

Disposal Certificates by Agency

December 1980

10/20/80	Washington Co/Health	18.	cu. ft.
"	"	7	"
11/14	PH Co/Fire Dept.	40	"
12/1/80	State Treasurers	307	"
12/4	Balt. Co/Central Services	108	"
"	Balt Co/Support Div.	11	
12/5	Montgomery Co/Health	4	
12/15	DAS/Public School Constr.	8	
"	DHMH/Western Md. Center	20	
12/16	Public School Constr/Educ.	10	
12/18	Montg. Co/Health	8	
"	"	4	
12/30	Circuit Court/AA Co.	16	
		Total	561 cu. ft.

NOTE

Adjustment per P. F. Schneider -
Report 677 cu. ft. for December 1980

Disposal Certificates by Agency

October, 1980

10/6	Licensing + Regulation	10 cu.-ft.
" 6	Balt. Co./Central Services	99 "
" 6	MVA	71 "
" 7	Public Safety/Office of Secretary	13 "
" 8	DMS/Accounting	5 "
14	State Highway	2 "
16	Carroll Co./Property Tax Assessment Appeals	2 "
23	DOT/MVA/Investigation Div.	30 "
29	PAC/Fire Dept.	3 "
30	Public School Constr.	3 "
"	Balt. City Police/Fiscal Div.	49 "
TOTAL		287 cu.-ft.

November 1980

Nov.	Balt. Co./Red House Run School	
11-7	MVA/Audit + Statistics Section	33
11-10	DHMH/Great Oaks	39
11-10	Public School Constr.	5
11-12	" " "	2
11-14	PAC/Licenses + Permits	9
11-18	State Police	6
11-19	PAC/Communications Div.	3
11-25	Circuit Court/Worcester	7
11-28	Montg. Co./Health Dept.	4
TOTAL		108 cu.-ft.

Disposal Certificates (Agency)

August 1980

8/1/80	District Court #7	20
8-5	Tax Court	25
8-5	Bd of Education (Balt. Co.) LEA	124
"	Property Tax Assess. Appeals Bd.	1
8-6	Personnel / Deputy Secretary	7
8-12	Fiscal Service / Audit Div.	21
8-15	AA Leo / Supervisors of Elections	15
8-22	DOT / MVA	12
8-26	DOT / Financial Plan. + Budget	1
8-28	St Mary's College	2
	Total	<u>228</u>

September 1980

8-7-80	Balt. County Police	70
8-22	Circuit Court / Support Div.	6
9-80	LEA County Schools	669
9-8	District Court #10 / Howard County	10
9-10	Register of Wills / Cecil County	9
9-15	Springfield Hospital	122
9-16	DOT - OASA	8
9-17	DAS / Accounting (cancelled) see Oct. report	5
9-18	Worcester County / Social Services	45
9-4	State Lottery / Subscriptions	65
9-26	" " Game "	14
9-22	Register of Wills / Cecil County	2
9-30	SHA / Caroline County	4
	Total	<u>1,029 a. ft.</u>

Disposal Certificates (Agency)

July - 1980

		<u>Cu. Ft.</u>
5-21	Baltimore County Police	59
6-3	Md. County Bd. of Appeals	2
6-13	A.A. Co / Supervisors of Election	26
5-20	MVA / Audit Section	24
7-	Balt. Co. Police	364
7-1	Register of Wills / Dorchester Co.	1
7-2	Toll Facilities	31
7-3	Circuit Court / Support Div.	12
7-7	Public Defender	5
7-8	State Police / Barrack B	10
7-9	Balt. Co / Central Services	43
7-10	P.G. Co / Adm. Services	102
7-14	Public Broadcasting	10
"	DHMH / Medical Examiners	2
7-15	Public Service	15
"	DHMH / Anatomy Board	2
7-17	Juvenile Services	13
"	Calvert Co. Comm. / EDC	4
"	" " " / IPA	5
7-21	Montg. Community College	215
7-23	DHMH / Data Processing	1
7-25	P.G. Co / Microfilm Center	2
7-28	Register of Wills / A.A. Co.	7
"	Public School Construction	10
"	DHMH / Queen Anne Health Dept.	6
7-29	Univ. Md. / Comptroller's Office	750
"	Circuit Court / Calvert Co.	12
		<hr/> 1,733

July 1980

1,733 cu. ft.

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

CERTIFICATE OF RECORDS DISPOSAL

BALTIMORE COUNTY POLICE DEPARTMENT

Reporting Agency

CENTRAL RECORDS

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	OFFENSE REPORTS FORM # 108	C192	1	B748600 to B755269 C000001 to C045199	32	5-15-80	Landfill Cockeysville Shredded
2.	Miles Terminal Printouts T4		12	1977	15	"	Shredded
3.	N R Cards		1	All for 1979 except Oct, Nov, Dec (New Comm Center no more NR cards)	12	"	Shredded
					<u>59</u>		

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

L. R. Broadfoot ^{II} / Captain

Captain

Title

5-21-80

Date

C-386



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; 2245 S-269; 513; 2297; 2298; S-323; 2317; 2168; 2739; 1695; 2006; 2286; 2314; 2775/696 ; 1023; 1435; 1694; 1695; S-524; 1631; S-174; 2192 and S-157	C-386-A		Misc. dates -	2	7/3/80	Burial in land fill

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

Sallie N. Kite
 Signature

Clerk to the Board
 Title

June 3, 1980
 Date

DEPARTMENT OF GENERAL SERVICES

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

APPROVED BY:

Betty G. Eby
 Betty Eby, Supervisors of Elections

PEL
 ✓

CERTIFICATE OF RECORDS DISPOSAL

ANNE ARUNDEL COUNTY GOVERNMENT

Reporting Agency

BOARD OF SUPERVISORS OF ELECTIONS

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	Voting Authority Cards	C493	3	General Election of 1974	19.5	6/13/80	Landfill
2	Write-In Ballots	C493	8	" "	1.3	" "	" "
3	Affidavit of Physical Disability	C493	7	" "	4.5	" "	" "
4	Poll Books	C493	2	" "	.6	" "	" "
					25.9		

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

Anna C. Jensen

 Signature

Records Manager

 Title

6/13/80

 Date



Maryland Department
of Transportation

DATE:

7/10

NAME	UNIT
TO: <i>Beads Ms +</i>	

- 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>[Signature]</i>	TELEPHONE NO:	UNIT: <i>DOT</i>
--------------------------	---------------	------------------

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

5/20/80 approved R.J. Pichurski
 5/20/80 destroyed mlj


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

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.				
F.	MISCELLANEOUS ACCOUNTING RECORDS: Receipt Copies Validation Tapes	701		10/19/76 thru 3/15/77	24 cu.ft.	5/20/80	Landfill

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


 Signature


 Title

May 20, 1980
 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

Central 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 (6AR1 - 6AR59900)	257	2	1/1/76-12/31/76	66 Linear	9/19/79	Incineration
2.	Offense Reports	289	1	1/1/76-12/31/76	250 Linear	9/19/79 1/ 8/80 5/20/80	Incineration
3.	Accident Reports	372	1	1/1/76-12/31/76	48 Linear <i>364 cu ft.</i>	9/19/79 1/ 8/80	Incineration

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

Signature

Supervisor

Title

July 1980

Date

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

OFFENSE REPORTS

dated from JANUARY 1, 1976 to ~~APRIL 30, 1976~~ APRIL 30, 1976

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

WITNESS: Shirley J. Waters Police Department

WITNESS: Frank Owens Incinerator

DATE

9/19/79

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

OFFENSE REPORTS
dated from MAY 1, 1976 to AUGUST 31, 1976

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

WITNESS: Cadet Wiley Q. Jaur Police Department
WITNESS: Frank Owens Incinerator
DATE 8 January 19 80

This is to certify the delivery and incineration of certain

Baltimore City Police Department records, namely:

OFFENSE REPORTS

dated from SEPTEMBER 1, to DECEMBER 31, 1976

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

WITNESS: Cadet R Ellinger Police Department

WITNESS: Frank Owen Incinerator

DATE

May 20 1980

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

ARREST REPORTS (GAR 1 - GAR 59900)
dated from JANUARY 1, 1976 to JANUARY DECEMBER 31, 1976

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

WITNESS: Harvey L. Waters Police Department

WITNESS: Frank Owens Incinerator

DATE 9/19/79

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

ACCIDENT REPORTS
dated from JANUARY 1, 1976 to JULY 31, 1976

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

WITNESS: Harvey L. Waters Police Department
WITNESS: Frank Owen Incinerator

DATE 9/19/79

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

ACCIDENT REPORTS
dated from AUGUST 1, 1976 to DECEMBER 31, 1976

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

WITNESS: Cadet Willy C. Law Police Department

WITNESS: Frank Owen Incinerator

DATE 8 January 1980



CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Dorchester County
Reporting Agency

Register of Wills
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Receipt Books	C-361	13	7/28/71-12/7/76	1 cu. ft.	7/1/80	Shredded.

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

Louis K. Lewis
Signature

Register of Wills
Title

7/1/80
Date

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

) *PS*

CERTIFICATE OF RECORDS DISPOSAL

Md. Tolls Facilities Police

Reporting Agency

Tolls Facilities Administration

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	Activities Reports	747-9	Adm-1 (2)	1957-1974	1	6/25/80	Burning
2	Police Work and Leave Records	747-9	Adm-1 (19)	1977-1978	1	6/25/80	Burning
3	Leave Reports	747-9	Adm-1 (22)	1976-1978	2 ½	6/24/80	Burning
4	Overtime Authorization	747-9	Adm-1 (23)	1979	½	6/24/80	Burning
5	Official Uniform Personnel Records	747-9	Adm-1 (24)	1957-1975	8	6/24/80	Burning
6	Official Civilian Personnel Records	747-9	Adm-1 (25)	1957-1975	1	6/25/80	Burning
7	Daily Radio Logs	747-9	Ops-02 (20)	1968-1976	13	6/24/80	Burning
8	Log Books	747-9	Ops-02 (3)	1972-1977	4	6/24/80	Burning
					31		

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

Robert K. Walker
Signature

Major
Title

July 2, 1980
Date

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

CERTIFICATE OF RECORDS DISPOSAL

Md. Tolls Facilities Police

Reporting Agency

Toll Facilities Administration

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.				
9	Property Damage Reports	747-9	Ops-02 (11-3)	1976-1977	1	6/25/80	Burning
10	Traffic Citations (Hq.) Copy	747-9	Ops-02 (13-2)	1971-1973	1	6/24/80	Burning
11	Request for Escort Service	747-9	Ops-02 (17)	1960-1979	1	6/24/80	Burning
12	24 Hour Traffic Graph	747-9	Ops-02 (19)	1975-1976	1	6/25/80	Burning
13	Other Applicant Investigation	747-9	Inv-04 (3)	1957-1975	2	6/24/80	Burning
14	Dangerous Cargo Check Record	747-9	Dce-05 (1)	1977-1978	9	6/25/80	Burning
15	Tunnel Stoppage Cards	747-9	Com-07 (3)	1974-1977	1	6/24/80	Burning
16	CO ₂ Recorder Charts	747-9	Com-07 (4)	1975-1976	12	6/25/80	Burning
					28 31 Total 59 w/fk		

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

Nathan C. Wallace
 Signature

Major

Title

July 2, 1980

Date

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

SUPPORT Division
 Reporting Agency
Circuit Court
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	PAYOR STATUS	483	8	1975 JAN 1 - JUNE	10		
2	LEDGER FILE	483	2	1975 - JAN - FEB	1 1/2		

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

Mauseen Steven
 Signature

Acct. Clerk II
 Title

7/3/80
 Date

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Office of the Public Defender

Reporting Agency

District Five

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.				
	All closed District Court files for F. Y. '78	626=A	2-b	July 1, 1977 - June 30, 1978	5	6-30-80	burning

9 12/80

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

Elizabeth L. Beck
 Signature

Office Manager
 Title

7/7/80
 Date

OK MME

✓

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Police
Reporting Agency

Barrack "B", Frederick, MD
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Criminal Summons	646	OPS 15	1/1/78 - 8/31/78	1/4 cu ft	9/26/79	Burial Sanitary Landfill
2	Property Records Closed Form 63	"	OPS 56-1	12/31/78 - 4/1/79	1/4 cu ft	4/6/80	" "
3	Daily Barrack Log, Form 3	"	OPS 9	1976	1-1/2 cu ft	5/19/80	" "
4	Daily Radio Log, Form 4	"	OPS 10	1976	1-1/2 cu ft	5/19/80	" "
5	Complaint Control Card, Form 87	"	OPS 22	6/1/78 - 5/30/79	6 cu ft <i>9 1/2</i>	6/22/80	" "

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

G. N. SENSABAUGH
Signature

G. N. SENSABAUGH, 1st Lt.
Title

7/8/80
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 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 Daily File Maintenance Journals	C-465	5	7/9/76	1	5/29/80	SHREDDER/ RECYCLED
2	" " " "	"	"	7/21/76	"	"	"
3	" " " "	"	"	8/16/76	"	"	"
4	" " " "	"	"	9/24/76	"	"	"
5	" " " "	"	"	11/18/76	"	"	"
6	Finance-Revenue Division Lein Certificates	C-287	9	Apr. 20-June 1, 1977 61501-63400	"	6/20/80	"
7	Landfill Transactions Tickets & Tapes Feb. 28, 1977-Apr. 2, 1977	C-424	2	Feb 28, 1977-Apr 2, 1977	"	"	"
8	Landfill Sheets	C 424		Oct. 1976-May 1977	"	"	"
9	Rec. & Parks Longview Golf Tickets & Reconciliation Sheets	C 326	1&2	Nov. 15, 1976- April 19, 1977	"	"	"

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

A. Kelly
 Signature

Records Mgt. Assnt
 Title

7/9/80
 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 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 Sch. No.	Item No.				
10	Finance Rev. Div. Cash Journals 1974	C 465	1	7/15/74-7/31/74 7/15/74-7/31/74 8/15/74-9/30/74	1 " "	6/20/80 " "	Shredder/ Recycled "
11	Accounts Receivable	"	4	Oct., 1976-Jan, 1977	"	"	"
12	" "	"	3	6/30/74 (1-3)	1	"	"
13	" "	"	3	6/30/74 (4-8)	1	"	"
14	" "	"	"	" (9-11)	"	"	"
15	" "	"	"	" (12-14)	"	"	"
16	" "	"	"	" (15-16)	"	"	"
17	" "	"	"	6/30/76 01-01-04-03	"	"	"
18	" "	"	"	" 04-03-	"	"	"
19	" "	"	"	025816-09-16-45034	1	"	"
20	" "	"	"	6/30/76-09-16-450322	1	"	"
21	" "	"	"	13-04-650180	"	"	"
22	" "	"	"	6/30/76-13-04-65021	1	"	"
23	" "	"	"	15-11-152440	"	"	"
24	" "	"	"	6/30/76-15-11-152450	"	"	"
				17-00-006264	1	"	"
25	" "	"	4	7/15/76	1	"	"
	" "	"	"	7/16/76	1	"	"
26	Accounts Receivable Distribution	C 465	4	7/31/76 Cycle 2	1	"	"

