

PLS

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

Department of Health and Mental Hygiene
 Reporting Agency
 Juvenile Services Administration
 Boys' Forestry Camps
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Case Folders	496		1967 - 1971	44 linear ft.	5/26/77	Landfill

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

Robert Stuyvel

 Signature

 Superintendent
 Title

 5/26/77
 Date

CERTIFICATE OF RECORDS DISPOSAL

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

Department of Health and Mental Hygiene

Reporting Agency

Department of Juvenile Services-Headquarters

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	Weekly time sheets (DJS-421)	548	1	6/71 - 5/72	4'	1-2-75	Disposed of as rubbish

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

Dorothy A Wade
 Signature

Administrator I
 Title

1/6/75
 Date

File
P/S

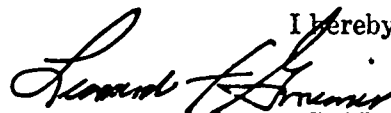
CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Juvenile Services
Reporting AgencyMontrose School
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Student Case Records			July 1, 1967 - 1970	21 cubic ft.	7-15-75	Burned
				Memo dated 11-23-74 regarding disposal after 5 years.			

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



Signature

Superintendent

Title

7-22-75

Date

File
PJ

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDJuvenile Services Administration
Reporting AgencyBoys' Forestry Camps
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Case Folders	496	1	1959-1964	26 cu. ft.	6/2/75	Burning

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

Robert G. Wolford

Signature

Superintendent

Title

6/25/75

Date

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

Department of Juvenile Services
Reporting Agency

Region VIII - Baltimore City

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Social History files over 10 years old - including family data, psychological, psychiatric reports and correspondence.			All records prior to 1963	1,110 lbs. 3,000 files-- approximately 24 letter size file drawers <i>36 cu. ft.</i>	August 28, 1974	Incinerate at Refuse Disposal Plant #4 Bureau Of Utility Operations- Baltimore, City, Maryland

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

Edward J. Lang
Signature

Regional Supervisor-Baltimore City
Title

September 4, 1974
Date

*Old
file*

CERTIFICATE OF RECORDS DISPOSAL

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

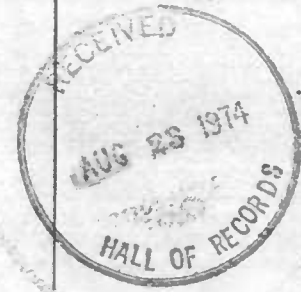
Department of Juvenile Services

Reporting Agency

Maryland Children's Center

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	Maryland Children's Center Evaluation Reports, Social Histories, other correspondence in children's files			Records prior to November 1962 which contained no correspondence within the past 10 years	1900 Cases 16 File Drawers <i>32 cu. ft.</i>	8/21/74	Shredding



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

Joseph E. Holzman
Signature

Superintendent

Title

8/22/74

Date

CERTIFICATE OF RECORDS DISPOSAL

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

Department of Health & Mental Hygiene

Reporting Agency

Department of Juvenile Services - Headquarters

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 Accounting Record and Files		1	FY 1970 FY 1971	26.25	6/3/74	Burning

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

Thomas J. Armil
 Signature

Chief of Administration
 Title

7-8-74
 Date

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

Department of Juvenile Services

Reporting Agency

Region 8-Baltimore City

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Social History files over 10 years old--including family data, psychological, psychiatric reports and correspondence.	598	1	All records prior to 1962	2550 lbs. 8100 files-- approximately 65 letter size file drawers <i>98 cu. ft.</i>	April 9, 10, 11, 1974	Incineration at Refuse Disposal Plant #4 (Pulaski Hgwy. Balto. City)

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

Edward J. Long
 Signature

Regional Supervisor

Title

5/28/74

Date

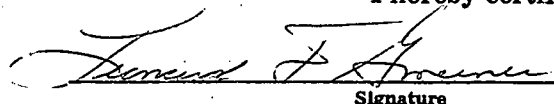
CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND945 ✓
Department of Juvenile Services
Reporting AgencyMontrose School
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Student Case Records			1933 - 1967	30 cu. ft.	1-15-74	Burned

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



Signature

Superintendent

Title

2-25-74

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Health & Mental Hygiene
Reporting Agency

Purchased Care Services
Division or Bureau of Reporting Agency

Lot 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.				
1534	2 Boxes F.Y. 1969 Records remain to be destroyed at later date. Paid Inpatient Certificates	199	1	FY 1968	20	7/5/73	Recycled
1543	Physicians Bills	199	1	FY 1968	42	7/5/73	"
1574	Outpatient Acctg. Records	199	1	FY 1968	34	7/5/73	"
1621	Physicians Transmittals	199	1	FY 1968	14	7/5/73	"
1467	206's Eligibilities - Medical Assistance Counties	199	1	FY 1968	32	7/5/73	"
1390	Paid Inpatient Certificates	199	1	FY 1968	9	7/5/73	"
1481	Pharmacy Bills	199	1	FY 1968	116	7/5/73	"
					<u>267</u>		

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

Charles C. Putnam
Signature

Chief Purchasing Officer
Title

7/19/73
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Health & Mental Hygiene

Reporting Agency

Purchased Care Services

Division or Bureau of Reporting Agency

Lot 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.				
482	Pharmacy Bills	562	1	1/3/68-3/4/68	34 cu. ft.	7/5/73	Recycled
483	Outpatient Bills	562	1	7/3/67-12/27/67	35 cu. ft.	7/5/73	"
484	Physicians Bills	562	1	5/19/67-8/16/67	24 cu. ft.	7/5/73	"
522	Pharmacy Bills	562	1	3/4/68-6/21/68	75 cu. ft.	7/5/73	"
523	Physicians Bills	562	1	8/12/67-1/25/68	84 cu. ft.	7/5/73	"
524	Special Service Bills Authorizations Dental Bills	562	1 & 2	9/66- 6/68	46 cu. ft.	7/5/73	"
					298		

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

Charles C. Putnam
Signature

Chief Purchased Care Services
Title

7/19/73
Date

File
PL

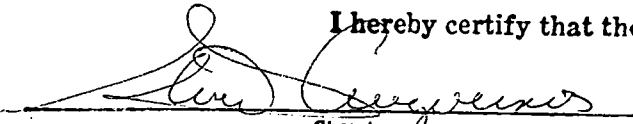
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Health and Mental Hygiene
 Reporting Agency

Springfield Hospital Center 32,01,27
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Patients Fund Receipt Books	63	1	1971 - F.Y.	2 cubic ft.	11/30/77	Buried
2.	Vendors Sales Slips (Patients Purchases)	63	3	1972 & 1973 F.Y.	14 cubic ft.	11/30/77	Buried
3.	Cancelled Checks & Check Stubs	63	4	1970 thru 1973 F.Y.	6 cubic ft.	11/30/77	Buried
4.	Accounting Records	154	1	1970 thru 1973 F.Y.	39 cubic ft.	11/30/77	Buried
5.	Time Sheets - Payroll Records	154	2	1970 thru 1973 F.Y.	60 cubic ft.	11/30/77	Buried

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



 Signature

Accountant Auditor IV

 Title

11/30/77

 Date

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

Department of Health and Mental Hygiene
Reporting Agency

Springfield Hospital Center 32.01.27
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Patients Fund Receipt Books	63	1	1971 - F.Y.	2 cubic ft.	11/30/77	Buried
2.	Vendors Sales Slips (Patients Purchases)	63	3	1972 & 1973 F.Y.	14 cubic ft.	11/30/77	Buried
3.	Cancelled Checks & Check Stubs	63	4	1970 thru 1973 F.Y.	6 cubic ft.	11/30/77	Buried
4.	Accounting Records	154	1	1970 thru 1973 F.Y.	39 cubic ft.	11/30/77	Buried
5.	Time Sheets - Payroll Records	154	2	1970 thru 1973 F.Y.	60 cubic ft.	11/30/77	Buried

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


 Signature

Accountant Auditor IV
 Title

11/30/77
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Health & Mental Hygiene

Reporting Agency

Springfield Hospital Center 32.01.27

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	M. c D.
		Schedule No.	Item No.				
1.	Vendors Sales Slips (Patients Purchases)	63	3	1968 - 1969 1970 - 1971	21 Cubic Ft	1/21/76	Burned
2.	Cancelled Check & Check Stubs	63	4	1968 - 1969	1 Cubic Ft	1/21/76	Burned
3.	Accounting Records	154	1	1968 - 1969 1970	27 Cubic Ft	1/21/76	Burned
4.	Time Sheets - Payroll Records	154	2	1969	21 Cubic Ft	1/21/76	Burned

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

Signature

Accountant-Auditor III

Title

1-26-76

Date

R

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

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Accounting Records	649	1	1965-1972	19.5	4/7/77	Shredded and trash disposal
2	Purchasing Records	649	1	1960-1971	4.0	4/7/77	Shredded and trash disposal
3	Budget and Fiscal Planning Records	649	1	1965-1972	2.0	4/7/77	Shredded and trash disposal
4	Miscellaneous Accounting Records	649	1	1971-1973	13.0	4/7/77	Shredded and trash disposal
5	Payroll Accounting Records	649	1	1967	1.5	4/7/77	Shredded and trash disposal



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

Kelen J. Gent
Signature

Accountant III
Title

4/25/77
Date

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

Phone - 833-1500

CERTIFICATE OF RECORDS DISPOSAL

Department of Juvenile Services

Reporting Agency

Montrose School

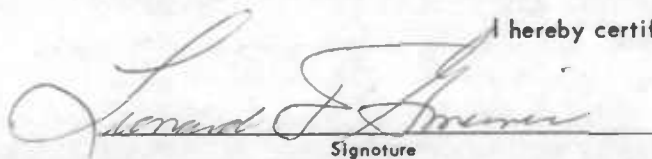
Division or Bureau

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	Student Case Records			Memo dated 11-23- 74 ⁷³ July 1970- regarding disposal after Dec. 1971 after 5 years. Memo published by Robert C. Wilson Director Juvenile Soc. (Now retired)	8 cubic feet	3-10-77	Burned

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


 Signature

Superintendent

Title

3-11-77

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Health and Mental Hygiene
Reporting AgencyClifton T. Perkins Hospital Center
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.				
37	PERSONNEL FILES (EMPLOYEE FOLDERS)	428	3	Personnel folders bearing a termination date during 1968 or before.	1 cubic foot	1/1/75	Burned

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

AK Lampante
SignatureRemond Off
Title1/13/75
Date

PJ
945
OK

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Health and Mental Hygiene
Reporting AgencyCrownsville Hospital Center
Division or Bureau of Reporting Agency

987-6200

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Patient's Receipt Books and Valuable books used in Hospital patient area	196	1	1970 - 1974	All: 216 Cubic Feet	3/12/76	Buried
				1971 - 1974		3/15/76	
2	Patient's Cash Receipts Books used in Accounting	GENERAL ACCTG. RECORDS	1	1972 - 1974			
3	State Receipts Books-Accounting		1	1972 - 1974			
4	Clinic Receipt Books		1	1968 - 1973			
5	Patient's Tally Sheets, Withdrawals and Receipts		1	1970 - 1974			
	Patient's Valuable Sheets		1	1968 - 1972			
	Patient's Transmittals for Reimbursement Working Fund		1	1967 - 1973			
	Patient's Withdrawal Vouchers 20 transfer boxes		1	1967 - 1973			

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

Louise Van Leeuwen
Signature
Louise Van Leeuwen

Accountant-Auditor IV
Title

March 31, 1976
Date

CERTIFICATE OF RECORDS DISPOSAL

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

Department of Health and Mental Hygiene
 Reporting Agency
 Crownsville Hospital Center
 Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
6	Patient's Account Cards, Ledger	196	1	1968 - 1973	All: 216 Cubic Feet	3/12/76 3/15/76	Buried
	Patient's Reconciliation Reports		1	1973 - 1974			
	Non-Budgeted 41-Welfare, cancelled checks	<i>GEN. Accrs. Records</i>	1	7/6/61 - 12/28/72			
	Non-Budgeted 41-Welfare, check book stubs		1	1967 - 1974			
	Non-Budgeted 42-Patients cancelled checks		1	1966 - 1972			
	Non-Budgeted 41-Welfare, Receipt Books		1	1967 - 1973			
	Non-Budgeted 42-Patients, check book stubs		1	1967 - 1974			
	Non-Budgeted 42-Patients Bank Statements		1	1966-1972			

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

Louise Van Leeuwen

 Louise Van Leeuwen Signature

Accountant-Auditor IV

Title

March 31, 1976

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Health and Mental Hygiene
Reporting Agency

Crownsville Hospital Center
Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Operating Petty Cash, cancelled checks	196	1	1960 - 1972	All: 216 Cubic Feet		Buried
	Operating Petty Cash, check book stubs	Gen. Acctg. Records	1	1966 - 1972			
	Operating Petty Cash, bank statements		1	1968 - 1973			
	Completed Purchasing Contracts		1	1970 - 1971			
	Department of Public Improvements Letter		1	6/3/59 - 12/8/66			
	Comptrollers Statements		1	5/3/65 - 5/31/72			
	Federal Retirement & Social Security Billings		1	1/16/70 - 7/1/72			
	Certificate of Deposits, and RI-Reports		1	7/1968 - 6/19/75			

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

Louise Van Leeuwen
Signature
Louise Van Leeuwen

Accountant-Auditor IV
Title

March 31, 1976
Date

CERTIFICATE OF RECORDS DISPOSAL

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 HALL OF RECORDS COMMISSION
 STATE OF MARYLAND

Department of Health and Mental Hygiene

Reporting Agency

Crownsville Hospital Center

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Hot Lunch Program, information	196 /	/	8/1971 - 6/1975	All: 216 Cubic Feet	3/12/76 3/15/76	Buried
	Memorandums of Adjustment #1-163	/	/	9/1965 - 6/1971			
	Journal Entries	/	/	1/1966 - 1/29/74			
	Vocational Rehabilitation Billing C. I. E. T. P.	/	/	1963 - 1964			
	Letters Requesting to Accept Donations	/	/	10/1965 - 6/1971			
	Baltimore Clinic Prescriptions	/	/	1973 - 1974			
	Cafeteria Sales	/	/	1971 - 1974			
	Telephone Toll Sheets	/	/	7/1/73 - 11/30/73			
	Requisitions for Distribution of Drugs, Office & Med. Supplies	/	/	1972 - 1975			

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

*Louise Van Leeuwen*Louise Van Leeuwen
Signature

Accountant-Auditor IV

Title

March 31, 1976

Date

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HALL OF RECORDS COMMISSION
STATE OF MARYLANDDepartment of Health and Mental Hygiene
Reporting AgencyCrownsville Hospital Center
Division or Bureau of Reporting Agency

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		Schedule No.	Item No.				
		196					
	Gasoline Tickets	G.S.M. ACTG RECORDS	/	1971 - 1975	All: 216 Cubic Feet	3/12/76 3/15/76	Buried
	Computerized Time Sheets		/	12/6/72 - 12/27/73			
	Financial Statements		/	1965 - 1970			
	Budget CARDS per L. Van Leeuwen		/	1961 - 1974			
	Ledger Cards 4/10/76 G.W.S. SHEETS HAVE A PERMANENT		/	1973 - 1974			
	Daily Travel Log GEN. LOGGER		/	1974 - 1975			
	Dietary Special Funds Sheets		/	1972 - 1975			
	Employees Mileage Report		/	1973 - 1975			
	General Fund Revenue		/	1965 - 1974			
	Motor Vehicle Reports		/	1971 - 1975			
	School Lunch Program	/					

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

Louise Van Leeuwen
Signature
Louise Van Leeuwen

Accountant-Auditor IV
Title

March 31, 1976
Date

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HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Health and Mental Hygiene
 Reporting Agency
 Crownsville Hospital Center
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		Schedule No.	Item No.				
	Transmittals - Working Fund Operating	196	1	1969 - 1971	All: 216 Cubic Feet	3/12/76 3/15/76	Buried
	Transmittals - Non-Budgeted 41- Welfare	Open Access Records	1	8/1972 - 4/1974			
	C.I.E.T.P. Payrolls		1	1/1/72 - 10/31/74			
	Construction Letters - Board of Public Works minutes, General Services		1	1964 - 1966			
	B B I Forms		1	1969 - 1970			
	Reversion and Reserve Reports		1	1965 - 1969			
	Miscellaneous Sales and Infor- mation		1	1966 - 1970			
7	Payroll Registers -		1	1969 - 1972			

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

Louise Van Leeuwen
 Louise Van Leeuwen
Signature

Accountant-Auditor IV
Title

March 31, 1976
Date

CERTIFICATE OF RECORDS DISPOSAL

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 STATE OF MARYLAND

Department of Health and Mental Hygiene

Reporting Agency

Crownsville Hospital Center

Division or Bureau of Reporting Agency

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		Schedule No.	Item No.				
	Exception Time Reports	196	1	1969 - 1972	All: 216 Cubic Feet	3/12/76 3/15/76	Buried
	Cost Centers Quarterly		1	1969 - 1972			
	Contractual Pay Rolls		1	1970			
	Payroll Recap Sheets		1	1969 - 1972			
	Personnel Changes Sheets		1	1969 - 1972			
	Employees Master Authorization Card that resigned		1	1969 - 1972			
	Receipts for Payments of Back Overtime Pay		1	1969			
	Overtime Vouchers		1	1969 - 1972			
	Employees Pay Exception Slips		1	1969 - 1972			

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Louise Van Leeuwen
 Signature
 Louise Van Leeuwen

Accountant-Auditor IV
 Title

March 31, 1976
 Date

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HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Health and Mental Hygiene
Reporting Agency

Crownsville Hospital Center
Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
8	Housing Recap Sheets	196	1	1965 - 1970	All: 216 Cubic Feet	3/12/76 3/15/76	Buried
	Emergency Payment Vouchers Vo. #1 thru #589	G.M. Records Board	1	1964 - 1971			
	Central Payroll Cost Centers Sheets		1	1968 - 1972			
	Disposition of transmittals and payment vouchers		1	1969 - 1972			
	Small box Consultant's files (obsolete)		1				
	Remittance Advice Vouchers		1	1971 - 1972			
	Budget Credit Receipts and Information		1	9/19/70 - 6/1974			

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

Louise Van Leeuwen
Signature

Accountant-Auditor IV
Title

March 31, 1976
Date

Louise Van Leeuwen

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Maryland Arts Council

Reporting Agency

Department of Economic and Community Development

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 Accounting Records	604		1966-1970	2 1/2 cubic feet	12-29-74	burning or other method

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

Lynda P. Ferhagen
Signature

Secretary II
Title

February 18, 1975
Date

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

Md. State Board of Veterinary Med. Examiners
 Reporting Agency

Mrs. Miriam Kern
 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.				
1293	Accounting Records Candidate File	-	-	1963-1965 1953-1964	2 cu. ft.	12/20/72	Waste Paper

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

Miriam G. Kern
 Signature

Clerk
 Title

12/30/73
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

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

Md. State Board of Veterinary Medical Examiners
 Reporting Agency

*901 W. Greesh
 1201*

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.				
1044	Md. State Bd. of Veterinary Medical Examiners Accounting Records	--	-	1956 - 1962	2 cu. ft.	7/71	sold as waste paper

