

COMPTROLLER  
OF THE TREASURY  
DATA  
PROCESSING  
DIVISION

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency

*Comptroller*

82W6

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.  | Description of Records<br>Include Title and/or Form Number                                     | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|      |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 7-11 | Accounting<br>Close A/E Workpapers<br>Close Contractors<br>Agendas<br>Misc. Uncompleted Audits |                               |             | 1966-1977<br>1974-977<br>1974-1976           | 5                      | 7-83                | Recycled              |

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

*Paul Chamber*

Signature

*Record Center Manager*

Title

*7/25/83*

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

8246

1. From: (Name, Division, Address or Agency)

Signature

Title

Data Processing Compt

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R109

7-11

Accounting

S 2072

7.

Close A/E Workpapers  
1966-1977

8.

Close Contractors  
1974-1977

9-109

Agendas  
1974-1976

11.

MISC. Uncompleted Audits

DEPARTMENT OF GENERAL SERVICES

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



CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Central Data Processing

Division or Bureau

75A40

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number         | Authorization For Disposal |          | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-------|--|----------------------------|----------|--|---------------------|------------------|--------------------|
|       |  | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 79-93 | Key Entry Tape Transfers<br>Detail Billing Reports<br>Console Logs | Non-Schedule               |          | July 73- 11-30-74                      | 14                  | 2-82             | Recycle            |

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

  
 Signature

  
 Title

  
 Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75A-40

12-5-74

1. FROM: (Name and Division of Transferring Agency)

Signature

*Paul C. Lamerson*

Title

*Records Management Technician*

2. Address of Agency:

3. TO: STATE RECORDS CENTER

*Annapolis*

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

*Michael Paul Pugh*

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R18  
S17*

*79-81*

*Key Entry Tape Transfers  
9/1/74 - 11/30/74*

*79-81*

*82-83*

*Detail Billing Reports - old system  
July 73 - Dec 73  
Old Billing JRT's  
AS0502 Printout*

*82-83*

*84-93*

*Console Logs  
7/1/74 - 11/30/74*

*84-93*

*Betty Parks  
3632*

(Use Plain Unlined Paper For Continuation Sheets)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: Comptroller of the Treasury - Data Processing Division  
Income Tax Building - Room # 309  
Annapolis, Maryland 21401  
Subject: Disposal Clearance

The records described below are eligible for disposal on 11-15-81.  
They will be destroyed as scheduled if no reply is received within one  
month from the date of this letter. If you do not concur in this action,  
please return this letter and justify continued retention on the reverse  
side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 75 A 40                 | 14         | 79-93       |

Disposal Authority  
NON-SCHEDULE -- RECOMMEND DISPOSAL

Description of Records:

See Attached.

Sincerely yours,

Paul C. Lamberson, Records Center Manager  
State Records Center, Jessup, Maryland.  
Phone 799-1379

HR-RM-101 11/73

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency

*Comptroller*

82W5

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number                     | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-7 | Majis Documentation & Memos<br>Timekeeping Records<br>BDC Admin. Documentation | 916                           | 10,5        | 1975-76                                      | 7                      | 7-83                | Recycled              |

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

*Paul C. Lamb*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

82615

7-7-81

Signature

Paul C. Lambertson

Title

Records Center - Manager

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division - Balto office

2. Building and Room

2nd floor - Room 203  
301 W. Preston St

3. Phone

383-5513

4. To: State Records Center

Baltimore Record Center

5. Signature: (Agency Official)

David H. Harrington

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R109  
S20

1  
2  
Majis Documentation & memos  
same as above

3/1/82 916 #10  
3/1/82

1  
1977 timekeeping Records & F.Y.  
1975 & 1976 Cost Distribution

8/1/82 916 #5  
1/80

1  
BDC administrative documentation

6/1/84

2  
same as above

6/1/84

3  
same as above

6/1/84

4  
same as above

6/1/84

(Use Plain Unlined Paper For Continuation Pages)



DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

80A5 m,

Division or Bureau

PREPARE IN DUPLICATE

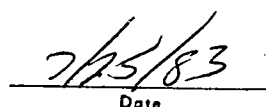
Retain one copy and forward original to above address

| No.  | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|      |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 7-13 | DPD-Billing<br>Time Cards<br>Te's & Work Study Time Cards  | .916                          | 5           | 1975-1979                                    | 6                      | 7-83                | Recycled              |

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

  
 Signature

  
 Title

  
 Date

AND RECEIPT

Accession No.

Date Received

80A5

8/21/79

Signature

Title

From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax, Anna. Md.

Building and Room

3. Phone

4. To: State Records Center

Income Tax Bldg.  
 Room 302

269-3141

Signature: (Agency Official)

6. No. of Cu.Ft.

*Koral P. Baker*

13

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates             | 10. Disposal Authority (Schedule and Item No) |
|---------------------------|----------------|--|---|
| <del>R-13</del>           | 7              | DPD - Mar. 1, 79 - Mar. 31, 79<br><i>Billing</i>           | March 1983                                    |
| <del>S-10</del>           | 8              | Time Cards - July <sup>28</sup> 76 - Dec. <sup>28</sup> 76 | Dec. 1980                                     |
| R-11                      | 9              | Time Cards 3 Dec 75 - 27 July 76                           | July 1980                                     |
| S-6-7                     | 10             | Time Cards 23 April 75 - 2 Dec 75                          | Dec 1979                                      |
|                           | 11             | Time Cards Jan. 1, 75 - May 1, 75                          | Dec. 1979                                     |
|                           | 12             | TE's + Work Study Time Cards Jan. 76 - June 1976           | June 1980                                     |
|                           | 13             | TE's + Work Study Time Cards 1977 to April                 | April 1981                                    |

916 #5  
 JULY 83

(Use Plain Unlined Paper For Continuation Pages)

85-91

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

79B9

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

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|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-5 | Expiration List<br>Tape File Transactions<br>Expiration List | 916                           | 12          | 1976-77                                      | 5                      | 7-83                | Recycled              |

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



Signature

Record Center Manager

Title

7/25/83

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

79B9 79B9

7/20/78  
7-20-78

1. From: (Name, Division, Address or Agency)

Signature

BALTIMORE COMPUTER UTILITY

Title

Service Specialist I

2. Building and Room

3. Phone

4. To: State Records Center

301 W. PASTOR ST  
RM 207 383-2576

5. Signature: (Agency Official)

6. No. of Cu.Ft.

John J. Kalls Jr.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R18  
S2  
R18  
S2  
R33  
S15

- 1 EXPIRATION LIST  
SEPT, OCT, NOV, DEC 1976
- 2 TAPE FILE TRANSACTIONS  
JULY, SEPT, OCT 1976
- 3 TRANSACTIONS  
JULY & AUGUST 1976
- 4 EXPIRATION LIST  
AUG SEP OCT NOV 1977  
JULY & AUGUST 1976
- 5 EXPIRATION LIST  
MAY JUNE JULY 1977  
MARCH & APRIL 1977

- 916 #12  
DEC 31, 1983  
JAN 19 78
- 12-31-83
- 12-31-83
- 12-31-83
- 12-31-83

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DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing Division 78A93

Division or Bureau

PREPARE IN DUPLICATE

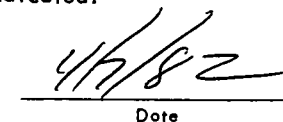
Retain one copy and forward original to above address

| No.     | Description of Records<br>Include Title and/or Form Number      | Authorization For Disposal |          | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|---------|---|----------------------------|----------|--|---------------------|------------------|--------------------|
|         |   | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 242-251 | Billing Sheets<br>Control Turnover Sheets<br>Problem Log Sheets | Non-Schedule               |          | 1977-78                                | 10                  | 2-82             | Recycle            |

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

  
 Signature

  
 Title

  
 Date

AND RECEIPT

Accession No.

