

December 1980

(recorded in Jan. 1981 report)

310
✓

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

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury
Reporting Agency

Income Tax Division
Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Maryland Individual Income Tax Returns	7	1	1975	1200 <i>1200 wgt.</i>	12/9/80	Supervised burning

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



Compliance Manager

12/10/80

DEPARTMENT OF GENERAL SERVICES

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

PS
✓

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury
 Reporting Agency

PREPARE IN DUPLICATE

Income Tax Division
 Division or Bureau

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	1970 Maryland Income Tax Refund Checks	371	2	1971 - 1974	217	12-09-80	Burned - Balto. Incinerator
2.	1974 Maryland Income Tax Refund Checks	371	2	1975 - 1976	247	12-09-80	Burned - Balto. Incinerator
3.	1974 Check Registers	371	1	1975 - 1976	30	12-09-80	Burned - Balto. Incinerator
					494 cu ft		

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

Ann P. Stewart
 Signature

Mgr. Refund/WPC
 Title

12/10/80
 Date

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

[Handwritten initials]

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

Comptroller of the Treasury
Reporting Agency
Income Tax Division Employer Withholding Department
Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Facsimiles (envelopes, notes, and letters from taxpayers sending payments but no reporting forms)	—	—	January 1, 1973, through December 31, 1975	2.5	December 9, 1980	Burned in Baltimore City Incinerator
2	Form MW 508	370	2	January 1, 1973 through December 31, 1975	28.5	December 9, 1980	Burned in Baltimore City Incinerator
					<i>31 cu. ft.</i>		

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

[Handwritten Signature]

Signature

Revenue Administrator

Title

December 11, 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 of Bureau (Mrs. A. Franks)

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

12/22/80

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 17 Copy of Certificate of Death Forms VS A-16	774	222	1972 A-Z 1972 Fetal deaths	2 cubic feet	12/26/80	shredding, then landfill
Box 18 Copy of Certificate of Death Forms VS A-16	774	222	1973 A-Z 1973 Fetal deaths	2 cubic feet	12/26/80	shredding, then landfill
Box 19 Copy of Certificate of Death Forms VS A-16	774	222	1974 A-Z 1974 Fetal deaths	2 cubic feet	12/26/80	shredding, then landfill

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

[Signature]
 Signature

STOCK CLERK
 Title

12-26-80
 Date

12/15/80 - Mr. Blake ✓

12/31 - 4/1/81 ✓

CERTIFICATE OF RECORDS DISPOSAL

Destroy up to
 1976 - Complete the

Motor Vehicle Administration

Reporting Agency

SR

Spaces marked with
PREPARE IN DUPLICATE

Salisbury Branch Office

Division or Bureau

Red check marks and
 return to me after records destroyed ✓
 Retain one copy and forward original to above address

No.	Description of Records (include Title and/or Form Number)	Authority for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
DI 43	Renewal and Duplicate License	744	1.20	1974-1977 76	3	DEC 29 1980	LANDFILL
	Mail Out List	744	4.4	1975-1977 76	3	DEC 29 1980	..
VR 156	Lein Letters	744	1.2	1975-1979 76	3	DEC 29 1980	..
M 006	Maryland Lottery Claim Form	744	3E-7	1972-1975	4	DEC 29 1980	..
FS 2	Photo Copies of Credit Vouchers written	744	3E-10	1974-1977 76	2	DEC 29 1980	..
	PhotoCopies Lien Release	744	4.4	1974-1977 76	4	DEC 29 1980	..
	Correspondence	744	4.4	1971-1977 76	4	DEC 29 1980	..
VR 147	Registration Cancellation	744	1.3	1971-1977 76	3	DEC 29 1980	..
	Cashier Check Out Daily	744	2-2.5	1975-1978 76	3	DEC 29 1980	..
	Payroll Accounting Records	744	3D-4	1973-1978 76	3	DEC 29 1980	..

RECORDS RM 8-20

(32)

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

Steve Clark
 Signature

Manager

12-29-80
 Date

DEPARTMENT OF GENERAL SERVICES

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

12-02-80

Approved

Whelan

c/ Mr. Noonan

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Field Services - Waldorf Regional Office

Division or Bureau

Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
	Retention Sched. No.	Item No.				
Correspondence	744	2	1976	1½ cu. ft.	7/1/80	Land Fill
General Accounting Records	744	4	1976	3 cu. ft.	7/1/80	Land Fill
General Files	744	13	1976	3 cu. ft.	7/1/80	Land Fill
Address Request Form Leinholder	744	1	1976	1½ cu. ft.	7/1/80	Land Fill
Cash Receipts	744	2	1976	1½ cu. ft.	7/1/80	Land Fill
	744	3	1976	1½ cu. ft.	7/1/80	Land Fill

12-11

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

William P. ... *Manager* *c/ Mr. Noonan*

January 1981

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

Motor Vehicle Admin

Reporting Agency

Departmental Services (Storeroom)

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	License Plate/Validation Stickers Received Files	758.4	2	1976-77	1½ cu. ft	1-5-81	Landfill
2	Daily Requisitions	758.4	8	1973-77	6 cu. ft.	1-5-81	Landfill
					7½ cu ft #		

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

Edward N. Sykes

Signature

Supply Officer IV

Title

1-6-81

Date

DEPARTMENT OF GENERAL SERVICES

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

GH
✓

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.				
	FINANCE-REVENUE DIVISION						SHREDDER/ LANDFILL
1	Central Billing Invoices 1972-74	C-287	17	100501-109800	1	12/80	"
2	Parking Violations Payment Copies	C-450	2	11/1/77-11/22/77	"	"	"
3	Construction Loan Monthly Status Reports 1977	C-287	15	3/77-5/77	"	"	"
4	Construction Loan Monthly Status Reports 1977	C-287	15	6/77-8/77	"	"	"
5	Construction Loan Monthly Status Reports	C-287	15	9/77-11/77	"	"	"
6	Financial Reports (Mr. Rosenkrantz) Office-Confidential- Spoke to the secretary and reports were to be shredded	NON-RECORD	NON-RECORD	1977	"	12/5/80	"
7	Finance Revenue Division Tax Credit Circuit Breaker Appli.	C-316	19	1975/76(01-10-0120	"	12/8/80	"
8	" " " " " "	"	"	" (01-11-0120	"	"	"
9	" " " " " "	"	"	" (01-21-02-18)	"	"	"

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

Frank R. Thornton
 Signature

Records Mgmt Officer
 Title

1-9-81
 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

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
10	FINANCE- REVENUE DIVISION CON'D. 1975-1976 Applications						SHREDDER/ LANDFILL
11	Tax Credit Circuit Breaker Applicat	C-316	19	02-19 thru 04-02	1	12/9/80	"
12	" " " " "	"	"	04-03 " 08-11	"	"	"
13	" " " " "	"	"	08-12 " 09-06	"	"	"
14	" " " " "	"	"	09-07 " 09-16	"	"	"
15	" " " " "	"	"	09-17 " 11-05	"	"	"
16	" " " " "	"	"	11 -06 " 12-04	"	12/16/80	"
17	FINANCE- AUDIT Work Papers	NON RECORD		1957-1965	9	12/18/80	"
18	FINANCE- Revenue Pkg. 1378 IBM Working Capital Fund Acct. Distribution, all other acct.	C-382	1	4/21/77-6/30/77	1	"	"
19	IBM Working Capital Fund Central Garage Acct. & Vehicle Detail Dist Pkg# 1379	"	"	4/20/77-6/30/77	"	"	"
20	Working Capital Funds Central Garage Acct. Distribution (1308)	"	"	12/21/76-4/20/77	"	"	"
	Working Capital Funds Acct. Distributions Radio Repair, Repro. Utilities, Rec. & Pks. & Micro Film	"	"	12/21/76-4/20/77	"	"	"

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


 Signature

Records Manager
 Title

1-9-81
 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

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		Retention Sched. No.	Item No.				
20	Finance Pkg # 1307 Working Capital Funds Acct. Dist. Funds 26 & 27 Inv. Dist. Funds 21-27	C-382	1	12/21/76-4/20/77	1	12/18/80	SHREDDER/ Landfill
21	Working Capital Funds Vehicle Costs Summaries & Details (1306)	"	"	12/21/76-4/20/77	"	"	"
22	PAYROLL JOURNALS 1970 Hiways Weekly	C-308	2	1/19/70-12/38/70	1	1/2/81	"
23	Police	"	"	11/20/70-12/31/70	"	"	"
24	Metropolitan Laborer	"	"	7/2/79- 12/31/70	"	"	"
25	School Guards	"	"	1/9/70-12/24/70	"	"	"
26	Highways Bi-Weekly	"	"	7/22/70-12/23/70	"	"	"
27	Sanitation	"	"	1/7/70-12/23/70	"	"	"
28	General Payroll	"	"	12/11/70-12/24/70	"	"	"
29	Public Works	"	"	8/21/70-12/24/70	"	"	"
30	AUDITOR'S WORK PAPERS	NON-RECORDS		1/61-12/65	"	1/6/81	"

39 ea. *[Signature]*

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

[Signature]
 Signature

[Signature]
 Records Mgmt. Officer
 Title

1-9-81
 Date

DEPARTMENT OF GENERAL SERVICES

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

PLS
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CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

Department 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 (Bid Sets) Cecil County Howard County Wicomico County	713	505-1-D-6-a	1980	1.29	01/16/81	Trash Can
2	Baltimore City (C. D.'s) Cecil County Howard County Wicomico County Frederick County	713	505-1-D-6-b	1979 - 1980	1.78	01/16/81	Trash Can
3	Baltimore City (D. D.'s) Cecil County Frederick County Howard County Montgomery County Wicomico County	713	505-1-D-6-c	1977 - 1979	1.30 <i>4 cu. ft.</i>	01/16/81	Trash Can

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

[Signature]
 Signature

Executive Director
 Title

January 12, 1981
 Date

DEPARTMENT OF GENERAL SERVICES

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

Distribution:

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

CERTIFICATE OF RECORDS DISPOSAL

Prince George's County


Reporting Agency

Consumer Protection Commission

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.				
Boxes 1-4	Telephone Cards	C463		1974-1975	8		Landfill
Boxes 1, 3, 4, 10, 12, 13, 15, 16, 18.	Closed Cases AAA-Zoellner	C463		1970-1975 inclusive	18		Landfill

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

 _____ SIGNATURE	Executive Director _____ TITLE	1/12/81 _____ DATE
---	--------------------------------------	--------------------------

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


Howard V. Dove, Jr.
 Signature

Chief, Administrative Services 1/12/81
 Title Date

PLV

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

1/6/81

Description of Records Include Title and/or Form 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 20 Copy of Certificate of Death Forms VS A-16	774	222	1975 A-Z 1975 Fetal Deaths	2 Cubic Feet	1/14/81	shredding, then landfill

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

Drice
 Signature

Stock Clerk
 Title

1-14-81
 Date

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

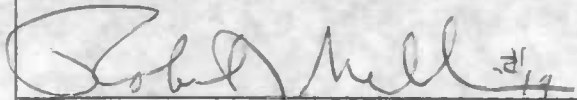

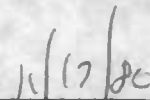
Distribution:
 White - Hall Of Records
 Canary - Records Manager
 Pink - Records Center
 Gold - Department/Agency

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

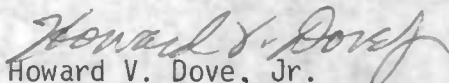
Department of Corrections

Reporting Agency

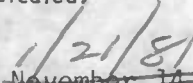
Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Jail Records of Former Inmates (AAL, Thomas Henry thru ZOLLERS, George Thomas) Reel # 81-03-01 through Reel # 81-03-26 Supplement Reel 1979 Reel # 81-03-27	C-321	1	January 1 thru Dec. 31, 1979	85		Shredded after Microfilming
I hereby certify that the above listed records are available for immediate disposal.							
 Signature		 Title		 Date			

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


 Howard V. Dove, Jr.
 Signature

Chief, Admin. Services Div.
 Title


 November 14, 1980
 Date

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

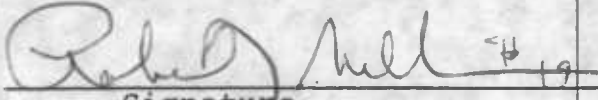
Distribution: OK
 White - Hall Of Records ✓
 Canary - Records Manager
 Pink - Records Center
 Gold - Department/Agency

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

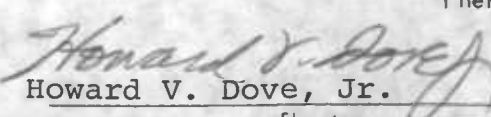
Department of Corrections

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.				
	Jail Records of Former Inmates (AAL, Thomas - ZOOK, John Martin Reel # 81-01-01 through Reel # 81-01-23 Supplement Reel 1977 Reel # 78-07-27	C-321	1	January 1 thru Dec. 31, 1978	72		Shredded after microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p>							
		 Signature		Int Title	11/17/80 Date		

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


 Howard V. Dove, Jr.
 Signature

Chief, Admin. Ser. Div.
 Title

11/21/81
~~November 14, 1980~~
 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

Handwritten initials

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

Office of Finance

Reporting Agency

Accounting

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Earnings Registers Reel No. 78-03-53A	C-126		PPE 1-14-78	<i>25 cu ft</i>		Landfill after microfilming
	Earnings Registers Reel No. 78-03-54A			PPE 1-28-78			
	Earnings Registers 78-03-56 A&B			PPE 2-11-78			
	Earnings Registers Reel No. 78-03-58A 78-03-60A			PPE 3-11-78 Thru PPE 8-12-78			
	78-03-62A 78-03-64A						
	78-03-65A 78-03-66A 78-03-67A 78-03-69A			PPE 8-26-78			

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

Kevin L. Anderson
 Signature *Accounting System Officer* Title *1-6-81* Date

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

Howard V. Dove, Jr.
 Signature Chief, Admin. Services Div. Title *1/21/81* Date

DEPARTMENT OF GENERAL SERVICES

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

PH ✓
Total 8 cu. ft.

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
F17.69(1)	✓ Payroll	291	1	July 1957- June 1959	2 cu. ft.	12/31/80	Destroyed on site
	✓ Receipts	291	2			12/31/80	Destroyed on site
	✓ Payroll	291	3	June 1959	12/31/80	Destroyed on site	
	✓ Disbursements	291	4	1959	12/31/80	Destroyed on site	
	✓ Disbursements	291	5	1959	12/31/80	Destroyed on site	
	✓ Cancelled Checks & Bank Statements	291	6	1959	12/31/80	Destroyed on site	
	✓ BBI's - Dept of Budget & Procurement	291	7	1959	12/31/80	Destroyed on site	
	✓ Statement of Balances - Comptroller of the Treasury	291	8	1959	12/31/80	Destroyed on site	
	✓ Requisitions and Contract Awards	291	9	1959	12/31/80	Destroyed on site	
	✓ Appropriation - General Fund	291	10	1958	12/31/80	Destroyed on site	
	✓ Receipts	291	11	1958	12/31/80	Destroyed on site	
	✓ Payroll	291	12	June 1958	12/31/80	Destroyed on site	

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.66 ^g (1)	✓ Disbursements	291	13	1958		12/31/80	Destroyed on site
	✓ Disbursements	291	14	1958		12/31/80	Destroyed on site
	✓ Cancelled Checks and Statements	291	15	1958		12/31/80	Destroyed on site
	✓ BBI's - Dept. of Budget and Procurement	291	16	1958		12/31/80	Destroyed on site
	✓ Statement of Balances - Comptroller of the Treasury	291	17	1958		12/31/80	Destroyed on site
	✓ Requisition and Contract Sales	291	18	1958		12/31/80	Destroyed on site

2 cu. ft.

