_\_\_\_\_  
Signature

Charles A. Moor  
Asst. Principal Title

4/20/77  
Date

~~0421~~

C451

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Board of Education of Baltimore County

Reporting LEA

Rolling Road School

Special Education School

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1		Report Cards	1,233	10-57 - 6-30-60	6-14-77	SH
			Anecdotal books	65	6-30-72 Same as above		SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2.16

cubic footage

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

*Arthur F. Gratton*

Signature

PRINCIPAL

Title

6-8-77

Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE SENIOR HIGH SCHOOL

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	bebco 49-62	CR-1 GRADUATES & WITHDRAWALS 1973 CLASS (Microfilmed)	1 CTN	8/1/72 to 6/30/73	6/27/77	SH
1-05	1	BEBCO 43-57-60	TEST RECORD CR-3 CLASS 1972	2 CTNS	8/1/60 to 6/30/72	6/27/77	SH
		BEBCO 49-62	CR-1 GRADUATES & WITHDRAWALS 1972 CLASS)		8/1/60 to 6/30/72	6/27/77	SH
			REPORT CARDS 1972 CLASS		8/1/67 to 6/30/72	6/27/77	SH
		BEBCO 43-51-58	PERSONAL DATA RECORD CR-2 CLASS 1972		" "	" "	SH
1-05	2	BEBCO 43-56-58	PUPILS HEALTH PROGRESS REPORT CR-9 CLASS 1972		" "	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

3

cubic footage

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

  
Signature

Records Clerk  
Title

6/24/77

Date

**CERTIFICATE OF RECORDS DISPOSAL**  
**MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Summit Park Elementary School

Division of Reporting LEA

**HALL OF RECORDS COMMISSION**

**STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	3		Retail Sales Tax Report		1966 to June 1973	06-30-77	SH
1-09	4	BEBCO 42-108-65	Official school receipts (Bound Books)	6	07-01-66 to 04-25-74	06-30-77	SH
1-09	4	BEBCO 42-109-60	Bank Reconciliation Forms	96	08-31-66 to 06-28-74	"	SH
1-09	4		Bank Statements(Checking Accounts)	96	08-31-66 to 06-28-74	"	SH
1-09	4		Deposit Slips, Cancelled Paid and Voided Checks, Bank Charges and Credit Memos and Check Stubs and Paid Vendors' Bills/Invoices	2 cubic	07-01-66 to 06-30-74	"	SH
1-09	4	BEBCO 68-65	Petty Cash Receipt	105	07-01-66 to 06-30-74	"	SH
		" 42-107-61	Petty Cash Summary Envelopes	20	07-01-66 to 06-30-74	"	
1-09	4	" 31-34-61	Reimbursement Request	8	07-01-66 to 06-30-74	"	SH
1-09	4	" 31-30-69	Remittance Report	25	07-01-67 to 05-28-74	"	SH
1-09	5	" 42-725-72	School Store-Other Inventory Sheets	16	06-30-69 to 06-30-74	"	SH
1-09	5	" 42-743-72	Report School Journal Receipts & Disbursements.	8	07-01-66 to 06-30-74	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

3  
cubic footage

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

*Robert H. Chapman*

Signature

Principal

Title

06-30-77

Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Summit Park Elementary

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	5	BC 42-737-72	Summer School Registrations	11	May 1974	06-30-77	SH
1-09	5	" 42-740-72	Report of Summer School Tuition	1	July 2, 1973	06-30-77	SH
1-09	8	" 40-161-69	Time Cards	$\frac{1}{2}$ cubic	to June 30, 1974	"	SH
1-09	8		Attendance Sign-in Sheets	1 cubic	07-01-66 to 06-30-74	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