78A93

5/26/78

1. From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax Building, Anna. Md. k

Signature

Title

Service Specialist I

2. Building and Room  
 Income Tax Bldg.  
 Room 302

3. Phone  
 269-2835 269-3630

4. To: State Records Center

5. Signature: (Agency Official)

*William A. Summers Jr*

6. No. of Cu.Ft.

10

| 7. Records Location (Center) | 8. Box Numbers   | 9. Description of Records With Inclusive Dates   | 10. Disposal Authority (Schedule and Item No.) |
|------------------------------|------------------|--|--|
| R 8<br>S 15                  | ✓ 242            | Oct-Dec 77 - Billing Sheets - D/E, SEP, Ops, Admin, Acct, Tech Spt. Nov. JRT's - Rec. Credits                        | Dec. 1980                                      |
|                              | ✓ 243            | Oct-Dec 77 - Control Turnover Sheets Control Problem Log Sheets, Daily Recap Sheets, CMCTRANS Rpt. Requested Credit. | Dec. 1980                                      |
|                              | ✓ 244            | Nov. 77 - Billing  | Nov. 1980                                      |
|                              | ✓ 245            | July-Sept 77 - Billing Sheets Fiscal Year 1978   | Sept. 1980                                     |
|                              | ✓ 246            | Dec 77 - P90086 - JRT's S/R Anal. (P90074) P90091 Ward Rpt   | Dec. 1980                                      |
|                              | ✓ 247            | Jan 78 - Problem Recap (P90074) JRT's - Ward Rpt - Recap Sheets - Problem Turnover - Special Bills                   | Jan. 1981                                      |
|                              | ✓ 248<br><br>249 | Jan 77 - Dec 77 - Visitors Log - Security violations FY 78<br>Load Module Move Request<br>Feb. Billing 1978          | Jan. 1979<br><br>Feb. 1981                     |

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No. 78A93 page 2

Date Received 5/26/78

From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax Building, Anna. Md.

Signature

Title

Service Specialist I

Building and Room

3. Phone

Income Tax Bldg.  
 Room 302

269-2935 269-3630

4. To: State Records Center

Signature: (Agency Official)

*Ward A. Simmons Jr.*

6. No. of Cu.Ft.

10

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates  | 10. Disposal Authority (Schedule and Item No.) |
|---------------------------|----------------|---|--|
| R 8<br>S 15               | 250            | <i>Billing Sheets - D/E, S+P, (Jan)<sup>78</sup><br/>Operations, Admin, acct.<br/>Tech Spt.</i> | Jan. 1981                                      |
|                           | 251            | <i>March 78 - DPD Billing</i>   | Jan. 1981                                      |

(Use Plain Unlined Paper For Continuation Pages)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: *Comptroller of the Treasury - Data Processing Division*  
*Income Tax Building, Room 302*  
*Annapolis, Maryland 21401*

Subject: Disposal Clearance

The records described below are eligible for disposal on 11-15-81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 78 A 93                 | 10         | 243-251     |

Disposal Authority

NON-SCHEDULE -- RECOMMEND DISPOSAL

Description of Records:  
SEE ATTACHED.

Sincerely yours,

Paul C. Lamberson, Records Center Manager

State Records Center, Jessup, Maryland.  
Phone 799-1379



DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

80A48

PREPARE IN DUPLICATE

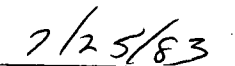
Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number           | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 21-25 | Transmittals, Billing,<br>Invoices & Reports<br>Central Staff Report | 916                           | 6,8         | FY 1977-79                                   | 4                      | 7-83                | Recycled              |

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

  
 Signature

  
 Title

  
 Date

AND RECEIPT

Accession No.

Date Received

80A48

11-2-79

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division  
State Income Tax, Anna, Maryland

Signature

Title

Services Supervisor

2. Building and Room

Income Tax Bldg.  
Room 302

3. Phone

269-3141

4. To: State Records Center

5. Signature: (Agency Official)

Nora P. Baker

6. No. of Cu.Ft.

4

| 7. Records Location (Center)     | 8. Box Numbers    | 9. Description of Records With Inclusive Dates    | 10. Disposal Authority (Schedule and Item No.) |
|----------------------------------|-------------------|---|--|
| <del>B-1</del><br><del>C-1</del> | 21                | Transmittals -<br>Fiscal 1977-1978                | June 1981<br>916 # 6                           |
| R-11<br>S-7                      | 22                | July 1979 - Billing also<br>May - P 9008 4th week | July 1983<br>916 A # 8                         |
|                                  | 23                | Sept. 1977 - Dec. 1977<br>Invoices & Reports      | Dec. 1981<br>916 A # 8                         |
|                                  | 24                | 12/78 - 6/79<br>Central Staff Report              | June 1983                                      |
|                                  | 25                | Billing 8/1/79 - 8/31/79                          | Aug. 1983<br>916 A # 8<br><br>JULY 83          |
|                                  | Box 21<br>missing | 10/15/81<br>PCZ                                   |  |

(Use Plain Unlined Paper For Continuation Pages)

99-103

DEPARTMENT OF GENERAL SERVICES

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



CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing Division

79A59

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.     | Description of Records<br>Include Title and/or Form Number                           | Authorization For Disposal |          | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|---------|--|----------------------------|----------|--|---------------------|------------------|--------------------|
|         |  | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 281-285 | Billing Sheets, Debits & Credits<br>Problem Sheets Turnovers<br>Bi-Weekly Time Cards |                            |          | 1978                                   | 5                   | 2-82             | Recycle            |

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

  
 Signature

  
 Title

  
 Date

AND RECEIPT

Accession No.

Date Received

79A 59

12/21/78

From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax Bldg., Anna. Md.

Signature

Title Service Specialist I

Building and Room  
 Income Tax Bldg.  
 Room 302

3. Phone  
 269-3630 or 3141

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

5

*Nora Baker*

| Records Location (Center) | 8. Box Numbers                          | 9. Description of Records With Inclusive Dates  | 10. Disposal Authority (Schedule and Item No.)          |
|---------------------------|---|---|---|
| R 10<br>S 13              | 281<br>282<br><br>283<br>284<br><br>285 | July 1978 - Billing<br>July 78 - July Billing Sheets, D/E<br>Billing Sheets - Debits + Credits,<br>Problem Sheets, Turnovers -<br>Aug. 78 - Billing<br>Sept. 78 - Billing<br>Bi-WEEKLY TIME CARDS<br>PP 5-2-78 to 8-22-78 | July 1981<br>July 1981<br>Aug. 81<br>Sept. 81<br>DEC 81 |

(Use Plain Unlined Paper For Continuation Pages)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: *Comptroller of the Treasury - Data Processing Division*  
*Income Tax Building, Room 302*  
*Annapolis, Maryland 21401*  
Subject: Disposal Clearance

The records described below are eligible for disposal on 11-15-81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 79 A 59                 | 5          | 281-285     |

Disposal Authority  
NON-SCHEDULED --- RECOMMEND DISPOSAL

Description of Records:

SEE ATTACHED.

Sincerely yours,

Paul C. Lamberson, Records Center Manager  
State Records Center, Jessup, Maryland.  
Phone 799-1379

HR-RM-101 11/73

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

79A62

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number                       | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-4 | Data Processing<br>Time Cards<br>October Billing<br>Nov. Billing<br>Dec. Billing | 916                           | 5,8         | 1978   | 4                      | 7-83                | Re cycled             |

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

Paul Lamborn  
Signature

Record Center Manager  
Title

7/25/83  
Date

AND RECEIPT

Accession No.

79A62 (pg. 1)

Date Received

January 1979

From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division  
State Income Tax, Anna. Md.

Signature

Title

Paul Lamberson, Service Specialist I

Building and Room

Income Tax Bldg.  
Room 302

3. Phone

269-3141

4. To: State Records Center

Signature: (Agency Official)

*Nora P. Baker*

6. No. of Cu.Ft.

4 total

| Records Location (Center) | 8. Box Numbers       | 9. Description of Records With Inclusive Dates  | 10. Disposal Authority (Schedule and Item No.)  |
|---------------------------|----------------------|---|---|
| <p>R 11<br/>S 9-10</p>    | <p>1<br/>2<br/>3</p> | <p>Data Processing<br/>Time Cards - 10/5/78 - Dec 24, 78<br/>October Billing 10/01/78 - 10/31/78<br/>Nov. Billing - 11/1/78 - 11/30/78</p> <p>144-747</p> | <p>916 # 5<br/><del>Dec. 81</del><br/>916A # 8<br/><del>Dec. 82</del><br/>Nov. 82</p> <p>JAN 82</p> |

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

79A62 (Page 2)

79A62 pg 2

Date Received

Jan 1979

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division  
State Income Tax, Anna. Md.