*John P. [unclear]
 Secretary - Treasurer*

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

Melvin H. Meyer
 Signature

Public Records Examiner
 Title

7/6/71
 Date

PS

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

Maryland State Department of Education will forward original certificates to

DEPARTMENT OF BUSINESS AFFAIRS

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
13A	41	LEA	A Attendance-Roll Books-Registers	47	1970-72	7-21-76	BN

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

Chady Johnson
Signature

Best Principal

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

800
cubic footage

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

Michelle Berwick
Signature

DIRECTOR OF BUSINESS AFFAIRS

7-28-76
Date

Page 1 of 1

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

St. Mary's County

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

Reporting LEA

Maryland State Department of Education will forward original certificates to:

Great Mills Elementary
Division of Reporting LEA

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
XX 1.3.A	29	CR-6	Handicapped Child Record	3	Born 1954	1-5-76	SH

Charles W. Ruffley
Signature

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

Principal
Title

Jan. 2, 1976
Date

1/32 cu. ft.
cubic footage

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

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Great Mills Elementary

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
25 1.3.A	25	CR-2	Personal Data Record	43	Born 1953 & '54	1-5-76	SH
26 1.3.A	26	CR-3	Test Record	42	Born 1953 & '54	1-5-76	SH
30 1.3.A	30	CR-7	Vision-Hearing Screening Record	23	Born 1953 & '54	1-5-76	SH
32 1.3.A	32	CR-9	Pupil's Health Progress Record	21	Born 1953 & '54	1-5-76	SH

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

Charles W. Cuffley
Signature

Principal

Title

Jan. 2, 1976

Date

1/4 cu. ft.
cubic footage

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

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

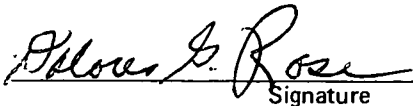
St. Mary's County

Reporting LEA

Administration and Finance, Food Service
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1B	7		School Breakfast Program Application	5	9/5/72 - 6/11/76	7/14/76	BN
1.1B	8		School Breakfast Program Schedule A	1	9/5/72 - 6/11/76	7/14/76	BN
1.1B	9		Claim for Reimbursement - School Breakfast Program	10	9/5/72 - 6/11/76	7/14/76	BN
1.1B	11		Schedule A of Special Milk Program	1	9/1/72 - 6/11/76	7/14/76	BN
1.1B	14		Administrative Review Report - School Food Services Program	7	9/1/72 - 6/11/76	7/14/76	BN
1.1B	16	72-73	National School Lunch Program Application (Type A Lunch)	1	9/1/72 - 6/11/76	7/14/76	BN
1.1B	17		Schedule A of Program School Lunch	1	9/1/72 - 6/11/76	7/14/76	BN
1.1B	18	A&F-72	Claim for Reimbursement National School Lunch and Special Milk Program	23	9/1/72 - 6/11/76	7/14/76	BN
1.1B	19	A&F-72	Supplemental Claim for Reimbursement Information - "Quick Reporting System"	23	9/1/72 - 6/11/76	7/14/76	BN

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


Signature

Coordinator of Food Services
Title

7/14/76
Date

1
cubic footage

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

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

PINEY POINT ELEMENTARY SCHOOL
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3.A	25	CR-2	Personal Data Record	40	6/30/73 - 6/30/76	7/19/76	BN
1.3.A	26	CR-3	Test Record	31	6/30/73 - 6/30/76	7/19/76	BN
1.3.A	30	CR-7	Vision-Hearing Screening Record	12	6/30/73 - 6/30/76	7/19/76	BN
1.3.A	31	CR-8	Pupil's Medical Record Form Private Physician	8	6/30/73 - 6/30/76	7/19/76	BN

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


A. Franklin Barnett
Signature

Principal

Title

July 19, 1976

Date

1/16

cubic footage

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

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

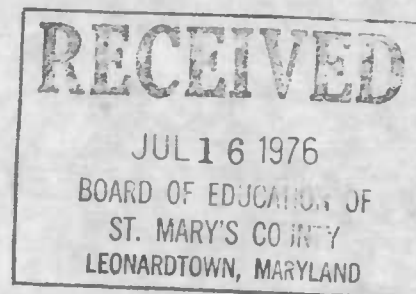
St. Mary's County

Reporting LEA

Great Mills Elementary

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3A	25	CR-2	Personal Data Record	43	Born 1955	7-16-76	SH
1.3A	26	CR-3	Test Record	39	Born 1955	7-16-76	SH
1.3A	30	CR-7	Vision-Hearing Screening Record	35	Born 1955	7-16-76	SH
1.3A	31	CR-8	Pupil's Medical Record Form	22	Born 1955	7-16-76	SH
1.3A	32	Cr-9	Pupil's Health Progress Record	20	Born 1955	7-16-76	SH



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

Signature

Principal

Title

July 15, 1976

Date

.5
cubic footage

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

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Green Holly School

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3A	25	CR-2	Personal Data Record	49	06/58	07/30/76	SH
1.3A	26	CR-3	Test Record	34	06/58	07/30/76	SH
1.3A	27	CR-4	Teacher Observation Record	32	06/58	07/30/76	SH
1.3A	29	CR-6	Handicapped Child Record	37	06/58	07/30/76	SH
1.3A	30	CR-7	Vision-Hearing Screening Record	34	06/58	07/30/76	SH
1.3A	31	CR-8	Pupils' Medical Record Form	32	06/58	07/30/76	SH
1.3A	32	CR-9	Pupil's Health Progress Record	33	06/58	07/30/76	SH
1.3A	36	PDS-3	Standardized Test Information	12	09/57	07/30/76	SH
1.3A	37	PDS-4	School enrollment & Non-subject Performance Information	14	09/57	07/30/76	SH
1.3A	38	PDS-5	Physical Health Information	24	09/57	07/30/76	SH
1.3A	41	side 1 & 2	Attendance Roll Book, Teachers' Registers	46	66/67	07/30/76	BY
1.1E	2	NA	NDEA Title III	21	68	07/30/76	BY

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

Principal

7/28/76

Signature

Title

Date

1
cubic footage

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

Page 1 of 1

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

St. Mary's County

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

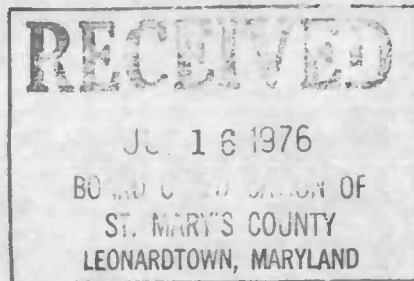
Reporting LEA

Maryland State Department of Education will forward original certificates to:

Great Mills Elementary
Division of Reporting LEA

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3A	29	CR-6	Handicapped Child Record	4	Born 1955	7-16-76	SH



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

Charles W. Dwyer
Signature

Principal
Title

July 15, 1976
Date

.1
cubic footage

Mail to Hall of Records 7/9/76

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

Maryland State Department of Education will forward original certificates to

DEPARTMENT OF BUSINESS AFFAIRS

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

NORTH EAST HIGH SCHOOL

SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1,3,A	28	CR 5	Attendance Card	1	June 1976	6/22/76	BN
1,3,A	30	CR 7	Vision-Hearing Screening Record	89	""""	""""	BN
1,3,A	30-A	CR 7A	Pupil's Immunization & Screening Tests	55	""""	""""	BN
1,3,A	31	CR 8	Pupil's Medical Record Form (Private Physician)	31	""""	""""	BN
1,3,A	32	CR 9	Pupil's Health Progress Record	79	""""	""""	BN

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

•1420353

cubic footage

Signature

Richard L. Bohlander
 TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

Signature

Adm. Asst
 DIRECTOR OF BUSINESS AFFAIRS

6/23/76

Date

Page 1 of 1

PS

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

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

DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

FAKTON ELEMENTARY
 SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3A	33	-	Roll Records Aug 1957	900	1944-1955	6-15-76	<u>BN</u>

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

[Signature]
 Signature

PRINCIPAL

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

4.5 cu ft
 cubic footage

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

[Signature]
 Signature

DIRECTOR OF BUSINESS AFFAIRS

June 23, 1976
 Date

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

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

Board of Education of Baltimore County
 Reporting LEA

Maryland State Department of Education will forward original certificates to

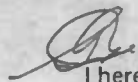
Office of Child Accounting
 Division of Reporting LEA

HALL OF RECORDS COMMISSION
 STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3.A	24	CR1	Achievement & Attendance Record	13,400	1920-1971	1/75 thru 6/75	SH *
.A	28	CR5	Perm. Record, Elementary School	38,800	1920-1973	1/75 thru 6/75	SH *

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

~~27.12~~ 24.92
 cubic footage


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

John E. Seibold
 Signature

Director, Office of Child Accounting
 Title

August 29, 1975
 Date

* Microfilmed prior to shredding

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Board of Education of Baltimore County

Reporting LEA

Office of Child Accounting

Division of Reporting LEA

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3.A	24	Achievement & Attendance Record	10,900	1915-1971	7/74 thru 12/74	SH *
1.3.A	28	Perm. Record, Elementary School	79,900	1919-1973	7/74 thru 12/74	SH *

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

27.12

cubic footage

~~24.92~~

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

John E. Seebold
Signature

Director, Office of Child Accounting
Title

August 29, 1975
Date

Page 1 of 1

* Microfilmed prior to shredding

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

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

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Rosedale Office

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3.A	37	Pupil Personnel Worker - Records of students who are 21 years old. These records include - working records of the pupil personnel worker - some court reports - some diagnostic reports.	400	All of these records are of those students who have reached their 21st birthday.	8/75	SH
1.3.A	38	Psychologist - Psychological records and test forms and reports.	250			SH

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

21

cubic footage

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

John E. Veader
Signature

Pupil Personnel Worker
Title

7-10-75
Date

John E. Veader

Page _____ of _____

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Catonsville Annex
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3.A 37		Pupil Personnel Worker - Records of students who are 21 years old. These records include - working records of the pupil personnel worker - some court reports - some diagnostic reports.	300	All of these records are of those students who have reached their 21st birthday.	8/75	BN
1.3.A 38		Psychologist - Psychological records and test forms and reports.	100		8/75	BN

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

12
cubic footage

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

Mary Van Wiggeren
Signature

Pupil Personnel Worker
Title

8/15/75
Date

Page _____ of _____

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

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

St. Mary's County

Reporting LEA

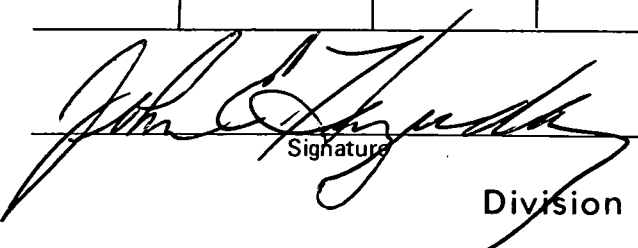
Maryland State Department of Education will forward original certificates to:

Oakville Elementary School
Division of Reporting LEA

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1. 3.A	41	--	PAR Attendance Sheets	1	1969-70 1970-71 1971-72	7/29/75	BN

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


Signature

Principal, Oakville Elementary
Title

7/29/75
Date

.5
cubic footage

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

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Administration and Finance, Food Service
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1.B	7		School Breakfast Program Application	6	9/1/71 - 6/15/72	7/29/75	BN
1.1.B	8		School Breakfast Program - Schedule A	1	9/1/71 - 6/15/72	7/29/75	BN
1.1.B	9		Claim for Reimbursement - School Breakfast Program	10	9/1/71 - 6/15/72	7/29/75	BN
1.1.B	11		Schedule A of Special Milk Program	1	9/1/71 - 6/15/72	7/29/75	BN
1.1.B	14		Administrative Review Report - School Food Service Program	10	9/1/71 - 6/15/72	7/29/75	BN
1.1.B	16	A&F/71	National School Lunch Program - Application	23	9/1/71 - 6/15/72	7/29/75	BN
1.1.B	17		Schedule A of Program School Lunch	1	9/1/71 - 6/15/72	7/29/75	BN
1.1.B	18	A&F/71	Claim for Reimbursement National School Lunch and Special Milk Program	23	9/30/71 - 6/15/72	7/29/75	BN
1.1.B	19	A&F/71	Supplemental Claim for Reimbursement Information - Quick Reporting System	23	9/30/71 - 6/15/72	7/29/75	BN

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

Dolores M. Rose
Signature

Coordinator of Food Services
Title

7/29/75
Date

1
cubic footage

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

Gilpin Manor Elementary
 SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3.A	25	CR 2	Personal Data Record	90	1957 - 1974	7/14/75	Burn
1.3.A	26	CR 3	Test Record	90	1957 - 1974	7/14/75	Burn
1.3.A	27	CR 4	Teacher Observation Record	90	1957 - 1974	7/14/75	Burn
1.3.A	29	CR-6	Handicapped Child Record	12	1957 - 1974	7/14/75	Burn
1.3.A	30	CR-7	Vision - Hearing Screening Record	90	1957 - 1974	7/14/75	Burn
1.3.A	31	CR-8	Medical Form	90	1957 - 1974	7/14/75	Burn
1.3.A	32	CR-9	Health Progress Record	90	1957 - 1974	7/14/75	Burn
1.3.A	33		Other Pupil Records Prior to 1957	310	1937 - 1957	7/14/75	Burn
3.A	41		Attendance Roll Books	250	1937 - 1969	7/14/75	Burn

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

Susan K. Bew
 Signature

Susan K. Bew, Principal
 TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

7.5
 cubic footage

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

H. Orville Berwick
 Signature

DIRECTOR OF BUSINESS AFFAIRS

July 14, 1975
 Date

Page 1 of 1

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

Maryland State Department of Education will forward original certificates to

DEPARTMENT OF BUSINESS AFFAIRS

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

NORTH EAST HIGH SCHOOL

SCHOOL OR CENTRAL OFFICE UNIT

ITEM NUMBER

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1,3,A	27 5	CR 4	5	March 1953	3/74	BN
1,3,A	30 33	CR 7	33	March 1953	3/74	BN
1,3,A	31 6	CR 8	6	March 1953	3/74	BN
1,3,A	32 77	CR 9	17	March 1953	3/74	BN

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

.0338179

cubic footage

Anna Lou Gernick
 Signature

Guidance Counselor
 TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

Wesley L. Bolander
 Signature Principal

DIRECTOR OF BUSINESS AFFAIRS

6/6/75

Date

Page 1 of 1

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

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

DEPARTMENT OF BUSINESS AFFAIRS
 Division of Reporting LEA
 NORTH EAST HIGH SCHOOL, RD 2, North East, Md.21901
 SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1,3,A	32	CR 9	Pupil's Health Progress	25	12/53	2/75	BN
1,3,A	31	CR 8	Medical Record & Imm.&Screening Tests	19	12/53	2/75	BN
1,3,A	30	CR 7	Hearing & Vision Tests	33	12/53	2/75	BN
1,3,A	28	CR 5	Attendance	5	12/53	2/75	BN
1,3,A	27	CR 4	Md. Perm. Rec. (Attendance--sm.Wh.Card)	2	12/53	2/75	BN
1,3,A	26	CR 3	Testing Record (BLANK)	1	12/53	2/75	BN

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

Signature

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

.0473451
 cubic footage

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

Signature

DIRECTOR OF BUSINESS AFFAIRS

Feb. 1975
 Date
 Page 1 of 1

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)
 Reporting LEA

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

DEPARTMENT OF BUSINESS AFFAIRS
 Division of Reporting LEA
Elkton Middle
 SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3A	25	CR-2	Personal Data Record	600	1957 - 6/28/59	6/28/74	BN
1.3A	26	CR-3	Test Record	575	1957 - 6/28/59	6/28/74	BN
1.3A	27	CR-4	Teacher Observation Record	50	1957 - 6/28/59	6/28/74	BN
1.3A	29	CR-6	Handicapped Child Record	30	1957 - 6/28/59	6/28/74	BN
1.3A	30	CR-7	Vision - Hearing Screening Record	600	1957 - 6/28/59	6/28/74	BN
1.3A	31	CR-8	Pupil's Medical Record from Private Physician	50	1957 - 6/28/59	6/28/74	BN
1.3A	32	CR-9	Pupil's Health Progress Record	600	1957 - 6/28/59	6/28/74	BN
1.3A	33		Other Pupil Records Prior to 1957 - Records similar to CR-2, CR-3, CR-4, CR-6, CR-7, CR-8, and CR-9	2000	1941 - 1956	6/28/74	BN

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

12

cubic footage

Signature

Robert D. Hesse
Principal

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

H. Phillip Bernick 7/17/74

Signature

DIRECTOR OF BUSINESS AFFAIRS

July 10, 1974

Date

Page 1 of 1

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

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)
 Reporting LEA

DEPARTMENT OF BUSINESS AFFAIRS
 Division of Reporting LEA
Perryville High School
 SCHOOL OR CENTRAL OFFICE UNIT

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3A	CR-2 25	Personal DATA Record	1050	9/4/52-6/5/70	6/14/74	BN
	26	Test Record	1120	9/7/52-6/5/70	6/14/74	BN
	27	Teacher Observation Record	995	9/7/54-6/5/70	6/14/74	BN
	29	Handicapped Childred Record	980	10/8/52-6/5/70	6/14/74	BN
	30	Vision-Hearing Screening Record	854	9/7/52-6/5/70	6/14/74	BN
	31	Pupil Medical Record - Private Phys.	672	9/3/52-6/5/70	6/14/74	BN
	32	Pupil Health Progress Record	966	9/4/52-6/5/70	6/14/74	BN
	33	Similar to CR-2,3,4,6,7,8,9	2352	9/5/52-6/5/70	6/14/74	BN

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

[Signature]
 Signature

Asst. Principal
 TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

8138
 cubic footage

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

H. Charles Berwick
 Signature

DIRECTOR OF BUSINESS AFFAIRS

June 19, 1974
 Date

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

CERTIFICATE OF RECORDS DISPOSAL

Bowie State College, Bowie, Maryland

Reporting Agency

Business 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	General Accounting	644	1	1968-1970	6 cu. ft.	6-06-77	Landfilled
2	Payroll Accounting	644	1	1969-1972	9 cu. ft.	6-06-77	Landfilled
3	Purchasing Records	644	1	1968-1973	9 cu. ft.	6-06-77	Landfilled
4	General Accounting	644	1	1967-1973	12 cu. ft.	6-06-77	Landfilled
5	General Accounting	644	1	1959-1972	8 cu. ft.	6-06-77	Landfilled
6	General Accounting	644	1	1969-1973	20 cu. ft.	6-06-77	Landfilled
7	General Accounting	644	1	1971-1973	4 cu. ft.	6-06-77	Landfilled
8	Misc. Accounting Records	644	1	1970-1971	1½ cu. ft.	6-06-77	Landfilled

69 42

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


Signature


Title

7/5/77
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Board of Trustees/State Universities and Colleges
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	General Accounting Records	-	1	7/1/70-6/30/74	9	11/26/76	Shredding
	General Correspondence	-	3	7/1/70-6/30/74	14	11/18/76	Shredding