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSALPublic Service Commission

Reporting Agency

Administration

Division or Bureau

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		Retention Sched. No.	Item No.				
F17.69(2)	✓ Cancelled Checks and Bank Statements	291	13	1957	2 cu. ft.	12/31/80	Destroyed on site
	✓ Budget Estimates	291	14	1956		12/31/80	Destroyed on site
	✓ Appropriation - General Funds	291	15	1956		12/31/80	Destroyed on site
	✓ Receipts	291	16	1956		12/31/80	Destroyed on site
	✓ Payroll	291	17	June 25, 1956		12/31/80	Destroyed on site
	✓ Disbursements	291	18	1956		12/31/80	Destroyed on site
	✓ Disbursements	291	19	1956		12/31/80	Destroyed on site
	✓ Cancelled Checks and Bank Statements	291	20	1956		12/31/80	Destroyed on site
	✓ BBI's - Dept. of Budget and Procurements	291	21	1956		12/31/80	Destroyed on site
	✓ Statement of Balances - Comptroller of the Treasury	291	22	1956		12/31/80	Destroyed on site
	✓ Requisition for Supplies and Contract Awards	291	23	1956		12/31/80	Destroyed on site

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
F17.69(2)	✓ Car Checks	291	1	1949-1961		12/31/80	Destroyed on site
	✓ IRS W-Y's (Superceded by Cards)	291	2	1957-1962		12/31/80	Destroyed on site
	✓ Payroll	291	3	July 1955- June 1957		12/31/80	Destroyed on site
	✓ Budget Estimates	291	4	1957		12/31/80	Destroyed on site
	✓ Appropriation - General Fund	291	5	1957		12/31/80	Destroyed on site
	✓ Receipts	291	6	1957		12/31/80	Destroyed on site
	✓ Payroll	291	7	June 25, 1957		12/31/80	Destroyed on site
	✓ Disbursements	291	8	1957		12/31/80	Destroyed on site
	✓ Disbursements	291	9	1957		12/31/80	Destroyed on site
	✓ BBI's	291	10	1957		12/31/80	Destroyed on site
	✓ Statement of Balances - Comptroller of the Treasury	291	11	1957		12/31/80	Destroyed on site
	✓ Requisitions for Supplies and Contract Awards	291	12	1957		12/31/80	Destroyed on site

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

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 Records Management Division
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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.69(3)	✓ Miscellaneous Budgetary correspondence	291	1	1955	2 cu. ft.	12/31/80	Destroyed on site
	✓ Payroll	291	2	July 1953 - June 1955		12/31/80	Destroyed on site
	✓ Budget Estimates	291	3	1955		12/31/80	Destroyed on site
	✓ Appropriations - General Fund	291	4	1955		12/31/80	Destroyed on site
	✓ Receipts	291	5	1955		12/31/80	Destroyed on site
	✓ Payroll	291	6	June 20, 1955		12/31/80	Destroyed on site
	✓ Disbursements	291	7	1955		12/31/80	Destroyed on site
	✓ Disbursements	291	8	1955		12/31/80	Destroyed on site
	✓ Requisitions for Supplies and Contract Awards	291	9	1955		12/31/80	Destroyed on site
	✓ Cancelled Checks and Bank Statements	291	10	1955		12/31/80	Destroyed on site
	✓ BBI's - Dept. of Budget and Procurement	291	11	1955		12/31/80	Destroyed on site
	✓ Statement of Balances. - Comptroller of the Treasury	291	12	1955		12/31/80	Destroyed on site

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSALPublic Service Commission

Reporting Agency

Administration

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.69(3)	✓ Miscellaneous Correspondence	291	13	1953		12/31/80	Destroyed on site
	✓ Budget Estimates	291	14	1954		12/31/80	Destroyed on site
	✓ Appropriations - General Fund	291	15	1954		12/31/80	Destroyed on site
	✓ Receipts	291	16	1954		12/31/80	Destroyed on site
	✓ Payroll	291	17	June 29, 1954		12/31/80	Destroyed on site
	✓ Disbursements	291	18	1954		12/31/80	Destroyed on site
	✓ Disbursements	291	19	1954		12/31/80	Destroyed on site
	✓ Cancelled Checks and Bank statements	291	20	1954		12/31/80	Destroyed on site
	✓ BBI's - Dept. of Budget and Procurement	291	21	1954		12/31/80	Destroyed on site
	✓ Statement of Balances	291	22	1954		12/31/80	Destroyed on site
	✓ Requisition for Supplies and Contract Awards	291	23	1954		12/31/80	Destroyed on site

2 cu ft.

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSALPublic Service Commission

Reporting Agency

Administration

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PREPARE IN DUPLICATE

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.69(4)	✓ Budget Estimate	291	1	1953	2 cu. ft.	12/31/80	Destroyed on site
	✓ Appropriation - General Fund	291	2	1953	ft.	12/31/80	Destroyed on site
	✓ Payrolls - Balto. Transit Investigatinn	291	3	1953	2 cu. ft.	12/31/80	Destroyed on site
	✓ Temporary Help - Balto. Transit Investigation	291	4	1953	2 cu. ft.	12/31/80	Destroyed on site
	✓ Receipts	291	5	1953	2 cu. ft.	12/31/80	Destroyed on site
	✓ Disbursements	291	6	1953	2 cu. ft.	12/31/80	Destroyed on site
	✓ Disbursements	291	7	1953	2 cu. ft.	12/31/80	Destroyed on site
	✓ BBI's - Dept. of Budget and Procurements	291	8	1953	2 cu. ft.	12/31/80	Destroyed on site
	✓ Comptroller of the Treasury Statements	291	9	1925-1953	cu. ft.	12/31/80	Destroyed on site
	✓ Budget Requests	291	10	1952	2 cu. ft.	12/31/80	Destroyed on site
	✓ Requisition for Supplies and Contract Awards	291	11	1953	ft.	12/31/80	Destroyed on site
	✓ Appropriation - General Fund	291	12	1952	cu. ft.	12/31/80	Destroyed on site

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

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		Retention Sched. No.	Item No.				
F17.69(4)	✓ Receipts	291	13	1952	2 cu. ft.	12/31/80	Destroyed on site
	✓ Disbursements	291	14	1952		12/31/80	Destroyed on site
	✓ Requisitions and Contract Awards	291	15	1952		12/31/80	Destroyed on site
	✓ Disbursements	291	16	1952		12/31/80	Destroyed on site

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

Ronald S. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.69(5)	✓ Budget Estimates	291	1	1951	2 cu. ft.	12/31/80	Destroyed on site
	✓ Miscellaneous Correspondence	291	2	1948-1951		12/31/80	Destroyed on site
	✓ Appropriation - General Fund	291	3	1951		12/31/80	Destroyed on site
	✓ Disbursements	291	4	1951		12/31/80	Destroyed on site
	✓ Disbursements	291	5	1951		12/31/80	Destroyed on site
	✓ Receipts	291	6	1951		12/31/80	Destroyed on site
	✓ Requisitions and Contract Awards	291	7	1951		12/31/80	Destroyed on site
	✓ Appropriations - General Fund	291	8	1951		12/31/80	Destroyed on site
	✓ Receipts	291	9	1951		12/31/80	Destroyed on site
	✓ Disbursements	291	10	1951		12/31/80	Destroyed on site
	✓ Disbursements	291	11	1951		12/31/80	Destroyed on site
	✓ Requisition and Contract Awards	291	12	1951		12/31/80	Destroyed on site

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.69(5)	✓ Cancelled Checks and Bank Statements	291	13	1947-1950		12/31/80	Destroyed on site Destroyed on site
	✓ BBI's - Dept of Budget and Procurement	291	14	1940-1949		12/31/80	

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

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 (7AR 1 - 7AR 59563)	257	2	1/1/77 - 12/31/77	64 Linear	8/5/80 11/6/80	Incineration
2.	Offense Reports	289	1	1/1/77 - 12/31/77	262 Linear	5/20/80 8/5/80 11/6/80	Incineration
3.	Accident Reports	372	1	1/1/77 - 12/31/77	46 LINEAR 372 cu. ft.	8/5/80 1/20/81	Incineration

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

Charles A. Schoenhaar

Signature

Supervisor

Title

1/22/80

Date

This is to certify the delivery and incineration of certain

Baltimore City Police Department records, namely:

Arrest Reports

dated from 7AR 0000 to 7AR 29800
JANUARY 1, 1977

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

WITNESS: Cadot R Ellinger Police Department

WITNESS: Frank Owens Incinerator

DATE

8-5-80

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

1977 ARREST REPORTS
dated from TAR 29801 to TAR 59563
DECEMBER 31, 1977

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

WITNESS: cadet David Gardner Police Department

WITNESS: Frank Owens Incinerator

DATE 6 November 80

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

OFFENSE REPORTS

dated from JANUARY 1, 1977 to MAY 9, 1977

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

WITNESS: Cadet R Ellington 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:

OFFENSE REPORTS

dated from MAY 10, 1977 to July 21 1977

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

WITNESS: Cadet R Ellington Police Department

WITNESS: Frank Owens Incinerator

DATE 8-5-80

This is to certify the delivery and incineration of certain

Baltimore City Police Department records, namely:

OFFENSE REPORT - 1977
dated from JULY 22, 1977 to DECEMBER 31, 1977

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

WITNESS: Cadet Alward Hardin Police Department

WITNESS: Frank Owens Incinerator

DATE

6 November 80

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

ACCIDENT REPORTS

dated from JANUARY 1, 1977 to JULY 31, 1977

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

WITNESS: Carol Rellingman Police Department

WITNESS: Frank O'Connell Incinerator

DATE 8-5-80

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

ACCIDENT REPORTS

dated from AUGUST 1, 1977 to DECEMBER 31, 1977

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

WITNESS: Frank Owens Police Department

WITNESS: David Hardner Incinerator

DATE

20 January 81

DEPARTMENT OF GENERAL SERVICES

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

OPS
✓

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.				
	Accident Reports (all 1977) All photo negatives for 1977	C 192	7	Year 1977	7	1-19-81	Shredded Cockeysville Land Fill

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

L. P. Bradford
 Signature

Lieutenant

Title

1-26-81

Date

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

UNIVERSITY OF MARYLAND AT BALTIMORE

Reporting Agency

PURCHASING DEPARTMENT

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Purchase Orders			1973-1976	85 cu ft	Aug/80	Univ. of Md Physical Plt
2.	Requisitions			1973-1976	40 cu ft	"	"
3.	General Stores Purchase Orders			1973-1976	25 cu ft	"	"
4.	General Stores Requisitions			1973-1976	15 cu ft	"	"
5.	Bids			1973-1976	55 cu ft	"	"
					220		

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

Joseph J. Drach

Joseph J. Drach

Signature

Manager of Purchasing

Title

1/27/81

Date

RECORDS MANAGEMENT DIVISION

Date - 1/8/81

WILLIAM A. DORSEY
~~John L. Kolarik~~

TO -

FROM - M. Bontz, Secretary

Please complete instruction No. 4 on the reverse side and return one copy to this office.

DE WYOMING
DISTRICT COURT

1981 FEB 25 10:12 AM

THE CLERK


 ✓

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

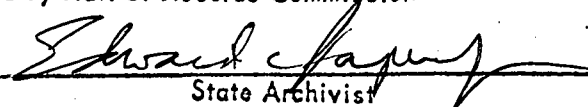
DISTRICT 1 - BALTIMORE CITY

Court _____ County _____


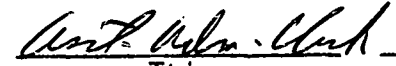
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Case Folders 1 - 68 through 26026- 68 CJ 1 - 68 through 2094 - 68	655		Jan 1, 1968 through Dec 31, 1968	140 cu ft.	1/30/81	Incinerator

Destruction Approved by Hall of Records Commission

1/6/81
Date


 State Archivist

Destruction Certification



 1/30/81
 Signature of Court Official Title Date

INSTRUCTIONS FOR PREPARATION

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

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

DEPARTMENT OF GENERAL SERVICES

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

Handwritten initials/signature

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County, Maryland

Reporting Agency

Central Services, Records Management

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	FINANCE REVENUE DIVISION Cashiers Office 1977	C-287	14	Deposit slips for Coll., Sat., Corp. & Payroll 7-10-77	1	1/7/81	SHREDDER/ LANDFILL "
2	Lien Certifications	"	1	9/26/77-11/9/77	"	"	"
3	Longview Golf Tickets & Reconciliation sheets, Rec. & Parks	C-326	1&2	69901-71000 9/1/77-10/24/77	"	"	"
4	Landfill Tickets (gold copies) & IBM Cards	C-424	2	10/27/77-11/16/77	"	"	"
5	Landfill Monthly Work Tickets & Tapes	"	"	10/31/77-11/26/77	"	"	"
6	Landfill Tickets (gold copies) & IBM Cards	"	"	11/11/77-12/12/77	"	"	"
	JURY COMMISSIONER BALTO. COUNTY Jury Qualifications Forms Alphabetized by Election -Precincts & Districts 1-4 5-9, 10-12, 13-15	C-376	1	1976	'	1/12/81	"
7	Master Wheel Lists-Jurors summoned & Talesman called	"	"	"	4 1	" "	" "

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

Frank R. Thornton
 Signature

Records Mgmt. Officer
 Title

1-30-81
 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

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		Retention Sched. No.	Item No.				
8	STATES ATTY. OFFICE 1975 General Office Correspondence, Automanslaughter, Speaking engage- ments, complaints, gun returns, justifiable homicides, gambling permits, memoos, etc.	C-410	3	1975	1	1/13/81	SHREDDER/ LANDFILL "
9	General office Correspondence Budget & Financial Expend., Automanslaughter & Law Files	C-410	"	1973-75	1	1/13/81	"
10	FINANCE-REVENUE Cashier's Office 1977 Deposit Slips for Coll, Satallite Payroll, Corp.	C-287	14	7/1/78-12/31/78	1	1/14/81	"
11	Cashier's Validating Tapes 1977	C-287	8	7/1/77-12/31/77	1	"	"
12	Cashier's Proof Tapes 1977	"	"	7/1/77-12/31/77	1	"	"
13	Completed Bid Forms N-Z 1977	"	18	1977	1	"	"
14	Tax Installment Closeouts 1976-77 Cash Receipts	"	13	12/76-6/30/77 1/1/77-6/30/77	1	"	"

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

Frank R. Hambleton
 Signature

Records Mgmt Officer
 Title

1-30-81
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

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		Retention Sched. No.	Item No.				
15	FINANCE-REVENUE COM'T Central Billing Invoices 1975	C-287	17	Misc#100201-138400	1	1/14/81	SHREDDER/ LANDFILL
16	Parking Violations 1977 Voided Citations	C-450	3	1/25/77-12/31-77	1	"	"
17	Parking Violations 1977 Pmt. Copies	C-450	2	11/23/77-12/13/77	1	"	"
18	LAND ACQUISITION PUBLIC WORKS 1968 Microfilm- Information and Road Box 15; A.P. cards & Index A-F- Ril & R 1 A Series	C-271		1968	1	1/19/81	"
19	Check Request & Requisitions & Misc File Folders	"		CR '68-'73	1	"	"
20	Monthly- Check Request 1/1/73-12/31/73 1/1/74-12/31/74 1/1/75-12/31/75	"		1/1/73-12/31/75	1	"	"

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

Frank R. Thornton
 Signature

Records Mgmt. Officer
 Title

1-30-81
 Date

DEPARTMENT OF GENERAL SERVICES

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

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		Retention Sched. No.	Item No.				
21	FINANCE Social Security Reports 941 A (816)	C-308	2	1st, Qtr.-2nd Qtr 1970	1	1/27/81	SHREDDER/ LANDFILL
22	Social Security Reports 941 A (814)	C-308	2	9/17/70-12/26/70	"	"	"
23	Insurance Listings (806)	C-308	2	1st, 2nd, 3rd Qtr. 1970	"	"	"
24	FINANCE-REVENUE Lien Certificates 1977 71001-72900	C-287	9	11/9/77-12-30-77	"	1/28/81	"
25	Finance Revenue Division Parking Violations, Pmt. Copies 1978	C-450	2	1/3/78-1/25/78	"	"	"
26	Working Capital Fund, Central Garage Acct. Dist. 1977 7/1/77-12/20-77	C-382	1	7/1/77-12/20/77 Pkg. No. 1533	"	"	"
27	Landfill Tickets 1977-78 Gold tickets	C-424	2	12/13/77-1/12/78	"	"	"
28	Landfill Tickets & Tapes Monthly Work 1977-78	"	"	10/31/77-1/28/78	"	"	"

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

Total 33 cu. ft.

Frank R. Thornton
 Signature

Records Mgmt Officer
 Title

1-30-81
 Date

February 1981

106 cu. ft.

