

April 1980

		<u>cu. ft.</u>
2-29-80	Labo + Industry	90
4-9-80	Public School Constr.	6
4-10	Allegheny Health	2
4-10	State Police	4
4-11	Toll Facilities/ DOT	39
4-29	L + R/ Athletic Comm.	4
	Total	<u>145 cu. ft.</u>

May 1980

4-8	DHMH/Juvenile Services	1
5-14	Circuit Court/ P.G. Co.	3
5-15	State Police	9
5-19	St. Mary's College	25
5-16	Balt Co/ Central Services	87
5-21	Cecil Co. Health	8
	Total	<u>133 cu. ft.</u>

June 1980

6-9	Montg. Co/ Bd. of Appeals	2
6-3	Wicomico Health Dept.	8
6-12	Register Falls/ Carroll Co.	7
6-13	P.G. Co/ Central Serv./ Comm. Div	3
6-18	Public School Constr. Prog.	5
6-20	Calvert Co/ County Comm.	3
6-3	Montg. Co/ Bd. Appeals	2
	Total	<u>30 cu. ft.</u>

Jan 1980 (continued)

24	Public School Construction	5
"	MVA	105
"	Balt. Co. / Property Tax Assess.	29
4	Md. State Police / Truck Div. (24)	6
31	Allegany Co. Health	12
30	State Police / Barrack P	3
31	State Lottery	26
31	MAIF	115
31	State Police / P. Fed. Post U-83	3
		<hr/> 1,728

February 1980

1/29	MVA	14
2/1	Wicomico Health	1
2/6	Worcester Clerk Circuit Court	20
2/20	Public School Const.	1
2/29	"	5
		<hr/> 41

March 1980

	Balt. County / RMD	119 cu. ft.
2-25-80	A. H. " / Property Tax Assess.	2 "
3-3-80	Towson Univ. / Fin. Oper.	1 "
3-5-80	A. James Smith / Wicomico Clerk	6 "
3-17-80	MAIF	443 "
3-10-80	Balt. City - District 1	140 "
3-20-80	A. A. County / District Court #7	50 "
3-19-80	P. G. County / Communications	288 "
3-21-80	L + R / Cosmetologist	95 "
	Balt. County / Support + Custody	24 "
	P. G. Circuit Court	3 "
		<hr/> 1,171 cu. ft.

Agency Disposal

Dec. 1979

Dec. -	Dept. Education: Balt., Cecil, St. Mary's Public Schools	668 cu. ft.
Nov. 12	Univ Md. Univ. College	19 "
27	MVA	40 "
28	Grostburg College	23 "
28	Calvert Co. / Treasurer	121 "
29	House of Correction	267 "
Dec 3	Circuit Court / Charles Co.	44 "
3	Insurance Div.	10 "
4	Public School Constr.	1 "
6	Education / Voc. Rehab.	93 "
11	MAIF	141 "
12	MVA	17 "
13	MVA	88 "
17	Public School Constr.	2 "
	Total	1,534 cu. ft.

Jan. 1980

2	Montrose School	17.5
"	MVA	7
4	"	3.5
8	Balt. Police	145
15	Grostburg	21
14	Public School Constr.	1
7	MVA	988
21	Balt. Co. / Central Services	176
16	Calvert Co. Bd. Comm.	17
12/20	Division of Audits	48

(continued)

Agency Disposal

		Cen. fl.	
		Month	Total
<u>Aug. '79</u>			
3	Public School Constr.	2.0	
7	" " "	6.0	
8	Balt. Co./Records Mgt. Div.	225.0	
14	Lic. + Reg./Investigative Services	31.5	
14	Carroll Co./Prop. Tax	2.5	
"	Calvert Co./ Bd. Co. Comm.	3.0	
20	MVA/Field Serv. Rockville	931.0	
"	" " " "		
21	DHMH/Juvenile Services	9.0	
28	Treas. Somerset Co.	13.0	1223.0
<u>Sept. '79</u>			
8-23	Morgan State	93.5	
9-11	Dept. Education	33.0	
9-19	Balt. Police	22.5	
9-21	Reg. Wills/St. Mary's	13.0	162.0
<u>Oct. '79</u>			
10-4	AACof/License Commissioners	1.0	
10-5	SHA	26.0	
10-9	AACof	11.0	
10-25	Port Adm.	16.0	
10-29	Loc. Sew./Somerset Co.	6.0	
10-29	Income Tax Div.	27.0	
<u>Nov. '79</u>			
11-7	Great Oaks	8.0	
11-15	Register Wills/St. Mary's Co.	2.0	
11-14	Public School Constr.	2.5	
11-16	" " "	2.0	
11-20	MVA/Field Serv. Chesapeake City	45.0	
11-23	Circuit Court/Fredrick	81.0	
10-1	State Police/Barrack L	12.0	152.5

*

July 1979

23	DOT/Toll Facilities	100	
31	MAIF	103	
6/21	Waconia loc. Health	2	
7/30	Balt. Police	367	
27	City Balt. Police	30	
20	MVA	100	
25	Civil Defense	4	
13	Great Oaks	18	
5	MVA	10	
16	Univ Md./Payroll	155	
24	Monty. College	125	
6	District Court	255	
19	Workmen's Comp.	818	2,087

July 1979

2,087

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Public Works

Reporting Agency

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	2-1968 to 9-1975	21	7/2/79	SHREDDED/ LANDFILL
2	Material Tickets	C-377	1	6-1971 to 6-1976	4	"	
3	Bid Tabs	C-377	1	1-1955 to 6-1967	7	"	
4	Employee Time Sheets	NONE - NON-RECORD		1-1975 to 1-1979	1	"	
					<u>33</u>		

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

Thomas W. Shay
 Signature

RECORDS MANAGEMENT ASSISTANT
 Title

7/2/79
 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 DEPT.

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.				
	Field Interrogation Reports	C192	6	Year 1976	3	May 15, 1979	Shredded

Thomas E. Gray
 Signature

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

Captain

Title

7/2/79
 5-21-79

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.				
6.	Circuit Court-Probation Support and Custody Div. Suspence Acct.	C-483	7	1975	1	7/1/79	Shredded/ Landfill
7.	Circuit Court-Probation, Support and Custody Div. Payor Status Report	C-483	8	3/31/75	1	"	"
8.	Circuit Court-Probation, Support and Custody Div. Deposit Control- Edits	C-483	9a	1975	4	"	"
9.	Circuit Court-Probation, Support and Custody Div. Check Reconcilations and checks	C-483	10	1975	41	"	"
10.	Finance-Revenue-Tax Rolls	C-287	1	1972-73	150	7/1/79	"

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


Signature

Records Management Assistant
Title

7/2/79
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

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

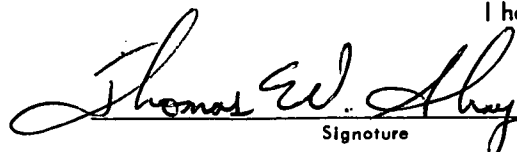
Division or Bureau

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.	Finance-Revenue-Paid Tax Bills	C-287	2	July 1972- June 1973	40	6/4/79	Shredded/ Landfill
2.	Finance-Employee Earnings Records	C-308	1	1976-77	34	6/25/79	"
3.	Circuit Court-Probation Support and Custody Div. Cash Receipt Journals	C-483	1	1975	4	7/1/79	"
4.	Circuit Court-Probation, Support and Custody Div. Ledger Activity Control	C-483	5	1975	1	"	"
5.	Circuit Court-Probation, Support and Custody Division Check Register	C-483	6	1975	4	"	"

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


 Signature

Records Management Assistant
 Title

7/2/79
 Date

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland Transportation Authority

Reporting Agency

Toll Facilities Administration-J.F.K.M.H.

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 CORRESPONDENCE-YEARLY Copies of letters, reports, memos, etc., which reflect the routine operations of the Facility.	747-2	1	1970-1975	10.57	7/19/79	Buried
2.	INVOICES & REQUISITIONS (COPY)	747-2	2	1970-1975	22.65	7/19/79	Buried
3.	PERSONNEL RECORDS (ACTIVE) that have been up-dated and old material destroyed.	747-2	3	1970-1975	10.57	7/19/79	Buried
4.	PERSONNEL RECORDS (INACTIVE)	747-2	3-1	1970-1975	4.53	7/19/79	Buried
5.	TOLL SERGEANTS REPORTS - TFA 000-075	747-2	5	1970-1973	10.57	7/19/79	Buried
6.	BANK DEPOSIT SLIPS (COPY) TFA-000-055	747-2	6	1976-1977	3.02	7/19/79	Burned

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


 Signature

Assoc. Admin. - Tprs.
 Title

July 23, 1979
 Date

CERTIFICATE OF RECORDS DISPOSAL

Maryland Transportation Authority

Reporting Agency

Toll Facilities Administration - J.F.K.M.H.

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	TOKEN AND TICKET RECORDS (COPY 747-2 Inventory reports with ticket to determine what tickets were bought by different com- panies in case of error. In- volves 9x's, Class 1-5 and Class 9's.		7	1973-1976	4.53	7/19/79	Burned
8	DAILY CASH & TICKET REPORTS (COPY) - TFA 000-069	747-2	8	1973-1977	6.04 (\$ bxs.)	7/19/79	Burned
9	PERMIT TOWING INVOICES (COPY)	747-2	9	1975-1977	6.04	7/19/79	Buried
10.	CHANGE FUND VERIFICATION SHEETS TFA-000-056	747-2	10	1970-1973	10.57	7/19/79	Buried
11.	COLLECTION CHECK LIST - TFA-000-071	747-2	11	1970-1973	10.57	7/19/79	Buried

Total 100 cu. ft.

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



 Signature

Assoc. Admin. - Tpk^s

 Title

July 23, 1979

 Date

P.H.

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDWicomico County Health Department
Reporting AgencyHome Health Services
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	Home Health Financial & Service Folders (Deceased times 3 years)	373 NA	19 NA	1975	2 cu ft	6-14-79	Shred



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

Elizabeth M. Collins
Signature

Director of Community Health Nursing
Title

6/21/79
Date

PS



POLICE DEPARTMENT ... CITY OF BALTIMORE



601 E. FAYETTE STREET

BALTIMORE, MARYLAND 21202

396 - 2525

Area Code 301

DONALD D. POMERLEAU
Commissioner

July 30, 1979

C. JARED GLAUSER
Administrative Bureau

FRANK J. BATTAGLIA
Operations Bureau

BISHOP L. ROBINSON
Services Bureau

Deputy Commissioners

Mr. Phillip Schneider
Assistant Record Administrator
Records Management Division
Hall of Records
Annapolis, Maryland 21401

Dear Mr. Schneider:

I am enclosing herewith a Certificate
of Record Disposal and witness certificates covering
the incineration of arrest, offense, and accident reports.

Sincerely,

Charles A. Schoenhaar

Charles A. Schoenhaar
Supervisor
Central Records Division

enclosure:

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDBaltimore Police Department
Reporting AgencyCentral Records 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	Arrest Reports (5AR 1 - 5AR 61000)	257	2	1/1/75-12/31/75	69 Linear	10/24/78 4/10/79	Incineration
2	Offense Reports	289	1	1/1/75 - 12/31/75	245 Linear	10/24/78 4/10/79 7/26/79	Incineration
3	Accident Reports	372	1	1/1/75 - 12/31/75	53 Linear	6/28/78 4/10/79	Incineration
					367 cu. ft.		

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

Charles A. Schoenhaar

Signature

Supervisor

Title

July 30, 1979

Date

This is to certify the delivery and incineration of certain
Baltimore City Police Department records, namely:

OFFENSE REPORTS

dated from 1 JANUARY 1975 to 30 JUNE 1975

These records were delivered to the incinerator by per-
sonnel of the Police Department and have been incinerated this date.

WITNESS: Cadet Joseph A. Costantino Police Department

WITNESS: P. Owens Incinerator

DATE 24 Oct 78

This is to certify the delivery and incineration of certain
Baltimore City Police Department records, namely:

OFFENSE REPORTS
dated from 1 JULY 1975 to 31 JULY 1975

These records were delivered to the incinerator by per-
sonnel of the Police Department and have been incinerated this date.

WITNESS: Cadet Michael J. Kueberth Police Department

WITNESS: Frank Owens Incinerator

DATE April 10 1979

This is to certify the delivery and incineration of certain
Baltimore City Police Department records, namely:

OFFENSE REPORTS

dated from 1 AUGUST 1975 to 31 DECEMBER 1975

These records were delivered to the incinerator by per-
sonnel of the Police Department and have been incinerated this date.

WITNESS: Harvey Waters Police Department

WITNESS: Frank Owens Incinerator

DATE

7/26/79

This is to certify the delivery and incineration of certain
Baltimore City Police Department records, namely:

ARREST REPORTS (5AR 0001 - 5AR 22800)
dated from 1 JANUARY 1975 to 30 APRIL 1975

These records were delivered to the incinerator by per-
sonnel of the Police Department and have been incinerated this date.

WITNESS: Cadet Joseph A. Constantini Police Department

WITNESS: P. Dwevo Incinerator

DATE 24 Oct 78

This is to certify the delivery and incineration of certain
Baltimore City Police Department records, namely:

ARREST REPORTS (22801-61000)
dated from APRIL 31 - 1975 to DECEMBER 31 - 1975

These records were delivered to the incinerator by per-
sonnel of the Police Department and have been incinerated this date.

WITNESS: Cadet Michael J. Probst Police Department
WITNESS: Frank Owens Incinerator

DATE April 10 1975

This is to certify the delivery and incineration of certain
Baltimore City Police Department records, namely:

ACCIDENT REPORTS

dated from JANUARY 1, 1975 to JUNE 30, 1975

These records were delivered to the incinerator by per-
sonnel of the Police Department and have been incinerated this date.

WITNESS: Cadet Joseph A. Coetantini Police Department

WITNESS: H. Over Incinerator

DATE 6-28-75

This is to certify the delivery and incineration of certain
Baltimore City Police Department records, namely:

ACCIDENT REPORTS
dated from JULY 1, 1975 to DECEMBER 31, 1975

These records were delivered to the incinerator by per-
sonnel of the Police Department and have been incinerated this date.

WITNESS: Cadet Michael J. Kuebooth Police Department

WITNESS: Frank Owen Incinerator

DATE April 19, 1977

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Baltimore Police Department

Reporting Agency

Laboratory 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.				
	Crime Laboratory Folders	259	1	3/74 thru 7/74	30.0 cu. ft. 20 drawers	7/26/79	Burned

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


Signature

Director - Laboratory Division

Title

July 27, 1979

Date

DEPARTMENT OF GENERAL SERVICES

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

7-23-79

Mr. Hance,

Approved for destruction
 of Mr. Neuman

CERTIFICATE OF RECORDS DISPOSAL

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Motor Vehicle Administration

Reporting Agency

Field Services, Waldorf Office

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Foot)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Correspondence (Payroll)	744	3D	1970 - 1975	5 cu. ft.	07/20/79	Land Fill
2	General Accounting Record	744	3E	1970 - 1975	5 cu. ft.	07/20/79	Land Fill
3	General Files	744	4	1970 - 1975	15 cu. ft.	07/20/79	Land Fill
4	Address Request for Lein Holders	744	1	1970 - 1977	45 cu. ft.	07/20/79	Land Fill
5	Cash Receipts	744	1	1970 - 1975	15 cu. ft.	07/20/79	Land Fill
6	Accounting Records	744	3E	1970 - 1975	15 cu. ft.	07/20/79	Land Fill
					100 " "		

PS JUL 23 AM 8:25

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

W E Hance
 Signature

Manager
 Title

July 20, 1979

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland Civil Defense and Disaster Preparedness Agency

Reporting Agency

Public Safety and Correctional Services

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 bills and invoices (P & A Expenses)	748	1	7/1/71 - 6/30/74	4 cu. ft.	7-25-79	State Police Dumpster

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



 Signature
 George M. Brooks, Director

 Title

July 25, 1979

 Date

CPJ

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Great Oaks Center

Reporting Agency

Personnel 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	Payroll exception time reports	749	I-D	1970-1976	1	07/11/79	Trash Disposal of sealed containers
2	Payroll and check registers	"	I-D	1970-1976	1	"	"
3	Daily overtime/comp time vouchers (DHMH - 36)	"	I-D	1970-1976	2	"	"
4	Timesheets/employee time/status reports (DHMH - 858)	"	I-E	1970-1976	14	"	"

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

Thomas Piggie
Signature

Personnel Sec. Spec.
Title

07/13/79
Date

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

*Original RK 6/28/79
 destroyed 6/28/79 mlj*

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.				
F.	MISCELLANEOUS ACCOUNTING RECORDS: Receipt Copies VALIDATION TAPES - <i>Paper, not magnetic</i>	701	1	3/2/76 thru 4/7/76	10½ cu ft	6/28/79	

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

[Signature]

 Signature

Deputy, Finance & Admin.

 Title

7/5/79

 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

UNIVERSITY OF MARYLAND

Reporting Agency

OFFICE OF THE COMPTROLLER - PAYROLL 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.				
35 BKS	1975 Employees' Earning Records	564	5		7.05	March - May 1979	Paper Re-cycle
34 "	1974 " " "	"	"		6.69		
33 "	1973 " " "	"	"		6.65		
32 "	1972 " " "	"	"		6.42		
29 "	1971 " " "	"	"		6.07		
26 "	1970 " " "	"	"		5.21		
23 "	1969 " " "	"	"		4.61		
19 "	1968 " " "	"	"		3.02		
7 "	1967 " " "	"	"		3.43		
12 "	1966 " " "	"	"		2.67		
11 "	1965 " " "	"	"		2.45		
8 "	1964 " " "	"	"		1.78		
6 "	1963 " " "	"	"		1.34		
7 "	1962 " " "	"	"		1.56		
5 "	1961 " " "	"	"		1.11		
4 "	1960 " " "	"	"		.89		
6 "	1959 " " "	"	"		1.34		
7 "	1958 " " "	"	"		1.56		
2 "	1957 " " "	"	"		.45		
337 "	1917-1956 " " "	"	"		91.28	Hall of Records For Microfilm & Disposal	
	Earnings records for Calendar Years 1957 through 1975 are on microfilm				155.58		

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

Signature

Payroll Supervisor

Title

July 16, 1979

Date

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

One of Three

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

Montgomery Community College

Reporting Agency

College Archives 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.	Academic Dean/RK:Requisition Files	34	1	FY1974	1 cu.ft.	7-5-1978	Landfill
2.	Procurement:Bids File	19	4	FY1974	3 cu.ft.	7-5-1978	"
3.	Procurement: Purchase Orders	19	2	FY1974	3 cu.ft.	7-5-1978	"
4.	Stud.Services/TP:Regis.Source Docs.	28	10	1975	1 cu.ft.	7-5-1978	"
5.	Acct.Structure,New & Account Manager Work Runs	14	1	FY1971	1 cu.ft.	7-5-1978	"
6.	Finance:Cancelled Checks	14	11	1970-1971	6 cu.ft.	7-5-1978	"
7.	Finance:Check Vouchers	14	14	FY1970-FY1971	7 cu.ft.	7-5-1978	"
8.	Finance:Multi-Purpose Forms	14	15	FY1971	2 cu.ft.	7-5-1978	"
9.	Finance:Purchase Orders	14	15	FY1974	8 cu.ft.	7-5-1978	"
10.	Finance:Stores Requisitions	14	15	1973-1974	1 cu.ft.	7-5-1978	"
11.	Cashier/RK: Cash Receipts	15	3	FY1971	1 cu.ft.	7-5-1978	"
12.	Cashier/RK: Change of Schedule Forms	15	1	1974	2 cu.ft.	7-5-1978	"
13.	Cashier/RK:Detail Tapes	15	4	FY1971	1 cu.ft.	7-5-1978	"
14.	Cashier/RK: Financial Cards	15	2	1970-1971	2 cu.ft.	7-5-1978	"
15.	Cashier/TP: Cash Receipts	15	3	FY1971	1 cu.ft.	7-5-1978	"
16.	Cashier/TP: Change of Schedule Forms	15	1	1974	1 cu.ft.	7-5-1978	"
17.	Bookstore/RK:Financial Records	38	1	1973-1974	1 cu.ft.	7-5-1978	"
18.	Montgomery Lanes/RK:Fin. Records	40	1	FY1971	4 cu.ft.	7-5-1978	"
19.	Community Services:Fin. Records	11	8	FY1971	1 cu.ft.	7-5-1978	"
20.	Community Services:Special Billings	11	8	FY1972-FY1974	2 cu.ft.	7-5-1978	"
21.	Personnel:Stud.Insurance Cards	18	6	1975	1 cu.ft.	7-5-1978	"
22.	Stud.Serv./RK:Change of Sched.Forms	36	6	1974-1975	2 cu.ft.	7-5-1978	"
23.	Stud.Serv. RK:Stud.Class Lists	36	5	1975	1 cu.ft.	7-5-1978	"

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


Signature

Director of Management Services

Title

July 24, 1979

Date

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

Two of Three

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

Montgomery Community College

Reporting Agency

College Archives 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.				
24.	Cashier/RK:Fin.Assistance Invoices	15	8	1973-1974	4 cu.ft.	10-4-1978	Landfill
25.	Cashier/TP:Financial Cards	15	2	1971	1 cu.ft.	10-4-1978	"
26.	Finance:Cash Receipts	14	12	1971	1 cu.ft.	10-4-1978	"
27.	President:Office Files	2	1	c.1966	1 cu.ft.	9-20-1978	Shredded
28.	Finance:Check Vouchers	14	14	1971	5 cu.ft.	10-4-1978	Landfill
29.	Community Services:Program Files	11	5	1969-1971	2 cu.ft.	10-4-1978	"
30.	Board of Trustees:Topical Files	1	2	1974	0.1 cu.ft.	10-9-1978	Shredded
31.	Stud.Services/TP:Change of Schedule Forms	28	12	1973,1974,1975	1 cu.ft.	10-4-1978	Landfill
32.	Stud.Services/TP:Regis.Source Docs.	28	10	1973,1974,1975	1 cu.ft.	10-4-1978	Landfill
33.	Board of Trustees:Topical Files	1	2	1971-1976	0.1 cu.ft.	11-3-1978	Shredded
34.	Matriculation Fee Receipts	15	10	1946-1967	8 cu.ft.	11-30-1978	Landfill
35.	Dean of Faculty:Office Files	3	1	c.1968-1974	2 cu.ft.	10-9-1978	Shredded
36.	Institutional Research:Office Files	4	1	1972-1974	3 cu.ft.	1-10-1979	"
37.	Personnel:Student Insurance Cards	18	6	1975	1 cu.ft.	1-11-1979	Landfill
38.	Finance: Cash Receipts	14	12	1970-1971	1 cu.ft.	1-11-1979	"
39.	Finance: Cancelled Checks	14	11	1967-1971	1 cu.ft.	1-11-1979	"
40.	Finance: Check Vouchers	14	14	1971	7 cu.ft.	1-11-1979	"
41.	Community Services:Program Files	11	5	1969-1971	2 cu.ft.	1-11-1979	"
42.	Community Services:Prog.Files (Enrollment Forms)	11	3	1971	1 cu.ft.	1-11-1979	"
43.	Security & Safety/RK:Vehicle & Traffic Information	33	4	1973,1974,1975	1 cu.ft.	1-11-79	"

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


Signature

Director of Management Services
Title

July 24, 1979
Date

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

Three of Three

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

Montgomery Community College
Reporting Agency

College Archives 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.				
44.	Cashier/RK:Cash Register Reports	15	7	1970-1971	1 cu.ft.	1-11-1979	Landfill
45.	Cashier/RK:Change of Schedule Forms	15	1	1974	2 cu.ft.	1-11-1979	"
46.	Cashier/RK:Financial Cards	15	2	1971	1 cu.ft.	1-11-1979	"
47.	Cashier/TP:Change of Schedule Forms	15	1	1974	1 cu.ft.	1-11-1979	"
48.	Cashier/TP:Financial Cards	15	2	1971	1 cu.ft.	1-11-1979	"
49.	Stud.Serv./TP:Change of Sched.Forms	28	12	1975	1 cu.ft.	1-11-1979	"
50.	Stud.Serv./RK:Change of Sched.Forms	36	6	1975	3 cu.ft.	1-11-1979	"
51.	Stud.Serv./RK:Registration Source Documents	36	7	1975	2 cu.ft.	1-11-1979	"
52.	Finance: Cancelled Checks	14	11	1971-1972	6 cu.ft.	4-4-1979	"
53.	Finance: Cash Receipts	14	12	1971-1972	1 cu.ft.	4-4-1979	"
54.	Finance: Check Vouchers	14	14	1971-1972	5 cu.ft.	4-4-1979	"
55.	Community Services: Program Files	11	3	1972	1 cu.ft.	4-4-1979	"
56.	Campus Dean/TP: Campus Assembly Records	31	3	1967-74	1.5 cu.ft.	6-28-1979	Shredded

125

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


Signature

Director of Management Services

July 24, 1979

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Workmen's Compensation Commission

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	Claim folders	427	1	A488934 thru A516835	659.88 cuft	7-1-78 to 7-1-79	garbage
2	Company folders	359	3,4, 5	1971-1976	64.44 cuft.	7-1-78 to 7-1-79	garbage
3	Index to claims(Alphabetical)	360	2	1950-1964	28.3 cuft.	7-1-78 to 7-1-79	garbage
4	Index to claims(Employer)	360	2	7/1973 thru 6/77	23.55 cuft.	7-1-78 to 7-1-79	garbage
5	Medical claims	369	1	M-10351 to M-11250	1.13 cuft.	7-1-78 to 7-1-79	garbage
6	Reports file	359	1	Fiscal 1977	40.9 cuft.	7-1-78 to 7-1-79	garbage

818.2

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

John H. Hewby
 Signature

Administrative Officer
 Title

July 19, 1979
 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

District 6

Montgomery County

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.				
	Acct. Supply Rm. Canc. Checks	655	3	1967-1968	2		
	Acct. Supply Rm. Canc. Checks	655	3	1968-1971	1		
	Acct. Supply Rm. Canc. Checks	655	3	1966-1969	1		
	Acct. Supply Rm. Canc. Checks	655	3	1969-1971	3		
	Civil Cashier Transmittal	655	6	1973-1974	3		
	Acct. Receipts misc.	655	6	1969-1971	3		
	Acct. Receipts misc.	655	6	1961-1964	1		
	Purchasing Dept. Canc. Checks	655	3	1967-1969	1		
	Void FTA warrants	655	1	1974	1		
	Commissioner Reports	655	1	1972-1974	5		
	J Traffic Tickets	655	28	1967-1971	49		
	E,V,N & T Tickets, Traffic	655	28	1967-1971	3		
	H Tickets, Traffic	655	28	1969-1971	3		
	Regular # Tickets	655	28	1973-1974	50		
	Regular # Tickets	655	28	1971-1972	29		
	U. Griggith Files	655	28	1968-1971	4		
					159		

Destruction Approved by Hall of Records Commission

7/27/79
Date

Edward E. Brown
State Archivist

Destruction Certification

Paul J. [Signature] Chief Judge 7/6/79
Signature of Court Official Title 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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court 6 Montgomery County
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.				
	County Ordinance Parking Tickets	655	28	001-70 to 206000 74	25		
	Reports of Cases Tried	655	1	1966-1972	11		
	Miscellaneous Check Stubs	655	6	1963-1971	4		
	Accounting Receipts misc.	655	6	1969-1971	2		
	Acct. Ledgers	655	2	1963-1971	10		
	Cott Index Carbons crim/civ.	655	15	1971-1974	8		
	Acct. Ledger Books	655	2	1963-1970	22		
	Transmittal of Collateral acct.	655	6	1969-1971	7		
	Civil Rosters	655	15	1968-1969	3		
	Juvenile Acct. Files	655	2	1970	1		
	Juvenile Cancelled Checks	655	2	1969-1970	1		
	Acct. Supply Room Checks & Receipts	655	3	1960-1966	2		
					96		

Destruction Approved by Hall of Records Commission

7/27/78
Date

Shirley A. ...
State Archivist

Destruction Certification

Robert ...
Signature of Court Official *Chief Judge* Title 7/6/79 Date

INSTRUCTIONS FOR PREPARATION

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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

August 1979

1,223

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

Records Mangement 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.				
35.	Finance-Acct. - "G" General Ledger File	C497	29	1972-77	4	8/1/79	Shredded/ Landfill
36.	Finance-Acct. - "P" Paragraph Heading File	C-497	30	1971-77	6	"	"
37.	Finance-Acct. - "T" Title File	C-497	31	1973-77	4	"	"
					14		

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


 Signature

Records Management Assistant
 Title

8/8/79
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

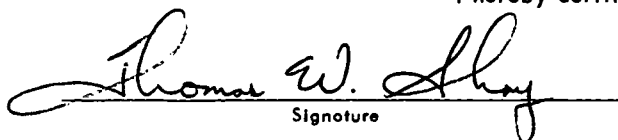
Division or Bureau

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.				
25.	Central Services-Purchase Orders	C-325	1	1974	37	8/1/79	Shredded/ Landfill
26.	Central Services-Sub-Order Releases	C-325	3	1973	8	"	"
27.	Central Garage-Gasoline Charge Tks.	C-282	1	Jan. 1978-Oct. 1978	12	"	"
28.	Finance-Acct. - Expenditure Report Level I	C-497	16	1974-75	1	"	"
29.	Finance-Acct. - Expenditure Report Level 0	C-497	19	"	1	"	"
30.	Finance-Acct. - Financial Close-out Controls	C-497	22	1972-76	9	"	"
31.	Finance-Acct. - Budget Report Extract Controls	C-497	23	1972-73	1	"	"
32.	Finance-Acct. - "B" Budget File	C-497	26	1971-76	5	"	"
33.	Finance-Acct. - "E" Encumbrance File	C-497	27	"	5	"	"
34.	Finance-Acct. -"F" Financial Activity	C-497	28	"	9	"	"
					<u>88</u>		

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


 Signature

Records Management Assistant
 Title

8/8/79
 Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 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.				
17.	Finance-Revenue Real Property Tax A/R Distribution Ledger	C-465	4	July 1975-June 1976	13	8/1/79	Shredded/ Landfill
18.	Finance-Revenue Real Property Tax File Maintenance Journal	C-465	5	"	12	"	"
19.	Finance-Revenue Real Property Tax Roll Control Journal	C-465	6	"	12	"	"
20.	Finance-Revenue Central Billing Journals	C-496	1,2 & 5	Oct. 1972-June 1974	2	"	"
21.	Finance Revenue Inactive Tax Credit White Cards	non-record		1973-76	3	"	"
22.	Finance-Retirement Return of Contribution Files	C-293	1	1972-73	8	"	"
23.	Finance-Retirement Annuity Savings Cards	C-391	1	1972	2	"	"
24.	Finance-Retirement Death Benefits	C-293	2	1972	1	"	"
					<u>53</u>		

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


 Signature

Records Management Assistant
 Title

8/8/79
 Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 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.				
9.	Finance-Revenue - Settlement Sheets Tapes, Reports, Refund Checks and Misc. Records	C-287	18	1971 thru 1976	10	8/1/79	Shredded/ Landfill
10.	Finance-Revenue - Parking Violation Payment Copies	C-450	2	Jan. thru Jul. 1976	5	"	"
11.	Finance-Revenue Parking Violations Original Notice	C-450	1	Jan. thru Jul. 1976	2	"	"
12.	Finance-Cost and Computatuon	C-388	1	Nov. 1975-June 1976	2	"	"
13.	Finance-Revenue Recreation and Parks Golf Course Tickets and Reconciliations	C-326	1 & 2	Nov. 1975-July 1976	10	"	"
14.	Finance-Revenue Landfill Tickets, Tapes and Reconciliations	C-424	2	Jan. - July 1976	12	"	"
15.	Finance-Working Capital Funds IBM	C-382	1	Dec. 1975-Apr. 1976	3	"	"
16.	Finance-Revenue Real Property Tax Cash Journal	C-465	1	July 1973-June 1974	5	"	"
					50		

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


 Signature

Records Management Assistant
 Title

8/8/79
 Date

DEPARTMENT OF GENERAL SERVICES

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

PS ✓

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

Division or Bureau

Total 225.0

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 - S'3 Assessment Changes	C-287	4	July-Aug. 1975	1	8/1/79	Shredded/ Landfill
2.	Finance-Revenue - Closed Tax Installment cards	C-287	5	July 1974-June 1976	1	"	"
3.	Finance-Revenue - Cashiers Proof and Validating tapes	C-287	8	July 1975-July 1976	4	"	"
4.	Finance-Revenue -Lien Certificates 44,501-50,900	C-287	9	Jan, - July 1976	4	"	"
5.	Finance-Revenue - Transfer Tax Invoices #174423 - 180656	C-287	12	Dec. 1975-June 1976	1	"	"
6.	Finance-Revenue -Cash Slips	C-287	13	July 1975-June 1976	4	"	"
7.	Finance-Revenue - Deposit Slip	C-287	14	"	2	"	"
8.	Finance-Revenue - Construction Loan Status Reports, Edits and Journals and Activity Reports	C- 287	15	May 1974-June 1976	3	"	"
					<u>20</u>		

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

Thomas W. Shay
 Signature

Records Management Assistant
 Title

8/8/79
 Date

CB

TREASURER OF SOMERSET COUNTY
Princess Anne, Md.

CARLOS BOZMAN
TREASURER

TELEPHONE 23

August 28, 1979

Department of General Services
Hall of Records Commission
Records Management Division
Treasury Building, Room 302
Annapolis, Maryland 21401

Gentlemen:

Enclosed please find a Certificate of Records Disposal form which we completed today. We are disposing of eight years of Office File Copies for Paid Tax Bills (1961 - 1969). This procedure was explained to us by Miss Pat Vanorny earlier this year, to whom we are most grateful.

If you have any questions concerning the enclosed form, please call us at 651-0440.

Sincerely yours,



Carlos Bozman
Treasurer of Somerset County

JCB/wdl

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Treasurer of Somerset County

Lock Box 309 Reporting Agency

Princess Anne, Maryland 21853

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.	Office File Copies of Paid Tax Bills	C-120	1	1961 - 1969	13 cu. ft.	08/28/79	Landfill

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


 Signature

County Treasurer
 Title

08/28/79
 Date

PH

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

Dept. of Health & Mental Hygiene - Juv. Serv. Admin.