1 1/2

cubic footage

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

Robert H. Chapman  
Signature

Principal

Title

06-30-77

Date

**CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Norwood Elementary School  
Division of Reporting LEA

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09 ↓	3	42-108-65	Paid Vendors' Bills/ Invoices	305	7/1/73 - 3/8/74	7/8/77	SH
	3		Official School Receipts (Bound)	5	10/30/72 - 5/30/74	7/8/77	SH
	3		Cancelled Checks	292	1/73 - 6/73	7/8/77	SH
	3		Bank Statements	6	1/73 - 6/73	7/8/77	SH
	3		Deposit Slips	84	1/73 - 6/73	7/8/77	SH
	<del>8</del> 3		Pupil Attendance REGisters (Schedule C451)	25	1972-73 school year	7/8/77	SH
	8		Teachers Payroll Report	27	1973-74 school year	7/8/77	SH
	8		Leave Balances - Teachers, Clerical	18	1973-74 school year	7/8/77	SH
	8	Substitute Payroll Reports	21	1973-74 school year	7/8/77	SH	
	3	105-61	Journal Vouchers	12	8/16/72 - 1/9/74	7/8/77	SH
	8	40-161-69	Time Cards	179	6/2/73 - 7/5/74	7/8/77	SH
	8		Student Accident Insurance File	23	1973-74 school year	7/8/77	SH
	8		Workmen's Compensation First Report of Injury	15	6/8/71 - 5/14/74	7/8/77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

1  
cubic footage

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

Alberta M. McLaughlin  
Signature

Secretary  
Title

7/5/77  
Date

2451

**CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

**BBARD OF EDUCATION OF BALTIMORE COUNTY**

Reporting LEA

**RIDGELY JR. HIGH**

Maryland State Department of Education will forward original certificates to

Division of Reporting LEA

**HALL OF RECORDS COMMISSION**

**STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of		Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	3	none	PUPIL ATTENDANCE REGISTER	216	66-67 72-73	68-69 67-68	7/12/77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

1 1/2  
cubic footage

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

David D. Youngling  
Signature

Assistant Principal  
Title

7/12/77  
Date

C421

CERTIFICATE OF RECORDS DISPOSAL  
 MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY  
 Reporting LEA

Maryland State Department of Education will forward original certificates to

RIDGELY JR HIGH  
 Division of Reporting LEA

HALL OF RECORDS COMMISSION  
 STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10 ↓	3	42-106-63	CHECK VOUCHERS	2 boxes  approx 100	7/72 to 6/73 7/73 to 6/74	7/12/77 ↓	SH
	3	42-742-72	SCHOOL RECEIPTS		7/72 to 6/73 7/73 to 6/74		
	3	<del>42-109-60</del>	BANK RECONCILIATION		" "		
	3	31-34-61	REIMBURSEMENT REQUEST		" "		
	3	42-110-65	RECEIPT SUMMARY		" "		
	3	42-100-59	JOURNAL BUFF		" "		

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

1  
 cubic footage

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

*Roghe Byrne*  
 Signature

*Sey-Bookkeeper*  
 Title

7/12/77  
 Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Baltimore County Schools  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Winand Elementary School  
Division of Reporting LEA

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4	BEBCO 42-108-65	Receipt Books		1966-1973	8/9/77	SH
1-09	4		Cancelled Checks		1966-1973	↓	SH
1-09	4		Deposit Slips		1966-1972		SH
1-09	4		Check Stubs		1967-1972		SH
1-09	4	BEBCO 31-34-61	Reimbursement Requests		1966-1973		SH
1-09	4	BEBCO 42-109-60	Bank Reconciliation		1966-1973		SH
1-09	8		Application for Free Lunch		1971-1972		SH
1-09	4	BEBCO 42-110-65	Receipt Summary		1967-1973		SH
1-09	4	BEBCO 31-30-69	Remittance Reports		1068-1973		SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

10  
cubic footage

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

*George Isaacs, Jr.*  
Signature

Principal  
Title

8-9-77  
Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore Co.  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Catonsville Elementary School  
Division of Reporting LEA