PJ
✓

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
F17.68(1)	✓ Disbursements	291	1	1973	2 cu. ft.	12/31/80	Destroyed on site
	✓ Disbursements	291	2	1973		12/31/80	Destroyed on site
	✓ Filing Fees & Receipts	291	3	1973		12/31/80	Destroyed on site
	✓ Statement of Balances	291	4	1973		12/31/80	Destroyed on site
	✓ Appropriation	291	5	1973		12/31/80	Destroyed on site
	✓ BBI's Dept. of Budget & Fiscal Planning	291	6	1973		12/31/80	Destroyed on site
	✓ Time Sheets	291	7	1973		12/31/80	Destroyed on site
	✓ Auditors Report	291	8	1926-1973		12/31/80	Destroyed on site
	✓ Requisitions & Contract Awards	291	9	1973		12/31/80	Destroyed on site
	✓ Meter Calibrations	291	10	1973		12/31/80	Destroyed on site
	✓ Cancelled Checks & Bank Statement	291	11	1973		12/31/80	Destroyed on site
	✓ Payroll	291	12	1973		12/31/80	"

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

Ronald E. Hawkins

Signature

EXECUTIVE SECRETARY

Title

1/21/81

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.68(2)	✓ Receipts and Disbursements of the Commission	291	1	1949-1970	2 cu. ft.	12/31/80	Destroyed on site
	✓ Monthly Appropriations and Expenditures	291	2	1948-1975		12/31/80	Destroyed on site
	✓ Expense Account Memorandums (Engineering)	291	3	1970-1972		12/31/80	Destroyed on site
	✓ Expense Account Memorandums (Accounting)	291	4	1970-1972		12/31/80	Destroyed on site
	✓ Expense Account Memorandums (Transportation)	291	5	1970-1972		12/31/80	Destroyed on site
	✓ Miscellaneous Correspondence	291	6	1955-1963		12/31/80	Destroyed on site
	✓ Travel Advances	291	7	1960-1975		12/31/80	Destroyed on site
	✓ Out of State Travel Requests	291	8	1960-1973		12/31/80	Destroyed on site
	✓ Inventory Summary	291	9	1965-1966		12/31/80	Destroyed on site
	✓ Travel Allowance Correspondence	291	10	1962-1963		12/31/80	Destroyed on site
	✓ General Counsel Misc. Corres.	291	11	1965-1967		12/31/80	Destroyed on site
	✓ Metro. Transit Authority - Misc. Correspondence	291	12	1962-1963		12/31/80	"

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

Ronald E. Hawkins

Signature

EXECUTIVE SECRETARY

Title

1/21/81

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

PREPARE IN DUPLICATE

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.68(2)	✓ Miscellaneous Correspondence	291	13	1952-1971		12/31/80	Destroyed on site
	✓ Gas Meter Inspection Fees	291	14	1921-1971		12/31/80	Destroyed on site
	✓ Peoples Counsel (Misc. Corres.)	291	15	1964-1967		12/31/80	Destroyed on site
	✓ Salary Survey	291	16	1957		12/31/80	Destroyed on site
	✓ Blue Cross Correspondence	291	17	1969		12/31/80	Destroyed on site
	✓ Group Travel Insurance	291	18	1968		12/31/80	Destroyed on site
	✓ Requests for Travel Approval	291	19	1959		12/31/80	Destroyed on site
	✓ Wash. Metro Area Transit Commission	291	20	1960-1971		12/31/80	Destroyed on site
	✓ Annual Survey of Government Employment	291	21	1953-1972		12/31/80	Destroyed on site
	✓ Miscellaneous Correspondence	291	22	1969-1972		12/31/80	Destroyed on site
	✓ Miscellaneous Correspondence	291	23	1967-1969		12/31/80	Destroyed on site
	✓ Miscellaneous Correspondence	291	24	1968		12/31/80	Destroyed on site

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

Ronald E. Hawkins
 Signature

EXECUTIVE SECRETARY
 Title

1/21/81
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
F17.68(2)	✓ Environmental Surcharge Correspondence	291	25	1976		12/31/80	Destroyed on site
	✓ Environmental Surcharge	291	26	1975		12/31/80	Destroyed on site
	✓ Environmental Surcharge	291	27	1973-1974		12/31/80	Destroyed on site

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

Ronald E. Hawkins

Signature

EXECUTIVE SECRETARY

Title

1/21/81

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

PREPARE IN DUPLICATE

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.68(3)	✓ Excludable Sick Leave	291	1	1959-1972	2 cu. ft.	12/31/80	Destroyed on site
	✓ Sick Leave Records	291	2	1948-1952		12/31/80	Destroyed on site
	✓ Certificates of Eligibles	291	3	1963-1971		12/31/80	Destroyed on site
	✓ Leave of Absence Requests and Approvals	291	4	1936-1971		12/31/80	Destroyed on site
	✓ Certifications of Eligibles	291	5	1956-1962		12/31/80	Destroyed on site
	✓ Request for Position Action	291	6	1931-1971		12/31/80	Destroyed on site
	✓ Request for Temporary Appointments	291	7	1941-1968		12/31/80	Destroyed on site
	✓ Loyalty Pledges	291	8	1949-1951		12/31/80	Destroyed on site
	✓ Physicals	291	9	1924-1970		12/31/80	Destroyed on site
	✓ Classification Surveys	291	10	1939-1952		12/31/80	Destroyed on site
	✓ Classification Survey	291	11	1953		12/31/80	Destroyed on site
	✓ Classification Survey	291	12	1953		12/31/80	Destroyed on site

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
F17.68(3)	✓ Revised Procedure on Inter- changable Classifications	291	13	1967		12/31/80	Destroyed on site
	✓ Classification Survey	291	14	1963		12/31/80	Destroyed on site
	✓ Classification Survey	291	15	1963		12/31/80	Destroyed on site
	✓ Gasoline Credit Card Receipts	291	16	1966-1967		12/31/80	Destroyed on site

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

Ronald E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

PREPARE IN DUPLICATE

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.68(4)	✓ Efficiency Ratings	291	1	1936-1966	2 cu. ft.	12/31/80	Destroyed on site
	✓ Probationary Period Completions	291	2	1932-1970		12/31/80	Destroyed on site
	✓ Employee's Incentive Award Program	291	3	1960-1969		12/31/80	Destroyed on site
	✓ Blue Cross Material	291	4	1959-1964		12/31/80	Destroyed on site
	✓ Blue Cross Payroll Deduction Authorizations	291	5	1952-1965		12/31/80	Destroyed on site
	✓ Travelers Insurance - Application for Ind. Converted Policy	291	6	1966		12/31/80	Destroyed on site
	✓ Hospitalization Deduction Authorizations	291	7	1967-1968		12/31/80	Destroyed on site
	✓ MCEA Group Life Insurance Literature	291	8	1951		12/31/80	Destroyed on site
	✓ MCEA Group Life Authorizations	291	9	1951-1960		12/31/80	Destroyed on site
	✓ MCEA Payroll Deduction Authorizations	291	10	1954-1963		12/31/80	Destroyed on site
	✓ CICA Deduction Authorization	291	11	---		12/31/80	Destroyed on site

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

Ronald E. Hawkins
 Signature

EXECUTIVE SECRETARY

Title

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

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Public Service Commission

Reporting Agency

Administration

Division or Bureau

PREPARE IN DUPLICATE

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.68(4)	✓ Commercial Insurance Co. of Newark Deduction Authorizations	291	12	1953-1954		12/31/80	Destroyed on site
	✓ Community Chest Deduction Authorizations	291	13	1954-1963		12/31/80	Destroyed on site
	✓ Employee Credit Union - Authorization and Literature	291	14	1953-1958		12/31/80	Destroyed on site
	✓ U.S. Savings Bond Authorizations and Literature	291	15	1942-1965		12/31/80	Destroyed on site
	✓ Blood Assurance Program	291	16	1965		12/31/80	Destroyed on site
	✓ Miscellaneous Personnel Correspondence	291	17	1926-1967		12/31/80	Destroyed on site
	✓ Service Emblems Certificates	291	18	1954-1968		12/31/80	Destroyed on site
	✓ Suspension - Disciplinary Action	291	19	1960-1961		12/31/80	Destroyed on site
	✓ Resignations	291	20	1924-1962		12/31/80	Destroyed on site
	✓ Cutoff Information Record File	291	21	1959-1963		12/31/80	Destroyed on site
	✓ Retirement Certifications	291	22	1941-1972		12/31/80	Destroyed on site

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

Ronald E. Hawkins
 Signature

EXECUTIVE SECRETARY

1/21/81
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F17.68(4)	✓ Retirement Correspondence	291	23	1936-1971		12/31/80	Destroyed on site
	✓ Retirement System Terminations	291	24	1951-1960		12/31/80	Destroyed on site
	✓ Personnel Reclassifications	291	25	1924-1971		12/31/80	Destroyed on site
	✓ Acknowledgement of Report of Vacancy	291	26	1950-1951		12/31/80	Destroyed on site
	✓ Changes in Personnel	291	27	1935-1953		12/31/80	Destroyed on site
	✓ Report of Vacancy	291	28	1948-1954		12/31/80	Destroyed on site
	✓ Employment Applications and Correspondence	291	29	1940-1956		12/31/80	Destroyed on site

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

Ronald E. Hawkins
 Signature

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
F17.68(5)	✓ Payroll	291	1	1959-1961	2 cu. ft.	12/31/80	Destroyed on site
	✓ Appropriation - General Fund	291	2	1961		12/31/80	Destroyed on site
	✓ Budget Correspondence	291	3	1961		12/31/80	Destroyed on site
	✓ Revolving Fund Increase Correspondence	291	4	1959		12/31/80	Destroyed on site
	✓ Receipts	291	5	1961		12/31/80	Destroyed on site
	✓ Cancelled Checks & Bank State- ments	291	6	1961		12/31/80	Destroyed on site
	✓ Statement of Balance - Con- troller of the Treasury	291	7	1961		12/31/80	Destroyed on site
	✓ BBI's - Dept. of Budget & Pro- curement	291	8	1961		12/31/80	Destroyed on site
	✓ Disbursements	291	9	1961		12/31/80	Destroyed on site
	✓ Disbursements	291	10	1961		12/31/80	Destroyed on site
	✓ Requisitions & Contract Awards	291	11	1961		12/31/80	Destroyed on site
	✓ Disbursements	291	12	1960		12/31/80	Destroyed on site

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

Ronald E. Hawkin
 Signature

EXECUTIVE SECRETARY

Title

1/21/81
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission
 Reporting Agency

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.				
F17.68(5)	✓ Disbursements	291	13	1960		12/31/80	Destroyed on site
	✓ Appropriations - General Fund	291	14	1960		12/13/80	Destroyed on site
	✓ Budget	291	15	1960		12/31/80	Destroyed on site
	✓ Filing Fees	291	16	1959		12/31/80	Destroyed on site
	✓ Receipts	291	17	1960		12/31/80	Destroyed on site
	✓ Cancelled Checks & Bank Statements	291	18	1960		12/31/80	Destroyed on site
	✓ Statements of Balances- Controller of the Treasury	291	19	1960		12/31/80	Destroyed on site
	✓ BBI's - Dept. of Budget & Procurement	291	20	1960		12/31/80	Destroyed on site
	✓ Requisition & Contract Awards	291	21	1960		12/31/80	Destroyed on site
	✓ Records & Service Agreement	291	22	1965		12/31/80	Destroyed on site

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

Ronald E. Hawken
 Signature

EXECUTIVE SECRETARY
 Title

1/21/81

PS ✓

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

CERTIFICATE OF RECORDS DISPOSAL

Allegany County Health Department

Reporting Agency

Physical Health - Record Room

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	Immunization Records - MCH-7	774	2	B.D. 1956 - 1959	1 cubic ft.	6/2/80	Shredder
2	Hearing, Vision, Cardiac Case Records	774	11	Last entry date: 1955 to 1970.	1 cubic ft.	10/22/80	Shredder
3	Immunization Records - MCH-7	774	2	B.D. of 1959	1 cubic ft.	10/22/80	Shredder
4	Venereal Disease Records	774	17	Last entry dates: 1934 to 1960	½ cubic ft.	2/2/81	Shredder
5	Tuberculosis Control Records	774	14	Last entry dates: 1960 to 1977	15 cubic ft.	2/2/81	Shredder

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

Deane M. Bridges
Signature

Health Records Prac. I
Title

2-2-81
Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

LICENSING & REGULATION

Reporting Agency

STATE BOARD OF COSMETOLOGISTS

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	BI-WEEKLY TIME REPORTS	612-1	#2	1976 FISCAL YEAR		2/3/81	SHREDDING
2	BI-WEEKLY TIME REPORTS	612-1	#2	PRIOR TO JULY 1977		"	"
3	DAILY LICENSE RENEWAL REPORT	612-1	#2	1976 FISCAL YEAR		"	"
4	EXPENSE VOUCHERS	612-1	#2	JULY 1972-1975		"	"
5	FISCAL YEAR SUMMARY OF DAILY RECEIPTS	612-1	#2	1977 FISCAL YEAR		"	"
6	PAYROLL	612-1	#2	1977 FISCAL YEAR		"	"
TOTAL:					1.2		

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

Signature

EXECUTIVE DIRECTOR

Title

FEBRUARY 2, 1981

Date

AS

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Health and Mental Hygiene

Reporting Agency

Montrose School 32.02.05

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.	Purchasing Records	649	1C	1972-1977	14.0	1/81	Shredded & Trash Disposal
2.	General Accounting Records (Transmittals)	649	1B	1965, 1966 & 1975	1.5	1/81	" "
3.	Miscellaneous Accounting Records (Time Sheets)	649	1F	FY 1975 & '74	1.5	1/81	" "
4.	Budget & Fiscal Planning Records (Personnel Transactions)	649	1D	FY 1974	.5	1/81	" "
5.	Miscellaneous Accounting Records (Personnel Transactions)	649	1F	FY 1972	1	1/81	" "
6.	Miscellaneous Accounting Records (O/T Authorizations & Monthly Overtime Reports)	649	1F	FY 1973	.5	1/81	" "

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

William C. Shump &
Signature

Business Manager
Title

2/13/81
Date

PA

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

Administration 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.				
1.	Time Sheets	727-A	54	1972-1976	4 feet	Jan. '81	Trash Collection
2.	Unofficial Personnel Files	727-A	61	1969-1975	4 feet	Jan. '81	
3.	Employee Leave Records	727-A	65	1969-1975	1 foot	Jan. '81	

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

Cynthia Fletcher

Signature

Personnel Director

Title

2/18/81

Date

TRANSMITTAL SLIP

DATE 2-20-81

TO: Mr. Gerald Turek

FROM: Jim Noonan - MVA

- | | |
|---|---|
| <input type="checkbox"/> NOTE & FILE | <input type="checkbox"/> PER YOUR REQUEST |
| <input type="checkbox"/> NOTE & RETURN | <input type="checkbox"/> PER OUR CONVERSATION |
| <input type="checkbox"/> NOTE & SEE ME | <input type="checkbox"/> FOR YOUR APPROVAL |
| <input type="checkbox"/> FOR YOUR COMMENTS | <input type="checkbox"/> FOR YOUR INFORMATION |
| <input type="checkbox"/> FOR YOUR SIGNATURE | <input checked="" type="checkbox"/> TAKE APPROPRIATE ACTION |
| <input type="checkbox"/> PREPARE REPLY FOR SIGNATURE OF _____ | |

COMMENTS:

PHIL

PLEASE FILE

DEPARTMENT OF GENERAL SERVICES

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

*RIC Approved.
 Destroyed 2/11/81
 mfg*



CERTIFICATE OF RECORDS DISPOSAL

MOTOR VEHICLE ADMINISTRATION

Reporting Agency

CASH RECEIPTS, AUDITS AND STATISTICS SECTION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
F.	MISCELLANEOUS ACCOUNTING RECORDS: Receipt Copies Validation Tapes	701	1	9/1/77 thru 1/4/78	18 cu.ft. <i>JA</i>	2/11/81	Incinerator

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

Robert K... [Signature]

 Signature

Director, Finance & Statistics

 Title

2/19/81

 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPARTMENT OF FISCAL SERVICES
Reporting Agency
Division of Audits