Signature

Title

2. Building and Room

Income Tax Bldg.  
Room 302

3. Phone

269-3141

4. To: State Records Center

5. Signature: (Agency Official)

*Wanda Baker*

6. No. of Cu.Ft.

1

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item) |
|------------------------------|----------------|--|--|
| R 13<br>S 14                 | 4              | Dec. 1978 Billing (12/1/78 to 12/31/78)        | <del>Dec. 1982</del><br>916A#8<br>JAN 82   |

(Use Plain Unlined Paper For Continuation Pages)



DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

79B61

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-3 | See Transmittal  | 916                           | 2           | 1978   | 3                      | 7-83                | Recycled              |

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

  
 Signature

Record Center Manager  
 Title

7/25/83  
 Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

~~79861~~ 79861

12/1/78

FROM: (Name and Division of Transferring Agency)

COMPTROLLER OF THE TREASURY  
DATA PROCESSING - BALTO

Signature

Title

Service Specialist I

Address of Agency:

301 W. PRINSTON ST.

3. TO: STATE RECORDS CENTER

HALL OF RECORDS - BALTO

Agency Official (Signature)

HAROLD CHURMICK *[Signature]*

5. Building & Room No.

TO ROOM 1203

6. Telephone No.

383-4075

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates  | 10. Disposal Authority (Schedule and Item No.) |
|------------------------------|----------------|---|--|
| R/K<br>S/E<br>R108<br>S19    | 1-3            | MORTIN, P. G.<br>PRIOR to 1/1/78<br>MIS DIVISION<br>PRIOR to 1/1/78<br>MD DEVELOPMENT TRAINING CENTER<br>PRIOR to 1/1/78<br>MEMOREX<br>PRIOR to 1/1/78<br>ORGANIZATION (BCU)<br>PRIOR to 1/1/78<br>RE-EVALUATION OF STATE D. P.<br>PRIOR to 1/1/78<br>SECURITY<br>PRIOR to 1/1/78<br>SECURITY PROJECT STATEWIDE<br>PRIOR to 1/1/78<br>SIMPLEX FIRE PROTECTION SYSTEM<br>PRIOR to 1/1/78<br>SPACE ALLOCATION BCU<br>PRIOR to 1/1/78<br>STANDARD ADVISORY COMMITTEE<br>PRIOR to 1/1/78<br>TERMINAL R.F.P.<br>PRIOR to 1/1/78<br>UNIVERSITY COMPUTING COMPANY<br>PRIOR to 1/1/78<br>USAGA<br>PRIOR to 1/1/78 | <del>5 Years</del><br>1983<br>916 #2<br>1-1-82 |

(Use Plain Unlined Paper For Continuation Sheets)

10204 - 10206

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

79B61

Date Records Received

12/1/78

FROM: (Name and Division of Transferring Agency)

CONTROLLER OF THE TREASURY  
DATA PROCESSING - BALTO

Signature

Title

2. Address of Agency:

301 W. PRAYTON ST

3. TO: STATE RECORDS CENTER

BALTO, MD

4. Agency Official (Signature)

*Harry Chupnick* HARRY CHUPNICK

5. Building & Room No.

6. Telephone No.

383-4075

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates   | 10. Disposal Authority (Schedule and Item No.) |
|------------------------------|----------------|--|--|
|                              |                | USERS GROUP<br>PRIOR TO 1/1/78<br>VIDEO 370<br>PRIOR TO 1/1/78<br>WASH. AREA MARK 10 USERS<br>(WHAMIE) PRIOR TO 1/1/78 |  |

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing

80A71

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form 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   | Console, IPL & Vender Logs                                 | Non - Schedule             |          | Jan-1978 - Dec. 1978                   | 1                   | 2-82             | Recycle            |

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

  
 Signature

  
 Title

  
 Date

RC

AND RECEIPT

Accession No.

Date Received

80A71

4-15-80

1. From: (Name, Division, Address or Agency)

Data Processing Operations  
Comp Secur.

Signature

Title

2. Building and Room


3. Phone

Income Tax Bldg  
Rm 310

2693633

4. To: State Records Center

5. Signature: (Agency Official)



6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R 13  
518

1 box

Jan 1978 - Dec 1978  
Contable, SPL & Vendor Logs,  
work systems

3-181



(Use Plain Unlined Paper For Continuation Pages)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: *Comptroller of the Treasury - Data Processing Division*  
*Income Tax Building, Room 310*  
*Annapolis, Maryland 21401*  
Subject: Disposal Clearance

The records described below are eligible for disposal on 11-15-81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 80 A 71                 | 1          | 1           |

Disposal Authority  
NON-SCHEDULED -- RECOMMEND DISPOSAL

Description of Records:

*January 1978 - December 1978--Console, IPL & Vender Logs*

*Both systems.*

Sincerely yours,

Paul C. Lamberson, Records Center Manager  
State Records Center, Jessup, Maryland.  
Phone 799-1379

HR-RM-101 11/73

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency  
 Comptroller of the Treasury 81A35  
 Division or Bureau

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

| No. | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 53  | Add on Memory & APM Proposals                              | 916                           | 2           | 4/78 - 7/78                                  | 1                      | 7-83                | Recycled              |

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

Paul Camburn  
 Signature

Record Center Manager  
 Title

7/23/83  
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

81A35

12-10-80

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
DATA PROCESSING DIVISION  
INCOME TAX BLDG.-302 ANNAPOLIS, MD.

Signature

Paul C. Lamberson

Title

Record Center - Manager

2. Building and Room

Income Tax Bldg.  
Room 302

3. Phone

269-3630  
269-3141

4. To: State Records Center

5. Signature: (Agency Official)

John Salmon

6. No. of Cu.Ft.

1 cubic foot

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

X  
R-11  
S-8

53

ADD-ON Memory & APU Proposals  
4/78 + 7/78

~~July 1982~~  
916 # 2  
JULY 81

(Use Plain Unlined Paper For Continuation Pages)

132



DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing Division

79A62

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-4 | Time Cards-Billing   | 916                           |             | Oct. & Nov. 1978                             | 4                      | 4-83                | Recycled              |

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

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES  
Records Management Division  
State Records Center

Date Feb. 1, 1983

To: Ms. Norma Baker  
Data Processing Division  
Income Tax Bldg.- Room 302  
Annapolis, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on March 1, 1983. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 79A62                   | 4          | 1-4         |

Disposal Authority  
Sch. #916

Description of Records:

Time Cards= Billing Oct. & Nov. 1978

Sincerely yours,

Paul C. Lamberson  
Records Center Manager  
State Records Center, Jessup Maryland.  
Phone 799-1379

AND RECEIPT

Accession No.

79A62 (pg. 1)

Date Rec

January

From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division  
State Income Tax, Anna. Md.

Signature

Title

Paul Lamberson, Service Specialist I

Building and Room

Income Tax Bldg.  
Room 302

3. Phone

269-3141

4. To: State Records Center

Signature: (Agency Official)

*[Handwritten Signature]*

6. No. of Cu.Ft.

1/2 total

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates                  | 10. Disposal Authority (Schedule and) |
|---------------------------|----------------|---|---------------------------------------|
|                           | 1              | Data Processing<br><i>Trans. Records - 11/5/78 - Dec 26, 78</i> | 916 # 5<br><del>Dec. 8</del>          |
|                           | 2              | <i>Customer Billing 10/01/78 - 10/31/78</i>                     | 916 # 8<br><del>Dec. 8</del>          |
|                           | 3              | <i>Nov. Billing - 11/1/78 - 11/30/78</i>                        | Nov. P<br><br>JAN 8<br><br>2          |

R 11  
S 9-10

144 - 147

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Division

Reporting Agency

*Comptroller*

82W9

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.  | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|      |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-19 | Daily SMF Listings and Time<br>Sheets                      | 916                           | 5 & 8       | June -1978<br>Dec. 79-                       | 19                     | 7-83                | Recycled              |

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

*Paul Lamborn*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

82W9

7-7-81

From: (Name, Division, Address or Agency)

Signature

Comptroller of the Treasury  
Data Processing Division - Balto. Office

Paul C. Lamberson

Title

Records Center Manager

Building and Room  
2nd floor - Room 203

3. Phone

4. To: State Records Center

301 W. Preston St.

383-5513

Baltimore Record Center

Signature: (Agency Official)