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

A. Kelly
 Signature

Records Mgt. Assist.
 Title

7/9/80
 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 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	Accounts Receivable Distribution	0465	4	7/31/76 Cycle 2 Book 2	1	6/20/80	Shredder/ Recycled
28	"	"	"	7/31/76 Cycle 2 Book 3	"	"	"
29	"	"	"	7/31/76 Cycle 2 Book 4	"	"	"
30	"	"	"	8/13/76 Book#1	1	"	"
31	"	"	"	8/13/76 Book#2	"	"	"
32	"	"	"	8/31/76 only book	"	"	"
33	"	"	"	9/15/76 also 9/30/76	"	"	"
34	Finance Revenue Landfill Runs Rec sheets by Acct.	424	1	6/77-7/78	1	"	"
35	"	"	"	Nov. 1977-Nov. 1978	"	"	"
36	"	"	"	10/1978 Nov. '78	"	"	"
37	"	"	"	8/78-7/79	"	"	"
		"	"	April '79-11/79	"	"	"

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

A. Kelly
 Signature

Records Mgmt. Assant
 Title

7/9/80
 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 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.				
38	Finance-Revenue Golf Tickets	C326	1 & 2	1977	1	6/26/80	SHREDDER/ LANDFILL
39	Cashier's Office Valid Tapes	C 287	17	'76 & '77	2	6/26/80	"
40	Central Billings Invoices	C 287	17	'67-'72	2	6/26/80	"

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

A. Kelly
 Signature

Records Mgt. Assist.
 Title

7/9/80
 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

CERTIFICATE OF RECORDS DISPOSALPrince George's Co. Office of Central Services

Reporting Agency

Administrative Services 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.				
19 bx.	Print Shop Job Tickets (requisitions) green & white copies	C-487	7	FY72-FY76 inclusive	38 cu. ft.	7-10-80	Landfill
18 bx.	Print Shop Job Samples	C-487	7	FY74-FY76 inclusive	36 cu. ft.	7-10-80	Landfill
7 bx.	Xerox Tickets	C-487	7	FY73-76 inclusive	14 cu. ft.	7-10-80	Landfill
4 bx.	Paid Bills (Print Shop)	C-487		FY72-FY76 inclusive	8 cu. ft.	7-10-80	Landfill
2 bx.	Office Files (Adm. Svcs. Div)	C-487		FY 77	4 cu. ft.	7-10-80	Landfill
1 bx.	Equipment Logs (Print Shop)	C-487		FY 75	2 cu. ft.	7-10-80	Landfill
					<u>102</u>		

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


Signature

Chief, Adm. Svcs. Div.
Title

July 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

Maryland Center for Public Broadcasting

Reporting Agency

Administration 36.15.00.01

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	Bills/Invoices	727	7	1974 - 1977	6	7/10/80	Dumpster
2	Deposit Certificates/Slips	"	24	1977	1	"	"
3	Disbursements/Transmittals	"	25	1974 - 1977	1	"	"
4	Purchase Orders	"	44	1977	1	"	"
5	Receiving/Shipping Reports	"	47	1977	1	"	"

10 cu ft

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

Martin D. Jacobs
 Signature

Business Manager
 Title

7/14/80
 Date

PHJ
✓

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

Board of Medical Examiners of Maryland
 Reporting Agency
Department of Health and Mental Hygiene
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
10	Exam Application of failed candidates	645 add	10	June exam 1979	2.0	6/30/80	Trashed

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

Neda Brown
 Signature

Administrator
 Title

7/14/80
 Date

DEPARTMENT OF GENERAL SERVICES

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

RPJ
✓

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission, American Building
 Reporting Agency 231 E. Baltimore Street
Baltimore, MD 21202

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

Executive Secretary
 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 Schd. No.	Item No.				
1	Correspondence Case File (Form No. 37 Adopted in 1956) Case Numbers are 9644 - 15525 inclusive Note: Disposal of the above records will take place at the P.S.C., after receipted copy of this request is verified by your office for authority.	312	3	1947 - 1969	15 cu. ft		on site destruction

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

Ronald E. Hawkins

Ronald E. Hawkins

Executive Secretary

July-15-1980

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

7/15/80

PLJ
 ✓

CERTIFICATE OF RECORDS DISPOSAL

Department of Health and Mental Hygiene

Reporting Agency

Anatomy Board of 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.				
	OUTDATED RECORDS:						
1	Legislation files			1975 - 1979	1.5	7/1/80	Trash removal
2	Brochures and pamphlets			"	cubic		
3	Price lists			"	feet		

Ronald S. Walker

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

Director

7/15/80

Signature

Title

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Juvenile Services Administration

Reporting Agency

Region VIII - Baltimore City

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Social History files over 10 years old - including family data, psychological, psychiatric reports and correspondence	598	1	All records prior to 1970	1,455 files <i>13 cu. ft.</i>	7/17/80	Incinerate Refuse Disposal Bureau of Utility - Operations - Baltimore City

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

Edward J. Lang

 Signature

Edward J. Lang

Regional Supervisor

Title

7/17/80

Date

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

JFD
✓

CERTIFICATE OF RECORDS DISPOSAL

Calvert County Board of County Commissioners

Reporting Agency

Economic Development Commission

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	New Business Inquiries in Calvert County - correspondence relating to obtaining new businesses in the County or inquiries for information.	C-429	2	1968 - 1975	1 cu. ft.	7/17/80	Landfill (burning)
2	Miscellaneous Minutes & Correspondence from organizations of which the Director is a member.	C-429	4	1968 - 1976	2 cu. ft.	7/17/80	Landfill (burning)
3	Miscellaneous correspondence - Recommendations to Commissioners and Reports.	C-429	6	1969 - 1976	½ cu. ft. 3 ½	7/17/80	Landfill (burning)

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

Shirley Whittington
Signature

Secretary, IPA/EDC
Title

7/17/80
Date

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

PCJ
✓

CERTIFICATE OF RECORDS DISPOSAL

Calvert County Board of County Commissioners

Reporting Agency

Industrial Park Authority

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	Prospective Tenant Correspondence	C-426	5	1971 - 1976	3 cu. ft.	7/17/80	Landfill (Burning)
2	Financial Records (Reports, Invoices Bank Statements)	C-426	6	1972 - 1976	2 cu. ft. <u>5</u>	7/17/80	Landfill (Burning)

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

Shirley A. Whittington
Signature

Secretary, I.D.C./IPA
Title

7/17/80
Date

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

One of Three

CERTIFICATE OF RECORDS DISPOSAL

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.	Stud.Serv./RK & TP Student Financial Aid Folders	36	8	1967-1971/72	19 cu.ft.	7-5-79	Landfill
2.	Cashier/TP:Change of Schedule Forms	15	1	1975	1 cu.ft.	7-5-79	"
3.	Cashier/TP:Cash Receipts	15	3	FY1972	1 cu.ft.	7-5-79	"
4.	Cashier/RK:Cash Receipts	15	3	FY1972	1 cu.ft.	7-5-79	"
5.	Cashier/RK:Cash Register Receipts	15	6	FY1966-FY1972	1 cu.ft.	7-5-79	"
6.	Cashier/RK:Cash Register Reports	15	7	FY1970-FY1972	1 cu.ft.	7-5-79	"
7.	Cashier/RK:Detail Tapes	15	4	FY1972	1 cu.ft.	7-5-79	"
8.	Cashier/RK:Financial Assistance Invoices	15	8	1974-1975	1 cu.ft.	7-5-79	"
9.	Cashier/RK:Financial Cards	15	2	1972	1 cu.ft.	7-5-79	"
10.	Cashier/RK: Office Files	15	1	1971-1972	1 cu.ft.	7-5-79	"
11.	Academic Dean/RK:Requisition Files	19	3	FY1975	1 cu.ft.	7-5-79	"
12.	Bookstore/TP:Financial Records	29	1	1969-1972	1 cu.ft.	7-5-79	"
13.	Bookstore/RK:Financial Records	38	1	1974-1975	1 cu.ft.	7-5-79	"
14.	Montgomery Lanes/RK:Financial Records	40	1	FY1972	4 cu.ft.	7-5-79	"
15.	Montgomery Lanes/RK:Office Files	40	1	FY1970-FY1972	3 cu.ft.	7-5-79	"
16.	Stud.Serv./RK:Change of Sched.Forms	36	6	1976	2 cu.ft.	7-5-79	"
17.	Stud.Serv./RK:Regis.Source Documents	36	1	1976	2 cu.ft.	7-5-79	"
18.	Finance:Bank Statements	14	10	1971-1972	1 cu.ft.	7-5-79	"
19.	Finance:Cancelled Checks	14	11	1971-1972	5 cu.ft.	7-5-79	"
20.	Finance:Cash Receipts,Record of	14	12	FY1972-FY1973	1 cu.ft.	7-5-79	"
21.	Finance:Check Vouchers	14	14	1972	5 cu.ft.	7-5-79	"
22.	Finance:Purchase Orders	14	14	FY1975	10 cu.ft.	7-5-79	"

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

Signature

Director of Employee Relations
Title

July 21, 1980
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

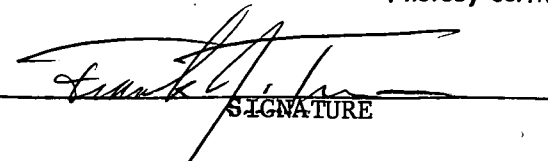
Montgomery Community College
Reporting Agency

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.				
23.	Finance:Record of Expenditures	14	12	FY1972 & FY1973	1 cu.ft.	7-5-79	Landfill
24.	Procurement:Bids File	19	4	FY1975	2 cu.ft.	7-5-79	"
25.	Procurement:Purchase Orders	19	2	FY1975	4 cu.ft.	7-5-79	"
26.	Community Services:Financial Records	11	8	1970-1972	1 cu.ft.	7-5-79	"
27.	Community Services:Program Files	11	5	FY1970-FY1972	1 cu.ft.	7-5-79	"
28.	Stud.Serv.:Student Folders/TP	28	3	c.1970	31 cu.ft.	9-25-79	Shredded
29.	President:Office Files	2	1	1967-1978	3 cu.ft.	10-9-79	"
30.	President:Office Files	2	1	c.1960-1970	2 cu.ft.	10-9-79	Landfill
31.	Finance:Cancelled Checks	14	11	1972	4 cu.ft.	10-10-79	"
32.	Finance:Check Vouchers	14	14	1971-1973	6 cu.ft.	10-10-79	"
33.	Stud.Serv./RK:Regis.Source Docs.	36	1	1976	1 cu.ft.	10-10-79	"
34.	Stud.Serv./TP:Change of Sched.Forms	28	12	1976	1 cu.ft.	10-10-79	"
35.	Community Services:Prog.Files	11	5	1972	2 cu.ft.	10-10-79	"
36.	Cashier/RK & TP:Financial Cards	15	2	1971-1972	2 cu.ft.	10-10-79	"
37.	Board of Trustees,Topical File	1	1	1975	.2 cu.ft.	10-31-79	Shredded
38.	Academic Vice President:Applications Campus Dean/TP	18	14	1977	4 cu.ft.	1-16-80	Landfill
39.	Community Services:Financial Records	11	8	1968-1972	1 cu.ft.	1-16-80	Landfill
40.	Community Services:Program Files	11	5	1971-1972	4 cu.ft.	1-16-80	"
41.	Stud.Serv./RK:Change of Sched.Forms	36	6	1976	2 cu.ft.	1-16-80	"
42.	Stud.Serv./RK:Regis.Source Docs.	36	1	1976	9 cu.ft.	1-16-80	"
43.	Stud.Serv./RK:Student Class Lists	36	5	1976	1 cu.ft.	1-16-80	"
44.	Finance:Cancelled Checks	14	11	1972-1973	6 cu.ft.	1-16-80	"

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


SIGNATURE

Director of Employee Relations
TITLE

July 21, 1980
DATE

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

Three of Three

CERTIFICATE OF RECORDS DISPOSAL

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.				
45.	Finance:Cash Receipts	14	12	1971-1972	2 cu.ft.	1-16-80	Landfill
46.	Finance:Check Vouchers	14	14	1972	6 cu.ft.	1-16-80	"
47.	Finance:Stores Requisitions	14	15	1974-1975	1 cu.ft.	1-16-80	"
48.	Finance:Multi-Purpose Forms	14	15	FY1972-FY1973	4 cu.ft.	1-16-80	"
49.	Central.Maintenance:Inspection Sheets	22	5	1976	1 cu.ft.	1-16-80	"
50.	Central.Maintenance:Service Reports	22	6	1976	2 cu.ft.	1-16-80	"
51.	Cashier/TP:Financial Assistance Invoices	15	8	1973,1974,1975	1 cu.ft.	1-16-80	"
52.	Cashier/TP:Financial Cards	15	2	1972	1 cu.ft.	1-16-80	"
53.	Cashier/RK:Cash Receipts	15	3	1972	1 cu.ft.	1-16-80	"
54.	Cashier/RK:Financial Cards	15	2	1972	2 cu.ft.	1-16-80	"
55.	Stud.Serv.:Stud.Folders/TP	28	3	1969-1976	25 cu.ft.	4-3-80	"
56.	Academic Vice President:Office Files	8	1	1970-75	.2 cu.ft.	4-17-80	"
57.	President:Office Files	2	1	1972	.1 cu.ft.	5-28-80	Shredded
58.	Campus Dean/Germantown:Applications	18	14	1977	1 cu.ft.	4-3-80	Landfill
59.	Community Services:Program Files	11	5	1973	1 cu.ft.	4-3-80	"
60.	Community Services:Special Billings	11	8	1972-1976	1 cu.ft.	4-3-80	"
61.	Finance:Cancelled Checks	14	11	1973-1974	6 cu.ft.	4-3-80	"
62.	Finance:Cash Receipts	14	12	1972-1973	1 cu.ft.	4-3-80	"
63.	Finance:Check Vouchers	14	14	1972-1973	7 cu.ft.	4-3-80	"

215 cu ft

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


 SIGNATURE

Director of Employee Relations
 TITLE

July 21, 1980
 DATE

CERTIFICATE OF RECORDS DISPOSAL

Department of Health and Mental Hygiene

Reporting Agency

Division of Data Processing

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.	<i>PINK COPY</i> Employee Time/Status Reports DHMH 858	794	10	JANUARY, 1974 to JANUARY, 1977	1.0	7/18/80	SHREDDED
		WERE NEVER TRANS- FERRED TO THE RECORD CENTER (CLEAN-OUT OF OFFICE)					

Fig. 6

GK
R

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

W D Hargis
Signature

Deputy Director
Title

7-23-80
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

CERTIFICATE OF RECORDS DISPOSAL

Office of Central Services

Reporting Agency

Administrative Services/Microfilm Center

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	Microfilm Work Sheets	C-487	4	7-70 Thru 5-77	2	7-25-80	Landfill

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

Arnold V. Dovey
Signature

Chief, Administrative Svcs. 7-25-80
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

REGISTER OF WILLS FOR ANNE ARUNDEL COUNTY

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.				
	Administrative Accounting Records	662		July 1, 1973 through June 30, 1976	2,00 cu. ft.	July 28, 1980	Landfill
	Check Books, Cancelled Checks, Deposit Slips, etc.	662		"	.25 cu. ft.	"	"
	Receipt Books	662		"	4,72 cu. ft.	"	"
					7 cu. ft.		