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4	BEBCO 42-109-60	Bank Reconciliation Forms and Statements	848	1969 - 1973	8/77	SH
1-09	4	42-107-61 68-65	Petty Cash Summary Envelopes with Receipts	37	1969 - 1973	8/77	SH
1-09	4	42-108-65	School Receipts, Bound Book	2	1/69 - 3/72	8/77	SH
1-09	4	31-30-69	Deposit Slips	450	1969 - 1973	8/77	SH
1-09	4		Cancelled Checks	585	1969 - 1973	8/77	SH
1-09	4		Paid Invoices		1969 - 1973	8/77	SH
1-09	4		Remittance Reports	26	1969 - 1973	8/77	SH
1-09	4		Kindergarten Invoices		1968 - 1973	8/77	SH
1-09	4		Check Stubs - binder	1	4/69 - 1/72	8/77	SH
1-05	3		Teachers Registers (Schedule C451)	788	1923 - 1970	8/77	SH

*Russell C. Berke, Principal*  
10  
cubic footage

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

AUGUST 24, 1977  
Date

C421  
C451

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

WOODLAWN ELEMENTARY SCHOOL

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	* 3		Attendance Records (C451)	1200	1965 - 1972	8/29/77	SH
1-05	3		Teacher Register (C451)	85	" "	↓	SH
1-09	4		Bank Reconciliation Forms	36	1969-72		SH
1-09	4		Paid Vendors Bills/invoices	500	1965-1972		SH
1-09	4		Bank Statements	108	1965-1973		SH
1-09	4		Official School Receipts	800	1965-1972		SH
1-09	4		Deposit Slips, cancelled, pd. & voided checks,;	1700	1965-1972		SH
1-09	4		Check stubs	1400	" "		SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2

cubic footage

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

John Wear  
Signature

PRINCIPAL  
Title

8/29/77  
Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Baltimore County Public Schools  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Division of Business and Finance  
Division of Reporting LEA Assoc. Supt.

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
3-01	2		NDEA ORDERS (8 Year Retention)		1960 through 1969	9/1/77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

12 C.F.  
cubic footage

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

Margaret P. Hediger  
Signature

Finance Assistant  
Title

September 1, 1977  
Date

-0421 C451

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Board of Education of ~~Balti~~ Balto. Co.

Reporting LEA

Rolling Road School

Special Education School

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
<del>XXXX</del>							
1-05	1		Deceased pupils school records	5,623	10-57 - 6-30-66	9-21-77	SH
1-05	2		" " health records	4,272	10-57 - 6-30-66	9-21-77	SH
			(DOES NOT CONTAIN ANY FORMS THAT MUST BE MICROFILMED)				

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

1.5

cubic footage

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

*Arthur F. Frston*

Signature

Principal

Title

9-21-77

Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Eastern Vocational-Technical High School  
Division of Reporting LEA

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1		Permanent Record Cards (CRL) (Approximately 400 CRL's 8½" x 11") <i>(Microfilmed)</i>		June 68 to June 1974 (Graduation class of 74)	Pick up 9/29/77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

.45 cubic feet  
cubic footage

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

  
Signature

Principal

Title

10-7-77  
Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BALTIMORE COUNTY PUBLIC SCHOOLS  
Reporting LEA

Maryland State Department of Education will forward original certificates to  
**HALL OF RECORDS COMMISSION**  
**STATE OF MARYLAND**

GARRISON OFFICE  
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
2-12	1	BEBCO 36-71	Psychological Services Case Files	228	1961-1974	10-20-77	SH
2-13	1	BEBCO 4-58 36-64 36-71 84-35-58 42-71	Referral forms for Pupil Personnel Services	819	1961-1974	10-20-77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

8

cubic footage

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

Therma L. Harris  
Signature  
Therma L. Harris

Building Representative  
Title

10-20-77  
Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County

Reporting LEA

Rolling Road School

Special Education School

Division of Reporting LEA

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1		Report Cards	875	10-75 - 6-30-72	10-21-77	SH
			Anecdotal books	245	Same as above	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2.1

cubic footage

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

*Arthur F. Frattone*

Signature

Principal

Title

October 20, 1977

Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY  
Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE SENIOR HIGH SCHOOL  
Division of Reporting LEA

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1	BEBCO 49-62	CR-1 GRADUATES & WITHDRAWALS 1974 CLASS (Microfilmed)	1 CTN	8/1/73 to 6/30/74	11/2/77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

$\frac{1}{2}$

cubic footage

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

*HDM*  
Signature

Records Clerk  
Title

11/2/77  
Date

CERTIFICATE OF RECORDS DISPOSAL  
 MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