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



Signature

Fiscal Officer

Title

12/14/76

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

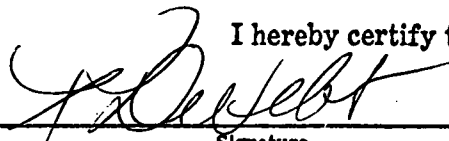
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Board of Trustees/State Universities and Colleges
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	General Accounting Records	-	1	7/1/70-6/30/74	9	11/26/76	Shredding
	General Correspondence	-	3	7/1/70-6/30/74	14	11/18/76	Shredding

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



Signature

Fiscal Officer

Title

12/14/76

Date

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

WHITE MARSH ELEMENTARY SCHOOL

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1.B	16		National School Lunch Application	105	Sept.1972-June1973	7/29/77	SH
LEA	413		Purchase Orders		1972-1973	7/29/77	SH
LEA	984		Receipts		1972-1973	7/29/77	SH
LEA	985		Checks		1972-1973	7/29/77	SH
LEA	986		Bank Statements and Reconciliations	12	1972-1973	7/29/77	SH
LEA	987		Deposit Slips		1972-1973	7/29/77	SH

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


Signature

Principal
Title

7/29/77
Date

2
cubic footage

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

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Great Mills High School
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3A	41	-	Attendance Roll Books-Teacher's Grade Books	apprx. 60	Sept. 1971-June 1972	7/77	BN

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

Bernard I. Johnson
Signature

Bernard I. Johnson, Principal
Title Great Mills High

July 29, 1977
Date

1
cubic footage

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Administration and Finance, Food Service
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1.B	7		School Breakfast Program Application	1	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	8		School Breakfast Program Schedule A	1	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	9	A&F 73/74	Claim for Reimbursement - School Breakfast Program	10	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	11	A&F 73/74	Schedule A of Special Milk Program	2	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	14		Administrative Review Report - School Food Services Program	8	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	16		National School Lunch Program Application	1	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	17		Schedule A of School Lunch Program	2	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	18	A&F 73/74	Claim for Reimbursement-National School Lunch Program	10	9/1/73 - 6/30/74	7/27/77	BN
1.1.B	19	A&F 014-13 -02/74	Supplemental Claim of Reimbursement Information-"Quick Reporting System"	10	9/1/73 - 6/30/74	7/27/77	BN

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

Dolores G. Rose
Signature

Coordinator of Food Services
Title

7/27/77
Date

1
cubic footage

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

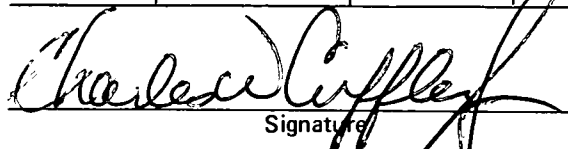
St. Mary's County

Reporting LEA

Great Mills Elementary
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3.A	8	REIS 075-11	Summary of Enrollment, Attendance, & Enrollment	1,579	Sept. 1969-June 1974	7/25/77	SH
1.3.A	25	CR-2	Personal Data Record	59	Born 1956	7/25/77	SH
1.3.A	26	CR-3	Test Record	52	Born 1956	7/25/77	SH
1.3.A	30	CR-7	Vision-Hearing Screening Record	46	Born 1956	7/25/77	SH
1.3.A	29	CR-6	Handicapped Child Record	5	Born 1956	7/25/77	SH
1.3.A	31	CR-8	Pupil's Medical Record Form Private Physician	29	Born 1956	7/25/77	SH
1.3.A	32	CR-9	Pupil's Health Progress Record	32	Born 1956	7/25/77	SH

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


Signature

Principal

Title

July 25, 1977

Date

3/4

cubic footage

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

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

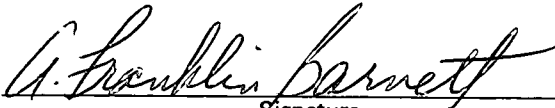
St. Mary's County

Reporting LEA

PINEY POINT ELEMENTARY SCHOOL
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1.B	16		National School Lunch Program Application (Type A Lunch)	658	August 8, 1970 through Sept. 15, 1973	7/11/77	BN

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


Signature
A. Franklin Barnett

PRINCIPAL
Title

July 11, 1977
Date

1/16
cubic footage

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

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

School Facilities
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1.A	2	Phase II Form I	Site Submission	8	8/10/71	7/13/77	BY
1.1.A	3	Phase II Form 2A	Schematic Designs Submission	7	11/10/71 - 3/2/73	7/13/77	BY
1.1.A	4	Phase II Form 2B	Design Development Documents Submission	4	1/19/72 - 6/12/73	7/13/77	BY
1.1.A	5	Phase II Form 3	Construction Documents Submission	2	4/20/72 - 7/10/72	7/13/77	BY
1.1.A	6	Phase II Form 5	Tabulation of Bids	2	7/19/72 - 9/28/72	7/13/77	BY
1.1.A (15B)	19	Form 304.2	Request for Approval of Construction Contract Award	1	3/8/74	7/13/77	BY
1.1.A (15C)	22	Form 304.5	Request for Microfilming of Construction Documents	1	4/1/74	7/13/77	BY
1.1.A	8	Local Form	Local Project Visit Reports 1-61	61	8/1/72 - 7/5/73	7/13/77	BY

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

David W. Morgan
Signature

Specialist in School Planning
Title

7/13/77
Date

4
cubic footage

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

Page 1 of 1

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

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

CECIL COUNTY PUBLIC SCHOOLS (07)
 Reporting LEA

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

DEPARTMENT OF BUSINESS AFFAIRS
 Division of Reporting LEA
NORTH EAST HIGH SCHOOL
 SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1,3,A	30	CR 7	Vision-Hearing Screening Record	161	June 1977		EN
1,3,A	31	CR 8	Pupil's Medical Record Form (Private Phys.)	99	June 1977		EN
1,3,A	32	CR 9	Pupip's Health Progress Record	148	June 1977		EN

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

Nelson K. Bolender
 Signature

Principal, Nelson K. Bolender
 TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

227257
 cubic footage

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

W. P. Parnick
 Signature

DIRECTOR OF BUSINESS AFFAIRS

8/30/77
 Date
 Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

School Food Services Program

SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.1B	454	S.L. 1	Cashiers Daily Report	5,760	Sept 70- June 71	Aug 77	SH
1.1B	450	S.L. 2	Cafeteria Daily Operating Report	4,700	Sept 70- June 71	"	"
1.1B	459	S.L. 3	Invoices and Check Vouchers	865	"	"	"
1.1B	459	S.L. 5	Invoices and Check Vouchers	15,000	"	"	"
1.1B	451	S.M.1	Report of Special Function	6	"	"	"

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

Viola Staughton
 Signature 8/15/77

County Manager of School Food Services Program
 TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

12
 cubic footage

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

 Signature

DIRECTOR OF BUSINESS AFFAIRS

August 15, 1977
 Date

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

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

Cecil Co
 Reporting LEA

Maryland State Department of Education will forward original certificates to-
Records Management Division
HALL OF RECORDS COMMISSION
Treasury Building Annapolis
STATE OF MARYLAND

Bohemia Manor H.S.
 Division of Reporting LEA
 885-5198

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3.A	30	CR-7	Vision-Hearing Screening Record	95	9/61 - 6/73	06-29-77	BN
1.3.A	30	CR-7A	Pupil's Immunizations & Screening Tests	83	9/61 - 6/73	06/29/77	BN
1.3.A	31	CR-8	Pupil's Medical Record Form Private Physician	35 22	9/61 - 6/73 9/61 - 6/73	06/29/77 06/29/77	BN BN
1.3.A	32	CR-9	Pupil's Health Progress Record	101	9/61 - 6/73	06/29/77	BN
1.3.A	25	CR-2	Personal Data Record	102	9/61 - 6/73	06/29/77	BN
1.3.A	27	CR-4	Teacher Observation Record	19	9/61 - 6/73	06/29/77	BN
1.3.A	32		Health Records from out-of-state	30	9/61 - 6/73	06/29/77	BN

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

.3
cubic footage

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

Terrill O. Stammers
 Signature

Principal
 Title

6-30-77
 Date

PS

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
		# 7859	Pupil Attendance Register	162	1964 - 1973 (Inclusive)	6/20/77	BN

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

John A. Burkens, Principal

 Signature
 Pikesville Elem. School

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

A. Orville Berwick

 Signature

DIRECTOR OF BUSINESS AFFAIRS

2 1/2
cubic footage

6-22-77
Date

Page 1 of 1

Bill Scott

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Superintendent's Office
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-02	5		General Files - Superintendent (Correspondence)	4 file drawers (9 boxes)	1969-70	3/9/77	SH

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

6
cubic footage

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

Elaine B. Cheroch
Signature

Secretary to the Superintendent
Title

March 9, 1977
Date

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

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

BOARD OF EDUCATION - Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Overlea Senior High School

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1	CR-1	Permanent Record Cards (MICRO-FILMED)	Approx. 1967-73 700		1/17/76	SH
<i>Bill Scott 796-8300-Ext 331</i>							

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

1/2 cu. ft.

cubic footage

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

Charles A. Moore

Signature

Asst. Principal Title

Jan. 17, 1976

Date

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

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

Board of Education of Baltimore County

Reporting LEA

Franklin Senior High School

Maryland State Department of Education will forward original certificates to

Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10 1-05	1	BEBC049-58	Achievement & Attendance Records (MICROFILMED)	458	Grad. Class - 1972 Withdrawals	11/8/76	SH
1-10 1-05	1	BEBC057-60	Test Records	458	Grad. & Withdrawals 1972	"	SH
1-10 1-05	2	BEBC056-58	Health Records	458	Grad. & Withdrawals 1972	"	SH

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

3 1/2

cubic footage

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

James M. Kennedy
Signature

Principal

Title

11/18/76

Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Franklin Senior High School

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-101-05	1	BEBCO 49-58	Achievement & Attendance Records (MICROFILMED)	420	Grad. Class & Withdrawals-1973	11/24/76	SH
1-101-05	1	BEBCO 57-60	Test Records	420	Grad. Class & Withdrawals-1973	"	SH
1-101-05	2	BEBCO 56-58	Health Records	420	Grad. & Withdrawals Class-1973	"	SH

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

1 1/2

cubic footage

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


Signature

Principal

Title

11/24/76

Date

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

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

Baltimore County Public Schools

Reporting LEA

Maryland State Department of Education will forward original certificates to

Perry Hall Senior High School

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND


Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1		Personal Folders for Class of 1971 containing CR-2's and office grade cards Test Record Cards CR-9 and health records and	560	Class of 1971	12-1-76	SH SH SH
1-05	2		Personal Folders for Withdrawals containing same as above and	60		"	SH
1-05	3		Discipline Folders containing suspensions from Guidance Records Room	100		"	SH

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

11.75

cubic footage

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



Principal

Title

1-11-77

Date

James R. Bowerman
Signature
BC 35-727-75

Page 1 of 1

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

PERRY HALL JUNIOR HIGH SCHOOL

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	3	BEBCO 31-30-69	REMITTANCE REPORTS	49	4/30/73 - 12/21/73	1/18/77	SH
1-10	3		CANCELLED CHECKS	3072	7/7/67 - 6/22/73	1/18/77	SH
1-10	3		CHECK STUBS	3104	7/7/67 - 8/16/73	1/18/77	SH
1-10	3	BEBCO 42-100-59	JOURNAL - GREEN	32	7/31/67 - 6/19/73	1/18/77	SH
1-10	3	BEBCO 42-100-59	JOURNAL - BUFF	390	7/10/67 - 6/22/73	1/18/77	SH
1-10	3	BEBCO 42-106-63	CHECK VOUCHERS	3075	9/11/67 - 6/30/73	1/18/77	SH
1-10	3	BEBCO 42-107-61	PETTY CASH ENVELOPES	35	9/11/67 - 6/30/73	1/18/77	SH
1-10	3	BEBCO 68-65	PETTY CASH RECEIPTS	203	9/11/67 - 6/30/73	1/18/77	SH

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

cubic footage

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


Signature James M. McCune

PRINCIPAL
Title

1/18/77
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

PERRY HALL JUNIOR HIGH SCHOOL

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	2		RETAIL SALES TAX REPORT	36	7/1/67 - 6/30/73	1/18/77	SH
1-10	4	BEBCO 42-738-72	SUMMER SCHOOL REFUND AUTHORIZATIONS	17	7/1/67 - 6/30/73	1/18/77	SH
1-10	3	BEBCO 31-34-61	REIMBURSEMENT REQUESTS	300	7/1/67 - 6/30/73	1/18/77	SH
1-10	3	BEBCO 42-110-65	RECEIPTS SUMMARY	188	7/1/67 - 3/30/73	1/18/77	SH
1-10	3		PAID VENDORS' BILLS/INVOICES	2489	7/1/67 - 6/30/73	1/18/77	SH
1-10	3	BEBCO 42-109-60	BANK RECONCILIATION	67	7/1/67 - 6/30/73	1/18/77	SH
1-10	3		TRIAL BALANCE	66	7/1/67 - 6/30/73	1/18/77	SH
1-10	3	BC42-742-72	OFFICIAL SCHOOL RECEIPTS	4773	7/1/67 - 6/30/73	1/18/77	SH
1-10	3		DEPOSIT SLIPS, BANK CHARGES, CR.MEMOS	837	7/1/67 - 6/30/73	1/18/77	SH
1-10	3		BANK STATEMENTS	76	7/1/67 - 6/30/73	1/18/77	SH

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

2-3/5

cubic footage

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


Signature James M. McCune

PRINCIPAL

Title

1/18/77

Date

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Board of Education of Baltimore County

Reporting LEA

Rolling Road School

SPECIAL EDUCATION SCHOOL

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4	BEBCO 42-109-60	Bank Reconciliation	1,032	11/30/67 to 8-31-71	11/17/76	SH
1-109	4	BEBCO 42-108-65	Official School Receipts Books	3 copies	9-65- to 4-72	11/17/76	SH
1-109	4		Paid Vendors' Bills/Invoices	43	9-68 to 6-71	11/17/76	SH

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

1 1/2

cubic footage

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

A. Fratton

Signature

Principal

Title

Nov. 17, 1976

Date

~~582~~
C451

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

Maryland State Department of Education will forward original certificates to

PATAPSCO SENIOR HIGH SCHOOL
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	49-62	CR-1 Achievement & Attendance Record (Graduates 1972 & 1973) (Withdrawals year 1971-72 & 1972-73) <i>(MICROFILMED)</i>	1196 400		10/27/76	SH
1-05	1 & 2		Cumulative files & Health files (Graduates & Withdrawals year 1971)	755		10/27/76	SH
1-05	3		Teachers Registers (Attendance)	60	9/72 - 6/73	10/27/76	SH

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

4
cubic footage

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


Signature

PRINCIPAL
Title

10/27/76
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

Maryland State Department of Education will forward original certificates to

RUXTON ELEMENTARY
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	3	169-50	TEACHER'S REGISTER (SCHEDULE 5B2)	96	9/62 - 9/71	9/29/76	SH
1-09	4		BANK RECONCILIATION	50	9/62 - 1/66	9/29/76	SH
1-09	4		PAID BILLS		7/62 - 8/66	9/29/76	SH

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

2

cubic footage

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

Richard M. Bradley
Signature

Principal
Title

Sept. 29, 1976
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

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

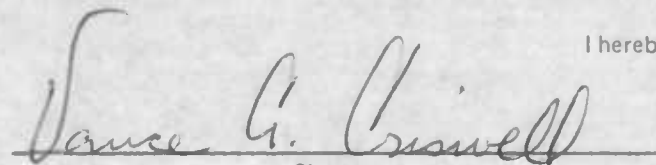
TIMONIUM ELEMENTARY SCHOOL
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4	BEBCO 42-110-65	Receipts Summary	30	9/68 to 7/31/72	9/1/76	SH
1-09	4	BEBCO 42-109-60	Bank Reconciliation Forms	50	"	"	SH
1-09	4	BEBCO 42-108-65	School Receipts Books			"	SH
1-09	4		Bank Statements	50	9/68 to 7/31/72	9/1/76	SH
1-09	4		Deposit Slips, Cancelled, Pd. & Voided Checks		9/1/59 to 7/31/72	"	SH
			Charge & Credit Memos & Check Stubs	1800			
1-09	4		Paid Vendors Bills/Invoices	500	9/1/68 to 7/31/72	9/1/76	SH
1-09	4	BEBCO 68-65	Petty Cash Receipt	50	"	"	SH
1-09	4	BEBCO 31-30-69	Remittance Report	30	"	"	SH
1-09	4	BEBCO 42-107-61	Petty Cash Summary Envelopes	15	"	"	SH
1-05	2		Pupil Record of Attendance-Teachers Register			"	SH
1-05 1-09	4		Check Stubs (4500)	18 books	9/59-6/73	9/1/76	SH
1-09	4	BEBCO 108-65	Receipt books (1800)	6 books	9/59-6/73	9/1/76	SH
1-05	3		Pupil Record of Attendance Register (SCHEDULE 5B2)	188 "	9/63- 6/72	9/1/76	SH

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

4½ cu. ft.
cubic footage

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


Signature

Principal
Title

8/30/76
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

Maryland State Department of Education will forward original certificates to

RED HOUSE RUN ELEMENTARY
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09	4	42-109-60	Bank Reconciliation Bank Statement Deposit Slips Canceled Checks	77 114 1714 1393	1966-1972 1966-1972 1966-72 1966-1972	7/76	SH
1-09	4	42-108-65	Official Receipt Book Check Stubs Paid Vendors Bills (Invoices) Paid Bills	3000 1506 423 1539	1966-1973 (Apr.) 1966-1973 (Apr.) 1968-69 1968-73 (June)		
1-05	3	43-270-70	(Teacher's Register) Pupil Record of Attend. <i>SCHEDULE 582</i>	19 18 18 25 25 27 27	1966-67 1967-68 1968-69 1969-70 1970-71 1971-72 1972-73		
1-09	8	170-62	Attendance Sign-In - Teachers	106 174 138 145 132	1966-68 1968-70 1970-71 1971-72 1972-73		

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

_____ cubic footage

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

Bernard C. Kotula
Signature
Bernard C. Kotula

Principal
Title

July, 1976
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

Maryland State Department of Education will forward original certificates to

RED HOUSE RUN ELEMENTARY
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	8	88-162-62 164-68	Custodial time cards	173 78 29	1966-68 1968-70 1971-72	7/6 ↓	SH.