Reporting Agency

Court & Community Services Div. - Region II

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 Record Files where last entry was 5 yrs. ago or longer. Files include fam. data, psych., psychi, reps., school records, and corresp., etc.	-	-	All case records prior to 1974	Approx. 5 1/2 letter size file drawers 9 cu. ft.		Taken to Montrose for burning

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

Luke V. Howard
 Signature

Regional Supervisor
 JSA Title Region II

8/21/79
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

State Motor Vehicle Administration

Reporting Agency

Field Services - Rockville 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	Address Request-Lien Holder	744	1	7/13/70-6/30/77	130 cu ft	8-20-79	Landfill
✓ 2	Lien Letter Request	744	1	7/13/70-6/30/77	150 cu ft	8-20-79	Landfill
✓ 3	Tag Return	744	1	7/13/70-6/30/77	150 cu ft	8-20-79	Landfill
✓ 4	Title Mail Return Sheet	744	1	7/13/70-6/30/77	150 cu ft	8-20-79	Landfill
✓ 5	App for 30 Day Reg Permit	744	1	7/13/70-6/30/77	10 cu ft	8-20-79	Landfill
✓ 6	Cash Receipt	744	2	7/13/70-6/30/74	20 cu ft	8-20-79	Landfill
✓ 7	Cashier Daily Statement	744	1	7/13/70-6/30/74	1780 cu ft	8-20-79	Landfill
✓ 8	Daily Statement of Tag	744	1	7/13/70-6/30/74	180 cu ft	8-20-79	Landfill
✓ 9	Cashier Reconciliation	744	1	7/13/70-6/30/74	180 cu ft	8-20-79	Landfill
✓ 10	Regional Office Request Form	744	1	6/27/74-6/30/77	10 cu ft	8-20-79	Landfill
✓ 11	Tag Sticker Report	744	1	7/13/70-6/30/74	1880 cu ft	8-20-79	Landfill
✓ 12	Deposit Slip	744	1	7/13/70-6/30/74	150 cu ft	8-20-79	Landfill
✓ 13	Stock Requisition Form	744	1	7/13/70-6/30/77	1830 cu ft	8-20-79	Landfill
✓ 14	App for Certified Copy	744	1	7/13/70-6/30/77	150 cu ft	8-20-79	Landfill
✓ 15	Accountability of Certified Copies	744	1	7/13/70-6/30/77	125 cu ft	8-20-79	Landfill

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

Paula J. Johnston
 Signature

Branch Manager
 Title

8-20-79
 Date

1979 AUG 18
 19
 1979 AUG 21
 AM 9:52

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

State Motor Vehicle Administration

Reporting Agency

Field Services - Rockville 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.				
✓16	Transmittal Sheets	744	2	7/13/70-6/30/75	80 cu ft	8-20-79	Landfill
✓17	Transmittal Sheets - 7 day	744	2	7/13/70-6/30/75	50 cu. ft	8-20-79	Landfill
✓18	Salvage Cert Transmittal	744	1	1/02/76-6/30/77	10 cu ft	8-20-79	Landfill
✓19	7 day Temp Registration	744	1	9/74 -6/30/77	30 cu ft	8-20-79	Landfill
✓20	Metal License Plate to be Destroyed	744	1	7/13/70-6/30/77	50 cu ft	8-20-79	Landfill
					931 cu. ft.		

1979 AUG 21 AM 9:55

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

Paul A. Jamison
 Signature

Branch Manager

8-20-79

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

State Motor Vehicle Administration

Reporting Agency

Field Services - Rockville 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	Certificate of Deposit & Bank Deposit Slips	744	3A	7/13/70-6/30/77	4 cu ft	8-20-79	Landfill
2	Memorandum of Adjustment	744	3A	7/13/70-6/30/77	2 cu ft	8-20-79	Landfill
3	Copies of paid bills & invoices	744	3E	7/13/70-6/30/77	2 cu ft	8-20-79	Landfill
4	Time Sheets (Copies)	744	3E	7/13/70-6/30/77	4 cu ft	8-20-79	Landfill
5	Correspondence Sent or Received, Statistical data, Reports, Memoranda, etc.	744	4	7/13/70-6/20/77	4 cu ft	8-20-79	Landfill
Total					16.0		

1979 AUG 21 AM 9:54

1979 AUG - 9 AM 10:03

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

Taula A. Armstrong
 Signature

Branch Manager
 Title

8-20-79

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

PP
✓

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 Commissioners

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	Special Subjects	C-422	3	7/1/72-7/1/73) 3 cu ft	10/14/79	Landfill
2	General Administration Correspondence	C-422	4	7/1/72-7/1/73)	10/14/79

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

Jack C. Ytter
 Signature

Administrative Director

Title

10/14/79

Date

DEPARTMENT OF GENERAL SERVICES

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



CERTIFICATE OF RECORDS DISPOSAL

Property Tax Assessment Appeals Board

Reporting Agency

Carroll 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.	Property Tax Appeal Folders	734	1	1973	2 1/2	8/14/79	Tore-disposed in trash.
2.	Hearing Agenda File		2	1973		8/14/79	
3.	Minutes		3	1973		8/14/79	
4.	Property Tax Appeal Folders		1	1974		8/14/79	
5.	Hearing Agenda File		2	1974		8/14/79	
6.	Minutes		3	1974		8/14/79	
7.	Payroll Voucher Files		4	1974		8/14/79	
8.	Property Tax Appeal Folders		1	1975		8/14/79	
9.	Hearing Agenda File		2	1975		8/14/79	
10.	Minutes		3	1975		8/14/79	
11.	Payroll Voucher Files		4	1975		8/14/79	

848-4500

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

Lois Reeves

Signature

Office Sec. I Steno.

Title

8-14-79

Date

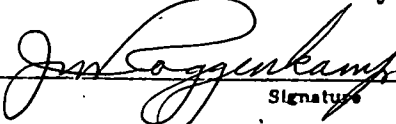
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Licensing & Regulation
Reporting Agency

Division of Investigative Services
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	Investigative Case Files 5-499 thru 5-606 10-008 thru 10-030 20-006 thru 20-012 21-119 thru 21-124 25-054 thru 25-138 30-007 thru 30-009 35-024 thru 35-026 40-023 thru 40-051 45-2221 thru 45-2349 45-2862 thru 45-3050	612-8	1	1974 thru July 15, 1976	10.5 cu.	shredded	8-14-79

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


Signature

Director
Administrative Services
Title

8-14-79
Date

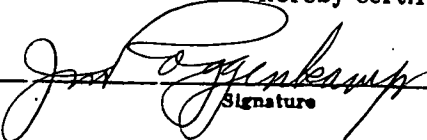
CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Licensing & Regulation
Reporting AgencyDivision of Investigative Services
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	Investigative Case Files continued: 50-063 thru 50-112 50-186 thru 50-211 55-019 thru 55-035 60-160 thru 60-161 60-242 thru 60-282 65-001 thru 65-025 66-003 thru 66-015 70-621 thru 70-700 70-1263 thru 70-1277 75-278 thru 75-392	612-8	1	1974 thru July 15, 1976	10.5 cu.	shredded	8-14-79

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


Signature

Director
Administrative Services
Title

8-14-79
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Licensing & Regulation
Reporting AgencyDivision of Investigative Services
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	Investigative Case Files continued: 80-014 thru 80-021 81-013 thru 81-014	612-8	1	1974 thru July 15, 1976	10.5 cu. <i>Total 31.5</i>	shredded	8-14-79

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



Signature

 Director
 Administrative Services
 Title

 8-14-79
 Date

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

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

Public School Construction Program
Reporting Agency

Education 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.				
1	Somerset Co. - Crisfield J/S - (C.D.)	713	505-1-D- 6-b	1/8/79		8/8/79	Trash can
2	Carroll Co. - Special Ed. (C.D.)	"	"	12/21/78		8/8/79	Trash can
3	Montgomery Co. - Darnestown Elem. (C.D.)	"	"	5/4/79		8/8/79	Trash can
4	Baltimore Co. - Rodgers Forge E. (C.D.)	"	"	10/11/78	Total 0.4 cu. ft.	8/8/79	Trash can
5	Baltimore Co. - Rodgers Forge E. (D.D.)	"	505-1-D- 6-C	9/9/75		8/8/79	Trash can
6	Montgomery Co. - Darnestown Elem. (D.D.)	"	"	12/1/78	Total 0.2 cu. ft.	8/8/79	Trash can

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

✓ *[Signature]*
Signature

Executive Director
Title

August 7, 1979
Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program (IAC)

Reporting Agency

Education 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.				
1	Balt. Co. - Rodgers Forge Elem. (Bid set drawings)	713	505-1-D -6-a	4-10-79 date stamp		7-8-79	Trash can
2	Balt. Co. - Oliver Beach Elem. (Bid set drawings)	"	"	2-26-79		"	" "
3	Balt. City - #211 Gardenville Elem. (Bid set drawings)	"	"	3-7-79		"	" "
4	Balt. City - #142 R. Coleman Elem. (Bid set drawings)	"	"	7-10-79		"	" "
5	Carroll Co. - Sp. Ed. (Bid set drawings)	"	"	3-23-79		"	" "
6	Montgomery Co. - Darnestown Elem. (Bid set drawings)	"	"	6-4-79		"	" "
7	Somerset Co. - Crisfield J/S Site (Bid set drawings)	"	"	3-19-79		"	" "
					<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div> Total 1.9 cu. ft.		

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


 Signature

Executive Director
 Title

August 3, 1979
 Date

Sept. 1979

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Morgan State University

Page 1 of 2

Reporting Agency

BOOKSTORE

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	Register Receipt Tapes	752	2	1973- 1977	6 cu.ft.	8-23-79	Landfill
2	Campus Charges, Authorizations, and summaries	752	12	1973-1976 #0024-17999	20 cu. ft.	8-23-79	Landfill
3	Paid Bills and Invoices Textbooks	752	3	1967-1976 (Supplies) 1967-1975	8 cu.ft. 8 cu. ft.	8-23-79 8-23-79	Landfill Landfill
4	Void Purchase Orders	752	4	1967-1976	6 cu. ft.	8-23-79	Landfill
5.	Void Request to Return Authorizations	752	5	1967-1976	6 cu, ft.	8-23-79	Landfill
6.	Bookstore Copy of Executed Purchase Orders	752	6	1967-1976	6 cu. ft.	8-23-79	Landfill
7.	Bookstore Copy of Executed Return Authorizations	752	7	1967-1976	4½ cu. ft.	8-23-79	Landfill
8.	Daily Sales Report	752	10	1969-1976	10 cu. ft.	8-23-79	Landfill
9.	Copy of Daily Deposit Slip attached to summaries	752	11	1969-1976	14 cu. ft.	8-23-79	Landfill

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

Ronald A. Amos
 Signature

Internal Auditor
 Title

8/23/79
 Date

Kellie Shubals
Bookstore dep. 8/23/79

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Morgan State University

Page 2 of 2

Reporting Agency

Bookstore

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.				
10.	NAC, VISA, Master Charge Receipts	752	14	1972-1976	3 cu. ft.	8-23-79	Landfill
11.	Copy of Contractual & Student Time Sheets	752	9	1970-1976	8 cu. ft.	8-23-79	Landfill
12.	General Correspondence	752	15	1970-1974	2 cu. ft.	8-23-79	Landfill
					93.5		

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

Ronald P. Caswell
 Signature

Internal Auditor
 Title

8/23/79
 Date

*Stellie J. ...
 Bookstore Mgr 8/23/79*

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

Handwritten initials/signature
 ✓

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Department of Education

Reporting Agency

Special Education

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	Special Services Information System New Entry Forms (S/E 167 01-04/76)	635	3	Sept. 1978-- June 1979	22 cu. ft.	Sept. 1979	Shred
2	Special Services Information System Verification/Change forms	635	3	Sept. 1978 - June 1979	10 cu. ft.	Sept. 1979	Shred
3	Special Services Information System Error Forms	635	3	Sept. 1978 - June 1979	1 cu. ft.	Sept. 1979	Shred
					<u>33</u>		

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

North
 Signature

Assistant Superintendent
 Title (Acting)

9/11/79
 Date

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

Baltimore Police Department


Reporting Agency

Laboratory 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.				
	Crime Laboratory Folders 1974 - 9G-22158 thru 4J-54325	259	1	8/74 thru 10/74	22.5 cu. ft 15 boxes	9/19/79	Burned

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



 Signature

Director - Laboratory Division

 Title

Sept. 19, 1979

 Date

DEPARTMENT OF GENERAL SERVICES

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

J.S.
 ✓

CERTIFICATE OF RECORDS DISPOSAL

Register of Wills

Reporting Agency

St. Mary's 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.	Administrative Office Records	662	3	1962 - 1966	2 cu. ft.	9/13/79	Landfill (Burning)
	"	"	2	1951 - 1975	2½ cu. ft.	"	
2.	Fiscal Records	"	2	1943 - 1975	2 cu. ft.	"	
		"	3	1972 - 1975	½ cu. ft.	"	
		"	4	1961 - 1971	½ cu. ft.	"	
		"	5	1944 - 1975	1½ cu. ft.	"	
		"	6	1943 - 1975	4 cu. ft.	"	
					13.0		

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

Deanna J. Dawson
 Signature

Register of Wills
 Title

9/21/79
 Date

Oct. 1979

88 cu. ft.

PR
✓

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 File	C-344	2	1969-1973	1/2 cu. ft.	10/1/79	Shredding
2	License Files - Withdrawn or Refused	C-344	6	1966-1969	1/4 cu. ft.	10/1/79	Shredding

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

Jerry J. Hegner

 Signature

[Signature]

 Title

10/4/79

 Date

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

State Highway Administration
 Reporting Agency

District 2 Office, Chestertown, 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	Contract Files on Construction Projects in District 2 (all right of way & utilities files retained) See attached list of contracts	177	1		26 cu. ft.	6-29-79 8-1-79 10-4-79 10-5-79	Landfill

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

 Signature

District Engineer

 Title

10-5-79

 Date

RECORD DISPOSAL

<u>CONTRACT NO.</u>	<u>F. A. P. NO.</u>	<u>DATE FINAL VOUCHER</u>	<u>DISPOSAL DATE</u>
CE-439-2-220/K-253-4-220	F-169-1(3)	4-16-73	10-4-79
CE-452-1-241	S-9048(3)	9-19-68	10-4-79
CE-460-224	L.S.F.-902-2(4)	11-10-69	6-29-79 & 10-4-79
CE-460-1-224	L.S.F.-902-2(2)	1-15-71	6-29-79 & 10-4-79
CE-470-1-226/CE-472-1-226	C.J.F.-OOB(9)	1-15-71	10-4-79
CE-452-4-271	S-9048(4)	11-10-69	6-29-79 & 10-4-79
K-273-3-241	S-9743(2)	9-19-71	10-4-79
K-297-1-226	C.J.F.-OOB(11)	1-15-71	6-29-79
K-298-1-226	C.J.F.-OOB(11)	1-15-71	6-29-79
Q-459-1-226	C.J.F.-OOB(11)	1-15-71	6-29-79
Q-460-2-226	C.J.F.-OOB(11)	1-15-71	6-29-79
Q-421-1-241	F-169-1(4)	9-23-69	10-4-79
Q-501-1-276	F-974-1(1)	3-3-75	10-5-79
Q-421-27-224	L.S.F.-169-1(8)	12-9-74	10-5-79
T-211-1-241	S-9560(2)	3-3-69	10-4-79
CO-373-1-271	S-9583(1)	2-5-74	10-4-79
CO-402-1-271	F-165-1-(2)	5-16-75	8-1-79

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

CERTIFICATE OF RECORDS DISPOSAL

Property Tax Assessment Appeals Board

Reporting Agency

Anne Arundel 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.	Property Tax Appeals Folders	734	1.	1965-1975	8 cu. ft.	10-9-79	Landfill
2.	Hearing Agenda File	734	2.	1965-1975	1 " "	"	"
3.	Minutes	734	3.	1965-1975	1 " "	"	"
4.	Payroll Voucher Files	734	4.	1965-1975	1 " "	"	"

11 ew. pd.

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

Janet M. Ashby
 Signature

Secretary
 Title

Oct. 9, 1979
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland Port Administration

Reporting Agency

Terminal Operations

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	Administrative Correspondence File. Alphabetical subject file containing correspondence, reports, memoranda and miscellaneous material which reflect the routine operations of the Director of Terminal Operations	707-21	1	1962 - 1975 Calendar Year	Approximately 8 cubic feet	10/24/79	Dumpster
2	Materials relating to tenants of terminal facilities filed alphabetically by subject. Contents include correspondence, copies of drawings, brochures, expense statements, memoranda, etc.	707-21	2	1962 - 1975 Calendar Year	Approximately 8 cubic feet	10/24/79	Dumpster

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

Signature

Title

10/25/79
 Date

PS

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

SOMERSET CO. DEPT. SOCIAL SERVICES

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.				
Case Records	P.A.; M.A.; F.S.; Service			9/78 - 6/79	6 c.ft.	10/79	Shredded

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

Dorothy M. Jones

Office Clerk II

10/29/79

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

State Highway Administration
Reporting Agency

District 2 Office, Chestertown, 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	Contract Files on Construction Projects in District 2 (All right of way & utilities files retained) See attached list of contracts	177	1	1970 - 5/76	27	10-10-79 10-11-79	Landfill

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


 Signature

Highway District Eng'g.
 Title

10-29-79
 Date

Record Disposal

<u>Contract No.</u>	<u>Date Final Voucher</u>	<u>Disposal Date</u>
T-294-000-278	6-10-75	10-10-79
T-293-000-271	5-28-75	"
T-296-000-277	5-19-75	"
Q-533-000-277	8-22-75	"
Q-520-214	8-20-75	"
Q-523-277	6-14-75	"
Q-534-277	1-12-76	"
Q-535-277	9-11-75	"
CO-431-277	2-1-73	"
CO-433-277	5-9-73	"
CO-434-276	5-18-73	"
T-277-277	6-8-73	"
CE-529-277	7-2-73	"
CE-536-277	8-7-73	"
CE-533-277	8-17-73	"
T-283-277	9-6-73	"
CE-530-277	9-11-73	"
CE-546-277	9-21-73	"
CO-437-277	9-27-73	"
CE-531-214	8-7-73	"
CE-396-9-271	3-74	"
CO-321-12-271/278	3-72	"
K-229-21-271	3-8-72	"
Q-482-8-271/CO-412-4-271	3-76	"
AW-245-000-278	5-76	"
K-313-271	3-74	"
K-343-277	9-73	"
CE-535-214/K-340-214	9-74	"
Q-513-276	12-73	"
T-285-270	1-74	"
CE-544-277	9-74	"
CE-545-277	9-74	"
T-271-1-271	1-74	"
K-345-276	9-74	"
Q-515-277	9-74	"
Q-514-277	7-74	"
Q-517-214	6-74	"
CO-438-277	7-74	10-11-79
CO-445-277	11-74	"
T-289-277	11-74	"
Q-508-5-276	11-74	"
Q-524-277	12-74	"
T-285-1-270	12-74	"
CO-446-214	1-75	"
AW-169-3-278	2-75	"
Q-495-1-271	11-74	"
Q-482-6-271	1-75	"
CE-520-1-275	4-75	"
T-280-1-275	8-74	"

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury
 Reporting Agency

Income Tax 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.				
	1975 Income Tax refund checks which have been voided and the funds transferred to the Abandoned Property Division	371 9/6/60	2	1-27-76 — 6-24-76	.4	10-30-79	shredding

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

Nancy Waffin
 Signature

Administrative Specialist
 Title

Oct 30, 1979
 Date

November 1979

DEPARTMENT OF GENERAL SERVICES

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

PD

CERTIFICATE OF RECORDS DISPOSAL

Great Oaks Center

Reporting Agency

Personnel 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	Sign-in/Sign-out Sheets (DHMH 566 and variations)	755	3	1/71 - 12/74	8	11/7/79	Trash Disposal of sealed containers

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

Thomas Diggins
 Signature

Personnel Services Specialist
 Title

11/7/79
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Register of Wills

Reporting Agency

St. Mary's 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.				
2	Fiscal Records	662	6	1950 - 1967	All records disposed of equals approx. 2.0 cu. ft. of records	11/14/79	Landfill (Burning)
		"	6	1826 - 1965		"	
		"	6	1932 - 1943		"	
3	Probate Records (Recorded in Permanent Dockets) Note: These were Rough Orphans' Court Proceedings which were later recorded in the permanent dockets. Also included is an old Will Index for wills left for safekeeping. All names in this index were later transferred to a new Index.)	"	25	1895 - 1930	"	"	
		"	34	1864 - 1949	"	"	

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


 Signature

Register of Wills
 Title

11/15/79
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program (IAC)

Reporting Agency

Education 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.				
1	Balt. City- Govans Elem. (Bid set drawings)	713	505-1-D -6-a	9/24/79 date stamp		11/15/79	Trash can
2	Balt. city-Alex.Hamilton#145 Elem.	"	"	9/25/79		"	"
3	Balt. Co.-Parkville Jr.	"	"	6/25/79		"	"
4	Calvert Co.-Huntingtown Elem.	"	"	?		"	"
5	Carroll Co.= Mt. Airy Mid.	"	"	7/30/79		"	"
6	Mont. Co.- Ritchie Park Elem.	"	"	7/10/79		"	"
7	Mont. Co.-Walt.Whitman Hi.	"	"	?		"	"
8	Mont. Co.- Damascus Elem.	"	"	6/25/79		"	"
9	St. Mary Co.-Fifth Dist.	"	"	7/20/79		"	"
All are Bid set of drawings					Total 2.5 cu. ft.		

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


 Signature

Executive Director
 Title

Nov. 14, 1979
 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

PUBLIC SCHOOL CONSTRUCTION PROGRAM (IAC)

Reporting Agency

GENERAL SERVICES

Division or Bureau

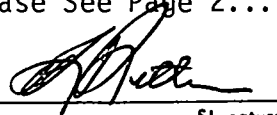
PREPARE IN DUPLICATE

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.				
	ALLEGANY CO.-Pennsylvania Ave.	713	505-1-D	1972-1977		11/19/79	Trash Can
	ANNE ARUNDEL CO.-Ft. Smallwood	"	-6-a	Date Stamps Vary		"	"
	ANNE ARUNDEL CO.-Glen Borney High	"	"	"		"	"
	BALTIMORE CITY-#49 N/E Middle	"	"	"		"	"
	BALTIMORE CITY-Patterson High #405	"	"	"		"	"
	BALTIMORE CITY-Patterson High #405	"	"	"		"	"
	BALTIMORE CITY-T.J.#84 Elementary	"	"	"		"	"
	BALTIMORE CITY-Trainable "C"	"	"	"		"	"
	BALTIMORE CO.-Chesapeake Sr.	"	"	"		"	"
	BALTIMORE CO.-Chesapeake Sr.	"	"	"		"	"
	BALTIMORE CO.-Harford Jr./Sr.	"	"	"		"	"
	BALTIMORE CO.-Inventory	"	"	"		"	"
	CALVERT CO.-Calvert High	"	"	"		"	"
	CAROLINE CO.-Riverview Mid.	"	"	"		"	"
	CECIL CO.-7th Dist. High	"	"	"		"	"
	CHARLES CO.-Maurice J. McDonough High	"	"	"		"	"
	FREDERICK CO.-Fred Vo-Tech	"	"	"		"	"
	FREDERICK CO.-New Market Mid.	"	"	"		"	"
	GARRETT CO.-Broadford Elementary	"	"	"		"	"
	GARRETT CO.-South Mid.	"	"	"		"	"
	HARFORD CO.-Jarrettsville Elem.	"	"	"		"	"
	ALL ARE CHANGE ORDERS OR RELATED CONTRACTS DRAWINGS	"	"	"		"	"

Please See Page 2....

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


 Signature

Executive Director
 Title

11/16/79
 Date

/jpp

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

PUBLIC SCHOOL CONSTRUCTION PROGRAM (IAC)

Reporting Agency

GENERAL SERVICES

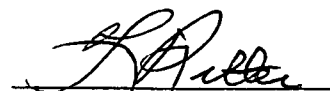
Division or Bureau

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.				
	Continuation.....						
	HOWARD CO.-Atholton High	713	505-1-D	1972-1977		11/19/79	Trash Can
	HOWARD CO.-Centennial High	"	-6-a	Date Stamps Vary		"	"
	HOWARD CO.-Centennial High	"	"	"		"	"
	MONTGOMERY CO.-Poolesville Jr./Sr.	"	"	"		"	"
	MONTGOMERY CO.-Poolesville Jr./Sr.	"	"	"		"	"
	MONTGOMERY CO.-Rock Creek For.Elem.	"	"	"		"	"
	MONTGOMERY CO.-Sherwood High	"	"	"		"	"
	MONTGOMERY CO.-Takoma Park Elem.	"	"	"		"	"
	PRINCE GEO'S CO.-Fairmont Ht.Sr.	"	"	"		"	"
	PRINCE GEO'S CO.-Langley Park/ McCormick Elementary	"	"	"		"	"
	PRINCE GEO'S CO.-Surrattsville Jr.	"	"	"		"	"
	SOMERSET CO.-Deal Island	"	"	"		"	"
	SOMERSET CO.-Princess Anne	"	"	"		"	"
	SOMERSET CO.-Woodson Mid.	"	"	"		"	"
	SOMERSET CO.-Washington High	"	"	"		"	"
	TALBOT CO.-St. Michaels Elem.Mid.	"	"	"		"	"
	WASHINGTON CO.-Smithsburg Mid.	"	"	"		"	"
	WASHINGTON CO.-Smithsburg Mid.	"	"	"		"	"
	WASHINGTON CO.-Special Ed.	"	"	"		"	"
	ALL ARE CHANGE ORDERS OR RELATED CONTRACTS DRAWINGS				TOTAL APPROX.	2.0 CU.FT.	

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


 Signature

Executive Director
 Title

11/16/1979
 Date

/jpp

DEPARTMENT OF GENERAL SERVICES

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

11/23/79
Mr Noonan
Baker

Page 1 of 2

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

Field Services, Chesapeake City Regional Office

Division or Bureau

Total
45 cu. ft.

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.	Tag Return - VR-122	744	1	02/72 - 07/77	2 cu. ft.	11/16/79	Landfill
2.	Cashier Daily Statement-VR-117	744	1	02/72 - 07/77	3 cu. ft.	11/16/79	Landfill
3.	Daily Statement of Tags-FS-106	744	1	02/72 - 07/77	2 cu. ft.	11/16/79	Landfill
4.	Cashier Reconciliation-FS-107	744	1	02/72 - 07/77	3 cu. ft.	11/16/79	Landfill
5.	Deposit Slip - FO-71 (66)	744	1	02/72 - 07/77	2 cu. ft.	11/16/79	Landfill
6.	Inventory Statement - DA-48	744	1	02/72 - 07/77	3 cu. ft.	11/16/79	Landfill
7.	Title Mail Return Sheet-VR-307	744	1	02/72 - 07/77	8 cu. ft.	11/16/79	Landfill
8.	Regional Office Request Form-FO-2	744	1	02/72 - 07/77	1/4 cu. ft.	11/16/79	Landfill
9.	Stock Requisition Form-DA-36	744	1	02/72 - 07/77	1/2 cu. ft.	11/16/79	Landfill
10.	App. for Certified Copy-DI-57	744	1	02/72 - 07/77	4 cu. ft.	11/16/79	Landfill
11.	Req. to View Driver Rec.-D158	744	1	02/72 - 07/77	4 cu. ft.	11/16/79	Landfill
12.	Transmittal Sheets - VR-205	744	2	02/72 - 07/75	7 cu. ft.	11/16/79	Landfill

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

[Signature]

Signature

Branch Manager

Title

Nov. 20, 1979

September 25, 1979

Date

DEPARTMENT OF GENERAL SERVICES

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

Page 2 of 2

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

PREPARE IN DUPLICATE

Field Services, Chesapeake City Regional Office

Division or Bureau

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.	Cashiers Reconciliation (FS 107)	744	1	02/72 to 12/77	.5	11/16/79	Landfill
2.	Deposit Slip (FO 71)	744	1	02/72 to 12/77	.5	11/16/79	Landfill
3.	DL 30) Daily Deposit Work and Voids	744	1	02/72 to 12/77	.5	11/16/79	Landfill
4.	(DL 34) County Examinations	744	1	02/72 to 12/77	.5	11/16/79	Landfill
5.	(DL 43) Application Fees Credited by Voucher	744	1	02/72 to 12/77	.5	11/16/79	Landfill
6.	(DL 77) Relative to Your Inquiry	744	1	02/72 to 12/77	1.0	11/16/79	Landfill
7.	(DL 103) Camera Operator Log Sheet	744	1	11/76 to 12/77	.5	11/16/79	Landfill
8.	(DL 32) Daily Examinations	753	4	02/72 to 12/75	.5	11/16/79	Landfill
9.	Record Book of Temp. Licenses Iss.	744	2	02/72 to 12/75	.5	11/16/79	Landfill
10.	Routine & Special Correspondence	753	8	02/72 to 12/75	1.0	11/16/79	Landfill

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

M. P. [Signature]

Branch Manager

Nov. 20, 1979
 September 25, 1979

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

PS-832

PS

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Circuit

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.	Receipt Books	C-42	3	1962 - 1971	18	<i>Nov 23, 1979</i>	<i>Landfill Frederick County</i>
2.	Daily Receipts	C-42	3	1949 - Feb. 1976	5		
3.	Duplicate Hunting & Fishing Lic.	C-42	2	1944 - 1975	10		
4.	Traders Licenses, Pinball, Music Box Applications, Alcoholic Bev.	C-42	2	1953 - 1975	14		
5.	Marriage Returns	655	Sect VIII 4	1912 - 1973	Approx. 12		
6.	Instruments Received for Record Deeds, Mortgages, etc. (Books) Releases & Assignments	C-42	6	1956 - 1961 1947 - 1970	12 8		
7.	Check Stubs	C-367	1 (6)	1956 - 1961	2		
					<i>81 cu ft.</i>		

Disposal Approved by Hall of Records Commission

6/17/79
Date

Edwarda Goyen
Archivist

Disposal Certification

Charles C. Keller
Signature

Clerk
Title

11/23/79
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

CERTIFICATE OF RECORDS DISPOSAL

PAGE 1

Maryland State Police

Reporting Agency

Barrack "L", Forestville

Division or Bureau

*Approx. 12 cu. ft.
per R. McHenry*

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.	Daily Barrack Logs	647	Adm. 9	1976	1 cu feet	8-11-79	Shredding
2.	Daily Radio Logs	"	Adm. 10	1976	1 cu feet	"	"
3.	General Agency Correspondence	"	Adm. 14	1972, 1973, 1974, 1975 & 1976	1 cu feet	"	"
4.	Trooper Activity & Leave Reports	"	Per. 1	1977	1 cu feet	"	"
5.	Activity - Duty Hours and Leave Summaries	"	Per. 1.1	1977	1 Folder	"	"
6.	Civilian Work and Leave Reports	"	Per. 2	1977	1 Folder	"	"
7.	Working Fund	"	Fis. I	1977	1 Folder	"	"
8.	K-9 Working Fund	"	Fis. I	1977	1 Folder	"	"
9.	Warrants - Closed	"	Ops. 3-1	1977	3 Folders	"	"
10.	Criminal and/or other Summons	"	Ops. 15-1	1977	1 Folder	"	"

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

P. H. Gates
 P. H. Gates
 Signature

Office Supervisor I
 Title

October 1, 1979
 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

PAGE 2

Maryland State Police

Reporting Agency

Barrack "L", Forestville

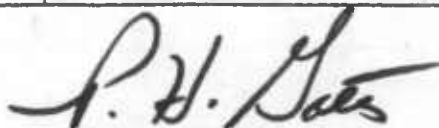
Division or Bureau

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.				
11.	Complaint Control Cards	647	Ops. 22	Aug. 1977, Aug. 1978	1 cu feet	9-24-79	Shredding
12.	Missing Person Reports - Closed	"	Ops 25-1	1975, 1976, 1977	1 cu feet	8-11-79	"
13.	Vehicle Reports - Closed	"	Ops. 26-1	1975, 1976, 1977	4 Books	"	"
14.	Accident Reports	"	Ops. 35	1975	1 cu feet	"	"
15.	Driving While Intoxicated Cases CLOSED	"	Ops 41-1	1974, 1975	1 cu feet	"	"
16.	Property Held Records - Closed	"	Ops 56-1	Aug. 1977, Aug. 1978	Approx. 150 Sheets	"	"
17.	Abandoned Motor Vehicles - Closed	"	Ops 57-1	1975	3 cu feet	"	"
18.	Gas and Oil Usage Reports	"	Sup. 1	1977	1 Folder	"	"
19.	Motor Vehicle Operation Reports	"	Sup 3-1	1977	4 Folders	"	"

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



P. H. Gates

Signature

Office Supervisor I

Title

October 1, 1979

Date

December 1979

RECORDS MANAGEMENT DIVISION

Date -

TO -

FROM -

DISPOSALS

December 1979

DOE (Baltimore, Cecil &
St Mary's County Public
Schools)

668 cubic feet.