~~C421~~  
 C451

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County

Reporting LEA  
 Rolling Road School  
 SPECIAL EDUCATION SCHOOL

Maryland State Department of Education will forward original certificates to

Division of Reporting LEA

HALL OF RECORDS COMMISSION  
 STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1		Report cards	24	1957 - 1972	1-27-78	SH
1-05	1		School records	15	1957 - 1972	"	SH
1-10	5	(SCH. C 421)	Anecdotal books  (Does not contain any forms that must be microfilmed)	241	1968 - 1976	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2.75

cubic footage

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

*Arthur F. Trotter*

Signature

Principal

Title

1-27-78

Date

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

BOARD OF EDUCATION OF BALTIMORE COUNTY

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Reporting LEA

Maryland State Department of Education will forward original certificates to

LOCH RAVEN ELEMENTARY SCHOOL

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09	1	BEBCO 42-707-72	AUDIT REPORT LETTER	3	6/30/66 - 6/30/69	2/2/78	SH
1-09	4	BEBCO 31-30-69	REMITTANCE REPORT	5	" "	"	SH
1-09	4	BEBCO 42-108-65	RECEIPT BOOK	3	12/20/66 - 2/16/70	"	SH
1-09	4	BEBCO 42-109-60	BANK RECONCILIATIONS	33	7/29/66 - 5/28/69	"	SH
1-09	4	BEBCO 31-34-61	REIMBURSEMENTS	31	6/9/66 - 5/28/69	"	SH
1-09	4	BEBCO 107-61	PETTY CASH SUMMARY	15	" "	"	SH
1-09	4	BEBCO 68-65	PETTY CASH RECEIPTS	105	" "	"	SH
			CANCELLED CHECKS	502	" "	"	SH
			DEPOSIT SLIPS	252	" "	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2 1/2  
cubic footage

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

EWART F. CORNELL  
Signature

Principal  
Title

2/2/78  
Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Towson Elementary School  
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-5	3		Teachers' Registers	82	1971-1975	2/13/78	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

1  
cubic footage

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

Robert W. Chapman  
Signature

Principal Title

2/13/78  
Date

0421 C451

**CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

**Board of Education of Baltimore County**

Reporting LEA

Rolling Road School  
Special Education School

Maryland State Department of Education will forward original certificates to

Division of Reporting LEA

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1		Report cards	93	1957 - 1973	2-22-78	SH
1-05	1		School records	43	""""""""""	"	SH
			Anecdotal books	117	""""""	"	SH
			(Does not contain any forms that must be microfilmed)				

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2.5

cubic footage

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

*Arthur F. Trotter*

Signature

Principal

Title

Feb. 21, 1978

Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Board of Education of Baltimore County

Reporting LEA

Rolling Road School

Special Education School

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1		Report Cards	182	10-57 6-1971	3-10-78	SH
			Anecdotal Books	69	Same as above	"	SH
(DOES NOT CONTAIN ANY FORMS THAT MUST NE MICROFILMED)							

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

1.5

cubic footage

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

*Arthur F. Trotter*

Signature

Principal

Title

March 9, 1978

Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Board of Education of Baltimore County  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Franklin Senior High School  
Division of Reporting LEA

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1	BEBCO 49-58	Achievement & Attendance Records (Micro filmed)	472	Grad. Class & Withdrawals - 1974	4/11/78	SH
1-05	1	BEBCO 57-60	Test Records	472	Grad. Class & Withdrawals - 1974	"	SH
1-05	2	BEBCO 56-58	Health Records	472	Grad. Class & Withdrawals - 1974	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2