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

4
cubic footage

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

Bernard C. Kotula

Principal

July, 1976

Signature

Title

Date

BC 35-727-75 Bernard C. Kotula

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

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Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

GOLDEN RING JUNIOR HIGH SCHOOL

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3	42-100-59	Green Journal Pages	10	7/1/61 - 6/30/73	8/13/76	SH
1-10	3	42-100-59	Buff Journal Pages	189	7/1/61 - 6/30/73	8/13/76	SH
1-10	12		Retail Sales Tax Report	20	7/1/69 - 6/30/73	8/13/76	SH
1-10	3	42-106-63	Check Vouchers	2,003	7/1/69 - 6/30/73	8/13/76	SH
1-10	3	42-110-65	Receipts Summary	7	7/1/69 - 6/30/73	8/13/76	SH
1-10	3	42-109-60	Bank Reconciliation Forms	155	7/1/61 - 6/30/73	8/13/76	SH
1-10	3	42-742-72	Official School Receipts	2,195	7/1/69 - 6/30/73	8/13/76	SH
1-10	3		Checking Account Bank Statement	155	7/1/61 - 6/30/73	8/13/76	SH
1-10	3		Deposit Slips	555	7/1/61 - 6/30/73	8/13/76	SH
1-10	3		Cancelled Checks	1,828	7/1/61 - 6/30/73	8/13/76	SH

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

cubic footage

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


Signature

Principal

Title

8/13/76

Date

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

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BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

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

GOLDEN RING JUNIOR HIGH SCHOOL
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3		Bank Charges and Credit Memos	5	7/1/69 - 6/30/73	8/13/76	SH
1-10	3		Check Stubs	8 books	7/1/68 - 6/30/73	8/13/76	SH
1-10	3		Trial Balance Sheets	231	7/1/61 - 6/30/73	8/13/76	SH
1-10	3		Paid Vendors' Bills/Invoices	1,586	7/1/69 - 6/30/73	8/13/76	SH
1-10	3		Vendors' Delivery/Receiving Tickets	45	7/1/69 - 6/30/73	8/13/76	SH
1-10	3	42-107-61	Petty Cash Summary Envelopes	27	7/1/69 - 6/30/73	8/13/76	SH
1-10	3	31-30-69	Remittance Reports	41	7/1/69 - 6/30/73	8/13/76	SH
1-10	3	31-34-61	Reimbursement Request	58	7/1/69 - 6/30/73	8/13/76	SH
1-10	87	42-9-69	Use of School Facilities	107	7/1/71 - 6/30/73	8/13/76	SH

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

cubic footage

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


Signature

Principal

Title

8/13/76

Date

Page 2 of 3

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

Maryland State Department of Education will forward original certificates to

GOLDEN RING JUNIOR HIGH SCHOOL
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	87		Insurance Reports	193	7/1/69 - 6/30/73	8/13/76	SH
1-10	87		Student Accident Reports	109	7/1/70 - 6/30/73	8/13/76	SH
1-10	87		Teachers Sign-In Sheets	207	7/1/68 - 6/30/73	8/13/76	SH
1-10	87		Custodian Payroll	135	7/1/68 - 6/30/73	8/13/76	SH
1-10	87		Substitute Sign-In Sheets	246	7/1/68 - 6/30/73	8/13/76	SH
1-10	87		Time Cards - Custodian	1245	7/1/68 - 6/30/72	8/13/76	SH
1-10	87		Teacher Absence Cards	610	7/1/70-6/30/73	8/13/76	SH

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

4

cubic footage

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


Signature

Principal

Title

8/13/76

Date

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

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

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Parkville Senior High School

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3		Receipts - copies	3018	7/1/70 - 6/30/73	8/19/76	SH
1-10	3	BEBCO 42-106-63	Check vouchers	3086	7/1/70 - 6/30/73	8/19/76	SH
1-10	3	BEBCO 42-100-59	Journal, buff	264	7/1/70- 6/30/73	8/19/76	SH
1-10	3	BEBCO 42-109-60	Bank Reconciliation forms	45	7/1/70 - 6/30/73	8/19/76	SH
1-10	3		Bank Statements Deposit slips, cancelled checks, paid bills or invoices, check stubs.	45	7/1/70 - 6/30/73	8/19/76	SH
1-10	3	BEBCO	Remittance Reports	82	7/1/71 - 6/30/73	8/19/76	SH
1-10	3		Trial Balance Sheets	48	7/1/71 - 6/30/73	8/19/76	SH
1-10	3	31-34-61	Reimbursement Requests	130	7/1/70 - 6/30/73	8/19/76	SH

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

2

cubic footage

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

Eileen Teal

Eileen Teal
Signature

Bookkeeper

Title

8/19/76

Date

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

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

BOARD OF EDUCATION OF BALTO. CO.
Reporting LEA

Maryland State Department of Education will forward original certificates to

SUSSEX ELEMENTARY
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4	BEBCO 31-30-69	REMITTANCES	49	9/69 - 6/73	7/76	SH
1-09	4	BEBCO 30-68	REMITTANCES	31	9/66 - 6/69	7/76	SH
1-09	4	BEBCO 34-61	REIMBURSEMENTS	63	12/56 - 5/71	7/76	SH
1-09	4	BEBCO 109-60	RECONCILIATIONS	140	6/60 - 12/71	7/76	SH
1-09	4	BEBCO 42-110-65	RECCIPT SUMMARIES	289	9/68 - 6/73	7/76	SH
1-09	4	—	PAID VENDORS BILLS	500	9/68 - 6/73	7/76	SH

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

12
cubic footage

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

Richard L. Blaine
Signature

PRINCIPAL
Title

8/9/76
Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Deep Creek Elementary School
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4	BEBCO 42-109-60	BANK RECONCILIATION FORMS	48	9/1/69 to 6/30/72	8/13/76	SH
1-09	4	BEBCO 42-108-65	OFFICIAL SCHOOL RECEIPTS	7 bks.	9/1/69 to 6/30/72	8/13/76	SH
1-09	4		BANK STATEMENTS	48	9/1/69 to 6/30/72	8/13/76	SH
1-09	4		DEPOSIT SLIPS, CANCELLED PAID & VOIDED CHECKS, CHECK STUBS	1,000	9/1/69 to 6/30/72	8/13/76	SH
1-09	8		TIME CARDS	50	7/1/70 to 6/30/72	8/13/76	SH
1-09	8		ATTENDANCE SIGN-IN SHEETS	25	7/1/70 to 6/30/72	8/13/76	SH

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

3

cubic footage

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

James V. Ferdinand, Jr.
Signature

Principal

Title

August 13, 1976

Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Department of Curriculum and Instructional Services
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
2-02	10		Inservice Course Files	misc.	1968 - June 30, 1973	8/10/76	Shred
2-02	12		College Grade Sheets	misc.	1968 - 6/30/73	8/10/76	Shred

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

2
cubic footage

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

John S. Heck
Signature

Consultant in Curriculum -
Inservice and Instructional Services
Title

August 10, 1976
Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Curriculum Office
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
2-02	14	none	Curriculum Publications Records - Sales	misc	7/1/69 to 6/30/72	8/10/76	Shred

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

1
cubic footage

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

Katherine Allen
Signature

Consultant in Curriculum - Research and Preparation August 10, 1976
Title Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

PATAPSCO SENIOR HIGH

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3	BC-42-742-72	Official School Receipts(Cont.Register)(Sec)	9549-10762	10/71-6/29/72	7/29/76	SH
1-10	3	BC-42-742-72	Official School Receipts(Cont.Register)(Sec)	10763-12422	7/3/72-6/30/73	7/29/76	SH
1-10	3		Check Stubs	1- 8016	9/63 - 6/15/73	7/29/76	SH
1-10	3		Cancelled Checks	1- 8016	9/4/63 - 6/15/73	7/29/76	SH
1-10	3	BEBCO 42-109-60	Bank Reconciliation Forms	1 -	7/68 - 6/30/73	7/29/76	SH
1-10	3	Bebco 42-106-63	Check Vouchers and invoices	8038	3/5/70 - 6/29/73	7/29/76	SH

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

3

cubic footage

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

Henrietta A. Kunkel

Signature

Book Keeper

Title

7-29-76

Date

C451

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

Grange Elementary School (1210)

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1		Pupil Master Records (Excl. CR 1 & 5, PDS 1 & 2) of pupils whose birth dates are 1955 or earlier		9/1960 - 6/1973	7/28/76	SH
1-05	2		See above		9/1960 - 6/1973	7/28/76	SH
1-05	3		Teacher Attendance Registers	353	9/ 19 ¹⁹ 60 - 6/1973	7/28/76	SH
1-05	3		Printout attendance data for pupils <i>NON-RECORD</i>		9/1960 - 6/1973	7/28/76	SH

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

2

cubic footage

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


Signature

Principal
Title

7/28/76
Date

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

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

Board of Education
Reporting LEA

Maryland State Department of Education will forward original certificates to

Harford Hills Elementary
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4 31-34-61	BEBCO 31-34-61	Reimbursements	4	2/26/60 - 6/24/70	7/23/76	SH
1-09	8		School Lunch-Free lunch applications	27	11/69 - 9/26/72	7/23/76	SH
1-09	4	BEBCO 31/30/69	Remittance Reports	110	6/6/68 - 6/30/70	7/23/76	SH
1-09	8		Inventories	2	1/69 - 5/72	7/23/76	SH
1-09	8	BEBCO 30-69	Use of School Facilities	93	6/68 - 6/70	7/23/76	SH
1-09	7		Pupil Personnel	14	6/68 - 6/70	7/23/76	SH
1-09	8		Attendance Sign-In Sheets	63	7/69 - 6/71	7/23/76	SH

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

_____ cubic footage

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

Donald Wright
Signature

Principal
Title

7/30/76
Date

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

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

Board of Education

Reporting LEA

Maryland State Department of Education will forward original certificates to

Harford Hills Elementary

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-1809	4	checks	canceled and voided checks	465	1/4/71-1/31/72	7/30/76	SH
1-1809	4	42-108-65	official school receipts book	1	11/10/70-6/14/71	7/30/76	SH
1-1809	4	42-109-60	bank reconciliation forms	31	6/30/69-1/31/72	7/30/76	SH
1-1809	4	31-30-69	remittance reports	28 x 31 x	1/10/69-10/20/71	7/30/76	SH
1-1809	4	invoices	paid vendors bills/invoices	310	4/28/69 - 5/28/71	7/30/76	SH
1-1809	4	42-110-65	receipts summary	175	2/9/70-10/22/70	7/30/76	SH

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

5
cubic footage

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

Donald Wright
Signature

Principal

Title

7/30/76
Date

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

~~6421~~
~~582~~
C451

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

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

DUNDALK SENIOR HIGH SCHOOL
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	CR-1 9-57	CR-1 Cards for the Class of 1973 (MICRO-FILMED)	671	1960-1973	2/9/77	SH
			Cumulative Records for the Class of 1974	618	1961-1974	2/9/77	SH

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

13

cubic footage

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

Leib McDonald
Signature

PRINCIPAL
Title

2/9/77
Date

C-421

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
 Reporting LEA

Maryland State Department of Education will forward original certificates to

CARNEY ELEMENTARY SCHOOL 11-06
 Division of Reporting LEA

HALL OF RECORDS COMMISSION
 STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4	BEBCO 42-108-65	OFFICIAL SCHOOL RECEIPTS - BOUND BOOKS (Elementary)	11 1	10-19-67 to 9-65 to 3-10-72 10-67	8-1-76	SH
1-09	4		CANCELLED PAID & VOIDED CHECKS	1 pkt.	6-8-67 to 7-71 to 10-20-71 and 6/72		SH
1-09	4		CHECK STUBS	6 bks.	9-65 to 8/71		SH
1-09	4		DEPOSIT SLIPS		9-65 to 6-72		SH
1-09	4	BEBCO 42-109-60	BANK RECONCILIATION FORMS, BANK STATEMENTS		9-65 to 5-72		SH
1-09	4		CANCELLED, PAID INVOICES & RECEIPTS		9-65 to 6-72		SH

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

_____ cubic footage

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

Frank V. Herman
 Signature

Principal
 Title

7/28/76
 Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

CARNEY ELEM. 11-06

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09		BEBCO 1-59	REQUISITIONS	1 pkt.	Aug.68 - 6-72	8-1-76	SH
1-09		BEBCO 9-69	USE OF SCHOOL FACILITIES	1 pkt.	10-69 - 3/71		SH
1-09		BEBCO 26-63	TRANSPORTATION MONTHLY REPORT PINK		1965-1971		SH
1-09		BEBCO 27-60	TRANSPORTATION BUS ROUTE REPORT, GRAY		1965-1971		SH
1-09			ESTIMATED ENROLLMENT	1 pkt.	9/66 - 9/71		SH
1-09			PAYROLL TIME SHEET FOR TEACHERS AND SUBSTITUTES	1 pkt.	9/68 - 6/71		SH
1-09		BEBCO 9-64	USE OF SCHOOL FACILITIES	1 pkt.	9/65 - 6/67		SH

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

cubic footage

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

Frank V. Lerman

Signature

Principal

Title

7/28/76

Date

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

CL21

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

BALTIMORE COUNTY BOARD OF EDUCATION

Reporting LEA

Maryland State Department of Education will forward original certificates to

CARNEY ELEM. 11-06

HALL OF RECORDS COMMISSION

Division of Reporting LEA

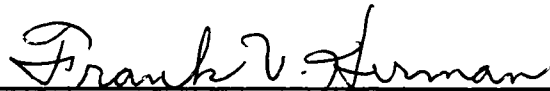
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09			PROPOSED CAPITAL PLANNING PROGRAM AND BUDGET	1 pkt.	1966-1972	8-1-76	SH
1-09			CUSTODIAL AND CAFETERIA INFORMATION	1 pkt.	1966-1969		SH
1-09			SWIMMING PROGRAM	1 pkt.	1966-1973		SH
1-09			RECORD OF PURCHASE ORDERS	1 pkt.	1966-1969		SH
1-09			REPORT OF BUILDING DAMAGE	1 pkt.	1967-1969		SH
1-09	9		GENERAL CORRESPONDENCE	1 pkt.	1967-1-73		SH
1-09			DELIVERY - RECEIVING TICKETS	1 pkt.	1966-1970		SH
1-09			SCHDOL LUNCH PROGRAM	1 pkt.	1965-1968		SH
1-09			PAYROLL DIRECTIONS AND POLICIES	1 pkt.	1965-1972		SH
1-09			CUSTODIAL PAYROLL SHEETS	1 pkt.	1970-72		SH

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

cubic footage

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



Signature



Title



Date

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

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

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

CARNEY ELEM. 11-06

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09			EQUIPMENT AND TEXTBOOK INVENTORIES (Art, Curriculum, Phys. Ed.)		1966-1972	8-1-76	SH
1-09	10		REQUIRED ADMINISTRATIVE MEASURES	1 pkt.	1965-May 1971		SH
1-09	10		PRINCIPALS SUPERVISORY REPORTS	1 pkt.	1965-Oct. 1967		SH
1-09	10 5		SUMMER SCHOOL REGISTRATIONS		1967		SH
1-09	6		TEAM CONFERENCE REPORT, B & L REFERRALS, SPECIAL ED. STUDENTS AND BEHAVIORAL PROBLEMS		1965-1969		SH
1-09	6		REMEDIAL READING AND SPEECH THERAPY	2 folders	1965-1968		SH
1-09	5		SCHOOL STORE SALES AND TAX	1 Box	1966-1971		SH

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

cubic footage

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

Frank V. Hurman
Signature

Principal
Title

7/28/76
Date

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

Cl21

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BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

CARNEY ELEM. 11-06

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	4		RECORD OF PURCHASE ORDERS		1971-1973	8-1-76	SH
1-09	5	BC42-740-72	SUMMER SCHOOL TUITION REPORTS		1966-1973	8-1-76	SH
1-09	5	BC42-737-72	SUMMER SCHOOL REGISTRATIONS		1972-1973	8-1-76	SH
1-09	5	BC42-738-72	SUMMER SCHOOL REFUND AUTHORIZATIONS		1972-1973	8-1-76	SH
1-09	5	BC42-739-72	SUMMER SCHOOL WAIVER AUTHORIZATIONS		1972-1973	8-1-76	SH
1-09	4		REQUISITIONS		1971-72-73	8-1-76	SH
1-09	4		PAID VENDORS DELIVERY/RECEIVING		7/70-6/71	8-1-76	SH
1-09	8		BOARD SPONSORED STUDENT ACCIDENT INS.		1973	8-1-76	SH
1-09	10		ORGANIZATION REPORTS		1966-1973	8-1-76	SH
1-09	8		SCHOOL LUNCH PROGRAM - FREE LUNCHE S		1971-1972	8-1-76	SH
1-09	8		EQUIPMENT AND TEXTBOOK INVENTORIES		1966-1971	8-1-76	SH

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

cubic footage

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

Frank V. Herman

Signature

Principal

Title

7/28/76

Date

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

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

BALTIMORE COUNTY BOARD OF EDUCATION

Reporting LEA

Maryland State Department of Education will forward original certificates to

CARNEY ELEM. 11-06

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	9		CORRESPONDENCE FILE		6/70 - 12-72	8-1-76	SH
1-09	10		REQUIRED ADMINISTRATIVE MEASURES		9-71 - 6-72	8-1-76	SH
1-09	8		TRANSPORTATION REPORT		9-72 - 6-73	8-1-76	SH
1-09	8		ATTENDANCE SIGN-IN SHEETS CUSTODIAL AND TEACHERS		7-71 - 6-73	8-1-76	SH
1-09	8		ACCIDENT RECORD FILE		1969, 1972, 1973 1965-73	8-1-76 8-1-76	SH SH
1-09			PUBLIC LAW 874 - FEDERAL SURVEY		1965-1972	8-1-76	SH

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

cubic footage

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

Frank V. Herman
Signature

Principal
Title

7/28/76
Date

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

BALTIMORE COUNTY BOARD OF EDUCATION

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

CARNEY ELEMENTARY 11-06
Reporting LEA

Maryland State Department of Education will forward original certificates to

CARNEY ELEMENTARY 11-06
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	3		PUPIL RECORD OF ATTENDANCE	145 bks.	9-65 - 6-72	8-1-76	SH

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

12

cubic footage

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

Frank V. Herman

Signature

Title

Date

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

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

LOCH RAVEN ELEMENTARY

Reporting LEA

Maryland State Department of Education will forward original certificates to

BALTIMORE COUNTY BOARD OF EDUCATION

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09	8	93-450-72	Teacher obs. rpts., eval. reports, and correspondence.	9 folders	1950-1971	7/23/76	SH

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

01

cubic footage

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

Erast P. Cornell
Signature

Principal
Title

7/23/76
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

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

CATONSVILLE SENIOR HIGH SCHOOL
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1	CR 1	Permanent Record Cards (on micro-film)	500	9/70 thru 6/73	7/19/76	SH
1-05	1	CR 2	Personal Data Records	1500	9/68 thru 6/73	7/19/76	SH
1-05	1	CR 3	Test Record Cards	1500	9/68 thru 6/73	7/19/76	SH
1-05	1		Report Cards	1500	9/68 thru 6/73	7/19/76	SH
1-05	2	CR 8	Pupil Medical Record (from Private Physician)	1500	9/68 thru 6/73	7/19/76	SH
1-05	2	CR 9	Pupil Health Progress Chart	1500	9/68 thru 6/73	7/19/76	SH
1-05	3		Pupil Record of Attendance (Teacher Register)	132	9/70 thru 6/73	7/19/76	SH