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

Jerry L. Kumbel 8-24-79
 DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

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>
1.1.B.			Milk Slips - Sept, 1972-June 1974	9,000	Sept. 1972-June 1974	7/31/79	BN
1.1.B.			Food & Supply Inventories	500	1973	"	BN
1.1.B.		S.L. 12	Ticket Sales	250	1973	"	BN
1.1.B.			Government Commodities	1,000	1969-1974	"	BN
1.1.B.			County Account	1,700	1972-1974	"	BN
1.1.B.			Food Bids	150	1972-1973	"	BN
1.1.B.		S.L. 3	Invoices and Check Vouchers	500	Sept. 1972-June 1974	"	BN
1.1.B.		S.L. 2	Cafeteria Daily Operating	9,000	Sept. 1972-June 1974	"	BN
1.1.B.		S.L. 1	Cashier's Daily Report	9,000	Sept. 1972-June 1974	"	BN
1.1.B.		S.L. 3	Invoices and Check Vouchers	900	1971-1973	"	BN
1.1.B.			Free and Reduced Lunch Applications	750	1978-1979	"	SH
1.1.B.			Payroll Reports	1,000	Sept. 1972-June 1974	"	SH
1.1.B.			Bank Statements and Claims	27,900	1970-1974	"	SH
1.1.B.			Bank Deposit Slips	27,000	Sept. 1969-June 1974	"	SH

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

26 cubic foot
 cubic footage

Wesley Staughter
 Signature

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

DIRECTOR OF BUSINESS AFFAIRS

7/31/79

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

Greg L. Kumbal 8-24-79
 DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

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>
1.1.B			Letters of Assignment	100	1970	8/1/79	bn
1.1.B			Tentative Personnel Plans	100	1971-72	"	"
1.1.B			Letters of Assignment	100	1971-72	"	"
1.1.B			Tentative Personnel Plans	100	1972-73	"	"
1.1.B			Letters of Assignment	100	1972-73	"	"
1.1.B			End of Year Report	25	1972-73	"	"
1.1.B			Health Reports	25	1972-73	"	"
1.1.B			Financial Reports	250	1972-73	"	"
1.1.B			Commodity Cards	3000	1968-June 1971	"	"

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

17 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 *[Handwritten Signature]*
 Signature 8/6/79

DIRECTOR OF BUSINESS AFFAIRS

Date

Page 1 of 1

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

PINEY POINT ELEMENTARY 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
LEA	B 1		Receipts	5 bks	9/27/65 - 11/11/71	8/6/79	BN
"	2		Test Scores	25	11/60 - 11/71	8/3/79	BN
"	3		Test Scores, Individuals	220	9/63 - 11/71	"	"
"	4		Test Norms	42	10/60 - 11/71	"	"
"	5		Title I - Pupils List	75	1966 - 1971	"	"
"	6		Title I - Evaluation Project 33-69 - 41-69	1	8/28/69	"	"
"	7		Monthly Expense Account - Principal	5	10/9/68 - 4/14/72	8/8/79	"
"	8		Student Accident Insurance	9	10/7/65 - 1-12/73	"	"
"	9		Cumulative Records, Request for/from	350	9/67 - 6/75	"	"
"	10		Fire Drill Reports	70	9/76 - 6/73	"	"
"	11	7156	Pupil Personnel Services, referral for	56	12/68 - 6/73	"	"
"	12	P.S. 502	Principal's Monthly Speech Report	39	9/17/68 - 4/13/73	"	"
"	13		Pupils being transferred because of New School Boundaries	28	3/22/67	"	"
"	14		Principal meetings - agenda for	53	11/23/71 - 5/22/74	"	"
"	15		School Allotment Reports	96	7/66 - 6/74	"	"
"	16		NDEA Title III Project Application	22	1/66 - 6/30/72	8/7/79	"
"	17		Timesheets - Custodial	300	10/66 - 6/73	"	"
"	18		Office Bulletins - from Board of Education	376	7/64 - 6/74	"	"

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


Robert T. Abell

Signature

Principal

Title

August 13, 1979

Date

3

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 3

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

PINEY POINT ELEMENTARY 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
1.1.B	19		Application for Free Lunch	235	9/69 - 6/73	8/7/79	BN
"	20		School Lunch Program Application (Type A)	14	9/12/60 - 6/73	"	"
"	21		Special Milk Program Applications	14	9/12/60 - 6/73	"	"
"	22		Food Service Income and Expense Statements	7	9/72 - 3/19/73	"	"
"	23		Administrative Review - Direct Distribution Program	1	4/24/69	"	"
"	24		Administrative Review - National School Lunch Program	2	11/28/61 & 3/29/68	"	"
"	25		National School Lunch Program Application Type A	1	1/31/62	"	"
"	26		Supplement to School Lunch Program Application	1	12/11/69	"	"
LEA	27		Report of School Accidents	31	9/67 - 6/73	"	"
1.1.D	28		Pupil Enrollment Reports	110	9/30/64 - 6/72	"	"
1.1.A	29		Correspondence with addition to school	125	8/22/68 - 8/17/71	"	"
LEA	30		Report of damages to school buildings & grounds	15	3/15/65 - 3/15/73	"	"
"	31		Custodial Supply Order Form	4	1/15/69 - 4/15/70	"	"
"	32		Title I ESEA P.L. 89-10, project 11, 33, 44, 27, 35	6	1967, 68, 69, 70	"	"
1.7.E	33		NDEA, Title III Workshops	16	8/16/68 - 5/17/73	"	"

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


Robert T. Abell

Signature

Principal

Title

August 13, 1979

Date

3

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 2 of 3

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

PINEY POINT ELEMENTARY 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
1.1.E	34		Title I Principal Meetings	15	10/7/70 - 5/24/73	8/9/79	BN
"	35		Title I School Allocation & Budget	18	9/68 - 12/70	"	"
LEA	36		Vendor's Invoices and Check Vouchers	10	1/27/71 - 10/31/72	"	"
"	37		Service Orders (Work Done by Shops)	125	1/10/66 - 12/3/73	"	"
"	38		Equipment and Supplies Inventories	2	1970 - 1975	"	"
"	39		Immunization	35	9/70 - 1973	"	"
"	40		Vision Testing	137	10/68 - 10/73	"	"
"	41		Hearing Screening	35	10/73	"	"
"	42		Timesheets, Staff	500	7/65 - 6/30/74	"	"
"	43		Purchase Orders	642	7/65 - 6/74	8/13/79	"
"	44		Bills or Vouchers Paid	424	7/65 - 6/74	"	"
1.3.A	45	CR-2	Personal Data Record	97	students 21 - 1979	"	"
"	46	CR-3	Test Records	82	" " "	"	"
"	47	CR-6	Handicapped Child Record	12	" " "	"	"
"	48	CR-7	Vision-Hearing Screening Record	33	" " "	"	"
"	49	CR-8	Pupil's Medical Record Form Private Physician	17	" " "	"	"
"	50	CR-9	Pupil's Health Progress Record	19	" " "	"	"

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


Robert T. Abell

Principal

Title

August 13, 1979

Date

3

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 3 of 3

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

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Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

LEXINGTON PARK ELEMENTARY 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
			Free Lunch	70	75-76	8-10-79	BN
			Reduced Lunch	52	75-76	8-10-79	BN
			Denied Forms	2	75-76	8-10-79	BN
			Free Lunch	45	74-75	8-10-79	BN
			Reduced Lunch	28	74-75	8-10-79	BN
			Denied Forms	3	74-75	8-10-79	BN
			Free	58	73-74	8-10-79	n BN
			Reduced	13	73-74	8-10-79	BN
			Denied	8	73-74	8-10-79	BN
			Free	65	72-73	8-10-79	BN
			Denied	8	72-73	8-10-79	BN
			Free/Reduced	50	71-72	8-10-79	BN
			Not appround	10	71-72	8-10-79	BN
			Free	54	70-71	8-10-79	BN
			Reduced	12	70-71	8-10-79	BN
			Denied	16	70-71	8-10-79	BN

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

Principal

August 10, 1979

(1)

Alexander A. Sagan
Signature

Title

Date

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 1

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

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Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Administration and Finance, Food Service
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
1.1B	7	MSDE A&F Form 014-04	School Breakfast Program Application	1	9/2/75 - 6/11/76	7/11/79	BN
1.1B	8	Form #7	Schedule A of School Breakfast Program	1	9/2/75 - 6/11/76	7/11/79	BN
1.1B	9	MSDE A&F 014-25	Special Milk Program Application	1	9/2/75 - 6/11/76	7/11/79	BN
1.1B	10	MSDE A&F 014T	Schedule A of Special Milk Program	4	9/2/75 - 6/11/76	7/11/79	BN
1.1B	11	MSDE A&F Form 014-10	School Lunch Program Application	1	9/2/75 - 6/11/76	7/11/79	BN
1.1B	12		Schedule A of School Lunch Program	4	9/2/75 - 6/11/76	7/11/79	BN
1.1B	13		Administrative Review Report Food Service Program	7	9/2/75 - 6/11/76	7/11/79	BN
1.1B	14	MSDE A&F 01412 9/75	Claim for Reimbursement - School Lunch Program and Special Milk Program	10	9/2/75 - 6/11/76	7/11/79	BN
1.1B	15	MSDE A&F 04105 9/74	Claim for Reimbursement - School Breakfast Program	10	9/2/75 - 6/11/76	7/11/79	BN

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

Delores G. Rose
Signature

Coordinator of Food Services
Title

7/11/79
Date

1
cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 1

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

Hollywood Elementary 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.	25-27,29-32	CR-2,3,4, 6,7,8,9,	Personal Data, Test, Teacher Observation, Handicapped Child, Vision-Hearing Screening, Pupil's Medical and Pupil's Health Progress Records.	209	9/1955 to 6/1965 with date of birth ranging from 1946 to 1958	08/07/79	SH
1.3.A.	41	---	Attendance Roll Books(Teachers' Registers)	55	1945 to 1965	08/07/79	SH

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

S.M. Fieldman
Signature

Principal

Title

August 6, 1979

Date

Approx. 4

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page ____ of ____

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

St. Mary's 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:

Levington 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
	411 & 412		Old checks & receipt books.		1970-71- 71-72 72-73 73-74	7/11/79	BN

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

Florence S. Henry
Signature

Principal
Title

7-11-79
Date

1
cubic footage

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

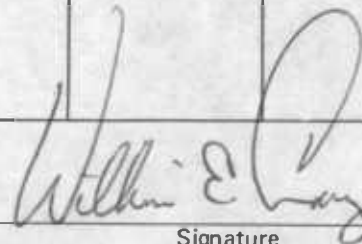
Reporting LEA

Bethune Elementary 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
			<u>CUM FOLDERS</u>				
			Elrod, Cynthia Lynn	1	64 - 79	7-79	Burn
			Hewitt, John Stanley	1	64 - 79	7-79	Burn
			Mason, Ann Alfredia	1	64 - 79	7-79	Burn
			DeLoatch, Michael Lynn	1	65 - 79	7-79	Burn
			Gibson, William Joseph	1	64 - 79	7-79	Burn
			Thompson, Margaret Jeanette	1	65 - 79	7-79	Burn
			DeLoatch, Linwood Mark	1	66 - 79	7-79	Burn
			Payne, Herbert Lester, Jr.	1	66 - 79	7-79	Burn
			Mason, Mildred Anita	1	66 - 79	7-79	Burn
			Elrod, Sharon Marie	1	66 - 79	7-79	Burn

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



Signature

Principal

Title

July 16, 1979

Date

/ cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 1

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

Lexington Park Elementary 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
			Pupil Attendance Report (School-Copy).	16	<u>1972</u> Jan, Feb, March April, May, June, Sept, Oct, Nov, Dec.	7-26-79	BN
			Pupil Attendance Report	16	<u>1973</u> Jan, Feb, March April, May, June Sept, Oct, Nov, Dec.	7-26-79	BN
			Pupil Attendance Report	16	<u>1974</u> Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June.	7-26-79	BN
			Pupil Attendance Report	16	<u>1975</u> Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June.	7-26-79	BN

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

Selene A. Sagan
Signature

Principal
Title

8-3-79
Date

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 2 of 4

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

St. Mary's 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:

Lexington 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
			Pupil Attendance Report	16	1976 Jan, Feb, March April, May, June.	7-26-79	BN

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

Selene C. Hogan
Signature

Principal

Title

8-3-79

Date

cubic footage

Division of Research, Evaluation, & Information System's Copy

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

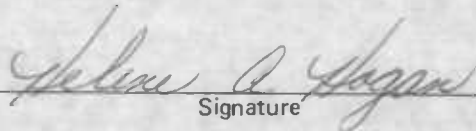
Reporting LEA

LexingtonPark Elementary 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	8	RE1S 075-11	Summary of Enrollment, Attendance & Promotions	1	72-73	7-26-79	BN
1.3.A	8	RE1S 075-11	Summary of Enrollment, Attendance & Promotions	1	73-74	7-26-79	BN
			Annual Report	1	74-75	7-26-79	BN
			Annual Report	1	75-76	7-26-79	BN
			Excessive absence Report 20 Days	1	6-74	7-26-79	BN
			Excessive absence Report 30 Days	1	6-74	7-26-79	BN
			Excessive absence Report 30 Days	1	5-75	7-26-79	BN
			Drop-Out Report	1	6-74	7-26-79	BN
			Summary of Pupils Transported	1	9-73	7-26-79	BN
			Summary of Pupils Transported	1	9-74	7-26-79	BN
			Master Listing	1	9-73	7-26-79	BN
			Master Listing	1	11-73	7-26-79	BN
			Master Listing	1	6-74	7-26-79	BN
			Master Listing	1	11-74	7-26-79	BN
			P.A.R. Teacher's Copy	18	73-74	7-26-79	BN
			P.A.R. Teacher's Copy	15	74-75	7-26-79	BN
			P.A.R. Teacher's Copy	16	75-76	7-26-79	BN
			P.A.R. Teacher's Copy	16	72-73	7-26-79	BN

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


Signature

Principal

Title

8-3-79

Date

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 4 of 4

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
 PADONIA ELEMENTARY SCHOOL (0810)

Reporting LEA

9834 greenside Drive, Cockeysville, Md. 21030

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 X BURN - BN BURY - BY
	28	BEBCO 53-58	CR5 MARYLAND PERMANENT RECORD CARDS 1 box containing cards -- box measures 9-1/2" x 11"-- wt. of box was 19 lbs.		1968 to 75	5/9/79	

RECEIVED

MAY 11 1979

OMIS
 Div. of Administration

796-8300
 X 513

MAY 10 REC'D

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

under 1 cubic ft.
 cubic footage

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

Shirley A. Hall
 Shirley A. Hall Signature

Principal
 Title

3/9/79
 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

Balto. County Board of Education

Reporting LEA

Maryland State Department of Education will forward original certificates to

Bear Creek 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
1-05	1	BEBCO 53-58	Maryland Permanent Record Card - CR-5 (Microfilmed)	243	1969-1976	10/79	SH

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

1/2 cu. ft.
cubic footage

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

Richard L Blum
Signature

Principal
Title

10/26/79
Date
Page 1 of 1

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

C421

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 BOARD OF EDUCATION
Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE JUNIOR HIGH SCHOOL

HALL OF RECORDS COMMISSION

Division of Reporting LEA

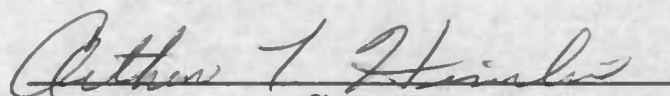
STATE OF MARYLAND

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 - SH BURN - BN BURY - BY
1-10			Payroll Scales, Master Substitute Lists, Salary Info. (names, addresses, s.s.#)	115	1976-77	2/15/79	SH
1-10			Mipes Daily Enrollment Edit Listing, Pupil Address Listing (Excess) (<i>Non-records</i>)	310	1977-78	2/15/79	SH
1-10	7		Teacher & Clerical Sign-in Sheets	345	1971-74	3/12/79	SH
1-10	7	186	Daily Substitute Report - Sign-In Sheets	313	1971-74	3/12/79	SH
1-10	3		Paid Vendors Bills/Invoices	1 cu. ft.	8/1973-6/1975	3/15/79	SH
1-10	3		Cash Receipts #401 - #1771	1374	7/1973-6/1975	3/15/79	SH
1-10	3	91-704-74	Band Agreements & Copies	25	9/1973-6/1975	3/15/79	SH
1-10	3	42-109-60	Bank Reconciliation Sheets	24	7/1973-6/1975	3/15/79	SH
1-10	3	110-65	Receipts Summary	3	6/1974-6/1975	3/15/79	SH
1-10	2		Retail Sales Tax Report	16	9/1970-9/1974	3/15/79	SH
1-10	3		Bank deposit slips (checking account)	351	7/1973-6/1975	3/15/79	SH
1-10	3		Cancelled & Voided Checks *8670-9771	1098	8/1973-6/1975	3/15/79	SH
1-10	3		Check Stubs #8601 - 9602	4 bks.	6/1973-4/1975	3/15/79	SH
1-10	3	31-34-61	Request Reimbursement	123	7/1973-6/1975	3/15/79	SH
1-10	3	31-30-69	Remittance Reports	57	7/1973-6/1975	3/15/79	SH
1-10	7		Accident Records & Work Copies (spare copies)	68	1975-78	3/15/79	SH
1-10	7		Accident Records & Work Copies (not needed)	153	1958-1974	3/15/79	SH

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

_____ cubic footage

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


Signature

Principal

Title

9/17/79

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 BOARD OF EDUCATION
 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	40-161-69	Time Cards	2666	? - 1975	3/22/79	SH
1-10	3		Checking Account Bank Statement	54	2/1973-6/1975	3/22/79	SH
			(Pupil Address Lisinty 78-79 (extras))	38	1978-79	9/17/79	SH
			(Pupil Info. Enrollment (extras))	37	1977-78	9/17/79	SH
			(Non-records)				

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

7
cubic footage

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

Catherine J. Hamilton
 Signature

 Principal
 Title

 9/17/79
 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

Hereford Jr. Sr. High School
Reporting LEA

Maryland State Department of Education will forward original certificates to
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Baltimore County Board of Education
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	BEBCO-43-50-62	CR-1 Achievement and attendance record	354	9-63 to 6-79/65	9/4/79	SH	
1-05	1	BEBCO-51-58	CR-2 Personal Data Record	310	9-63 to 6-79/65	↓	SH	
1-05	1	BEBCO-57-60	CR-3 Test Record	310	9-63 to 6-79/65		SH	
1-05	2	BEBCO-56-58	CR-9 Pupils Health Progress Report	310	9-63 to 6-79/65		SH	
1-05 1-10	5 (Schedule C421)		Team conference records and all other information and reports of confidential nature.					
1-05	2		Immunization Certificates					SH
			Cumulative folders containing all students miscellaneous papers.	354	9-63 to 6-79/65		SH	

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

12
cubic footage

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


Signature

Principal
Title

9-4-79
Date

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

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BALTIMORE COUNTY PUBLIC SCHOOLS
Reporting LEA

Maryland State Department of Education will forward original certificates to

GARRISON OFFICE
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
2-12	1	BEBCO 36-71	Psychological Services Case Files	212	1957-58	9-11-79	SH
2-13	1	BEBCO 4-58 36-64 36-71 84-35-58 42-71	Referral forms for Pupil Services	970	1957-58	9-11-79	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.

Therma L. Harris
Signature
Therma L. Harris

Building Representative
Title

9-11-79
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

Overlea Senior High School - #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 - SH BURN - BN BURY - BY
1- 05 10	24 7 3	Sch.	Teacher's Attendance Records 1970-74 Balance of Accounts 1961-64 Receipts (Copies) 1972-1975 Check Stub Register 1961-1973 Cancelled Checks 1970-72 Invoices, Deposit Slips, Receipts, etc. 1961-1974 Reimbursements 1961-1975 Auto Shop Repair Orders 1973-74 Print Shop Repair Orders 1973-74 Summer School 1968-1974	Total 13 Boxes	1970-74 1961-64 1972-75 1961-1973 1970-72 1961-74 1961-75 1973-74 1973-74 1968-1974	8/24/79 ↓	SH SH SH SH SH SH SH SH SH SH

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

19
cubic footage

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

James M. Kennedy
Signature

PRINCIPAL
Title

8/24/79
Date

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

BOARD OF EDUCATION OF BALTE. 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

RIDGELY JR. HIGH

Maryland State Department of Education will forward original certificates to

Division of Reporting LEA

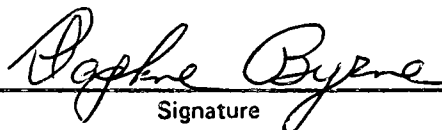
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

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	--	Attendance Cards (we do not use registers)	1200	1975-76 School Year	8/13/79	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


Title

Date
Page 1 of 1

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

Gunpowder 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
1-05	1	BEBCO 53-58	CR-5 - Permanent Record, Elem School	600	7/1/70-6/30/75	8/20/79	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.

Stewart J. Cashwa
 Signature

Principal
 Title

Date
 Page 1 of 1

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 BALTO. 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
1-10	3	42-106-63	CHECK VOUCHERS	250	1975-76 School year	8/13/79	SH
	3	42-742-72	SCHOOL RECEIPTS	500	" "		
	3	42-109-60	BANK RECONCILIATION	12	" "		
	3	31-34-61	RIMBURSEMENT REQUEST	24f	" "		
	3	42-110-65	RECEIPT SUMMARY	75	" "		
	7	42-9-69	APPLICATION FOR USE OF SCHOOL FACILITIES	200	4 "		

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.

D. Byrne
Signature

Principals Secy
Title

8/13/79
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

Cockeysville Elementary
 Reporting LEA
Baltimore County Board of Education
 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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09 ↓	8	9-69	Use of Building	61	1971-74	8/10/79 ↓	SH ↓
	9	42-740-72	Summer School Tutition Reports	9	1966-74		
	8		Insurance Reports	152	1968-75		
	6	42-71	Suspensions and Reports	21	1972-74		
	8	11-73	Free Lunch	26	1973		
	8		Corrective Reading Progress Reports	74	1970-71		
	8		Speech Report	1	1967-69		
	8		Remedial Reading Report	7	1967-69		
	8		Accident Reports	74	1968-1974		
	8		Class Lists	4	1974		
	5		Summer School Pre-School Class Lists	5	1967		
	9		Correspondence	356	1965-70		
	8	91-19-72	Teachers Absence Cards	133	1974-76		

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

1.25
cubic footage

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

Frank M. Kaufman
Signature

Principal
Title

8-10-79
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

Cockeysville Elementary
 Reporting LEA

Baltimore County Board of Education
 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	3		Attendance registers	100	1969-75	8/10/79	SH

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

1.25
 cubic footage.

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

Frank M. Kaufmann
 Signature

PRINCIPAL
 Title

8-10-79
 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

Merritt Pt. 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
			Debcu				
1-09	4	42-108-65	Official School Receipts (Bound Books)	5 bks	9/17/65-6/16/75	6/30/79	SH
1-09	4	--	School checks #359 - 1433		4/10/69-6/30/76	"	"
1-09	4	--	Check Stubs #1 - 1254	5 bks	4/7/65-9/4/75	"	"
1-09	4	--	Deposit Slips		4/7/65 -9/4/75	"	"
1-09	4	31-34-61	Reimbursement Requests	31	12/7/67-6/10/76	"	"
1-09	4	42-109-60	Bank Reconciliations	3 bks	6/1/70-Jan 76	"	"
1-09	4		Bank Statements		6/1/70-Jan 76	"	"
1-09	4		Report of Journal Balances		6/1/70-Jan 76	"	"
1-09	4	--	Check Vouchers (Pd Bills & Invoices)		6/1/70-Jan 76.	"	"
1-09	4	31-30-69	Remittance Reports	58	2/13/73-6/30/76	"	"
1-09	4	--	Bills/Invoices pd		July 69-June 70	"	"
1-09	4	--	Deposit Slips		July 69-June 70	"	"
1-09	4	--	Receipts Summaries		July 69-June 70	"	"
1-09	4	--	Petty Cash Summary Envelopes		July 69-June 70	"	"
1-09	4	--	Bills/Invoices pd		July 70-June 76	"	"
1-09	4	--	Deposit Slips		July 70-June 76	"	"
1-09	4	--	Receipts Summaries		July 70-June 76	"	"
1-09	4	--	Petty Cash Summary Envelopes		July 70-June 76	"	"

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.

Paul E. Hywell

Signature

Principal

Title

7/27/79

Date

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

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Bd. of Ed. of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Merritt Point Elementary

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

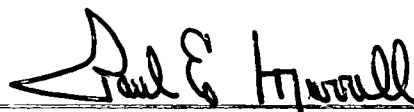
Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
		Bebco					
1-09	5	42-737-72	Summer School Registrations	28	1972	6/30/79	SH
1-09	5	42-738-72	Summer School Refund Authorizations	2	1972	"	"
1-09	5	42-740-72	Report of Summer School Tuition	1	June 30, 1973	"	"
1-09	5	42-740-72	Report of Summer School Tuition	1	July 1, 1974	"	"
1-09	5	42-739-72	Summer School Waiver Authorization	1	June 1974	"	"
1-09	5	42-737-72	Summer School Registrations	19	June 1974	"	"
1-09	5	42-740-72	Report of Summer School Tuition	1	June 1975	"	"
1-09	5	42-738-72	Summer School Refund Authorization	1	June 1975	"	"
1-09	5	42-739-72	Summer School Waiver Authorization	1	June 1975	"	"
1-09	5	42-737-72	Summer School Registrations	53	June 1975	"	"
1-09	5	42-740-72	Summer School Tuition Report	1	July 1976	"	"
1-09	5	42-737-72	" " Registrations	49	July 1977	"	"
1-09	5	42-740-72	" " Report	1	July, 1977	"	"
1-09	5	42-737-72	" " Registrations	20	July 1977	"	"
1-09	5	42-739-72	" " Waiver	2	July 1977	"	"
1-09	5	42-740-72	" " Report	1	July 1978	"	"
1-09	5	42-738-72	" " Refund	3	July 1978	"	"
1-09	5	42-739-72	" " Waiver	9	July 1978	"	"
1-09	5	737-72	" " Registrations	42	July 1978	"	"

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

Principal

Title

7-27-79

Date

Page 2 of 5

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

Bd. of Ed. of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Merritt Point Elementary

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

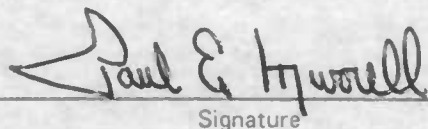
Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09	4	--	Checks #1 - 23		July '64-June '65	6/30/79	SH
1-09	4	--	Bank Statements		" "	"	"
1-09	4	--	Bank Reconciliations		" "	"	"
1-09	4	--	Checks #1 - 82		1963-64	"	"
1-09	4	--	Bank Statements		1963-64	"	"
1-09	4	--	Bank Reconciliations		1963-64	"	"
1-09	4	--	Receipts Summary		1963-64	"	"
1-09	4	--	Checks #83		1962-63	"	"
1-09	4	--	Bank Statements		1962-63	"	"
1-09	4	--	Bank Reconciliation		1962-63	"	"
1-09	4	--	Receipts Summary		1962-63	"	"
1-09	4	--	Checks #24		1965-66	"	"
1-09	4	--	Deposit Slips		"	"	"
"	"	"	Bank Statements		"	"	"
"	"	"	Bank Reconciliation		"	"	"
"	"	"	Receipts Summary		"	"	"
1-09	4	"	Checks #80		1966-67	"	"
"	"	"	Deposit Slips		"	"	"
"	"	"	Bank Statements and Reconciliations		"	"	"
"	"	"	Receipts Summary		"	"	"

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

Principal

Title

7-27-79

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

Bd. of Ed. of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Merritt Point Elementary

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

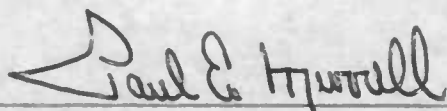
Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09	4		Bank Statements and Reconciliations		1969-70	6/30/79	SH
1/09	4		Checks #177		1967-68	"	"
"	"		Deposit Slips		1967-68	"	"
"	"		Bank Statements & Reconciliations		"	"	"
"	"		Receipts Summaries		"	"	"
1-09	4		Checks #289 and Deposits slips		1968-69	"	"
"	"		Bank Statements and Reconciliations		"	"	"
"	"		Receipts Summaries		"	"	"
1-09	8		Payroll Reports (Teacher sign-in)		1970-1976	"	"
1-09	8		Payroll Reports (Substitute sign-in)		1969-1976	"	"
1-09	8		Payroll Reports (Custodial)		1968-1976	"	"
1-09	8		Custodial Time Cards		1975-76	"	"
1-09	8		Student Accident Insurance file		1970-1974	"	"
1-09	8		PPW Referrals	69	1961-1978	"	"
1-09	8		Team Conference Notes/Agenda		1973-78	"	"
1-09	8		Cafeteria Aide Attendance Sign-in		1974-1976	"	"
1-09	8		Use of Facilities Applications		1966-1976	"	"
1-09	10	91-3-72	Fire Drill Reports		1973-79	"	"
1-09	10	40-352-74	Property Damage Report		1974-79	"	"

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

Principal

Title

7-27-79

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

Bd. of Ed. of Balto. County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Merritt Point Elementary

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

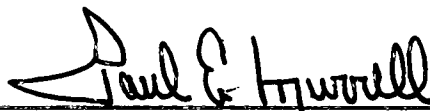
Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	10		Staff Organization Report		1970-1979	6/30/79	SH
1-09	10		Estimated Enrollment Reports		1970-1979	"	"
1-09	10		Principal's Supervisory Reports		1962-1978	"	"

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.



Signature

Principal

Title

7-27-79

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

Superintendent's Office
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
1-02	5		General Files - Superintendent (Correspondence)	5 file drawers (8 boxes)	July 1972- June 1973	Aug. 14, 1979	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.

Elsine Osennock

Signature

Secretary to Supt.

Title

August 14, 1979

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

Woodlawn 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
1-10	3	BEBCO 42-109-60	Bank Reconciliation Forms with attached deposit slips, bank charges and checking account bank statements		July 1972-June 1973	8/1/79	SH
1-10	3	BEBCO 42-742-72	Receipts, Secondary - #12798 through #13919		July 3, 1972- June 27, 1973	8/1/79	SH
1-10	3	- - -	Cancelled Checks - #12316 through #13173		July 7, 1972- June 30, 1973	8/1/79	SH
1-10	3	- - -	Check Stubs - #9520 through #11723		February 13, 1970- September 29, 1971	8/1/79	SH
1-10	3	- - -	Paid bills, remittance reports, reimbursement requests, etc.		July 1972-June 1973	8/1/79	SH

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

2

cubic footage

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


Signature

Principal
Title

7/25/79
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	8		Miscellaneous items from cumulative folders of students transferring to jr. high. All items are unnecessary or duplicates	Est. 250	1972-73 thru 6-79	7-25-79	SH
	8		Closed purchase orders	100	1974-75	7-25-79	SH
	8		Non-Resident Tuition Records	2	1974-75	7-25-79	SH
	8		Sick Leave Print-outs	12	1974-75	7-25-79	SH
	3		Retail Sales Tax Records	5	1973-75	7-25-79	SH
	8		Free Lunch Applications	100	1975-76	7-25-79	SH
	8		Reimbursement Requests	16	1975-76	7-25-79	SH
	8		SSIS Control Dog & Listing	7	1974-75	7-25-79	SH
	8		Public Law 874 Count, 1973-74, 1974-75	2	1973-74, 1974-75	7-25-79	SH
	8		Application for Use of School Facilities	100	1974-76	7-25-79	SH
	8		MIPES Change Memos	50	1975-76	7-25-79	SH
	8		Team Conference Summaries	50	1974-75	7-25-79	SH
	5		Receipts	276	1975-76	7-25-79	SH
	5		JV Vouchers	14	1975-76	7-25-79	SH
	5		Bank Statements	12 pk	1975-76	7-25-79	SH
	5		Check Books (stubs)	5	5-7-73 to 4-22-76	7-25-79	SH
	8		Child Accounting Print-outs	150	1973-74	7-25-79	SH

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

1309 cu. in.
cubic footage

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

Alberta M. McLaughlin
Signature

Secretary

Title

7-25-79

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

Charlesmont 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>
1-09	4	Bebco 42-10960	Bank Reconciliation Forms	116	11/1/66-6/30/76	7/23/79	SH
1-09	4	Bebco 42-108-65	Official School Receipts	7	11/1/66-6/30/76	7/23/79	SH
1-09	4	Bebco 31-34-61	Reimbursement Request	15	11/1/66-6/30/76	7/23/79	SH
1-09	4	Bebco 42-104-72	Invoice-Kindergarten Snacks	116	11/1/66-6/30/76	7/23/79	SH
1-09	4	Bebco 42-104-52	Petty Cash Summary Envelopes	200	11/1/66-6/30/76	7/23/79	SH
1-09	4		Deposit slips	116	11/1/66-6/30/76	7/23/79	SH
1-09	4		Cancelled checks	5000	11/1/66-6/30/76	7/23/79	SH

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

_____ cubic footage

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

Orlinda K. Ford
Signature

Asst. Principal
Title

7/26/79
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

Charlesmont 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		Check Stubs	3300	11/1/66-6/30/76	7/23/79	SH
1-09	4		Paid Vendors Bills/Invoices	3300	11/1/66-6/30/76	7/23/79	SH
1-09	5	BC 42-725-72	School Store and other Inventory Sheets	100	11/1/66-6/30/76	7/23/79	SH
1-09	10		Report on Monthly Fire Drills	100	11/1/66-6/30/76	7/23/79	SH
1-09	4		Bank Statements	116	11/1/66-6/30/76	7/23/79	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.

Orlene K. Ford

Signature

Asst Principal

Title

7/26/79

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

CATONSVILLE 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	PDS	Permanent Records (on microfilm)	471	1975-6	7 18 79	SH
1-05	1	PDS	Attendance Records (on microfilm)	471	1975-6	7 18 79	SH
1-05	1	PDS	Test Cards (Graduates)	471	1975-6	7 18 79	SH
1-05	1		Test Cards (Withdrawals)	150	1975	7 18 79	SH
1-05	1		Withdrawal Folders	150	1975	7 18 79	SH
1-05	1		Senior Survey Reports	471	1976	7 18 79	SH
1-05	1		Report Cards	2200	1975-6	7 18 79	SH
1-05	1		Diploma Name Cards	471	1976	7 18 79	SH
1-05	2		Pupil Medical Reports	471	1975-6	7 18 79	SH
1-05	2		" " " (Withdrawals)	150	1976	7 18 79	SH
1-05	3		Teacher Register (Attendance)	45	1975-6	7 18 79	SH

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

9 Cartons

~~XXXXXXXXXX~~

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

Signature

Vice- Principal

Title

7 18 79

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

Sandy Plains 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>
1-09	4	BEBCO 42-107-61	Petty Cash Summary	19	1/72 - 2/75	7/19/79	SH
1-09	4		Deposit Slips (Union Trust)	230	7/72-6/76	7/19/79	SH
1-09	4		Check Stubs	3 bks.	7/70-3/75	7/19/79	SH
1-09	4	BEBCO 42-108-65	Official School Receipt	3 bks.	10/74-6/75	7/19/79	SH
1-09	8		Free Lunch Applications	235	9/70-6/75	7/19/79	SH
1-09	4	42-109-60	Bank Reconciliation	55	6/71-6/75	7/19/79	SH
1-09	10	04-3-72	Monthly Fire Drill Reports	29	1/73-6/75	7/19/79	SH
1-09	4	42-110-65	Receipts Summary	30	3/73-9/74	7/19/79	SH
1-09	4	31-30-69	Remittance Report	16	2/72-3/74	7/19/79	SH

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

_____ cubic footage

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

John M. Stovel
Signature

Principal

Title

July 19, 1979

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

Sandy Plains 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	8		Bi-Weekly Teachers & Clerical Payroll Rep.	140	7/73-1/75	7/19/79	SH
1-09	4	31-34-61	Reimbursement Request	38	11/66-4/75	7/19/79	SH
1-09	4		Paid Vendors Bills/Invoices	100	8/60-2/76	7/19/79	SH
1-09	6		Team Conference Data	235	10/70-5/77	7/19/79	SH
1-09	8	91-19-64	Absence Cards	410	9/74-6/76	7/19/79	SH
1-09	4		Cancelled Checks	150	5/71-5/76	7/19/79	SH
1-09	8	40-161-69	Time Cards	150	4/75-5/76	7/19/79	SH

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

240

cubic footage

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

John M. Stone
Signature

Principal
Title

Title

July 19, 1979
Date

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 Board of Education

Reporting LEA

Maryland State Department of Education will forward original certificates to

Hampton 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>
1-05	1	----	<p><i>Student folders (all students over 21 years old)</i></p> <p><i>All forms except for Cr 1's and CR 5's. These have been pulled and permanently filed.</i></p>	200 <i>total</i>	1947-1957	7-20-79	<u>SH</u>

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

3 cubic feet
cubic footage

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


Signature

Principal
Title

July 20, 1979
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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	BEBCO 49-58	Achievement and Attendance Records	524	Grad. Class & Withdrawals - 1976	7/20/79	SH
1-05	1	BEBCO 57-60	Test Records	524	Grad. Class & Withdrawals - 1976	7/20/79	SH
1-05	1	BEBCO 46-58	Health Record	524	Grad. Class & Withdrawals - 1976	7/20/79	SH

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

1.3

cubic footage

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

Fred W. Coopersell

Signature

Assistant Principal

Title

7/20/79

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

Dundalk 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	CR-1 9-57	CR-1 Cards for Class of 1975	600	1974 - 1975	7/10/79	SH
1-05	1		Cumulative Records for 1974-75 Withdrawals	206	1974 - 1975	7/10/79	SH
1-05	1		Cumulative Records for Class of 1975	600	1974 - 1975	7/10/79	SH
1-05	1	CR-1 9-57	CR-1 Cards for Class of 1976	576	1975 - 1976	7/10/79	SH
1-05	1		Cumulative Records for Class of 1976	576	1975 - 1976	7/10/79	SH
1-05	1		Cumulative Records for 1975-76 Withdrawals	260	1975 - 1976	7/10/79	SH

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

11

cubic footage

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

Leib McDonald
Signature

Principal

Title

7/10/79

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

Riverview 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	42-108-65	Official School Receipts	3	1974-1976	7-9-79	SH
1-09	4		Bank Statementss (Checking Account)	50	1975-1976	7-9-79	SH
1-09	4		Deposit Slips	200 100	1975-76	7-9-79	SH
1-09	4		Receipts	100	1975-76	7-9-79	SH
1-09	4		Cancelled Checks	100	1975-76	7-9-79	SH
1-09	4	42-109-60	Bank Reconciliation	12	1975-76	7-9-79	SH
1-09	8		School Lunch Applications	250	1975-76	7-9-79	SH
1-09	8		Sign in Sheets - Attendance	250	1973-1976	7-9-79	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.