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

New Edith Hetch
 Signature

Register of Wills
 Title

July 28, 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

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	Drawings(Bid set) Balt.Co.,Fred.Co.,Mont.Co., P.G.Co.,StMarys Co.,SomersetCo.	713	505-1-D- 6-a	5/13/79-5/1/80		8/1/80	trash
2	Drawings(Post Bid set) Balt.C.,Balt.Co., Fred.Co., GarrettCo., HowardCo., Mont.Co. Q.A. Co., Wicomico Co.	713	505-1-D- 6-a	11/20/72-3/6/75	<u>1.8</u>	"	"
3	Drawings(C.D.) Balt.C.,BaltCo., Fred.Co.,Mont.Co., P.G.Co., StMarysCo., SomersetCo.	713	505-1-D- 6-b	1/26/78-6/18/80	6.0	"	"
4	Drawings(D.D.) Balt.C.,Balt.Co., Fred.Co., Mont.Co., P.G.Co.,Q.A.Co., Somerset Co.	713	505-1-D- 6-c	11/21/75-11/23/79	2.4 10 CU. FT.	"	"

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



Signature

Executive Director

Title

July 28 1980

Date

FD

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Dept. of Health & Mental Hygiene

Reporting Agency

Queen Anne's County Health Dept.

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	CD 25-D VD Registration & Diagnostic Record (Negative Reports)	373	11	1948-1954	1 cu. ft.	6/13/80	Burning
2.	DHMH 1152 Tuberculin Test	373	5	1974-1976	1 cu. ft.		
3.	Immunization Records	600	12	1956-1959	½ cu. ft.		
4.	Chest X-ray records (negative for TB)	600	4	1948 - 1960	½ cu. ft.		
5.	Chest Clinic Monthly Reports TB-15	600	7	1970-1973	1 cu. ft.		
6.	Lab Slips (Blood Chemistry) 1968-1976 DHMH 00055	373	pg. 11	1968 - 1976	¼ cu. ft.		
7.	DHMH 247 Medical Asst. Clinic Report. Clinic Attendance			1969 - 1973	¼ cu. ft.		
8.	Medical REcords of Deceased Persons			1977- 1979	1 cu. ft.		
					6 cu. ft.		

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

B. Glasgow
Signature

Secretary
Title

7/28/80
Date

J.S. ✓

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

UNIVERSITY OF MARYLAND

Reporting Agency

COLLEGE PARK COMPTROLLER'S OFFICE

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Disbursement Vouchers	564	6	7/1/73-6/30/74	250	7/79	Land Fill
2	Cash Receipts	564	6	7/1/73-6/30/74	100	7/79	Land Fill
3	Disbursement Vouchers	564	6	7/1/74-6/30/75	300	6/24/80	Land Fill
4	Cash Receipts	564	6	7/1/74-6/30/75	100	6/24/80	Land Fill
					<u>750</u>		

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

Joseph T. Handley

 Signature
 Joseph T. Handley

Accountant

 Title

July 29, 1980

 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

Calvert

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	Conditional Sales	655	SEc. 1 19	1957-1963	2	7/1/80	Landfill
2	Mortgage Releases	655	Sec VI 7	1930-45	2		"
3	General Accounting Records	655	Sec II 2	1971-76	4		"
4	Chattel Mortgages	655	Sec I 19	1942-45	4		"
					12 Cu ft		

Disposal Approved by Hall of Records Commission

July-29, -1980
Date

[Signature]
Archivist

Disposal Certification

Audrey B. Evans
Signature

Clerk _____
Title

7/29/80
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

August 1980

228 cu. ft.



DISTRICT COURT OF MARYLAND
District Number 7

August 4, 1980

District Court Building
Post Office Box 843
(Rowe Blvd. and Taylor Ave.)
Annapolis, Maryland 21404

269-3977

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

Gentlemen:

Enclosed is the completed "Proposal and Certificate of Records Destruction" form (DGS-RM-550-9) covering accounting records which the State Archivist approved for destruction on July 29, 1980.

Please contact me if there are any additional steps necessary to complete the records destruction certification process.

Very truly yours,

R. Alan Erb
Administrative Clerk

RAE/jb

CC: Michael O'Malley, Asst. Chief Clerk-Administration
Thomas Meushaw, Asst. Chief Clerk-Fiscal

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

RECEIVED
 DISTRICT COURT NO.
 DIST. 7 - ANNAPOLIS
 1980 JUL 31 PM 1:32

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>GENERAL ACCOUNTING RECORDS</u>	655	II-2	7/1/76 -6/30/77			
	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)						
	<u>PURCHASING RECORDS</u>	655	II-3	7/1/76-6/30/77			
	a. Copies of Warehouse Requisitions DCA 34						
	b. Copies of Receiving Reports DCA 22						
	c. Copies of Equipment & Supplies Requisitions Headquarters (no form #)						

Destruction Approved by Hall of Records Commission

Destruction Certification

7/25/80
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

ADMINISTRATIVE CLERK
Title

8/1/80
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

RECEIVED
 DISTRICT COURT NO.
 DIST. 7 - ANNAPOLIS
 1980 JUL 31 PM 1:32

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	7/1/76- 6/30/77			
	a. Copies of Payroll and Check registers (now-form 305)						
	<u>MISCELLANEOUS ACCOUNTING RECORDS</u>	655	II-6	7/1/ 87 ⁷⁶ - 6/30/77			
	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

7/25/80
Date

Edward J. Geyer
State Archivist

[Signature]
Signature of Court Official

ADMINISTRATIVE CLERK
Title

8/1/80
Date

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

RECEIVED
 DISTRICT COURT MD.
 DIST. 7 - ANNAPOLIS
 1980 JUL 31 PM 1:32

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 Continued						
	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.						

Destruction Approved by Hall of Records Commission

Destruction Certification

7/25/80
Date

Edward [Signature]
State Archivist

[Signature]
Signature of Court Official

ADMINISTRATIVE CLERK
Title

8/1/80
Date

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

RECEIVED
 DISTRICT COURT MD.
 DIST. 7 - ANNAPOLIS
 1980 JUL 31 PM 1:32

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 Continued						
	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 20 cu.ft.		RECYCLE

Destruction Approved by Hall of Records Commission

Destruction Certification

7/24/80
Date

Edward J. ...
State Archivist

Patricia ...
Signature of Court Official

ADMINISTRATIVE CLERK
Title

8/1/80
Date

CLOSED CASES TO BE DISPOSED OF

ALLEGANY COUNTY:

17, 18, 19, 20A&B, 21

ANNE ARUNDEL COUNTY:

19, 26, 31, 32, 33A-C, 35, 36, 37, 39A-C, 40, 42, 43, 44, 45, 46A&B,
47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 60, 61, 62, 64, 65,
66, 67, 68, 69, 74, 75, 77, 78, 79, 80, 87A-T, 96, 98A&B, 99

BALTIMORE CITY:

580, 738, 739, 748, 759, 760, 761, 775, 776, 777, 778, 779A-D, 780,
787, 788, 791, 792, 793, 798, 806, 807, 808, 809, 810, 811, 812, 813,
814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 827, 828
829A-H, 830, 835, 836A&B, 837, 838, 839, 840, 841, 842, 843, 844, 845,
846, 847, 484, 849, 852, 853, 854, 855, 856, 857A&B, 858, 859, 860,
861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 87
875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888,
890, 891, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906,
907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920A&B,
921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 932A-F, 933, 934, 935,
936, 937, 928, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949,
950, 951, 952, 953, 954, 955, 956, 967, 958, 959, 960, 961, 962, 963,
964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977,
978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991,
992, 993, 994, 995, 996, 997, 998, 999, 1000, 1001, 1002, 1003, 1004,
1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015,
1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026,
1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037,
1038, 1039, 1040, 1041, 1042, 1043, 1045, 1047, 1048, 1049, 1050,
1051, 1052, 1053(1-481), 1054, 1055, 1056, 1057, 1058, 1059, 1060,
1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071,
1072, 1073, 1074, 1075, 1076, 1077, 1078, 1079, 1081, 1082, 1083,
1084, 1085, 1087, 1088, 1090, 1091, 1092, 1094, 1095, 1096, 1098,
1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109,
1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120,
1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131,
1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142,
1143, 1144, 1147, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156,
1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168,
1169, 1170, 1171, 1173, 1174, 1175, 1177, 1178, 1179, 1180, 1181,
1182, 1185, 1186, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196,
1197, 1203, 1216, 1225, 1227

BALTIMORE COUNTY:

460, 483, 505, 506, 507, 513, 514, 515, 516, 517, 520, 521, 522, 523, 525,
526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538,

BALTIMORE COUNTY: cont.

539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 550, 552, 553, 554, 555,
556, 558, 559, 560, 561, 562, 563A&B, 564, 565A-D, 566, 567, 568, 569, 570,
571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 586,
587, 588, 589, 590, 591, 592A&B, 593, 594, 595, 596, 597A&B, 598, 599, 600,
601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615,
616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631,
632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646,
648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662,
663, 665, 666, 667, 668, 670, 676, 677, 678, 679, 680, 683, 684, 685, 686,
687, 688, 689, 691, 692, 693, 694, 696, 697, 698, 699, 701, 702, 710, 711,
714, 715, 717, 720, 722, 724, 726, 728, 729, 730, 732, 733, 734, 737, 738,
739, 741, 742, 749, 750, 751, 752, 753, 754, 756, 758, 760, 764A-C, 766,
767, 768, 770, 771, 772, 775, 778, 779, 783, 784, 785, 786, 787, 788, 789,
806, 812, 817, 830, 831, 832, 834, 837, 848, 849, 854, 855, 857, 858,

CALVERT COUNTY:

5, 6, 7, 9, 10, 17

CARROLL COUNTY:

12, 14, 15, 16, 17, 18, 19, 20, 21A&B, 23, 24, 25, 26, 27, 28, 29A&B, 30A&B,
31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 45, 46, 51, 55, 56, 59

CECIL COUNTY:

40A&B, 41, 42, 46, 47, 48, 49, 50, 51, 52, 53, 56, 57, 58, 60

CHARLES COUNTY:

14, 15

FREDERICK COUNTY:

32, 38, 39, 41, 43, 44, 45, 46, 47, 48, 49, 50, 51, 54, 55

GARRETT COUNTY:

3A-D, 4, 5, 6, 7, 8, 9

HARFORD COUNTY:

28, 29, 30, 32, 33, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48,
50, 53, 54, 55, 57, 59, 60, 62, 63, 65, 66, 67

HOWARD COUNTY:

21, 24, 25, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 40, 41A-H, 42, 44,
47, 48, 51, 52, 53, 58, 59, 63

KENT COUNTY:

19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30

MONTGOMERY COUNTY:

299, 303, 308, 309A-D, 311, 312, 313A&B, 315, 316, 321, 322, 323A-C, 325A&B, 326A-C,
328A&B, 329, 330, 331, 332, 333, 335, 336, 341A&B, 343, 344, 352, 353, 354, 355, 357,
358, 359, 360, 361, 363, 365, 367, 368, 370, 371, 372, 373, 375, 376, 378A-D, 379, 380,
381, 383, 384, 385, 387, 388, 389, 390, 393, 394, 396, 397, 398, 399A&B, 400, 401,
403, 404, 406, 407, 410, 411, 412, 413, 414, 421, 422, 423, 424, 425, 426,
427, 432, 433, 434, 435, 437, 438, 439, 440, 441, 444, 445, 446, 447, 448,

MONTGOMERY COUNTY:cont

450, 452, 454A-C, 458, 459, 463, 464, 466, 467, 468, 470, 471A&B, 472A-C, 473A-C, 474, 475A-C, 476, 477, 478, 479, 480, 481, 482, 483, 484, 494, 496, 499, 500, 506, 509, 510, 512, 513, 515, 517, 518, 521, 525, 534, 536, 544, 547, 549, 545, 545A&B, 555, 557, 558, 567, 568, 583, 605.

PRINCE GEORGE'S COUNTY:

67, 72, 75, 76, 80, 81, 82, 83, 84A-EE, 85, 86, 87, 88, 89, 90A-C, 91, 92, 93, 94, 95, 96, 97, 99, 100, 101, 102, 103, 104A-E, 105, 106, 108, 109, 110, 111, 112, 171, 172, 173, 174, 175, 176A-F, 177, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 203, 204, 205, 206, 207, 208, 209, 211, 212, 214, 215, 218, 221, 222 A-FFFFFFF, 223A-K, 224, 227, 229, 230, 231, 233, 234, 246, 248, 249A&B, 250A-D, 251, 252, 255, 257, 258, 259, 260, 264, 270, 272, 273A-C, 277A-C, 280, 284, 287, 288, 289, 295, 296, 299, 311, 313A&B, 316, 321, 327, 332

QUEEN ANNE'S COUNTY:

3,4, 5, 6, 7

ST. MARY'S COUNTY:

2, 3, 4, 6, 7, 8A-F

SOMERSET COUNTY:

1A-C

TALBOT COUNTY:

2, 4, 5, 9

WASHINGTON COUNTY:

38, 39, 40, 42, 56, 57, 58, 59, 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 766, 77, 78

WICOMICO COUNTY:

5, 6, 7, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 22

WORCESTER COUNTY:

2

TP-C:

299, 301, 303, 313, 318, 320, 331, 342, 343, 346, 351, 352, 353, 354, 357, 361, 363, 363, 366, 370, 374, 376, 377, 378, 381, 382, 383, 384, 386, 387, 393

INCOME TAX:

151, 161, 168, 191, 193, 196, 197, 204, 210, 214, 220, 221, 226, 230, 231, 237, 243, 244, 251, 259, 261, 262, 266, 269, 270, 271, 274, 276, 277, 279, 284, 285, 286, 287, 289, 292, 294, 295, 296, 297, 298, 299, 300, 302, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 340, 343, 344, 345, 346, 347, 348, 349, 350, 352, 353, 355, 356, 358, 359, 360, 362, 363, 364, 365, 366, 367, 368, 369, 372, 374, 376, 379, 383, 389, 391, 392, 394, 395, 397, 399, 401, 402, 404, 405, 406, 410, 412, 413, 415, 417, 419, 421, 422, 424, 425, 428, 429, 430, 431, 432, 433, 434, 435, 436,

INCOME TAX: cont.