6. No. of Cu.Ft.

Rosemary Cancila

19

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates  | 10. Disposal Authority (Schedule and Item No.) |
|---------------------------|----------------|---|--|
| R 109<br>S21-22           | 1              | Daily SMF listings and time sheets<br>June 1978 | 916 #5 01/31/82                                |
|                           | 2              | SAME AS ABOVE - July 1978                       | 916A #8 01/31/82                               |
|                           | 3              | SAME AS ABOVE - August 1978                     | 01/31/82                                       |
|                           | 4              | SAME AS ABOVE - SEPT. 1978                      | 01/31/82                                       |
|                           | 5              | SAME AS ABOVE - OCT. 1978                       | 01/31/82                                       |
|                           | 6              | SAME AS ABOVE - NOV. 1978                       | 01/31/82                                       |
|                           | 7              | SAME AS ABOVE - DEC. 1978                       | 01/31/82                                       |
|                           | 8              | SAME AS ABOVE - JAN. 1979                       | 01/31/82                                       |
|                           | 9              | SAME AS ABOVE - FEB. 1979                       | 01/31/82                                       |
|                           | 10             | SAME AS ABOVE - MAR. 1979                       | 01/31/82                                       |
|                           | 11             | SAME AS ABOVE - APRIL-1979                      | 01/31/82                                       |
|                           | 12             | SAME AS ABOVE - MAY 1979                        | 01/31/82                                       |
|                           | 13             | SAME AS ABOVE - JUNE 1979                       | 01/31/82                                       |
|                           | 14             | SAME AS ABOVE - JULY 1979                       | 01/31/82                                       |
|                           | 15             | SAME AS ABOVE - AUG. 1979                       | 01/31/82                                       |
|                           | 16             | SAME AS ABOVE - SEPT. 1979                      | 01/31/82                                       |
|                           | 17             | SAME AS ABOVE - OCT. 1979                       | 01/31/82                                       |
|                           | 18             | SAME AS ABOVE - NOV. 1979                       | 01/31/82                                       |
|                           | 19             | SAME AS ABOVE - DEC. 1979                       | 01/31/82                                       |
|                           |                |   | 1/1/82   |

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DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Division

*Comptroller*  
 Reporting Agency  
 Division or Bureau

82W7

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.  | Description of Records<br>Include Title and/or Form Number      | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|------|---|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|      |   | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-24 | Utilization Report<br>Bills & Recap<br>CICS Transaction Billing | 916                           | 6, 7, 8     | July 1978 -<br>Dec. 1978<br>Jan.-May 1979    | 24                     | 7-83                | Recycled              |

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

*Paul Lambert*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

8247

7-7-81

Signature

Title

Paul C. Lamberson  
Records Center Manager

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division - Balt. Office

2. Building and Room

3. Phone

2nd Floor - Room 203

301 W. Boston St.

383-5513

4. To: State Records Center

JESSUP  
Baltimore Record Center

5. Signature: (Agency Official)

Rosemary Canale

6. No. of Cu.Ft.

24

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 109  
Section 20-21

|    |   |                           |
|----|---|---------------------------|
| 1  | Utilization Report - July 1978  | DISPOSE<br>01/31/82       |
| 2  | Utilization Report - August 1978  | 01/31/82 916#12           |
| 3  | Utilization Report - September 1978   | 01/31/82                  |
| 4  | Utilization Report - October 1978   | 01/31/82                  |
| 5  | Utilization Report - November 1978  | 01/31/82 1/80             |
| 6  | Utilization Report - December 1978  | 01/31/82                  |
| 7  | Utilization Report - January 1979   | 01/31/82                  |
| 8  | Utilization Report - February 1979  | 01/31/82                  |
| 9  | Utilization Report - March 1979   | 01/31/82                  |
| 10 | Utilization Report - April 1979   | 01/31/82                  |
| 11 | Utilization Report - May 1979   | 01/31/82                  |
| 12 | Utilization Report - June 1979  | 01/31/82                  |
| 13 | Bills & Recap - July 1978 - Dec 1978  | 916 01/31/82              |
| 14 | Bills & Recap - January 1979 - May 1979   | #6 01/31/82 7/82          |
| 15 | CICS Transaction Billing<br>DASD Allocation By Account<br>Billing Transaction List<br>Applied Credits & Debits<br>July 1978 - Aug. 1978 | #7<br>916A #8<br>01/31/82 |

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)

*Comptroller of the Treasury  
Data Processing Division - Balto Office*

Signature

Title

2. Building and Room

3. Phone

*2nd floor - Room 203*

*301 W. Custom St.*

*383-5513*

4. To: State Records Center

*Baltimore Record Center*

5. Signature: (Agency Official)

*Rosemary Carcilo*

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

16

*CICS Transaction Billing  
DASD Allocation By Account  
Billing Transaction List  
Applied Credits + Debits  
Sept. 1978 - Oct. 1978*

*DISPOSE  
01/31/82*

17

*SAME AS ABOVE - Nov. 1978 - Dec. 1978*

*01/31/82*

18

*SAME AS ABOVE - Jan. 1979 - Feb 1979*

*01/31/82*

19

*SAME AS ABOVE - Mar. 1979 - April 1979*

*01/31/82*

20

*SAME AS ABOVE - May 1979 - June 1979*

*01/31/82*

21

*SAME AS ABOVE for June 1979 also  
Year to Date Report - July 1978 - June 1979*

*01/31/82*

22

*Partial Utilization Reports (beginning of each month)  
April and May 1979  
Bills + Recog for June 1979  
Beginning of RBSCLOS and Transaction List - Aug 1978*

*01/31/82*

23

*Partial Utilization Reports (beginning of month)  
Jan 1979 - Apr. 1979*

*01/31/82*

24

*Partial Utilization Reports (beginning of month)  
July 1978 - Dec. 1978*

*01/31/82*

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DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

80A88

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number  | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|---|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |   | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 30-37 | Central Staff Reports<br>Monthly Invoices<br>Time Cards<br>Central Staff Reports<br>Monthly Invoices<br>DPD Billing | 916A                          | 8           | 1978-79                                      | 8                      | 7-83                | Recycled              |

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

Paul Lambert  
Signature

Record Center Manager  
Title

7/25/83  
Date

AND RECEIPT

Accession No.

Date Received

80A88

6-3-80

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Div, State Income Tax Bld.  
Annapolis, Md.

Signature

Title

2. Building and Room

3. Phone

Income Tax Bldg.  
Room 302

269-3630 269-3141

4. To: State Records Center

5. Signature: (Agency Official)

*John T. Salmon*

6. No. of Cu.Ft.

8

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates                     | 10. Disposal Authority (Schedule and Item No.) |
|------------------------------|----------------|--|--|
| R 11                         | 30             | Central Staff Reports - Accounting dates - July 79 - Aug. 79 - DPD | August 1982                                    |
| 5 7-8                        | 31             | monthly Invoices - ADC<br>April 78, May 78, June 78                | <del>June 1981</del><br>416 A #8               |
|                              | 32             | TE'S Time Cards - Jan. 79 - July 79<br>Kelly Birds                 | <del>July 1982</del>                           |
|                              | 33             | Central Staff Reports<br>Oct. 79 - Dec. 79                         | <del>Dec. 82</del>                             |
|                              | 34             | Monthly Invoices - ADC<br>July 77, Aug. 77, + Sept. 77             | <del>Aug. 81</del>                             |
|                              | 35             | Billing - Jan. 80  | <del>Jan. 83</del>                             |
|                              | 36             | Monthly Invoices<br>Jan 78, Feb. 78 + Mar. 78                      | <del>March 81</del>                            |
|                              | 37             | DPD Billing<br>12/01/79 - 12/31/79                                 | <del>Dec. 82</del>                             |
|                              |                | NOTE: -<br>Box #29 - missing                                       | JULY 83  |

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107-114

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

80A4

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 14-16 | Billing<br>Central Staff Reports                           | 916A                          | 8           | 1978-79                                      | 3                      | 7-83                | Recycled              |

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

  
 Signature

  
 Title

  
 Date

AND RECEIPT

Accession No.