Signature

Secretary

Title

7-9-79

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

Prems 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
1-05	1	CR-5	Permanent Record, Elem School ^{Sch C451} (Microfilmed)	1,500	1963-1975	6/30/79	SH
1-09	8	19-72	Absence Cards	175	1974-1977	6/30/79	SH
1-09	8	161-69	Time Cards	237	1974-1977	6/30/79	SH
1-09	8	ETR	Payroll Time Sheets (Substitutes, Custodian, Teachers, clerks, & aides)	75	1974-1975	6/30/79	SH
1-09	4		Paid Vendors Bills/Invoices	160	1975-1976	6/30/79	SH
1-09	4		Deposit Slips, Cancelled, Paid & Voided	75	1975-1976	6/30/79	SH
1-05	2	CR-8&9	Pupils Medical Ricord from Private ^{Sch C451} Physician. Pupils Health progress report	50	1950-1955	6/30/79	SH
1-09	4	42-110-65	Receipts Summary	36	1975-1976	6/30/79	SH
1-09	4	42-109-60	Bank Reconcillation Forms	12	1975-1976	6/30/79	SH
1-09	4	42-108-65	Official School Receipts (Bound Books)	1	1975-1976	6/30/79	SH
1-09	4		Bank Statements	12	1975-1976	6/30/79	SH
1-09	4		Petty Cash Receipts	15	1975-1976	6/30/79	SH
1-09	4		Petty Cash Summary Envelopes	4	1975-1976	6/30/79	SH
1-05	3		Pupil Attendance Records ^{Sch C451}	14	1975-1976	6/30/79	SH

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.

Frederick A. Brown

Signature

Principal

Title

6/30/79

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 Board of Education

Reporting LEA

Cockeysville Elementary School

Maryland State Department of Education will forward original certificates to

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
1-05	1	CR-5	Permanent Record, Elem. School	482	prior to 75-76 school year	7/3/79	SH
1-05	1	CR-11	Maryland Achievement and Attendance Record	20	prior to 75-76 school year	7/3/79	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.

Frank M. Kaufman

Signature

Principal

Title

July 3, 1979

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

Timber Grove 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- 10 09	4	BEBCO 42-110-65	RECEIPTS SUMMARY	242	7/1/68 to 6/30/73	6/27/79	SH
1- 10 09	4	BEBCO 42-104-72	INVOICE KINDERGARTEN SNACKS	78	7/1/71 to 6/30/73	6/27/79	SH
1- 10 09	3	STATE RST78062	RETAIL SALES AND USE TAX REPORT	20	7/1/69 to 6/30/73	6/27/79	SH
1- 10 09	4	BEBCO 31-34-64	REQUEST FOR REIMBURSEMENT	41	7/1/68 to 6/39/73	6/27/79	SH
1- 10 09	4		CHECK BOOK STUBS	10	9/25/68 to 4/11/73	6/27/79	SH
1- 10 09	4		CANCELLED CHECKS	917	7/15/68 to 12/21/73	6/27/79	SH
1- 10 09	4		DEPOSIT SLIPS	507	9/16/68 to 12/21/73	6/27/79	SH
1- 10 09	4		BANK STATEMENTS	62	5/31/68 to 12/31/73	6/27/79	SH

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

_____ cubic footage

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

Paul F. Scott
Signature

Principal
Title

6/27/79
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

Timber Grove Elementary 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
1-1809	4	BEBCO 42-109-60	RECONCILIATION STATEMENTS	55	5/31/68 to 6/30/73	7/27/79	SH
1-1809	4	BEBCO 31-30-76	REMITTANCE REPORTS	42	7/1/69 to 6/30/73	7/27/79	SH
1-1809	4	BEBCO 42-707-78	CHANGES IN SCHOOL FUNDS	6	7/1/68 to 6/30/69	7/27/79	SH
1-1809	4		VENDORS' BILLS	634	7/1/68 to 6/30/73	7/27/79	SH
1-1809	5	BEBCO 84-38-69	REPORT OF NON-RESIDENT PUPIL TUITION	6	7/1/73 to 6/30/74	7/27/79	SH
1-1809	8	BEBCO 42-9-69	USE OF SCHOOL FACILITIES	6	7/1/70 to 6/30/73	7/27/79	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.

Paul F. Scott

Signature

Principal

Title

7/27/79

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

Towsontown Junior High School #0956
Reporting LEA

Maryland State Department of Education will forward original certificates to

Baltimore County Public Schools
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 ↓	4	BEBCO 42-99-59	Journal - Green Pages	10	11/59-6/75	July, 1979	SH
	"	42-100-59	" Buff Pages	77	9/71-6/76	"	"
	"	42-105-61	Journal Vouchers	131	1/66-6/76	"	"
	"	42-106-63	Check Vouchers, Paid Bills/Invoices	448	7/75-6/76	"	"
	"	42-109-60	Bank Reconciliation Forms, Bank Statements	12	7/75-6/76	"	"
	"	42-742-72	Register Receipts - Copies	600	7/75-6/76	"	"
	"	31-30-69	Remittance Reports	75	10/75-6/76	"	"
	"	"	Deposit Slips	126	7/75-6/76	"	"
	"	"	Cancelled Checks	449	"	"	"
	"	"	Trial Balance Sheets	60	7/71-6/76	"	"
	8		P.T.S.A. Cancelled Checks	133	1971-1973	"	"
			Application for Use of School Facilities	75	7/75-6/76	"	"

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.

Donald E. Snoddy
Signature

Principal
Title

June 29, 1979
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

Gray Manor 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
		BC 88-746-75	Payroll sheets (Custodians) <i>NR(COPY)</i>		7/1/71 to 6/29/79	6/29/79 ↓	SH ↓
		BC 88-743-75	Payroll sheets (Teachers) <i>NR(COPY)</i>		7/1/71 to 6/29/79		
<i>1-09</i>	<i>4</i>	BEBCO 42-108-65	Official School Receipts		9/1/62 to 6/29/76		
<i>1-09</i>	<i>4</i>	42-109-60	Bank Reconciliation		9/1/62 to 6/29/76		
<i>1-09</i>	<i>4</i>	BEBCO 110-65	School Store		9/1/67 to 6/29/73		
<i>1-05</i>	<i>3</i>		Roll Books <i>(Schedule C 451)</i>		9/72 to 6/76	↓	↓
<i>1-09</i>	<i>4</i>		Receipted Bills		6/66 to 6/76		

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.

William J. Mays, Jr.

Signature

Principal

Title

6-29-79

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 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
1-05	1	CR5	Permanent Record, Elem. School	700	Yrs. prior to 1975-76	6/29/79	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.

Laura M. Beck
Signature

Assistant Principal
Title

6/29/79
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

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 - SH BURN - BN BURY - BY
1-05	3		Attendance Registers 1975-76 17 and accomp. print outs (64-66) (69-71)	17	1975-76	6-26-79	
1-09	9		Use of School Facilities 11-75 to 4-79		1975-79	6-26-79	SH ↓
1-09	4		Receipts 2-65 to 8-17-65		1965	6-26-79	
1-09	4		Receipts 9-1-65 to 11-8-68		1965-68	6-26-79	
1-09	4		Receipts 11-8-68 to 6-3-71		1968-71	6-26-79	
1-09	4		Receipts 6-3-71 to 1-24-74		1971-74	6-26-79	
1-09	4		Receipts 1-24-74 to 4-30-76		1974-76	6-26-79	
1-09	4		Checks 3-29-65 to 5-24-67		1965-67	6-26-79	
1-09	4		Checks 6-1-67 to 2-16-70		1967-71	6-26-79	
1-09	4		Checks 2-17-70 to 2-21-72		1970-72	6-26-79	
1-09	4		Checks 3-9-72 to 5-15-74		1972-74	6-26-79	
1-09	4		Checks 7-12-74 to 6-23-76		1974-76	6-26-79	
1-09	4		Checks 10-30-61 to 9-14-62		1961-62	6-26-79	
1-09	4		Checks 5-15-74 to 6-28-74		1974	6-26-79	

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.

Robert H. Chapman

Signature

Principal

Title

6/26/79

Date

582
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

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 - SH BURN - BN BURY - BY
1-05	3		Attendance Registers 1975-76 17 and accomp. print-outs (64-66) (69-71)		1975-76	6-26-79	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.

Robert H. Chapman, JR.
Signature

Principal
Title

6/26/79
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

Eastwood 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
1-10 09	8	40-161-69	Custodial Time Cards		1963-6/26/71	6/30/79	SH
1-09	4		Bills/Invoices - 1963- 1973 6/30/76		1963- 1973 6/30/76	6/30/79	SH
1-09	8	42-9-69	Use of Building		1965- 1973 1974	6/30/79	SH
1-05	3		Teachers' Registers/Annual attendance Report (Schedule C451)		1963-1975	6/30/79	SH
1-09	4		Check Stubs - 9/23/63-12/16/74		9/23/63-12/16/74	6/30/79	SH
1-09	4	42-108-65	Receipt Books		9/23/63-5/28/75	6/30/79	SH
1-09	4		Deposit Slips 1963 - 6/30/76		1/12/67- 12/17/71 6/30/76	6/30/79	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.

L. H. Chabinak

Signature

Principal

Title

6-28-79

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

Eastwood 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	42-109-60	RECORDED Bank Reconciliations/Statements		9/30/63 - 6/30/76	6/30/79	SH
1-09	4		Cancelled Checks 9/23/63 - 6/30/76		9/23/63 - 6/30/76	6/30/79	SH
1-09	4	31-30-69	Remittance Reports		6/10/64 - 6/30/76	6/30/79	SH
1-09	4	31-34-61	Reimbursement Reports		6/19/64 - 6/30/76	6/30/79	SH
1-09	4	42-106-63	Check Vouchers		1963 - 6/30/76	6/30/79	SH
1-09	4	42-110-65	Receipt Summaries		1963 - 6/30/76	6/30/79	SH

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

_____ cubic footage

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

L. H. Chalimack
 Signature

Principal

Title

6-28-79
 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

Eastwood 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	42-107-61	Petty Cash Summary Envelopes		1963 - 6/30/76	6/30/79	SH
1-09	4	68-65	Petty Cash Receipts		1963 - 6/30/76	6/30/79	SH
1-09	8		Absence Cards		Prior to 1973	6/30/79	SH
1-09	4		Trial Balance Sheet		7/1/73 - 6/30/76	6/30/79	SH
1-09	8	88-746-75	ETR - Exception Time Records		1963 - 6/30/70	6/30/79	SH
1-09	8		Custodial Payroll Sheets		1963 - 7/2/68	6/30/79	SH

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

_____ cubic footage

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

L. H. Chabniak

Signature

Principal

Title

6-28-79

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 Towsontown Jr. High
938 N. York Road
Towson, Md. 21204

Maryland State Department of Education will forward original certificates to

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	3	BEBCO - 43-270-70	Pupil Attendance Registers	1973-74 25 1974-75 36 1975-76 36	1973-74 1974-75 1975-76	6/26/79 6/26/79 6/26/79	<u>SH</u>

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.

J. Thomas Cunningham
Signature

Asst. Prin.

Title

June 26, 1979

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
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Milford Mill Senior High 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
1-5	1	BEBCO 43-50-62	CR-1 Achievement and Attendance Record	506	9/6/73 to 6/30/76	6/30/79	SH
1-5	1	PDS 1	Personal and Family Information	417	9/6/73 to 6/30/76	6/30/79	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.


Signature


Title

6/6/79
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

Harford Hills 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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	BEBCO 14-59	Elementary Registration Record	1650	1962-1974	5/79	SH
1-05	1	BEBCO 53-58	Maryland Permanent Record	1650	1962-1974	5/79	SH
1-05	3		Pupil Attendance Registers	21	1974-1975	5/79	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.

Donald Wright
Signature

Principal
Title

5/25/79
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 252-70	PDS1 GRADUATES & WITHDRAWALS 1976 CLASS	1 CTN	8/1/70 to 6/30/76 " "	5/31/79 ")	SH
	1	BEBCO 254-70	PDS2 GRADUATES & WITHDRAWALS 1976 CLASS				
I-05	1	BEBCO 43-57-60	TEST RECORD CR-3 CLASS 1974)	1 CTN	8/1/62 to 6/30/74 8/1/69 to 6/30/74 " "	5/31/79	SH
		BEBCO 43-51-58	PERSONAL DATA RECORD CR-2 CLASS 1974)				
		BEBCO 43-56-58	PUPILS HEALTH PROGRESS REPORT CR-9)				
			REPORT CARDS				

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

2.02

cubic footage

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

H.M. Mohr

Signature

Records Clerk

Title

5/31/79

Date

1 1

Page _____ of _____

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

Rolling Road School
SPECIAL EDUCATION

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
L_)(1-09	4	BEBCO 42-109-60	Bank Reconciliation C421	836	9/30-71 to 12/30/73	5/9/79	SH
1-09	4		Paid Vendor's Bills/Invoices C421	54	9/30/71 to 12/31/73	↓	SH
1-09	6		Anecdotal Books	14	6-30-72 - 9-30 ⁷⁵	↓	SH
1-05	1		Report Cards C451	24	6-30-72 -9-30 ⁷⁵	↓	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

1.1

cubic footage

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

Arthur F. Frattone

Signature

Principal

Title

May 9, 1979

Date

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

~~421~~
 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

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 - SH BURN - BN BURY - BY
1-05	1	CR-2, CR-3 CR-4, CR-5 CR-6, CR-9	Student complete files 1974 graduates and withdrawals	Approx. 800	9/62 thru 6/74	5/3/79	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.

Walter L. H...
 Signature

Principal
 Title

May 3, 1979
 Date

~~0-421~~
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

Riderwood Elementary School

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

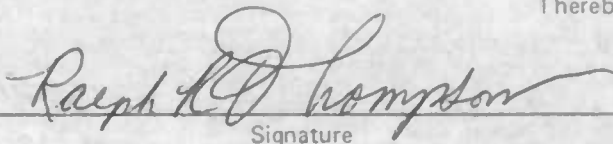
Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1 - 05	1	BEBCO 53-58	CR-5 Maryland Permanent Record Cards which were microfilmed on Roll 636	1 box	9-30-65 to 9/30/75	5-7-79	SH

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

less than 1 cu. ft.

cubic footage

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


Signature

PRINCIPAL

Title

5-4-79

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., Md.

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	CR 1's	CR 1's Personal Record Cards	Approx. 750	1963-1975	5/79	SH
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	1962-1974	5/79	SH

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

Approx. 8

cubic footage

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

Charles A. Moore

Signature

Asst. Principal Title

5/1/79

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

Hereford Jr. Sr. High School
Reporting LEA

Maryland State Department of Education will forward original certificates to

Baltimore County Board of Education
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	BEBCO- 43-50-62	CR-1 Achievement and attendance record	370	9-66 to June 78	9-20-78	SH
1-05	1	BEBCO- 51-58	CR-2 Personal Data Record	350	9-66 to June 78	9-20-78	SH
1-05	1	BEBCO 5760	CR-3 Test Record	350	9-66 to June 78	9-20-78	SH
1-05	2	BEBCO 56-58	CR-9 Pupils Health Progress Report	350	9-66 to June 78	9-20-78	SH
1-05	2		Immunization Certificates	100	9-66 to June 78	9-20-78	SH
1-10	5	(Schedule C421)	Team conference records and all other information and reports of confidential nature	75	9-66 to June 78	9-20-78	SH
			Cumulative folders containing all students miscellaneous papers.	370	9-66 to June 78	9-20-78	SH

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

12

cubic footage

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


Signature

Principal

Title

3-27-79

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 Board of Education
Reporting LEA

Maryland State Department of Education will forward original certificates to

Milford Mill 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>
1-10	3	42-742-72	Receipts	1-3058	7/66-6/73	3/6/79	SH
1-10	3		Check Stubs	1315-10587	7/65-74	↓	SH
1-10	3		Cancelled Checks - bank statements	2282-8455	6/66-6/71		SH
1-10	4		Child Accounting Reports (Non-records)	1 set			SH
1-10	3		Invoices and check vouchers				SH
1-10			Curriculum Guides 1978-79 - wrong edition printed. (Non-records)				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.


Signature

Principal

Title

3/6/79
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

Riderwood 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 42-110-65	RECEIPTS SUMMARY	5	6/30/66 to 6/30/75	1-9-79	SH
1 - 09	4	BEBCO 42-109-60	BANK RECONCILIATION FORMS	10	6/30/66 to 6/30/75	1-9-79	SH
1 - 09	4	BEBCO 42-108-65	OFFICIAL SCHOOL RECEIPTS (Bound Books) 1 - 300 1 - 300 1 - 300 1 - 300 1 - 300	5	6/30/65 to 6/30/68 6/30/68 to 11/30/70 11/30/70 to 5/30/72 6/1/72 to 10/30/73 10/30/73 to 6/30/75	1-9-79	SH
1 - 09	4		DEPOSIT SLIPS	10	9/30/65 to 6/30/75	1-9-79	SH
1 - 09	4		CANCELLED, PAID & VOIDED CHECKS, BANK CHARGE & CREDIT MEMOS	10	6/30/65 to 6/30/75	1-9-79	SH
1 - 09	4		CHECK STUBS 1 - 252 253 - 501 502 - 753 754 - 1002	8	8/30/65 to 4/29/67 4/30/67 to 9/29/68 9/30/68 to 12/30/69 12/30/69 to 3/30/71	1-9-79	SH

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

_____ cubic footage

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


Signature

PRINCIPAL
Title

1 - 10 - 79
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

Riderwood Elementary 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 - 09	4		CHECK STUBS (cont.) 1003 - 1254 1255 - 1503 1504 - 1755 1756 - 2003		3/30/71 to 1/30/72 2/1/72 to 12/30/73 12/30/72 to 12/30/73 12/30/73 to 12/30/74	1-9-79	SH
1 - 09	4		PAID VENDORS BILLS/INVOICES VENDORS DELIVERY/RECEIVING TICKET	5	6/30/65 to 6/30/75 6/30/65 to 6/30/75	1-9-79	SH
1 - 09	4	BEBCO 68-65	PETTY CASH RECEIPTS 1 - 147	1	9/30/65 to 11/30/74	1-9-79	SH
1 - 09	4	BEBCO 31-30-68	REMITTANCE REPORT	6	6/30/69 to 6/30/75	1-9-79	SH
1 - 09	4	BEBCO 31-34-61	REIMBURSEMENT REQUEST	9	6/30/66 to 6/30/75	1-9-79	SH
1 - 09	4	BEBCO 42-104-72	KINDERGARTEN SNACKS	9	6/30/66 to 6/30/75	1-9-79	SH
1 - 09	4	BEBCO 42-107-61	PETTY CASH SUMMARY ENVELOPES 1 - 147	1	9/30/65 to 11/30/74	1-9-79	SH

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

_____ cubic footage

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


Signature

PRINCIPAL

_____ Title

1 - 10 - 79

_____ Date

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

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HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Board of Education of Baltimore County

Reporting LEA

Riderwood Elementary 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 - 09	8	BEBCO 40-161-69	TIME CARDS	10	9/30/65 to 9/30/75	1-9-79	SH
✓ 1 - 09	8	BC 88-743-75	ATTENDANCE SIGN-IN SHEETS	10	6/30/65 to 9/30/75	1-9-79	SH
1 - 09	8	BEBCO 42-9-69	APPLICATION FOR USE OF SCHOOL FACILITIES	1	6/30/64 to 6/30/75	1-9-79	SH
1-05	3		PUPIL RECORD OF ATTENDANCE - TEACHER REGISTERS OR EQUIVALENT (see schedule C451) Item 3	2	6/30/64 to 6/30/75	1-9-79	SH
	8		ELEMENTARY SCHOOL BOOK ORDER AND INVENTORY	2	6/30/64 to 6/30/75	1-9-79	SH
1-09	8		TEACHER EVALUATIONS	1	6/30/64 to 6/30/75	1-9-79	SH

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

12 approx.

cubic footage

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


Signature

PRINCIPAL

Title

1 - 10 - 79

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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	CR-2	Personal Data Record	300	1969-1978	11/20/78	SH

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

1/4 cu. ft.
cubic footage

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

George Sparks, Jr.
Signature

Principal
Title

11-20-78
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

BALTIMORE COUNTY BOARD OF EDUCATION

Reporting LEA

PARKVILLE JUNIOR HIGH SCHOOL

Maryland State Department of Education will forward original certificates to

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>
1-10	7	-	Equipment & Textbook Inventories	646	1962 - 64	2/28/78	SH
1-10	3	1-59	Requisition Forms	12	1963	2/28/78	SH
1-10	7	-	Principal's Inventory & Order Forms	6	1962- 63	2/28/78	SH
1-10	7	-	Time Sheets - Teachers	139	7/70 - 6/71	2/28/78	SH
1-10	7	186	Daily Substitute Payroll Report	55	7/70 - 6/71	2/28/78	SH
1-10	7	187	Daily Substitute Payroll Information	15	7/70 - 6/71	2/28/78	SH
1-10	7	12-68	Daily Substitute Payroll Report	136	7/70 - 6/71	2/28/78	SH
	-	-	Outdated Curriculum Guides	<i>NR</i> 2 cu. ft.	1947 - 1972	11/8/78	SH
	-	91-15-58	Student Schedule Cards	<i>NR</i> 1007	1976 - 77	11/8/78	SH
<i>1-10</i>	<i>- 8</i>	-	Principal's Correspondence	99	1972 - 75	11/8/78	SH
	-	-	Teachers Schedule Cards	81	1976 - 77	11/8/78	SH
	-	-	Pupil Address Listing j	<i>NR</i> 2 sets	11/8/77	11/8/78	SH
	-	402-65	Staff Emergency Cards	<i>NR</i> 98	1977 - 78	11/8/78	SH
<i>1-10</i>	<i>- 7</i>	-	RN Informal notes re pupils	30	1972 - 73	11/8/78	SH
<i>1-10</i>	<i>5</i>	-	Daily Progress Report Gr. 9	159	1976 - 77	11/8/78	SH
<i>1-10</i>	<i>5</i>	-	Student Evaluation Forms Gr. 9	25	1976 - 77	11/8/78	SH
<i>1-10</i>	<i>- 5</i>	-	PJH Pupil Confidential File Gr. 9	214	1976 - 77	11/8/78	SH

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

5

cubic footage

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


Signature

Principal

Title

11/8/78

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

Maryland State Department of Education will forward original certificates to

Fifth District 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>
1-09	4		Deposit Slips	100	1965-6/75	10/20/78	SH
1-09	4	BEBCO 42-109-60	Bank Reconciliation Forms	150	1965-6/75	10/20/78	SH
1-09	4	BEBCO 42-108-65	Official School Receipts	5	1965-1/75	10/20/78	SH
1-09	4		Cancelled checks	1000	1965-6/75	10/20/78	SH
1-09	4		Check Stubs	3 bks.	9/63-6/73	10/20/78	SH
1-09	4		Paid Vendor Bills/Invoices	2140	1963-6/75	10/20/78	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.

J. Luther Myers
Signature

Principal
Title

10/23/78
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

Baltimore County Public Schools
Reporting LEA

Maryland State Department of Education will forward original certificates to

Fifth District 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	4	^{BEBCO} 42-107-61	Petty Cash Summary Envelopes	23	3/69 - 5/73	10/1/78	BN
1-05	1	PDS-1	Personal and Family Info.	60	1967-1973	10/1/78	BN
1-05	1	PDS-2	Subject Performance	60	1967-1973	10/1/78	BN
1-05	1	PDS-3	Stand. Test Info.	60	1967-1973	10/1/78	BN
1-05	1	PDS-4	School Enrollment	60	1967-1973	10/1/78	BN
1-05	1	PDS-5	Physical Health Info.	60	1967-1973	10/1/78	BN

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.

J. Luther Myers
Signature

Principal
Title

10/1/78
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

Baltimore County Public Schools
Reporting LEA

Maryland State Department of Education will forward original certificates to

Hillendale 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
1-05	3		Attendance Register	30	1974-75	9/13/78	SH

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

0.5
cubic footage

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

Sally T. McClelland
Signature

Principal
Title

9/13/78
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

BALTIMORE COUNTY PUBLIC SCHOOLS

Reporting LEA

Maryland State Department of Education will forward original certificates to

GARRISON OFFICE

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
2-12	1	BEBCO 36-71	Psychological Services Case Files	349	1956	9-7-78	SH
2-13	1	BEBCO 4-58 36-64 36-71 84-35-58 42-71	Referral forms for Pupil Personnel Services	983	1956	9-7-78	SH
2-13-	2	BEBCO	Indefinite Suspension Case File	137	1954-56	9-7-78	SH

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

16.2

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

9-7-78

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

Reporting LEA

Maryland State Department of Education will forward original certificates to

ELEMENTARY AND SECONDARY LEVEL

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>
2-12	1	BEBCO 36-71	PSYCHOLOGICALS		1958	1978	SH
2-12	1	"	"		"	"	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.

Glen E. Mendels

Signature

Psychologists

Title

August 14, 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

Rosedale Office

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
2-13	1		Pupil Personnel Worker - Records of students who are 21 years old. These records include - working records of the pupil personnel worker - some court reports - some diagnostic reports.	500	All of these records are of those students who have reached their 21st birthday.	9-78	SH
2-12	1		Psychologist - Psychological records and test forms and reports.	450		"	SH

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

16
cubic footage

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


Signature

Psychologist, Building Representative
Title

~~9-1978~~ 9-11-78
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

PATAPSCO 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	49-62	CR-L Achievement & Attendance Record (Graduates & Withdrawals - 1974) Micro-filmed	784	9/62 to 6/74	8/4/77	SH
1-05	1 & 2		Cumulative files & Health files (Graduates & Withdrawals year 1972)	762	9/60 to 6/72	8/4/77	SH

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

30
cubic footage

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

Mary E. Lancellotti
Signature

Records Secretary
Title

8/4/77
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
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

PATAPSCO SENIOR HIGH 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	49-62	CR-1 Achievement & Attendance Record (Graduates 1975) Microfilmed (Withdrawals 1975) "	651 299	9/63 to 6/75	7/27/78	SH SH
1-05	1 & 2		Cumulative files & Health files (Graduates 1973) (Withdrawals 1973)	553 239	9/61 to 6/73	7/27/78	SH
1-10	3	42-106-63	Check Vouchers (8017-10208) (June 51, 1973-Dec. 23, 1975)		June 15, 1973-12/75	7/27/78	SH
1-10	3	42-742-72	Receipts (13974 - 01180)		June 1974 - Dec. 1975	7/27/78	SH

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

30

cubic footage

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

Henrietta Purdie
Signature

Bookkeeper
Title

7-27-78
Date

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

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BOARD OF EDUCATION OF BALTIMORE

Reporting LEA

Maryland State Department of Education will forward original certificates to

ELEMENTARY AND SECONDARY LEVEL

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>
2-13	1	BEBCO 35-58	REFERRALS	1500	1953 - 1954	1978	SH
2-13	1		HOME VISIT REPORTS	1500	1953 - 1954	1978	SH
2-13	1		SOCIAL HISTORIES	50	1953 - 1954	1978	SH
2-13	2	BEBCO 84-40-76	ANNUAL REPORT OF INDEFINITE SUSPENSION	200	1953 - 1954	1978	SH
2-13	2		SCHOOL REPORTS	200	1953 - 1954	1978	SH
2-13	3	BEBCO 84-42-76	ANNUAL REPORT OF TEMPORARY SUSPENSIONS	1500	1953 - 1954	1978	SH
2-13	4		NON-RESIDENT PUPIL FILE	300	1953 - 1954	1978	SH
2-13	5		SPECIAL TRANSFER PUPIL FILE	50	1953 - 1954	1978	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.

Mary Van Weggen
Signature

Pupil Personnel Worker

Title

August 14, 1978

Date

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

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Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Fullerton Elementary School - 1404
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	24	42-108-65	Official School Receipts (Bound Book)	2	5/16/73 - 2/21/75	8/78	SH
1-09	4		Bank Reconciliation Forms Bank Statements, Deposit slips, Cancelled checks, check stubs, bills invoices and remittance reports.	various	1973-1974	8/78	SH
1-09	8		Equipment repair and inventories	various	1973-1974	8/78	SH
1-05	3		Teacher Registers 10th Day Enrollment (Schedule C 451)	2 2	1973-74, 1974-75 1973-74, 1974-75	8/78 8/78	SH SH
1-09	10		Required Administrative Measures (Fire drills) (NR)	various	1974-75	8/78	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.

Louisa E. Ayon
Signature

Principal
Title

8/7/78
Date

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

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Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Woodlawn Senior High School
Division of Reporting LEA


HALL OF RECORDS COMMISSION
STATE OF MARYLAND

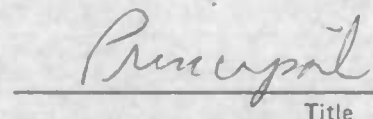
Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3	BEBCO 42-109-60	Bank Reconciliation Forms with attached deposit slips, bank charges and checking account bank statements		August 1961-June 1972	9/1/78	SH
1-10	3	BEBCO 42-742-72	Receipts, Secondary - #00001 through #12797		September 19, 1961- June 29, 1972	9/1/78	SH
1-10	3	- - -	Cancelled checks - #1 through #12315		August 3, 1961- June 30, 1972	9/1/78	SH
1-10	3	- - -	Check stubs - #1 through #7515		August 3, 1961 - May 28, 1968	9/1/78	SH
1-10	3	- - -	Paid bills, remittance reports, reimbursement requests, etc.		July 1967-June 1972	9/1/78	SH
1-10	7		Eligibility Reports for Athletics		School year 1966-67 School year 1967-68	9/1/78	SH

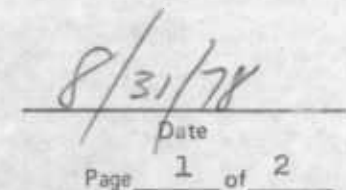
Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

cubic footage

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


Signature


Title


Date
Page 1 of 2

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

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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

Woodlawn Senior High 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
1-10	87		Teacher Absence Cards		School year 1973-74	9/1/78	SH
1-10	87		Attendance Sign-In Sheets and ETR reports		School year 1970-71, 1971-72, 1972-73, 1973-74	9/1/78	SH
1-10	87	BEBCO 42-9-69	Use of Building Forms		School year 1974-75	9/1/78	SH
1-10	8		School Insurance Master Lists (carbon copy) (NR)		School years 1964 through 1969	9/1/78	SH

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

9
cubic footage

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)

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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

GUNPOWDER ELEMENTARY 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
1-09	4	BEBCO	BANK STATEMENTS	82	9/30/70 - 6/30/75	7/14/78	SH
1-09	4	BEBCO 42-110-65	RECEIPT SUMMARY	278	9/30/70 - 6/30/75		SH
1-09	4		RETAIL SALES TAX REPORT	15	7/01/70 - 6/30/74		SH
1-09	4		PAID VENDORS' BILLS/INVOICES	959	7/01/70 - 6/30/75		SH
1-09	8	BEBCO 40-161-69	EXCEPTION TIME RECORD (ETR) (Teachers)	104	7/01/70 - 6/30/74		SH
1-09	8	BEBCO 186	DAILY SUBSTITUTE TIME RECORD (ETR)	88	7/01/70 - 6/30/74		SH
1-09	8	BEBCO 88 746-75	EXCEPTION TIME RECORD (ETR) (Custodians)	104	7/01/70 - 6/30/74		SH
1-09	8	BEBCO 170-62	ATTENDANCE SIGN-IN SHEETS - LUNCH ROOM AIDES	88	9/01/70 - 6/30/74		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.

Edward B. Kuchinski
Signature

PRINCIPAL

Title

7-14-78
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

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

GUNPOWDER ELEMENTARY 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
1-09	4		CHECK STUBS	501	7/1/70 - 5/30/73	7/14/78	SH
1-09	4	BEBCO 42 108-65	OFFICIAL SCHOOL RECEIPTS	1,204	7/1/70 -12/13/74		SH
1-09	4		CANCELLED, VOIDED & PAID CHECKS	892	7/1/70 - 6/30/75		SH
1-09	4		DEPOSIT SLIPS	366	7/1/70 - 6/30/75		SH
1-09	4	BEBCO 42-107-61	PETTY CASH SUMMARY ENVELOPES	27	7/1/70 - 6/30/75		SH
1-09	4	BEBCO 31-34-61	REIMBURSEMENT REQUESTS	44	7/1/70 - 6/30/75		SH
1-09	4	BEBCO 31-30-69	REMITTANCE REPORTS	76	7/1/70 - 6/30/75		SH
1-09	4	BEBCO 42-109-60	BANK RECONCILIATION	82	7/1/70 - 6/30/75		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.

Edward B. Kulovich
Signature

PRINCIPAL

Title

7-14-78
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

Kingsville Elementary School
Reporting LEA

Maryland State Department of Education will forward original certificates to

Baltimore County Schools
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 ↓	8		Attendance Sign in Sheets	156	5/72 - 6/75	7/31/78	SH
1-9	5	BC42-740-72	Summer School Tuition Report	2	5/75 - 5/76	" "	"
1-9	5	BC42-743-72	Rep. of School Journal Rec. & Disburs.	2	6/73 - 6/74	"	"
1-9	4	BEBCO 42-108-65	Official School Receipts	900	9/72 - 5/75	"	"
1-9	4	BEBCO109-60	Bank Reconciliation	39	1/72 - 3/75	"	"
1-9	4		Bank Deposit Slips	70	1/72 - 1/73	"	"
1-9	4		Check Stubs	900	4/72 - 5/75	"	"

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.

Alex W. K... me
Signature

Principal
Title

7/31/78
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

Baltimore County Public Schools

Reporting LEA

Maryland State Department of Education will forward original certificates to

Superintendent's Office

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>
1-01	5		General Files - Superintendent (Correspondence)	4 file drawers	July 1971 - June 1972	July 15, 1978	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.

Helen Linkelman
Signature

secretary
Title

August 3, 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

Baltimore County Public Schools

Reporting LEA

Maryland State Department of Education will forward original certificates to

Riverview 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 - SH BURN - BN BURY - BY
1-09	4	42-108-65	Official School Receipts	3	1972-1974	7-11-78	SH
1-09	4		Check Stubs	1	1972-1974	7-11-78	SH
1-09	4		Bank Statements (Checking Account)	50	1971-1975	7-11-78	SH
1-09	4		Deposit Slips	500	1971-1975	7-11-78	SH
1-09	4		Receipts	1000	1971-1975	7-11-78	SH
1-09	4		Cancelled Checks	100	1974-1975	7-11-78	SH
1-09	4	42-109-60	Bank Reconciliation	12	1974-1975	7-11-78	SH
1-09	8		School Lunch Application	200	1974-1975	7-11-78	SH
1-09	8		Application for Use of Facilities	100	1974-1975	7-11-78	SH
1-09	8		Parent Permission for Field Trips	300	1974-1975	7-11-78	SH

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

1 carton 1 1/2 cu. ft.
 cubic footage

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

Inez Caney
 Signature

Secretary

Title

7-11-78

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 Balt Co
 Reporting LEA

Maryland State Department of Education will forward original certificates to

Hernwood Elem. 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	-	Pd vendor bills	4500	7/67 - 12/74	7-11	SH
1-09	8	-	Teacher substitute sign in	200	9/67 - 12/73	7-11	SH
1-09	8	-	Time Cards	600	9/67 - 12/74	7-11	SH
1-09	6	-	Team Conference records + write-ups	50	10/67 - 6/77		
1-09	6	-	Team Conference records + write-ups	50	10/67 - 6/71	7-11	SH
109	4	Belco 31-30-69	Remittance Reports	40	11/0/69 - 9/24/74	7-11	SH
109	4	Belco 31-3461	Request for reimbursement	50	6/67 - 12/74	7-11	SH
109	4	Belco 42-109-60	Bank Reconciliation Forms	24	1-73 - 12/31/74	7-11	SH
1-09	4		Bank Statements	24	1-73 - 12/31/74	7-11	SH
1-09	4		Cancelled checks	384	1-2-73 - 12-2-74	7-11	SH
1-09	4		Check Stubs	248	2-21-73 - 5-24-74	7-11	SH
1-09	4	Belco 42-108-65	School Receipts - Bound Books	320	11-72 - 12/74	7-11	SH

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

305⁶ cubic ft.
 cubic footage

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

Eugene B Schwartz
 Signature

Principal
 Title

7/11/76
 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
1-10 ↓	3	42-108-65-	Paid Vendors' Bills/ Invoices	546	3/74 - 6/7 ⁷⁵	6/30/78	SH
	4		Official School Receipts (Bound)	2	6/30/74-3/3/75	6/30/78	SH
	4		Cancelled Checks	519	7/73 - 6/74	6/30/78	SH
	4		Bank Statements	12	7/73 - 7/74	6/30/78	SH
	4		Deposits Slips	141	7/73 - 6/74	6/30/78	SH
	8		Custodial Payroll Report	52	7/6/73-5/20/75	6/30/78	SH
	8		Teachers Payroll Report	28	7/26/74- 6/27/75	6/30/78	SH
	8		Substitute Payroll Report	42	9/20/74- 6/25/76	6/30/78	SH
	4	31-34-61	Reimbursement Request	14	6/26/74- 5/21/75	6/30/78	SH
	4	42-110-65	Receipts Summary	12	9/6/74 - 5/28/ 75	6/30/78	SH
	8		Workman's Compensation First Report of Injury	15	8/7/74- 5/28/76-3/14/75	6/30/78	SH
	8	40-161-69	Time Cards	15	7/6/74-6/27/75	6/30/78	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.