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

25
cubic footage

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

Samuel E. Clapper
Signature

PRINCIPAL

Title

7/19/76

Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

North Point Junior High School (No. 1254)
Division of Reporting LEA

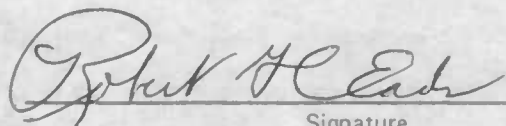
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	3	- - -	CANCELLED CHECKS	6051	7/1/64 to 6/30/73	7/16/76	SH
1-10	3	- - -	CHECK STUBS	6050	7/1/64 to 6/30/73	7/16/76	SH
1-10	3	- - -	BANK STATEMENTS	650	7/1/64 to 6/30/73	7/16/76	SH
1-10	3	BEBCO 68-65	PETTY CASH RECEIPTS	30	7/1/69 to 6/30/73	7/16/76	SH
1-10	3	BEBCO 42-107-61	PETTY CASH ENVELOPES	48	7/1/69 to 6/30/73	7/16/76	SH
1-10	3	- - -	BANK STATEMENTS, RECONCILIATIONS, AND TRIAL BALANCE SHEETS	48	7/1/63 to 7/1/67	7/16/76	SH
1-10	3	BEBCO 31-34-61	REIMBURSEMENT REQUESTS	242	7/1/64 to 6/30/73	7/16/76	SH
1-10	3	BEBCO 42-106-3	CHECK VOUCHERS	1973	7/1/61 to 6/30/73	7/16/76	SH
1-10	3	BEBCO 42-742-72	REGISTER RECEIPTS - COPIES	3077	7/1/67 to 6/30/73	7/16/76	SH

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

_____ cubic footage

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



Signature

Robert G. C. Eads

Principal

Title

7/16/76

Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

North Point Junior High School (No. 1254)
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	3	BEBCO 31-30-69	REMITTANCE REPORTS	25	7/1/72 to 6/30/73	7/16/76	SH
1-10	7	BEBCO 93-540-72	TEACHERS EVALUATIONS - COPY	52	1973	7/16/76	SH

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

3.468 cu. ft.
cubic footage


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

Principal

Title

7/16/76

Date


Signature
Robert G. C. Eads

BC 35-727-75

Page 2 of 2

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

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

Baltimore County Board of Education
Reporting LEA

Maryland State Department of Education will forward original certificates to

Johnnycake Junior High School
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3	BEBCO 106-63	Check vouchers	1097	7/1/71 to 6/30/73	7/21/76	SH
1-10	3		Receipts	1137	7/1/71 to 6/30/73	7/21/76	SH
1-10	3		Check Stubs	833	7/1/71 to 6/30/73	7/21/76	SH
1/10	3		Cancelled checks-	833	7/1/71 to 6/30/73	7/21/76	SH
1-10	3		Deposit Slips	100	7/1/71 to 6/30/73	7/21/76	SH
1-10	3	BEBCO 109-60	BANK Reconciliation & Statements	24	7/1/71 to 6/30/73	7/21/76	SH
1-10	3	BEBCO 100-59	Green General Journal	1	7/1/71 to 6/30/73	7/21/76	SH
1-10	3	BEBCO 100-59	Buff General Journal	23	7/1/71 to 6/30/73	7/21/76	SH
1-10	4		School Store Inventory	2 books	7/1/71 to 6/30/73	7/21/76	SH
1-10	2		School Store Sales Tax	12	7/1/71 to 6/30/73	7/21/76	SH
1-10	4	BEBCO 42-740-72	Summer School Tuition	30	6/73 to 7/73	7/21/76	SH
1-10	7		Custodial Payroll records	52	7/1/71 to 6/30/73	7/21/76	SH
1-10	7		Substitute Payroll records	50	7/1/71 to 6/30/73	7/21/76	SH
1-10	7		Teachers Payroll records	52	7/1/71 to 6/30/73	7/21/76	SH
1-10	7		Leave Accounting	24	7/72 to 7/73	7/21/76	SH

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

3
cubic footage

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


Signature

BC 35-727-75 Edna M. Tiedemann

ADMINISTRATIVE SECRETARY
Title

7/21/76
Date

C421
~~582~~
C451

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

FULLERTON ELEMENTARY SCHOOL - 1402

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-1005	3	Attendance	Registers <i>SCHEDULE 582</i>	69	9/70 - 6/73	7/19/76	SH
1-1005	3	Attendance	Child Accounting Materials <i>SCHEDULE 582</i>	500	9/69 - 6/73	↓	SH
1-1009	4	Acctg. Recds.	Check Stubs (Books)	8	12/58 - 2/72		SH
1-1009	4	Acctg. Recds.	Bank Statements	180	6/59 - 6/72		SH
1-1009	4	Acctg. Recds.	Deposit Slips	970	6/59 - 6/72		SH
1-1009	4	Acctg. Recds.	Check Stubs-Cancelled Checks	1240	6/59 - 6/72		SH
1-1009	4	Acctg. Recds.	Paid Vendors Bills/Invoices	1047	9/59 - 6/73		SH
1-1009	4	Acctg. Recds.	Receipt Books	6	7/63 - 5/73		SH
1-1009	4	BEBCO 31-34-61	Reimbursement Reports	35	11/62 - 1/73		SH

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

cubic footage

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

Josephine K. Fox
Signature

Principal
Title

7/19/76
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

FULLERTON ELEMENTARY SCHOOL - 1402

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-1009	4	Acctg. Recds.	Purchase Orders - Goldenrod Copy <i>NON-RECORD</i>	358	1/74 - 3/76	7/19/76	SH
1-1009	5	BC 42737 72	Summer School Registration <i>NON-RECORD</i>	75	5/71 - 4/75		SH
1-1009	5	BC 42740 72	Summer School Tuition - Report <i>NON-RECORD</i>	5	6/67 - 6/72		SH
1-1009	5	BC42743 72	Misc. School Acctg. Records	34	6/65 - 6/72		SH
1-1009	8	Attendance	Sign-in Sheets (Substitutes)	104	7/69 - 6/73		SH
1-1009	8	Attendance	Absence Cards	63	6/30/72-6/15/73		SH
1-1009	8	Attendance	Sign-in Sheets (Teacher/Custodial)	168	7/69 - 6/73		SH
1-1009	10	Admin. Rep.	Fire drills <i>NON-RECORD</i>	57	9/69 - 4/76		SH
1-1009	10	Admin. Rep.	Vandalism <i>NON-RECORD</i>	17	3/5/72 - 4/75		SH
1-1009	5	BC42 738 72	Summer School Refund	7	7/65 - 5/71		SH

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

4

cubic footage

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

Josephine K. Fox
Signature

Principal
Title

7/19/76
Date

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

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

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Orems Elementary School

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number REBCO	Brief Description of Records	Number of Each Record Approx.	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09	8	19-72	Absence Cards	200	1972-73	7/12/76	SH
1-09	8	ETR	Payroll Time Sheets (Substitutes, Custodian Teachers, clerks, & Aides)	500	1963-1971-72	7/12/76	SH
1-09	8						
1-09	4		Paid Vendors Bills/Invoices	1390	1963- June 1972	7/12/76	SH
1-09	3		Retail Sales Tax Reports	30	1963 - June 1972	7/12/76	SH
1-09	4		DEPOSIT SLIPS, CANCELLED, PAID AND VOIDED CHECKS, BANK CHARGE & CREDIT MEMOS AND CHECK STUBS	pieces 3000	1963 - June 1973	7/12/76	SH
1-09	4	42-110-65	Receipts Summary	500	1963-June 1973	7/12/76	SH
1-09	4	42-109-60	Bank Reconciliation Forms	120	1963 - June 1973	7/12/76	SH
1-09	4		Official School Receipts (& Bound Books)	2700	1963 - June 1973	7/12/76	SH
1-09	4		Bank Statements	120	1963 - June 1973	7/12/76	SH
1-09	4	68-65	Petty Cash Receipts	500	1963- June 1973	7/12/76	SH
1-09	4	31-34-61	Reimbursement Requests	45	1963-June 1973	7/12/76	SH
1-09	4	42-107-61	Petty Cash Summary Envelopes	300	1963-June 1973	7/12/76	SH
1-09	5	42-743-72	Report of School Journal Receipts & Disbursements	10	1963 - June 1973	7/12/76	SH

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

3
cubic footage

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


Signature

Assistant Principal

Title

7/12/76
Date

C421
~~582~~
 C451

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

BERKSHIRE ELEMENTARY SCHOOL

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	8	BEBCO 450-68 93-450-72	Teacher Evaluations & Personal Files (NON-RECORD COPIES)	220	1954-1974	7/7/76	SH
1-05	3		Teacher's Registers of Attendance (SCHEDULE 582)	51	1971-1973	7/7/76	SH

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

2

cubic footage

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

Virginia B. Russell
 Signature

Principal

Title

7/7/76

Date

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

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

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Riverview Elementary School

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10 09	4		Bank Deposit Slips	424	8-1-59 to 6-30-71	7-6-76	SH
1-10	4		Cancelled Checks	820	8-1-59 to 6-30-71	7-6-76	SH
1-10	4	42-109-60	Bank Reconciliation	144	8-1-59 to 6-30-71	7-6-76	SH
1-10	4		Paid Vendors Bills/Invoices	727	8-1-59 to 6-30-71	7-6-76	SH
1-10	4	42-107-61	Petty Cash Envelopes	61	8-1-59 to 6-30-71	7-6-76	SH
1-10	4	68-65	Petty Cash Receipts	300	8-1-59 to 6-30-71	7-6-76	SH
1-10	4	31-34-61	Reimbursement Requests	17	8-1-59 to 6-30-71	7-6-76	SH
1-10	4	42-108-65	Official School Receipts	600	9-15-65 to 10-27-71	7-6-76	SH
1-10	4		Check Stubs	205	3-18-65 to 2-25-71	7-6-76	SH
1-10	5	42-740-72	Summer School Tuition Report	4	6/30/68 to 6/30/71	7-6-76	SH
1-10	8	42-740-72	Attendance Sign In Sheets	142	7/1/70 to 6/30/71	7-6-76	SH

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

1

cubic footage

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


Signature

~~Principal~~ Principal
Title

7-6-76

Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Riverview Elementary School
Division of Reporting LEA

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1 - 05	3		Pupil Record of Attendance	76	1970 - 1972	SH 7-6-76	SH

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

_____ cubic footage

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

John M. Young
Signature

Principal

Title

7-6-76

Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

GARRISON OFFICE

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
2-12	1	BEBCO 36-71 86-61-76	Psychological Services Case Files	200	1960-1973	7-1-76	SH
2-13	1	BEBCO 4-58 36-64 36-71 84-35-58 42-71	Referral Forms for Pupil Personnel Services	250	1960-1973	7-1-76	SH

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

45

cubic footage

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

Therma L. Harris

Signature

Building Representative

Title

7-1-76

Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Office of Psychological Services - Carver Office
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
2-12	1	83 36 72	PSYCHOLOGICAL REPORTS	5 cubic ft	1955	6-14-76	SH

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

5
cubic footage

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

Charles J. Leman
Signature

Supervisor
Title

6/24/76
Date

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

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

Catonsville Senior High School
Reporting LEA

Maryland State Department of Education will forward original certificates to

Board of Education of Baltimore County
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY	
1-10	3	BEBCO 105 61 109 60 31-30-69	Box 1	60	Financial Folders	1969-70	10/18/77	SH
	1.		Box 2	951	check stubs	July 14, 1970-3/72	10/18/77	SH
	2.			1126	Pink Receipts (1000)	1970-73		
				40	JV's			
				12	Bank reconciliation			
				53	Reimbursement Requests			
				243	Summer School Registrations			
				Box 3	Financial Folders 60	1973-74	10/18/77	SH
	3.		200	Summer School Registrations	1974			
	4.		Box 4	69	Financial Folders	1970-71	10/18/77	SH
			900	Check stubs with deposit slips				
			12	Envelopes cancelled checks	1971-72			
	5.		Box 5	55	Financial folders	1972-73	10/18/77	SH
				600	Yellow receipts	1961-72		
	6.		Box 6	50	Financial folders	1971-72	10/18/77	SH
		BEBCO 105-61	F	19	JV's	1971-72		
				150	Summer School Registration	1972		
	7.		Box 7	48	Envelopes Cancelled Cks & Bank Dep. Slip	1963-67	10/18/77	SH
	8.		Box 8	48	" " " " " "	1967-71	10/18/77	SH

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

12
cubic footage

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

J. M. or Fin
Signature

Principal
Title

10/14/77
Date

~~0421~~
C451

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

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

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Kenwood Senior High School

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-805	1	CR-1	Achievement and Attendance Records	780 Approx.	7/1/72 - 6/30/73	7/27/77	SH
1-805	1	CR-2 CR-3, CR-4 CR-5, CR-6	Student complete files	10,000 Approx.	7/1/71 - 6/30/72	7/27/77	SH
<i>Note: Records with Permanent Retention have been microfilmed.</i>							

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

4
cubic footage

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

Newton L. Isaac
Signature

Principal
Title

7/27/77
Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Superintendent's Office
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-02	5		General Files - Superintendent (Correspondence)	4 file drawers (5 boxes)	1970-71	9/7/77	SH

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

8

cubic footage

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

Elsie B. Isenack

Signature

Secretary to the Superintendent

Title

Sept. 7, 1977

Date

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

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

Baltimore County Schools
Reporting LEA

Maryland State Department of Education will forward original certificates to

Winand Elementary School
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-09	5	BEBCO 42-725-72	School Store Inventory		1971-1973	8/9/77	SH
1-09	4		Paid Vendor Bills/Invoices		1966-1974	↓	SH
1-09	4	BEBCO 42-107-61	Petty Cash Summary Envelopes		1968-1974		SH
1-09	8		Attendance Sign-in Sheets		1969-1974		SH
1-05	3		Pupil Record of Attendance (Teacher's Register) (Sch. C451)		1966-1974		
1-09 1-05	1	BEBCO 510-70	Report Cards (Sch. C451)		1970-1974		

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

7
cubic footage

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

George Sparks, Jr.
Signature

Principal
Title

8-9-77
Date
Page 2 of 2

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

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

BALTIMORE COUNTY PUBLIC SCHOOLS
Reporting LEA

Maryland State Department of Education will forward original certificates to

PATAPSCO SENIOR HIGH
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-10	3	BC-42-742-72	Offical School Receipts	12423= 13873	7/2/73 6/27/74	8/3/77	SH
1-10	3	BEBCO 106-62	Check Voucher and invoices	8039= 8891	7/5/73 6/24/74	8/3/77	SH
1-10	3	BEBCO 109-60	Bank Reconciliation Forms		7/73-6/28/74	8/3/77	SH
1-10	3	BEBCO 34-61	Reimbursement Request Forms		12/73-6/28/74	8/3/77	SH

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

1 1/2
cubic footage

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

Henrietta Kuntze
Signature

Book Kuper
Title

8.4.77
Date

C421

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

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

Board of Education of Baltimore County

Reporting LEA

Maryland State Department of Education will forward original certificates to

Pikesville Senior High School

Division of Reporting LEA

HALL OF RECORDS COMMISSION

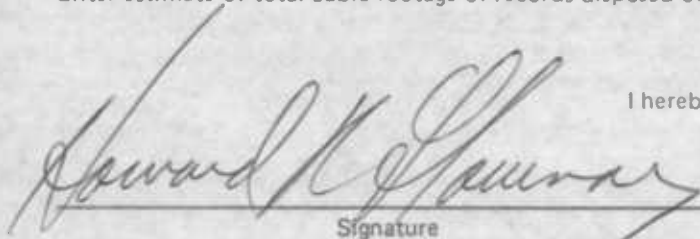
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	2	RST-70063	Retail Sales Tax Report	11	7/71-10/73	7/26/77	SH
1-10	7	Bebco 19-72	Teacher Absence Cards	1259	7/72-6/74	7/26/77	SH
1-10	3	Bebco 31-30-69	Remittance Reports	66	1/71-11/74	7/26/77	SH
1-10	3	Bebco 42-100-59	Journal Buff Pages (Peg Strip)	137	6/70-6/73	7/26/77	SH
1-10	3	Bebco 42-99-59	Journal Green Pages (Peg Strip)	22	10/64-10/71	7/26/77	SH
1-10	7		Attendance Sign in Sheets - Payroll	50	7/71-6/73	7/26/77	SH
1-10	7	Bebco 186	Substitute Payroll	50	7/71-6/73	7/26/77	SH

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

2
cubic footage

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


Signature

Assistant Principal
Title

7/26/77
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE JUNIOR HIGH SCHOOL

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3	-	CHECK STUBS (#3840-8600)	19 bks.	3/22/65-6/11/73	3/30/77	SH
1-10	3	-	CANCELLED CHECKS (#7000-8669)	1669	9/19/70-6/29/73	3/30/77	SH
1-10	3	-	BANK STATEMENTS - CHECKING ACCT.	93	7/70-6/73	3/30/77	SH
1-10	3	-	DEPOSIT SLIPS - CHECK. ACCT.	518	6/70-6/73	3/30/77	SH
1-10	3	-	CASH RECEIPTS - Rediform 8R-873	1659 899	7/70-6/72	3/30/77	SH
1-10	3	-	PAID VENDOR BILLS/INVOICES	1 cu. ft.	7/70-6/72	3/30/77	SH
1-10	3	BEBCO 42-109-60	BANK RECONCILIATION FORMS	36	7/70-6/72	3/30/77	SH
1-10	3	BEBCO 31-34-61	REIMBURSEMENT REQUESTS	152	7/71-6/73	3/30/77	SH
1-10	3	BEBCO 31-30-49	REMITTANCE REPORTS	32	6/71-6/27/73	3/30/77	SH
1-10	3	BEBCO -1-73	REQUISITION FORMS	167	7/70-6/73	3/30/77	SH

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

11 (TOTAL)
cubic footage

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



Signature

Principal
Title

July 6, 1977

Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
Reporting LEA

Maryland State Department of Education will forward original certificates to

PARKVILLE JUNIOR HIGH SCHOOL

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3	-	CHECK STUBS (chs 3840-8600) 3/22/65-6/11/73	19 bks.	3/22/65-6/11/73	3/24/77	SH
1-10	3	-	CANCELLED CHECKS (#7000-#8669)	1669	9/19/70-6/29/73	3/24/77	SH
1-10	3	BEBCO 42-10960	BANK RECONCILIATION FORMS 7/72-6/73	36	7/70-6/73	3/24/77	SH
1-10	3	-	CHECKING ACCOUNT BANK STATEMENT	93	7/70-6/73	3/24/77	SH
1-10	3	-	CHECKING ACCOUNT DEPOSIT SLIPS	336	7/70-6/72	3/24/77	SH
1-10	3	-	REGISTER RECEIPTS (Moore) Rediform 8R-873	1659	7/70-6/72	3/24/77	SH
1-10	3	-	PAID VENDOR BILLS/INVOICES	1 cu. ft.	7/70-6/72	3/24/77	SH
1-10	3	BEBCO 31-34-61	REIMBURSEMENT REQUESTS	152	7/71-6/73	3/24/77	SH

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

11 (TOTAL)
cubic footage

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

Richard J. George
Signature

Principal
Title

July 6, 1977
Date

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

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Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