cubic footage

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

  
Signature

Principal  
Title

4/11/78  
Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

BALTIMORE HIGHLANDS ELEMENTARY

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1 - <sup>05</sup> <del>09</del>	13	HEBCO 43-270-70	TEACHER'S REGISTERS ( <i>Schedule C:451</i> )	55	9/72 TO 6/74	11/1/77	SH
1-09	28	HEBCO 88-162-62	CUSTODIAN TIME SHEETS	400	9/69 TO 6/72	11/1/77	SH
1-09	38	HEBCO 170-62	TEACHER'S TIME SHEETS	240	9/67 TO 6/74	11/1/77	SH
1-09	48	HEBCO 186	SUBSTITUTE'S TIME SHEETS	120	9/69 TO 6/74	11/1/77	SH
1-09	58	HEBCO 40-161-69	TIME CARDS - CUSTODIANS	720	9/68 - 6/74	11/1/77	SH
1-09	64	HEBCO 42-108-65	RECEIPT BOOKS	6	8/65 - 11/72	11/1/77	SH
1-09	74		CHECK STUBS BOOKS	2	3/63 TO 6/69	11/1/77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

*see page 2*  
cubic footage

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

Joseph B. Colgan  
Signature

PRINCIPAL  
Title

11/1/77  
Date

C 421

CERTIFICATE OF RECORDS DISPOSAL  
 MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

BALTIMORE HIGHLANDS ELEMENTARY

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-00	8 4		DEPOSIT SLIPS	900	1968 - 1973	11/1/77	SH
1-09	9 4		CANCELLED CHECKS	1580	1963 - 1973	11/1/77	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

4  
cubic footage

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

Joseph B. Colgan  
Signature

PRINCIPAL  
Title

11/1/77  
Date

**CERTIFICATE OF RECORDS DISPOSAL**  
**MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION - Balto. Co., Md.  
Reporting LEA

Maryland State Department of Education will forward original certificates to

Overlea Senior High School - ~~X97~~ 1473  
Division of Reporting LEA

**HALL OF RECORDS COMMISSION**  
**STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1 & 2	Folders containing student's High School Records	CR-2, CR-3, CR-4, PDS-1, PDS-4 Health Records, etc.	Approx 750 Folders	1961-1973	6/8/78	<u>SH</u>

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

Approx. 6  
cubic footage

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

Charles A. Moore  
Signature Charles A. Moore

Asst. Principal  
Title

6/8/78  
Date

CERTIFICATE OF RECORDS DISPOSAL  
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

PARKVILLE SENIOR HIGH SCHOOL

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION  
STATE OF MARYLAND

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
I-05	1	BEBCO 49-62	CR-1 GRADUATES & WITHDRAWALS 1975 CLASS (Microfilmed)	1 CTN	8/1/74 to 6/30/75	6/20/78	SH
I-05	1	BEBCO 43-57-60 BEBCO 43-51-58 BEBCO 43-56-58	TEST RECORD CR-3 CLASS 1973 ) PERSONAL DATA RECORD CR-2 CLASS 1973 ) PUPILS HEALTH PROGRESS REPORT CR-9 ) REPORT CARDS )	1 CTN	8/1/61 to 6/30/73 8/1/68 to 6/30/73 8/1/68 to 6/30/73 8/1/68 to 6/30/73	6/20/78	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2.7

cubic footage

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

  
Signature

Records Clerk  
Title

6/20/78  
Date

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

District Court of Maryland  
 Reporting Agency

District 3, Cecil County  
 Division or Bureau

*Robert J. ...*

Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	150 books of Motor Vehicle Citations	595		June 6, 1947 thru June 30, 1971	50 cu.ft.		destroy by burning

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

*James F. Stewart*  
 Signature

*Administrator Clark*  
 Title

*Aug 7, 1975*  
 Date

## DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 305  
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL
District Court of Maryland

Reporting Agency


District 3, Talbot County

Division or Bureau

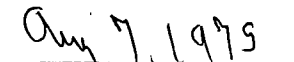
Submit in Duplicate  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	19 books of Motor Vehicle Citations	595		August 29, 1963 thru June 30, 1971	6,33 cu,ft,		destroy by landfill

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**

District Court of Maryland  
Reporting Agency

District 1 Civil Divn.  
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.				
	35 file drawers of Civil cases 1962-1963	595			70 cu. ft.		