437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451,
452, 453, 454, 455, 456, 457, 458, 459, 461, 462, 463, 464, 465, 466, 468,
469, 470, 471, 472, 473, 474, 475, 476, 478, 479, 481, 482, 484, 486, 487,
493, 495, 497, 504, 506, 507, 508, 509, 511, 515, 516, 517, 518, 520, 521,
523, 524, 525, 526, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538,
542, 543, 544, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 566,
569, 573, 575, 576, 579, 581, 583, 584, 587, 588, 589, 591, 593, 594, 596,
597, 599, 603, 605, 605, 607, 608, 611, 617, 620, 634, 641

SALES TAX:

21, 22, 23, 24, 25, 26, 32, 33, 34, 36, 37

TP-I:

24, 25

MISCELLANEOUS:

48, 53, 54, 57, 59, 60, 64, 65, 66, 67, 68, 69, 71, 72, 73, 74, 75, 76, 80

RECORDS MANAGEMENT DIVISION

Date - 8/5/80

TO - *Marty*
FROM - *Chick*

Total = 124 cu. ft.

September 1980

1,029 cu. ft.

A NOTE FROM.....

BERTHA CORNICK

XXXXXXXXXXXXXXXXXX

Maryland State Department of Education
200 W. Baltimore St., Balto., Md.21201

Attached are certificates of
records disposal for St Mary's
and Cecil county boards of Ed.

C451
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

Martin Boulevard 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 (C451)	3		Pupil Record of Attendance(Teachers Register)	270	1962-1976	7/15/80	SH
1-09	3		Retail Salex Tax Report	18	1962-1975	"	"
1-09	4	BEBCO42-109-60	Bank Reconciliation Forms	180	1962-1975	"	"
1-09	4	" 42-108-65	Official School Receipts(Bound Books)	13	1962-1975	"	"
1-09	4		Bank Statements	200	1962-1975	"	"
1-09	4		Deposit Slips, Cancelled, Paid & Voided Checks, Bank Charge & Credit Memos & Check Stubs	3,000	1962-1975	"	"
1-09	4		Paid Vendors Bills/Invoices	3,000	1962-1975	"	"
1-09	4	" 31-30-69	Remittance Report	30	1965-1976	"	"
1-09	4	" 42-107-61	Petty Cash Summary Envelopes	85	1966-1976	"	"
1-09	5	" 42-743-72	Report of School Journal Receipts&Disb.	11	1965-1976	"	"
1-09	5	" 42-725-73	School Store Inventory Sheets	11	1965-1976	"	"
1-09	8		Attendance Sign-in Sheets	200	1962-1976	"	"

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

4 1/2
cubic footage

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

Henry J. Zychonsky
Signature

Assistant Principal
Title

7/15/80
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

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	CR1	Permanent Record Cards (on microfilm)	464	1976-7	7 7 80	SH
1-05	1	CR2	Test Record Cards - Graduates	464	1976-7	7 7 80	SH
1-05	1	CR2	Test Record Cards - Withdrawals	300	1976-7	7 7 80	SH
1-05	1		Report Cards	2500	1976-7	7 7 80	SH
1-05	2	CR8	Pupil Medical Record (Private Physician)	765	1976-7	7 7 80	SH
1-05	2	CR	Pupil Health Progress Charts	765	1976-7	7 7 80	SH
1-05	3		Pupil Record of Attendance - (Teacher Registers)	48	1976-7	7 7 80	SH

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

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

John M. de Fina
Signature

Principal
Title

10 Cubic Footage
cubic footage
10 Cubic
cu. ft.
7/7/80
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

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			LC 5893 Ed 4/74 Workmen's Comp. 1st Report	14	1975-76	7-7-80	SH
			BEBCO 38-69 Monthly Report of Non-Res.	10	1975-76	7-7-80	
			Completed Purchase Orders Non-record	75	1976-77	7-7-80	
			Bi-Weekly Pay Reports, Custodians Non-record	26	1974-75	7-7-80	
			Bi-Weekly Pay Reports, Teachers, Clerical	26	1974-75	7-7-80	
			Sick Leave Print-out Non-record	12	1976-77	7-7-80	
			Daily Substitute Payroll Report Non-record	20	1975-76	7-7-80	
	3		Retail Sales Tax Reports	8	1975-77	7-7-80	
	8		Free & Reduced Lunch Applications	75	1975-76	7-7-80	
	4	40-161-61	Time Cards	400	1975-1978 (july-June)	7-7-80	
	8	BEBCO 31-34-61	Request for REimbursement	15	8/76-6/77	7-7-80	
	8	90-700-76	Log, Student Injuries	2	1976-77	7-7-80	
	8	91-14-61	Elementary Registration Cards	300	1979-80	7-7-80	
	4	31-34-61	Teacher Evaluation Copies	75	1979-80	7-7-80	
	8	42-9-76	Request for REimbursement	20	1976-77	7-7-80	
	8	M4156 2-74	Application, Use of School Facilities	100	1976-77	7-7-80	
			Student Accident Insurance & report forms	30	1975-77	7-7-80	
			Pupil Attendance Records	46	1973-75	7-7-80	
			Computer Printout, Attendance Non-record	250	1974-75	7-7-80	
			Bank Statements	12 sets	1976-77	7-7-80	
			Deposit Slips	125	1976-77	7-7-80	

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

Note: Most of the above that are lined out are considered as records in other offices. Therefore, non-record here.

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

_____ cubic footage

Alberta M. McLaughlin
Signature

Secretary
Title

7-3-80
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

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	4	42-108-65	Check Stubs	500	10/75 - 6/77	7-7-80	SH
"	4		Receipt Books	3	4/75-6/77	7-7-80	
"	4		Receipted bills	250	1976-77	7-7-80	
"	6		Team Conference Write-ups on withdrawals	50	1976-78	7-7-80	

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

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

1188 Cubic feet
cubic footage
APPROX 1 cu. FT.

Alberta M. McLaughlin
Signature

Secretary
Title

7-3-80
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	42-109-60	Bank Reconciliation	12	1976-1977	7-1-80	SH
1-09	4		Cancelled Checks	234	1976-1977	7-1-80	SH
1-09	4		Deposit Slips	150	1976-1977	7-1-80	SH
1-09	4		Paid Bills & Invoices	170	1976-1977	7-1-80	SH
1-09	4		Check Stubs	500	174-1976	7-1-80	SH
1-09	8		Lunch Program	250	1976-1977	7-1-80	SH
1-09	8	43-72-75	Student Record Release	125	1975-1977	7-1-80	SH
1-09	8		Student Accident Insurance	35	1976-1977	7-1-80	SH
1-09	8		Parent Permission - Field Trip	500	1978-1979	7-1-80	SH
1-09	8	42-9-80	App. Use of School Facilities	30	1976-1977	7-1-80	SH
1-09	9		Correspondence File	100	1976-1977	7-1-80	SH
1-09	8		Student Accident	75	1973-76	7-1-80	SH

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

cu. ft.
1 carton
cubic footage

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

Secretary

7-1-80

Gray Carey
Signature

Title

Date

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

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

Baltimore County Public Schools
Reporting LEA

Maryland State Department of Education will forward original certificates to

Riverview Elementary 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
1-05	1	43-53-58	GR-5 Pupil Attendance Cards	125	1973-1975	7-1-80	SH
1-05	3	43-270-70	Attendance Teacher Registers	119	1972-1976	7-1-80	SH
1-05	3		Attendance Records - Child Accounting	1000	1975-1977	7-1-80	SH

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

1 carton
cubic footage

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

Inez Casey
Signature

Secretary
Title

7-1-80
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
Ridgely Jr. High

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
1-10	3	42-106-63	CHECK VOUCHERS	250	1976-77 School year	7/1/80	SH
	3	42-742-72	SCHOOL RECEIPTS	500	" "	↓	↓
	3	42-109-60	BANK RECONCILIATION	12	" "	↓	↓
	3	31-34-61	REIMBURSEMENT REQUEST	24	" "	↓	↓
	3	42-110-65	RECEIPT SUMMARY	75	" "	↓	↓
	7	42-9-69	APPLICATION FOR USE OF SCHOOL FACILITIES	200	" "	↓	↓
	8	--	Correspondence File	1 small box		↓	↓

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

7/1/80
Date

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

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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	3	--	Attendance Cards (we do not use registers)	1200	1976-76 School Year	7/1/80	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.

Daphne Byrne
Signature

Principal's Secy
Title

7/1/80
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 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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	CR-1 9-57	CR-1 Cards for the Class of 1977	452	1976-1977	7/1/80	SH
1-05	1		Cumulative Records for the Class of 1977 Graduates & Withdrawals	435	1976-1977	7/1/80	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.


Signature

PRINCIPAL

Title

7/1/80

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 - SH BURN - BN BURY - BY
1-05	1	49-62	CR-1 Achievement & Attendance Record (Graduates 1977-Microfilmed) (Withdrawals " - ")	632 233		6/25/80	SH
1-05	1 & 2		Cumulative files & Health Files (Graduates 1975) (Graduates 1976)	651 601		6/25/80	SH
			Withdrawals	532	1/75 to 8/76	6/25/80	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.

M. E. Lansell

Signature

Records Clerk

Title

June 25, 1980

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

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	7	-	Student Field Trip Permission Forms	1 cu. ft.	1979 - 80	NR	6/30/80
1-10	5	BC 42-69	Temporary School Suspensions	110	1967 - 70		SH
1-10	5	-	Suspension Reports (School)	452	1967 - 70		SH
1-10	5	-	Report of Suspension	4	1969 - 70		SH
1-10	5	-	Required Parent Conferences	7	1969 - 70		SH
1-10	5	-	Pupil Address Listings (Extra)	68	1979 - 80	NR	6/30/80
1-10	7	BC 93-450-78	Evaluation of Teacher Progress (work sheets)	32	1979 - 80	NR BUT CONFIDENTIAL	6/30/80
1-10	3	-	Cancelled checks 09772 - 10895	1122	1975 - 77		SH
1-10	4	-	Leave Balance Sheets - Custodial	45	1975 - 6/77		SH
1-10	4	-	Central Staff Leave Balances	76	1975 - 6/77		SH
1-10	7	-	Custodial Payroll Sheets (worksheets)	116	1973 - 6/77		SH
1-10	7	-	Substitute Payroll - Worksheets	49	1975 - 6/77		SH
1-10	3	-	Check Stubs #09603 - 10856	5 bks.	4/30/75 - 6/14/77		SH
1-10	3	BC 42-100-59	Journal - Green - Secondary	45	1959 - 6/77		SH
1-10	3	BC 42-100-59	Journal - Buff - Secondary	327	1959 - 6/77		SH
1-10	3	-	Pd. Vendor Bills/Invoices	1 cu. ft.	7/75 - 6/77		SH
1-10	3	-	Receipts Summary	4	1976 - 70		SH
1-10	3	-	Cash Receipts #1772 - # 3147 3179	341			SH

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

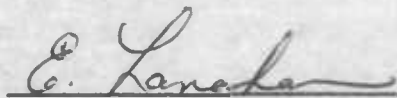
4

cubic footage

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

Administrative Secretary

6/30/80


Signature

Title

Date

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

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

BALTIMORE COUNTY BOARD OF EDUCATION

Reporting LEA

PARKVILLE JUNIOR HIGH SCHOOL

Maryland State Department of Education will forward original certificates to

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	3	-	Deposit slips (3rd copies)	321	1975-6/77	6/30/80	SH
1-10	3	-	Bank Reconciliation Forms	24	1975-6/77	6/30/80	SH
1-10	3	-	Checking Account Bank Statement	55	1975-6/77	6/30/80	SH
1-10	5	95-15-58	Student Schedule Cards (extras)	900	1978-79	6/30/80	SH
1-10	3	31-34-61	Request Reimbursement	102	1975-6/77	6/30/80	SH
1-10	3	31-30-69	Remittance Report	81	1975-6/77	6/30/80	SH
1-10	7	40-161-69	Custodial Time Cards	654	1975-6/77	6/30/80	SH
1-10	7	91-19-72	Teacher Absence Report	1695	1974-6/77	6/30/80	SH
1-10	4	42-738-72	Summer School Refund	5	1976-6/77	6/30/80	SH
1-10	4	42-740-72	Summer School Tuition Report	1	7/1977	6/30/80	SH
1-10	4	42-725-72	Summer School Registration	56	7/1976-77	6/30/80	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.

E. Lonahan
Administrative Secretary

6/30/80
Date

Signature

Title

Date

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

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

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

Glenmar 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>
1-05	1	Various	Pupil Master Record Files	3 Bxs.	1958 - 1968	6/25/80	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.

Edward B. Kulinski

Edward B. Kulinski

Signature

Principal

Title

6/25/80

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 County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Overlea Senior High School 14, 73

HALL OF RECORDS COMMISSION

Division of Reporting LEA

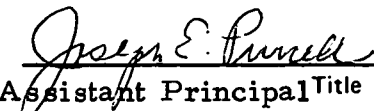
STATE OF MARYLAND

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 & 2	Folders containing student's H. S. records.	CR-2, CR-3, CR-4, PDS-3, PDS-4, Health Records	Approx 700	1963-1975	6/25/80	SH
			ACE Project Records		1975-1976	"	SH

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

Approx. 15
cubic footage

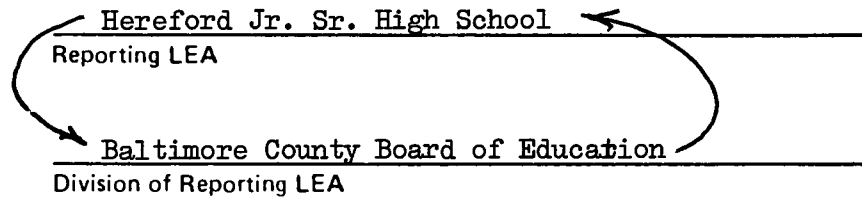
I hereby certify that the above listed records were disposed of as indicated.