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Audit Workpapers	189	3	FY1969-FY1970	20	1/81	Shredded (manually)
2	Accounting Records	189	5	7/1/74-6/30/75	4	1/81	Shredded (manually)
3	Correspondence and Miscellaneous Files	189	8	7/1/75-6/30/76	3	1/81	Shredded (manually)

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

Charles E. Rozyca
Signature

DEPUTY LEGISLATIVE AUDITOR

Title

February 23, 1981

Date

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

Department of Fiscal Services
 Reporting Agency

Division of Fiscal Research
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Accounting Records*	189	5	7/1/74-6/30/75	1	1/81	Shredded (manually)
	*Records maintained by the Division of Audits						

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

Charles J. Piazza
 Signature

DEPUTY LEGISLATIVE AUDITOR
 Title

February 23, 1981
 Date

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

Department of Fiscal Services
 Reporting Agency

Division of Budget Review
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Accounting Records* *Records maintained by the Division of Audits	189	5	7/1/74-6/30/75	1	1/81	Shredded (manually)

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

Charles E. Piazza
 Signature

DEPUTY LEGISLATIVE AUDITOR
 Title

February 23, 1981
 Date

PS

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

Department of Fiscal Services
 Reporting Agency
Division of Administration
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Accounting Records* * Records maintained by the Division of Audits	189	5	7/1/74-6/30/75	1	1/81	Shredded (manually)

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

Charles E. Piazza
 Signature

DEPUTY LEGISLATIVE AUDITOR
 Title

February 23, 1981
 Date

WORKPAPERS DESTROYED

JANUARY, 1981

<u>AGENCY</u>	<u>PERIOD</u>
Commission on Medical Discipline	7/1/69 - 6/30/70
State Board of Medical Examiners	6/1/68 - 6/30/70
Henryton State Hospital	7/1/68 - 6/30/70
Maryland Council for Higher Education	7/1/67 - 6/30/70
Maryland Higher Education Loan Corporation	7/1/68 - 6/30/70
State Highway Administration	7/1/68 - 6/30/70
Toll Facilities Department	7/1/68 - 6/30/70
Home Improvement Commission	7/1/66 - 6/30/68
Home Improvement Commission	7/1/69 - 6/30/70
State Board of Horse Riding Stables	7/1/69 - 6/30/70
Comptroller - Income Tax Division	7/1/68 - 6/30/70
Department of Juvenile Services	7/1/68 - 6/30/70
Mental Hygiene Administration	7/1/69 - 6/30/70
Board of Examiners of Moving Picture Machine Operators	7/1/67 - 6/30/70
Department of Natural Resources - Office of Secretary	7/1/69 - 6/30/70
State Board of Examiners of Nurses	7/1/68 - 6/30/70
Ocean City Convention Hall Commission	7/1/67 - 6/30/70
Board of Examiners of Optometry of State of Maryland	7/1/68 - 6/30/70
Board of Parole	7/1/68 - 6/30/70
State Board of Commissions of Practical Plumbing	7/1/67 - 6/30/70
Maryland Police Training Commission	7/1/68 - 6/30/70
State Scholarship Board	7/1/68 - 6/30/70
Secretary of State	7/1/68 - 6/30/70
Springfield State Hospital	7/1/68 - 6/30/70
State Tobacco Warehouse	7/1/68 - 6/30/70
State Tobacco Authority	7/1/68 - 6/30/70
Maryland Traffic Safety Commission	7/1/68 - 6/30/70
State Treasurer	7/1/69 - 6/30/70
Unsatisfied Claim and Judgment Fund Board	7/1/69 - 6/30/70
State Board of Veterinary Medical Examiners	7/1/67 - 6/30/70
Department of Water Resources	7/1/67 - 6/30/70
Maryland State Board of Well Drillers	7/1/68 - 6/30/70
Central Licensing Office	7/1/67 - 6/30/70
State Employee Standard Salary Board	7/1/69 - 6/30/70
Maryland Agriculture Commission	7/1/68 - 6/30/70
State Commission on Problems of the Aging	7/1/68 - 6/30/70
Architectural Registration Board	7/1/68 - 6/30/70
Baltimore City Police Department Death Relief Fund	7/1/68 - 6/30/70
State Bank Commissioners	7/1/68 - 6/30/70
Board of Barber Examiners of the State of Maryland	7/1/68 - 6/30/70
Board of Public Works	7/1/68 - 6/30/70
Maryland State Broadcasting Commission	7/1/68 - 6/30/70
Buildings, Savings and Loan Associations	7/1/68 - 6/30/70
Annapolis Public Buildings and Grounds	7/1/68 - 6/30/70
State Board of Chiropractic Examiners	7/1/68 - 6/30/70

WORKPAPERS DESTROYED

JANUARY, 1981

<u>AGENCY</u>	<u>PERIOD</u>
Maryland Children's Center	7/1/68 - 6/30/70
Department of Chesapeake Bay Affairs	7/1/68 - 6/30/70
Central Payroll Bureau	7/1/68 - 6/30/70
State Board for Community Colleges	7/1/69 - 6/30/70
Civil Defense Agency	7/1/68 - 6/30/70
Commissioner of Small Loans	7/1/68 - 6/30/70
Administrator of Loan Laws	7/1/67 - 6/30/68
Department of Correctional Services	7/1/67 - 6/30/70
Crownsville State Hospital	7/1/68 - 6/30/70
Data Processing Division	7/1/68 - 6/30/70
Criminal Injuries Compensation Board	7/1/68 - 6/30/70
Clifton T. Perkins State Hospital	7/1/68 - 6/30/70
Abandoned Property Division	7/1/68 - 6/30/70
Rosewood State Hospital	7/1/68 - 6/30/70
Correctional Institution - Hagerstown	7/1/69 - 6/30/70
Department of Public Improvements	7/1/68 - 6/30/70
Potomac River Fisheries Commission	7/1/69 - 6/30/70
Department of Personnel - Office of Secretary	7/1/67 - 6/30/70
Maryland Penitentiary	7/1/69 - 6/30/70
Maryland State Police	7/1/69 - 6/30/70
Racing Commission	7/1/68 - 6/30/70
Maryland Arts Council	7/1/67 - 6/30/70
Eastern Shore State Hospital	7/1/68 - 6/30/70
State Administrative Board of Election Laws	7/1/69 - 6/30/70
Board of Examining Engineers	7/1/67 - 6/30/70
State Board of Registration for Professional Engineers and Land Surveyors	7/1/68 - 6/30/70
Fish and Wildlife Administration	7/1/69 - 6/30/70
Greater Baltimore Consolidated Wholesale Food Market Authority	7/1/67 - 6/30/70
Department of Forest and Parks	7/1/69 - 6/30/70
Maryland Geological Survey	7/1/67 - 6/30/70
Maryland Geological Survey - Bureau of Mines	7/1/68 - 6/30/70
Governor	7/1/68 - 6/30/70
University of Maryland - Baltimore Schools	7/1/67 - 6/30/70
University Hospital	7/1/67 - 6/30/70
University of Maryland - Heidelberg	7/1/68 - 6/30/70
" " " - Munich	7/1/68 - 6/30/70
" " " - Eastern Shore	7/1/67 - 6/30/70
" " " - Far East	7/1/67 - 6/30/70
" " " - 1969 FY Trial balances	
" " " - 1970 FY Trial balances	
" " " - 1967 FY Trial balances	
" " " - Baltimore County Campus	7/1/68 - 6/30/69
" " " - 1965 FY Trial balances	
" " " - Closing entries 6/30/74	
" " " - 1966 FY Trial balances	
Baltimore City - Clerk of Circuit Court #2	7/1/70 - 7/31/70
Baltimore City - Clerk of Circuit Court #2	8/3/70 - 11/30/70

WORKPAPERS DESTROYED

JANUARY, 1981

<u>AGENCY</u>	<u>PERIOD</u>
University of Maryland - 1963 FY Trial Balances	7/1/67 - 6/30/69
University of Maryland - 1968 FY Trial Balances	7/1/67 - 6/30/69
University of Maryland - College Park	7/1/67 - 6/30/69
Bowie State College	7/1/68 - 6/30/70
St. Mary's College	7/1/69 - 6/30/70
Post Mortem Examiners	7/1/68 - 6/30/70
Alleghany County Register of Wills	7/1/68 - 6/30/70
Anne Arundel County Register of Wills	7/1/68 - 6/30/70
Caroline County Register of Wills	7/1/68 - 6/30/70
Liquor Control Board of Caroline County	12/1/59 - 2/8/60
Carroll County Register of Wills	7/1/68 - 6/30/70
Cecil County Register of Wills	7/1/68 - 6/30/70
Frederick County Register of Wills	7/1/67 - 6/30/69
Garrett County Register of Wills	7/1/68 - 6/30/70
Harford County Register of Wills	7/1/67 - 6/30/69
Howard County Register of Wills	7/1/68 - 6/30/70
Montgomery County Register of Wills	7/1/67 - 6/30/70
Queen Anne County Register of Wills	7/1/68 - 6/30/70
St. Mary's County Register of Wills	7/1/68 - 6/30/70
Somerset County Register of Wills	7/1/68 - 6/30/70
Talbot County Register of Wills	7/1/67 - 6/30/69
Washington County Register of Wills	7/1/67 - 6/30/69
Wicomico County Register of Wills	7/1/67 - 6/30/69
Baltimore City - Clerk of Circuit Court	7/1/68 - 6/30/70
Baltimore City - Clerk of City Court	7/1/68 - 6/30/70
Baltimore City - Clerk of Superior Court	7/1/68 - 6/30/70
Baltimore City - Trust Clerk to the Supreme Bench	7/1/68 - 6/30/70
Alleghany County Clerk of Circuit Court	12/2/68 - 11/30/70
Anne Arundel County Clerk of Circuit Court	7/1/68 - 6/30/70
Caroline County Clerk of Circuit Court	7/1/68 - 6/30/70
Carroll County clerk of Circuit Court	7/1/68 - 6/30/70
Cecil County Clerk of Circuit Court	7/1/68 - 6/30/70
Dorchester County Clerk of Circuit Court	7/1/68 - 6/30/70
Garrett County Clerk of Circuit Court	7/1/68 - 6/30/70
Howard County Clerk of Circuit Court	7/1/68 - 6/30/70
Montgomery County Clerk of Circuit Court	7/1/67 - 6/30/70
St. Mary's County Clerk of Circuit Court	7/1/68 - 6/30/70
Somerset County Clerk of Circuit Court	7/1/68 - 6/30/70
Queen Anne's County Clerk of Circuit Court	7/1/68 - 6/30/70
Wicomico County Clerk of Circuit Court	7/1/67 - 6/30/69
Alleghany County - Collector of State Taxes	7/1/68 - 6/30/70
Anne Arundel County - Collector of State Taxes	7/1/68 - 6/30/70
Caroline County - Collector of State Taxes	7/1/68 - 6/30/70
Carroll County - Collector of State Taxes	7/1/68 - 6/30/70
Cecil County - Collector of State Taxes	7/1/68 - 6/30/70
Montgomery County - Collector of State Taxes	7/1/68 - 6/30/70
Queen Anne County - Collector of State Taxes	7/1/68 - 6/30/70
St. Mary's County - Collector of State Taxes	7/1/68 - 6/30/70
Somerset County - Collector of State Taxes	7/1/68 - 6/30/70
Baltimore City - Clerk of Circuit Court #2	7/1/69 - 6/30/70

DGS

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

CERTIFICATE OF RECORDS DISPOSAL

M S DE

Reporting Agency

OFFICE OF Management Systems

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	old request for approval forms	0633	3	1975-76	1/2	2-25-81	trash

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

Bertha M. Cornick

Signature

Specialist

Title

Feb 25-81

Date

March 1981

478 cu. ft.

DEPARTMENT OF GENERAL SERVICES

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

PH ✓

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

Administration

Division or Bureau

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		Retention Sched. No.	Item No.				
17.70(1)	✓ Travel Computations	312	1	1970	2 cu. ft.	12/31/80	Destroyed on site
	✓ Misc. Correspondence	312	2	1970		12/31/80	Destroyed on site
	✓ Correspondence - Taken over by Queen City Bus Lines	312	3	1970		12/31/80	Destroyed on site
	✓ Absence Reports & Time Cards	312	4	1970		12/31/80	Destroyed on site
	✓ Motor Vehicle Records	312	5	1970		12/31/80	Destroyed on site
	✓ Monthly Summary of State Funds Collected and Deposited	312	6	1970		12/31/80	Destroyed on site
	✓ Statement of Balances - Comptroller of the Treasury	312	7	1970		12/31/80	Destroyed on site
	✓ Filing Fees	312	8	1970		12/31/80	Destroyed on site
	✓ Receipts	312	9	1970		12/31/80	Destroyed on site
	✓ Disbursements	312	10	1970		12/31/80	Destroyed on site
	✓ Disbursements	312	11	1970		12/31/80	Destroyed on site
	✓ Appropriation - General Fund	312	12	1970		12/31/80	Destroyed on site

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

P. E. Hawkins

Signature

EXECUTIVE SECRETARY

Title

1/21/81

PHS

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission
Reporting Agency

Administration
Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
17.70(1)	✓ Payroll	312	13	1970		12/31/80	Destroyed on site
	✓ Budgetary Summaries	312	14	1970		12/31/80	Destroyed on site
	✓ Cancelled Checks & Bank State- ments	312	15	1970		12/31/80	Destroyed on site
	✓ Taxicab License Fees	312	16	1970		12/31/80	Destroyed on site
	✓ Meter Calibrations	318	17	1970		12/31/80	Destroyed on site
	✓ Requisition and Contract Awards	312	18	1970		12/31/80	Destroyed on site

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

R. E. Hawkins

Signature

EXECUTIVE SECRETARY

Title

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

PLD

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
17.70(2)	✓ Correspondence - Filing Fees	312	1	1968	2 cu. ft.	12/31/80	Destroyed on site
	✓ Filing Fees	312	2	1968		12/31/80	Destroyed on site
	✓ Filing Fees	312	3	1967		12/31/80	Destroyed on site
	✓ Correspondence - Filing Fees	312	4	1967		12/31/80	Destroyed on site
	✓ Check sheets - Filing Fees	312	5	1967		12/31/80	Destroyed on site
	✓ Filing Fees	312	6	1966		12/31/80	Destroyed on site
	✓ Filing Fees	312	7	1967		12/31/80	Destroyed on site
	✓ Filing Fees	312	8	1966		12/31/80	Destroyed on site
	✓ Filing Fees - Check Sheets	312	9	1966		12/31/80	Destroyed on site
	✓ Filing Fees	312	10	1965		12/31/80	Destroyed on site
	✓ Correspondence - Filing Fees	312	11	1966		12/31/80	Destroyed on site
	✓ Filing Fees	312	12	1964		12/31/80	Destroyed on site

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

R. E. Hawkins
 Signature

EXECUTIVE SECRETARY

1/21/81

PS

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission
Reporting Agency

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Division or Bureau

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		Retention Sched. No.	Item No.				
17.70(2)	✓ Filing Fee Returns - Check List	312	13	1964		12/31/80	Destroyed on site
	✓ Filing Fees	312	14	1965		12/31/80	Destroyed on site
	✓ Filing Fees	312	15	1963		12/31/80	Destroyed on site
	✓ Check Lists	312	16	1966		12/31/80	Destroyed on site
	✓ Filing Fees - Correspondence	312	17	1964		12/31/80	Destroyed on site
	✓ Filing Fees	312	18	1963		12/31/80	Destroyed on site
	✓ Filing Fee Returns - Check Sheets	312	19	1963		12/31/80	Destroyed on site
	✓ Filing Fee Correspondences Relative to Differences	312	20	1964		12/31/80	Destroyed on site
	✓ Filing Fee Returns	312	21	1964		12/31/80	Destroyed on site
	✓ Filing Fee Returns - Check Sheets	312	22	1962		12/31/80	Destroyed on site
✓ Filing Fees	312	23	1963		12/31/80	Destroyed on site	