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

*[Signature]*  
Signature

*[Signature]*  
Title

2/20/75  
Date

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

District Court of Maryland  
 Reporting Agency

Garrett 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.	Civil Papers	595	3	1967 - July, 1971	20 cu. ft.	8-15-74	Landfill
2.	Criminal Papers	595	2	1967 - July, 1971	20 cu. ft.	8-15-74	Landfill
3.	Motor Vehicle Dockets	595	5	1965 - July, 1971	7 cu. ft.	8-15-74	Landfill
4.	General Accounting Records	596	1	1964 - July, 1971	2 cu. ft.	8-15-74	Landfill
					49 78 <hr/> 127		

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

James L. Stafford  
 Signature

Administrative Clerk  
 Title

8-15-74  
 Date

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

District Court of Maryland  
Reporting Agency

Allegany 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.	Civil Papers	595	3	1957 - July, 1971	12 cu. ft.	8-15-74	Landfill
2.	Motor Vehicle Dockets	595	5	1965 - July, 1971	18 cu. ft.	8-15-74	Landfill
3.	Civil Papers	595	3	1967 - July, 1971	12 cu. ft.	8-15-74	Landfill
4.	Criminal Papers	595	2	1967 - July, 1971	11 cu. ft.	8-15-74	Landfill
5.	General Acct. Records	C-596	1	Prior to July, 1971	25 cu. ft.	8-15-74	Landfill

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

James L. Stafford  
Signature

Administrative Clerk  
Title

August 15, 1974  
Date

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION  
STATE OF MARYLANDDISTRICT COURT OF MARYLAND  
Reporting AgencyCIVIL #1, 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.				
1	SUMMARY EJECTMENT CASES	595	/	1/1/72 to 12/31/73	30		BURNING
2	A CASES			1960	30		"
3	A CASES			1961	32½ 33		"
4	CJ-CASES			1960 and 1961	5		"

*98 cu. ft.*

*Therese Kestubel*

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

Signature  
J. JEROME BUTLERTitle  
CHIEF CONSTABLEDate  
MARCH 29, 1974

**CERTIFICATE OF RECORDS DISPOSAL**

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

DISTRICT COURT OF MARYLAND # 7  
Reporting Agency

ANNE ARUNDEL COUNTY - GLEN BURNIE, MD.  
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	Form 20 01 24 20 01 21 JACKET FILES - CRIMINAL People's Court <span style="float: right;">Folders</span>	595		1971	589' <u>8 cuft</u> <del>57'</del>		
2	People's Court Journal Sheets, Check Books, Stubs, Reports - Bond Deposit Slips	595		1971	57' <u>2 cuft</u>		
3	DCA5 - COURT CASH Receipts	596		1971	144' <u>12 cuft</u>		

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

Margaret R. ...  
Signature

Chief Clerk  
Title

\_\_\_\_\_  
Date

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

District Court of Maryland  
Reporting Agency

Baltimore County Civil  
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	Remarks
		Schedule No.	Item No.				
1	Civil Papers, Pleadings and Files (Summary Ejectments)	595	3	1955 thru 1962	20 cu. ft.		see serial

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

Henry A. Kunkin  
Signature

Chief Clerk  
Title

1-27-62  
Date

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

District Court of Maryland  
Reporting Agency  
Baltimore County Civil  
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 of Records or Linear Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Misc. Accounting (Receipt Copies & Stubs) (Bank Books, Statements & Deposit Receipts) (Requisitions & Purchase Orders)	596		1968 thru June, 1971	15 cu. ft.		destroying

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

Maryland K...  
Signature

Chief Clerk  
Title

1-7-71  
Date

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

District Court of Maryland  
 Reporting Agency  
Baltimore County Civil  
 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	Remarks
		Schedule No.	Item No.				
1	Civil Dockets	595	6	1955 thru 1962	20 cu. ft.		shredding

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

*Mary S. K... ..*  
 Signature

*Cliff Clark*  
 Title

*7-5*  
 Date

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

District Court of Maryland  


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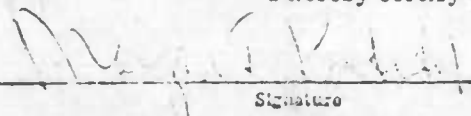
Reporting Agency  
Baltimore County Civil  