Alberta M. McLaughlin
Signature

Secretary
Title

June 30, 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

CATONSVILLE 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	CR1	Permanent Record Cards (on micro-film)	500	1974-5	7-7-78	SH
1-05	1	CR2	Test Record Cards - Graduates	500	1974-5	7-7-78	SH
1-05	1	CR2	Test Record Cards - Withdrawals	200	1974-5	7-7-78	SH
1-05	1		Report Cards	2000	1974-5	7-7-78	SH
1-05	2	CR8	Pupil Medical Record (Private Physician)	650	1974-5	7-7-78	SH
1-05	2	CR9	Pupil Health Progress Chart	650	1974-5	7-7-78	SH
1-05	3		Pupil Record of Attendance - Teacher Register)	46	1974-5	7-7-78	SH

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

8 cartons (12 CU FT)
~~XXXXXXXXXX~~

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

Michael J. Flannery
Signature

Principal
Title

7-7-78
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

Orems Elementary 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	BEBCO Form Number	Brief Description of Records	Number of Each Record <i>Approx.</i>	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	8	19-72	Absence Cards	383	1973-74-74-75	7/5/78	SH
1-09	8	ETR	Payroll Time Sheets (Substitutes, Custodian, Teachers, clerks, & aides)	158	1972-73, 1973-74	7/5/78	SH
1-09	4		Paid Vendors Bills/Invoices	467	1972-73, 73-74, 74-75	7/5/78	SH
1-09	3		Retail Sales Tax Reports	8	1972-73, 73-74	7/5/78	SH
1-09	4		DEPOSIT SLIPS, CANCELLED, PAID & VOIDED CHECKS, BANK CHARGE & CREDIT MEMOS & CHECK STUBS	1000	1972-73, 73-74, 74-75	7/5/78	SH
1-09	4	42-110-65	Receipts Summary	55	1972-73 - 73-74, 74-75	7/5/78	SH
1-09	4	42-109-60	Bank Reconciliation Forms	24	1972-73- 73-74, 74-75	7/5/78	SH
1-09	4	42-108-65	Official School Receipts (Bound Books)	2 books	1972-73, 73-74, 74-75	7/5/78	SH
1-09	4		Bank Statements	24	1972-73-, 73-74, 74-75	7/5/78	SH
1-09	4		Petty Cash Receipts	100	1972-73, 73-74, 74-75	7/5/78	SH
1-09	4		Reimbursements Requests	15	1972-73-73-74, 74-75	7/5/78	SH
1-09	4		Petty Cash Summary Envelopes	60	1972-73-73-74, 74-75	7/5/78	SH
1-09	5		Report of School Journal Receipts & Disbursements	3	1972-73, 73-74, 74-75	7/5/78	SH
1-09	8	161-69	Time Cards	909	1968thru 1973-74	7/5/78	SH
1-09	8		Confidential Application for Free/Reduced Price Meals & Free Milk	101	thru 1974-75	7/5/78	SH
1-09	8	9-69	Application-Use of School Facilities	9	73-74, 74-75	7/5/78	SH
C451 1-05	3		Pupil Attendance Records	49	1972-73 - 1974-75	7/5/78	SH

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.

Henry J. Zerkowsky
Signature

Assistant Principal

Title

7/5/78

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

Baltimore County Public Schools

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

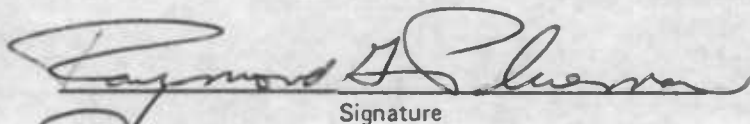
STATE OF MARYLAND

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 - SH BURN - BN BURY - BY
1-05	1		Permanent Record Cards (CRL) (Approximately 400 CRL's 8½" x 11" (microfilmed)		June 69 to 75	Approx. Pick up July 1, 1978	SH
1-05	1		Cumulative Folders and Report Cards.		Sept 62 to 73	7/78	SH
	2		Pupil's Health Record Folders		Sept 62 to 73	7/78	SH

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

7½
cubic footage

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


Signature

Principal

Title

6-7-78

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

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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	BEBCO 49-58	Achievement & Attendance Records (Microfilmed)	453	Grad. Class & Withdrawals - 1975	6/30/78	SH
1-05	1	BEBCO 57-60	Test Records	453	Grad. Class & Withdrawals - 1975	6/30/78	SH
1-05	2	BEBCO 46-58	Health Records	453	Grad. Class & Withdrawals - 1975	6/30/78	SH

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

1½
cubic footage

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

Kenneth R. Schinger
Signature

Principal

Title

June 30, 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

Towsontown 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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	3		Check Book Stubs		10/26/72-6/13/75	6/78	SH
1-10	3		Paid Vendors Bills		7/1/73-6/30/75	7/78	SH
1-10	3		Bank Statements/Cancelled Checks		7/1/73-6/30-75 (5)	7/78	SH
1-10	3		General Journal		7/1/73-6/30-75	7/78	SH
1-10	3		Bank Reconciliation Forms		7/1/73-6/30/75	7/78	SH
1-10	7		Attendance Sign-In Sheets		7/1/74-6/30/75	7/78	SH

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

6
cubic footage

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

Donald Snodder
Signature

Principal
Title

6-29-78
Date

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

CERTIFICATE OF RECORDS DISPOSAL

University of Maryland University College

Reporting Agency

Admission & Registration Services

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.				
	Hard white copy of bill # 300000 - 316179	737	407	1973	18.36 Cu.ft.	10/26/79	Shredding
	#316180 - 328546			1974			
	#340001 - 358405			1974			
	#358406 - 384,000			1975			
	#300000 - 314904			1975			
	#314905 - 358479			1976			

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

Alma Lawton

Signature

Manager Office Svcs.

Nov. 12-1979

DEPARTMENT OF GENERAL SERVICES

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

B/P

CERTIFICATE OF RECORDS DISPOSAL

12-10-79
Mr. Noonan
for your records
Johnson

Motor Vehicle Administration

Reporting Agency

Field Services (Baltimore City Regional Office - Page 1 of 2)

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	Stock Requisition Form	744	1	1972 - 1973	2 cu. ft.	11-27-79	landfill
2	Inventory Statement	744	1	1974 - 1977	2 cu. ft.	11-27-79	landfill
3	Accountability of Certified Copies	744	1	1978	½ cu. ft.	11-27-79	landfill
4	Daily Statement of Tags	744	1	1972 - 1976	4½ cu. ft.	11-27-79	landfill
5	Tag Return	744	1	1971 - 1977	4½ cu. ft.	11-27-79	landfill
6	7-Day Temporary Registration	744	1	1972 - 1976	4½ cu. ft.	11-27-79	landfill
7	Cashier Daily Statement	744	1	1972 - 1976	4½ cu. ft.	11-27-79	landfill
8	Cashier Reconciliation	744	1	1971 - 1976	4½ cu. ft.	11-27-79	landfill
9	Transmittal Sheets	744	2	1975 - 1976	2 cu. ft.	11-27-79	landfill
10	Record Book of Temporary License Issued	744	2	1971 - 1976	2 cu. ft.	11-27-79	landfill
11	Timesheets	744	3	1971 - 1975	2 cu. ft.	11-27-79	landfill

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

Doris E. Johnson
Signature

Mgr. Balto City MVA
Title

Nov 27, 1979
Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

Field Service (Baltimore City Regional Office - Page 2 of 2)

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.				
12	Certificate of Deposits and Bank Deposit Slips	744	3	1974 - 1975	2½ cu. ft.	11-27-79	landfill
13	Deposit Slips	744	1	1971 - 1975	2½ cu. ft.	11-27-79	landfill
14	Log Books: Accountability of Monies Sent To Bank Title Numbers Issued	744	2		2 cu. ft.	11-27-79	landfill

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

Doris E. Johnson
 Signature

Mgr. Balt City MVA
 Title

Nov 27, 1979
 Date

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

FROSTBURG STATE COLLEGE - CONTROLLER'S DIVISION

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.				
	PURCHASE ORDERS	740	54	72 - 74	18	11/29/79	Shreading
	AWARDS	740	58	61 - 65	2	"	"
	OUT-OF-SCHEDULE	740	57	72 - 74	2	"	"
	42 ACCOUNT PURCHASE ORDERS	740	62	67 - 72	1	"	"

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

Edward J. Reinsfelder
 Signature

Controller

11/28/79

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 BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, Calvert County

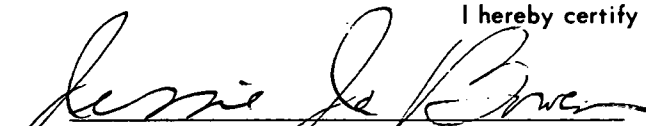
Division or Bureau

PREPARE IN DUPLICATE

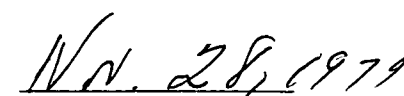
Retain one copy and forward original to above address

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	Correspondence for General Accounting Records	C-440	1-B	1962 thru 1968	5 cu. ft.	10-29-76	Landfill
2	General Accounting Records Abatements of Taxes, Increases of Taxes, Trailer Park Tax Records School Bond Registrations, School Board Registrations, Property Tax records, State Tax Reports - Copies Personal Property Judgements and Copies of Budget Adjustments	C-440	1-B	1962 thru 1968	20 cu. ft.	10-29-76	Landfill
3	General Files Disbursement Vouchers Remittance Advices Elderly Tax Credits Financial Statements (Copies)	C-440	1-B	1967 thru 1972 1970 thru 1972 1966 thru 1969 1968 thru 1971	15 cu. ft.	10-29-76	Landfill
4	General Accounting Records Jury Slips 1969-1972 Abatements of Taxes Increases of Taxes, Trailer Park Tax Records, Copies State Reports	C-440	1-B	1969 thru 1972	10 cu. ft.	11-3-76	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

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 BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, Calvert County

Division or Bureau

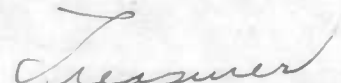
PREPARE IN DUPLICATE

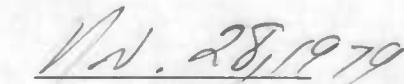
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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
5	Correspondence for General Accounting Records	C-440	1-B	1968 thru 1971	5 cu. ft.	11-10-76	Landfill
6	General Accounting Records Trailer Park Regulation Copies Monthly Reports to the Calvert County Commissioners State Warrant (State Taxes)	C-440	1-B	1963 1971 - 1972 - 1973 1971 - 1972	5 cu. ft.	11-12-76	Landfill
7	General Files Disbursement Vouchers A thru XYZ Remittance Advices Treasurer's Office White copies of vouchers	C-440	1-B	1962-63 thru 1966-67 1962-63 thru 1969-70 6-4-70 thru 6-30-73	7 cu. ft.	11-15-76	Landfill
8	General Accounting Records General Funds Deposit Slips General Fund Cancelled Checks	C-440	1-B	7-1971 thru 6-1972 1-1-63 to 3-30-63 4-2-63 to 6-30-64	1 cu. ft.	11-16-76	(Burn) 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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, Calvert County

Division or Bureau

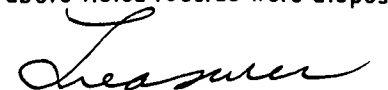
PREPARE IN DUPLICATE

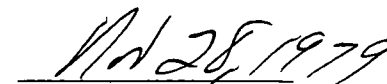
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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
8 Cont.	General Accounting Records Calvert Bank & Trust Co. Calvert Bank & Trust Co. Maryland National Bank Maryland National Bank Calvert Bank & Trust Co.	C-440	1-B	Ck. 1 thru 1140 9-2-64 - 12-31-66 Ck. 1141 thru 2179 2-8-67 - 12-31-68 Ck. 1 thru 1002 7-1-64 - 12-31-66 Ck. 1003 thru 2295 1-3-67 - 12-17-68 Ck. 2296 thru 3265 1-1969 - 6-30-1970 CK. 2180 thru 2946 1-1969 - 6-30-1970	3 cu. ft.	11-16-76	(Burn) Landfill
9	General Accounting Records Payroll Cancelled Ck.	C-440	1-B	7-1966 thru 10-67 11-1967 thru 12-68 9-13-63 thru 3-31-65 4-15-65 thru 6-30-66 12-1969 thru 6-1970 1-1969 thru 11-1969	4 cu. ft.	11-16-76	(Burn) 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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, Calvert County


Division or Bureau

PREPARE IN DUPLICATE

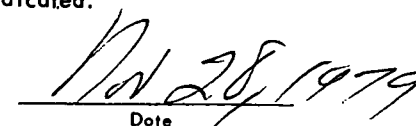
Retain one copy and forward original to above address

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.				
10.	General Accounting Records Personal Property Tax Bills Paid Jury Vouchers Jury Cards Property Transfer Records Treasurer's Copies of Vouchers	C-440	1-B	1960 - 1961 - 1962 1963-64 thru 1968-69 1968 - 1969 - 1970 1969-70 - 1970-71 1964-65 - 1965-66 1966-67 - 1967-68 1968-69	8cu. ft.	11-17-76	Landfill
11.	General Accounting Records Unsued Checks (General Funds) Maryland National Bank Calvert Bank & Trust Co. Payroll Checks Harry H. Harkness, Treas.	C-440	1-B	1963 thru 1973	3 cu. ft.	11-17-76	Landfill (Burn)
12.	General Accounting Records Daily Work Copies of Tax bill paid	C-440	1-B	1-2-68 thru 7-30-68 8-9-66 thru 10-20-66 10-2-67 thru 12-29-67 10-6-69 thru 3-31-70 10-2-68 thru 3-31-69	3 cu. ft.	11-24-76	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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, 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.				
13	General Accounting Records Daily Work Copies of paid tax bills	C-440	1-B	8-1-63 thru 11-30-63 2-2-66 thru 8-8-66 8-7-67 thru 9-29-67 9-2-69 thru 10-3-69 10-9-70 thru 3-31-71 4-1-71 thru 7-27-71 9-17-71 thru 10-1-71	4 cu. ft.	11-29-76	Landfill
14	General Accounting Records Daily Work Copies of Tax bills paid	C-440	1-B	12-2-63 thru 7-22-64 7-23-64 thru 9-30-64 9-20-65 thru 1-28-66 4-1-69 thru 8-29-69 9-1-70 thru 10-8-70 10-4-71 thru 11-11-71	3 cu. ft.	12-6-76	Landfill
15	General Accounting Records Daily Work Copies of paid tax bills	C-440	1-B	1-2-62 thru 12-31-62 1-2-63 thru 7-31-63 10-1-64 thru 6-30-65 7-6-65 thru 9-17-65 7-31-68 thru 10-1-68	3 cu. ft.	12-7-76	Land fill
16	General Accounting Records Daily Work Copies of Tax bills paid	C-440	1-B	10-21-66 thru 8-4-67 4-1-70 thru 8-31-70			

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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, Calvert County

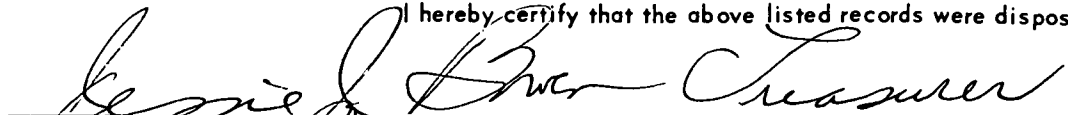
Division or Bureau

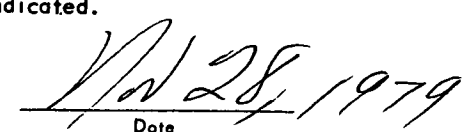
PREPARE IN DUPLICATE

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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.				
16 Cont.	Daily Work Copies of Tax bills paid	C-440	1-B	7-28-71 thru 8-24-71 8-25-71 thru 9-16-71 11-12-71 thru 4-28-72 5-1-72 thru 6-30-72	3 cu. ft.	12-8-76	Landfill
17	General Accounting Records Copies of Jury Slips paid	C-440	1-B	1973	1/2 cu. ft.	5-24-1977	Landfill
18	General Accounting Records 1968-1969 School Board Debt Service - Bond Account File Old Bank Staements and Checks for General Funds Account July 1959 thru June 1960 County Account - July 1959 thru June 1960 - School Bond 1959 Account - July 1959 thru June 1960 - Tax Redemption Fund from April 1959 thru June 1960 Kenwood Beach Erosion Project May 1959 thru December 1959	C-440	1-B	1959 - 1960	1 cu. ft.	5-26-77	Landfill (Burn)

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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, 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.				
19	General Accounting Records Disbursement Vouchers A thru H Copies of paid Jury Slips	C-440	1-B	1972 thru 1973 1974	1 1/4 Cu. Ft.	4-11-78	Landfill (Burn)
20	General Accounting Records Payroll Checks #1631 thru #3140 #7520 thru #517 #6280 thru #7519 #518 thru #1630	C-440	1-B	5-17-72 - 12-14-72 4-7-71 - 10-30-71 7-1-70 - 3-31-71 11-2-71 - 5-17-72	1/4 Cu. ft.	6-21-1978	Landfill (Burn)
21	General Accounting Records Copies of paid tax bills	C-440	1-B	July 1, 1972 thru April 17, 1973	4 Cu. ft.	6-21-17	Landfill (Burn)
22	General Accounting Records Miscellaneous Files of Harry H. Harkness, Treas. Bank Collateral Files Trailer Park Registers	C-440	1-B	12-3-71 - 1974 1963 thru 1973 1973 thru 1974	1 Cu. ft.	6-28-1978	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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

Treasurer's Office, Calvert County

Division or Bureau

PREPARE IN DUPLICATE

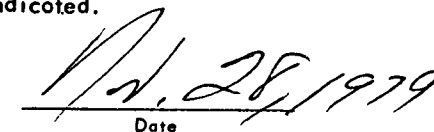
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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
23	General Accounting Records Copies of Decreases Copies of Increases Transfer on Property Public Tax Sales Papers	C-440	1-B	1972 - 1973 1972 - 1973 1971 - 1974 1963 - 1970	1 Cu. ft.	6-28-78	Landfill
24	General Accounting Records Disbursement Vouchers I thru XYZ	C-440	1-B	1972 - 1973	4 cu. ft.	6-28-78	Landfill
25	General Accounting Records Check Books Closed Unused checks - county Check Book Closed for School Bond Account - checks and unused checks Check Book Closed for General Public School Const. Loan of 1976 Check stubs and unused checks County Check Book - Closed Checks stubs and unused checks	C-440	1-B	6-30-74 March 20, 1968 7-21-70 10-4-1977	½ cu. ft.	6-28-78	Landfill (Burned)

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


Signature


Title


Date

FD

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland House of Correction

Reporting Agency

Division of Correction

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	767	1	1969-1977	267 cu ft.	11-29-79	Landfill

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

W.P. Allam

Signature

FISCAL SPECIALIST III

Title

11-29-79

Date

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

FD

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Charles County

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.				
	Official Bonds	655	I-5	1887-1957	.5 c.f.	12-3-79	Landfill
	Judicial Records	655	VII-7	1950-1966	1.0 c.f.	"	"
	Federal Farm Credit Liens	655	I-23	1952-1960	.5 c.f.	"	"
	Jury Selection Records	655	I-21	1971-1976	3.0 c.f.	"	"
	Marriage, Minister Returns Receipt Books, Void Applications, Parent's Consents	655	VIII-4	1952-1968 1974-1976	1.0 c.f. 1.5 c.f.	" "	" "
	Cash Register Receipts and Deposit Slips	655	II-6	1974-1975	1.0 c.f.	"	"
	Mortgage Releases	655	VI-7	1890-1894 1903-1906 1919-1926 1952-1954	3.0 c.f.	"	"
	Juvenile Case Files	655	V-1	1945-1967	18.0 c.f.	"	"

Destruction Approved by Hall of Records Commission

11-27-79
Date

Edward A. [Signature]
State Archivist

Destruction Certification

Paul [Signature]
Signature of Court Official

Clerk of the
Circuit Court
Title

12-3-79
Date

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Charles County

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.				
	Criminal Case Files	655	III-1	1963-1967	12.0 c.f.	12-3-79	Landfill
	Miscellaneous Correspondence Comptroller Authorizations	655	I-13	1973-1976 1951-1976	.25 c.f.	"	"
	Administrative Operation Files Leave Records/Cert. of Compliance	655	1-1	1974-1976 1970-1975	.20 c.f.	"	"
	Assignment Notice Sheets	655	1-3	1974-1976	1.0 c.f.	"	"
	General Accounting Records	655	II-2	1974-1976	.5 c.f.	"	"
	Non case related Court Papers	655	I-15	1972-1975	.05 c.f.	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification
 Clerk of the
 Circuit Court

12-3-79

Date

State Archivist

Signature of Court Official

Title

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

Department of Licensing & Regulation

Reporting Agency

Insurance

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	1976 Insurance Companies Correspondence & Misc. Correspondence	612	3A	1/1/76 - 12/31/76	10 cu. ft.	12/3 /79	Destroyed in Agency

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

Evelyn Schwartzman, Secy. to
 Asst. Commissioner-Exam. & Property 12/3 /79


 Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program (IAC)

Reporting Agency

Education 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.				
1	Anne Arundel Co. - Broadneck Sr.	713	505-1-D-6-a	10/10/79 date stamp		12/1/79	Trash can
2	Carroll Co. - Winfield E.	713	505-1-D-6-a	10/5/79		12/1/79	Trash can
3	Carroll Co. - Winchester E.	713	505-1-D-6-a	10/5/79		12/1/79	Trash can
4	Charles Co. - M. M. Somers	713	505-1-D-6-a	9/24/79		12/1/79	Trash can
5	Harford Co. - John Archer School	713	505-1-D-6-a	8/22/79		12/1/79	Trash can
6	Montgomery Co. - M. L. King, Jr. (Sixth District)	713	505-1-D-6-a	9/27/79		12/1/79	Trash can
All are bid sets of drawings.							
					Total 1.0 cu. ft.		

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

Signature

Executive Director

Title

12/4/79

Date

CPS

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

Maryland State Department of Education

Reporting Agency

Division of Vocational Rehabilitation

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.	1976 Case Folders	628 12/3/75	i	7/1/75 - 9/30/76	93	12/5/79	Incineration

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

VR DEC 10 1979

[Signature]
Signature

Regional Director

Title

12/6/79

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND AUTOMOBILE INSURANCE FUND

Reporting Agency

CLAIM DEPARTMENT - INSURED 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	BODILY INJURY CLAIM FILES	732	1	July, 1974 - September, 1974	54	11/27/79	Burning
2	PROPERTY DAMAGE CLAIM FILES	732	2	July, 1975 - September, 1975	87	11/27/79	Burning

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

David C. Jones
 Signature

Director of Administration
 Title

12/11/79
 Date

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

10/10/79
 Approved for disposal
 destroyed 10/10/79
 mlf

CERTIFICATE OF RECORDS DISPOSAL

MOTOR VEHICLE ADMINISTRATION

Reporting Agency

CASH RECEIPTS AUDITS & 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.				
1.	MISCELLANEOUS ACCOUNTING RECORDS: Receipts Copies Validation Tapes	701	1	4/8/76 - 7/14/76	16½ cu ft	10/10/79	TAKEN TO DUMP

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

Signature

Title
 12/12/79

DEPARTMENT OF GENERAL SERVICES

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

PS

Salisbury

*12/15/79 - Mr Noonan
 Jim for your records
 [Signature]*

CERTIFICATE OF RECORDS DISPOSAL

STATE MOTOR VEHICLE ADMINISTRATION

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

FIELD OPERATIONS SALISBURY REGIONAL OFFICE

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	Accounting Records	744	3E	1973-1976	25 cu ft	12-13-79	landfill ✓
2	Correspondence, Payroll	744	3D	1976-	3 cu ft	12-13-79	landfill ✓
3	Correspondence, General	744	4	1970-1976	45 cu ft	12-13-79	landfill ✓
4	Transmittal Sheets 7-Day	744	2	1975-1976	15 cu ft	12-13-79	landfill ✓

1018 DEC 14 11:08

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

Glenn Clark

Manager

12-13-79

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program
 Reporting Agency

Education Section
 Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

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		Retention Sched. No.	Item No.				
1 1 1 1 1	General Files - George Myers, Coordinator of Education	713	401-4 401-10 401-12 402-4 403-5	1960-1975		12/19/79	Trash Can
					Total 1.4 cu. ft.		

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

Wallace C. Walden
 Signature

Services Specialist
 Title

December 17, 1979
 Date

January 1980

6075

1,728 cu. ft.

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Baltimore Police Department

Reporting Agency

Laboratory 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.				
	Crime Laboratory Folders 1974 - J54325 thru K158 and Firearms Folders 1974 - 9A45495 thru 1975 - 1I49833	259	1	10/74 thru 11/74 1/74 thru 9/75	145 cu. ft. - 30 boxes	1/8/80	Burned

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



Signature

Director, Laboratory Division

Title

1/8/80

Date

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

Motor Vehicle Administration

Reporting Agency

Departmental Services (Storeroom)

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	Delivery Tickets	758.4	4	1975-78	1/2 cu. ft.	1-4-80	Landfill
2	Out of Schedule Requisitions, Maintenance Purchase request, and Purchase orders	758.4	6	1972-73	3 cu. ft	1-4-80	Landfill

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

Edward N. Ligo
 Signature

Supply Officer III
 Title

1-4-80
 Date

DEPARTMENT OF GENERAL SERVICES

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

PS

*1/3/80
 Mr. Herman
 for your records
 [Signature]*

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

Field Services

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	744	1	1974-1976	2 cu. ft.	1-2-80	Landfill
2	Cashier Records	744	2	1974-1976	4 cu. ft.	1-2-80	Landfill
3	Accounting Records	744	3	1974-1976	1 cu. ft.	1-2-80	Landfill

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

Thomas J. Fulton

 Signature

Manager

 Title

1/2/80

 Date

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

Department of Health and Mental Hygiene
 Reporting Agency
 Montrose School
 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 Record files where last entry was 5 years ago or longer. Files include family data, psychological and psychiatric reports, school records, and correspondence, etc.	598	1	All records prior to 1975	Approximately 17.5 cu. ft. (7½ file dr.)	12-31-79	Burned at Montrose.

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

Leonard J. Ammer
 Signature

Superintendent
 Title

1-2-80
 Date

Date

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

PH

CERTIFICATE OF RECORDS DISPOSAL

FROSTBURG STATE COLLEGE - CONTROLLER'S DIVISION

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.				
	PURCHASE ORDERS	740	54	1974 - 1976	15.0	1/21/80	SHREADING
	OUT-OF-SCHEDULE REQUISITIONS	740	57	1974 - 1976	3.0	1/21/80	"
	COMPUTER PRINTOUTS (LIST OF DAILY ENCUMBRANCES)	740	55	1973 - 1976	3.0	1/21/80	"
	NOTE: ALL OF THE ABOVE LISTED ITEMS HAVE BEEN AUDITED.						

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

Edward J. Reingelder
Signature

Controller
Title

1/15/80
Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

General Services Section

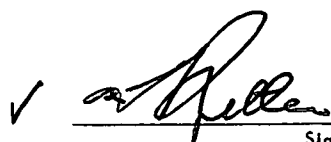
Division or Bureau

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.				
1	Anne Arundel County Annapolis Sr. West. Lake Shore Senior Lothian Elementary	713	505-1-G- 11	12/3/76 - 12/17/76 6/25/76 - 10/29/76 01/10/77		1/18/80 1/18/80 1/18/80	Trash Can Trash Can Trash Can
2	Carroll County Robert Moton Elementary Northwest Middle	713	505-1-G- 11	07/19/76 4/12/76 - 07/06/76		1/18/80 1/18/80	Trash Can Trash Can
3	Charles County Indian Head Elementary Charles Co. Vo-Tech. Ctr.	713	505-1-G- 11	4/13/76 - 08/24/76 07/08/76		1/18/80 1/18/80	Trash Can Trash Can
4	Frederick County Emmitsburg Elementary	713	505-1-G- 11	08/05/74		1/18/80	Trash Can
5	Prince George's County Phyllis E. Williams Elem.	713	505-1-G- 11	4/14/76 - 10/13/76		1/18/80	Trash Can
6	St. Mary's County Oakville Elementary	713	505-1-G- 11	4/8/76 - 09/09/76		1/18/80	Trash Can

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



Signature

Executive Director

Title

January 14, 1980

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

General Services 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.				
7	Washington County Western Heights Middle	713	505-1-G- 11	07/01/76 -10/26/76	.01 cu. ft. TOTAL 1 cu. ft.	1/18/80	Trash Can

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

✓ *A. H. Hutter*
 Signature

Executive Director
 Title

January 14, 1980
 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

State Motor Vehicle Administration
 Reporting Agency

Field Services - College Park Office
 Division or Bureau

*1/16/80
 Mr. Noonan
 for your records
 Helen
 of Mrs. Hamilton*

*Total
 988 cu. ft.*

PREPARE IN DUPLICATE
 Retain one copy and
 forward original to
 above address

No. (1)	Description of Records include Title and/or Form Numbers (2)	Authorization for Disposal		Inclusive Dates of Records Disposed of (5)	Volume (Cubic Feet) (6)	Date of Disposal (7)	Method of Disposal (8)
		Reten. Sched. # (3)	Item No. (4)				
1.	Tag Return VR122	744	1	7/75 thru 6/78	25 cu ft	1/7/80	Landfill
2.	Cashier Daily Statement VR117	744	1	7/75 thru 6/78	60 cu ft	"	"
3.	7-Day Temp. Registration VR206	744	1	7/74 thru 6/78	25 cu ft	"	"
4.	Salvage Cert. Transm. VR212	744	1	7/75 thru 6/78	8 cu ft	"	"
5.	Batch Slip-Source Doc. VR220	744	1	7/74 thru 6/78	10 cu ft	"	"
6.	Metal Lic. Plates to be Dest. VR 247	744	1	7/75 thru 6/78	25 cu ft	"	"
7.	App. for 30 day Registration Permit VR250	744	1	7/75 thru 6/78	5 cu ft	"	"
8.	Title Mail Ret. Sheet VR307	744	1	1/71 thru 6/78	45 cu ft	"	"
9.	Daily Statement of Tags FS106	744	1	7/75 thru 6/78	60 cu ft	"	"
10.	Cashier Reconciliation FS107	744	1	7/75 thru 6/78	60 cu ft	"	"

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

*Helen
 1/17/80*

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

State Motor Vehicle Administration
Reporting Agency

Field Services - College Park Office
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and
forward original to
above address

No. (1)	Description of Records include Title and/or Form Numbers (2)	Authorization for Disposal		Inclusive Dates of Records Disposed of (5)	Volume (Cubic Feet) (6)	Date of Disposal (7)	Method of Disposal (8)
		Reten. Sched. # (3)	Item No. (4)				
11.	Regional Off. Request Forms Combined FFO 2	744	1	1/71 thru 6/78	20 cu ft	1/7/80	Landfill
12.	Tag Sticker Report F09	744	1	7/73 thru 6/78	95 cu ft	"	"
13.	Deposit Slips F066	744	1	7/75 thru 6/78	40 cu ft	"	"
14.	Trans. Sht. of Photograph Drivers License DR104.	744	1	11/76 thru 6/78	15 cu ft	"	"
15.	Stock Requisition Form DA36	744	1	7/72 thru 6/78	30 cu ft	"	"
16.	Inventory Statement DA48	744	1	1/71 thru 6/78	40 cu ft	"	"
17.	Application for Cert. Copy DI57	744	1	1/71 thru 6/78	50 cu ft	"	"
18.	Request to View Driving Record DI58	744	1	1/71 thru 6/78	20 cu ft	"	"
19.	Acc. of Cert. Copies DI62	744	1	1/71 thru 6/78	25 cu ft	"	"

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

Bellevue
1/7/80

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

State Motor Vehicle Administration
 Reporting Agency

Field Services - College Park Office
 Division or Bureau

PREPARE IN DUPLICATE
 Retain one copy and
 forward original to
 above address

No. (1)	Description of Records include Title and/or Form Numbers (2)	Authorization for Disposal		Inclusive Dates of Records Disposed of (5)	Volume (Cubic Feet) (6)	Date of Disposal (7)	Method of Disposal (8)
		Reten. Sched. # (3)	Item No. (4)				
20.	Daily Dep. Work & Voids DL30	744	1	1/71 thru 6/78	30 cu ft	1/7/80	Landfill
21.	Camera Oper. Log Sheet DL103	744	1	11/76 thru 6/78	10 cu ft	"	"
22.	Daily Film Recon. Monthly Performance Rep. Film Control Report DL104	744	1	11/76 thru 6/78	10 cu ft	"	"
23.	Cash Receipts VR114	744	2	7/75 thru 6/76	5 cu ft	"	"
24.	Transmittal Sheets VR205	744	2	7/73 thru 6/76	50 cu ft	"	"
25.	Transmittal Shts. 7Day VR254	744	2	7/74 thru 6/76	20 cu ft	"	"
26.	Daily Exam. Statement of Mon- ies Deposited DL32.	744	2	7/75 thru 6/76	5 cu ft	"	"
27.	Cashier Reports: Account. of monies Sent to Bank- Title numbers Issued	744	2	1/71 thru 6/76	10 cu ft	"	"

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

6/2/80 E. S. Miller

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

State Motor Vehicle Administration
Reporting Agency

Field Services - College Park Office
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and
forward original to
above address