Signature 
Assistant Principal Title

6-25-80
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

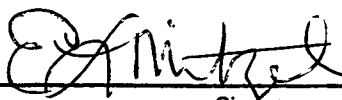
Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1	8-69	PDS-1 Attendance Information	232	9-70 to June 76	6/20/80 ↓	SH
1-05	1	8-69	PDS-2 Achievement Card	232	9-70 to June 76		SH
1-05	1	8-69	PDS-3 Test Card	232	9-70 to June 76		SH
1-05	1	8-69	PDS-4 Non subject performance	232	9-70 to June 76		SH
1-05	2	8-69	PDS-5 Health	232	9-70 to June 76		SH
1-05	1	BEBCC-43-50-62	CR-1 Achievement and attendance card	372	9-65 to June 76		SH
1-05	1	BEBCC-51-58	CR-2 Personal Data Record	372	9-65 to June 76		SH
1-05	1	BEBCC-57-60	CR-3 Test Card	372	9-65 to June 76		SH
1-05	1	BEBCC-56-58	CR-9 Health Progress Report	372	9-65 to June 76		SH
1-05	2		Immunization Certificates	100	9-65 to June 76		SH
1-10	5		Team conference records and all other information and reports of confidential nature	85	9-65 to June 76		SH
			Cumulative folders containing miscellaneous papers	372	9-65 to June 76		SH
			Miscellaneous papers for scholarships		June 1980		SH

C421

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

(6) 12x12x18
 cubic footage

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



 Signature

Principal

 Title

6/20/80

 Date

~~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

SPARROWS POINT MIDDLE/SR. 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
1-05	1	BEBCo 49-62	Permanent record cards for graduates and withdrawals already microfilmed.	1650	1972, 73, 74	6-12-80 7-1-80	SH

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

(3/3) = 9
cubic footage

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

Michael A. Eden

Signature

Principal

Title

6/4/80

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

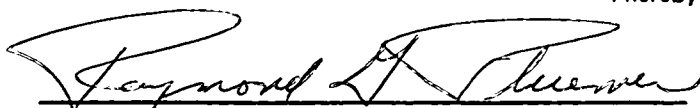
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

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		Cumulative Folders	225	Class of 1975	6/9/80	SH
"	2		Pupil's Health Record Folders	225			

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.


Signature

Principal
Title

6/9/80
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE SENIOR HIGH SCHOOL

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
I-05	1	BEBCO 49-62	CR-1 GRADUATES & WITHDRAWALS 1977	1 CTN	8/1/71 to 6/30/77	5/15/80	SH
I-05	1	BEBCO 43-57-60 BEBCO 43-51-58 BEBCO 43-56-58	TEST RECORDS CR-3 CLASS 1975) PERSONAL DATA RECORDS CR-2 CLASS 1975) PUPILS HEALTH PROGRESS REPORT CR-9) REPORT CARDS)	1 CTN	8/1/63 to 6/30/75 8/1/70 to 6/30/75 "	5/15/80	SH

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

2.23

cubic footage

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

H. M. Mohr
Signature

Records clerk

Title

5/15/80
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

PERRY HALL 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>
1-05	1	BEBCO 53-58	Permanent Record Cards - CR-5 for years prior to 1975-76. (Microfilmed)	+ 5,000	Sept. 67 thru Aug. 75	5-14-80	SH

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

① ½ cu. ft.

cubic footage

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

Charles A. Moore
Signature Charles A. Moore

Principal

Title

5-14-80

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:

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-5	Permanent Record Card (microfilmed)	1959	1968-1975	4/25/80	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.

Roger L. Foster
Signature

Principal

Title

4/25/80
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

PERRY HALL JUNIOR 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	3	BEBCO 31-30-76	REMITTANCE REPORTS	73	6/7/77 - 1/5/76	3/27/80	SH
1-10	3		CANCELLED CHECKS	1189	6/12/74 - 6/11/76	3/27/80	SH
1-10	3		CHECK STUBS	1600	12/6/74 - 6/6/77	3/27/80	SH
1-10	3	BEBCO 42-99-59	GREEN JOURNAL	13	6/19/73 - 6/30/77	3/27/80	SH
1-10	3	BEBCO 42-100-59	BUFF JOURNAL	101	6/25/73 - 6/30/77	3/27/80	SH
1-10	3	BEBCO 42-105-61	JOURNAL VOUCHERS	610	7/31/67 - 6/30/77	3/27/80	SH
1-10	3		SALES TAX REPORTS	7	10/21/75 - 10/21/76	3/27/80	SH
1-10	3		TRIAL BALANCE	21	7/75 - 6/77	3/27/80	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.

Charles A. Moore

Signature **Charles A. Moore**

Principal

Title

3/27/80

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

PERRY HALL JUNIOR 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	3	42-742-72	OFFICIAL SCHOOL RECEIPTS	1374	7/2/75 - 6/30/77	3/27/80	SH
1-10	3	46-106-63	CHECK VOUCHERS	1166	7/2/75 - 6/30/77	3/27/80	SH
1-10	3	42-107-61	PETTY CASH ENVELOPES	4	3/12/76 - 6/30/77	3/27/80	SH
1-10	3	31-68-65	PETTY CASH RECEIPTS	23	9/18/75 - 5/18/77	3/27/80	SH
1-10	3	31-34-61	REIMBURSEMENT REQUESTS	110	5/23/75 - 5/20/77	3/27/80	SH
1-10	3		PAID VENDORS' BILLS/INVOICES	706	7/2/75 - 6/30/77	3/27/80	SH
1-10	3	42-110-65	RECEIPTS SUMMARY	16	10/23/75 - 6/10/77	3/27/80	SH
1-10	3	42-109-60	BANK RECONCILIATION	22	8/29/75 - 6/30/77	3/27/80	SH
1-10	3		BANK STATEMENTS	27	7/17/75 - 6/30/77	3/27/80	SH
1-10	3		DEPOSIT SLIPS, BANK CHARGES, CR. MEMOS	305	7/8/75 - 6/30/77	3/27/80	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.

Charles A. Moore
Signature Charles A. Moore

Principal
Title

3/27/80
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

PERRY HALL JUNIOR 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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	7		ATTENDANCE SIGN-IN SHEETS	76	6/17/74 - 6/20/75	3/27/80	SH
1-10	7		BOARD SPONSORED STUDENT ACCIDENT INS. FILE	284	9/8/69 - 5/20/76	3/27/80	SH
1-10	7		APPLICATION FOR APPROVAL OF SPEAKERS	42	2/2/72 - 10/27/76	3/27/80	SH
1-10	8		CORRESPONDENCE	67	2/3/69 - 12/21/76	3/27/80	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.

Signature

Charles A. Moore
Charles A. Moore

Principal

Title

3/37/80

Date

CERTIFICATE OF RECORDS DISPOSAL

~~6421~~ C451

MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Kenwood Senior High School
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	CR-2, CR-3 CR-4, CR-5 CR-6, CR-9	Student complete files 1975 graduates and withdrawals	Approx. 800	9/64 thru 6/75	3/25/80	SH

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

3

cubic footage

Kenneth M. Gans

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

Principal

Title

March 25, 1980

Date

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

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

Board of Education of Baltimore County

 Reporting LEA
 Rolling Road School
 SPECIAL EDUCATION SCHOOL

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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>	
1-05	1		School records (Deceased pupils)	2	1978 - 1979	2-19-80	SH	
				2	1972 - 1978	"	"	
1-05	2		Health records on the above Anecdotal Books	" 4	" 1966 - 1976	" "	" "	
			SSIS FORMS <i>(Non-records)</i>	148	1965 - 1969	"		
			(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

.5
cubic footage

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

Arthur G. Frattone

Signature

Principal

Title

Feb. 19, 1980

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

Woodmoor 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	CR5 - Pupil Record Card	530	1972-76	2/6/80	<u>SH</u>
1-05	3		Teachers' Registers	42	1974-75 & 1975-76	2/6/80	<u>SH</u>

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

.25

cubic footage

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


Signature

Principal

Title

2/6/80

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 - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1		Permanent Record Cards (CR1) (Approximately 400 CR1's 8½" x 11") <i>(Microfilmed)</i>	400	Graduation Class of 1976	1/2/80	SH
1-05	1		Cumulative Folders	400	"	4/2/80	SH
	2		Pupil's Health Record Folders	400	"	1/2/80	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.

J. Allan P. Puller, Jr.
Signature

Assistant Principal
Title

January 2, 1980
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. Co.
Reporting LEA

Maryland State Department of Education will forward original certificates to

Chadwick 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 (C451)	1	BEBCO 53-58	CR-5 Registration Cards (Microfilmed)	1,100	Fall 1966-Spring 1975	12/5/79	SH
1-09 (C421)			Purchase Orders <i>Non-Record for school</i>	700	↓	↓	SH
			Leave Balances <i>Non-Record for school</i>	76			SH
	3		Retail Sales Tax Forms	15			SH
	4	BEBCO 34-61	Reimbursement Requests	11			SH
	5		Summer School Forms	34			SH
	8	BEBCO 9-69	Use of Facilities Forms	28			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.

Theresa M. Mow
Signature

Principal
Title

12/5/79
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

Reisterstown Elem. 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	BEBCO 43-53-58	CR-5 Permanent Record <i>(Microfilmed)</i>	2300	9/1/63 to 6/30/75	11/14/79	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.

John C. Clarke, Jr.
Signature

Principal
Title

11/14/79
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

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	1976-77	1 cu. ft.	8-5-80	Landfill
2.	Hearing Agenda File	734	2	"	"	"	"
3.	Minutes	734	3	"	"	"	"
4.	Payroll Voucher Files	734	4	"	"	"	"

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

Carlene M. Chesney
 Signature

Office Secretary T
 Title

Aug 5, 1980
 Date

DEPARTMENT OF GENERAL SERVICES

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

PS
✓

CERTIFICATE OF RECORDS DISPOSAL

Department of Personnel

Reporting Agency

Office of the Deputy Secretary

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 Files	690-1	3	1958 - 1977	7 cu. ft.	7-17-80	Burning or other method

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

Said C. Shurt

 Signature

Adm. Specialist

 Title

8/6/80

 Date

8/12/75 ✓

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

DEPARTMENT OF FISCAL SERVICE

Reporting Agency

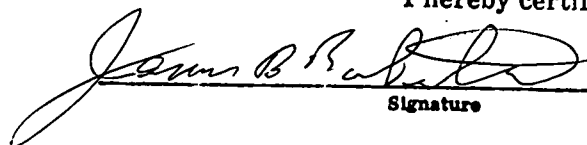
DIVISION OF AUDITS

Division or Bureau of Reporting Agency

ATTENTION: MR. PIERCE J. LAMB DIN

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 Work Papers	189	3	1962 - 1965	16 cu. ft.	¹² 8/6/75	Sold as Waste
2.	Accounting Records	189	5	1968 - 1970	5 cu. ft. <u>21 Boxes</u>	¹² 8/6/75	Sold as Waste

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

APPROVED BY:

Betty G. Eby
 Betty Eby, Supervisor of Elections

FE
 ✓

CERTIFICATE OF RECORDS DISPOSAL

Anne Arundel County

Reporting Agency

Board of Supervisors of Elections

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.	Official Returns	C-493	5	1974	5.2	8/15/79	Landfill
2.	Absentee Ballots	C-493	9	1978	9.1	8/15/79	Landfill

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

Diana Sanchez
 Signature

County Records Manager
 Title

8/15/79
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Transportation - Motor Vehicle Admin

Reporting Agency

Investigation Division - Rm. # 5

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.				
	Closed Insurance Cases	790	/	Dec. 1979 to Jan. 1980	12 Cu. Ft. H 8/29	8/13/80	Recycle

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

Eleanor J. Rogers
 Signature

Office Supervisor I

Title

8/22/80

Date

DEPARTMENT OF GENERAL SERVICES

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

Handwritten initials and checkmark

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 Transportation

Reporting Agency
 Division of Financial Planning and Budget

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	MDOT Payroll Journal and Check Register	775	40	5/18/71-6/27/72 6/21/72-7/03/73 7/09/74-7/24/75 7/23/74-7/05/75	1	8/26/80	Landfill, burning or other method

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

Handwritten Signature

 Signature

Rec. Mgmt. Officer

 Title

8/26/80

 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

Reporting Agency

Admissions 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.				
	Admissions Application Materials	273	3	Prior to '70	2	July, 1979	shredder

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

Mary Paterson Kester
 Signature

Director, Institutional Research

Title

8/28/80
 Date

For Nicholson Parker, Admissions Director

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

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Police Department

Reporting Agency

Central Records


Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Offense Reports Form # 108 None Record Material Citation Control Data Processing	C 192	1	C45200 to C173099	45 15 10 <u>70 cu ft</u>	8-6-80 8-6-80 8-6-80	Shredded Landfill Cockeysville Shredded Shredded

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


Signature

Lieutenant
Title

8-7-80
Date

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

SUPPORT DIVISION
 Reporting Agency
CIRCUIT COURT
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	LEDGER FILES MARCH - July 1975	C483	# 2	MARCH - July 1975	4 cu ft		
2	PAYOR STATUS	C483	# 8	July 77 AUG 77	2 cu ft		

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

Maureen E. Stevens
 Signature

Acct. Clerk II
 Title

8/22/80
 Date

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

School Food Services

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	432		Mileage Report	50	1974-75	8-15-80	BN
1.1.B	450	S.F.S. 2	Participation & Cash Receipts Report	4500	1974-75	"	"
1.1.B	452	S.F.S. 6 & 10	Petty Cash Verification	500	1974-75	"	"
1.1.B	454	S.F.S. 1	Cashier's Daily Report	4500	1974-75	"	"
1.1.B	454	S.F.S. 1 (Supplement)	A La Carte Items	4500	1974-75	"	"
1.1.B	454	S.F.S. 3	Invoice & Delivery Report	900	1974-75	"	"
1.1.B	457		Bank Statements	140	1974-75	"	"
1.1.B	458		Deposit Slips	9000	1974-75	"	"
1.1.B	459	S.F.S. 05A	Summary of Vendors	40	1974-75	"	"
1.1.B	459		Invoices	18000	1974-75	"	"
1.1.B	462		Check Register	500	1974-75	"	"

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

12 cubic feet
cubic footage

Vida Spangher 9/4/80
Signature

County Manager, 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

Total 669.5

September 4, 1980

Date

Page 1 of 1

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:

Greenview Knolls 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
	984		Receipts	1	Sept. 1966-June 1975	6-30-80	SH
	985		Checks	1	Sept. 1966-June 1975	6-30-80	SH
	986		Bank Statements & Reconciliations	1	Sept. 1966-June 1975	6-30-80	SH
	987		Deposit Slips	1	Sept. 1966-June 1975	6-30-80	SH

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

Bert Abell
Signature

Principal
Title

6-30-80
Date

①. 97396
cubic footage

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:

Greenview Knolls 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
	1520		Purchase Orders	1	Sept. 1966-June 1975	6-30-80	SH

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

Bert Ahell
Signature

Principal
Title

6-30-80
Date

①.63657
cubic footage

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:

Greenview Knolls 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
	16		National School Lunch Program Application	1	Sept. 1971-June 1976	6-30-80	SH