PLEASANT PLAINS

~~TYPICAL~~ ELEMENTARY SCHOOL

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
<i>1-09</i>	<i>4</i>		Paid vendors bills	<i>APPROX 100</i>	1970 - 1973	<i>7/77</i>	SH
<i>1-09</i>	<i>9</i>		Correspondence from previous administration		1971- 1973		"
			Report card & outdated tests (<i>NR</i>) (<i>COPY</i>)		1972 - 1974		"

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

3

cubic footage

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

Marguerite C. Banda

Signature

ASSISTANT PRINCIPAL

Title

7/7/77

Date

35X
 0421
 C451

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
 Reporting LEA

Maryland State Department of Education will forward original certificates to

CATONSVILLE SENIOR HIGH SCHOOL
 Division of Reporting LEA

HALL OF RECORDS COMMISSION
 STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1	CR1	Permanent Record Cards (on micro-film)	500	1974	7/6/77	SH
1-05	1	CR 2	Personal Data Records	500	1974	"	"
1-05	1	CR 3	Test Record Cards	500	1974	"	"
1-05	1		Report Cards	1500	1974	"	"
1-05	2	CR 8	Pupil Medical Record (Private Physician)	500	1974	"	"
1-05	2	CR 9	Pupil Health Progress Chart	500	1974	"	"
1-05	3		Pupil Record of Attendance (Teacher Register)	43	1974	"	"

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

7 Cubes (11 cu ft)
 cubic footage

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

John M. de Luis
 Signature

Principal Title

7 6 77 Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY
 Reporting LEA

Maryland State Department of Education will forward original certificates to

DUNDALK SENIOR HIGH SCHOOL
 Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-05	1	CR-1 9-57	CR-1 Cards for the Class of 1974 (MICROFILMED)	618	1961-1974	6-30-77	SH
1-05	1		Cumulative Records for the 1973-74 Withdrawals	184	1960-1974	6-30-77	SH

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

2
cubic footage

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

Leih Mc Donald
Signature

PRINCIPAL
Title

6-30-77
Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Harford Hills Elementary
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	3		Teachers Registers (Schedule C451)	89	9/70 - 6/74	6/27/77	SH
1-05	3		Monthly Report of Attendance (Computer printout sheets) (Non-record)	1820	9/62 - 6/74	6/27/77	SH
1-09	4	42-110-65 42-110-65	Receipts Summary	780	9/8/72-6/30/74	6/27/77	SH BN
	4	42-42-742-72	Official School Receipts	4	6/14/71 - 10/23/73	6/27/77	SH BN
	4		Cancelled Paid & voided checks	395	2/1/72-12/18/72	6/27/77	SH BN
	4		Check stubs	2	1/18/71-4/13/73	6/27/77	SH BN
	8		Attendance Sign-in Sheets (Sustodial)	44	7/9/71-6/22/73	6/27/77	SH BN
	8		Attendance Sign-in Sheets (Teachers)	72	7/2/71-6/29/73	6/27/77	BN
	4		Trial xxxxx Balance Sheets	40 x	7/31/69-6/30/73	6/27/77	BN
	4	31-34-61	Reimbursement Requests	18	1/20/71-6/20/73	6/27/77	BN
	4		Purchase Orders	54	8/20/70-6/12/72	6/27/77	BN

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

5 (TOTAL)
cubic footage

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

Donald Wright
Signature

Principal
Title

6/22/77
Date

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

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

Board of Education of Baltimore County
Reporting LEA

Maryland State Department of Education will forward original certificates to

Harford Hills Elementary
Division of Reporting LEA

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1-09 ↓	4	9/69	Use of Building applications	142	8/26/71-5/10/73	6/27/77	BN
	4		Purchase orders	312	8/13/71-6/2/73	6/27/77	BN
	4	42-109-60	Bank Reconciliation Forms	13	2/29/72-2/28/73	6/27/77	BN
	8		Equipment & textbook inventories	27	1969 - 1972 (NR)	6/27/77	BN
	10		Staff Organization Reports	4	1966-69	6/27/77	BN
	6		Team Conference information	12	9/29/71 - 5/12/72	6/27/77	BN
	3	42-109-60	Bank Reconciliation Sheets	4	3/31/73-6/30/73	6/27/77	BN
	3		Receipts and Disbursements	370	3/1/72-6/30/73	6/27/77	BN

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

5 (TOTAL)
cubic footage

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

Donald Wright
Signature

Principal
Title

6/22/77
Date

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

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

BOARD OF EDUCATION OF BALTIMORE COUNTY

Reporting LEA

Maryland State Department of Education will forward original certificates to

DUNDALK SENIOR HIGH SCHOOL

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-05	1	CR-1 9-57	CR-1 Cards for the Class of 1973 (MICROFILMED)	671	1960-1973	5-31-77	SH
1-05	1		Cumulative Records for the Class of 1974	618	1961-1974	5-31-77	SH

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

3
cubic footage

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

Leih McDermott
Signature

PRINCIPAL
Title

5-31-77
Date

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

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

Board of Education of Balto. Co.
Reporting LEA

Maryland State Department of Education will forward original certificates to

Towsontown Junior High School
Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1-10	3		Check book Stubs		12/6/68-10/26/72	3/77	SH
1-10	3		Paid Vendors Bills		7/1/69- 6/30/73	3/77	SH
1-10	3		Bank Statements/Cancelled Checks (Cafe)	10	7/1/60 - 6/30/61	3/77	SH
1-10	3		Bank Statements	60	6/1/54 - 6/30/60	3/77	SH
1-10	3	Bebco 100-57	General Journal		11/1/59 - 6/30/71	3/77	SH
1-10	3		Receipts		10/10/66 - 1/20/72	3/77	SH
1-10	3		Receipts		1/27/72 - 6/29/73	3/77	SH
1-10	3	42-109-60	Bank Reconciliation Forms	53	11/1/66 - 5/30/72	3/77	SH
1-10	3		Cancelled Checks		4/18/69 - 6/30/73	3/77	SH
1-05 (C451)	3		Teachers Register of Attendance (Pupil Attendance)	40	9/71 - 6/73	3/77	SH
			Board of Ed Attendance Sheets (NR)		9/69 - 6/72	3/77	SH

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

5

cubic footage

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

Smallholder
Signature

Principal
Title

3/17/77
Date

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

CERTIFICATE OF RECORDS DISPOSAL

Montgomery Community College
Reporting Agency

College Archives Office
Division or Bureau

*Module C-398
C-459*

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form 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.	Campus Dean/TP:Office Files	17	1	c.1950-1965	7 cu.ft.	6-28,7-1-76	Landfill
2.	Academic Dean/RK:Office Files	23	1	c.1967-1973	15 cu.ft.	6-28,7-1-76	"
3.	Stud.Serv./RK:Reg.Registration	28	5	1974	1 cu.ft.	6-28,7-1-76	"
4.	Procurement:Bids File	11	4	FY1972	3 cu.ft.	6-28,7-1-76	"
5.	Procurement:Recv. Records	11	7	FY1970-FY1972	2 cu.ft.	6-28,7-1-76	"
6.	Procurement: Requisitions	11	3	FY1971-FY1972	3 cu.ft.	6-28,7-1-76	"
7.	Procurement: Requisitions	11	3	c.FY1970-FY1972	.5 cu.ft.	6-28,7-1-76	"
8.	Procurement: Purchase Orders	11	2	c.FY1970-FY1972	7.5 cu.ft.	6-28,7-1-76	"
9.	Finance: Check Vouchers	7	9	FY1968-FY1969	5 cu.ft.	6-28,7-1-76	"
10.	Finance: Purchase Orders	7	8	FY1972	10 cu.ft.	6-28,7-1-76	"
11.	Finance:Multi-Purpose Forms	7	7	1969	2 cu.ft.	6-28,7-1-76	"
12.	Finance:Sales Tax Records	7	1	FY1967-FY1969	1 cu.ft.	6-28,7-1-76	"
13.	Cashier/RK:Change of Schedule	24	7	1972	1 cu.ft.	6-28,7-1-76	"
14.	Cashier/RK:Detail Tapes	24	5	c.FY1967-FY1969	2 cu.ft.	6-28,7-1-76	"
15.	Community Services Office Files	16	1	c.1969	.2 cu.ft.	8-27-76	Shredded
16.	Finance:Check Vouchers	7	9	1969	2 cu.ft.	10-13-76	Landfill
17.	Cashier/TP:Fin. Cards	20	2	1968-1969	1 cu.ft.	10-13-76	"
18.	Cashier/RK:Fin. Cards	24	2	1969	1 cu.ft.	10-13-76	"
19.	Stud.Serv./RK:Reg. Registration	28	5	1974	1 cu.ft.	10-13-76	"
20.	Stud.Serv./RK:Stud. Sch.& Inv.	28	5	1974	2 cu.ft.	10-13-76	"
21.	Stud.Serv./RK:Change of Schedule	28	6	1973	2 cu.ft.	10-13-76	"
22.	Finance:Purchase Orders	7	8	1971	6 cu.ft.	1-4-77	"
23.	Finance:Warehouse Requisitions	7	8	1967-1972	3 cu.ft.	1-4-77	"

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


Frank J. Tusa / Signature

Director of Management Services
Title

July 21, 1977
Date

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

Two of Two

CERTIFICATE OF RECORDS DISPOSAL

Montgomery Community College

Reporting Agency

College Archives Office

Division or Bureau

schedule C-398
~~# 6759~~

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
24.	Finance:Cancelled Checks	7	12	1965,1966,1967	9 cu.ft.	1-4-77	Landfill
25.	Finance:Cash Receipts/TP	7	13	1968-69	5 cu.ft.	1-4-77	"
26.	Finance:Cash Receipts/Comm.Services	7	13	1967,1968,1969	5 cu.ft.	1-4-77	"
27.	Finance:Cash Receipts/RK	7	13	1968,69-Feb.1970	5 cu.ft.	1-4-77	"
28.	Stud.Serv./TP:Reg. Source Docs.	21	10	1973	1 cu.ft.	2-4-77	"
29.	Stud.Serv./RK:Change of Schedule	28	6	1973	2 cu.ft.	2-4-77	"
30.	Stud.Serv./RK:Early Regis. Forms	28	5	1975	2 cu.ft.	2-4-77	"
31.	Stud.Serv./RK:Stud.Sch. & Invoice	28	5	1975	1 cu.ft.	2-4-77	"
32.	Finance:Cancelled Checks	7	12	1969	3 cu.ft.	2-4-77	"
33.	Cashier/TP:Change of Schedule	20	7	1972	1 cu.ft.	2-4-77	"
34.	Finance:Check Vouchers	7	9	1969	5 cu.ft.	2-4-77	"
35.	Cashier/RK:Financial Cards	24	2	1969	1 cu.ft.	2-4-77	"
36.	Cashier/RK:Change of Schedule	24	7	1972	1 cu.ft.	2-4-77	"
37.	Cashier/RK: Fin. Assist. Invoices	24	3	c.1969-1972	2 cu.ft.	2-4-77	"
38.	Finance:Check Vouchers	7	9	1970	3 cu.ft.	4-15-77	"
39.	Finance:Cash Disbursements,Rec.	7	7	1967-1970	1 cu.ft.	4-15-77	"
40.	President:Office Files	1	1	1960-1970	4 cu.ft.	4-15-77	"
41.	Board of Trustees:Topical Files(dup)	2	3	1969-1975	.1 cu.ft.	6-29-77	Shredded

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


Frank J. Tusa Signature

Director of Management Services
Title

July 21, 1977
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Montgomery Community College
Reporting Agency

College Archives Office
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Finance: Check Vouchers	7	9	1967-1968	3 cu. ft.	7-24-75	Landfill
2.	Finance: Journal Entries	7	7	FY1968	2 cu. ft.	7-24-75	"
3.	Procurement: Bids Files	11	4	FY1971	1 cu. ft.	7-24-75	"
4.	Procurement: Requisitions	11	3	FY1970-FY1971	1 cu. ft.	7-24-75	"
5.	Procurement: Purchase Orders	11	2	FY1968-FY1971	11 cu. ft.	7-24-75	"
6.	Cashier/TP: Cash Receipts	20	4	1966-1967	1 cu. ft.	7-24-75	"
7.	Cashier/RK: Cash Receipts	24	4	FY1966-FY1968	1 cu. ft.	7-24-75	"
8.	Cashier/RK: Unpd. Parking Tickets	24	9	FY1969-FY1972	1 cu. ft.	7-24-75	"
9.	Stud.Serv./RK:Change of Schedule	28	6	Spring 1972	2 cu. ft.	7-24-75	"
10.	Campus Dean/TP: Gen. Correspondence	17	1	c. 1970-1972	2 cu. ft.	8-4-75	Shredded
11.	Stud. Serv./TP: Gen. Correspondence	21	1	c. 1960-1965	3 cu. ft.	8-6-75	Landfill
12.	Finance: Gen. Correspondence	7	1	1970-1972	1 cu. ft.	8-6-75	"
13.	Student Affairs: Gen. Correspondence	14	1	1953-1967	1 cu. ft.	9-5-75	"
14.	President: Gen. Correspondence	1	1	c. 1967-1972	3 cu. ft.	9-9-75	"
15.	President: Gen. Correspondence	1	1	c. 1953-1971	5 cu. ft.	9-26-75	"
16.	Finance: Check Vouchers	7	9	1968	2 cu. ft.	10-24-75	"
17.	Cashier/RK: Financial Cards	24	2	1967-1968	1 cu. ft.	10-24-75	"
18.	Cashier/RK: Change of Schedule	24	7	1971	1 cu. ft.	10-24-75	"
19.	Cashier/TP: Change of Schedule	20	7	1970-1971	1 cu. ft.	10-24-75	"
20.	Stud. Serv./RK: Reg. Source Docs.	28	5	Fall 1973	4 cu. ft.	10-24-75	"
21.	Internal Mgmt.: Gen. Correspondence	9	1	1964-1968	3 cu. ft.	10-15-75	"
22.	Campus Dean/RK: Gen. Corres.	17	1	1966-1972	1 cu. ft.	10-27-75	"

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


Frank J. Tusa Signature

College Archivist
Title


Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Montgomery Community College
Reporting Agency

College Archives Office
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number:	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
23.	Campus Dean/RK: Gen. Correspondence	22	1	c. 1967-1972	2 cu. ft.	1-12-76	Shredded
24.	Finance: Check Vouchers	7	9	1968	3 cu. ft.	2-4-76	Landfill
25.	Cashier/TP: Cash Receipts	20	4	1967-1968	1 cu. ft.	2-4-76	"
26.	Cashier/TP: Change of Schedule	20	7	Fall 1971	1 cu. ft.	2-4-76	"
27.	Cashier/RK: Financial Cards	24	2	Fall 1968	1 cu. ft.	2-4-76	"
28.	Cashier/RK: Change of Schedule	24	7	Fall 1971	1 cu. ft.	2-4-76	"
29.	Stud. Serv./RK: Reg. Source Docs.	28	5	Spring 1974-	5 cu. ft.	2-4-76	"
30.	Stud. Serv./RK: Change of Schedule	28	6	1972	2 cu. ft.	2-4-76	"
31.	Campus Dean/RK: Gen. Correspondence	22	1	c. 1967-1971	2 cu. ft.	2-4-76	"
32.	Campus Dean/RK: Gen. Correspondence	22	1	c. 1967-1973	1 cu. ft.	3-5-76	"
33.	Campus Dean/RK: Gen. Correspondence	22	1	1970	1 cu. ft.	3-29-76	Shredded
34.	President: Gen. Correspondence	1	1	1947-1971	1 cu. ft.	3-30-76	Landfill
35.	Finance: Check Vouchers	7	9	1969	3 cu. ft.	4-1-76	"
36.	Campus Dean/RK: Gen. Correspondence	22	1	1967-1971	3 cu. ft.	4-1-76	"
37.	Campus Dean/RK: Gen. Correspondence	22	1	1969-1972	1 cu. ft.	4-15-76	Shredded
38.	Dean of Educ.: Gen. Correspondence	12	1	1973	1 cu. ft.	5-4,5-76	"

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

Frank J. Tusa
Frank J. Tusa Signature

College Archivist
Title

July 1, 1976
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

Montgomery Community College

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Reporting Agency
College Archives Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Business Manager/TP:Gen. Corres.	20	1	1946-1967	1 cu. ft.	7-25-74	County Incinerator
2	Internal Management:Gen. Corres.	9	1	1967-1970	2 cu. ft.	8-12-74	"
3	Finance:Check Vouchers	7	9	1966-1967	7 cu. ft.	9-4-74	"
4	Finance: Purchase Orders	7	8	1969-1970	10 cu. ft.	9-4-74	"
5	Procurement: Bids File	11	4	1969-1970	1 cu. ft.	9-4-84	"
6	Procurement: Requisitions	11	3	1967-1970	3 cu. ft.	9-4-74	"
7	Procurement: Purchase Orders	11	2	1968-1970	4 cu. ft.	9-4-74	"
8	Cashier/RK:Change of Sched.Forms	24	7	1969-1970	1 cu. ft.	9-4-74	"
9	Cashier/RK:Financial Cards	24	2	1966-1967	1 cu. ft.	9-4-74	"
10	Academic Dean/RK:Gen. Corres.	23	1	1965-1970	8 cu. ft.	9-19-74	"
11	Finance: Check Vouchers	7	9	1966-1967	1 cu. ft.	10-18-74	"
12	Inst. Research: General Corres.	15	1	1950-1965	4 cu. ft.	10-18-74	"
13	President: General Corres.	1	1	1965-1969	6 cu. ft.	12-2-74	"
14	Community Services: Gen. Corres.	16	1	1969-1970	2 cu. ft.	12-17-74	"
15	Campus Dean/RK:General Corres.	22	1	1967-1968	2 cu. ft.	12-19-74	"
16	Academic Dean/RK:General Corres.	23	1	1970	2 cu. ft.	1-9-75	"
17	Cashier/RK:Financial Cards	24	2	1967	1 cu. ft.	1-9-75	"
18	Cashier/RK:Change of Sched. Forms	24	7	1970	1 cu. ft.	1-9-75	"
19	Finance: Cash Receipts	7	13	1966-1967	1 cu. ft.	1-9-75	"
20	Finance: Check Vouchers	7	9	1966-1967	5 cu. ft.	1-9-75	"

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



Frank J. Tusa Signature

College Archivist

Title

July 16, 1975

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Montgomery Community College

Reporting Agency
College Archives Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
21	Div. Chrm., M & S/TP:Gen. Corres.	19	1	1967-1970	3 cu. ft.	4-10-75	"
22	Finance: Check Vouchers	7	9	1967-1968	2 cu. ft.	4-18-75	"
23	Community Services: Gen. Corres.	16	1	1960-1965	.5 cu. ft.	6-16-75	"
24	Stud. Services/TP:Gen. Corres.	21	1	1960-1970	.5 cu. ft.	6-16-75	"
25	Campus Dean/TP:Gen. Corres.	17	1	1968-1970	1 cu. ft.	6-16-75	"

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


 Frank J. Tusa Signature

College Archivist

Title

July 16, 1975

Date

PS

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Towson State University

Reporting Agency

University Police

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Parking Citations (Outdated) in book form						
1	13176-13200	25	13401-13425			8/22/77	Through in books
2	13301-13325	26	13426-13450				
3	13276-13300	27	13451-13475				
4	13251-13275	28	13326-13350				
5	13226-13250	29	13351-13375				
6	13201-13225	30	09362-09375				
7	13951-13975	31	13015-13025				
8	13926-13950	32	13976-14000				
9	13901-13925	33	09267-09275				
10	13376-13400	34	12998-13000				
11	13476-13500	35	05617-05625				
12	13501-13525	36	13118-13125				
13	13526-13550	37	09786-09800				
14	13551-13575						
15	13576-13600						
16	13601-13625						
17	13626-13650						
18	13651-13675						
19	13676-13700						
20	13701-13725						
21	13726-13750						
22	13751-13775						
23	13151-13175						
24	13126 13150						

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

Melissa Shepard

Signature

Accountant
Assistant Director / Police

Title

8/22/77
8/22/77

Date

21

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

TOWSON STATE UNIVERSITY

Reporting Agency

Finance/ Account's Payable Dept.