No. (1)	Description of Records include Title and/or Form Numbers (2)	Authorization for Disposal		Inclusive Dates of Records Disposed of (5)	Volume (Cubic Feet) (6)	Date of Disposal (7)	Method of Disposal (8)
		Reten. Sched. # (3)	Item No. (4)				
28.	Cert. of Deposit and Bank Deposit Slips	744	3A	7/75 thru 6/76	15 cu ft	1/7/80	Landfill
29.	Monthly Rep. of State Funds collected and Deposited	744	3A	7/72 thru 6/76	5 cu ft	"	"
30.	Bank Books, Statements, and Deposit Receipts	744	3E	1/71 thru 6/76	30 cu ft	"	"
31.	Cancelled Cks., Ck. copies, and Ck. Stubs	744	3E	7/72 thru 6/76	30 cu ft	"	"
32.	Delivery Orders & Receipts	744m	3E	1/71 thru 6/76	20 cu ft	"	"
33.	Paid Bills and Invoices	744	3E	1/71 thru 6/76	35 cu ft	"	"
34.	Time Sheets	744	3E	7/73 thru 6/76	10 cu ft	"	"
35.	Requisition for Supplies	744	3F	1/71 thru 6/76	15 cu ft	"	"
36.	Personnel Files	744	5	1/71 thru 6/76	30 cu ft	"	"

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

Left E. Huber
1/7/80

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

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.	Finance-Payroll cost of Living Increase Journals	C-396	1	7/1/69 thru 1/1/70	2	9/1/1979	Shredded/ Landfill
2.	Finance-Payroll Payroll & Attendance Journal	C-308	2&3	1969	30	"	"
3.	State's Attorney- District Court Appeals & Defective Delinquents	NON-RECORD		1971-75	9	"	"
4.	State's Attorneys Criminal Docket & Assignment Sheets	NON-RECORD		8/73 thru 8/76	2	9/28/79	"
5.	Finance-Revenue Division Recreation & Parks Golf & Swimming Tickets	C-326	1&2	1976	6	"	"
6.	Finance-Revenue Div. Cashiers Office Bank (Daily) Validation Tapes	C-287	8	8/2/76 thru 10/29/76	1	"	"

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

Signature

Records Management Assistant

Title

1/21/80

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.				
7	Finance-Revenue-Division Cashiers office: (Cashiers Proof Tapes)	C. 287	8	July 1. 1976 thru Dec. 31, 19 76	2		Shredded/ Landfill
8	Finance-Revenue-Division Cashiers Office: (Lein Certificates)	C-287	9	July 7, 1976 thru Dec. 30, 1976	4		"
9	Finance-Revenue-Division Cashiers Office Bank, Collectors, & Fund Ledger Cards	C-292	2	July 1. 1971 thru June 30, 1972	1		"
10	Finance-Revenue-Division Cashiers Office: Cancelled-Bid*deposit Check Records	C-287	18	Jan. 1, 1976 (A) Dec. 31, 1976 (Z)	2		"
11	Finance-Revenue-Division Cashiers Office: Copies of Fund Checks D.P. requests, monthly county report	C-287	18	8/76 thru 12/76 7/74 " 12/76 7/74 " 6/76	1		"
12	Finance-Revenue-Division Cashiers Office-Refund Tickets&Cash Receipts	C-287	18	1/1/74 thru 7/30/76 1/1/75 " 12/5/76	1		"

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. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

Records Management Division

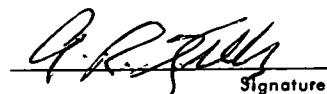
Division or Bureau

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.				
13	State & County Real Property-Pd tax Personal Property bills Corporation Personal Property	C-287	2	1973-4	16	Nov.23, 1979	Shredder Landfill
14	Publicworks-Utility Inspection Contract Files & Job Orders	C-377	1	1952-1970	20		"
15	Public Works & Highways Contract Files	C-466	1	1968-1969	6		"
16	Health Dept. Home Patient Discharge Labels	C-600	23	1974	10		"
17	Public Works Performance Reports	C-435	2	1974-1975	6		"
18	Central Service Fixed Asset Inventory	C-325	7	1974	8		"
19	Central Service Purchase Orders	C-325	1	1965-1971	6		"

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. 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

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.				
20	Finance-Revenue-Division Landfill Tickets Gold Copies	C-424	2	Nov. 1, 1979 thru Dec. 22, 1979	1		Shredded/ Landfill
21	Finance-Revenue-Division Landfill Tickets Gold Copies	C-424	2	July 23, 1976 thru Oct. 30, 1976	2		"
22	Finance-Revenue-Division, Landfill tickets, tapes, & Reconciliation sheet	C-424	2	Aug. 2, 1976 thru Nov. 27, 1976	4		"
23	Finance-Working Capital Fund Central Garage Accts. Dist	C-382	1	4/21/76 thru 8/20/76	1		"
24	Finance-Working Capital Fund Inventory Acct. Dist. (All funds) 26-27	C-382	1	4/21/76 thru 8/20/76	1		"
25	Finance-Working Capital Fund Accts. Dist.-Hiway, Fire Bureau, Repro. Radio Repair-Inventory Dist	C-382	1	8/21/76 thru 12/20/76	1		"
26	Finance-Working Capital Fund Vehicle Cost&Summary, Micro Acct. Rec. & Parks	C-382	1	8/21/76 thru 12/20/76	1		"

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.				
27	Finance-Working Capital Funds Accts. Dist. Central Garage	C-382	1	4/21/76-8/20/76 12/20/76	1		Shredded/ Land Fill
28	Proposals & Contracts	C-325	5	1965-1969	6		"
29	Contractors Prequalification Form	C-325	5	1959-1969	6		"
30	States Attorney Case Files	C-410	1	1969	12		"
31	ACCIDENT REPORTS (ALL 1976) Photo Negatives Accident Receipt Forms for 1978	C-192	7	1976	7	1-8-80	"

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

Total 176 cu. ft.


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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

TREASURER'S OFFICE, CALVERT COUNTY

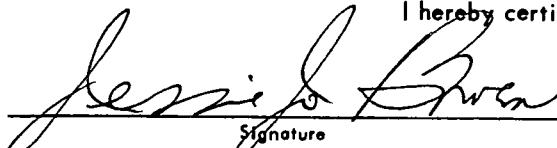
Division or Bureau

PREPARE IN DUPLICATE

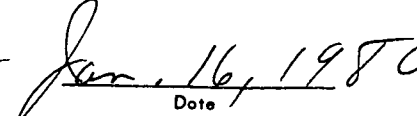
Retain one copy and forward original to above address

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.				
26	General Accounting Records Remittance Advices	C-440	1-B	1973 - 1974 1972 - 1973 1971 - 1972	4 Cu. Ft.	6-20-79	Landfill
27	General Accounting Records Disbursement Vouchers	C-440	1-B	1973 - 1974 A thru K and L thru XYZ	8 Cu. Ft.	6-20-79	Landfill
28	General Accounting Records Old Bank Statements Calvert Co. Industrial Park Authority, Harry H. Harkness, Treas School Fund Cons*t. Loan Acct., Harry H. Harkness, Tres. Cal. Co. Comm. State Road Account, Harry H. Harkness, Tres. Cal Co. Revenue Sharing Harry H. Harkness, Tres. Cal. Co Public Library Incentive Fund	C-440	1-B	8-71 thru 6-30-74 7-1-71 thru 6-30-74 7-1-71 thru 6-30-74 12-29-72 thru 6-30-74 7-1-71 thru 6-30-74 Accounts all Closed	$\frac{1}{2}$ Cu. ft. in all	6-25-79 6-25-79 6-25-79 6-25-79 6-25-79	Landfill Landfill Landfill Landfill 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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

TREASURER'S OFFICE, CALVERT COUNTY

Division or Bureau

PREPARE IN DUPLICATE

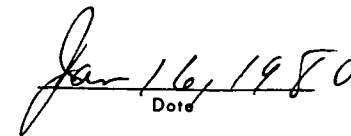
Retain one copy and forward original to above address

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.				
28	General Accounting Records Calvert Co. Library Const. Loan, Harry H. Harkness, Treas General Funds-Md. Nat'l. County Account, Harry H. Harkness, Tres. General Fund - Calvert Bank County Account, Harry H. Harkness, Treas. Check Register, County Account, Harry H. Harkness Treas. Payroll Account Statements Kenwood Beach Erosion 1966 Account Closed Tax Redemption Account Cal. Co. Public Library Incentive Fund, Harry H. Harkness, Trea. Cal. Co. Comm. School Bond Account - Closed	C-440	1-B	7-1-72 thru 6-30, 1974 7-1-69 thru 6-30-73 7-1-70 thru 6-30-73 7-1-71 thru 6-30-73 7-1-63 thru 6-30-72 7-1-66 thru 5-23-1973 1-1-62 thru 6-30-71 1-1-65 thru June 30, 1971 2-13-64 thru Oct. 31, 1968	½ Cu. Ft. in all	6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79	Landfill Landfill Landfill Landfill Landfill Landfill Landfill 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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

TREASURER'S OFFICE, CALVERT COUNTY

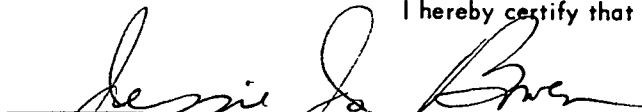
Division or Bureau

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.				
28	General Accounting Records Mercantile School Bond Acct., H.H.Harkness, Treas. County Account- Md. Nat*1. H.H. Harkness, Treas. County Account - Calvert Bank & Trust Co. HHH, Tres. General Funds, HHH, Tres. School Bonds Account H.H. Harkness, Tres. Account closed General Public School Cons*t. Loan of 1967 Cal. Co. Comm. State Road Bond Acct. H.H.H., Treas. Escrow Account Shore Erosion Projects, HHH, Treas. Cal. Co. Comm. % Thomas M. Potter #50912422-8 Account Closed Court House Improvement Bond of 1968 HHH, Tres. Account Closed	C-440	1-B	1-31-63 thru 12-31-65 1-1-63 thru 6-30-69 8-1-64 thru 6-30-69 1-1-62 thru 5-30-65 1-1-62 thru 3-30-68 9-1-68 thru 7-30-70 3-1-64 thru 6-30-71 8-1-67 thru 10-31-68 6-1-70 thru 11-30-70 9-1-68 thru 1-26-73	$\frac{1}{2}$ Cu. Ft. in all	6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79 6-25-79	Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill Landfill 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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

TREASURER'S OFFICE, CALVERT COUNTY

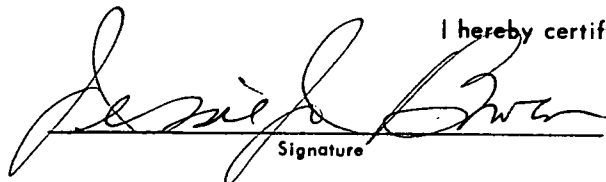
Division or Bureau

PREPARE IN DUPLICATE

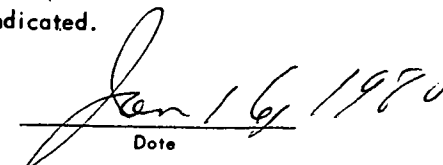
Retain one copy and forward original to above address

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.				
28	General Accounting Records State Auto Account, H.H. Harkness, Tres. Acct. Closed School Fund Const. Loan Account, H.H.H. Treas.	C-440	1-B	2-1-73 thru 7-12-74 1-1-68 thru 6-30-71	$\frac{1}{2}$ Cu. Ft. in all	6-25-79 6-25-79	Landfill Landfill
29	General Accounting Records Tag Register for year ending Old Void Checks not used H.H.H. Tres - State Acct.	C-440	1-B	6-30-77	$\frac{1}{4}$ Cu. Ft.	6-26-79	Landfill
30	General Accounting Records Remittance Advice	C-440	1-B	1973-1974	$\frac{1}{4}$ Cu. Ft.	6-26-79	Landfill
31	General Accounting Records Md. Nat*1 Bank Cancelled Checks #3851 thru #5150 Calvert Bank Cancelled Checks #2947 thru #3991 Md. Nat*1 Bank Cancelled Checks # 3266 thru #3850	C-440	1-B	7-31-72 thru 6-29-73 7-14-70 thru 10-28-71 7-6-70 thru 11-5-71	$\frac{1}{4}$ Cu. Ft.	6-28-79 6-28-79 6-28-79	Landfill Landfill Landfill
32	General Accounting Records Calvert Bank Cancelled Checks #3992 thru #5256 Court House Improvement Bonds of 1968 Closed Checks unused & Stubs One Book	C-440	1-B	11-1-71 thru 10-16-72 1-24-73 Closed	1 Cu. Ft.	6-28-79 6-28-79	Landfill 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

CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS

Reporting Agency

TREASURER'S OFFICE, CALVERT COUNTY

Division or Bureau

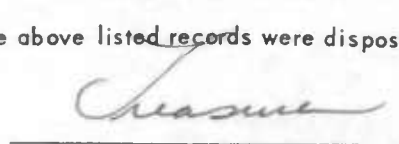
PREPARE IN DUPLICATE

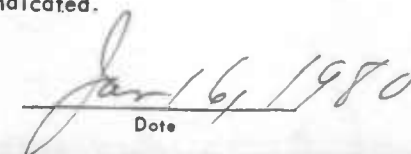
Retain one copy and forward original to above address

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.				
33	General Accounting Records Shore Erosion Project Kenwood Beach - Check Book Small Check Book closed Checks unused & Check Stubs	C-440	1-B	11-20-68 Closed 5-15-73	$\frac{1}{4}$ Cu. Ft. in all	6-28-79	Landfill
34	General Accounting Records State Account - Deposit Slips	C-440	1-B	1973-1974 and 1974-1975 1-73 thru 6-73 7-72 thru 12-72	$\frac{1}{4}$ Cu. Ft. in all	6-28-79	Landfill
	General Funds Deposit Slips			10-4-77 Closed		6-28-79	Landfill
	County Check Book Closed Checks unused and Stubs					6-28-79	Landfill
35	General Accounting Records Increases and Decreases Transfers	C-440	1-B	1973-1974 1973-1974	$\frac{1}{4}$ Cu. Ft. $\frac{1}{4}$ Cu. Ft.	6-29-79 6-29-79	Landfill Landfill
<u>Total</u>					$16 \frac{3}{4}$ Cu. Ft.		

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


Signature


Title


Date

CPA



EUGENE J. GERCZAK, CPA
LEGISLATIVE AUDITOR

Division of Audits
State Office Building
Baltimore, Md. 21201
Telephone (301) 383-2512

CHARLES C. PIAZZA, CPA
DEPUTY
ROBERT W. DORSEY, CPA
ANTHONY J. VERDECCHIA, CPA
AUDIT MANAGERS

December 26, 1979

Mr. Philip Schneider
Records Administrator
Hall of Records
Room 302, Treasury Building
Annapolis, Maryland 21401

Dear Mr. Schneider:

Enclosed are Certificates of Records Disposal forms covering various records of the Department of Fiscal Services destroyed by us. With respect to the audit workpapers destroyed, a detailed listing is also enclosed.

This procedure is in accordance with past practices. If it is not still appropriate, please advise.

Very truly yours,

Charles C. Piazza

DEPUTY LEGISLATIVE AUDITOR

CCP/sn

Enclosures

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Fiscal Services
Reporting Agency

Division of Audits
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	Audit Workpapers	189	3	FY 1968 - FY 1969	20	11/79	Shredded (Manually)
2	Accounting Records	189	5	7/1/73 - 6/30/74	4	11/79	Shredded (Manually)
3	Payroll Records	189	6	7/1/74 - 6/30/75	3	11/79	Shredded (Manually)
4	Correspondence and Miscellaneous Files	189	8	7/1/74 - 6/30/75	3	11/79	Shredded (Manually)

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

Charles E. Piazza
Signature

Deputy Legislative Auditor
Title

12/20/79
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Fiscal Services
Reporting Agency

Division of Budget Review
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	Accounting Records*	189	5	7/1/73 - 6/30/74	15	11/79	Shredded (Manually)
2	Payroll Records	189	6	6/19/74 - 7/1/75	3	11/79	Shredded (Manually)
<p>*Records maintained by the Division of Audits</p>							

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

Charles E. Pranga
Signature

Deputy Legislative Auditor
Title

12/20/79
Date

WORKPAPERS DESTROYED

NOVEMBER, 1979

<u>AGENCY</u>	<u>F/Y</u>
Correctional Institution For Women-Jessup	1968-69
Cosmotologist, Md. State Board for	1968-69
Deaf, Md. School for the	1968-69
Deer's Head State Hospital	1968-69
Dental Examiners, State Board of	1968-69
Municipal Ct. of Baltimore City	1968-69
Economic Development, Dept. of	1968-69
Economic Opportunity, Md.	1968-69
Education, St. Department of	1969
Fair Board, Maryland State	1968-69
Fire Prevention Commission & Fire Marshal	1968-69
Fish & Wildlife Administration	1968-69
Forrests & Parks, Dept. of	1968-69
Frostburg State College	1969
Funeral Directors & Embalmers of Md. St. Bd. of	1968-69
General Accounting Div.	1968-69
Parole & Probation, Dept. of	1968-69
Human Relations, Commission of	1968-69
Insurance Dept., State	1968-69
Motor Vehicles, Dept. of	1969
Motor Vehicles, Security Fund	1968-69
Natural Resources, Bd. of	1969
Patuxent Institution	1968-69
Penitentiary, Maryland	1968-69
Tobacco, Warehouse, State	1967-68
Workmen's Compensation Commission	1968-69
Washington Metro. Area Transit Commission	1969
Health, Dept. of-Western Maryland Centers	1968-69
Uniform St. Laws, Commission for	1968-69
Comptroller of the Treasury-State License Bureau	1968-69
Board of Health & Mental Hygiene	1969
Baltimore County Clerk of Circuit Court	1968-69
Calvert County-Clerk of Circuit Court	1968-69
Prince Georges County-Register of Wills	1967-69
Prince Georges-Clerk of Circuit Court	1969
Charles County-Register of Wills	1968-69
Worcester County-Register of Wills	1968-69
Worcester County-Clerk of Circuit Court	1968-69
Baltimore County-Register of Wills	1968-69
Wicomico County-Collector of State Taxes	9/1/67 - 6/30/79
Wicomico County-Collector of State Taxes	12/1/65-8/31/67
Queen Anne's Collector of State Taxes	3/1/67-6/30/68
Prince Georges Collector of State Taxes	9/1/66-6/30/68
Harford County Collector of State Taxes	5/1/67-6/30/69
Frederick County Collector of State Taxes	5/1/66-9/30/67
Frederick County Collector of State Taxes	10/1/68-12/31/69
Anne Arundel County Collector of State Taxes	11/1/66-6/30/68
Allegany County Collector of State Taxes	11/1/66-6/30/67
Montgomery County Collector of State Taxes	2/1/66-9/30/67
Kent County Collector of State Taxes	8/1/66-6/30/67
Kent County Collector of State Taxes	7/1/67-6/30/69
Dorchester City Collector of State Taxes	4/1/67-6/30/68
St. Mary's Collector of State Taxes	1/1/67-6/30/68
Somerset County Collector of State Taxes	7/1/66-6/30/68
Talbot County Collector of State Taxes	7/1/67-6/30/69
Baltimore City Collector of State Taxes	2/1/66-8/31/67
Baltimore City Collector of State Taxes	9/1/67-6/30/69
Garrett County Collector of State Taxes	8/1/66-6/30/68
Worcester County Collector of State Taxes	7/1/65-11/30/67
Worcester County Collector of State Taxes	12/1/67-6/30/68
Charles County Collector of State Taxes	8/1/67-6/30/68
Washington County Collector of State Taxes	7/1/67-6/30/69
Cecil County Collector of State Taxes	4/1/67-6/30/68
Charles County Collector of State Taxes	6/1/65-7/31/67
Calvert County Collector of State Taxes	7/1/67-6/30/69

WORKPAPERS DESTROYED

NOVEMBER, 1979

AGENCYF/Y

Tax Court, Maryland	1968-69
State Use Industries-Hagerstown; Jessup (Women)	1968-69
State Use Industries-Penitentiary	1968-69
State Use Industries-Div. Of Correction-Headquarters	1968-69
House of Correction	1968-69
Spring Grove State Hospital	1968-69
Potomace River Fisheries Commission	1969
Treasurer State	1969
Law Department, State	1968-69
Labor & Industry, Dept. of	1968-69
Judiciary	1968-69
Victor Cullen Center	1967-68-69
Unsatisfied Claim and Judgement Fund Board	1968-69
Employees Retirement System	
Social Security Division	
Teachers Retirement System	1969
Employees Retirement System	1969
St. Police Retirement System	1968-69
St. Police Pension Fund	1968-69
St. Police, Dept. of	1969
Podiatry Examiners, St. Bd. of	1968-69
Planning Office of the Sec. of State	1968-69
Physical Therapy Examiners, St. Bd of	1968-69
Physical Fitness, Commission On	1968-69
Real Estate Commission	1968-69
Retail Sales Tax-Div. of Tobacco Tax	1969
St. Mary's College of Maryland	1969
Revenue Estimates, Bureau of	1968-69
Secretary of State	1967-68
Hall of Records Comm.	1968-69
Health State, Dept. of	1969
Mt. Wilson & Pine Bluff	1968-69
Shortage-Deer's Head	1968
Law Enforcement & Administration Of	1969
Justice, Commission on	
Health-Montebello State Hospital	1968-69
Military Department	1968-69
Morgan State College	1969
House of Correction, Md.	1969
Industrial Development Financing Authority	1968-69
Accident Fund, Commissioners of the State	1969
Admissions Tax Div., Comptroller of the Treasury	1968-69
Alcoholic Beverages Division	1968-69
Anatomy Bd. of Maryland	1968-69
Apple Commission, MD. State	1968-69
Assessments & Taxation, Dept. of	1968-69
Athletic Commission, State	1968-69
Aviation Commission, State	1968-69
Balto. City Police Dept.-Death Relief Fund	1967-68
Bank Commissioner	1968
Boys' Forestry Camps	1969
Boys' Village of Maryland	1969
Broadcasting Commission, Md. Public	1967-68
Budget and Fiscal Planning, Dept. of	1969
Buildings & Grounds, Superintendent of Public	1967-68
State Office Building-Baltimore	1968-69
Capital City, Maryland Commission on the	1968-69
Motion Pictures Censors, Md. St. Bd.	1968-1969
Central Laundry	1968-69
Chesapeake Bay Affairs, Dept. of	1969
Children's Center, Maryland	1967-68
Chiropractic Examiners, Board Of	1967-68
Comprehensive Health Planning Agency	1969
Correctional Camps	1968-69
Correctional Institution-Hagerstown	1969

WORKPAPERS DESTROYED

NOVEMBER, 1979

AGENCY

F/Y

Carroll County Collector of State Taxes	6/1/66-6/30/68
Baltimore County Collector of State Taxes	10/1/65-11/30/67
Baltimore County Collector of State Taxes	12/1/67-6/30/69
Baltimore City Register of Wills	7/1/67-6/30/69
Kent County Register of Wills	7/1/67-6/30/69
Washington County Clerk of Circuit Court	7/1/67-6/30/69
Talbot County Clerk of Circuit Court	7/1/67-6/30/69
Kent County Clerk of Circuit Court	7/1/67-6/30/69
Harford County Clerk of Circuit Court	7/1/67-6/30/69
Frederick County Clerk of Circuit Court	7/1/67-6/30/69
Charles County Clerk of Circuit Court	7/1/67-6/30/69
Cecil County Clerk of Circuit Court	7/1/66-6/30/68
Carroll County Clerk of Circuit Court	7/1/66-6/30/68
Caroline County Clerk of Circuit Court	7/1/66-6/30/68
Allegany County Clerk of Circuit Court	7/1/68-11/30/68

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

Education 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	Drawings(Bid Set) Allegany Co., Fred. Co.	713	505-1-D-6-a	Oct. 1979	0.7	2/1/79	Trash
2	Drawings(C.D.) Allegany Co., Anne Arundel Co. Balt. Co., Balt. City, Calvert Co., Carroll Co., Charles Co., Harford Co., Mont. Co., St Mary Co.	713	505-1D-6-b	Mar. 77-Sept. 79	4.1	"	"
3	Drawings(D.D.) Anne Arundel Co., Balt. City., Calvert Co., Carroll Co., Charles Co., Harford Co., Mont. Co., St Mary Co.	713	505-1-D-6-c	Nov. 75-Jan 79	0.6	"	"

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

✓ 

Signature

Executive Director

Title

Jan. 24, 1980

Date



Maryland Department
of Transportation

DATE:

1/29

NAME	UNIT
TO: Phil Schneider	Rec Mgnt

- Discuss with Me
- Note and return
- Per our conversation
- Per your request
- For your information
- For your approval
- File

- For your signature
- Comment
- Circulate
- Take appropriate action
- Please answer
- Prepare reply for signature

of _____

REMARKS:

FROM: <i>Matt Morgan</i>	TELEPHONE NO: m 243 7181	UNIT DOT
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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 302
Annapolis, Maryland 21401

*1/28/80
Mrs Noonan
for your
records
John
of Mrs Kimball
Forestville*

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

Field Services Forestville 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	Lottery Claims & Printout			1975 - 1977	5 cu ft	Nov Dec & Jan a little at a time	Manually shredded and disposed of in dumpster being used for land fill
2	Request Lien Letters	744	1	1972 - 1977	40 cu ft		
3	7 Day Temporary Registration	744	1	1973 - 1977	3 cu ft		
4	Registration Cancellation	744	1	1972 - 1977	10 cu ft		
5	Deposit Slip Tag rush	744	1	1973 - 1977	1 1/2 cu ft		
6	Cashier Reconciliation	744	1	1972 - 1977	15 cu ft		
7	Ap. Certified Copy	744	1	1972 - 1977	5 cu ft		
8	Request to view records	744	1	1972 - 1977	5 cu ft		
9	Acct. of Certified copies	744	1	1972 - 1977	1 1/2 cu ft		
10	Stock reg. form	744	1	1972 - 1977	1/2 cu ft		
11	Ap. Dup. & Renewal	744	1	1972 - 1977	10 cu ft		
12	Daily Dep. Work & Void	744	1	1972 - 1977	5 cu ft		
13	County Exam	744	1	1972 - 1977	1/2 cu ft		
14	Ap. fees credited by voucher	744	1	1972 - 1977	1 1/2 cu ft		
15	Camera operators log sheet	744	1	1975 - 1977	1/2 cu ft		
16	Daily Film record	744	1	1975 - 1977	1/2 cu ft		
					105		

1979
1980
1979 SEP 19 AM 9:27

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

Judy A. Kimball
Signature

Manager
Title

Jan 24, 1980
Date

PS

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

CERTIFICATE OF RECORDS DISPOSAL

PROPERTY TAX ASSESSMENT APPEAL BOARD

Reporting Agency

Baltimore County

Division or Bureau

8-222-2441

JANE NORFOLK

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	PROPERTY TAX ASSESSMENT APPEAL BOARD FOLDERS	734	1	¹⁹⁷⁶ 1976-1980	27 cu.ft.		Burning
2	HEARING AGENDA FILE	734	2	¹⁹⁷⁶ 1976-1980	1½ cu.ft.		Burning
					29 cu.ft.		

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

Angela M Lombardi

Signature

383-4692

OFFICE SUPERVISOR

Title

1/24/80.

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

Maryland State Police

Reporting Agency

Truck Enforcement Division (24)

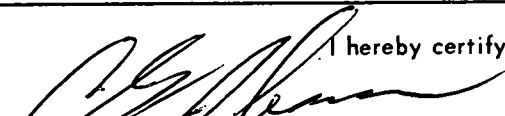
Division or Bureau

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	Form #24-1 Maryland State Police Daily Weight Report	647-13	1304	1/1/75 - 12/31/76	3	1/4/80	Schred
2	Form #24-2 Maryland State Police Weight Record	647-13	1301	1/1/75 - 12/31/76	3	1/4/80	Schred

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


 Charles E. Robinson

Signature

1st Lieutenant

Title

1/4/80

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Allegany County Health Department
Reporting Agency

Physical Health - Record Room
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	Maternity & Gynecological Pediatric Cases Hearing	600	13	B.D.: 1931 - 1933 1954 - 1957 1906 - 1948	½ cubic ft.	1/9/79	Shredder
		600	14			1/9/79	"
		600	15			1/9/79	"
2	Immunization Records - MCH-7	600	12	B.D.: 1951 - 1957	1 cubic ft.	1/10/79	"
3	Immunization Records - MCH-7	600	12	B.D.: 1958	¼ cubic ft.	10/2/79	"
4	Immunization Records - MCH-7	600	12	B.D.: 1958	1 inch	11/27/79	"
5	Immunization Records - MCH-7	600	12	B.D.: 1958	9 inches	1/21/80	"

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

Diane M. Bridges
Signature

Steno. Clerk III
Title

1/31/80
Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police, Barrack "P", Glen Burnie

Reporting Agency

Glen Burnie Barrack

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	Accident Reports <i>ops</i>	647	35	1976	<i>Approx 2 1/2 cubic feet</i>	1-1-80	Landfill,
2	Barrack & Radio Logs <i>adm</i>	647	9-10	1976		1-1-80	Burning or
3	Disabled Vehicle Logs <i>ops</i>	647	28	1976		1-1-80	Other Method

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

Bernard T. Haywood
 Bernard T. Haywood - 1st Lieutenant
 Signature

Commander, Glen Burnie Barrack
 Title

1-30-80
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

State Lottery

Reporting Agency

Subscriptions

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.				
	Subscription Applications	766	30	Dec. 1978	8	1-29-80	Shredded
	Game Accounting Print-outs	766	32	July 1977- June 1978	18 <i>26</i>	2-1-80	Shredded

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

gcy
Margaret K Matthews
 Signature

Management Assoc.
 Title

1-31-80
 Date

Handwritten initials

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND AUTOMOBILE INSURANCE FUND

Reporting Agency

CLAIM DEPARTMENT - INSURED 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	BODILY INJURY CLAIM FILES	732	1	October, 1974 - November, 1974	45	1/21/80	Burning
2	PROPERTY DAMAGE CLAIM FILES	732	2	October, 1975 - November, 1975	70	1/21/80	Burning

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

David C. Rogers
Signature

Director of Administration
Title

1/31/80
Date

Approx 3 cubic feet

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 "U" - 83

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</u>							
1-2	Certificate of Record Disp.	1 yr	647	1978 ✓		Jan 80	Destroyed
1-3	Biennial Record Holdings	2 yrs	647	1977 ✓		Jan 80	Destroyed
3-1	Special Orders - Inactive	3 yrs	647	1976 ✓		Jan 80	Destroyed
4-1	Memoranda - Inactive	3 yrs	647	1976 ✓		Jan 80	Destroyed
5	Status Report	5 yrs	647	1974 ✓		Jan 80	Destroyed
8	Statistical Surveys		647	1978		Jan 80	Destroyed
9	Daily Bk. Logs	3 yrs	647	1976		Jan 80	Destroyed
10	Daily Radio Logs	3 yrs	647	1976		Jan 80	Destroyed
12	Command Meeting Minutes	3 yrs	647	1976		Jan 80	Destroyed
12-1	Local Meeting Minutes	3 yrs	647	1976		Jan 80	Destroyed
<u>PER</u>							
1	Tpr. Activity & Leave Rpts	1 yr	647	1978		Jan 80	Destroyed
1-1	Tpr. Activity & Leave Summary	1 yr	647	1978		Jan 80	Destroyed
3	Leave Schedule	1 yr	647	1978		Jan 80	Destroyed
4	Overtime/Compensatory Rec.	3 yrs	647	1976		Jan 80	Destroyed
8-1	Off Duty Use of Veh. Summary	1 yrs	647	1978		Jan 80	Destroyed
9	Weight checks	1 yr	647	1978		Jan 80	Destroyed
<u>FIS</u>							
1	Working Fund	1	647	1978		Jan 80	Destroyed
1-1	K-9 Working fund	1	647	1978		Jan 80	Destroyed
2	Invoices for payment	1	647	1978		Jan 80	Destroyed

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

Norman R. Mowbray

Signature

2nd Lieutenant - Maryland State Police

Title

1-31-80

Date

535-1400

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 "U" - 83

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>FIS</u>							
3-1	Capitol Equip. Inventory Imp.	3 yrs	647	1976		Jan 80	Destroyed
3-2	M/V Accessories Inventory	3 yrs	647	1976		Jan 80	Destroyed
3-3	Ordinance Equip. Inventory	3 yrs	647	1976		Jan 80	Destroyed
3-4	Tactical Equipment Inventory	3 yrs	647	1976		Jan 80	Destroyed
<u>OPS</u>							
1	Motor Vehicle Administration	1	647	1978		Jan 80	Destroyed
2	Tpr. Appl. Investigation	3	647	1975		Jan 80	Destroyed
3-1	Warrants	1	647	1978		Jan 80	Destroyed
10	Appl. to Purchase/Transfer pistols	1	647	1978		Jan 80	Destroyed
10-1	Appl. to Purchase/Transfer Pistol lg	5	647	1974		Jan 80	Destroyed
11	Handgun Permit Log	3	647	1976		Jan 80	Destroyed
15	Criminal/other summons	1	647	1978		Jan 80	Destroyed
15-1	Criminal/Summons Log	5 yrs	647	1975		Jan 80	Destroyed
20	Sum. Administrative Invest.	2 yrs	647	1977		Jan 80	Destroyed
21	Criminal Comp. Control Ledger	3 yrs	647	1976		Jan 80	Sent to State Record Center
22	Criminal Control Card	1 yr	647	1978		Jan 80	Destroyed
23	Incident Reports	3 yrs	647	1976		Jan 80	Destroyed
24	Criminal Invest. Rpts.	5	647	1974 susp.			Sent to St. Rcd. C
	Criminal Invest. Rpts.	3	647	1976 clsd			"
25-1	Missing Person closed	3 yr	647	1976		Jan 80	Destroyed

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

Norman R. Mowbray

N. R. Mowbray
Signature

2nd Lieutenant- Maryland State Police

Title

1-31-80

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

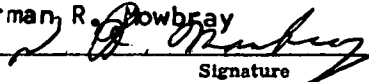
Prince Frederick Post "U" -83

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>OPS</u>							
26-1	Vehicle Report Closed	3 yrs	647	1976		Jan 80	Destroyed
27	M/V Inventory Log	3	647	1976		Jan 80	Destroyed
35	Accident Reports	3	647	1976		Jan 80	Destroyed
36	Citation Bk. Issuance Contl. Ledger	3	647	1976		Jan 80	Destroyed
36-1	Traffic Citation Contl. Ledger	3	647	1976		Jan 80	Destroyed
40	Speed Device Arrest Data	3	647	1976		Jan 80	Destroyed
41-1	Driving While Intox. Cases closed	3	647	1976		Jan 80	Destroyed
41-2	Alcohol Inf. Summary	1	647	1978		Jan 80	Destroyed
41-3	Breathalyzer - Inst. Rept.	1 yr	"	1978		Jan 80	Destroyed
41-7	Breathalyzer Log	3	"	1976		"	"
50	Criminal Arrest	5	"	1974		"	"
52	Criminal Arrest Unsupported by BI#	5	"	1974		"	"
53	Criminal Arrest - Juvenile	5	"	1974		"	"
56-1	Property Record Closed	1	"	1978		"	"
56-3	MSP Installation Prop. Log	5	"	1974		"	"
<u>SUP</u>							
3-1	M/V Operation Report	1	"	1978		"	"
<u>PR</u>							
2	Press Release	1	"	1978		Jan 80	Destroyed
5	MSP Newsletter	1	"	"		"	"

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

Norman R. Dowbray



Signature

2nd Lieutenant - Maryland State Police

Title

1-31-80

Date

February 1980

41 cu. ft.