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

Bert Abell
Signature

Principal
Title

6-30-80
Date

1/2 .40104
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

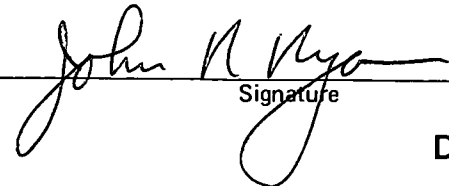
Reporting LEA

CHOPTICON 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
	24	CR 2	Personal Data Record	2,206	1966 - 1972	8/1/80	BN
	26	CR 3	Test Record	1,271	1966 - 1972		
	30	CR 7	Vision-Hearing Screen Record	237	1966 - 1969		
	36	PDS 3	Standardized Test Information Record	857	1973- 1974		
	37	PDS 4 Side 1	School Enrollment Information Record	694	1973 - 1974		
	37	PDS 4 Side 2	Non-Subject Performance Information Record	671	1973 - 1974		
	38	PDS 5 Side 1	Physical Health Information Record	652	1973 - 1974		
	38	PDS 5	Referrals for Physical, Behavioral, or Psychological Reasons	637	1973 - 1974		

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


Signature

Assistant Principal
Title

8/8/80
Date

3
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

Administration and Finance

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	7, 16 comb.	MSDE-A&F 014-37-07/ 76	School Nutrition Programs Application	1	9/1/76 - 6/15/77	7/10/80	BN
1.1.B	8, 11, 17 comb.	MSDE-A&F 014-38-07/ 76	Schedule A For School Nutrition Programs	2	9/1/76 - 6/15/77	7/10/80	BN
1.1.B	9	MSDE-A&F 014-06/9/ 76	Claim For Reimbursement Breakfast Program	10			BN
1.1.B	14	MSDE-A&F 014-34-10/	Performance Survey School Food Service Programs	10	9/1/76 - 6/15/77	7/10/80	BN
1.1.B	18	MSDE-A&F 014-12-9/ 76	Claim For Reimbursement Combined Claim (Special Milk)	10	9/1/76 - 6/15/77	7/10/80	BN

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

Dolores J. Rose
Signature

Coordinator of Food Service

Title

7/10/80
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

Piney Point Elementary School, Tall Timbers, MD 20690
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
			Cancelled Checks	1	04/29/65 - 12/17/74	7/29/80	BN
			Receipt Books-School	1	11/11/71 - 12/06/74	7/29/80	BN
			Check Stubs	1	02/19/65 - 11/28/73	7/29/80	BN
			Deposit Receipts	1	11/56 - 06/74	7/29/80	BN

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

Robert J. Ahell
Signature

Principal
Title

7/29/80
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

Accounting

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		Cash Receipts Voucher	36	7/72 - 6/75	7/15/80	BN
	2		Bank Statement	288			
	3		Cancelled Checks	120000			
	4		Temporary Investment Schedule	3			
	5		Purchase Orders	15000			
	6		Cash Disbursement Vouchers	36			
	7		Petty Cash Records	7000			
	8		Cash Receipts & Disbursement Journals	3			
	9		Trial Balance	36			
	10		Subsidiary Ledger	36			
	11		Budget Status Reports	12			
	12		Cash - Centers Reports	36			
	13		Invoices	25000			
	14		Time Sheets	3000			
	15		Absence Reports	1000			
	16		Payroll Change Memos	7000			
	17		Semi-Mo. Substitute Information	300			
	18		Deduction Authorization	5000			
	19		Quarterly P/R Tax Returns	12			
	20		W-2 Form Print-outs	8000			
	21		CANCELLED CHECKS	XXXXXX			

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

Signature

Supervisor of Finance

Title

July 29, 1980

Date

650

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

Esperanza Middle School

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
			NO RECORDS WERE DESTROYED				

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

George A. Kuley
Signature

Principal

Title

July 31, 1980

Date

cubic footage

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

PRJ
 ✓

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

REGISTER OF WILLS FOR CECIL COUNTY

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.				
Section I No. 2	General correspondence	66 ✓	Sec. I # ✓	7/01/69 - 12/31/77	.75	9/10/80	Landfill
Section II No. 6	Miscellaneous Accounting Records Cancelled checks, bank statements, deposit slips, adding machine tapes Check books Vehicle and Boat files Receipt books		Sec II #6	7/01/71 thru' 6/30/77 11/15/68 thru' 08/15/77 7/01/71 thru' 7/01 78 7/12/72 thru' 5/08/79 (Audit completed 1/01/80	2.5 1.0 4.5	" " "	Landfill Landfill Landfill

8 1/2 cu. ft.

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

Lillian D. Rodgers
 Signature

Register of Wills for Cecil County 9/10/80

Title

Date



CERTIFICATE OF RECORDS DISPOSAL

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

Springfield Hospital Center, 32.01.27


Reporting Agency

Department of Health & Mental Hygiene

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Patients Fund Receipt Books	63	1	1972 thru 1976 FY	4 Cubic Ft.	9/8/80	Burned
2.	Vendors Sales Slips (Patient Purchases)	63	3	1974 thru 1976 FY	11 Cubic Ft.	9/8/80	Burned
3.	Cancelled Checks & Check Stubs	63	4	1974 thru 1976 FY	5 Cubic Ft.	9/8/80	Burned
4.	Accounting Records	154	1	1974 thru 1976 FY	45 Cubic Ft.	9/8/80	Burned
5.	Time Sheets-Payroll Records	154	2	1974 thru 1976 FY	57 Cubic Ft.	9/8/80	Burned
					122 " "		

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


Steve Augerinos
Signature

Chief Accountant
Title

9/15/80
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

Department of Transportation - OASA

Reporting Agency

Personnel Services/Employer-Employee
 Relations

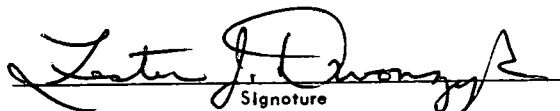
Division or Bureau

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	Grievance Cases - Account Clerks III - Cunningham, John F.	792-5	2	1971-1974	1	9/17/80	Landfield, burning or other methods
2	Grievance Cases - Daff, Richard L. - Fisher, Melvin W.	792-5	2	1971-1974	1	9/17/80	" "
3	Grievance Cases - Fitch, Jr. John A. - Just, Thaddeus	792-5	2	1971-1974	1	9/17/80	" "
4	Grievance Cases - Keene, Harold E. - Olsen, Charles R.	792-5	2	1971-1974	1	9/17/80	" "
5	Grievance Cases - Pardoe, Virginia - Suranyi, Kalman	792-5	2	1971-1974	1	9/17/80	" "
6	Grievance Cases - Taylor, Albert - Zunkam, Thomas J.	792-5	2	1971-1974	1	9/17/80	" "
7	Suspension Cases - Abrams, Thomas L. - Kral, Vernon J.	792-5	1,3	1971-1974	1	9/17/80	" "
8	Suspension Cases - Lambdin, Robert - Young, Silas A.	792-5	1,3	1971-1974	1	9/17/80	" "
	EEO Complaints	792-5	2				
	General Correspondence	792-5	8				

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


 Signature

Chief, Employer-Employee Relations
 Title

9/16/80
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Worcester County Dept. of Social Services

Reporting Agency

Division of General Services

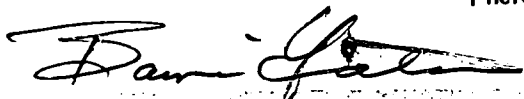
Division or Bureau

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.				
A.	Case Records - MA, PA, FS and Child Welfare Services	C-512	1 & 2	1975	30	6/80	Shredder
B.	Fiscal - Personnel Records, etc	C-512		FY'77	.10	6/80	Shredder
C.	Statistical Reports, 256A, 214S etc			FY'77	1	6/80	Shredder
D.	General Administration - Circular Letters, correspondence, etc			FY'77	4	6/80	Shredder
					45		

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



Director

9/18/80

DEPARTMENT OF GENERAL SERVICES

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

FD
 ✓

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 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.				
	Game Accounting Print-outs	766	65	July, 1978- June, 1979	65 <i>J</i>	09-02-80	Shredded

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

Margaret K Matthews Management Associate Sept 4, 1980

F.H.

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Lottery Agency
Reporting Agency

Game Accounting - 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	June - 1979	14 <i>14</i>	9/25/80	Shredded

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

Yvonne P. ...

RECORDS RETENTION OFFICER

9/26/80

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Register of Wills for Cecil County
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
Section III	Original wills Years 1675 through 1849			1675 - 1849	1 3/4	9/19/80	Hall of Records

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

Lillian D. Rodgers

Signature

Register of Wills

Title

9/22/80

Date

PH
✓

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland State Highway Administration
Reporting Agency

Shop 23, Caroline County, Denton, MD 21629
Division or Bureau of Reporting Agency

(District 2)

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.	Bills & Invoices	177	4	F.Y. 1973 to 1976	} 1/2 Cu. Ft.	September 30, 1980	Incinerated
2.	Radio Logs	177	4	Yrs. 1968 to 1976			
3.	Bi-weekly Time Reports - ^{SHA} 30.9-601-R	177	5	Yrs. 1975 to 1977	} 1 Cu. Ft.		
4.	Annual Leave Record - SHA 71.1-05	177	5	Yrs. 1974 to 1977			
5.	Request to Be Absent - SHA 22.0-1	177	5	Mr. 1978	} 2 Cu. Ft.		
6.	Differential Pay Records	177	3	Yrs. 1974 to 1977			
7.	Authorization of Overtime Worked	177	3	Yrs. 1975 to 1977			
8.	Damage Claim Reports (1126)	177	3	Yrs. 1974 to 1975			
9.	Hauling Permits (House Movers)	177	3	Yrs. 1978 to 1979			
10.	M. S. P. Accident Reports	177	3	Yrs. 1973 to 1978			
11.	Schedule of Expenditures	177	3	Yrs. 1973 to 1975			
12.	Expenditures and Budget Summaries	177	3	Yrs. 1973 to 1975			
13.	Obsolete Personnel Directives	177	3	Yrs. 1960 to 1978			

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

Vaughn A. Hutson
Signature

Resident Maintenance Engineer
Title

September 30, 1980
Date

October 1980

287 cu. ft.

DEPARTMENT OF GENERAL SERVICES

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

PS
 ✓

CERTIFICATE OF RECORDS DISPOSAL

Department of Licensing and Regulation

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Insurance

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	1977 Insurance Companies Correspondence & Misc. Correspondence	612	3A	1/1/77 - 12/31/77	10 cu. ft.	10/6/80	Destroyed in Agency

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

Evelyn Schwartzman
 Signature

Evelyn Schwartzman, Secy. to
 Chief, Exam. & Property
 Bureau

10/6/80
 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 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 Division Cashiers Proof Tapes	C-287	8	1974-77	3	7/16/80	SERIALIZED LANDFILL
2	Cash Slips	C-287	13	1976-77	4	"	"
3	Deposit Slips	"	14	"	4	"	"
4	Bank Ledger Cards	"	13	1972-73	1	"	"
5	Ledger Sheets	"	18	1975-77	4	1975-77	"
6	Parking Violations	C-450	2	1977	6	7/29/80	"
7	Golf Tickets & Tapes	C-326	1&2	1977	3	"	"
8	Landfill Tickets & Tapes	C-424	2	1977	6	"	"
9	Cashier's Slips for Dog Permits	C-287	13	7/1/76-6/30/77	1	"	"
10	Cash Slips for Bldg. Permits	"	"	7/1/76-6/77	1	"	"
11	Employees Earnings Records for 1978	C-108	1	1/1978- 12/1978	21	7/ 80	"

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

Frank B. Thornton
 Signature

Records Mgmt. O.
 Title

10-6-80
 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 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	Finance-Revenue Tax Rolls 1974 01-23-751250 to 16-00-009686	C-287	1	1974	30 ^{cu. ft.} Books	9/4/80	SHREDDER/ LANDFILL
13	Cashier's Office Daily Reports Daily Bkping Machine Tapes Cash Slips for Metro Changes	C-287	8	July thru June 1977	1	9/22/80	"
		C-287	8	7/76-6/77	1	"	"
		C-287	13	7/1/76-6/30/77	1	9/22/80	"
14	FINANCE-REVENUE GOLF TICKETS ITEMS 1 & 2 1977 LANDFILL TICKETS	C-326	1 & 2	1977	6	10/6/80	"
		C-424	2	1977	6	10/6/80	"

99 cu. ft.

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

Frank R. Thornton
 Signature

Records Mgmt. O.
 Title

10-6-80
 Date

DEPARTMENT OF GENERAL SERVICES

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

*9/2/80
 Approved for destruction
 [Signature]*

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

Field Services -- Gaithersburg Office

Division or Bureau

*10/8/80
 [Signature]*

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 Request	744	1	7/01/78-6/30/79	4 cu ft	↓ 10-6-80 ↓	↓ Plowed - under MONT. Co. Landfill. →
2	Lien Letters Request	744	1	7/01/78-6/30/79	4 cu ft		
3	Tag Return	744	1	7/01/78-6/30/79	4 cu ft		
4	Title Mail Return Sheet	744	1	7/01/78-6/30/79	4 cu ft		
5	App for 30 day Reg Permit	744	1	7/01/78-6/30/79	4 cu ft		
6	Cash Receipts	744	2	7/01/75-6/30/76	4 cu ft		
7	Cashier Daily Statement	744	1	7/01/77-6/30/78	4 cu ft		
8	Daily Statement of Tags	744	1	7/01/77-6/30/78	4 cu ft		
9	Cashier Reconciliation	744	1	7/01/77-6/30/78	4 cu ft		
10	Regional Office Request Form	744	1	7/01/78-6/30/79	4 cu ft		
11	Tag Sticker Report	744	1	7/01/78-6/30/79	4 cu ft		
12	Deposit Slip	744	1	7/01/78-6/30/79	4 cu ft		
13	Stock Requisition Form	744	1	7/01/78-06/30/79	4 cu ft		
14	App for Certified Copy	744	1	7/01/78-6/30/79	4 cu ft		
15	Accountability of Certified Copies	744	1	7/01/78-6/30/79	4 cu ft		

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

T. A. [Signature]
 Signature

Manager
 Title

10-6-80
 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 Services -- Gaithersburg 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	7/01/75-6/30/76	2 CU FT	10-6-80	Plowed Under MONT. Co. Land Fill
17	Transmittal Sheets 7 day	744	2	7/01/75-6/30/76	1 CU FT		
18	Salvage Cert Transmittal	744	1	7/01/78-6/30/79	1 CU FT		
19	7 day Temp Registration	744	1	7/01/78-6/30/79	1 CU FT		
20	Metal License Plates to be destroyed	744	1	7/01/78-6/30/79	1 CU FT		
					<u>6 CU FT.</u>		

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

Paul A. Brimston
 Signature

Manager
 Title

10-6-80
 Date

1-5415-1324

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 Services - Gaithersburg 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	7/1/77-6/30/78	1 cu ft	↑ 10-6-80 ↓	MONT. CO. Landfill Plowed Under
2	Memorandum of Adjustment	744	3A	7/1/77-6/30/78	1 cu ft		
3	Copies of paid bills & invoices	744	3E	7/1/77-6/30/78	1 cu ft		
4	Time Sheets (Copies)	744	3E	7/1/77-6/30/78	1 cu ft		
5	Correspondence Sent or Received, Statistical data, Reports, Memoranda, Etc.	744	4	7/1/77-6/30/78	1 cu ft		
					5 cu ft.		
					60 cu ft.		
					6 cu ft.		
					71 TOTAL	10-18-80	