Date Received

80 A 4

8/21/79

1. From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax, Anna. Md.

Signature

Title

2. Building and Room  
 Income Tax Bldg.  
 Room 302

3. Phone  
 269-3141

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

3

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item No.) |
|------------------------------|----------------|--|--|
| <del>RTA</del>               | 14             | April Billing - 4/1/79 - 4/30/79               | <del>April 1983</del>                          |
| <del>SS</del>                | 15             | May Billing - 5/1/79 - 5/31/79                 | <del>May 1983</del>                            |
| R-11                         | 16             | Central Staff Reports<br>7/1/78 - 12/31/78     | Dec. 31, 1983                                  |
| S-7                          |                |  | G16 A # 8<br><br>JULY 82                       |

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92-94

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

81A11

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 47-50 | Billing  | 916                           | 6           | FY 1978-80                                   | 4                      | 7-83                | Recycled              |

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

*Paul Lambert*

Signature

*Record Center Manager*

Title

*7/25/83*

Date

AND RECEIPT

Accession No. ②

81A11

9-3-80

From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Div, State Income Tax Bldg.  
 Annapolis, Md.

Signature

Title

Building and Room  
 Income Tax Bldg.  
 Room # 302

3. Phone  
 269-3630 269-3141

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

*Nora P. Baker*

4

| Records Location (Center)                  | 8. Box Numbers | 9. Description of Records With Inclusive Dates   | 10. Disposal Authority (Schedule and Item No.)                         |
|--|----------------|--|--|
| <p><del>R-11</del><br/> <del>S-8</del></p> | 47             | <p>closed BB4's 79-78 - Rate Tables + Rebit Tables - Oct. 77<br/>                     Rate Change 4/79, 7/78, 4/78<br/>                     Tape record Recap 7/78 - 79<br/>                     Sysout P90093 - 8/77/9/77<br/>                     6/79 - 7/79 8/79 9/79 / 10/79<br/>                     11/79 12/79</p> | <p><del>Dec 82</del><br/>                     916#6</p>                |
|  | 48             | <p>Agency Report + Reel Retention<br/>                     May turnover sheets + Recaps</p>  | <p><del>July 83</del></p>  |
|  | 49             | <p>Billing - Sysouts for P90093<br/>                     Oct, Nov, Dec 77, Jan - Feb. 78,<br/>                     April - June 78, July, Aug,<br/>                     Sept. 78, Oct. Nov. Dec. 78,<br/>                     Feb. + Mar. 79, April - May 79</p>   | <p><del>May 83</del></p>   |
|  | 50             | <p>June Billing<br/>                     6-1-80 - 6-30-80</p>  | <p>916A#8<br/> <del>June 83</del><br/>                     JULY 83</p> |

(Use Plain Unlined Paper For Continuation Pages)

125-128

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

81A3

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 38-46 | ADC Invoices- BDC Invoices<br>DPD Billing<br>Billing       | 916A                          | 8           | 1978-80                                      | 8                      | 7-83                | Recycled              |

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

  
 Signature

Record Center Manager  
 Title

7/25/83  
 Date

AND RECEIPT

Accession No.

Date Received

81A3

7-23-80

From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Div, State Income Tax Bldg.  
 Annapolis, Md.

Signature

Title

Building and Room  
 Income Tax Bldg.  
 Room # 302

3. Phone  
 269-3630 269-3141

4. To: State Records Center

Signature: (Agency Official)

*John T. Salmon*

6. No. of Cu.Ft.

8

| Records Location (Center)         | 8. Box Numbers | 9. Description of Records With Inclusive Dates                    | 10. Disposal Authority (Schedule and Item No.) |
|-----------------------------------|----------------|---|--|
| <del>R 10</del><br><del>S 8</del> | 38             | April 79 - ADC - Invoices<br>April 79 - BDC - Invoices            | <del>6/83</del><br>916A # 8                    |
| R 11                              | 39             | Jul 78, Aug. 78, Sept. 78<br>Jan. 79 - Nov. 78 BDC - Invoices     | <del>6/83</del>                                |
| S 8                               | 40             | DPD Billing 4/1/80 - 4/30/80                                      | 6/83   |
|                                   | 41             | Aug. 78 - Sept. 78 - Oct. 78<br>March 79 - Jan. 79 - ADC Invoices | 6/83   |
|                                   | 42             | Dec. 78 - Nov. 78 - July 79<br>Feb. 79 ADC Invoices               | 6/83   |
|                                   | 43             | Billing March   | 3/83   |
|                                   | 44             | Dec. '79 - Oct. 79 - Feb. 79<br>March 79 BDC Invoices             | 6/83   |
|                                   | 45             | Billing - February 2/80 - 3/31/80                                 | 2/83   |
|                                   | 46             | Dates - TO - 6/30/80  | 7/83   |

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115-124



DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

79A95

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization For Disposal |          | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|----------------------------|----------|--|---------------------|------------------|--------------------|
|     |  | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 4   | Billing  | 916A                       | 8        | Jan. 1979                              | 1                   | 7-83             | Recycled           |

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

  
 Signature

Record Center Manager  
 Title

7/25/83  
 Date

AND RECEIPT

Accession No.

Date Received

79A95

3/22/79

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division  
State Income Tax, Anna. Md.

Signature

Title

2. Building and Room

Income Tax Bldg.  
Room 302

3. Phone

269-3141

4. To: State Records Center

5. Signature: (Agency Official)

*Nora P. Baker*

6. No. of Cu.Ft.

1 cu. ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

~~R16~~  
~~S11~~  
R11  
S10

4

Data Processing  
January 1979 Billing - 01/01/79 - 01/31/79

~~Jan. 31, 1983~~  
916A #8  
JAN 83

148

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Division

Reporting Agency

*Comptroller*

81A26

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 51  | Console Logs<br>IPL Logs<br>Vendors                        | 916                           | 12          | Jan.-Dec. 1979                               | 1                      | 7-83                | Recycled              |

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

*Paul Lambum*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Assignment No.

Date received

81A26

10-28-80

Signature

Title

Paul C. Lombardi, Jr.

Records Center Manager

From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Division  
State Income Tax Bldg. Annapolis, Md.

Building and Room

3. Phone

Income Tax Bldg.  
Room 309

269-3632 or 269-3633

4. To: State Records Center  
State Treasury Building  
Annapolis, Maryland

6. No. of Cu.Ft.

1

Signature: (Agency Official)

James L. Hoff

| 7. Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item No.) |
|----------------------|----------------|--|--|
| D.P.D                | 51             | Console logs, both systems - Jan thru Dec 1979 | <del>Sept. 1983</del> 916#12                   |
| "                    | "              | Ipl logs, both systems - Jan thru Dec 1979     | <del>Sept. 1983</del> JAN 81                   |
| "                    | "              | Vendors logs, both systems - Jan thru Dec 1979 | <del>Sept 1983</del>                           |

~~RA~~

R-11

S-8

F

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Division

*Comptroller*

Reporting Agency

81A42

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 59-64 | BDC Invoices<br>ADC Invoices<br>MISD Jobs                  | 916A                          | 8           | May - Dec. 1979                              | 6                      | 7-83                | Recycled              |

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

*Paul Lambert*  
 Signature

*Records Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

81 A 42

4-10-81

From: (Name, Division, Address or Agency)  
 Comptroller's Office, Data Processing Division  
 Room 302, Income Tax Bldg.  
 Annapolis, Maryland 21401

Signature

Title

Building and Room  
 Income Tax Bldg.  
 Rm. 302

3. Phone  
 269-3141

4. To: State Records Center  
 Annapolis

Signature: (Agency Official)

6. No. of Cu.Ft.  
 6

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item No.) |
|---------------------------|----------------|--|--|
| R9<br>S13                 | 59             | May 79 to Aug 79<br>BDC Invoices               | <del>Aug. 81</del><br>916 A #8                 |
|                           | 60             | BDC Invoices<br>Sept. 79 to Dec 79             | JAN 83<br><del>Dec. 84</del>                   |
|                           | 61             | End of month jobs +<br>MISD jobs               | <del>Oct. 84</del>                             |
|                           | 62             | ADC Invoices<br>Sept. '79 to Dec. '79          | <del>Dec. 84</del>                             |
|                           | 63             | November Billing                               | <del>Nov. 84</del>                             |
|                           | 64             | May 79 - Aug 79<br>ADC Invoices                | <del>Aug. 84</del>                             |

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DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

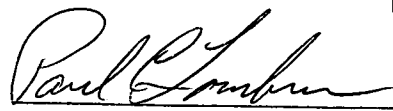
Division or Bureau

80A16

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

| No.   | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 17-20 | Billing  | 916                           | 8           | June 1979                                    | 4                      | 7-83                | Recycled              |

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

  
 Signature

  
 Title

7/25/83  
 Date

AND RECEIPT

Accession No.