DEPARTMENT OF GENERAL SERVICES

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

*1/29/80
 Approved for
 Disposition
 Placement for signature
 when records disposed
 DESTROYED
 mlf 1/29/80*

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 Na.				
F.	Miscellaneous Accounting Records: Receipt Copies Validation Tapes	701	1	7/15/76 thru 10/18/76	13½ cu.ft.	1-29-80	incinerator

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

[Signature]

 Signature

[Signature]

 Title

1/29/80

 Date

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

Wicomico County Health Department
 Reporting Agency
 Home Health Services
 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	Home Health Financial & Service Folders (Deceased times 3 years)	774 NA	21 NA	1976	1 cu ft.	1-30-80	Shred

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

Elizabeth M. Collins / RPH

Signature

Director of Community Health Nursing

Title

2/1/80

Date

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

PS-8

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

~~Clerk of the Circuit Court for Worcester County, Maryland~~
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	Financing Records & Termination Statements (Liber F.W.H. No. 1 - No. 24)	655	19	1964-1973	7		Landfill
1	Conditional Contracts of Sale Records, Indexes and Papers	655	10	1917-1964	4½		Landfill
1	Chattel Records and Original Instruments and Indexes (Liber B.B. Nos. 1, 26 & 36 and J.E.B. Nos. 1, 4, 11 & 14, and C.W.N. Nos. 7, 14, 22, 27, 32, 45, 48 & 49 and E.W.R. Nos. 62, 63 and F.W.H. Nos. 87, 113, 114, 128, 129 & 155)	655	7	1933-1964	8½		Landfill

Disposal Approved by Hall of Records Commission

4-14-78
Date

Edward C. Popenjane
Archivist

Disposal Certification

F.W.H.
Signature

CLB. of CT. 2/6/80
Title Date

Instructions for Preparation and Submission on Reverse Side

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Clerk of the Circuit Court for Worcester County, Maryland

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.				
1	Assignment Notice Sheets	655	3	1968-2/75	1/3 Cu. Ft.		Landfill

Total 20 cu ft

Destruction Approved by Hall of Records Commission

4-14-78

Date

Edward Cooper

State Archivist

Destruction Certification

K.W. [Signature]

Signature of Court Official

CLIS. OFF. [Signature]

Title

6/6/80

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

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

General Services 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.				
1	Baltimore City Baltimore County Prince Georges County	713	505-1- G-7	June 1975 November 1976	.05 cu. ft.	02/22/80	Trash Can
2	Baltimore City Baltimore County Prince George's County Schedule of Meetings Construction & Planning Reports	713	505-1- G-11	December 1972 November 1976	0.1 cu. ft.	02/22/80	Trash Can
3	General Correspondance	713	501-3- 1	June 1972 March 1975	0.1 cu. ft.	02/22/80	Trash Can

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



Signature

Executive Director

Title

02/20/80

Date

DEPARTMENT OF GENERAL SERVICES

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

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

Department of General Services

Reporting Agency

Public School Construction Program

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	Communications between General Services & State Board for Community Colleges Allegany County Anne Arundel County Baltimore City Baltimore County Cecil County Charles County Frederick County Garrett County Harford County Howard County Montgomery County Queen Anne's County Prince George's County Washington County	713	403-1- 2	1970 thru 1975	5	02/29/80	Trash Can

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

Kurt D. Kelley
 Signature

Coordinator for General Services
 Title

02/29/80
 Date

March 1980

1,171 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.				
8	State's Att. Office General Office & Correspondence Files Payroll Records	C-410	3	1971-74	1	1/3/80	Shredder- Recycled
9	State's Attny. General Office Correspondence & Special Investigation Files	C-410	3	1974	1		"
10	Land Acquisition Check Request Monthly Folder	C-271		Jan. 1961-Dec. '62 Jan. 1963-Dec. '64	2		"
11	Finance Box # 454 & 455 1961-63 & 1962-64 Cash Receipts & Revenue Taxes ; Petty Cash Vouchers 1965-67	C-392	5	1961-1963; 1962-'64 1965-67	2		"
12	Box # 456 & 457 General Special Funds, Operating Budget Statements		5	1961-63; 1964-65	2		"
13	Finance Box # 458-State Fiscal Research Bureau Report	C-392	6	1950-63	2		"

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

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 Pkg.#536 Metropolitan Improvement Fund Closed Jobs-J.O. 3-2-126 to 3-2-223	C-292	5	1962-73	1	1980	Shredder/ Recycled
15	Finance Revenue Division Central Billing Invoices 96601- 12300	C-287	17	1972-74	1		"
16	" " "(115801- 125800)	"	"	1974	1		"
17	Cashier's Office Deposit Slips, Credit Memos, Wires, Coll. Transfer, Sat- elliet Corp. & Payroll	"	14	7/1/1976-10, 1976	1		"
18	Landfill Transactions Tickets-Tapes&Sheets	C-424	2	1/3/1977-1/29/1977	1		"
19	Landfill Weekly Ibm Sheets Monthly Landfill Tickets &Tapes	"	"	2/23/1976-1/29/1977	1		"
		"	"	11/29/1976-1/1/1977	1		"

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

Records Management Division

~~Office of Central Services,~~
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 Schd. No.	Item No.				
20	Finance con't. Parking Violations Voided Citations	C-450	3	5/2/75-1/17/77	1	2/8/80	Shredded/ Recycled
21	Original Notice	"	1	6/1976-9/1976	1	"	"
22	Payment Copies	"	2	7/14/76-8/31/76	3	"	"
	" "	"	"	9/1/76-10/25/76	"	"	"
	" "	"	"	10/26/76-11/30/76	"	"	"
23	Parking Violations	"	"	12/1/76-12/31/76	1	"	"
24	Finance-Payroll Journals Retroactive Overtime Pay #780	C 308	2	1968-1969	1	2/14/80	"
25	Ins. List Gross Misc 4th Qtr. #781	"	2	1970	1	"	"
	Overtime #782	"	"	1969-1970-1971	1	"	"
26	Overtime #783	"	"	1967-1968	1	"	"
27	Report by Payrolls 4th Qtr. #784	"	"	1968	1	"	"
	941A by S.S. NO. 4th Qtr.	"	"				
28	941A by S.S.-1st&2nd. Qtrs. #785	"	"	1968	1	"	"
29	Ins. List 3rd Qtr. #786	"	"	1968	1	"	"
	July-Dec.						
	1st., 2nd., 3rd.						
30	Ins. List by P.R. Qtrs., Misc."787	"	"	1969	1	"	"
	Jan.-June						
31	Ins. List Gross 3rd., & 4th., QTR #788	"	"	7/1969-12/1969	1	"	"

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

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.				
32	Ins. List Gross 1/2 Qtr. #789 " " 4th Qtr. #790 Mis. S. Ded. by P.R. " Ded. 3rd Qtrs.	C-308 "	2 "	1/1969-5/1968 7/69 -12/69	1 1	2/14/80 "	Shredder/ Recycling
33	Ins. List P.R. #791 1,2, 3, Qtr.	"	"	1/68-9/68	1	"	"
34	Ins. List 4th Qtr. #792 941 A 3 S.S.	"	"	7/1969-12/1969	1	"	"
35	941 S.S. Number by Payroll #793 1/2 Qtrs.	"	"	1/1969-6/1969	1	"	"
36	Finance-Revenue Division 1976 Transfer Tax Invoices 180602-186316	C-287	12	7/1/76-12/31/65	1	2/21/80	"
37	Finance-Cost & Computation 1976 Property File Transaction Journals " " " "	C-388 " "	1 "	Oct-Dec. 1976 July -Sept. 1976	1 1	2/21/80 2/21/80	" "

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. 302
 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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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.				
38	Foreman's Daily Report-Highways	C 312	1	1964-1974	1/2	3/11/80	Shredder/ Recycling
39	Central Services Purchase Orders '68-'69	C 325	1	1968-1969	3		"
40	Administrative Office General Correspondence	C 305	1	1959-1969	12		"
41	Office of Finance Annuity Savings Accounts	C 341	4	1971-1973	9		"
42	Permits & Licenses Plumbing Permit Applications, Assessments, Taxi Licenses, etc.	C 375	12	July '72 to '73	10		"
43	Permits & Licenses Cash Slips	"	2	Jan. '72 to June '75	7		"
44	Permits & Licenses Plans & Review	C 286	2	1956-1969	7		"
45	Permits & Licenses Electrical Permits	C 423	1	1968-1969	3		"

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



 Signature

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.				
46	Health Dept. Home Health Discharge Papers	C-600	23	Prior to 1975	10	3/20/80	Shredding/ Recycling
47	Health Dept. Nursing Home Applications	"	"	1974	5		
48	Health Dept. Plague Control Record	"	"		2		
49	Health Dept. Mental Health Clinic Service	"	17	1972-1973	2		
50	Health Dept. Financial Statements	"	23	1970-1973	1		
51	Health Dept. Biweekly Payroll	"	23	1971-1975	5		
52	Health Dept. Weekly Time Sheets	"	23	1975	3		
					<i>Total 119 cu. ft.</i>		

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. 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

Property Tax Assessment Appeals Board

Reporting Agency

Anne Arundel 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.	Property Tax Appeals Folders	734	1	1975-76	1 cu. ft.	2-25-80	Landfill
2.	Hearing Agenda File	734	2	1975-76	1/4 " "	"	"
3.	Minutes	734	3	1975-76	1/4 " "	"	"
4.	Payroll Voucher Files	734	4	1975-76	1/4 " " 2 cu. ft.	"	"

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

Carlene M. Bethay
Signature

Office Secretary I
Title

2-25-80
Date

RECEIVED

FEB 26 1980

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

Towson State University TOWSON STATE UNIVERSITY,
 Reporting Agency BUDGET OFFICE

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.				
	"B" Receipt Books						
	B-50101 - 50400			Fiscal Year 1975		2/19/80	To be torn in half
	B-53401 - 53700			"		"	"
	B-53701 - 54000			"		"	"
	B-54001 - 54300			"		"	"
	B-54301 - 54600			"		"	"
	B-54601 - 54900			"		"	"
	B-54901 - 55200			"		"	"
	B-55804 - 56100			"		"	"
	B-56101 - 56400			"		"	"
	B-56401 - 56700			"		"	"
					<i>Approx 1 cubic foot</i>		

Melissa S...
Edward ...
 I hereby certify that the above listed records were disposed of as indicated.
 Accountant - Auditor IV
 Director of Financial Operations

3/3/80
 February 20, 1980
 Date

Title

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

9-1-748-1461

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

A. JAMES SMITH, CLERK
CIRCUIT COURT FOR WICOMICO COUNTY
P. O. BOX 198
SALISBURY, MARYLAND 21801

JAN 17 1980

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.				
88	Handwritten receipt books October 15, 1971 to January 8, 1973 - Nos. A-1 to A-10,000. and January 8, 1973 to January 14, 1974 - Nos. A-1 to A-7378.	655	6	10/15/71 - 1/8/73 1/8/73 - 1/14/74	3 1/4	3/5/80	DUMPS/TER
79	Handwritten receipt books October 14, 1971 to April 25, 1973 - Nos. B-1 to B-10,000. and April 25, 1973 to January 14, 1974 - Nos. B-1 to B-5800.	655	6	10/14/71 - 4/25/73 4/25/73 - 1/14/74	2 3/4		

Destruction Approved by Holl of Records Commission

2/13/80
Date

Edward J. Jopson
State Archivist

Destruction Certification

A. James Smith
Signature of Court Official

[Signature]
Deputy
Title

3/5/80
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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND AUTOMOBILE INSURANCE FUND

Reporting Agency

CLAIM DEPARTMENT - INSURED 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	BODILY INJURY CLAIM FILES	732	1	December, 1974- January, 1975	137	2/28/80	BURNING
2	PROPERTY DAMAGE CLAIM FILES	732	2	December, 1975- January, 1976	206 <i>443 cu. ft. ♂</i>	2/28/80	BURNING

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

Gary Sullivan
 Signature

ASSISTANT DIRECTOR OF ADMINISTRATION
 Title

3/17/80
 Date

RECORDS MANAGEMENT DIVISION

Date - 2/29/80

TO - District L, Baltimore City

FROM - M. L. Bontz, Secretary

Please return one copy signed by a Court
Official when records have been disposed
of.

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

383-4511
 4513

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1980 MAR -3 AM 10:24

District 1 - Baltimore City

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.				
	Civil Case Folders 0-67 through 26,000-67	655	VII-7	Jan. 1, 1967 through Dec. 31, 1967	140 cu. ft.	3/10/80	Incineration

Destruction Approved by Hall of Records Commission

Destruction Certification

2-28-80
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

Asst Admin Clerk Title
3/10/80 Date

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #7, Anne Arundel County

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, shredding, landfill, etc.)
		Retention Sched. No.	SECTION Item No.				
	<u>GENERAL ACCOUNTING RECORDS</u> a. Copies of Certificate of Deposit and Deposit Slips (now STARS-110, DCA 9) b. Copies of GAD R-1 or Substitute Monthly Reports c. Copies of Allocation-Adjustment (Now STARS-120) d. Cash Transmittals (DCA 20) e. Traffic and Criminal transmittal sheets f. Revenue Transmittal (DCA 3)	655	II-2	7/5/71 - 6/30/76			
	<u>PURCHASING RECORDS</u> a. Copies of Warehouse Requisitions DCA 34 b. Copies of Receiving Reports DCA 22 c. Copies of Equipment & Supplies Requisitions Headquarters (no form #)	655	II-3	7/5/71 - 6/30/76			

Destruction Approved by Hall of Records Commission

Destruction Certification

2-28-80

Date



State Archivist



Signature of Court Official

ADMIN. CLERK

Title

3/29/80

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

District Court of Maryland #7, Anne Arundel County

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.	SECTION Item No.				
	<u>PAYROLL ACCOUNTING RECORDS</u>	655	II-5	7/5/71 - 6/30/76			
	a. Copies of Payroll and Check registers (non-form 305)						
	<u>MISCELLANEOUS ACCOUNTING RECORDS</u>	655	II-6	7/5/71 - 6/30/76			
	a. Bank Books, statements and deposit receipts.						
	b. Cancelled checks, Check copies and check stubs.						
	c. Copies of time cards						
	d. Petty Cash Vouchers (DCA 23)						
	Copies of bills and reimbursement requests.						
	e. Working fund disbursements and reimbursement requests.						
	f. Constable TRANSPORTATION/TIME reports DCA 35 and Daily time report DCA 36 or equivalent along with audit copies of CV 8 forms, etc.						

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

Title

Date

[Signature]

ADMIN CLERK

3/20/80

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #7, Anne Arundel County

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.	SECTION Item No.				
	<p>MISCELLANEOUS ACCOUNTING RECORDS <u>Continued</u></p> <p>g. Receipt copies - court copy and audit DCA 2, DCA 1, DCA 11, etc. h. Cash register detail tapes and daily close-out reports. i. DCA 4, DCA 7 transmittals or equivalent. j. Reconciliation and trial balance sheets. k. Control and detail accounts for bad checks, escrow monies, Deferred and Parole and Probation receivables, bond forfeitures and transcripts, etc. l. Overage and Shortage reports. m. Paid deferred and Parole and Probation account orders, bad checks, etc.</p>						

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

ADMIN CLERK
 Title

3/20/80

Date

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #7, Anne Arundel County

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.	SECTION Item No.				
	MISCELLANEOUS ACCOUNTING RECORDS-Cont. n. Copies of out-of-state telephone logs. o. Perpetual inventory records of Pre-Numbered forms. p. Other subsidiary accounting records.				TOTAL VOLUME OF ALL PARTS IS 50 cu.ft.	3/20/80	RECYCLE

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

ADMIN CLERK
 Title

3/20/80
 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

Prince George's County Government

Office of Central ^{Reporting Agency} Services
 Communications 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.	C & P Telephone Co. Bills	C-486	5	Jan. 1976 - Dec. 1977	288	March 13, 1980	Placed in trash receptacle

RE

 Harold F. Rodenhausen
 Communications Officer
 3/19/80

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

Signature

Chief, Admin. Svc. Div.
 Title

3/20/80
 Date

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

LICENSING & REGULATIONS

Reporting Agency

STATE BOARD OF COSMETOLOGISTS

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	RECEIVING WARRANTS	612-1	#2	1973 FISCAL YEAR	6.1	3/21/80	SHREDDING
2	TRANSMITTAL LIST	"	"	"	"	"	"
3	MONTHLY RECEIPTS	"	"	"	"	"	"
4	PAYROLL	"	"	"	"	"	"
5	MONTHLY RECEIPTS	"	"	1974 FISCAL YEAR	"	"	"
6	PAYROLL	"	"	"	"	"	"
7	RECEIVING WARRANTS	"	"	"	"	"	"
8	EXPENSE ACCOUNTS	"	"	"	"	"	"
9	BI-WEEKLY TIME REPORTS	"	"	"	"	"	"
10	EXPENSE VOUCHERS	"	"	"	"	"	"
11	MONTHLY RECEIPTS	"	"	1975 FISCAL YEAR	"	"	"
12	MILAGE REPORTS	"	"	"	"	"	"
13	PAYROLL	"	"	"	"	"	"
14	TREASURY WARRANTS	"	"	"	"	"	"
15	MONTHLY RECEIPTS	"	"	1976 FISCAL YEAR	"	"	"
16	DAILY LICENSE REPORT	"	"	"	"	"	"
17	PAYROLL	"	"	"	"	"	"
18	MILAGE REPORT	"	"	"	"	"	"
19	REGISTRATION FILE CONTENT	612-19	#3	1971 THRU 1975	89.0	"	"

95 cu. ft.

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

Eunice R. Alper

Eunice R. Alper

Signature

EXECUTIVE DIRECTOR

Title

March 21, 1980

Date

CERTIFICATE OF RECORDS DISPOSAL

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

Baltimore County Circuit Court
Reporting Agency
Support + Custody Div
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 CONTROL - REEDIT	C483	9B	1-76 - 12-76	3	1980	Recycled - / SHREDDER
2	CHECK REGISTER	C483	6	1-76 - 10-76	2		
3	PAYOR STATUS	C483	8	1976	8		
4	LEDGER ACTIVITY	C483	5	1-76 - 12-76	1		
5	CASH RECEIPTS	C483	1	1-76 - 12-76	2		
6	LEDGER FILE	C483	2	1974	1/2		
7	CHECK RECONCILIATION	C483	10	1976	7		
					Total 24 cu. ft.		

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

ABD
Signature

Title

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 Prince George's
 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.	Assignment Notice Sheets	655	Section 1 Item 3	1957-1976	3 cu.ft		

Disposal Approved by Hall of Records Commission

4/8/80
Date

Edward J. Gunn
Archivist

Disposal Certification

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 Prince George's
 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.	Assignment Notice Sheets	655	Section 1 Item 3	1957-1976	3 cu.ft		

Disposal Approved by Hall of Records Commission

Disposal Certification

4/7/80
 Date

Edward J. Green
 Archivist

 Signature Title Date

Instructions for Preparation and Submission on Reverse Side

April 1980

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

Department of Licensing & Regulation

Reporting Agency

Labor & Industry

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.				
83 Boxes	Workman's Compensation First Reports of Injury or Illness	#344	# 1	01-01-1973 Thru 12-31-1975	90 cu. ft.	as soon as possible	City Dump



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

Francis X. McSweeney

Signature

Supply Officer

Title

2/29/80

Date

DEPARTMENT OF GENERAL SERVICES

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

PS ✓

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

Educational 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.				
1	Bid Sets- Balt. City, Cecil, Harford, Howard, Mont, Q.A., Wicomico Co.	713	505-1-D -6-a	2/79-1/22/80	2.0	4/17/80	Trash Can
2	C.D.Sets-Cecil, Harford, Howard, Q.A., Wicomico Co.	713	505-1-D -6-b	2/79-9/26/79	1.6	"	" "
3	D.D.Sets-Cecil, Harford, Howard, Q.A., Wicomico Co.	713	505-1-D -6-c	2/77-4/11/79	0.9	"	" "
4	Clipping, newspaper. A-Z, Co.	713	505-1-G -2	4/71-6/73	1.0	"	" "
					<i>6 cu ft.</i>		

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

[Signature]

Executive Director

4/9/80

Signature

Title

Date

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

Allegany County Health Department
Reporting Agency

Physical Health - Record Room
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	Cardiac Case Records	774	11	1956 & previous	5 inches	4/2/80	Shredder
2	Tuberculosis Control Records	774	14	1800-1933 (dead)	4 inches	4/2/80	"
3	Maternal Health Case Files	774	6	B.D. 1931 & prev.	6 inches	4/2/80	"
4	Chronic Disease Records	774	19	Deceased patients	3 cu. feet	4/2/80	"
5	Hearing Case Records	774	11	B.D. 1946 & prev.	½ inch	4/2/80	"
6	Home Health Records	774	21	Deceased patients	2 inches	4/2/80	"
7	Crippled Children	774	4	Deceased patients	2 inches	4/2/80	"

2 cu. ft.

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

Diane M. Bridges
 Signature

Steno. Clerk III
 Title

4-10-80
 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

Maryland State Police

Reporting Agency

Barrack "L" Forestville

Division or Bureau

PAGE 1

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.	Energy Conservation	647	Adm 7	1976	1 Folder	3-3-80	Shredding
2.	Statistical Surveys and Reports	"	Adm 8	1978	2 Binders	"	"
3.	Daily Barrack Logs	"	Adm 9	1976	1 Folder	"	"
4.	Daily Radio Logs	"	Adm 10	1976	1 Folder	"	"
5.	Daily Radio Tower Light Check Record	"	Adm 10-1	1976	1 Folder	"	"
6.	Command Meeting Minutes (Hdgs.)	"	Adm 12	1975, 1976	2 Folders	"	"
7.	Local Meeting Minutes	"	Adm 12-1	1974, 1975	2 Folders	"	"
8.	Trooper Activity and Leave Reports	"	Per 1	1978	4 Folders	"	"
9.	Civilian Work and Leave Reports	"	Per 2	1978	1 Folder	"	"
10.	Leave and Duty Schedules	"	Per 3	1977	1 Folder	"	"
11.	Overtime/Compensatory Time Record (Troopers)	"	Per 4	1975, 1976	2 Folders	"	"
12.	Auxiliary Uniform Personnel Records (Form #205)	"	Per 5	1978	1 Folder	"	"
13.	Off Duty Use of Vehicle Summary	"	Per 8-1	1976, 1977, 1978	3 Folders	"	"
14.	Working Fund	"	Fis 1	1977, 1978	2 Folders	"	"

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

Patrick H. Gates

Signature

Office Supervisor I

Title

April 10, 1980

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 "L" Forestville

Division or Bureau

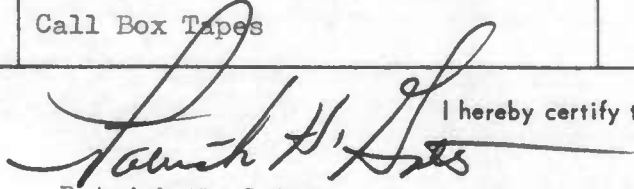
PAGE 2

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.	Summary of Administrative Investigations	647	Ops 20	1974, 1975, 1976 1977	4 Folders	3-3-80	Shredding
16.	Missing Person Report - Closed	"	Ops 25-1	G-61-15047 thru G-61-26705	1 Folder	"	"
17.	Missing Person Report - Closed	"	Ops 25-1	H-61-00205 thru H-61-26827 (All cases closed 3 years from open date in this sequence)	2 Folders	"	"
18.	Vehicle Report - Closed	"	Ops 26-1	L-MVI4276 - 5049 (Cases closed 3 years from open date in this sequence)	2 Binders	"	"
19.	Motor Vehicle Inventory Log	"	Ops 27	1976	1 Folder	"	"
20.	Citation Book Issuance Control Ledger	"	Ops 36	1975	1 Folder	"	"
21.	Disabled Vehicle Daily Log Sheet	"	Ops 38	1975, 1976	2 Folders	"	"
22.	Call Box Tapes	"	Ops 38-1	1974, 1975, 1976	3 Folders	"	"

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



Patrick H. Gates

Signature

Office Supervisor I

Title

April 10, 1980

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

PAGE 3

Reporting Agency

Barrack "L" Forestville

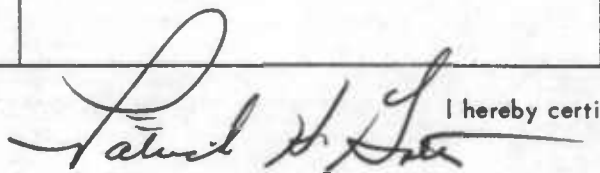
PREPARE IN DUPLICATE

Division or Bureau

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.				
23.	Call Box Summary	647	Ops 38-1	1973, 1974, 1975	3 Folders	3-3-80	Shredding
24.	Criminal Arrest	"	Ops 50	1-1000 - 1771 (All cases closed 5 years in this numerical sequence)	2 Cubic Feet	"	"
25.	Gas and Oil Usage Reports	"	Sup 1	1976, 1977, 1978	3 Folders	"	"
26.	Motor Vehicle Operation Reports	"	Sup 3-1	1978	4 Folders	"	"

*Approx 4 cu ft.
 per telephone 4/16/80
 MHC*


 Patrick H. Gates
 Signature

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

Office Supervisor I
 Title

April 10, 1980
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Transportation - TOLL FACILITIES
 Reporting Agency

Susquehanna River Bridge
 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.	Staff Meeting Minutes	# 747	4	1978 1YR	162 cu. in.	4-10-80	Landfill
2.	Budget - Operating Fund	"	10 →	1978 3YR	162 cu. in.	4-10-80	Landfill
3.	Traffic - volume	"	15	1978 1YR	162 cu. in.	4-10-80	Landfill
4.	Leave Authorization	"	16	1978 1YR	518 cu. in.	4-10-89	Landfill
5.	Collection Check Sheet	"	3	1978 1YR	½ cu. ft.	4-10-80	Burned
6.	Change Fund Reports	"	4	1978 1Y	½ cu. ft.	4-10-80	Burned
7.	Daily Shift Report of Toll Sgt.	"	5	1978 2YR	½ cu. ft.	4-10-80	Burned
8.	Payroll Print Outs	? # 747-5	TP3 page 2	1977 3YR	162 cu. in.	4-10-80	Burned
9.	Correspondence - other	# 747	page 2	1977 3YR	162 cu. in.	4-10-80	Burned
					1329.5		
					1328		
					34 cu. ft.		

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

M M Holloway
 Signature

Superintendent

4-11-80

PLS
✓

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

DEPARTMENT OF LICENSING AND REGULATION
Reporting Agency

ATHLETIC COMMISSION
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.				
2B	BANK DEPOSITS	612-1	2B	7/53 - 6/75	1/3 CU. FT. ✓	4/29/80	DESTROYED
2B	MONTHLY REPORT OF STATE FUNDS COLLECTED AND DEPOSITED	"	"	7/53 - 6/75	"	"	"
2B	DISTRIBUTION OF CHARGES	"	"	2/15/79 - 1/4/74	(1 Folder)	"	"
2D	MONTHLY REPORTS	"	2D	7/53 - 6/75	1/3 CU. FT. ✓	"	"
2E	PAYROLL WARRANTS & TRANSMITTALS	"	2E	7/53 - 6/75	1/2 CU. FT.	"	"
2F	RECEIPT COPIES AND STUBS	"	2F	1969 - 1971	(2 Folders)	"	"
2F	DAILY & MONTHLY TIME SHEETS	"	"	7/53 - 6/75	1/3 CU. FT. ✓	"	"
2F	PAID BILLS	"	"	7/53 - 6/75	1/2 CU. FT.	"	"
2F	RENEWABLE LICENSES	"	"	6/15/72 - 6/23/75	(1 Ledger)	"	"

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

Joseph Cohen
Signature

EXECUTIVE SECRETARY
Title

APRIL 29, 1980
Date

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

DEPARTMENT OF LICENSING AND REGULATION
 Reporting Agency

ATHLETIC COMMISSION
 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.				
3	GENERAL ADMINISTRATIVE CORRESPONDENCE ANNUAL REPORT MILEAGE REPORT MONTHLY ACCIDENT REPORT MONTHLY REPORT OF OPERATION TO GOVERNOR MCKELDIN	612-1	3	7/53 - 6/74 7/64 - 6/75 2/68 - 3/75 10/56 - 10/58	1/3 CU. FT. (1 Folder) (2 Folders) (1 Folder)	4/29/80 " " "	DESTROYED " " "
					<i>Total 4 cu. ft.</i>		

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

Jack Lohrey
 Signature

EXECUTIVE SECRETARY
 Title

APRIL 29, 1980
 Date

May 1980

4-7-80

PS

CERTIFICATE OF RECORDS DISPOSAL


To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Health & Mental Hygiene
Juvenile Services Administration

Reporting Agency

Court & Community Services Division, Region II, Kent Co.

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, Computerized time sheets where last entry was 5 years ago or longer.	--	--	1974, 1975	Approx. 8½" x 12" 1 cu. ft.		Taken to Montrose to be burned.
	cc: Mr. Szuleski Mr. Litsinger						

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

Luke V. Howard
Signature

Regional Supervisor

Title

4/8/80
Date

RECORDS MANAGEMENT DIVISION

Date - May 6

TO - Steve Manning

FROM - Ms. Bontz, Secretary

The Archivist has signed your Proposal and Certificate for Records Disposal. After the records have been destroyed, record the date and method of disposal in the two right-hand columns.

Please sign and return one copy to this office for our files.

5-14-80

Enclosed find Records Dept
as you requested

Steve N. Manning
Deputy Clerk.

JFS

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Circuit Court Prince George's
 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.	Assignment Notice Sheets	655	Section 1 Item 3	1957-1976	3 cu.ft	May 14, 1980	Burning

Disposal Approved by Hall of Records Commission

4/7/80
Date

Edward L. Jager
Archivist

Disposal Certification

Thos. Henry Francis Manning *Deputy Clerk* May 14, 1980
Signature Title 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

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.				
	MIRS Emergency Incident Reports	C-408		November 1, 1977 Incident # 59425 Through September 30, 1978 Incident # 53492	90	5/13/80	Landfill after Microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p>							
<p><i>Anthony K. Horley</i> Signature</p>		<p><i>Fire Sergeant</i> Title</p>		<p><i>5/13/80</i> Date</p>			

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

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

Chief, Administrative Services
 Title
5/13/80
 Date

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

Del. 7/16/79

(9/20/79) *PS*

Distribution:

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Corrections

~~XXXXXXXXXXXXXXXXXXXX~~

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 AABY, Kenton - ZUKOSKI, Paul	C-321	1	January 1, 1977 Through December 31, 1977	10	5/13/80	Shredded after microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p> <p><i>Edward J. Blakula</i> Signature</p> <p><i>LT.</i> Title</p> <p>9-21-79 Date</p>							

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

5/13/80
Date

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

September 21, 1979 *PS*

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

CERTIFICATE OF RECORDS DISPOSAL

Office of Finance

Reporting Agency

Accounting Payroll / Finance

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.				
	General Accounting Records Time Sheets			Pay period ending 1-1-77 Through 12-31-77	50	5/12/80	Landfill after microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p> <p><i>John W. Douglas</i> Signature <i>Systems Accounting Officer</i> Title <i>9/24/79</i> Date</p>							

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

5/12/80
~~*9/25/79*~~
 Date

DEPARTMENT OF GENERAL SERVICES

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

Distribution:

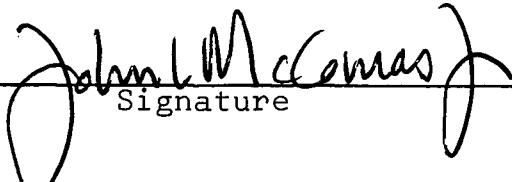
- White - Hall Of Records
- Canary - Records Manager
- Pink - Records Center
- Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

State's Attorney's Office

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.				
	1977 Client Case Reports 1978 Client Case Reports 1976 Investigative Cases (368-76) 1977 Investigative Cases (523-77)			1977 1978 1976 1977	20	5/12/80	Shredded after Microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p>							
 Signature		ACTING DIVISION CHIEF Title				7-23-79 Date	

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


 Howard V. Dove, Jr.
 Signature

Chief, Administrative Services Div. 5/13/80
 Title 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

July 25, 1979

Office of Finance

Reporting Agency

Accounting Payroll/Finance

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.				
	General Accounting Records Time Sheets			Pay period ending 1-3-76 Through 12-18-76	50	5/12/80	Landfill after Microfilming
I hereby certify that the above listed records are available for immediate disposal.							
	<i>John W. Douglas</i> Signature		<i>Systems Accounting Officer</i> Title			<i>9/18/79</i> 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 Services Div.
 Title

5/12/80
~~*9/18/79*~~
 Date

DEPARTMENT OF GENERAL SERVICES

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

Distribution:

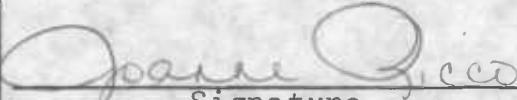
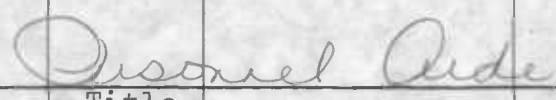
- White - Hall Of Records
- Canary - Records Manager
- Pink - Records Center
- Gold - Department/Agency

CERTIFICATE OF RECORDS DISPOSAL

Personnel

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.				
	Inactive Personnel Files			Jan.'72 - Dec.'74	25	5/12/80	Shredded after Microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p>							
						2-15-79	
	Signature		Title			Date	

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


 Howard V. Dove, Jr.
 Signature

Chief Administrative Services Div. 5/13/80
 Title 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

Office of Finance/Payroll


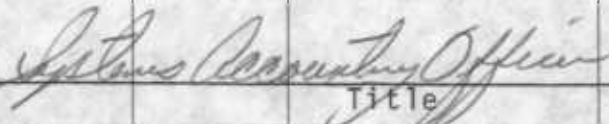

Reporting Agency

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.				
	General Accounting Records Time Sheets and Earnings Register	C 126		Pay period end- ing 1-14-78 Through Pay period end- ing 12-30-78	50	5/13/80	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. Dove, Jr.
 Signature

Chief, Administrative Services
 Title

5/13/80
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

DEPARTMENT OF GENERAL SERVICES

Reporting Agency

ACCOUNTING

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.	Vendors	777	18	1976 - 1977	2.5	5-8-80	Trash
2.	Travels	777	19	1977	1.0	5-8-80	Trash

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

Shelia G. Miller
 Signature

Fiscal Administrator
 Title

5/8/80
 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

MARYLAND STATE POLICE

Reporting Agency

BARRACK "H" WALDORF

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.	Radar Manuals & Related Information	647	OPS 40-1	1965	1 Folder	05/13/80	Shredding
2.	Radar Operation Reports	"	OPS 40	1973	1 Folder	"	"
3.	Radar Manuals & Related Information	"	OPS 40-1	1961/1962	1 Folder	"	"
4.	Radar Operation Reports	"	OPS 40	1974	2 Folders	"	"
5.	States Attorney's Copy of CIR's	"	OPS 24	1978	5 Folders	"	"
6.	Complaint Control Cards	"	OPS 22	1978	3 cu feet	"	"
7.	Accident Reports, Photo's & Cards	"	OPS 35	1978	1 cu feet	"	"
8.	Applicants to Purchase Handgun	"	OPS 10	1976	3 Folders	"	"
9.	Traffic Summons Ledger	"	OPS 36-1	1976	1 Folder	"	"
10.	Daily Barrack Logs	"	ADM 9	1976	1 cu feet	"	"
11.	Daily Radio Logs	"	ADM 10	1976	1 cu feet	"	"
12.	Troopers Activity & Leave Reports	"	PER 1	1978	1 cu feet	"	"

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

Leonard A. Potts

Leonard A. Potts

Signature

Detective Sergeant

Title

05/15/80

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

BARRACK "H", WALDORF

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.				
13	Motor Vehicle Operation Reports	647	SUP 3-1	1976/1978	1 cu feet	05/13/80	Shredding
14	Civilian Work and Leave Reports	"	PER 2	1978	2 Folders	"	"
15	Activity - Duty Hours & Leave Summaries	"	PER 1-1	1978	1 Folder	"	"
16	Radio Tower Light Check Record	"	ADM 10-1	1978	1 Folder	"	"
17	Jail Docket	"	OPS 13	1977	2 Folders	"	"
18	Traffic Citation Transmittal Form	"	OPS 36-2	1979	1 Folder	"	"
19	Warrants - Closed	"	OPS 3-1	1977	1 Folder	"	"
* NOTE	THE TOTAL VOLUME OF CUBIC FEET DESTROYED WAS			(9) NINE CUBIC FEET			


 Leonard A. Potts

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

Detective Sergeant

05/15/80

Signature

Title

Date

CERTIFICATE OF RECORDS DISPOSAL

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

St. Mary's College of Maryland 36.04.00

Reporting Agency

Business 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.	Transmittals		616	7-1-73 6-30-76	7 Linear Ft.	9-17-79	Burning
2.	Computed Payrolls (Contractual)		1	7-1-75 6-30-76	2 Linear Ft.	2-19-80	
3.	Computed Payrolls (Regular)		1	7-5-75 6-18-76	2 Linear Ft.	2-19-80	
4.	Forms - BB-1		12	7-1-75 6-30-76	1 Linear Ft.	2-19-80	
5.	General Accounting Records		816	7-1-75 6-30-76	5 Linear Ft.	2-19-80	
6.	Registration Journals		10	1964-1972	2 Linear Ft.	3-18-80	
7.	First National Bank Statements		132	1964-1975	6 Linear Ft.	3-18-80	



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

Handwritten Signature
 Signature

 Comptroller Title

5-19-80
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

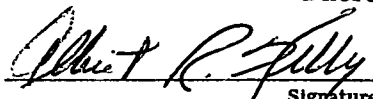
Baltimore County, Maryland

Reporting Agency

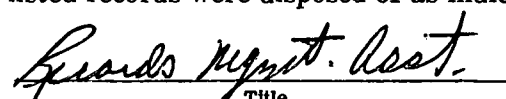
Office of Central Services, Records Management
Division or Bureau of Reporting Agency

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	Public Work- Bureau of Highways Foreman's Daily Reports	C-285	3	1971-1974	6	Mar. 1980	SHREDDER/ Recycled
2	Finance-Public Works Time Sheets	C-285	3	1973-75	8	"	"
3	Finance-Metro Labor Time Sheets	C-285	3	1973-1976	4	"	"
4	Permits & Licenses Plumbing Inspection Reports	C-423	4	1956-1967	3	"	"
5	Central Services: Purchase Order '73 and back	C-325	1	1973	2	Mar. 1980	"
6	Purchase Orders	"	"	1973-75	4	"	"
7	Pre-Qualification Forms	"	6	Previous 1975	8	"	"
8	Suborder Releases	"	4	1972-74	5	"	"
9	Contract & Agreements	"	5	1962-73	14	"	"
10	Revenue- Finance Tax Assesment Report- Journals Assesment Change Reports	Non- Record		7/31/75-10/31/75 11/75 -6/30/76	1 1	" "	" "

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



Signature



Title

5/16/80

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

Records management, Office of Central Services

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.				
11	Finance- Revenue Division Lein Certificates	C-287	9	1976-1977 #57801-59600	1	3/27/80	Shredder/ Recycled
	Landfill tickets	C-424	2	1976-1977	2	"	"
12	Finance- Revenue Opening Trial Balances	C-424	3	6/30/75	2	May 1. 1980	"
				7/1/75 Book-2-3-4-5-		"	
				9/30/75		"	
				12/31/75		"	
13	Finance Revenue Division Recreation & Parks Diamond Ridge Golf Course Tickets & Reconciliation Sheets	C-326	1&2	1976-77	2	"	"
				11/26/76-4/30/77		"	
14	Rocky Point Golf Tickets & Reconciliation Sheets			11/26/76-3/27/77		"	"
15	Monthly Landfill Tickets & Tapes 1976-77	C-424	2	11/29/76-1/1/77	1	"	"
16	1977 Landfill Gold Copies & Texas Cards 3/7/77-4/1/77	"	2	3/7/77-4/1/77	1	"	"

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

PREPARE IN DUPLICATE

Records Management, Office of Central Services

Division or Bureau

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	Finance Revenue Division Lien Certificates 59601-61500	C-2 87	9	2 /25/77-4/20/77	1	May 9	Shredder/Recycled "
18	States Attorney Criminal Files	C-410	1	1/70to 12/70	21	"	"
					<i>87 cu. ft.</i>		

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

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICE

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

Cecil County Health Dept.