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

Paul A. Armstrong
 Signature

Manager
 Title

10-6-80
 Date

PL

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Room 302, Treasury Building, Annapolis, Md. 21401

35.01.01 Office of the Secretary

Reporting Agency

Dept. of Public Safety and Correctional Services

Division or Bureau of Reporting Agency

No.	Description of Records Incl. in 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.	BPW Meetings Information	629	1	F.Y. '76 - '78	12 1/2	10/7/80	Trash
2.	MFOMS Monthly & Quarterly Reports	"	"	F.Y. '76 - '77			
3.	BB 4 Forms	"	"	F.Y. '76 - '77			
4.	Legislative Audit Reports	"	"	F.Y. '70 - '77			
5.	GAD Form D-23	"	"	F.Y. '72 - '76			
6.	GAD Form G-5 & G-6	"	"	F.Y. '71 - '74			
7.	Semi-Annual Report to DBFP - Out-of-State Travel	"	"	F.Y. '75 - '77			
8.	Inventory Printouts of State Vehicle Fleet	"	"	F.Y. '72 - '75			
9.	Operating Budget Request	"	"	F.Y. '77			
10.	Budget Preparation Work Papers & Information	"	"	F.Y. '72 - '77			
11.	Budget Amend., Budget Suppl. & Def. Approp.	"	"	F.Y. '72 - '77			
12.	BPW Approval	"	"	F.Y. '73 - '76			
13.	Gen. Emer. Fund Request	"	"	F.Y. '74 - '76			
14.	Capital Budgets & Supplementals	"	"	F.Y. '73 - '76			
15.	Materials & Supplies Inventory Forms	"	"	F.Y. '76 - '77			
16.	Fixed Assets Inventory Forms	"	"	F.Y. '76 - '77			
17.	Disbursement Transmittals	"	"	F.Y. '75 - '77			
18.	Public Safety Data Center Billings	"	"	F.Y. '75 - '77			
19.	ETR and Check Registers	"	"	F.Y. '75 - '77			

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

William J. Dugan, Jr.
Signature

Fiscal Administrator
Title

10/7/80
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

35.01.01 Office of the Secretary
Reporting Agency

Dept. of Public Safety and Correctional Services
Division or Bureau of Reporting Agency

No.	Description of Records Including 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.				
20.	BB 1 Forms	629	1	F.Y. '71 - '77			
21.	STARS Form A 30401	"	"	F.Y. '77			
22.	Indirect Cost Proposals	"	"	F.Y. '76 - '77			
23.	Purchase Req., P.O.'s and Awards	"	"	F.Y. '75 - '77			
24.	Private Auto. Mileage Reports	"	"	F.Y. '72 - '75			
25.	State Motor Vehicle Daily Travel Log	"	"	F.Y. '72 - '73			
26.	Certificates of Deposit	"	"	F.Y. '75 - '77			
27.	Soc. Sec. & Retirement Quarterly Reports	"	"	F.Y. '75 - '77			
28.	Telephone Log for Toll Calls	"	"	F.Y. '75 - '77			
29.	Out-of-State Travel Expense Forms	"	"	F.Y. '75 - '77			
30.	Closing Year Statements & Reports	"	"	F.Y. '75 - '77			
31.	Remittance Advices	"	"	F.Y. '75 - '77			
32.	STARS #120 Adjustment Forms	"	"	F.Y. '77			
33.	Inter-Agency Transactions	"	"	F.Y. '75 - '77			
34.	Federal Grant Reports and Information	"	"	F.Y. '72 - '77			
35.	Bi-Weekly Time Sheets	"	"	C.Y. '76 - '77			

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

William J. Dupain, Jr.
Signature

Fiscal Administrator I
Title

10/7/80
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.	Stars Reports	777	16	F.Y. 1979	5.0	10/9/80	W.O.W.

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

J. B. Green
 Signature

Fiscal Officer
 Title

10-8-80
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Highway Administration

Reporting Agency

Shop 23, Caroline County, Denton, Md. 21629

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.	Dept. of Budget & Procurement, Copy Contract Awarded - Form 27A	177	1	F.Y. 1975	1/2 Cubic Ft.	Oct. 14, 1980	Incinerated
2.	Emergency Purchase Order-SHA 556L	177	4	F.Y. 1975			
3.	Bills & Invoices	177	4	F.Y. 1975			
4.	Partial Order f/Commodities Purchased on Contract - SHA Form 566	177	4	F.Y. 1975	1 Cubic Ft.		
5.	Partial Receiving Report - SHA 516L	177	4	F.Y. 1974			
6.	Confirming Purchase Order- SHA 504	177	4	F.Y. 1973			
7.	Bitum. Material Shipment Reports - Form 23	177	4	F.Y. 1972			
8.	Request to be Absent- SHA 22.0-1	177	5	F.Y. 1975			
9.	Leave Record Cards	177	5	Year 1973	1/2 Cubic Ft.		
10.	Bi-Weekly Time Report	177	5	Year 1971 & 1972			
11.	Inventory of Materials & Supplies - SRC Form 551	177	4	Year 1963 & 1964			

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

Vaughn A. Hutson
Vaughn A. Hutson

Signature

Resident Maintenance Engineer

Title

October 14, 1980

Date

DEPARTMENT OF GENERAL SERVICES

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

PS
✓

CERTIFICATE OF RECORDS DISPOSAL

Property Tax Assessment Appeals Board

Reporting Agency

Carroll County -Westminster, Maryland 21157

Division or Bureau

State Dept. of Assessments & Taxation

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	1976	1½	10/16/80	Tore-disposed in trash
2.	Hearing Agenda File		2	1976		10/16/80	
3.	Minutes		3	1976		10/16/80	
4.	Payroll Voucher Files		4	1976		10/16/80	

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

Lois Reaves
Signature

Officer Ser. I Steas
Title

10/16/80
Date

✓

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Transportation - Motor Vehicle Admin.

Reporting Agency

Investigation Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Closed Insurance Cases	790	/	February 1st, 1980 TO April 30th, 1980	<u>30 Cu. Ft.</u> *	8/21/80	Recycle

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

Cleanor J. Rogers.
Signature

Office Supervisor, I
Title

10/23/80
Date

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

Distribution: 72
 White - Hall Of Records ✓
 Canary - Records Manager
 Pink - Records Center
 Gold - Department/Agency

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

FIRE DEPARTMENT

Reporting Agency

Statistical Analysis & Records Section

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MIRS EMERGENCY INCIDENT REPORTS. (2n copy-yellow)	C-408	1	May 1-May 31 1979	1 Box 2.5 cu.ft.	10/22/80	Landfill

Anthony K. Harty
 ANTHONY K. HORTY, Sergeant, Fire Dept.

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

10/29/80
 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

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.				
	Schematics- Balto. Co., Calvert Co., Carroll Co., Charles County, Harford Co., Queen Anne's Co., Montgomery Co.	713	505-1-D 6-d	Dec., 1973-Aug.76	0.5	12/1/80	Trash
	Drawings (Bid Set) Balto. Co., Calvert Co., Dorchester Co.	713	505-1-D 6-a	June '80- July '80	0.74	11/1/80	Trash
	Drawings (D.D.) Balto. Co., Calvert Co., Dorchester Co.	713	505-1-D 6-c	April '79-Feb. '80	0.74	11/1/80	Trash
	Drawings (C.D.) Balto. Co., Calvert Co., Dorchester Co.	713	505-1-D 6-b	April '80-June '80	0.74	11/1/80	Trash

3 cu. ft.

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

 Signature

Executive Director

 Title

October 30, 1980

 Date

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

Baltimore City

Police Department
 Reporting Agency
 Fiscal 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.				
	Payroll Attendance Sheets, 1977-1978	450	3	1977-1978	5 cu. ft.	10/1/80	Recycled
	Payroll Registers, A99, 1977-1978	450	3	1977-1978	6 cu. ft.	"	Recycled
	Payroll Registers, PDP, 1975-1979	450	3	1975-1979	6 cu. ft.	"	Recycled
	Off-Duty Court Appearance Slips, 1973-7/1/75	450	2-12	1973-7/1/75	32 cu. ft.	"	Recycled

49

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

William R. D. [Signature]
 Signature

Director, Fiscal Division
 Title

10/30/80
 Date

November 1980

108 cu. ft.

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
Reporting LEA

Maryland State Department of Education will forward original certificates to

Red House Run 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>
	8 671	BEBCO-53-58	CR5 Cards		1966-1974		

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.

Ronald C. Kotula

Signature

Principal

Title

November, 1980

Date

11/6/80
 RPP approved for disposal
 destroyed 11/6/80
 mlj

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
 STATE OF MARYLAND**

MOTOR VEHICLE ADMINISTRATION

Reporting Agency

CASH RECEIPTS, AUDITS AND STATISTICS SECTION

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.				
	MISCELLANEOUS ACCOUNTING RECORDS: Receipt Copies	701	1				
	Validation Tapes			3/16/77 thru 8/31/77	33 cu.ft. <i>11-12-80</i>	11-6-80	Incinerator

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

Richard J. Picharski
 Signature

Assistant Director, Division of F&S
 Title

11/7/80
 Date

DEPARTMENT OF GENERAL SERVICES

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

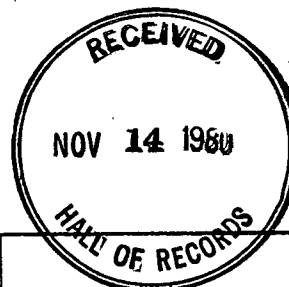
CERTIFICATE OF RECORDS DISPOSAL

Great Oaks Center

Reporting Agency

Dept. of Health & Mental Hygiene

Division or Bureau



PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Purchase Orders 1973-1976	795	F	1973-1976	4	10/31/80	Dumpster
2	Certificates of Deposit	"	E	1973, 1974, 1975	1	"	"
3	Monthly Mileage Reports	"	E	1972, 1973, 1974	1	"	"
4	Cafeteria Receipt Copies	"	E	1974, 1975	1	"	"
5	Cancelled Purchase Orders	"	F	1970-1974	1	"	"
6	Exception Time Reports	"	D	1970-1975	3	"	"
7	Check Registers	"	D	1970-1975	3	"	"
8	Payrol Quarterly Cost Reports	"	D	1973	1	"	"
9	Salary & State Subsidy Dist. Rpt.	"	D	1975	1	"	"
10	Time Register	"	D	1973, 1974	1	"	"
11	Master File Printout	"	D	1974	1	"	"
12	Remittance Advices	"	E	1973, 1974, 1975	2	"	"
13	Adjustment of Disbursements	"	E	1975	1	"	"
14	Adjustment Entries D-26	"	E	1973, 1974	1	"	"
15	Store Requisitions	"	F	1975	1	"	"
16	BBI's	"	E	1973	1	"	"
17	Shift Differential & Overtime	"	D	1974	1	"	"
18	Overtime Vouchers	"	D	1973, 1974, 1975	2	"	"
19	Receipt Books, Patient Fund	"	E	1971-1975	2	"	"
20	Receipt Books, Welfare Fund	"	E	1971-1975	2	"	"
21	Receipt Books, General Fund	"	E	1971-1975	2	"	"
22	Cancelled checks, bank statements	"	E	1970-1975	2	"	"

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

Leela K. Handava
 Signature

fiscal specialist II
 Title

11/10/80
 Date

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

Dept. of Health & Mental Hygiene

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
23	Misc. Receipt Book	795	E	1971	1	10/31/80	Dumpster
24	Gifts & Legacies letters	"	"	1971, 1972	1	"	"
25	C & P Telephone invoices	"	E	1972, 1973	1	"	"
26	Utilities invoices	"	E	1973	1	"	"
27							

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

Deek K. Handawa
 Signature

fiscal specialist II
 Title

11/10/80
 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

Planning 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	<u>Open Space Projects</u> Allegany, Anne Arundel, Balto. City, 713 Balto. Co., Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George's, St. Mary's, Somerset, Talbot, Washington, Wicomico, Worcester and General Material		508-2	1972-1976	5.0	12/1/80	Trash

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

✓

Signature

Executive Director
 Title

11/10/80
 Date

A-2 Co.

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>Schematics Allegany Co., Balto. City, Balto. Co., Calvert Co., Caroline Co., Carroll Co., Frederick Co., Harford Co., Howard Co., Prince George's Co., and Washington Co. (N. Carroll High no date and also Thurmont Middle)</i>	713	505-1-D- 6-d	June 15, 1972-Nov- ember 4, 1976	1.15	11/12/80	Trash

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



Signature

Executive Director

Title

11/12/80

Date

~~RC-RM~~

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

Licences & Permits

Reporting Agency

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Commerical Engineering Drawings Reel Number 78-05-32 and 78-05-33 Records Plats CEC 92-1 through WWW 77-100 Reel Number 80-07-01 through Reel Number 80-07-03	C-269		No. 14126-77 thru No. 20966	5 2 2	11/18/80	Sold for scrap after Microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p>							
<p><i>Mashf...</i> Signature</p>		<p><i>Chief of Engineering Section</i> Title</p>		<p>11/18/80 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

November 14, 1980
 Date

RMH-OK

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Police
Reporting Agency

Barrack "B", Frederick, MD
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Criminal Arrest, Form 53	646	OPS 50	1/1/74 - 6/1/75	2 Cu Ft	6/30/80	Burial Sanitary Landfill
2	Appl. to Purchase Firearms, Form 77R1	"	OPS 10	1/1/78 - 9/30/79	1/4 Cu Ft	9/30/80	" "
3	Criminal Summons	"	OPS 15	9/1/78 - 9/30/79	1/4 Cu Ft	9/30/80	" "
4	Incident Report, Form 88	"	OPS 23	12/1/75 - 6/30/77	1/2 Cu Ft	9/30/80	" "
5	Missing Persons, Form 79	"	OPS 25-1	9/1/75 - 6/30/77	1/4 Cu Ft	9/30/80	" "
6	Vehicle Reports, Form 91	"	OPS 26-1	3/1/76 - 9/30/77	1 Cu Ft	9/30/80	" "
7	Criminal Arrest, Form 53	"	OPS 52	1/1/74 - 11/1/75	1/4 Cu Ft	10/29/80	" "
8	Jail Docket, Form 112	"	OPS 13	7/1/76 - 10/31/77	1/4 Cu Ft	11/17/80	" "
9	Breathalyzer, Form 32	"	OPS 41-1	12/1/75 - 10/31/77	1 Cu Ft <i>6 cu ft.</i>	11/17/80	" "

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

1st Lt G. N. Sensabaugh
Signature

G. N. SENSABAUGH - 1st Lieut.
Title
*Barrack Comdr
Frederick Bk*

11/18/80
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

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.				
	C & P Telephone Bills			Dec. 1974 - June 1976	2½	11/19/80	Landfill


 HAROLD F. RODENHAUSEN
 Chief, Communications Division

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


 Howard V. Dover, Jr.