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

R. E. Hawkins
Signature

EXECUTIVE SECRETARY

Title

1/24/81

Date

PH

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
17.70(3)	✓ Filing Fee Returns	312	1	1958	2 cu. ft.	12/31/80	Destroyed on site
	✓ Filing Fee (Workpapers)	312	2	1958		12/31/80	Destroyed on site
	✓ Filing Fees	312	3	1959		12/31/80	Destroyed on site
	✓ Correspondence (Filing Fee)	312	4	1959		12/31/80	Destroyed on site
	✓ Correspondence (Filing Fee)	312	5	1960		12/31/80	Destroyed on site
	✓ Correspondence (Filing Fee)	312	6	1961		12/31/80	Destroyed on site
	✓ Filing Fees	312	7	1960		12/31/80	Destroyed on site
	✓ Filing Fees	312	8	1961		12/31/80	Destroyed on site
	✓ Correspondence	312	9	1960		12/31/80	Destroyed on site
	✓ Filing Fees	312	10	1962		12/31/80	Destroyed on site
	✓ Filing Fees Reports	312	11	1960		12/31/80	Destroyed on site
	✓ Filing Fees	312	12	1961		12/31/80	Destroyed on site

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

R. E. Hawkins

EXECUTIVE SECRETARY

1/21/81

JH

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
17.70(3)	✓ Filing Fee Returns - Check Sheets	312	13	1961		12/31/80	Destroyed on site
	✓ Detailed Accounts Gross Receipts	312	14	1958-1962		12/31/80	Destroyed on site
	✓ Correspondence	312	15	1968		12/31/80	Destroyed on site
	✓ Filing Fees	312	16	1969		12/31/80	Destroyed on site
	✓ Payroll Class Distribution	312	17	1968-1969		12/31/80	Destroyed on site
	✓ Correspondence - Filing Fees	312	18	1969		12/31/80	Destroyed on site
	✓ Correspondence	312	19	1968		12/31/80	Destroyed on site
	✓ Filing Fees - Taxi Cabs	312	20	1958-1961		12/31/80	Destroyed on site
	✓ Detailed Accounts - Gross Receipts	312	21	1958-1961		12/31/80	Destroyed on site
	✓ Detailed Accounts - Gross Receipts	312	22	1958-1961		12/31/80	Destroyed on site
✓ Disbursements	312	23	1965		12/31/80	Destroyed on site	

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

R. E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
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		Retention Sched. No.	Item No.				
17.70(4)	✓ Leave Records	312	1	1972	2 cu. ft.	12/31/80	Destroyed on site
	✓ Budgetary Records	312	2	1972		12/31/80	Destroyed on site
	✓ State Funds Collected And Deposited	312	3	1972		12/31/80	Destroyed on site
	✓ Correspondence	312	4	1972		12/31/80	Destroyed on site
	✓ Statement of Balances	312	5	1972		12/31/80	Destroyed on site
	✓ Requisition and Contract Awards	312	6	1972		12/31/80	Destroyed on site
	✓ Requisition and Contract Awards	312	7	1972		12/31/80	Destroyed on site
	✓ Payroll	312	8	1972		12/31/80	Destroyed on site
	✓ Employee Distribution Reports	312	9	1972		12/31/80	Destroyed on site
	✓ Cancelled Checks & Bank Statements	312	10	1972		12/31/80	Destroyed on site
	✓ Receipts	312	11	1972		12/31/80	Destroyed on site
	✓ Appropriation - General Funds	312	12	1972		12/31/80	Destroyed on site

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

R. E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

PH

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

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		Retention Sched. No.	Item No.				
17.70(4)	✓ Filing Fees	312	13	1972		12/31/80	Destroyed on site
	✓ Disbursements	312	14	1972		12/31/80	Destroyed on site
	✓ Disbursements	312	15	1972		12/31/80	Destroyed on site
	✓ Time Sheets	312	16	1972		12/31/80	Destroyed on site
	✓ Personnel Correspondence	312	17	1972		12/31/80	Destroyed on site
	✓ Gasoline Charge Card Receipts	312	18	1971-1972		12/31/80	Destroyed on site

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

R. E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

PL

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission
 Reporting Agency

Administration
 Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
17.70(5)	✓ Payroll Printouts	312	1	1970-1971	2 cu. ft.	12/31/80	Destroyed on site
	✓ Correspondence	312	2	1971		12/31/80	Destroyed on site
	✓ Absence Reports and Time Sheets	312	3	1971		12/31/80	Destroyed on site
	✓ Requisition and Contract Awards	312	4	1971		12/31/80	Destroyed on site
	✓ Motor Vehicle Records	312	5	1971		12/31/80	Destroyed on site
	✓ Statement of Balances (Comptroller of the Treasury)	312	6	1971		12/31/80	Destroyed on site
	✓ Budgetary Summaries	312	7	1971		12/31/80	Destroyed on site
	✓ Cancelled Checks and Bank Statements	312	8	1971		12/31/80	Destroyed on site
	✓ Filing Fees	312	9	1971		12/31/80	Destroyed on site
	✓ Receipts	312	10	1971		12/31/80	Destroyed on site
	✓ General Fund Appropriation	312	11	1971		12/31/80	Destroyed on site
	✓ Monthly Summary of State Funds Collected and Deposited	312	12	1971		12/31/80	Destroyed on site

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

R. E. Hawkin

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

CPJ

CERTIFICATE OF RECORDS DISPOSAL

Public Service Commission

Reporting Agency

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.				
17.70(5)	✓ Fees - Taxicab Drivers' Licenses	312	13	1971		12/31/80	Destroyed on site
	✓ Meter Calibrations	318	14	1971		12/31/80	Destroyed on site
	✓ Biweekly Time Sheets	312	15	1969-1971		12/31/80	Destroyed on site
	✓ Disbursements	312	16	1970		12/31/80	Destroyed on site
	✓ Disbursements	312	17	1971		12/31/80	Destroyed on site
	✓ Payroll	312	18	1971		12/31/80	Destroyed on site
	✓ Duplicate - Copies of Bills Issued	312	19	1970		12/31/80	Destroyed on site

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

R. E. Hawkins

EXECUTIVE SECRETARY

1/21/81

DEPARTMENT OF GENERAL SERVICES

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

PHS ✓

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

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 Finance Payroll 1969 Public Works Cost Distribution	C-292	6	1969	1	2/2/81	SHREDDER/ LANDFILL
2	" " " "	"	"	1964	"	"	"
3	" " " "	"	"	1965	"	"	"
4	" " " "	"	"	1969	"	"	"
5	" " " "	"	"	1966	"	"	"
6	" " " "	"	"	1970	"	"	"
7	Fixed Payments	"	"	7/68-6/69	"	"	"
8	" " " "	"	"	7/67-6/68	"	"	"
9	" " " "	"	"	7/66-6/67	"	"	"
10	" " " "	"	"	1969-1970	"	"	"
11	Metropolitian Labor Cost Dist.	"	"	1/1963-12/1963	"	"	"
12	" " " "	"	"	1/66-6/66	"	"	"
13	" " " "	"	"	1/65-12/65	"	"	"
14	" " " "	"	"	1/64-12/64	"	"	"
15	" " " "	"	"	1/66-6/68	"	"	"
16	Metropolitian Pay Cost Dist Payroll	"	"	7/66-12/66	"	"	"
17	" " " "	"	"	6/23/69-12/28/69	"	"	"
18	" " " "	"	"	7/67- 12/67	"	"	"

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

Frank B. Thornton
 Signature

Records Mgmt Officer
 Title

3-2-81
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County Office of Central Services

Reporting Agency

Records Management

Division 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 Con't GENERAL INCREMENT & COST OF LIVING INCREMENT	C-396	1		1	2/2/81	SHREDDER/ LANDFILL
20	Credit Union	C-292	6	8/69-6/70	1	"	"
21	Trucks & Equipment Distribution			7/64-12/66	1	"	"
22	Maryland Employees Union dues			1/70-12/71	1	"	"
23	STATE'S ATTORNEY CRIMINAL FILE Case " 2906 1970	C-410	1	1970	1	2/4/81	"
24	FINANCE *REVENUE Cashier's Office Completed Bid Forms	C-287	18	1977	1	2/4/81	"
25	Tax Credit Circuit Breaker Appli- cations Written Request	C-316	19	1975-76	1	2/12/81	"
26	Phone Request for Circuit Breaker Applications,	C-316	"	"	"	"	"
27	Written Requests for Tax Credit Circuit Breaker Applications	"	"	"	"	"	"

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


 Signature


 Title

3-2-81
 Date

DEPARTMENT OF GENERAL SERVICES

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

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

Baltimore County Office of Central Services

Reporting Agency

Records Management

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
28	FINANCE-REVENUE DIVISION CON'T. Tax Credit Circuit Breaker Appli- cations 12-20 thru 13-11 13-12 " 1406 14-07 " 1501 15-02 " 15-10 15-11 " 15-19 12-05 " 12-19 15-20 " 15-26	C/316	19	1975-1976	6	2/12/81	SHREDDER/ LANDFILL
29	Return mail-Reports transfers & written requests	C-316	19	1975-76	1	"	"

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

Frank B. Harrison
Signature

Records Mgmt Officer
Title

3-2-81
Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County, Office of Central Services

Reporting Agency

Record Center # 3

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	Plans & Review Permits & License	C-286	2	1970-71-72	6	2/12/81	SHREDDER/ LANDFILL
2	Public Works Contract Files	C-377	1	1964-1968	19	"	"
3	Public Works Time Sheets	C-285	3	1976-1977	10	"	"
4	Health Dept. Patient Discharge Files	C-600	23	1975	6	"	"
5	Public Works Performance Sheets	C-435	2	1976-1977	11	"	"
6	Research & Public Affairs	C-454	1&2	1968-1975	35	"	"

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


 Signature


 Title

3-2-81
 Date

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

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

CERTIFICATE OF RECORDS DISPOSAL

Prince George's County Fire Department

Reporting Agency

Statistical Analysis & Records Division

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
9 bx.	MIRS Emergency Incident Reports	C-408		January 1, 1979 Incident # 00001 Through March 29, 1979 Incident # 17944		3/12/81	Landfill after Microfilming
<p>I hereby certify that the above listed records are available for immediate disposal.</p> <p><u>Anthony K. West</u> Fire Sergeant <u>2/19/81</u> Signature Title Date</p>							

9 cu. ft.

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

Howard V. Dove, Jr.
 Signature

Chief, Administrative Services
 Title

3/4/81
 Date

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

PHJ

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

Financial Responsibility 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.	Disbursement Vouchers	726	9	7-14-67 / 3-12-69	1	2/18/81	Recycled
2.	Closed accident case files and miscellaneous bank deposit slips, armored car receipts, 1st Police Summons	726	9	1-66 / 12-66	1	2/18/81	Recycled
3.	Disbursement Vouchers	726	9	7-6-65 / 6-23-67	1	2/18/81	Recycled
4.	Certificate of Deposit - Transmittals	726	9	7-6-59 / 6-28-63	1	2/18/81	Recycled
5.	Disbursement Vouchers	726	9	7-5-60 / 6-27-61	1	2/18/81	Recycled
6.	UMC (Uninsured Motorist Complaint) Cases	725	1	3-75 / 12-76	4	2/18/81	Recycled
					<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 9 cu. ft. </div>		

JH
3/30/81

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

Virginia Casani
Signature

Chief, F.R.
Title

3/6/81
Date

PH

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

Department 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 (Bid Sets) Charles County Prince George's Co.	713	505-1-D-6-a	1980	2.51	03/10/81	Trash Can
2	Baltimore City (C.D.'s) Charles County Prince George's Co.	713	505-1-D-6-b	1980	2.51	03/10/81	Trash Can
3	Baltimore City (D.D.s) Charles County Prince George's Co.	713	505-1-D-6-c	1978 - 1980	0.81	03/10/81	Trash Can
					<i>6 cu. ft.</i>		

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


Signature

Executive Director

Title

March 10, 1981

Date

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

CERTIFICATE OF RECORDS DISPOSAL

Prince George's County Police

Reporting Agency

Central Records and Identification 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.	Five-Finger Fingerprints (criminal)	L-9	2	1972-9	17	3/13/81	Incinerator
2.	Photo Negatives (ABC)	L-9	3	1975-77	7	3/13/81	Incinerator
3.	Ten-Finger Fingerprints (ABC)	L-9	4	1976-79	7	3/13/81	Incinerator
4.	Ten-Finger Fingerprints (SPO)	L-9	5	1970-80	1	3/13/81	Incinerator
5.	Court Dispositions (Traffic)	L-9	1	1977 ⁸	4	3/13/81	Incinerator

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

[Handwritten Signature]

Director

3/13/81

RECORDS MANAGEMENT DIVISION

Date -

TO - Phil

FROM - Mac

I checked all the items, they're OK.

Also I talked to Sgt Hutchins about the format, and putting record center items on the disposal certificate.

PLS

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

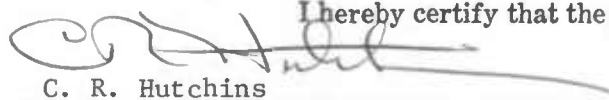
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Police
Reporting Agency

Prince Frederick Post "U" - 83
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
<u>ADM</u>							
1-2	Certificate of Record Disp.	1 yr ✓	647	1979		Jan 81	Destroyed
1-3	Biennial Record Holdings	2 yr ✓	"	1978		"	"
3-1	Special Orders - Inactive	3 yrs ✓	"	1977		"	"
4-1	Memoranda - Inactive	3 yrs ✓	"	1977		"	"
5	Status reports	5 yrs ✓	"	1975		"	"
7	Energy Conservation	3 yrs ✓	"	1977		"	"
9	Daily Bk Logs	3 yrs ✓	"	1977		"	"
10	Daily Radio logs	3 yrs ✓	"	1977		"	"
12	Command Meeting Minutes	3 yrs ✓	"	1977		"	"
12-1	Local Meeting Minutes	3 yrs ✓	"	1977		"	"
14	General Agency Corresp	3 yrs ✓	"	1977		"	"
<u>PER</u>							
1	Tp. Activity & leave Rpts	1 yr ✓	"	1979		"	"
1-1	Activity - Duty Hr & Leave Su.	1 yr ✓	"	1979		"	"
3	Leave & Duty Schedules	1 yr ✓	"	1979		"	"
4	Overtime/Comp Time Record	3 yrs ✓	"	1977		"	"
5	Aux - Uniform Personnel Records						
	5-10 A & S Rep. Closed	3 yrs ✓	"	1977		"	For 'd Med. Rec. Sec.
	5-12 Leave Record (205)	1 yr ✓	"	1979		"	Destroyed
	5-13 Req. for Training	3 yr ✓	"	1977		"	"
	5-14 Unf. Rec. Issue slip (111) & Req. for Supplier & Equip (120)	6 mo ✓	"	1980 Jan-Jun		"	"

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


C. R. Hutchins
Signature

First Sergeant - Acting Post Cmdr.
Title

3-16-81
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Police

Reporting Agency

Prince Frederick Post "U" - 83

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
<u>PER</u>							
8-1	Off Duty Use of Veh. Summary	1 yr ✓	"	1979		Jan 81	Destroyed
9	Weight checks	1 yr ✓	"	1979		"	"
11-4	Req. to Fill Vacancy	3 yr	"	1977		"	"
16	Incoming Transfer Req.	1 yr	"	1979		"	"
<u>FIS</u>							
1	Working Fund	1 yr ✓	647	1979		"	"
2	Invoices Fr'd for payment	1 yr ✓	"	1979		"	"
3	Budget Request Auth.	5 yr	"	1975		"	"
3-1	Cap. Equip. Inventory & Impr.	3 yr ✓	"	1977		"	"
3-2	M/V Accessories Inventory	3 yr ✓	"	1977		"	"
3-3	Ordinance Equip. Inventory	3 yr ✓	"	1977		"	"
3-4	Tactical Eq. Inventory	3 yr ✓	"	1977		"	"
<u>OPS</u>							
1	M/V Administration	1 yr ✓	"	1979		"	"
2	Applicant Invest	3 yr ✓	"	1977		"	"
3-1	Warrants Closed	1 yr ✓	"	1979		"	"
3-2	Warrant case asgmt log	5 yr ✓	"	1975		"	"
7	All other appl. Invest. log	3 yr ✓	"	1977		"	"
9	Firearms Dealer log	3 yr ✓	"	1977		"	"
10	Appl. to Purch. or Transfer pistol/ Revolvers	1 yr ✓	"	1979		"	"