Reporting Agency

Mental Health Center

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	774	12	1948 - 1969	8	6-16-80	Shredding and then burning

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

Michelle L. Coulter, Ph.D.
Signature

Mental Health Director

Title

May 21, 1980

Date

June 1980

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Montgomery County Board of Appeals
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.				
11	Case files - Cases that have been revoked (See County Attorney's memo) Case Nos. as follows: 891; 1401; 1600; 1643; 1665; 2361; 2633; S-170; S-306; S-478; 2689; 2662; 1988; 2009; 1345; S-579; 1345 S-269; 513; 2297; 2298; S-323; 2317; 2168; 2739; 1695; 2006; 2286; 2314; 2775/96 ; 1023; 1435; 1694; 1695; S-524; 1631; S-174; 2192 and S-157			Misc. dates -	2	7/3/80	Burial in land fill

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

Sollie N. Kite

Signature

Clerk to the Board

Title

June 3, 1980

Date

CERTIFICATE OF RECORDS DISPOSAL

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

Montgomery
 County Board of Appeals
 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.				
11	General Files - Cases revoked by Board of Appeals: - Cases Nos.: 382; 444; 1200; 1244; 1364; 1529; 1590; 1616; 1754; 1766; 1776; 1811; 1887; 1889; 1905; 1943; 2027; 2214; 2282; 2316; 2325; 2413; 2471; 2588; 2617; 2671; 2818; 2987; 3037; S-120; S-162; S-165; S-492; S-202; and S-519 <i>1182 and 2609</i> <i>S-223 & S-298</i>	<i>@ 386</i>	<i>3</i>	dates vary	2	6/9/80	Burial in land-fill

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

Dollie H. Kyte
 Signature

Clerk to the Board
 Title

June 9, 1980
 Date



M E M O R A N D U M

May 9, 1980

TO: Marjorie H. Sonnenfeldt, Chairman
Board of Appeals

FROM: Paul A. McGuckian
County Attorney

A handwritten signature in black ink, appearing to read "Paul A. McGuckian".

SUBJECT: Disposal of revoked Board of Appeals cases

In response to your memorandum dated April 1, 1980, we see no useful purpose in retaining records regarding cases which have been abandoned or not filed for renewal with the Board of Appeals.

PAM:RGT:cam

6-9-80

REVOKED. FILES ORDERED FROM RECORDS CENTER

June 4, 1980

files to be destroyed

<u>CASE</u>	<u>LOCATION</u>	<u>CASE</u>	<u>LOCATION</u>
382 ✓	D131C ✓	2214 ✓ ✓	D154F ✓
444 ✓	D131E ✓	2282 ✓ ✓	D161B ✓
1200 ✓	D142B ✓	2316 ✓ ✓	D161D ✓
1244 ✓	D142C ✓	2325 ✓	D162C ✓
1364 ✓	D144A ✓	2413 ✓ ✓	D162F ✓
1529 ✓	D144E ✓	2471 ✓ ✓	H111E ✓
1590 ✓	D144F ✓	2588 ✓ ✓	D212H ✓
1616 ✓	D151E ✓	2617 ✓ ✓	D212J ✓
1754 ✓	D151E ✓	2671 ✓ ✓	D212E ✓
1766 ✓	D151F ✓	2818 ✓ ✓	N111A ✓
1776 ✓	D152A ✓	2987 ✓ ✓	N111D ✓
1811 ✓	D152C ✓	3037 ✓ ✓	R2011 ✓
1887 ✓	D152C ✓	S-120 ✓ ✓	R201B ✓
1889 ✓	D152D ✓	S-162 ✓ ✓	R213F ✓
1905 ✓	D153C ✓	S-165 ✓	
1943 ✓		S-202 ✓ ✓	
2027 ✓		S-492 ✓	
		S-519 ✓	
		2609 ✓	
2316 ✓	D161D ✓	1182 ✓	
1943 ✓	D152F ✓	S-223	
S-165 ✓	R201B ✓	S-298	
1364 ✓	D143A ✓		

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

RESOLUTION TO REVOKE CERTAIN SPECIAL EXCEPTIONS

RE: Cases Nos. 242 and 382

Upon information received from the Department of Environmental Protection that the above-entitled special exception uses were found to have been abandoned, the Board proceeded as required by Section 59-G-1.3(d) concerning abandonments of special exceptions. After written notification to the special exception holders and owners of the special exception properties, the Board convened a hearing on each of the aforementioned cases on June 7, 1979, to show cause why these special exception uses should not be revoked. Each case was called for public hearing before the Board; none of the parties notified entered any written objection or appeared for the public hearing to show cause why the special exception uses should not be revoked. Therefore,

BE IT RESOLVED by the County Board of Appeals for Montgomery County, Maryland, that the Board finds the aforementioned special exception uses to have been abandoned, and the following special exceptions shall be, and they hereby are revoked:

Case No. 242 - Petition of Dr. Leonard Kapiloff
3720 Farragut Avenue
(Lot 17, Block 2)
Kensington, Maryland (R-60 zone)

Dept. of Environmental Control

Case No. 382 - Petition of Herbert M. Hoffer, D.D.S.
Apt. T-1, 1929 East-West Highway
Silver Spring, Maryland (R-10 zone)

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Doris Lipschitz, Mrs. Shirley S. Lynne, Sheldon P. Schuman, and Joseph E. O'Brien, Jr.

Entered in the Minute Book of the
County Board of Appeals this 13th
day of June, 1979.

Dollie H. Korte
Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

RESOLUTION TO REVOKE CERTAIN SPECIAL EXCEPTIONS
(Resolution adopted November 16, 1978)

The Board has received information from the Division of Housing and Animal Control, Department of Environmental Protection, that after having following the procedure outlined in Section 59-G-1.3(d)(ii)(1), certain special exceptions were confirmed as having been abandoned; therefore, in accordance with Section 59-G-1.3(d)(ii)(2),

BE IT RESOLVED BY THE COUNTY BOARD OF APPEALS FOR MONTGOMERY COUNTY, MARYLAND, that the following special exceptions shall be, and hereby are revoked:

- Case No. CBA 444 Petition of:
George Sharpe, M.D.
10511 Summit Avenue
Kensington, Maryland
- Case No. CBA 1811 Petition of:
Bernard T. & Alice T. Bridgers
26800 Howard Chapel Drive
Damascus, Maryland
- Case No. S-519 Petition of:
Herbert L. and Rena G. Morris
17420 Dr. Bird Road
Sandy Spring, Maryland
- Case No. ZAS 251 Petition of:
List of Escrow Protection Cases
Chester J. Petranek
3713 Stewart Drive
Chevy Chase, Maryland
- Case No. 2282 Chesapeake and Potomac Telephone
4 1200
Company of Maryland
Lewis Avenue, Damascus, Maryland

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, Sheldon P. Schuman, Joseph E. O'Brien, Jr., Mrs. Doris Lipschitz and Mrs. Shirley Lynne.

Resolution to Revoke Special Exceptions

-2-

Entered in the Minute Book of the
County Board of Appeals this
22nd day of November, 1978.

Sollie H. Kyte
Clerk to the Board

Order to revoke special exceptions

-2-

Case No. 2671 - Petition of R. L. & Reta McKeever
Property: 20.392 acres, located on part
of a tract of land called Patuxent Farm,
on the south side of Brighton Dam Road,
Brookeville, Maryland, in an R-A Zone.

Case No. S-120 - Petition of Julia Coleman
Property: Lot 25, Block 14, Oakland
Terrace Subdivision, at 3117 Jennings Road,
Kensington, Maryland, in an R-60 Zone.

Case No. S-492 - Petition of Earl Jackson Waters, Jr.
Property: Lot 9, Block 11, Candle Wood
Park Subdivision, at 7009 Wick Lane,
Rockville, Maryland, in an R-200 Zone.

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Doris Lipschitz, Mrs. Shirley S. Lynne, Sheldon P. Schuman and Joseph E. O'Brien, Jr.

Entered in the Minute Book of the
County Board of Appeals this 2nd
day of May, 1979.

Sollie N. Lyte
Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY
100 Maryland Avenue
Rockville, Maryland 20850

RE: Cases Nos. 1529; 1776; 2325; 2671; S-120; and S-492

ORDER TO REVOKE SPECIAL EXCEPTIONS

Upon information received from the Department of Environmental Protection that the above-entitled special exception uses were found to have been abandoned, the Board proceeded as required by Section 59-G-1.3(d) concerning abandonments of special exceptions. After written notification to all special exception holders and owners of the special exception properties, the Board convened a series of hearings on April 26, 1979, to show cause why these various special exception uses should not be revoked. Each case was called for public hearing before the Board. None of the parties notified entered any written objection or appeared for the public hearing to show cause why the special exception uses should not be revoked. Therefore,

BE IT RESOLVED by the County Board of Appeals for Montgomery County, Maryland, that the Board finds the aforementioned special exception uses to have been abandoned, and the following special exceptions shall be, and hereby are revoked:

- Case No. 1529 - Petition of Guy L. Brown & Son
Property: Brighton-Sunshine Road
(Route 650), approximately 500 feet
south of the inter-section of Route 650 and
Brighton Dam Road, Brinklow, Maryland, in
an R-A Zone.
- Case No. 1776 - Petition of Philip G. & Carmela Guiliano
Property: Lot 8, Block K, Carroll Knolls
Subdivision, at 10200 Douglas Avenue,
Silver Spring, Maryland, in an R-60 Zone.
- Case No. 2325 - Petition of Nina G. Lee & Allison H. Chapin
Property: Lot 12, Mid County View Subdivision,
recorded in Plat Book 83 at Plat No. 8681,
at 24510 Welsh Road, Damascus, Maryland, in
an R-R Zone.

(over)

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. 1364

PETITION OF THOMPSON DAIRY, INC.

ORDER TO RESCIND SPECIAL EXCEPTION
(Order adopted September 23, 1976)

WHEREAS the use permitted by grant of a special exception in the captioned matter has now become a permitted use (i.e., off-street parking in connection with a commercial use) by virtue of a change in zoning of the subject property to the I-1 Zone, it appears that the special exception is therefore superfluous.

THEREFORE, be it Resolved that the special exception is hereby declared to be null, void, and of no force and effect.

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Shirley S. Lynne, Mrs. Doris Lipschitz, Mr. Sheldon P. Schuman and Mr. Joseph E. O'Brien, Jr.

Entered in the Minute Book
of the County Board of Appeals
this 29th day of September, 1976.

Dollie H. Lytle
Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. 1887

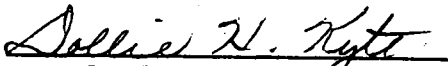
PETITION OF B. S. AND K, INC.
(Order adopted June 17, 1976)

An inspection report by the Department of Environmental Protection disclosed that the use for which the special exception was granted (an apartment-hotel) has been discontinued. The building is now a commercial office building, a permitted use in the C-O Zone;

THEREFORE, BE IT RESOLVED that the above-entitled special exception is hereby declared to be null, void, and of no force and effect.

The foregoing Resolution was proposed by Mr. Joseph E. O'Brien, Jr., and concurred in by Mrs. Marjorie H. Sonnenfeldt, Chairman, Mrs. Shirley S. Lynne, Mrs. Doris Lipschitz and Mr. Sheldon P. Schuman.

Entered in the Minute Book of
the County Board of Appeals
this 23rd day of June, 1976.


Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. 1943

PETITION OF DONALD C. & BARBARA N. GORMLEY

ORDER TO REVOKE SPECIAL EXCEPTION
(Order adopted September 2, 1976)

The Board has received a memorandum dated August 9, 1976, from Melvin E. Tull, Chief, Program Operations, Division of Housing and Vector Control, Department of Environmental Protection, which states that:

"Inspection of the property involved in Special Exception Case Number 1943 disclosed that the use for which the special exception was granted has been discontinued...."

and that

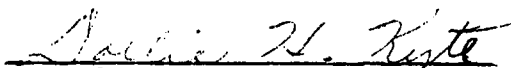
"Inspector T. Casares inspected the property on June 18, 1976 and spoke with Mrs. Branbacher, the new property owner. No activity or indication of a riding stable present at the time of inspection."

Based on the foregoing information, the Board adopted the following Resolution:

"Be it Resolved by the County Board of Appeals for Montgomery County, Maryland, that the special exception granted in Case No. 1943, Petition of Donald C. & Barbara N. Gormley, be and the same hereby is revoked."

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Shirley S. Lynne, Mrs. Doris Lipschitz, Mr. Sheldon P. Schuman and Mr. Joseph E. O'Brien, Jr.

Entered in the Minute Book
of the County Board of Appeals
this 8th day of September, 1976.


Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. 2316

PETITION OF FOSTER TUFTS AND GLEN J. KOEPENICK

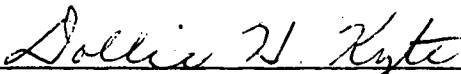
ORDER TO REVOKE SPECIAL EXCEPTION
(Order adopted September 4, 1975)

Upon consideration of information contained in the memorandum received by the Board on July 8, 1975, from W. B. Griffith, Chief, Zoning & Licenses, Department of Environmental Protection, and reiterated by him at the time of the hearing on September 4, 1975, and upon consideration that no one appeared at the hearing to show cause why the subject Special Exception should not be revoked, the Board adopted the following Resolution:

"Be it Resolved by the County Board of Appeals for Montgomery County, Maryland, that the above-entitled petition, Case No. 2316, be, and the same hereby is forthwith revoked."

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Shirley S. Lynne, Mrs. Doris Lipschitz, Mr. Sheldon P. Schuman and Mr. Joseph E. O'Brien, Jr.

Entered in the Minute Book
of the County Board of Appeals
this 9th day of September, 1975.


Clerk to the Board

Order to Revoke Special Exceptions

-2-

Cases Nos. 1754 & 1889, Petition and Appeal of Michael L. & Elizabeth E. Buckley

Property: Lt. 2, Block 1, Hendry Estates
Subdivision, at 9412 Old Georgetown Road,
Bethesda, Maryland, in an R-60 Zone.

Case No. 1905, Petition of J. Thomas Schnebly

Property: 10800 Georgia Avenue,
Silver Spring, Maryland, in an
R-20 Zone (also known as Lot 3, Block A,
Plaza Gardens Subdivision)

Case No. 2027, Petition of Benna G. Bendler, M.D.

Property: Lot 2, Block A, Plaza Gardens
Subdivision, at 10820 Georgia Avenue,
Silver Spring, Maryland, in an R-20 zone.

Case No. 2214, Petition of Arnold Feldman, D.D.S.

Property: Parcel A, Shorefield Manor
Subdivision, at 2306 Shorefield Road,
Silver Spring, Maryland, in an R-20
zone.

Case No. 2413, Petition of Dr. Alan J. Peikin

Property: 12125 Georgia Avenue,
Apartment 12, Silver Spring, Maryland,
in an R-20 Zone.

Case No. 2588, Petition of Milan M. Vuitch, M.D.


Property: Lot 1, Block M, Rock Creek
Forest Subdivision, at 8204 Grubb Road,
Chevy Chase, Maryland, in an R-60 Zone.

Case No. 2617, Petition of Julian Venezky

Property: Lot 35, Block 4, Manor
Lake (Avalon Manor) Subdivision, at
5213 Norbeck Road, Rockville,
Maryland, in an R-90 Zone.

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Doris Lipschitz, Mrs. Shirley S. Lynne and Mr. Sheldon P. Schuman. Mr. Joseph E. O'Brien, Jr., was necessarily absent and did not participate in the foregoing Resolution.

Entered in the Minute Book of the
County Board of Appeals this 4th
day of April, 1979.


Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

RE: Cases Nos. 1244; 1590; 1616; 1754; 1905;
2027; 2214; 2413; 2588, and 2617

ORDER TO REVOKE SPECIAL EXCEPTIONS

Upon information received from the Department of Environmental Protection that the above-entitled special exception uses were found to have been abandoned, the Board proceeded as required by Section 59-G-1.3(d) concerning abandonments of special exceptions. After written notification to all special exception holders and owners of the special exception properties, the Board convened a series of hearings on March 29, 1979, to show cause why these various special exception uses should not be revoked. Each case was called for public hearing before the Board. None of the parties notified entered any written objection or appeared for the public hearing to show cause why the special exception uses should not be revoked. Therefore,

BE IT RESOLVED by the County Board of Appeals for Montgomery County, Maryland, that the Board finds the aforementioned special exception uses to have been abandoned, and the following special exceptions shall be and hereby are revoked:

- Case No. 1244, Petition of Gregory T. & Jean R. O'Connor
Property: Lot 1 and part of Lot 2, Duall's
Park Subdivision, Persimmon Tree Road,
Potomac, Maryland, in an R-A zone.
- Case No. 1590, Petition of Randolph Crest Builders, Inc.
Property: Lots 11 through 20, Block K,
Connecticut Avenue Park Subdivision,
Randolph Road near Colie Drive, Wheaton,
Maryland, in an R-60 Zone.
- Case No. 1616, Petition of Charles & D. Stein, et al
Property: Lots 6, 7 & 8, Block A, Lee's
Addition to Silver Spring, on Cameron
Street and Second Avenue, Silver Spring,
Maryland in a C-O Zone.

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. 2818

PETITION OF HAROLD E. AND KATHERINE E. COLLINS

ORDER TO RESCIND SPECIAL EXCEPTION
(Order adopted June 30, 1977)

The Board has received a memorandum dated May 18, 1977, from Gloria Ferrara, Compliance and Enforcement Coordinator, Division of Housing and Animal Control, Department of Environmental Protection, which states that:

"Inspection of the property involved in Special Exception Case No. Z.A.S. 493 and C.B.A. 2818 disclosed that the use for which the special exception was granted has been discontinued. This special exception may now be considered abandoned, and this information is referred to your office for revocation proceedings..."

Based on the foregoing information, the Board adopted the following Resolution:

"Be it Resolved by the County Board of Appeals for Montgomery County, Maryland, that the special exception granted in Case No. 2818 be, and the same hereby is declared to be null, void and of no force and effect."

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Shirley S. Lynne, Mrs. Doris Lipschitz, Mr. Sheldon P. Schuman, and Mr. Joseph E. O'Brien, Jr.

Entered in the Minute Book of
the County Board of Appeals
this 6th day of July, 1977.

Dollie H. Kyte
Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Tel. No. 279-1226

100 Maryland Avenue
Rockville, Maryland 20850

Case No. S-162 (R)

PETITION OF CARIDAD Z. LEE

ORDER TO DISMISS PETITION
(Order adopted December 2, 1976)

The renewal hearing for the above-entitled Special Exception to operate a home occupation (beauty shop) was scheduled for Thursday, November 11, 1976. The petitioner, having failed to appear for that hearing, and no response having been received to the Chairman's letter dated November 11, 1976, the Board hereby adopts the following Resolution:

"Be it Resolved by the County Board of Appeals for Montgomery County, Maryland, that the above-entitled case, Case No. S-162, Petition of Caridad Z. Lee, be and the same hereby is dismissed. Be it further Resolved that the basic conditions upon which the grant of the Special Exception on November 21, 1972, was based no longer exist, and, accordingly, the Special Exception previously granted herein is hereby revoked."

The foregoing Resolution was proposed by Mr. Joseph E. O'Brien, Jr., and concurred in by Mrs. Doris Lipschitz, Mrs. Shirley S. Lynne, Mrs. Marjorie H. Sonnenfeldt, Chairman, and Mr. Sheldon P. Schuman.

Entered in the Minute Book
of the County Board of Appeals
this 7th day of December, 1976.

Dollie H. Kye
Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. S-202

PETITION OF LAURENCE R. WEINER, D.D.S.
(Show Cause Hearing held November 20, 1975)

ORDER TO REVOKE SPECIAL EXCEPTION

Upon consideration of information contained in the memorandum received by the Board on September 26, 1975, from W. B. Griffith, Chief, Zoning and Licenses, Department of Environmental Protection, that the special exception granted to the petitioner in the above-entitled case had been abandoned, and upon consideration that no one appeared at the hearing to show cause why the subject Special Exception should not be revoked, the Board adopted the following Resolution:

"Be it Resolved by the County Board of Appeals for Montgomery County, Maryland, that the special exception granted in Case No. S-202, to Petitioner Laurence R. Weiner, D.D.S., be, and the same hereby is revoked."

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Shirley S. Lynne, Mrs. Doris Lipschitz and Mr. Sheldon P. Schuman. Mr. Joseph E. O'Brien, Jr., was necessarily absent.

Entered in the Minute Book
of the County Board of Appeals
this 26th day of November, 1975.

Dorrie H. Byrte /SA
Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. S-165
and
Case No. 2609

PETITION OF BOY'S HOME OF MONTGOMERY COUNTY, INC.

ORDER TO RESCIND SPECIAL EXCEPTIONS
(Order adopted September 20, 1977)

The Board has received a letter dated August 23, 1977, from Quannah F. Parker, Executive Director of the Petitioner, which states that:

"It is our understanding that the recently passed zoning ordinance No. 8-44, which was introduced September 21, 1976 and adopted January 18, 1977, extended the permitted use of a 'child care residence for not more than eight children (in all residential zones) provided such a facility is not located within 1000 feet of another group home.' As a result of this restriction on the number of residents in care, it has been our policy since approximately 1972 never to place more than eight children in any of our homes, and to locate such homes well beyond 1000 feet of any similar facility, whether for children or adults.

"Considering the information given above, we respectfully request that the special exceptions granted for our properties at 700 Hudson Avenue (Case No. S-165) and 900 University Boulevard West (Case No. 2609) be withdrawn and that it be noted in your records that we be allowed to continue the present use of these homes under the zoning category of 'uses permitted.' ..."

The Board takes judicial notice that Ordinance No. 8-44, Section 7, amends the definitions (Section 59-1) by adding "Group residence for developmentally disabled persons. A state licensed group home occupied as a residence by not more than eight developmentally disabled persons, in addition to resident house parents, living together in a dwelling unit as a single housekeeping group."

That text amendment further allows such a "group residence" as a permitted use in the R-60 and R-40 zones, and provides that, "where, any 'child care residence for up to eight children' has been lawfully established prior to January 18, 1977, the effective

date of this ordinance, such use shall not be required to obtain a special exception. This exemption shall not apply to any child care residence or group home for mentally retarded if a change of locations occurs after the effective date of this ordinance." (Section 59-147A.(c) Non-conforming use.)

Case No. S-165 was granted a special exception to permit a child care residence for up to ten girls up to 18 years. The property is located at 700 Hudson Avenue, Takoma Park, Maryland, in an R-40 Zone.

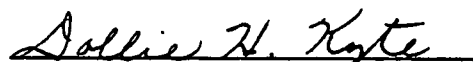
Case No. 2609 was granted a special exception to permit a residential group home for boys up to 17 years of age. The property is located at 900 University Boulevard, Silver Spring, Maryland, in an R-60 Zone.

In view of the aforementioned information, and upon consideration that the uses governed by special exceptions S-165 and 2609 are now permitted uses in their respective zones, the Board adopted the following Resolution:

"BE IT RESOLVED by the County Board of Appeals for Montgomery County, Maryland, that the special exception granted in the above-entitled cases, Case No. S-165 and Case No. 2609, be, and the same hereby are declared to be null, void and of no force and effect."

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, and concurred in by Mrs. Doris Lipschitz, Mrs. Shirley S. Lynne, Mr. Sheldon P. Schuman and Mr. Joseph E. O'Brien, Jr.

Entered in the Minute Book of the County Board of Appeals this 28th day of September, 1977.


Clerk to the Board

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

RESOLUTION TO REVOKE CERTAIN SPECIAL EXCEPTIONS
(For Home Occupations)
(Resolution adopted April 19, 1979)

Section 59-G-2.29 of the Montgomery County Zoning Ordinance 1977, as amended, states:

"Home occupations. The use of a dwelling for a home occupation may be allowed, Permission so to use such property for such home occupation may be granted by the Board for a one-year period, and may be renewed by the Board (or the Department of Environmental Protection) at yearly intervals upon the same findings required for the initial grant of permission by the Board ..."

The Board has received information from the Department of Environmental Protection that certain special exceptions for home occupations have not been renewed after notification and as required by law. Therefore,

BE IT RESOLVED by the County Board of Appeals for Montgomery County, Maryland, that the following special exceptions (for home occupations) shall be, and the same hereby are revoked:

- Case No. BA-1182 ✓ & Petition of Mrs. Mabel L. Bruno
Case No. ZAS-226 4003 Ferrara Drive
11-2-5-69 Wheaton, Maryland 20906
- Case No. 2937 ✓ & Petition of Mrs. Elbia Rodriquez
ZAS-415 4-6-71 10501 Proctor Street
Silver Spring, Maryland 20901
- Case No. 2471 ✓ & Petitions of Angela Park
Case No. 1766 ✓ 6224 Winnebago Road
1-14-69 Glen Echo, Maryland 20016
- Case No. 3037 ✓ & Petition of Leonard and Delores Forcier
Case No. ZAS-458 5 Stockton Road
7-13-71 Silver Spring, Maryland 20901

Resolution to Revoke Certain
Special Exceptions (Home occupations)

-2-

The foregoing Resolution was proposed by Mrs. Marjorie H. Sonnenfeldt, Chairman, Mrs. Doris Lipschitz, Mrs. Shirley Lynne, Sheldon P. Schuman and Joseph E. O'Brien, Jr.

Entered in the Minute Book of
the County Board of Appeals
this 25th day of April, 1979.

Sallie H. Kytte
Clerk to the Board

Note: Any decision by the County Board of Appeals may, within thirty days after the decision is rendered, be appealed by any person aggrieved by the decision of the Board and a party to the proceeding before it, to the Circuit Court for Montgomery County in accordance with the Maryland Rules of Procedure.

COUNTY BOARD OF APPEALS
For
MONTGOMERY COUNTY

Case No. S-298

PETITION OF GEORGE F. BRIGHAM

ORDER TO REVOKE SPECIAL EXCEPTION
(Order adopted August 12, 1976)

The Board has received a memorandum dated June 29, 1976, from Melvin E. Tull, Chief, Program Operations, Division of Housing and Vector Control, Department of Environmental Protection, that:

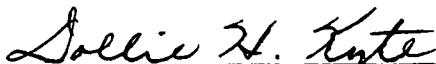
"Inspection conducted on January 16, 1976, by Investigator R. McKee revealed that the Special Exception granted in Case C.B.A. S-298 to permit a private riding stable on subject property located at 7419 Needwood Road, Derwood, Maryland, in an R-200 Zone to petitioners Mr. & Mrs. George Brigham has been abandoned. At the time of inspection the horse had been removed from the property and the barn and fence torn down. The Brighams stated that they were in the process of moving."

Based on the foregoing information the Board adopted the following Resolution:

"Be it Resolved by the County Board of Appeals for Montgomery County, Maryland, that the special exception granted in Case No. S-298, Petition of George F. Brigham, be and the same hereby is revoked."

The foregoing Resolution was proposed by Mr. Joseph E. O'Brien, Jr., and concurred in by Mrs. Marjorie H. Sonnenfeldt, Chairman, Mrs. Shirley S. Lynne, Mrs. Doris Lipschitz and Mr. Sheldon P. Schuman.

Entered in the Minute Book
of the County Board of Appeals
this 18th day of August, 1976.


Clerk to the Board

Resolution to Revoke
Special Exceptions (Private Riding Stables)

-2-

Mrs. Shirley S. Lynne, Sheldon P. Schuman and Joseph E.
O'Brien, Jr.

Entered in the Minute Book of
the County Board of Appeals
this 25th day of April, 1979.

Sollie N. Kite
Clerk to the Board

Any decision by the County Board of Appeals may, within
thirty days after the decision is rendered, be appealed by any
person aggrieved by the decision of the Board and a party to the
proceeding before it, to the Circuit Court for Montgomery County
in accordance with the Maryland Rules of Procedure.

COUNTY BOARD OF APPEALS
FOR
MONTGOMERY COUNTY

COUNTY OFFICE BUILDING
ROCKVILLE, MARYLAND 20850
June 10, 1980



Telephone
Area Code 301
279-1226


Hall of Records Commission
Dept. of General Services
State of Maryland
P. O. Box 828
Annapolis, MD 21404

Re: County Board of Appeals - case files for disposal

Gentlemen:

Attached is a list of special exception cases which have been revoked and no longer permitted special exception uses. (This list is in addition to the previous group submitted under date of June 3, 1980.)

Very truly yours,


(Mrs.) Dollie H. Kyte,
Clerk to the County Board
of Appeals

dk

Enc.

DEPARTMENT OF GENERAL SERVICES

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

PLJ

CERTIFICATE OF RECORDS DISPOSAL

Register of Wills

Reporting Agency

Carroll County, Westminster, Md.

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	Ledger sheets			Oct. 1937 thru June 1970	½ cu.ft.	July 1, 1980	Landfill
2	Receipts (books)			6-11-64 thru May 1970	½ cu.ft.	7-1-80	Landfill
3	Yearly reports Canceled checks Comptroller reports Deposit slips Vouchers W/H tax & Retirement			1910 thru 1965	2½ cu.ft.	7-1-80	Landfill
4	Cost books, some salary books			1909 thru 2-20-57	3½ cu.ft.	7-1-80	Landfill

7 cu ft

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

Reese L. Starner
 Signature

Register of Wills
 Title

6-12-80
 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

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 Central Services

Reporting Agency
Communications 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.	Telephone Requisitions	C-486	5	1969-July, 1974	2½	6/13/80	Landfill

H. Rodenhausen
⑤ HAROLD F. RODENHAUSEN,
Chief, Communications Division

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

Howard V. Dove, Jr.
HOWARD V. DOVE, JR.
Signature

Chief, Admin. Svc. Div.
Title

6/13/80
Date

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

Educational 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.				
1	Bid Sets- a.a. Co., Balt.Co. P.G. Co. ,Q.A. Co.	713	505-1D -6-a	11/79-4/80	2.4	6/30/80	Trash Can
2	C.D. Sets-A.A.Co., Balt.Co. P.G.Co.	713	505-1-D-1 -6-b	1/79-1/80	2.2	6/30/80	" "
3	D.D. Sets-A.A.Co., Balt.Co. P.G.Co.	713	505-1-D- 6-c	4/79-11/79	0.4	6/30/80	" "
					<u>5</u>		

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

✓ *[Signature]*
 Signature

Executive Director
 Title

6/18/80
 Date

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

Handwritten initials

CERTIFICATE OF RECORDS DISPOSAL

Calvert County Commissioners

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	Special Subjects	C-422	3	7/1/73-7/1/74) 3 cu ft	6/20/80	Landfill
2.	General Administration Correspondence	C-422	4	7/1/73-7/1/74)	6/20/80

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

Jack G. Upton
 Signature

Administrative Director

Title

6/20/80

Date