Date Received

80A16

8/27/79

1. From: (Name, Division, Address or Agency)  
Comptroller of the Treasury  
Data Processing Division  
State Income Tax, Anna. Md.

Signature

Title

2. Building and Room  
Income Tax Bldg.  
Room 302

3. Phone  
269-3141

4. To: State Records Center

5. Signature: (Agency Official)  
*Richard Fisher*

6. No. of Cu.Ft.  
24

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

X  
R-11  
S-7

12  
18  
19  
20

June Billing 6/11/79 - 6/18/79 (1979)  
Fiscal 1978 - Correspondence, Training, Post Debit & Credit, Expense Accts, D-26 Income Adjust/alloc. memo of adjustment, D-26 Expense, Exports, 55-1, D-23 Adjustments of Disbursement  
S/p Billing sheets - Jan 76, Feb 76, Mar 76, April 76, May 76, June 76, Dec 76  
1977 - Jan, Feb, Apr, May, June, Oct.  
1978 - Jan, Feb, March  
S/p Billing Sheets - April 78, May 78, June 78, July 78, Aug 78 - Sept. 78 - Oct 78, Nov 78, Dec - 78.

~~June 1980~~  
916 # 8  
JULY 82  
~~July 1980~~  
~~Feb 82~~  
~~Dec 82~~

Box 19 missing per 10/15/81

(Use Plain Unlined Paper For Continuation Pages)

95-98



DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing

Division or Bureau

80A70

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization For Disposal |          | Inclusive Dates of Records Disposed of                             | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|----------------------------|----------|--|---------------------|------------------|--------------------|
|     |  | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 1-3 | JRT 6500-9799<br>JRT 9800-1999<br>JRT 2000-4999            | Non-Schedule               |          | June 13-79-Aug 9 79'<br>Aug 10- Oct. 1, 79'<br>Oct.1 1979-Jan. 80' | 3                   | 2-82             | Recycle            |

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

  
 Signature

  
 Title

  
 Date

AND RECEIPT

Accession No.

Date

80A70

pg. 1 of 3

4-15-80

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing  
Annapolis, Md.

Signature

Title

2. Building and Room

3. Phone

Income Tax Bldg.

Rm. 309

269-3631

4. To: State Records Center

5. Signature: (Agency Official)

Donna Blumner

6. No. of Cu.Ft.

3 Total

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R13  
S18

30PS

JRT 6500-9799 June 13, 1979 - Aug. 9, 1979

Sept. 11, 1980

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

80A-70 pg. 2 of 3

4-15-80

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing  
Annapolis, Md.

Signature

Title

2. Building and Room

Income Tax Bldg.  
RM. 309

3. Phone

269-3631

4. To: State Records Center

5. Signature: (Agency Official)

Donna Blummer

6. No. of Cu.Ft.

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Author (Schedule and Item) |
|------------------------------|----------------|--|---|
| R13<br>S18                   | 10PS           | JRT 9800 - 1999 Aug. 10, 1979 - Oct. 1, 1979   | Sept. 11, 1980                          |

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession no.

Date Received

80A 70

pg. 3 of 3

4-15-80

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing  
Annapolis, Md.

Signature

Title

2. Building and Room

Income Tax Bldg.  
Rm. 309

3. Phone

269-3631

4. To: State Records Center

5. Signature: (Agency Official)

Donna Chumma

6. No. of Cu.Ft.

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item) |
|------------------------------|----------------|--|--|
| R 13<br>518                  | 20PS           | Jct 2000-4999 Oct. 1, 1979 - Jan. 1980         |  |

(Use Plain Unlined Paper For Continuation Pages)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: *Comptroller of the Treasury - Data Processing Division*  
*Income Tax Building, Room 309*  
*Annapolis, Maryland 21401*

Subject: Disposal Clearance

The records described below are eligible for disposal on 11-15-81.  
They will be destroyed as scheduled if no reply is received within one  
month from the date of this letter. If you do not concur in this action,  
please return this letter and justify continued retention on the reverse  
side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 80 A 70                 | 3          | 1-3         |

Disposal Authority

NON-SCHEDULE -- RECOMMEND DISPOSAL

Description of Records:

JRT 6500-9799 June 13, 1979 thru August 9, 1979

Sincerely yours,

Paul C. Lamberson, Records Center Manager  
State Records Center, Jessup, Maryland.  
799-1379

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency

*Comptroller*

82W4

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.  | Description of Records<br>Include Title and/or Form Number     | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|      |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-29 | Utilization Report<br>Partial Utiz. Reports<br>Bills and Recap | 916                           | 12,6,7,8    | 1979-80                                      | 29                     | 7-83                | Recycled              |

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

*Paul Lamborn*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

8244 7-7-81  
Signature: Paul C. Lumbus  
Title: Records Center Manager

From: (Name, Division, Address or Agency)  
Comptroller of the Treasury

Date Processing Division - Balt'd Office

Building and Room  
2nd floor - Room 203

3. Phone  
383-5513

301 W. Preston St

Signature: (Agency Official)

4. To: State Records Center

Jessup  
Baltimore Record Center

6. No. of Cu.Ft.

Remove Cancels

R109  
S19/20

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates   | 10. Disposal Authority (Schedule and Item No.) |
|---------------------------|----------------|--|--|
|                           | 1              | Utilization Report - July 1979   | DISPOSE 01/31/83                               |
|                           | 2              | Utilization Report - August 1979   | 01/31/83 916 #12                               |
|                           | 3              | Utilization Report - September 1979  | 01/31/83                                       |
|                           | 4              | Utilization Report - October 1979  | 01/31/83                                       |
|                           | 5              | Utilization Report - November 1979   | 01/31/83                                       |
|                           | 6              | Utilization Report - December 1979   | 01/31/83                                       |
|                           | 7              | Utilization Report - January 1980  | 01/31/83 JULY 81                               |
|                           | 8              | Utilization Report - February 1980   | 01/31/83                                       |
|                           | 9              | Utilization Report - March 1980  | 01/31/83                                       |
|                           | 10             | Utilization Report - April 1980  | 01/31/83                                       |
|                           | 11             | Utilization Report - May 1980  | 01/31/83                                       |
|                           | 12             | Utilization Report - June 1980   | 01/31/83                                       |
|                           | 13             | Partial Utiliz. Report (beginning of each month) July & Aug. 1979  | 01/31/83                                       |
|                           | 14             | Partial Utiliz. Report (beginning of each month) Sep, Oct & Nov 1979   | 01/31/83                                       |
|                           | 15             | Partial Utiliz. Reports (beginning of each month) Nov & Dec 1979 & Jan 1980  | 01/31/83                                       |
|                           | 16             | Partial Utiliz. Reports (beginning of each month) Feb, Mar & April 1980  | 01/31/83                                       |
|                           | 17             | Partial Utiliz. Reports (beginning of each month) April & May 1980   | 01/31/83                                       |
|                           | 18             | Partial Utiliz. Reports - May 1980 con't.  | 01/31/83                                       |
|                           | 19             | July 1979<br>Production Control Job set-up, CICS transaction billing, DASH allocation by account, Billing transaction list, applied credits & debits | 01/31/83 916 #6 + 7                            |
|                           | 20             | Aug 1979 also beginning of October 1979<br>Same as above   | 01/31/83 916 #8                                |
|                           | 21             | Sept. and Oct. 1979<br>same as above   | 01/31/83 1/83                                  |

(Use Plain Unlined Paper For Continuation Pages)

1 copy

AND RECEIPT

REGISTRATION NO.

DATE RECEIVED

From: (Name, Division, Address or Agency)  
*Comptroller of the Treasury*  
*Date Processing Division - Balto Office*  
 Building and Room 3. Phone  
*2nd floor - Room 203*  
*301 W. Preston St. 383-5513*  
 Signature: (Agency Official)  
*Rosemary Cancila*

Signature  
 Title  
 4. To: State Records Center  
*Baltimore Record Center*  
 6. No. of Cu.Ft.