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

C. R. Hutchins

Signature

First Sergeant-Acting Post Cmdr

Title

3-16-81

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Police
Reporting Agency

Prince Frederick Post "U" - 83
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
OPS							
10-1	Appl. to Purchase/Trsfr Pistol log	5 yr ✓	647	1975		Jan 81	Destroyed
11	Handgun Permit Log	3 yr ✓	"	1977		"	"
15	Criminal and/or other summons	1 yr ✓	"	1979		"	"
15-1	Criminal and/or other summ.log	5 yr ✓	"	1975		"	"
20	Sum.Admin.Invest.	2 yr ✓	"	1978		"	"
21	Crim.Compl.Control Ledger	3 yr ✓	"	1977			Sent to State Rcd Center
21-1	Crim.Invest.Caseload Ledger	3 yr ✓	"	1977		"	Destroyed
22	Complaint Control Card	1 yr ✓	"	1979		"	"
23	Incident Reports - Closed	3 yr ✓	"	1977		"	"
24	Crim.Invest. Rpts - <i>suspended</i>	5 yr ✓	"	1975 - Susp.		"	Sent to St.Rec.Ctr.
	Crim.Invest. Rpts - <i>closed</i>	3 yr ✓	"	1977 - clsd.		"	"
25-1	Msg Person Rpt - Closed	3 yr ✓	"	1977		"	Destroyed
26-1	Veh. Rpt. Closed	3 yr ✓	"	1977		"	"
27	M/V Inventory Log	3 yr ✓	"	1977		"	"
35	Accident Rpts	3 yr ✓	"	1977		"	"
36	Citation Bk.Iss.Cont.Ledger	3 yr ✓	"	1977		"	"
36-1	Traffic Cit.Control Ledger	3 yr ✓	"	1977		"	"
40	Speed Device Arrest data	3 yr ✓	"	1977		"	"
41-1	Driving While Intox. - clsd	3 yr ✓	"	1977		"	"
41-2	Alcohol Influence Summary	1 yr ✓	"	1979		"	"
41-3	Breathalyzer Inst.Rpt.	1 yr ✓	"	1979		"	"

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

C. R. Hutchins

Signature

First Sgt., Acting Post Cmdr

Title

3-16-81

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Police
Reporting Agency

Prince Frederick Post "U" - 83
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
<u>OPS</u>							
41-7	Breathalyzer Log	3 yr ✓	647	1977		Jan 81	Destroyed
41-10	Alcohol Inf.Yrly Sum	3 yr ✓	"	1977		"	"
50	Crim. Arrest	5 yr ✓	"	1975		"	"
52	Cr.Arrest Unsupported by BI#	5 yr ✓	"	1975		"	"
53	Cr.Arrest - Juv.	5 yr ✓	"	1975		"	"
56-1	Property Records, closed	1 yr ✓	"	1979		"	"
56-2	Property Record Control Log	5 yr ✓	"	1975		"	"
56-3	MSP Installation Prop. Log	5 yr ✓	"	1975		"	"
68	K-9 Activities	1 yr ✓	"	1979		"	"
<u>LIA</u>							
1	Federal Agencies	3 yr ✓	"	1977		"	"
2	State Agencies	3 yr ✓	"	1977		"	"
3	State Ctr.	3 yr ✓	"	1977		"	"
4	Municipal Gov't.	3 yr ✓	"	1977		"	"
5	County Gov't.	3 yr ✓	"	1977		"	"
<u>SUP</u>							
3-1	M/V Operation Rpts	1 yr ✓	"	1979		"	"
5	Tactical Supplies Inventory	3 yr ✓	"	1977		"	"
<u>PR</u>							
2	Press Releases	1 yr ✓	"	1979		"	"
4	Public Inquiries & Requests	3 yr ✓	"	1977		"	"
5	MSP Newsletter	1 yr ✓	"	1979		"	"

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

C. R. Hutchins - First Sergeant

Signature

Acting Post Commander

Title

3-16-81

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Maryland State Police
Reporting Agency

Prince Frederick Post "U" - 83
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
TNG							
3	Weapons Qualification	3 yr ✓	647	1977		Jan 81	Destroyed
4	Tactical Training	3 yr ✓	"	1977		"	"
					Total- 3 cu.ft.		

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

C. R. Hutchins - First Sergeant
Signature

Acting Post Commander
Title

3-16-81
Date

DEPARTMENT OF GENERAL SERVICES

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

FD

CERTIFICATE OF RECORDS DISPOSAL

Department of Transportation

Reporting Agency

Susquehanna River Bridge

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Staff Meeting Minutes		4	1979	162 cu. in. ✓	2-19-81	Landfill
2.	Invoices - Forwarded for Payment		9	1977	½ cu. ft.	"	"
3.	Budget - Operating Fund		10	1979	162 cu. in. ✓	"	"
4.	Employee Leave Report		11	1978	162 cu. in. ✓	"	"
5.	Correspondence - Agency		13	1977	162 cu. in. ✓	"	"
6.	Traffic Volume		15	1979	162 cu. in. ✓	"	"
7.	Leave Authorization		16	1979	½ cu. ft.	"	"
8.	Lateness File		19	1977	72 cu. in. ✓	"	"
9.	Counseling Sick Leave 4 times		20	1977	72 cu. in. ✓	"	"
10.	Counseling Sick Leave 5 times		21	1977	72 cu. in. ✓	"	"
11.	Collection Check Sheet		3	1979	½ cu. ft.	"	"
12.	Daily Shift Report of Toll Sgt.		5	1979	½ cu. ft.	"	"
13.	Change Fund Report		4	1979	½ cu. ft.	"	"
14.	Funds Deposited on Special		12	1977	72 cu. in. ✓	"	"
15.	Quarterly Greiner Report		2	1977	36 cu. in. ✓	"	"
16.	Mileage Report		4	1977	48 cu. in. ✓	3-3-81	"
					¾ cu. ft.		
					3 cu. ft.		

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

M M Galloway
 Signature

Superintendent
 Title

3/17/81
 Date

P.S.

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Health and Mental Hygiene

Reporting Agency

Montrose School - 32.02.05

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.	Transmittals	649	1 B	F.Y. 1971	1.5	3/17/81	Burned
2.	Time Sheets & Pay Roll Journals	649	1 F	F.Y. 1970	2.5	" "	" "
3.	Transmittals	649	1 B	F.Y. 1970	1.5	" "	" "
4.	Time Sheets	649	1 F	F.Y. 1968 - '69	1.5	" "	" "
5.	Transmittals	649	1 B	F.Y. 1969	1.5	" "	" "
6.	Time Sheets	649	1 F	F.Y. 1972	1.5	" "	" "
7.	Transmittals	649	1 B	F.Y. 1968	1.5	" "	" "
8.	Transmittals	649	1 B	F.Y. 1972	1.5	" "	" "
9.	Overtime Authorizations	649	1 F	F.Y. 1972	1.5	" "	" "
10.	Purchase Orders	649	1 F	F.Y. 1970	2.5	" "	" "
11.	Purchase Orders (A-F) & (G-Z)	649	1 F	F.Y. 1971	1.5	" "	" "

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

Page 1 of 2

William C. Shump
Signature

Business Manager
Title

3/17/81
Date

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Health and Mental Hygiene

Reporting Agency

Montrose School - 32.02.05

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.	Time Sheets	649	1 F	F.Y. 1965	1.5	3/17/81	Burned
13.	Time Sheets	649	1 F	F.Y. 1966	1.5	" "	" "
14.	Time Sheets	649	1 F	F.Y. 1967	1.5	" "	" "

23 cu. ft.

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

Page 2 of 2

William A. Shump

Business Manager

3/17/81

PH

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

Montgomery 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.	General Files	79	7	1974 levy cases	6 cu. ft.	1/30/81	land fill
2.	General Files (see attached lists)	79	22	1975 levy cases	16 cu. ft.	1/30/81	land fill

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

Bernie Alheim
Signature

Clerk to Board
Title

3/17/81
Date

1. DEPT. OR AGENCY: ASSESSMENTS & TAXATION (STATE)		2. DIVISION: Property Tax Assessment Appeal Board	
3. TITLE OF FILE: Closed Case Files - 1975 Levy (Pty. Tax Assmt. Appeal Brd.)		4. SCHEDULE NO.	5. NO. OF CONTAINERS: 22
6. CONTAINER NO.	7. ACCESSION NO.	8. BRIEF DESCRIPTION OF CONTENTS OF EACH CONTAINER (I.E., 1 THRU 21; AAA THRU BUW; AARON THRU BELL; ETC.)	
1		Abbatichio, Michael T. to Barkin, Eugene N.	
2		Barman, Paul to Brawner Const. Inc.	
3		Bradley Blvd. Apt. to Churchill Investments	
4		Ciapetta, Caroline V. to Coss, Charles W.	
5		Country Clubs to District Stone Work Inc.	
6		Dodderidge, William H. to Felsher, Gary et al	
7		Ferrero Const. Co. to Grady, John J. & Clinton Sisson Tr.	
8		Grady, John J. to Halpine View Apts.	
9		H & K Corp. to Jeffrey, Joseph D.	
10		Jet Holding Corp. to Kramer, I. Melvin	
11		Kranz, Harry to Littell, Richard G.	
12		Liu, Kuen-San & J.C. to Metalitz, Stanley	
13		Metropolitan Property Inc. to Moran, Patrick T.	
14		Morgret, Charles O. to Offutt, M.W. 3rd.	
15		Ohlbaum, Stanley N. to Quinn, Garry R.	
16		Rabin, Joseph E. to Rocks, Ralph D.	
17		Rogers, Kenneth N. to Scarborough Assoc.	
18		Scheffres, Jerome et al to Shaw, Lucian B.	
19		Shell Oil Company to Spring Lake Condominium	
20		Stallone, Sandra to Troiano, Gene	
21		Tuckerman Md. Corp. to West Deer Park Associates	
22		Westlake Park Ltd. Ptnshp. to Ziegler, Richard T. Trustee	

1. DEPT. OR AGENCY: State of Maryland (Montg. Co.) Property Tax Assessment Appeal Board		2. DIVISION:	
3. TITLE OF FILE: Closed Case Files - 1974 Levy (PTY. TAX ASSMT. APPEAL BOARD)		4. SCHEDULE NO.	5. NO. OF CONTAINERS: 7
6. CONTAINER NO.	7. ACCESSION NO.	8. BRIEF DESCRIPTION OF CONTENTS OF EACH CONTAINER (I.E., 1 THRU 21; AAA THRU BUW; AARON THRU BELL; ETC.)	
13		A & J Ceramics Center Club to Byrd, Ralph	
14		C.K.P., Inc. to Everngam, C.W. & (G.Gregg)	
15		F.M. Associates, Ltd. to Hurwitz, George H. et al	
16		I.B.I. Associates to Macallan Bldg. Corp. et al tr	
17		Mahan, Archie to Prothro, Randell	
18		R.B.H., Inc. to Silver Spring Associates	
19		Silver Spring Apt. Assoc. to <u>Ziger, Reznick & Fedder</u>	

PLJ

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

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

Maryland State Police

Reporting Agency

#20 - Investigation Division

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	File 4 - Miscellaneous Investigations Case #4-1301 to #4-5650 (24 cartons)	647	N/A	1950 to 1962	24	3/20/81	Shredding
2	File 12-01 to 12-050 - Internal Security Files File 13-01 to 13-326 - Disasters	647	N/A	1942 to 1945	1	3/20/81	Shredding
3	File 7-01 to 7-492	647	N/A	1946 to 1973	2	3/20/81	Shredding

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

W. H. Lawrence

Captain W. H. Lawrence

Signature

Division Commander

Title

3/20/81

Date

CPS

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

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

Department of Health and Mental Hygiene - JSA

Reporting Agency

Montrose School 32.02.05

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.	Students Trial Balance	649	1F	June '74 -12/74	7.5 cubic feet ↑ ↓	3/20/81	Burned
2.	Students Trial Balance	649	1F	F.Y. 1976		" "	" "
3.	Students Trial Balance	649	1F	June 1975		" "	" "
4.	Students Trial Balance	649	1F	February 1975		" "	" "
5.	Students Trial Balance	649	1F	January 1975		" "	" "
6.	Monthly Report of State Funds Collected & Deposited	649	1F	7/75 - 12/74		" "	" "
7.	" " " "	649	1F	July 1975 -Dec.'75		" "	" "
8.	" " " "	649	1F	Jan. '76 - June '76		" "	" "

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

William A. Shump
Signature

Business Manager
Title

3/20/81
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

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	Storeroom requisitions	656	C	Fiscal '74 & '75	.5	12/80	Incinerator
2	Redistribution of charges records	656	B	Fiscal '73thru'77	.2	12/80	Incinerator
3	Supply record cards (filled and/or obsolete)	656	F	1957 thru 1969	1.0 <hr/> 1.7	12/80	Incinerator

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

Esther K. Brown
 Signature

Fiscal Associate II
 Title

3/23/81
 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Central Accident Records 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	Accident Report File:	647-14-A	1401	1971 - 1975	22.0	1/16/81	Removed by State Highway Admin. Acc. Rec. Sect.
	(a) Micro Film Cartridges						
	(b) Accident Supplements (not on film)						
	(c) Cash Receipts from Finance Div.						
	(d) Monthly Billings from Ins. Co.						
(e) Accident Reports (MAARS)							
2	Accident Photograph File:	"	1402	1971	4.5	1/22/81	"
	(a) Negatives						
3	Motor Vehicle Citations (Summons) Files	"	1400	Anything Prior to 1978	34.0	1/13/81	"

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

H. C. P. [Signature] 3-31-81

April 1981

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Public School Construction Program

Reporting Agency

Education Section

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form 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	Schematics Allegany Co., Anne Arundel Co., Balto. City, Balto. Co., Cecil Co., Charles Co., Dor- chester Co., Frederick Co., Garrett Co., Harford Co., Howard Co., Montgomery Co., St. Mary's Co., Somerset Co., Wicomico Co., Worcester Co.	713	505-1-D 6-d	July, 1969-Sept., 1976	13.5	4/13/81	Trash

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

✓ *[Signature]*
Signature

Executive Director
Title

April 1, 1981
Date

PPI

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

CERTIFICATE OF RECORDS DISPOSAL

Anne Arundel County Health Department
Reporting Agency

Environmental Health - Community Hygiene Section
Division or Bureau

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

No.	Description of Records <small>Include Title and/or Form Number</small>	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Record of Disposition of Controlled Dangerous Substances	842	35	1974-1976	<1	4-2-81	Landfill

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

Jean Stephens
Signature

Chief, Community Hygiene
Title

April 2, 1981
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 Anne Arundel Co., Balto. City, Balto. Co., Carroll Co., Cecil Co., Charles Co., Garrett Co., Howard Co., Mont. Co. Prince George's Co., Queen Anne's Co., St. Mary's Co., Somerset Co., Wicomico Co., Worcester Co.,	713	505-1-D 6-d	Oct., 74-Oct., 79	1.72	4/23/81	Trash

2 cu ft.