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Transmittals, Vouchers, Invoices, Purchase Orders, Receiving Reports, Discrepancies, Letters of Correspondence, Forms 100, Bookshop Purchase Orders, Receiving Reports, Contracts, Sga Working Funds/ Annapolis lists, Petty Cash, Combination Loans, Listing A-Z (Complete Alphabet) (<u>ACCTS PAYABLE COPIES ONLY</u>)			July 1972--June 30 '73	1.5 x 1 x 1 x 2460 36 cu ft.	Sept. 17, 1976	Dumpster

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

Edward B. [Signature]
Signature

FINANCIAL OPERATIONS MGR
Title

9/20/76
Date

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

Towson State University

Reporting Agency

Book Store

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	* Cash Receipt Forms - Record of individual deposits including register tapes, refunds, voids, credits, BAC sales, Master Charge sales, discounts and tax exempts.	Finance Department		Chronological 1970, 71, 72, 73, 74, and 75.	8 Boxes	8/9/76	Dumpster
2	* Gifts, Supplies, Tradebooks, and Textbooks Purchase Orders, Invoices, & Statements.			1966, 67, 68, 69, 70, 71, 72, 73, Jan. '74 to June '74.	4 Boxes	8/9/76	Dumpster
3	* Pink Sheets - Order forms for Gifts and Supplies which total cost is over \$100.			1970, 71, 72.	1 Box	8/9/76	Dumpster
4	* Freight Bills, Purchases for store needs, and Rentals. * Duplicates are maintained in the Finance Office.			1966, 67, 68, 69, 70, 71, 72, 73, Jan. '74 to June '74.	2 Boxes	8/9/76	Dumpster

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



Signature



Title

8/10/76

Date

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

Towson State University

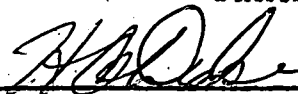
Reporting Agency

Book Store

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	Ring Order Forms			Chronological 1973 & 1974	1 Box	8/9/76	Dumpster
6	Accounts Receivable - Paid Invoices, Statements and Control Cards.			1969, 70, 71, 72	2 Boxes	8/9/76	Dumpster
7	Central Store Requisitions			1969, 70, 71.	1 Box	8/9/76	Dumpster
	Out of Schedules Requisitions			1968, 69, 70, 71.	1 Box	8/9/76	Dumpster

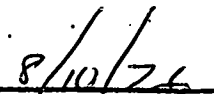
I hereby certify that the above listed records were disposed of as indicated.



Signature



Title



Date

1 file

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Towson State College

Reporting Agency

Finance Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Payroll Journals and Exceptions			1969-70 1970-71	5 cu. ft.	1/9/75	Burning
2	General Accounting Records (including disbursement transmittals, vouchers, working fund, film rentals, travel approvals)			F.Y. 1967, 1968, 1969	50 cu. ft.	1/10/75	Burning

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

A. Joseph Cuel
Signature

Financial Analysis Manager
Title

2/4/75
Date

Posted

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

TOWSON STATE COLLEGE

Reporting Agency

Comptroller's Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Requisitions, Purchase Orders, Paid Bills and Invoices	130	4	F.Y. 1952-53	40 cu. feet	5/20/71	Burning

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

Signature

Comptroller

Title

May 20, 1971

Date

Posted

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

Education -
TOWSON STATE COLLEGE

Reporting Agency

Comptroller's Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Accounting Records (including Receipts and Receipt Books, Canceled Checks, Warrants, Requisitions, Purchase Orders, Paid Bills and Invoices)	130	4	F.Y. 1967	11 cubic feet	11/25/70	Burning

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

S. J. Reel

 Signature

Comptroller

 Title

12/8/70

 Date

Posted

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

Dept. of Educ.
TOWSON STATE COLLEGE

Reporting Agency

Comptroller's Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Accounting Records (including Receipts and Receipt Books, Canceled Checks, Warrants, Requisitions, Purchase Orders, Paid Bills and Invoices)	130	4	F. Y. 1966	11 cubic feet	4/13/70	Burning
2	Payroll Journals and Exceptions	130	5	F. Y. 1966	2 cubic feet	4/13/70	Burning

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

S. J. C. [Signature]

 Signature

Comptroller

 Title

4/13/70

 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND*Dept. of Education*

TOWSON STATE COLLEGE

Reporting Agency

Business Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Accounting Records (including Receipts and Receipt Books, Canceled Checks, Warrants, Requisitions, Purchase Orders, Paid Bills and Invoices)	130	4 ✓	F.Y. 1960-F.Y. 1965	60 cu. ft.	11/6/68	Burning
2	Payroll Journals and Exceptions	130	5 ✓	F.Y. 1960-F.Y. 1963	4	"	"

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

S. J. [Signature]

Signature

Fiscal Officer

Title

11-11-68

Date

Posted

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

Towson State College, Towson, Md. 21204
 Reporting Agency

Registrar's Office
 Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
10	Registration Cards - 3 X 5 and 4 X 7½ (6 double-row card drawers; Name -marital status -home address etc. from 1922 to present) <i>(Microfilmed)</i>	443	10	1922 to 1965	6 double row card drawers <i>about 4 cu. ft.</i>	Nov. 18 1966	Fire



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

Gerard A. Satlin

 Signature

Registrar

 Title

18 Nov 66

 Date



Posted

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

Dept. of Education

Towson State College, Towson, Maryland 21204

Reporting Agency

Registrar's Office

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
6	Student Personnel Folders - includes student teaching report, remarks from faculty, name, address, etc.	443	6	Prior to 1960 From Crouse to Exline	18 1/2 regular file drawers 18.5 1.5 cu ft. 925 185 27.75 cu ft. (may 28. -)	January 23, 1967	Fire

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

Donald A. Sartore

 Signature

Registrar

 Title

23 Feb 67

 Date

Posted



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

Towson State College, Towson, Maryland 21204
 Reporting Agency

Registrar's Office
 Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
6	Student Personnel Folders - includes student teaching report, remarks from faculty, name, address, etc.	443	6	Prior to 1960 From A through Crouse	18 $\frac{1}{2}$ regular file drawers (x 1 $\frac{1}{2}$ cu. ft.) 18.5 1.5 <hr/> 92.5 185 <hr/> 27.75 cu. ft.	December 5, 1966	Fire

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

Edward A. [Signature]
 Signature

Registrar
 Title

5 Dec 66
 Date

Posted and entered

Form HR-RM 2

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State College
Reporting Agency

Towson State College
Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Special deposits, transmittals payrolls, certificate of deptsits, cancelled checks, athletic fees	130	4	1954, 55, 56, 57, 58, 59, 60	For all, approximately 22 cu. ft.	January 10 ²²	Burning
2	Petty cash, bank statements, can- celled checks, transmittal lists	130	4	do		do	do
3	Certificates of DDeposit	130	4	do		do	do
4	Transmittal lists and payrolls	130	4	do		do	do
5	Refunds of Student Fees	130	4	do		do	do
6	Receipt books	130	4	do		do	do
7	Financial cards for Students	130	4	do		do	do

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

Karl J. Moser
Signature

Business Manager
Title

December 26, 1963
Date

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

State Department of Education
 Reporting Agency

State Teachers College at Towson
 Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Special deposits, transmittals, payrolls, certificate of deposit, cancelled checks, athletic fees	130	4	1949-50-51-52-53	16.5 cu. ft. for all listed.	January 16	Burning
2	Petty Cash, bank statements, can- celled checks, transmittal lists	130	4	do		do	do
3	Certificates of Deposit	130	4	do		do	do
4-	Transmittal Lists & Payrolls	130	4	do		do	do
5	Refunds of Student Fees	130	4	1950-51-52-53		do	do
	Receipt Books	130	4	1947-48-49-50-51- 52-53		do	do
7	Financial cards for Students	130	2	1950-51-52-53		do	do

*posted
1/21/58*

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

Karl J. Moser
 Signature

Business Manager
 Title

January 14, 1958
 Date

PLS

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

St. Mary's College of Maryland
 Reporting Agency

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	GAD-D-3 Transmittals 1 thru 129	616	1	7-1-71/6-30-72	2 L. Ft.	2-26-76	Incineration

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

David L. ...

 Signature

 Accountant
 Title

2-26-76
 Date

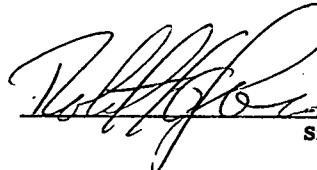
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's College of Maryland
 Reporting Agency

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	GAD-D-3 Transmittals 1 thru 75	616	1	1963-1964(June 30)	1	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 71	616	1	1964-1965(June 30)	$\frac{1}{2}$	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 66	616	1	1965-1966(June 30)	1	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 76	616	1	1966-1967(June 30)	1	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 102	616	1	1967-1968(June 30)	$1\frac{1}{2}$	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 112	616	1	1968-1969(June 30)	1	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 93	616	1	1969-1970(June 30)	$1\frac{1}{2}$	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 81-B	616	1	1970-1971(June 30)	$1\frac{1}{2}$	4/15/75	Shredding
1	GAD-D-3 Transmittals 1 thru 63	616	1	1962-1963(June 30)	1	4/15/75	Shredding

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


 Robert H. Lococo
 Signature

Accountant
 Title

April 17, 1975
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

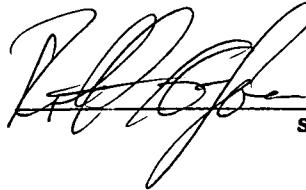
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

St. Mary's College of Maryland
Reporting Agency

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	DD-1 Certificates of Deposits and Bank Deposit Slips	616	1	1963-1971 (June 30)	2	4/15/75	Shredding
1	Payroll Warrants - Form P-I-S	616	1	1963-1971 (June 30)	$\frac{1}{2}$	4/15/75	Shredding
1	Open Contracts - Form 27A & 27B	616	1	1965-1966 (June 30)	$2\frac{1}{2}$	4/15/75	Shredding
1	Closed Contracts - Form 27A & 27B	616	1	1966-1967 (June 30)	$\frac{1}{2}$	4/15/75	Shredding
1	Out of Schedule Contracts - Form 1-A	616	1	1965-1966 (June 30)	$1\frac{1}{2}$	4/15/75	Shredding
1	Paid Bookstore Orders	616	1	1969-1970 (June 30)	} $1\frac{1}{2}$	4/15/75	Shredding
1	Completed Contracts - Form 27-A	616	1	1961-1965 (June 30)		4/15/75	Shredding
1	Out of Schedule Requisitions	616	1	1963-1964		4/15/75	Shredding

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



Robert H. Lococo
Signature

Accountant
Title

April 17, 1975
Date


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

St. Mary's College of Maryland
 Reporting Agency

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	Requisitions for Supplies	616	1	1966-1967(June 30)	1/2	4/15/75	Shredding
1	GCL Contracts (Open)	616	1	1965-1969(June 30)	1/2	4/15/75	Shredding
1	GA Contracts (Open)	616	1	1965-1969(June 30)		4/15/75	Shredding
1	Gasoline Pump Records	616	1	1960-1966(June 30)		4/15/75	Shredding
1	Bookstore Inventory	616	1	1964-1965(June 30)		4/15/75	Shredding
1	Registration forms for Continuing Education	616	1	Summer and 1971 - Fall		4/15/75	Shredding
1	Daily Reports forms from Registrars Office	616	1	1971-1972(June 30)		4/15/75	Shredding
1	Completed Bookstore Orders	616	1	1962-1963(June 30)		4/15/75	Shredding
1	Completed Bookstore Orders	616	1	1965-1969(June 30)		5/15/75	Shredding

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


 Signature Robert H. Lococo

Accountant
 Title

April 17, 1975
 Date


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

St. Mary's College of Maryland
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Form #27A - Contracts	616	1	1967-1971(June 30)	} $\frac{1}{2}$	4/15/75	Shredding
1	Form #100-16 - Out of Schedule Requisitions for Supplies	616	1	1968-1971(June 30)		4/15/75	Shredding
1	5" x 7" Inventory Cards, now on Computerized IBM Cards	616	1	1947-1971(June 30)		4/15/75	Shredding
1	Student Activities Transmittals	616	1	1967-1971(June 30)		4/15/75	Shredding
1	Student Accounts Receivable Ledger Cards	616	1	1962-1968(June 30)		4/15/75	Shredding
1	Bookstore Sheets	616	1	1963-1964(June 30)		4/15/75	Shredding
1	Check Stubs for Petty Cash	616	1	1962-1966(June 30)		4/15/75	Shredding
1	Student Cash Account Cards	616	1	1965-1970(June 30)		4/15/75	Shredding
1	Bookstore Readings	616	1	1966-1968(June 30)		4/15/75	Shredding

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


Robert H. Lococo
Signature

Accountant
Title

April 17, 1975
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDSt. Mary's College of Maryland
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Accounts Receivable Trial Balances	616	1	1966-1970(June 30)	1 cu ft.	4/15/75	Shredding
1	Library Fund Cards	616	1	1962-1963(June 30)		4/15/75	Shredding
1	Deposit Slips Activities	616	1	1962-1963(June 30)		4/15/75	Shredding
1	Petty Cash Bank Statement	616	1	1962-1970(June 30)		4/15/75	Shredding
1	Student Activities Check Book and Stubs	616	1	1966-1970(June 30)		4/15/75	Shredding
1	Student Cash Fund Bank Statements	616	1	1959-1963(June 30)		4/15/75	Shredding
1	Student Activities Fund Bank Statements	616	1	1960-1962(June 30)		4/15/75	Shredding
1	Student Activities Deposit Tickets	616	1	1966-1971(June 30)		4/15/75	Shredding
1	Student Activities Withdrawal Slips	616	1	1966-1970(June 30)		4/15/75	Shredding
1	Student Activities Individual Account Books	616	1	1962-1965(June 30)		4/15/75	Shredding

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



Signature

Robert H. Loceco

Accountant

Title

April 17, 1975

Date

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

Towson State University
Reporting Agency
 Parking 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.				
	Parking Violations			Jan. 1968-Jun. 1972	18 cubic feet	5/11/77	Balto. City Dump
	Student Stickers			Jan. 1968-Jun. 1972	3 cubic feet	5/11/77	" "

RECEIVED
 MAY 12 1977
 COMPTROLLER'S OFFICE

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

Theodore Washington Jr.
 Signature

Parking Services Manager
 Title

5/11/77
 Date

CERTIFICATE OF RECORDS DISPOSAL

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

University of Maryland

Reporting Agency

Office of Student Aid

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	NDEA (NDSL Applications and related documents)	565	1	7/1/68 to 6/30/73	3 3/4	7/1/76	Shredding

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

Lenny A. J. Welborn
 Signature

Program Director
 Title

7/14/76
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division


**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

UNIVERSITY OF MARYLAND
Reporting Agency

CENTRAL ADMINISTRATION COMPTROLLER'S OFFICE
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Legislative Budget Requests (Worksheets, computer runs, Departmental Requests, etc.)	564		Fiscal Years ended 1951-59, 1960-69	15 cu. ft.	02/04/76	Landfill
2	Comptroller's Office Departmental Payroll Certifications	564		Fiscal Years ended 1965 through 1972	2 cu. ft.	02/04/76	Landfill
3	University of Maryland Financial Reports, Personnel Detail Books, Detailed and Summary Budgets	564		Fiscal Years ended 1972-75	40 cu. ft.	02/04/76	Landfill
4	Technical and Special Fee Payments (1099) computer cards	564		Fiscal Years ended 1972-74	1 cu. ft.	02/04/76	Landfill
5	Inventory records on computer printouts	564		Fiscal Years ended 1972-73	5 cu. ft.	02/04/76	Landfill

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



Signature

Comptroller

Title

06/23/76

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

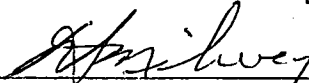
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

UNIVERSITY OF MARYLAND
Reporting Agency

CENTRAL ADMINISTRATION COMPTROLLER'S OFFICE
Division or Bureau of Reporting Agency

Item No.	Description of Records - Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
6	Journal Vouchers	564		Fiscal Years ended 1968-71	7 cu. ft.	02/04/76	Landfill
7	Payroll Distribution	564		Fiscal Years ended 1970-71	16 cu. ft.	02/04/76	Landfill
8	Monthly Trial Balances	564		Fiscal Years ended 1969-71	22 cu. ft.	02/04/76	Landfill
9	State BBl Reports	564		Fiscal Years ended 1970-71	2 cu. ft.	02/04/76	Landfill
10	University Object of Expenditure Reports	564		Fiscal Years ended 1970-71	6 cu. ft.	02/04/76	Landfill
11	Line Item Controls	564		Fiscal Years ended 1970-71	16 cu. ft.	02/04/76	Landfill
12	Interdepartmental Transfers	564		Fiscal Year ended 1971	7 cu. ft.	02/04/76	Landfill

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



Signature

Comptroller

Title

06/23/76

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

UNIVERSITY OF MARYLAND

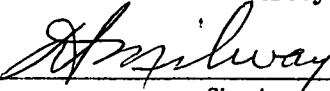
Reporting Agency

CENTRAL ADMINISTRATION COMPTROLLER'S OFFICE

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
13	UMCP Expense Statements	564		Fiscal Years ended 1970-71	11 cu. ft.	02/04/76	Landfill
14	Payroll Records -- Journals, One Pay Certifications, Payroll deduction authorizations, travel advances, computer listings of check registers, deduction change lists and master change lists	564		Fiscal Years ended 1966-70	256 cu. ft.	02/04/76	Landfill

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



Signature

Comptroller

Title

06/23/76

Date

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

PH

CERTIFICATE OF RECORDS DISPOSAL

UNIVERSITY OF MARYLAND

Reporting Agency

COMPTROLLER'S OFFICE, COLLEGE PARK

Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Disbursements Vouchers	564	6	7/1/69 - 6/30/70	200	11/17/75	Land Fill

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

Joseph T. Handley
 Signature
Joseph T. Handley

Accountant III
 Title

December 2, 1975
 Date

CS

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Student Employment Office, Student Aid
Reporting Agency

University of Maryland, College Park Campus
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	College Work-Study Program (Applications & Supplementary Doc.)	566	1	July 1, 1969 June 30, 1970	6 1/4 Linear Feet	9/11/75	Shredding
			<i>ONLY ITEM</i>				

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

Joseph L. [Signature]
Signature

Associate Director
Title

September 11, 1975
Date

CERTIFICATE OF RECORDS DISPOSAL

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

University of Maryland

Reporting Agency
 Department of Student Affairs
 (Office of Student Aid)

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	NDEA (NDSL Applications and related documents)	565	1	July 1, 1958 - June 30, 1970	4 linear ft.	June 19, 1975	Shredding

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

Bessie E. Harris
 Bessie E. Harris

Signature

Assistant Director

Title

June 24, 1975

Date

CERTIFICATE OF RECORDS DISPOSAL

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

University of Maryland

Reporting Agency

Office of Student Aid

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.	NDSL applications and corresponding materials of approved loans prior to July 1, 1971 reflecting total repayment.	565	1	September, 1959 - June, 1971	1/3 linear foot <i>Revised 1 cu. ft.</i>	3/10/75	Mutilation & Shredding
				ONLY ITEM			

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

Bessie E. Harris
 Bessie E. Harris

Signature

Program Director

Title

March 11, 1975

Date

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

CERTIFICATE OF RECORDS DISPOSAL

University of Maryland--College Park

Reporting Agency

Division of Business Services

Division or Bureau

Submit in Duplicate

Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
5	Cash Receipts	564	6	1966-1970	4 cu. ft.	2/4/75	Land fill
7	Central Collection Ledgers	"	4	1961-1971	6 cu. ft.	"	" "
5	Central Collection Numerical File	"	4	1930-1970	10 cu. ft.	"	" "
6	Mail Remittances Lists	"	4	1966-1971	4½ cu. ft.	"	" "
2	Payroll Journals	"	5	1968-1970	2 cu. ft.	"	" "
7	Enrollment Deposit Cards	"	6	1966-1971	2 cu. ft.	"	" "
10	Cashier Check--Data Sheets	"	1	1965-1971	6 cu. ft.	"	" "
12	Subsidiary Student Accounts	"	4	1963-1971	8 cu. ft.	"	" "

42 cu. ft.