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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 Feet or Linear Feet)	Date of Disposal	Disposition
		Schedule No.	Item No.				
1	Civil Papers, Pleadings & Files  (Microfilm)	595	3	1955 thru 1969	1200 cu. ft.		annulment

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



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Signature


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Title


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Date

See May 19  
1976 Cent. 8  
Museum

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

C E R T I F I C A T E   O F   R E C O R D S   D I S P O S A L

Baltimore County, Maryland

Reporting Agency

Department of Permits & Licenses

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Swimming Pool applications, licenses & expediting memos A thru Z	C-375	1	Before 1975-76 license year	1 cubic ft. (1 box)	7/18/78	Landfill
2	Gathering permits & appli- cations	C-375	2	Sept. 1977 to December 1977	1 cubic ft. (1 box)	7/18/78	Landfill
3	Day Nursery applications, licenses & expediting memos, 1 thru 100	C-375	3	Before 1975-76	1 cubic ft. (1 box)	7/18/78	Landfill
4	Day Nursery applications, licenses & expediting memos, 101 thru 170	C-375	4	Before 1975-76	1 cubic ft. (1 box)	7/18/78	Landfill
5	Camp/Motel applications, licenses & expediting memos 1 thru 70	C-375	5	Before 1975 license year	1 cubic ft. (1 box)	7/18/78	Landfill
6	Camp/Motel applications licenses & expediting memos 71 thru 126	C-375	6	Before 1975 license year	1 cubic ft. (1 box)	7/18/78	Landfill

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CERTIFICATE OF RECORDS DISPOSAL**  
**MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Maryland State Department of Education will forward original certificates to  
**HALL OF RECORDS COMMISSION**  
**STATE OF MARYLAND**

**CECIL COUNTY PUBLIC SCHOOLS (07)**  
 Reporting LEA  
 DEPARTMENT OF BUSINESS AFFAIRS  
 Division of Reporting LEA  
 School Food Services Office  
 SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1B	454	S.L. 1	Cashier's Daily Report	3,000	Sept-June, 1970-71	7/28/78	SH
	450	S.L. 2	Cafeteria Daily Operating	2,000	" " " "	"	"
	459	S.L. 3	Invoices and Check Vouchers	500	" " " "	"	"
			Commodities Record Backup	7,000	" " " "	"	"
1.1B	454	S.L. 1	Cashier's Daily Report	9,250	Sept-June 1971-72	"	"
	450	S.L. 2	Cafeteria Daily Operating	5,500	" " " "	"	"
	459	S.L. 3	Invoices and Check Vouchers	970	" " " "	"	"
	459	S.L. 5	Invoices and Check Vouchers	23,500	" " " "	"	"
			Ticket Sales	3,000	" " " "	"	"
		S.L. 12	Milk Slips	4,200	" " " "	"	"
			Supply Inventory	3,000	" " " "	"	"
			Food Inventory	9,000	" " " "	"	"
			Work Orders	750	" " " "	"	"
		Commodities Record Backup	7,000	" " " "	"	"	

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

22 cubic foot  
cubic footage

County Manager of School Food Services

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

Signature  
  
 Signature

DIRECTOR OF BUSINESS AFFAIRS

7/28/78

Date

Page 1 of 1

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
Treasury Building, Rm. 305  
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Calvert County Planning Office

Reporting Agency

Calvert County Planning Commission

Division or Bureau

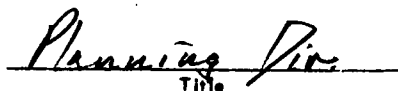
PREPARE IN DUPLICATE

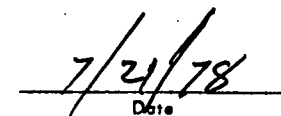
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	State Clearinghouse files	C-442	4	1975	.25	7/19/78	Landfill
2.	County Draft Budget - 1977 & 1978	C-442	5 (a)	1977 & 1978	.5	7/19/78	Landfill
3	HAC Viewpoints	C-442	5 (a)	1977	.1	7/19/78	Landfill
4	RC & D Newsletter	C-442	5 (a)	1977	.25	7/19/78	Landfill
5	Various monthly pubs.	C-442	5 (a)	1976, 1977	.75	7/19/78	Landfill