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

Signature

Executive Director

Title

April 23, 1981

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 Allegany Co., Anne Arundel Co., Baltimore City, Baltimore Co., Calvert Co., Carroll Co., Cecil Co., Dorchester Co., Frederick Co., Garrett Co., Harford Co., Howard Co., Prince George's Co.,	713	505-1-D- 6-d	Oct.-73-Nov.-78	2.0	4/30/81	Trash

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



Signature

Executive Director

Title

April 30, 1981

Date

3-12-81

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

Washington County Health Department
 Reporting Agency

Mental Health 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	General patient files, DHMH - 500 (5 patient files)	600	16	1967 - 1980	.2 <i>1 cu ft</i>	4/21/81	Burning

Robert S. Ayers
 Robert S. Ayers

Signature

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

Executive Officer

Title

4/23/81

Date

RECORDS MANAGEMENT DIVISION

Date -

TO -

Total

FROM -

4632 cu. ft

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DHR
Reporting Agency

General Services
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	ESA 16's--First and Second quarter, 1975	144	1 B	1975	250	7/22/80 and 7/23/80	Pulped
2	ESA 221's--First and Second quarter, 1977	288	1	1977	363	7/24/80 and 7/29/80	Pulped
3	Appeals Folders	143	1	1976--First quarter, 1977	30	7/30/80	Pulped

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

John Wead
Signature

Records Coordinator
Title

4/28/81
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DHR
Reporting Agency

GENERAL SERVICES
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Old UI Benefit Checks '77--Three (3) or more years old	144	7	1/77 through 7/77	100	8/1/80	Pulped
2	ESA 15's	144	1	1965 through 1974	67	8/1/80	Pulped
3	Correspondence	158	5	1970 through 1975	9	8/6/80	Pulped
4	ESA 15's	144	1	1965 through 1975	45	8/6/80	Pulped
5	Appeals Folders	143	1	6/76 through 6/77	207	8/14/80 and 8/15/80	Pulped
6	ESA 15's	144	1	1965 through 1975	75	8/15/80	Pulped

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

John Head
Signature

Records Coordinator
Title

4/28/81
Date

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

DHR
 Reporting Agency

General Services
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	ESA 15's	144	1	1965 through 1975	120	9/3/80	Pulped
2	ESA 15's	144	1	1965 through 1975	120	9/9/80	Pulped
3	Correspondence	158	5	1970 through 1975	60	9/17/80	Pulped
4	ESA 15's 15's	144	1	1965 through 1975	60	9/17/80	Pulped
5	ESA 15's	144	1	1965 through 1975	30	9/23/80	Pulped
6	Old UI Benefit Checks '77--Three (3) or more years old	144	7	1/77 through 9/77	50	9/23/80	Pulped

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

John Head
 Signature

Records Coordinator
 Title

4/28/81
 Date

Lampala

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DHR
Reporting Agency

General Services
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Correspondence	158	5	1970 through 1975	15 Cubic Ft.	10/2/80	Pulped
2	ESA 15's	144	1	1965 through 1975	45 " "	"	"
3	Interstate Claims	158	2	1976 through 1977	87 " "	"	"
4	ESA 16's 75/3	144	1 B	1975	38 " "	10/7/80	"
5	Interstate Claims	158	2	1976 through 1977	98 " "	"	"
6	Appeals Folders	143	1	1977	147 " "	10/9/80	"
7	ESA 15's	144	1	1965 through 1975	45 " "	"	"
8	ESA 15's	144	1	1965 through 1975	128 " "	10/29/80	"
9	Old UI Benefit Checks '77--Three (3) or more years old	144	7	10/77 through 10/77	60 " "	10/30/80	"
10	Correspondence	158	5	1970 through 1975	17 " "	10/30/80	"
11	ESA 16's 75/3	144	1 B	1975	17 " "	"	"

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

John Head
Signature

adm. Spec. II
Title

1/9/81
Date

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

DHR

Reporting Agency

General Services

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	ESA 15's	144	1	1965 through 1975	165 Cu. Ft.	11/25/80	Pulped

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

John Head
Signature

Records Coordinator
Title

4/28/81
Date

CERTIFICATE OF RECORDS DISPOSAL

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

DHR
 Reporting Agency

General Services
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	ESA 15's	144	1	1965 through 1975	180 Cu. Ft.	12/1/80	Pulped
2	ESA 15's	144	1	1965 through 1975	98 Cu. Ft.	12/4/80	Pulped
3	Overpayment File	288	1 A	1974-75	53 Cu. Ft.	12/5/80	Pulped
4	Appeals Folders	143 A	1	1977	45 Cu. Ft.	12/5/80	Pulped

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

John Head
 Signature

Records Coordinator
 Title

4/28/81
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

~~DHR~~
Reporting Agency

~~GENERAL SERVICES~~
Division of 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	ESA 15's	144	1	1965 through 1975	180 Cubic Ft.	1/13/81	Pulped
2	Cashier's Records	144	9	1977	80 Cubic Ft.	1/20/81	"
3	ESA 221's	288	1	1977	13 Cubic Ft.	1/20/81	"

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

John Head
Signature

Records Coordinator
Title

4/28/81
Date

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

DHR

Reporting Agency

General Services

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Appeals Folders	143-A	1	1978	150 Cubic Ft.	2/4/81	Pulped
2	ESA 16's	144	1 B	1975-76	120 Cubic Ft.	2/4/81	Pulped
3	Special Services Statistical Reports	186	1-12	1960's & 1970's	500 Cubic Ft.	2/5 & 2/6/81	Pulped
4	ESA 15's	144	1	1965-75	80 Cubic Ft.	2/9/81	Pulped
5	WIN General Adm. Correspondence	839	8	1960's & 1970's	30 Cubic Ft.	2/9/81	Pulped
6	Cashier's Records	144	9	1976-77	30 Cubic Ft.	2/9/81	Pulped

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

John Head
Signature

Records Coordinator
Title

4/28/81
Date

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

DHR
 Reporting Agency

GENERAL SERVICES

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Overpayment File	288	1 A	1977 & 1978	96 Cubic Feet	3/4/81	Pulped
2	ESA 15's	144	1	1965-75	60 Cubic Feet	3/4/81	Pulped
3	Cashier's Records	144	9	1977	40 Cubic Feet	3/4/81	Pulped
4	Benefit Account Cards	144	11	1976	50 Cubic Feet	3/17/81	Pulped
5	Cashed Benefit Checks	144	7	1978	80 Cubic Feet	3/17/81	Pulped
6	ESA 15's	144	1	1965-75	45 Cubic Feet	3/17/81	Pulped

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

John Head
 Signature

adm. Spec. II
 Title

3/30/81
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DHR
Reporting Agency
GENERAL SERVICES

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Fiscal Records	147	1,2,3 & 4	1970's	700 Cubic Ft.	4/7/81	Pulped
2	Personnel (Employees Folder)	133	1	1940's & 1950's	390 Cubic Ft.	4/9/81	Pulped
3	Appeals Folders	143-A	1	1978	310 Cubic Ft.	4/25/81	Pulped

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

John Head
Signature

Records Coordinator
Title

4/28/81
Date

PS

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

Probation Dept
 Reporting Agency
Support Div
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	<i>Payor Status</i>	<i>C483</i>	<i>8</i>	<i>1-78-73-78</i>	<i>4 cu</i>		
2	<i>Ledger Files</i>	<i>C483</i>	<i>2</i>	<i>12-75-73-76</i>	<i>4 cu</i>		
3	<i>Check Receipts</i>	<i>C483</i>	<i>1</i>	<i>1-77-12-77</i>	<i>2 cu</i>		

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

Margaret Stevens

 Signature

Act. Clerk II

 Title

4/2/81

 Date

DEPARTMENT OF GENERAL SERVICES

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

PHJ

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County, Office of Central Services

Reporting Agency

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	STATES'S Attorney Files O.C.D's and D.C.A.			1980thru 4/1981	7	4/7/81	SHREDDER/ LANDFILL "

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

Frank R. Thornton
 Signature

Records Mgmt. Officer
 Title

4-27-81
 Date

DEPARTMENT OF GENERAL SERVICES

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

PL

CERTIFICATE OF RECORDS DISPOSAL

Baltimore County, Office of Central Services

Reporting Agency

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 1977-78 Landfill Tickets-Yellow & Pink Copies	C-424	2	11/28/77-2/28/78	1	3/4/81	SHREDDER/ LANDFILL "
2	Landfill Tickets-Gold Copies	"	"	1/13/78-2/25/78	1	"	"
3	Cashier's Office 1977-78 Deposit Slips for Coll., Sat., Corp., & Payroll	C-287	14	11/77-2/78	1	3/31/81	"
4	Lien Certificates(72901-74800	"	9	12/30/77-2/28/78	1	"	"
5	Parking Violations-Pmt. Copies	C-450	1	2/22/78-3/14-78	1	"	"
6	Construction Loan Edits & Journals	C-287	15	5/77-2/78	1	"	"
7	Monthly Status Report Const. Loan	"	"	12/77-2/78	1	"	"

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

Frank P. [Signature]
 Signature

Records [Signature]
 Title

4-27-81
 Date

DEPARTMENT OF GENERAL SERVICES

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

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

Maryland State Police

Reporting Agency

Barrack "L", Forestville

Division or Bureau

PAGE 1

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Daily Barrack Logs	647	Adm 9	1977	12 Folders	4-1-81	Shredding
2.	Daily Radio Logs	"	Adm 10	1977	12 Folders	"	"
3.	Command Meeting Minutes	"	Adm 12	1977	1 Folder	"	"
4.	Local Meeting Minutes	"	Adm 12-1	1977	1 Folder	"	"
5.	General Agency Correspondence	"	Adm 14	1977	1 Folder	"	"
6.	Trooper Activity and Leave Rpts.	"	Per 1	1979	4 Folders	"	"
7.	Civilian Work and Leave Rpts.	"	Per 2	1979	1 Folder	"	"
8.	Leave and Duty Schedules	"	Per 3	1978, 1979	2 Folders	"	"
9.	Off Duty Use of Vehicle Summary	"	Per 8-1	1977	1 Folder	"	"
10.	Working Fund	"	Fis 1	1979	1 Folder	"	"
11.	Warrants - Closed	"	OPS 3-1	1980	2 Folders	"	"
12.	Jail Docket	"	Ops 13	1973,- 1976	2 Folders	"	"

Patrick H. Gates

Signature

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

Office Supervisor I

Title

April 21, 1981

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack "L", Forestville

Division or Bureau

Page 2

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
13.	Criminal Summons - Closed	647	Ops 15-1	1980	1 Folder	4-1-81	Shredding
14.	Summary of Administrative Invest.	"	Ops 20	1978	1 Folder	"	"
15.	Incident Reports	"	Ops 23	1975, 1976 & 1977	1 Cu. Feet	"	"
16.	Missing Person Rpts. - Closed	"	Ops 25-1	1977	2 Folders	"	"
17.	Accidents	"	Ops 35	1977	1 Cu. Feet	"	"
18.	Traffic Citation Control Ledger	"	Ops 36-1	1976, 1977	2 Folders	"	"
19.	Disabled Vehicle Daily Log	"	Ops 38	1977	1 Folder	"	"
20.	Driving While Intoxicated - Closed	"	Ops 41-1	Nos. 601-797 (Not Inclusive)	1 Cu. Feet	"	"
21.	Abandoned Motor Vehicle - Closed	"	Ops 57-1	1977	1 Folder	"	"
22.	State Highway Administration	"	Lia 2-4	1977	1 Folder	"	"
23.	Gas and Oil Usage Reports	"	Sup 3-1	1979	1 Folder	"	"
24.	Press Release	"	Pr 2	1979	1 Folder	"	"

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

Total 7 cu. ft.

Patrick H. Gates

Office Supervisor I

April 21, 1981

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES

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

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

Public School Construction Program

Reporting Agency

General Services Section

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Anne Arundel County (D.D.'s) Baltimore City Baltimore County Caroline County Carroll County Cecil County Dorchester County Frederick County Garrett County Harford County Howard County Montgomery County Prince George's County St. Mary's County Somerset County Wicomico County	713	505-1-D- 6-c	1972 - 1978	11.85	04/13/81	Trash Can
2	Anne Arundel County (C.D.'s) Baltimore City Prince George's County	713	505-1-D- 6-b	1979- 1980	1.3 <i>14 cu ft</i>	04/13/81	Trash Can

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

✓



Signature

Executive Director

Title

April 9, 1981

Date

DEPARTMENT OF GENERAL SERVICES

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

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

Public School Construction Program

Reporting Agency

Department 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	Anne Arundel County (Bid Sets) Baltimore City Prince George's Co. Worcester County	713	505-1-D-6-a	1980-1981	1.83	05/01/81	Trash Can
2	Anne Arundel County (C.D.'s) Baltimore City Prince George's Co. Worcester County	713	505-1-D-6-b	1980	2.33	05/01/81	Trash Can
3	Anne Arundel County (D.D.'s) Baltimore City Prince George's Co. Worcester County	713	505-1-D-6-c	1976-1979	0.65 <i>5 cu. ft.</i>	05/01/81	Trash Can

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

[Signature]

 Signature

Executive Director

 Title

✓ 4/10/81

 Date

DEPARTMENT OF GENERAL SERVICES

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

*Destroyed
4/3/81 Bg.*

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

FINANCE & STATISTICS 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.				
/.	MISCELLANEOUS ACCOUNTING RECORDS: Paid Bonds for County Treasurers 1969 thru 1977	701	1	1969 thru 1977	/	4/3/81	Trash Can

*1 cu. ft.
4/13*

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

[Signature]

 Signature

Director, Finance & Statistics

 Title

Apr 3, 1971

 Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

State Board for Higher Education

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.				
01	Accounting Records; correspondence Payroll Exception and Registers Purchase Orders Paid Invoices/Vouchers Mileage Reports Contracts Adjustments Other Miscellaneous and General Accounting Files Time Sheets	623	"2-B"	1975-1977 Fiscal Year	10 cu.ft.	3/16/81	Waste Paper (Manual Shredding)

Signature

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

Deputy Commissioner

Title

4/6/81

Date

May 1981

387

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

Great Oaks Center

Reporting Agency

Personnel 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	DHMH Employee time status reports (DHMH 858)	799	1-E	1/76 - 12/77	12	4/30/81	Trash disposal of sealed containers
2	Prospective employee job applications (state, MS - 100) Great Oaks Center	577	4	1/76 - 12/79	8	4/30/81	Trash disposal of sealed containers
3	Eligibility lists, (Typist Clerk II)	-	-	1/78 - 12/78	1	4/30/81	Trash disposal of sealed containers
4	DHMH, Sign-in/sign-out sheets (DHMH 566)	577	3	1/75 - 12/75	1	4/30/81	Trash disposal of sealed containers

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

Thomas Diggins
 Signature

Personnel Officer I
 Title

5/1/81
 Date

FD

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 DEPARTMENT
 1302 PENNSYLVANIA AVENUE
 HAGERSTOWN, MARYLAND 21740
 Reporting Agency

Nursing
 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	ENT Clinic Records	774	11	1940-1970	2	5-5-81	Burning
2	Family Planning Records	774	8	1968-1971	5	5-5-81	Burning
3	Chronic Disease Record	774	19	1950-1976	5	5-5-81	Burning
4	Nursing Home	774	10	1950-1978	4	5-5-81	Burning
5	Tuberculosis Records	774	14	1940-1961	2	5-5-81	Burning

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

Linda D Humbert
 Signature

Air, CH Nursing
 Title

5/5/81
 Date

DEPARTMENT OF GENERAL SERVICES

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

PS

CERTIFICATE OF RECORDS DISPOSAL

State Lottery Agency

Reporting Agency

Administration, Finance & Operations

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Telephone Toll Call Logs	766	17	FY 76	0.125	5/5/81	Trash removal
2	Telephone Toll Call Logs	766	17	FY 77	0.125	5/5/81	Trash removal
3	Telephone Toll Call Logs	766	17	FY 78	0.125	5/5/81	Trash removal
4	Telephone Toll Call Logs	766	17	FY 79	0.125	5/5/81	Trash removal
					<i>1 cu. ft.</i>		

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

Mary Plomack
 Signature

RECORDS RETENTION OFFICER 5/15/81
 Title Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

State Lottery Agency

Reporting Agency

Administration, Finance & Operations

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Out of Schedule Requisitions and Notice of Award of Contract: FY 74 (UA 74-1 thru 74-146) FY 75 (UA 75-1 thru 75-109) FY 76 (UA 76-1 thru 76-112) FY 77 (UA 77-1 thru 77-130) FY 78 (UA 78-1 thru 78-109) Direct Orders FY 74 (0142-0400) FY 75 (0401-0637) FY 76 (0638-1011) FY 77 (1012-1325) FY 78 (1326-1730)	766	20	FY 74 FY 75 FY 76 FY 78	1.5	5/5/81	Trash removal
					1.0	5/5/81	Trash removal

3 cu. ft.