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates   | 10. Disposal Authority (Schedule and Item No.) |
|---------------------------|----------------|--|--|
|                           | 22             | November + December 1979<br>Production Control Job Set up, CICS transaction billing, DASD Allocation by account Billing transaction listing, Applied Credits and Debits. | DISPOSE<br>01/31/83                            |
|                           | 23             | January + February 1980<br>SAME as above   | 01/31/83                                       |
|                           | 24             | March + April 1980<br>Same as above  | 01/31/83                                       |
|                           | 25             | May + June 1980<br>Same as above   | 01/31/83                                       |
|                           | 26             | July — Dec 1979<br>Bills and Recaps  | 01/31/83                                       |
|                           | 27             | Jan — June 1980<br>Bills and Recaps  | 01/31/83                                       |
|                           | 28             | Dec 1979 — Feb. 1980 — April 1980<br>Billing transaction Test - CICS Trans. Billing, DASD Allocation by account  | 01/31/83                                       |
|                           | 29             | July 1979 — June 1980<br>Year To Date Report   | 01/31/83                                       |
|                           |                |  |  |

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DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency  
*Comptroller*  
 Division or Bureau

82W183

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

| No.   | Description of Records<br>Include Title and/or Form Number         | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 77-81 | Invoices,, Deposits,<br>Transmittals and Accounts Re-<br>ceiveable | 916                           | 7,8,2       | FY 1979-81                                   | 5                      | 7-83                | Recycled              |

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

*Paul Lamb*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

82W 183

1. From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax Bldg.

Signature

Title

2. Building and Room  
 Income Tax Bldg.  
 Room 302

3. Phone  
 269-3630 269-3141

4. To: State Records Center

JESSUP

5. Signature: (Agency Official)

John Salmon doe

6. No. of Cu.Ft.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and It)

R 10  
 S 35

77

Invoices Jan. thru June  
 FY 1980 - BDC  
 Inclusive dates 1980

7-84

78

Reposits, 120 Adjustments,  
 D-26 Expense File,  
 Correspondence, closeouts,  
 Payroll adj. MAJIS,  
 Security violations BB-4's  
 Inclusive dates FY 1979

916 #s 748

7-84

JULY 1981

79

Transmittals and Accounts  
 Receivable 120's  
 Inc. dates FY 1979

7-84

80

Invoices Jan. thru  
 June 1980 - ADC  
 Inclusive dates FY 1980

7-84

81

Modem and Diagnostic  
 equipment - RFP - 2/17/81  
 Vendor Proposals

2-84

916 #2

MAR 84

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency

*Comptroller*

81A27

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 51-52 | Billing  | 916A                          | 8           | 1980   | 2                      | 7-83                | Recycled              |

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

*Paul Lambert*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

81A27

10-28-80

From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Div, State Income Tax Bldg.  
Annapolis, Maryland

Signature

Paul C. Lamberson

Title

Record Center - Manager

Building and Room

3. Phone

Income Tax Bldg.  
Room # 302

269-3630 269-3141

4. To: State Records Center

Annapolis

Signature: (Agency Official)

John T. Salmon

6. No. of Cu.Ft.

2

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

~~R-11~~  
S-8

51  
52

August Billing 1980  
July Billing 1980

Aug. 83  
July 1983  
916 A #8  
JULY 83

(Use Plain Unlined Paper For Continuation Pages)

130-131

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Comptroller  
 Reporting Agency  
 Division or Bureau

81A33

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

| No. | Description of Records<br>Include Title and/or Form Number                         | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Schd. No.        | Item<br>No. |  |                        |                     |                       |
| 54  | Fiscal Budget & Information<br>concerning the Budget from the<br>Director's Office | 916                           | 9           | 1976 and 1978                                | 1                      | 7-83                | Recycled              |

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

Paul Chamberlain  
 Signature

Record Center Manager  
 Title

7/25/83  
 Date

AND RECEIPT

Accession No.

Date Received

81A33

12-8-80

From: (Name, Division, Address or Agency)

Signature

Comptroller's Office, DPD, Director's Office  
The Income Tax Bldg, Annapolis, Maryland

Title

Building and Room  
Income Tax Bldg.  
Room 303

3. Phone  
269-3634

4. To: State Records Center

PCF/gib  
SS

Annapolis, Maryland

Signature: (Agency Official)

6. No. of Cu.Pt.

1

| Records Location (Center)              | 8. Box Numbers | 9. Description of Records With Inclusive Dates  | 10. Disposal Authority (Schedule and Item)                |
|--|----------------|---|---|
| <p><b>X</b></p> <p>R-11</p> <p>S-8</p> | 54             | <p>1976, <del>1977</del>, and 1978 Fiscal Budget and Information concerning the Budget from the Director's Office</p> <p><b>133 missing</b></p> | <p><del>JULY 1984</del></p> <p>916 # 9</p> <p>JULY 81</p> |

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency

*Comptroller*

83W48

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number                                    | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|---|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |   | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-5 | Miscellaneous Accounting Records<br>STARS<br><br>Accounts Receivable<br>Payroll<br>Time Cards | 916A                          | 8           | FY 1980                                      | 5                      | 7-83                | Recycled              |

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

*Paul Lamborn*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

83W48

7-23-82

1. From: (Name, Division, Address or Agency)

Signature

Comptroller of the Treasury  
Data Processing Division  
State Income Tax Building, Room 302, Annapolis

Title

2. Building and Room

3. Phone

4. To: State Records Center

Income Tax Bldg.,  
Room 302

269-3141

5. Signature: (Agency Official)

6. No. of Cu.Ft.

*Norm Baker*

~~1~~ 5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item #)

R-139 T

1

Miscellaneous Accounting Records  
STARS FY 80.

916 A  
Dec. 1983

S-3-T

JULY 82

(Use Plain Unlined Paper For Continuation Pages)



AND RECEIPT

From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax Building

Signature  
 Title

Building and Room  
 Income Tax Bldg., Room 302

3. Phone  
 269-3141

4. To: State Records Center

Signature: (Agency Official)  
*Nona P. Baker*

6. No. of Cu.Ft.  
*#*

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates  | 10. Disposal Authority (Schedule and Item) |
|---------------------------|----------------|---|--|
|                           | 2              | Accounts Receivable<br>BDC 7/79 to 6/80 year To Date<br>ADC 7/79 to 6/80 year To Date | 916A 8<br>Oct. 1983<br>7/83                |
|                           | 3.             | Accounts Receivable<br>BDC 7/79 to 6/80 year To Date                                  | 916A 8<br>June 1983<br>7/83                |
|                           | 4.             | Payroll<br>Time Cards - Temporary 1980  | 916 5<br>April 1980<br>1980                |
|                           |                | <del>Accounts Receivable</del><br>1/51/81<br>5/81                                     |  |
|                           | 5.             | Accounts Receivable<br>Central 7/80<br>" " 4/80                                       | 916<br>7/80                                |

(Use Plain Unlined Paper For Confirmation - Page 2)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency

*Comptroller*

83W196

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number  | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|---|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |   | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 41  | Miscellaneous Accounting<br>Records - STARS Monthly Reports | 916                           | 7           | FY 1980                                      | 1                      | 7-83                | Recycled              |

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

*Paul Lambert*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

RECORDS TRANSMITTAL

AND RECEIPT

|                                |                                 |
|--------------------------------|---------------------------------|
| Accession No.<br><b>83W196</b> | Date Received<br><b>9-24-82</b> |
| Signature                      |                                 |
| Title                          |                                 |

1. From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 Data Processing Division  
 State Income Tax Building

2. Building and Room  
 Income Tax Bldg., Room 302

3. Phone  
 269-3141

4. To: State Records Center

5. Signature: (Agency Official)  
*Nora Baker*

6. No. of Cu.Ft.  
 1

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates                           | 10. Disposal Authority (Schedule and Item N) |
|------------------------------|----------------|--|--|
| R-6<br>S-17                  | 41             | <u>Miscellaneous Accounting Records</u><br>FY 1980 STARS Monthly Reports | 916 7<br>1984<br>JULY 1983                   |

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing Div. 80A83

Division or Bureau

PREPARE IN DUPLICATE

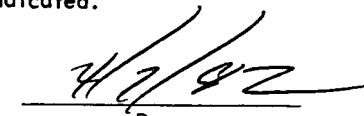
Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization For Disposal |          | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|----------------------------|----------|--|---------------------|------------------|--------------------|
|     |  | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 22  | Console Logs   | Non-Schedule               |          | 1-80 - 7-80                            | 22                  | 2-82             | Recycle            |

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

  
 Signature

  
 Title

  
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

80A03

4 25 80

Signature

Title

From: (Name, Division, Address or Agency)

Steven L. Parks  
Data Processing Div.