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

  
Signature

  
Title

  
Date

**CERTIFICATE OF RECORDS DISPOSAL**  
**MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Maryland State Department of Education will forward original certificates to

**HALL OF RECORDS COMMISSION**  
**STATE OF MARYLAND**

**CECIL COUNTY PUBLIC SCHOOLS (07)**

Reporting LEA

**DEPARTMENT OF BUSINESS AFFAIRS**

Division of Reporting LEA

**ELKTON HIGH SCHOOL**

**SCHOOL OR CENTRAL OFFICE UNIT**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
		7059	PUPIL ATTENDANCE REGISTERS	175	1971 - 72 thru 1974 - 75 ( incl. )	6/29/78	<u>SH</u>

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

APPROX. 2

cubic footage

Henry A. Shaffer  
Signature

ASSISTANT PRINCIPAL

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

M. Challe Bernick  
Signature

DIRECTOR OF BUSINESS AFFAIRS

7-7-78

Date

Page      of

## CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION  
STATE OF MARYLAND**

Supreme Bench of Baltimore City

Reporting Agency

Probation Department

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 (Domestic Records)	419	1	#77851-85725	87½ cu. ft.	5/22/73	Incineration
1	Case Folders (Criminal Records)	419	1	Cases expired between 1/1/61 & 12/31/62 with number segment 94240 - 100605	30 cu. ft. <i>117</i> <i>118</i>	5/22/73	Incineration

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

*Dolores Delorenzo*  
Signature

Administrative Assistant  
Title

May 22, 1973  
Date


C E R T I F I C A T I O N

THIS IS TO CERTIFY THAT ON MAY 22, 1973, THE UNDERSIGNED WITNESSED  
THE DESTRUCTION OF THE FOLLOWING PROBATION DEPARTMENT RECORDS BY BURNING  
AT THE MUNICIPAL INCINERATOR LOCATED ON REEDBIRD AVENUE.

(1) Case Records (Domestic) numbered 77851 through 85725;

(2) Case Records (Criminal) numbered between 94240 - 100605

which legally expired between January 1, 1961 and December  
31, 1962.

  
\_\_\_\_\_  
CHESTER JOSEPH,  
SUPERVISOR  
FAMILY SERVICES DIVISION

D

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

SUPREME BENCH OF BALTIMORE CITY

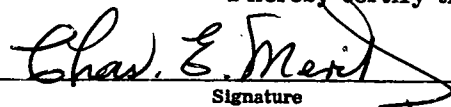
Reporting Agency

COURT FISCAL 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	Probation Department Cancelled Checks	561	6	1/1/65 Thro' 11/24/71	608 cu. ft.	July 22, 1975	Incineration

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

  
 Signature

Fiscal Administrator  
 Title

August 5, 1975  
 Date

(Printed)



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

SUPREME BENCH OF BALTIMORE CITY  
 Reporting Agency

Criminal Court  
 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	Special Docket	418	15	1898-1940	2 cu. ft.	12/14/65	Sold
2	Trial Docket	418	16	1870-73; 1882-83; 1890-1960	60	"	as
3	Grand Jury Docket	418	18	1868-1945	90	"	waste
4	Grand Jury Blotter	418	19	1900-1950	15	"	paper
5	Certificates to the Grand Jury from the Judges of Elections	418	20	1868-1901	16	"	
6	General Correspondence	418	21	1930-1960	7	"	
7	Grand Jury Witness Book	418	23	1911-1960	40	"	

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

R.F. Mooney  
 Signature

Clark, Criminal Court of Balto.  
 Title

12/31/65  
 Date

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

Department of Juvenile Services  
 Reporting Agency

Region VIII - 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.				
	Social History files over 10 years old - including family data, psychological, psychiatric reports and correspondence			All records prior to 1966	219 lbs. 592 files--	August 20, 1976	Incinerate at Refuse Disposal Plant #4 Bureau of Utility Operations- Baltimore City Maryland

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

Edward J. Lang  
 Signature

Regional Supervisor-Baltimore City  
 Title

August 27, 1976  
 Date