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

Bryant A. Mandy
 Signature

RECORDS RETENTION OFFICER
 Title

5/5/81
 Date

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court I, Baltimore City, 211 E. Madison Street, Baltimore, Maryland 21202

Court ~~XXXXXX~~
 Attention: Ann C. Lindblade

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.				
	Traffic Ticket citations including Parking citations for the years of 1973, 1974, 1975 and 1976	655	28		30 (22)	5/12/81	Supervised burning, Baltimore City incinerator Pulaski Hiway

Destruction Approved by Hall of Records Commission

4/15/81
Date

Edward Jones
State Archivist

Destruction Certification

Ann C. Lindblade Deputy Admin. Clerk 5/13/81
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

APR 29 1981

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

Maryland State Department of Education

Reporting Agency

Administration - Office of Management Systems

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 Construction Completed	633	1	1975 and 1976	0.2	5/14/81	TRASH
2	Summary of Public School Pupils Transported at Public Expense	633	1	1973-74 1974-75 1975-76 1976-77	0.2	5/14/81	TRASH
3	Annual Organization Report 1977-78	633	1	1977-78	0.5	3/16/81	TRASH

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

Katherine Holtz

Signature

Specialist

Title

5/14/81

Date

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

CERTIFICATE OF RECORDS DISPOSAL

DEPARTMENT OF EDUCATION

Reporting Agency

ADMINISTRATION - OFFICE OF MANAGEMENT SYSTEMS

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	ENROLLMENT NUMBER OF INSTRUCTORS AND GRADUATES: MARYLAND NONPUBLIC SCHOOLS	633	1	1975-76	0.3	5/18/81	TRASH

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

Kathleen C. Hart

Signature

Specialist

Title

5/18/81

Date

DEPARTMENT OF GENERAL SERVICES

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

OK mrc

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

MARYLAND STATE POLICE

Reporting Agency

BARRACK "H" WALDORF

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	MSP Form (77R) App. to Purchase	647	OPS 10	1979	2 Folders	5/20/81	Shredding
2.	MSP Form (89) CIR (States Attorney's Copy)	647	OPS 24	1979	7 Folders	"	"
3.	Barrack Overtime Records (1977)	647	PER 4	1977	1 Folder	"	"
4.	MSP Form (79) Missing Person	647	OPS 25-1	1977	1 Folder	"	"
5.	MSP Form (1) Accident Reports	647	OPS 35	1977	2 Folders	"	"
6.	MSP Forms (32-33 & 171) DWI Records (Closed)	647	OPS 41-1	1976	1 Folder	"	"
7.	MSP Form (91) Vehicle Reports Closed	647	OPS 26-1	1977	1 Folder	"	"
8.	MSP Form (88) Incident Reports Closed	647	OPS 23	1977	3 Folders	"	"
9.	MSP Form (87) Complaint Control Cards	647	OPS 22	1979	2 File Drawers	"	"
10.	Teletypes	647	OPS 10-4	1978	1 File Drawer	"	"
11.	MSP Form (156) Traffic Citation Control Ledger	647	OPS 36-1	1977	1 Folder	"	"

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

Leonard A. Potts

Leonard A. Potts

Signature

Detective Sergeant

Title

5/20/81

Date

DEPARTMENT OF GENERAL SERVICES

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

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

MARYLAND STATE POLICE

Reporting Agency

BARRACK "H" WALDORF

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
12.	MSP Form (42) 1973-1977 Receipt of Orders, Memoranda & Manual Revisions	647	ADM 2	1973-1977	2 Folders	5/20/81	Shredding
13.	3 X 5 Accident Cards	647	OPS 35	1977	1 Drawer	"	"
14.	Crime Lab Records	647		1977	4 Folders	"	"
15.	AIR'S Print out (1975/1976)	647	OPS 23	1975-1976	3 Folders	"	"
16.	Form 63 (Property Held Records Closed)	647	OPS 56-1	Various	3 Folders	"	"
17.	Teletype Log MSP Form 143	647	ADM 10-2	1976	1 Folder	"	"
18.	MSP Form 174 (Photocopying Service Log)	647	SUP 4	1977	1 Folder	"	"
19.	Various Files Consolidated	647		1977	3 Folders	"	"
20.	Daily Barrack Logs	647	ADM 9	1977	1 Cu. Ft.	"	"
21.	Daily Radio Logs	647	ADM 10	1977	1 Cu. Ft.	"	"

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



Leonard A. Potts

Signature

Detective Sergeant

Title

5/20/81

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

BARRACK "H" WALDORF

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
22.	D.W.I.	647	OPS 41-1	1977	1 Folder	5/20/81	Shredding
23.	Radar Operation Reports	647	OPS 40	1977	2 Folders	"	"
*NOTE: THE TOTAL VOLUME OF CUBIC FEET DESTROYED WAS (9.5) CUBIC FEET.							

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


 Leonard A. Potts

Signature

Detective Sergeant

Title

5/20/81

Date

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

DHR
 Reporting Agency

General Services
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	WIN Case Records	839	1	1970's	250 Cubic Ft.	5/27/81	Pulped
2	ES Registration Cards	855	4	Inactive '80	3 Cubic Ft.	5/27/81	"
3	ESA 15's	144	1	1970's	40 Cubic Ft.	5/27/81	"

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

John Head
 Signature

Records Coordinator
 Title

5/27/81
 Date

June 1981

599 cu. ft.

PL

CERTIFICATE OF RECORDS DISPOSAL

DEPARTMENT OF TRANSPORTATION - J.F.K. MEM. HWY.

Reporting Agency

Toll Department

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1	TOLL SERGEANT'S REPORTS TFA-000-075	747-2	5	1978	1.04	6/1/81	landfill
1	BANK DEPOSIT SLIPS (Copy) TFA-000-055	747-2	6	1979	"	"	"
1	TOKEN & TICKET RECORDS (Copy)	"	7				
	a) Daily Tokens Received in Vaults			1979			
	b) Token Requisitions			1979			
	c) Report of Special Passes-Class 9			1978 & '79			
	d) Report of Special Passes-Class 9X			1978 & '79			
1	DAILY CASH & TICKET REPORTS						
	a) Daily Settlement Sheets	"	8	1979			
	b) Deposit Tally			1979			
	c) Cash & Ticket Reports			1979			

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

W.C. Callette
 Signature

T.C. Supervisor III

J. R. Hartman
 J. R. Hartman
 Assoc. Admin.-Tpks.

CERTIFICATE OF RECORDS DISPOSAL

DEPARTMENT OF TRANSPORTATION - J.F.K. MEM. HWY.

Reporting Agency

Toll Department

Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1	CHANGE FUND VERIFICATION SHEETS- TFA-000-056	747-2	10	1979	1.04	6/1/81	landfill
1	COLLECTION CHECK LIST TFA-000-071	"	11	1979	1.04	"	"

Total 6 cu. ft.

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

D. Calce

Signature

CH

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

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.				
1	Game Accounting Print-outs	766	32	July 1978- June 1980	92	6-3-81	Shredded

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

Maryland

Signature

RECORDS RETENTION OFFICER 6/3/81

Title

Date

DEPARTMENT OF GENERAL SERVICES

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

6/2/81
 approved R.J. Prehaubi
 destroyed M.L. Jackson
 6/2/81

CERTIFICATE OF RECORDS DISPOSAL

MOTOR VEHICLE ADMINISTRATION

Reporting Agency

CASH RECEIPTS, AUDITS AND STATISTICS SECTION

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
/	MISCELLANEOUS ACCOUNTING RECORDS: Receipt Copies Validation Tapes	701	1	3/23/78 thru 10/30/78	39 cu.ft. <i>R</i> 6/2/81	6/2/81	Incinerator

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

Richard J. Prehaubi
 Signature

Assistant Director
 Title

6/3/81
 Date

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

CPS

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE LOTTERY AGENCY

Reporting Agency

TICKET ACCOUNTING DEPT. (GAME 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.				
X 32 - X 82	WEEKLY BANK/AGENT FORMS W/B-801 through W-925	766	29	Jan. '78-June '79	51 cu. ft.	06/05/81	Recycle (Hot Water 150°)

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

Maryland
 Signature

RECORDS RET'N OFFICER.
 Title

6/8/81
 Date

P.S.

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

TICKET ACCOUNTING DEPT. (GAME 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.				
21 - 45	WEEKLY DETAIL PRINT-OUTS W/B-801 through W/B-926	766	32	Jan. '78-June '79	25 cu. ft.	06/05/81	Recycle (Hot Water 150°)

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

Margaret Chapman
Signature

RECORDS RET'N OFFICER
Title

01/01/81
Date

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

PS-832

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

Circuit Court Calvert County
 Court County

Series No.	Description of Records Include Title and/or Farm Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General accounting records	655	2	July, 74-Nov. 74	2	6-10-81	Landfill
2	General accounting records	655	2	Sept, 76-Dec. 78	10	6-10-81	Landfill

Disposal Approved by Hall of Records Commission

7/17/81
Date

Edward J. [Signature]
Archivist

Disposal Certification

Audrey B. Evans Clerk 6/10/81
Signature Title 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

MS

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

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

Maryland State Police

Reporting Agency
Barrack "N"
901 West Montgomery Avenue
Rockville, Maryland 20850
Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	State Highway Admin.	647	LIA 2-4	1/76 thru 12/77	One folder	6/15/81	Shredding
2.	Incident Reports (Closed) #88	647	OPS-23	1/77 thru 12/77	Two folders	"	"
3.	Leave and Duty Schedules	647	PER-3	1/77 thru 12/78	One folder	"	"
4.	Miles Message Log # 143	647	ADM 10-2	1/77 thru 12/77	One folder	"	"
5.	Disabled Vehicle Daily Log Sheet - 23B	647	OPS 38-0	1/77 thru 12/77	One folder	"	"
6.	Motor Vehicle Operation Report - 125	647	SUP 3-1	1/78 thru 12/78	Two folders	"	"
7.	Capital Equip. Inventory & Improvements	647	FIS 3-1	1/76 thru 12/77	One folder	"	"
8.	Academies and Special Courses	647	TNG-1	1/77 thru 12/77	One folder	"	"
9.	Public Inquires & Requests	647	PR-4	1/76 thru 12/77	One folder	"	"
10.	Motor Vehicle Usage Report	647	SUP 3-1	1/79 thru 12/79	Two folders	"	"
11.	Gas & Oil Usage Report	647	SUP - 1	1/79 thru 12/79	One folder	"	"
12.	State Highway Admin.	647	LIA 2-4	1/77 thru 12/77	One folder	"	"
13.	Call Box Logs	647	OPS 38-1	1/77 thru 6/78	One folder	"	"
14.	Trooper Activity & Leave Rpt.	647	PER 1	1/79 thru 12/79	Two folders	"	"
15.	Activity & Duty Hours-Leave Summaries	647	PER 1-1	1/79 thru 12/79	Two folders	"	"
16.	Uniform Crime Reports	647	ADM 8-1	1/76 thru 12/77	One folder	"	"
17.	Traffic Citation Control Ledger	647	OPS 36-1	1/76 thru 12/77	One folder	"	"

M. L. Krome
M. L. Krome

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

1st Lieutenant

6/11/81

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency
 Barrack "N"
 901 West Montgomery Avenue
 Rockville, Maryland 20850
 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.				
18.	Civilian Work & Leave Reports	647	PER 2	1/79 thru 12/79	One folder	6/15/81	Shredding
19.	Receipt for General Information	647	None	1/77 thru 12/77	One folder	"	"
20.	General Agency Correspondence	647	ADM 14	1/76 thru 12/77	One folder	"	"
21.	Command Meeting Minutes- HQ	647	ADM 12	1/76 thru 12/77	One folder	"	"
22.	Energy Conservation	647	ADM 7	1/76 thru 12/77	One folder	"	"
23.	Traffic Citation Control Ledger	647	OPS 36-1	1/77 thru 12/77	One folder	"	"

2 cu. ft.

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

M. L. Krome
 M. L. Krome

Signature

1st Lieutenant

Title

6/11/81

Date

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

6/15/81
 Mr. Hance
 Approved
 of Mr. Hance

CERTIFICATE OF RECORDS DISPOSAL

Motor Vehicle Administration

Reporting Agency

Field Services - Waldorf Regional 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	Correspondence (Payroll)	744	3 D	1976-77	1 cu. ft.	07-01-81	Land Fill
2	General Accounting Record	744	3 E	1976-77	1 cu. ft.	07-01-81	Land Fill
3	General File	744	13	1976-77	7 cu. ft.	07-01-81	Land Fill
4	Address Request for Lienholder	744	1	1976-77	3 cu. ft.	07-01-81	Land Fill
5	Cash Receipts	744	2	1976-77	14 cu. ft.	07-01-81	Land Fill
6	Accounting Records	744	3	1976-77	7 cu. ft.	07-01-81	Land Fill
					33 cu ft		
					6/29/81		

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

A.E. Dancy
 Signature

Manager
 Title

6/15/81
 Date

PSJ

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court - District #8, Baltimore County
Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic Citations	595	1	Jan. 1974 - July 1977	34		
	Criminal Index Books *	595	2	April 1974 - June 1977	5		
	Criminal Pre-trial files	595	2	June 1975 - July 1978	55		
	Traffic Citations	595	1	Jan. 1971 - Jan. 1974	17		
<p>* These are Commissioners books - Not Court Index</p>							

Destruction Approved by Hall of Records Commission

6/29/81
Date

E. Spang
State Archivist

Destruction Certification

Wilbur R. Smith
Signature of Court Official

Deputy Admin. Clerk 6/18/81
Title Date

INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
3. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records.
4. If the State Archivist approves the destruction, both copies will be signed and returned. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
5. For your information:
 - One letter-size file drawer = 1.5 cu. ft. of records
 - One legal-size file drawer = 2.0 cu. ft. of records

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	10	June exam 1980	2.0	6/23/81	Trashed

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

Heda Steven

Signature

Administrator

Title

6/23/81

Date

PS

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

State Lottery Agency

Reporting Agency

PREPARE IN DUPLICATE

Administration, Finance & Operations

Division or Bureau

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Returned or not distributed (unsold) winning weekly game Lottery tickets over \$499	766	28a	1977, week 35 through 52 (735 W&B through 752 W&B) 1978, week 1 through 52 (801 W&B through 852 W&B) 1979, week 1 through 52 (901 W&B through 952 W&B) 1980, week 1 through 52 (001 W&B through 052 W&B)	0.5		Shredded

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

George W. Smith
Signature

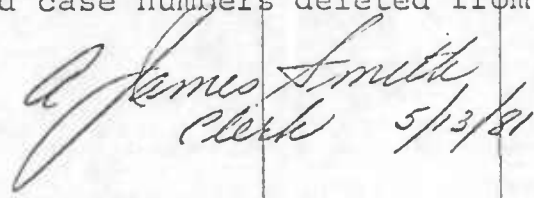
RECORDS RETN. OFFICER
Title

6/23/81
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 WICOMICO
 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.					
	Original Released Mortgages	655	7	1873-1958	58½ Cu Ft	6/30/81	Landfill	
	NOTE: Releases on above mortgages are transcribed on permanent land record recordings.							
	Case Files of Civil & Criminal Appeals; Appearances; Judicials; Petitions & Orders; References and Trials; and	655	3/7	1868-1949) -117 Cu Ft	6/30/81	1868-1918 Hall of Records	
	Civil Case Files No. 1-3513	655	3/7	1949-1960			Landfill	
	Civil Case Files No. 3514-6449	655	3/7	1960-1968			45 Cu Ft	6/30/81 Landfill
	NOTE: Files have been reviewed for judgments renewed by scif a and other instances where record is to be retained permanently and case numbers deleted from above inclusive list of case file numbers.							
				 Clerk 5/13/81				

Disposal Approved by Hall of Records Commission

Disposal Certification

6/15/81
Date


Archivist


Signature

Clerk
Title

6-30-81
Date

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

MS

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Lottery Agency

Reporting Agency

Marketing Department

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Weekly Agent Files 1973-76	66	49	1973 to 1976	1.5 cu. ft.	3/26/79	in trash Removal

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

Gregory C. Conner
Signature

RECORDS RETRY OFFICER
Title

3/26/79
Date

DEPARTMENT OF GENERAL SERVICES

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

PH

CERTIFICATE OF RECORDS DISPOSAL

STATE LOTTERY

Reporting Agency

DATA PROCESSING OPERATIONS

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	DAILY COMPUTER AND WEEKLY SCHEDULE LOGS	766	89	12-27-76/ 12-11-77	0.89	5-28-80	TO LOTTERY VAULT #3, SECURITY PAPER DISPOSAL SECTION.
2.	SAME	"	"	12-12-77/ 12-31-78	0.89	5-28-80	"
3.	SAME	"	"	1-01-79/ 8-26-79	0.62	5-28-80	"
					2.4		

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

James H. Ford
 Signature

Operations Manager
 Title

5-28-80
 Date