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

Tom Dodson

Signature

Director

Title

2/10/75

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

UNIVERSITY OF MARYLAND
Reporting Agency

COMPTROLLER'S OFFICE, COLLEGE PARK
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Disbursements Vouchers	564	6	7/1/67-6/30/68	200	5/29/74	Land Fill
2	Disbursements Vouchers	564	6	7/1/68-6/30/69	200 <i>400</i>	5/29/74	Land Fill

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

Joseph Thomas Handley

Signature
Joseph Thomas Handley

Accountant III

Title

August 21, 1974

Date

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

University of Maryland

Reporting Agency

Office of Student Aid

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.	XXX NDEA Records (NDS Loan Applications and related documents)	565	1	July 1, 1968 - June 30, 1969	3 1/2 Linear feet	July 15, 1974	Shredding
				ONLY ITEM	4		

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

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

Assistant Director

July 15, 1974

Signature

Title

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDUniversity of Maryland - College Park, Maryland
Reporting AgencyStudent Organization Accounts
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Student Organization Accounts	571	1	1969-1970	7 1/2 cu. ft.	7-10-74	Landfill
2	Special Organization Accounts	571	2	1969-1970	1/2 cu. ft. 8	7-10-74	Landfill

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



Signature

Program Analyst

Title



Date

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

University of Maryland

Reporting Agency

Dept. of Student Affairs (Office of Student Aid)

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	NDEA Records (NDS Loan Applications and related documents)	565	1	July 1, 1968 - June 30, 1969	1/2 Linear feet	July 8, 1974	Shredding
			ONLY ITEM				

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

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

Assistant Director
 Title

July 8, 1974
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

UNIVERSITY OF MARYLAND


Reporting Agency

COLLEGE PARK COMPTROLLER'S OFFICE

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Disbursement Vouchers	564	6	7/1/71 - 6/30/72	200	10/27/77	Land Fill
2	Cash Receipts	564	6	7/1/71 - 6/30/72	80	10/27/77	Land Fill

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



 Joseph Thomas Handley

Accountant III

Title

October 27, 1977

Date

CERTIFICATE OF RECORDS DISPOSAL

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

DEPARTMENT OF EMPLOYMENT AND SOCIAL SERVICES
Social Services Administration
Reporting Agency

County Departments of Social Services
Division or Bureau of Reporting Agency

Division of General Service

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Case Records; Public Assistance	185	par. 7	1936-1973	449.32	1972	shredded-burned
2.	Fiscal Records; Accounting Records Canceled Checks; Financial Reports	185	par. 11	1933-1973	173.85	1972	" "
3.	Statistical Records; Reports and Forms; Closings; Cards, etc.	185	par. 9	1967-1971	97.61	1972	" "
4.	General Records, Personnel; Manuals; Reports; Circular Letters; General Correspondence	185	par. 5 - 10 - 13 - 14	1968-1973	62.09 782.87 783 cu. ft.	1972	" "

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

Rosemary Fertitta
Signature

Supervisor, Supply and Services
Title

January 25, 1974
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

DEPARTMENT OF EMPLOYMENT AND SOCIAL SERVICES

Reporting Agency

EMPLOYMENT SECURITY 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.	SR-3, mail in claim forms (tab. card size)	NON SCHEDULE		1970 year	336 sm. tab bxs.	12-14-73	DUMPED
2.	Miscellaneous correspondence, 3rd. copy requisition files.	NON SCHEDULE		1969 year	1 design box. 90 cu ft.		DUMPED

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

Rosemary Fertitta
Signature

Supervisor, Service and Supply
Title

Jan. 11, 1974
Date



DEPARTMENT OF HUMAN RESOURCES

DIVISION OF GENERAL SERVICES

1100 N. EUTAW STREET

BALTIMORE, MARYLAND 21201

(301) 383-3090

STATE OF MARYLAND

MARVIN MANDEL
Governor

RICHARD A. BATTERTON
Secretary

November 2, 1977

PATRICK B. KIRWAN
Director

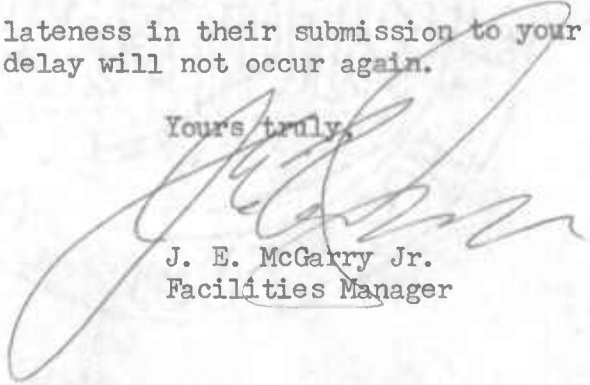
Mr. George W. Straubinger
Records Management Specialist
Department of General Services
Hall Of Records
Treasury Building, Room 305
Annapolis, Maryland 21401

Dear Mr. Straubinger:

Submitted herewith are recapitulations of the reports of records disposals pertaining to the Social Services Administration and the Employment Security Administration of the Department of Human Resources for the years 1974-1975-1976.

I apologize for the lateness in their submission to your office and assure you that this delay will not occur again.

Yours truly,


J. E. McGarry Jr.
Facilities Manager

JEM:bl

CC: Patrick B. Kirwan
File

222-5611

Total = 24 28 1/2 cu. ft

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Human Resources

Reporting Agency

Employment Security 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.				
A	Case Records; Public Assistance			1969-1970	50.0	1974	Shredded
B	Fiscal Records; Accounting Records; Cancelled Checks; Financial Reports			1966-1969	60.0	1974	"
C	Statistical Records; Reports & Forms			1966-1967	12.0	1974	"
D	General Records; Personnel; Circular Letters; Correspondence			1937-1947	27.0	1974	"

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


J. E. McGarry Jr.

Signature

Facilities Manager

Title

11-2-77

Date

CERTIFICATE OF RECORDS DISPOSAL

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

Department of Human Resources

Reporting Agency

Employment Security 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.				
A	Case Records; Public Assistance			1969-1970	61.2	1975	Shredded
B	Fiscal Records; Accounting Records; Cancelled Checks; Financial Reports			1969-1971	71.9	1975	"
C	Statistical Records; Reports & Forms			1969-1971	15.3	1975	"
D	General Records; Personnel; Circular Letters; Correspondence			1947-1972	73.5	1975	"

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


J. E. McGarry Jr.

Signature

Facilities Manager

Title

11-2-77

Date

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

Department of Human Resources

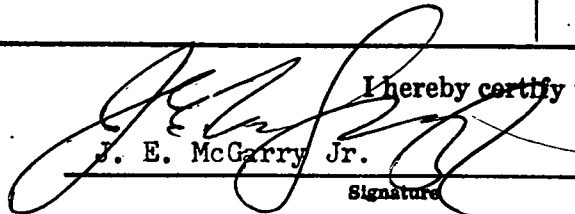
Reporting Agency

Employment Security 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.				
A	Case Records; Public Assistance			1969-1971	74.5	1976	Shredded
B	Fiscal Records; Accounting Records; Cancelled Checks; Financial Reports			1969-1972	193.7	1976	"
C	Statistical Records; Reports & Forms			1970-1973	93.5	1976	"
D	General Records; Personnel; Circular Letters; Correspondence			1959-1973	201.7	1976	"

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


 J. E. McGarry Jr.

Signature

Facilities Manager

Title

11-2-77

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Department of Human Resources

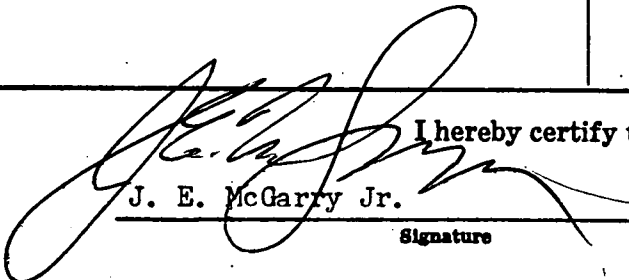
Reporting Agency

Social Services 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.				
A	Case Records; Public Assistance			1969-1971	752.3	1976	Shredded - Burned
B	Fiscal Records; Accounting Records; Cancelled Checks; Financial Reports			1968-1972	333.3	1976	"
C	Statistical Records; Reports & Forms			1968-1972	176.7	1976	"
D	General Records; Personnel; Circular Letters; Correspondence			1970-1974	35.9	1976	"

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


 J. E. McGarry Jr.
 Signature

Facilities Manager
 Title

11-2-77
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Human Resources

Reporting Agency

Social Services 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.				
A	Case Records; Public Assistance			1969-1971	674.5	1975	Burned - Shredded
B	Fiscal Records; Accounting Records; Cancelled Checks; Financial Reports			1969-1973	262.4	1975	"
C	Statistical Records; Reports & Forms			1969-1975	167.5	1975	"
D	General Records; Personnel; Circular Letters; Correspondence			1970-1975	187.0	1975	"

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


J. E. McGarry Jr.

Signature

Facilities Manager

Title

11-2-77

Date

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

Department of Human Resources

Reporting Agency

Social Services 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.				
A	Case Records; Public Assistance			1967-1972	624.9	1974	Burned - Shredded
B	Fiscal Records; Accounting Records; Cancelled Checks; Financial Reports			1961-1972	133.3	1974	"
C	Statistical Records; Reports & Forms			1967-1971	73.1	1974	"
D	General Records; Personnel; Circular Letters; Correspondence			1969-1974	93.2	1974	"

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


 J. E. McGarry Jr.

Signature

Facilities Manager

Title

11-2-77

Date

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

Disability Determination Services
 Reporting Agency

Division of Vocational Rehabilitation
 Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Case residuals, 8 1/2"x11" sheets	*	*	7/1/71 - 6/30/73	75 cu. ft.		
2.	File cards, 3" x 5"	*	*	7/1/71 - 6/30/73	5 cu. ft.		
<p>* See attached letter "Re: Audit Control Number 52205-03"</p>							

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

 Signature

 Title

 Date

MR APR 9 1971



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
REGION III
3535 MARKET STREET
PHILADELPHIA, PENNSYLVANIA 19101

March 5, 1975

RECEIVED
MAR 10 1975
MD. - DDP

SOCIAL SECURITY
ADMINISTRATION

MAILING ADDRESS
PO BOX 8788
PHILADELPHIA
PENNSYLVANIA 19101

IDI-R-3

Dr. James A. Sensenbaugh
State Superintendent of Schools
6510 Elkridge Landing Road
P. O. Box 8717
Baltimore-Washington International Airport
Baltimore, Maryland 21240

Dear Dr. Sensenbaugh:

Re: Audit Control Number 52205-03

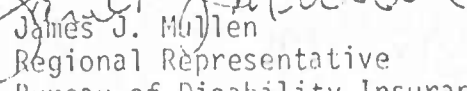
We were pleased to receive your letter of January 24, 1975 regarding the Audit of the Maryland Disability Determination Section, Division of Vocational Rehabilitation, Department of Education.

We also received the Disability Determination Service internal instructions on case processing time improvements and broken appointment procedures. We participated with the DHEW Auditors and the management team of your Disability Determination Service, in a close-out interview which discussed these findings during the Audit. It was with pleasure we observed the wholeheartedly cooperation of your assistant Director and his management team in implementing the recommendations of the DHEW Audit Team.

Their attempts to reduce the overall processing time and implementing correctional procedures for timely follow-ups on medical evidence, as well as reducing the instance of broken consultative appointments is encouraging. These steps can only better serve the disability applicants in the state of Maryland. We would like to congratulate this staff on their fine efforts and cooperation in this matter. May we consider this letter as a close-out to the DHEW Audit procedure.

Thank you again for your spirit of cooperation in serving the Disability recipients in the state of Maryland.

Sincerely yours,


James J. Mullen
Regional Representative
Bureau of Disability Insurance

V R APR 9 1975

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDMaryland State Department of Education

Reporting Agency

Division of Vocational Rehabilitation

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Case Folders	527	1-A	7/1/68 to 6/30/69	233.6 cu.ft.	2/4/75	Landfill, burning and shredding

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

David L. Leppo

Signature

David L. Leppo

Assistant Director
Budget and Finance

Title

Title

3/3/75

Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland State Department of Education

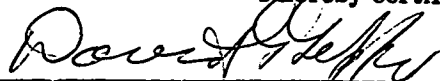
Reporting Agency

Division of Vocational Rehabilitation

Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Case Folders	527	1-A	7/1/68 to 6/30/69	233.6 cu.ft.	2/4/75	Landfill, burning and shredding

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



Signature

David L. Leppo

Assistant Director
Budget and Finance

Title

3/3/75

Date

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

Page 1 of 3

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

ALCOHOL AND TOBACCO TAX DIVISION

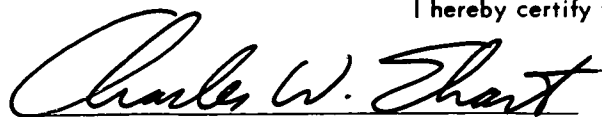
Division or Bureau

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 F. Y.	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	TRANSPORTATION REPORTS	212	1	1970	2.0		WASTEPAPER
2	TRANSPORTATION REPORTS	212	1	1971	2.0		
3	TRANSPORTATION REPORTS	212	1	1972	2.0		
4	WHOLESALERS MONTHLY REPORTS	212	4	1970	4.0		
5	WHOLESALERS MONTHLY REPORTS	212	4	1971	4.0		
6	WHOLESALERS MONTHLY REPORTS	212	4	1972	44.0		
7	WHOLESALERS MONTHLY REPORTS	212	4	1973	39.0		
8	CLAIM FOR BEER TAX REFUND	212	7	PRIOR TO 1969	2.0		
9	CLAIM FOR BEER TAX REFUND	212	7	1970	1.0		
10	CLAIM FOR BEER TAX REFUND	212	7	1971	1.0		
11	OVER 30 DAY & CLEARANCE REPORTS	212	8	PRIOR TO 1969	15.0		
12	OVER 30 DAY & CLEARANCE REPORTS	212	8	1969	2.0		
13	OVER 30 DAY & CLEARANCE REPORTS	212	8	1971	2.0		
14	OVER 30 DAY & CLEARANCE REPORTS	212	8	1972	1.0		
15	MASTER SCHEDULE OF PRICES	212	9	PRIOR TO 1969	6.5		

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



Signature

Revenue Examiner III

Title

February 9, 1976

Date

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

Page 2 of 3

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

ALCOHOL AND TOBACCO TAX DIVISION

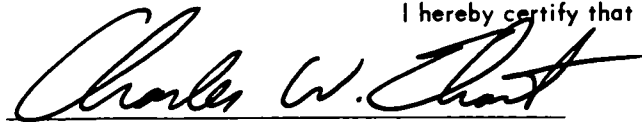
Division or Bureau

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 F. Y.	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
16	MASTER SCHEDULE OF PRICES	212	9	1969	3.0		WASTEPAPER
17	MASTER SCHEDULE OF PRICES	212	9	1970	5.0		
18	MASTER SCHEDULE OF PRICES	212	9	1971	3.0		
19	MASTER SCHEDULE OF PRICES	212	9	1972	4.0		
20	AUDIT FILE	212	12	PRIOR TO 1969	32.5		
21	EXERCISE TAX ON BEER	212	16	1971	1.0		
22	MONTHLY REPORT OF CROWN AND LID MANUFACTURERS	212	19	PRIOR TO 1969	1.0		
23	MONTHLY REPORT OF CROWN AND LID MANUFACTURERS	212	21	PRIOR TO 1969	5.0		
24	EXCISE TAX RETURN FOR WINE AND DISTILLED SPIRITS	212	21	1971	1.0		
25	EXERCISE TAX RETURN FOR WINE DISTILLED SPIRITS	212	21	1972	1.0		
26	GENERAL CORRESPONDENCE	212	23	PRIOR TO 1969	1.0		
27	INVESTIGATION FILE	212	24	PRIOR TO 1969	5.0		
28	ACCOUNTING RECORDS	212	26	PRIOR TO 1969	1.0		

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



Signature

Revenue Examiner III

Title

February 9, 1976

Date

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

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

COMPTROLLER OF THE TREASURY

Reporting Agency

ALCOHOL AND TOBACCO 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 F. Y.	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
29	ACCOUNTING RECORDS	212	26	1970	2.0		WASTEPAPER
30	ACCOUNTING RECORDS	212	26	1971	2.0		
31	ACCOUNTING RECORDS	212	26	1972	2.0		
32	PAYROLL RECORDS	212	27	1972	1.0		
33	BEER NON-RESIDENTS DEALER MONTHLY REPORTS	630	1	1972	1.0		
34	<u>NON-SCHEDULED MISCELLANEOUS</u> RECORDS	---	---	-----	8.0		

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



Signature

Revenue Examiner III

Title

February 9, 1976

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 GENERAL SERVICES

Reporting Agency

Records Management Division

Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	General Correspondence	340	1	Prior to 1971	5 cu.ft.	Feb. 13	Trash
2.	Microfilm Worksheets	"	4	" "	3 "	"	"
3.	Record Analysis Sheets	"	7	" "	2 "	"	"

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

G. W. M. ...
Signature

Records Management Specialist
Title

February 13, 1975
Date