Chief, Adm. Svcs.
 Title

11-19-80
 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

Circuit Court
 Court

Worcester
 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.				
V	Juvenile Case files, No. 1 to No. 1635	655	1.	6/45 - 6/68	7	11/25/80	Landfill

Destruction Approved by Hall of Records Commission

10/24/80
 Date

Edward C. [Signature]
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official


Clerk of Court
 Title

11/25/80
 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. 305
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Montgomery County Health Department

Reporting Agency
 Division of Disease Control (Birth & Death Records)
 12750 Twinbrook Parkway #201 (Telephone: 468-4462)
Division or Bureau (Mrs. A. Franks)

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

11/25/80

e.	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.				
Box 1	Copy of Certificate of Death Form VS A-16	774	22	1948 A thru Z 1949 A thru Z 1950 A thru Z	2 cubic feet		shredding, then landfill "
Box 2	Copy of Certificate of Death Form VS A-16	774	22	1951 A thru Z 1945-52 Stillbirths 1952 A thru Z	2 cubic feet		" " "

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



 Signature

 TITLE

 DATE

December 1980

677 cu. ft.

✓ 70

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

CERTIFICATE OF RECORDS DISPOSAL

Washington County Health Dept. - *MSD* Mental Health Division

Reporting Agency

Mental Health 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	COMMUNITY MENTAL HEALTH FILES (1722 patient records)	774	12	1950 - 1969	10	8-22-80	Burning
2	(365 patient records)	774	12	1955-1969	6	8-22-80	Burning
3	(13 patient folders)	600	16	1965-1980	2 <i>18</i>	8-22-80	Burning

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

Robert S. Ayers
Robert S. Ayers

Signature

Executive Officer

Title

10-20-80

Date

PS
✓

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Health and Mental Hygiene

Reporting Agency

Washington County Health Department

Division or Bureau

September 18, 1980

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	600	23	7/68 - 6/74	7	9-22-80	Burning

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


Robert S. Ayers

Signature

Executive Officer

Title

10-20-80

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

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

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		October 1, 1978 through December 31, 1978	40	12/8/80	Landfill after Microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p>							
	<i>Anthony K. Hosty</i> Signature		<i>Fire Sergeant</i> Title			<i>11/34/80</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, Admin. Services Div.
 Title

November 14, 1980
 Date

DEPARTMENT OF GENERAL SERVICES

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

Phil ✓

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER'S OFFICE

Reporting Agency

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.				
96 Boxes	Certificates of Deposit	746	A	F.Y. 1978 & 1979	96	11/20/80	Dept. of General Services
2 Boxes	General Accounting Records (assorted "Stars" adjustments, year end closing, computer generated, and other).	746	A	F.Y. 1978 & 1979	2	11/24/80	Dept. of General Services
1,120,000 (each)	Check Copies	N/A	N/A	F.Y. 1979	204	11/24/80	Dept. of General Services
5 Boxes	Bank Statements, Worksheets & related data	746	B	F.Y. 1979	5	11/20/80	Dept. of General Services
					<u>307</u>		

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

Robert R. Rubin

 Signature

Deputy Treasurer

 Title

12/1/80

 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 or Bureau

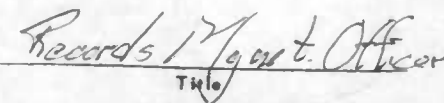
PREPARE IN DUPLICATE

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 Division						SHREDDER/ LANDFILL
1	File Maintenance Books	C-465	5	11/19/76-1/18/77	1	10/9/80	"
2	" " "	"	"	3/11/77-5/31/77	1	"	"
3	" " "	"	"	1/24/77-3/10/77	1	"	"
4	FINANCE REVENUE DIVISION 1977 Lein Certificates 63401-65300	C-287	9	63401-65300 6/1/77-7/8/77	1	11/15/80	"
5		C-287	"	65301-67200 7/8/77-8/15/77	"	"	"
6		C-287	"	67201-69100 8/15/77-9/26/77	"	"	"
7	Recreation & Parks 1977 Rocky Point Golf Course Tickets & Reconciliation Sheets	C-326	1&2	7/18/77-9/30/77	"	"	"
<i>Total 108 cu. ft.</i>							

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


 Signature


 Title

12-4-80
 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 or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
8	Con'd. Diamond Ridge Golf Tickets and Reconciliation Sheets	C-326	1 & 2	9/1/77-10/23/77	1	11/15/80	SHREDDER/ LANDFILL
9	Landfill Tickets Gold Copies	C-424	1 & 2	9/4/77-9/26/77	"	"	"
10	"	"	"	9/8/77-10/3/77	"	"	"
11	Landfill Monthly Work Tickets & Tapes & Cards	C-424	2	9/5/77-10/1/77	"	"	"
12	"	"	"	10/2/77-10/29/77	"	"	"
13	Parking Violations Payment Copies 1977	C-450	"	7/14/77-8/31/77	"	"	"
14	"	"	"	9/1/77-10/11/77	"	"	"
15	"	"	"	10/13/77-10/31/77	"	"	"
16	1974-1975 Assessment Changes S's	C-287	4	9/1974-6-1975	"	"	"
17	1974-1975 Transfers-2nd Run	C-287	4	7/1/74-6/30/75	"	"	"
18	2nd Run	"	"	1974-1975	" 11	"	"

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

A. B. Thornton
 Signature

Records Mgmt. Officer
 Title

12-4-80
 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

Central Services, Records Management

Division or Bureau


PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
19	FINANCE- REVENUE CON'D. 1975-76 Assessment Changes	C-287	4	July 1975	1	11/15/80	SHREDDER/ LANDFILL
20	CENTRAL SERVICES Purchase Orders Garage & Charge Tickets Hi-Way Contracts	C-325 C-282 C-325	1 1 6	1975 & 1976 1978 & 1979 1972 -1975	45 17 3	11/14/80 " "	" " "
21	PAYROLL JOURNAL S 1970 Recreation Monthly	C-308	2	1/16/70-6/17/70	1	11/18/80	"
22	Public Works	C-308	2	1/9/70-4/17/70	1	11/18/80	"
23	Police Payroll	C-308	2	4/3/70-6/5/70	1	11/18/80	"
24	Alternate Rec.	"	"	7/17/70-8/28/70	1	11/19/80	"
25	General Payroll	"	"	5/15/70-6/12/70	1	"	"
26	Hiways Bi Weekly	"	"	1/7/70-7/8/79	1	"	"
27	Rec. & Parks Monthly	"	"	7/16/70-12/7/70	1	11/20/80	"
28	General Payroll	"	"	6/26/70-7/24/71	1	11/20/80	"
29	General Payroll	"	"	9/18/70-7/16/70	1	11/20/80	"

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


 Signature


 Title

12-4-80
 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

Central Services, Records Management

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
30	PAYROLL JOURNALS CON'D. General Payroll	C-308	2	10/30/70-11/27/70	1	11/20/80	SHREDDER/ LANDFILL
31	" "	"	"	5/15/70-6/12/70	"	"	"
32	" "	"	"	4/3/70-5/1/70	"	"	"
33	Police Dept/ General Payroll	"	"	1/2/70-3/26/70	"	"	"
34	" "	"	"	2/20/70-3/20/70	"	11/24/80	"
34	" "	"	"	1/9/70-2/6/70	"	"	"
35	Fire Payroll	"	"	1/2/70-4/24/70	"	"	"
36	" "	"	"	5/8/70-8/28/70	"	"	"
37	Police Payroll	"	"	8/29/70-11/6/70	"	"	"
38	" "	"	"	6/19/70-8/14/70	"	"	"
39	FINANCE REVENUE 1976 Construction Loan Status Report	C-287	15	6(after billing)- Aug. 1976	1	12/80	"
40	" " " " "	"	"	9/1976-11/1976	"	"	"
41	1973-76 Construction Loan Control Unit Report Monthly	"	"	4/1973-12/1976	"	"	"
42	1976-77 Construction Loan Edits & Journals	"	"	4/1976-4/1977	"	"	"
43	1976-77 Construction Loan Monthly Status Reports	"	"	12/1976-Feb. 1977	<u>15</u>	"	"

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

Frank R. Thornton
 Signature

Records Plant Officer
 Title

12-4-80
 Date

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

Support Division
 Reporting Agency
Probation - Circuit Court
 Division or Bureau of Reporting Agency


Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
083 1	PAYOR STATUS - AUG, SEPT, Oct, Nov, AND DEC 1977	C483	8	AUG, SEPT, OCT, NOV, DEC 1977	5 cu.		
2	LEDGER FILE	C483	2	AUG, SEPT, OCT, NOV, DEC 1975	5 cu.		
3	CASH RECEIPTS	C483	1	NOV + DEC 1977	1 cu.		
					11		

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

[Signature]
 Signature EX 3425
F.P. Thornton

[Signature]
 Title
 Records Management Officer

[Signature]
 Date
 12-4-80


 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

Montgomery County Health Department

Reporting Agency
Division of Disease Control (Birth & Death Records)
 12750 Twinbrook Parkway #201 (Telephone: 468-4462)
 Division or Bureau (Mrs. A. Franks)

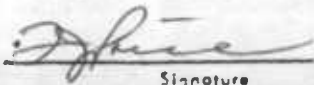
PREPARE IN DUPLICATE

Retain one copy and forward original to above address

12/4/80

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.				
Box 3	Copy of Certificate of Death Form VS A-16	774	22	1953-- A thru Z 1954-- A thru Z Stillborn 1955-64	2 cubic feet	12/5/80	shredding, then landfill "
Box 4	Copy of Certificate of Death Form VS A-16	774	22	1955-- A thru Z	2 cubic feet 4	12/5/80	"

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


Signature

STOCK CLERK
Title

12-5-80
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

Public School Construction Program

Reporting Agency

Dept. of 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 Caroline County Carroll County Calvert County Charles County Dorchester County Frederick County Garrett County Harford County Howard County Montgomery County Prince George's County Washington County Wicomico County Worcester County	713	505-1-D- X -6-c UCU	1972 - 1980	8 c.f.	01/01/81	Trash Can

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



 Signature

Executive Director

 Title

December 15, 1980

 Date

DEPARTMENT OF GENERAL SERVICES

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

Handwritten initials and checkmark

CERTIFICATE OF RECORDS DISPOSAL

WESTERN MARYLAND CENTER

Reporting Agency

Department of Health and Mental Hygiene

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Time Cards	656	F	Fiscal 1977	6.0	8/80	Incinerator
2	Purchase Orders	656	C	" 1957 thru 1976	7.5	11/80	"
3	Contracts	656	C	" 1977	.5	11/80	"
4	Paid invoices for Western Md. Center	656	F	" 1976	1.5	11/80	"
5	Paid invoices for Victor Cullen Center	656	F	" 1976	1.5	11/80	"
6	Phys. Inv. of Materials & Supplies	656	D	" 1958 thru 1976	1.0	11/80	"
7	Daily Census Reports	656	F	" 1976	.5	11/80	"
8	Patient payments to Div. Reimb.	656	F	" 1975 & 1976	.3	11/80	"
9	Food reports & substantiating records	656	F	" 1974 thru 1977	.3	11/80	"
10	Employee expense account, DHMH-1	656	F	" 1971 thru 1976	.2	11/80	"
11	Victor Cullen Center Quarterlies	656	C	" 1977	.2	11/80	"
					19.5		

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

Esther K. Brown
 Signature

Fiscal Associate II
 Title

12/15/80
 Date

DEPARTMENT OF GENERAL SERVICES

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

Handwritten initials and checkmark

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.				
	Schematic Drawings Allegany Co., Balto. City, Caroline Co., Carroll Co., Charles Co., Dorchester Co., Frederick Co., Garrett Co., Howard Co., Kent Co., Mont. Co. Prince George's Co., Queen Anne's Co., St. Mary's Co., Somerset Co., Talbot Co., Washington Co., Wicomico Co., Worcester Co.	713	505-1-D- 6-d	Nov., 71-Dec., 77	10	1/1/81	Trash

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


 Signature

Executive Director
 Title

December 16, 1980
 Date

CERTIFICATE OF RECORDS DISPOSAL

Montgomery County Health Department

Reporting Agency
 Division of Disease Control (Birth & Death Records)
 12750 Twinbrook Parkway #201 (Telephone: 468-4462)
 Division or Bureau (Mrs. A. Franks)

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

12/15/80

	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.				
Box 8	Copy of Certificate of Death Forms VS A-16	774	22	1961 M-Z 1962 A-P	2 cubic feet	12/18/80 12/18/80	shredding, then landfill
Box 9	Copy of Certificate of Death Forms VS A-16	774	22	1962 Q-Z 1963 A-Z	"	12/18/80 12/18/80	" "
Box 10	Copy of Certificate of Death Forms VS A-16	774	22	1964 A-Z 1965 A-Sc	"	12/18/80 12/18/80	" "
Box 11	Copy of Certificate of Death Forms VS A-16	774	22	1965 Sco-Z Stillbirths 1965 1966 A-Z Stillbirths 1966	" <u>8</u>	12/18/80 12/18/80 12/18/80 12/18/80	" "

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

Driscoll
 Signature

STOCK CLERK
 Title

12-18-80
 Date

CERTIFICATE OF RECORDS DISPOSAL

Montgomery County Health Department

Reporting Agency
 Division of Disease Control (Birth & Death Records)
 12750 Twinbrook Parkway #201 (Telephone: 468-4462)
 Division or Bureau (Mrs. A. Franks)

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

12/16/80

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.				
Box 12	Copy of Certificate of Death Forms VS A-16	774	222	1967 A-Z 1967 Stillbirths	2 cubic feet	12/18/80 12/18/80	shredding, then landfill
Box 13	Copy of Certificate of Death Forms VS A-16	774	222	1968 A-Z 1968 Stillbirths	2 cubic feet <u>4</u>	12/18/80 12/18/80	shredding, then landfill

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

[Signature]
 Signature

STIC CLERK
 Title

12-18-80
 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

Anne Arundel

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.				
3	Criminal papers (Pre Sentence Investigation forms which are confidential-originals have been microfilmed & are stored in vault for retrieval)	655	1	March 1975- Sept. 1976	2.0	11/25/80	Shreader
3	Criminal Recognizance Bonds	655	1	1934 - 1966	6.2	12/5/80	Shreader
6	Released Mortgages	655	7	Nov. 1953- Aug. 1955	6.9	12/22/80	Shreader
					15.1		

Disposal Approved by Hall of Records Commission

Disposal Certification

10/23/80
Date

Edward C. [Signature]
Archivist

[Signature] [Signature]
Signature Title

12-30-80
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