Building and Room

3. Phone

INCOME TAX Bldg.

Room 309

269-3729

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

Steven L. Parks

| Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item No.) |
|---------------------------|----------------|--|--|
|                           | 378            | 6/23/80 - 6/25/80                              | 6/25/81  |
| -                         | 379            | 6/26/80 - 6/29/80                              | 6/29/81  |
|                           | 380            | 6/30/80 - 7/2/80                               | 7/2/81   |
|                           | 381            | 7/3/80 - 7/8/80                                | 7/8/81   |
|                           | 382            | 7/9/80 - 7/14/80                               | 7/14/81  |

file

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

80A83

4-29-80

1. From: (Name, Division, Address or Agency)

CHUCK F. RECKTENWALD

DATA PROCESSING

Signature

Title

2. Building and Room

3. Phone

INCOME TAX

Room 009

269-3661

4. To: State Records Center

5. Signature: (Agency Official)

Chuck F. Recktenwald

6. No. of Cu.Ft.

12

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R16  
TOPS. 10+11  
and 512

|         |              |                   |         |
|---------|--------------|-------------------|---------|
| 346     | CONSOLE LOGS | 1/25/80 - 1/29/80 | 1/29/81 |
| 347     | CONSOLE LOGS | 1/30/80 - 2/3/80  | 2/3/81  |
| 348     | CONSOLE LOGS | 2/4/80 - 2/7/80   | 2/7/81  |
| 349     | CONSOLE LOGS | 2/8/80 - 2/11/80  | 2/11/81 |
| 350     | CONSOLE LOGS | 2/12/80 - 2/15/80 | 2/15/81 |
| 351     | CONSOLE LOGS | 2/15/80 - 2/20/80 | 2/20/81 |
| 352     | CONSOLE LOGS | 2/21/80 - 2/25/80 | 2/25/81 |
| 353     | CONSOLE LOGS | 2/26/80 - 2/28/80 | 2/28/81 |
| 354     | CONSOLE LOGS | 2/29/80 - 3/4/80  | 3/4/81  |
| 355     | CONSOLE LOGS | 3/5/80 - 3/9/80   | 3/9/81  |
| 356     | CONSOLE LOGS | 3/9/80 - 3/12/80  | 3/12/81 |
| 357     | CONSOLE LOGS | 3/12/80 - 3/17/80 | 3/17/81 |
| 358-363 | " "          | 3/18/80 - 4/20/80 |         |

(Use Plain Unlined Paper For Continuation Pages)



AND RECEIPT

|  |  |                               |                                 |
|--|--|-------------------------------|---------------------------------|
| 1. From: (Name, Division, Address or Agency)<br><i>CARL F. RECKTENWALD</i><br><i>DATA PROCESSING</i> |  | Accession No.<br><i>80A83</i> | Date Received<br><i>4-25-80</i> |
| 2. Building and Room<br><i>INCOME TAX</i><br><i>Room 309</i>   |  | Signature                     |                                 |
| 3. Phone<br><i>269-3661</i>  |  | Title                         |                                 |
| 5. Signature: (Agency Official)<br><i>Carl F. Recktenwald</i>  |  | 4. To: State Records Center   |                                 |
|  |  | 6. No. of Cu.Ft.<br><i>12</i> |                                 |

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item No) |
|------------------------------|----------------|--|---|
| <i>R16</i>                   | <i>346</i>     | <i>CONSOLE LOGS 1/25/80 - 1/29/80</i>          | <i>1/29/81</i>                                |
| <i>SP120</i>                 | <i>347</i>     | <i>CONSOLE LOGS 1/30/80 - 2/3/80</i>           | <i>2/3/81</i>                                 |
| <i>TOP OF -</i>              | <i>348</i>     | <i>CONSOLE LOGS 2/4/80 - 2/7/80</i>            | <i>2/7/81</i>                                 |
| <i>510+11, AND</i>           | <i>349</i>     | <i>CONSOLE LOGS 2/8/80 - 2/11/80</i>           | <i>2/11/81</i>                                |
| <i>ON 512</i>                | <i>350</i>     | <i>CONSOLE LOGS 2/12/80 - 2/15/80</i>          | <i>2/15/81</i>                                |
|                              | <i>351</i>     | <i>CONSOLE LOGS 2/15/80 - 2/20/80</i>          | <i>2/20/81</i>                                |
|                              | <i>352</i>     | <i>CONSOLE LOGS 2/21/80 - 2/25/80</i>          | <i>2/25/81</i>                                |
|                              | <i>353</i>     | <i>CONSOLE LOGS 2/26/80 - 2/28/80</i>          | <i>2/28/81</i>                                |
|                              | <i>354</i>     | <i>CONSOLE LOGS 2/29/80 - 3/4/80</i>           | <i>3/4/81</i>                                 |
|                              | <i>355</i>     | <i>CONSOLE LOGS 3/5/80 - 3/9/80</i>            | <i>3/9/81</i>                                 |
|                              | <i>356</i>     | <i>CONSOLE LOGS 3/9/80 - 3/12/80</i>           | <i>3/12/81</i>                                |
|                              | <i>357</i>     | <i>CONSOLE LOGS 3/12/80 - 3/17/80</i>          | <i>3/17/81</i>                                |

(Use Plain Unlined Paper For Continuation Pages)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: Comptroller of the Treasury-Data Processing Division  
Income Tax Building, Room 309  
Annapolis, Maryland 21401  
Subject: Disposal Clearance

The records described below are eligible for disposal on 11-15-81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 80 A 83                 |            |             |

Disposal Authority

NON-SCHEDULED -- RECOMMEND DISPOSAL

Description of Records:

SEE ATTACHED TRANSMITTAL.

Sincerely yours,

Paul C. Lamberson, Records Center Manager

State Records Center, Jessup, Maryland.

799-1379



DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing Div.

81A28

Division or Bureau

PREPARE IN DUPLICATE

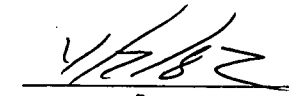
Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1-3 | JAT's  | Non-Schedule                  |             | Jan. - July<br>1980 1980                     | 3                      | 2-82                | Recycle               |

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

  
 Signature

  
 Title

  
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

81 A 28

10-28-80

Signature

Paul C. Lamberson

Title

Record. Center - Manager

1. From: (Name, Division, Address or Agency)

Comptroller of the Treasury  
Data Processing Div.  
Income Tax Bldg

2. Building and Room

IT Bldg  
Room 309

3. Phone

269-3631

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)

Donna Alummel

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R18

1A

pts Jan 1980 thru March 1980

March 1981

S11

2A

pts March 1980 thru May 1980

May 1981

3A

pts May 1980 thru July 1980

July 1981

(Use Plain Unlined Paper For Continuation Pages)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: *Comptroller of the Treasury*  
*Data Processing Division*  
*Income Tax Building, Room 309*  
Subject: Disposal Clearance

The records described below are eligible for disposal on 11/15/81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| <u>81 A 28</u>          | <u>3</u>   | <u>1-3</u>  |

Disposal Authority

NON-SCHEDULE -- RECOMMEND DISPOSAL

Description of Records:

JRT's January 1980 thru July 1980

Sincerely yours,

*Paul C. Lamberson, Records Center Manager*  
State Records Center, Jessup, Maryland.  
Phone 799-1379

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing Div.

Division or Bureau

81A4

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.     | Description of Records<br>Include Title and/or Form Number | Authorization For Disposal |          | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|---------|--|----------------------------|----------|--|---------------------|------------------|--------------------|
|         |  | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 364-377 |  | Non Schedule               |          | 4-21-80-6-22-81                        | 19                  | 2-82             | Recycle            |

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

  
 Signature

Record Center Manager  
 Title

2/6/82  
 Date

AND RECEIPT

Accession No.

Date Received

81A4

7-23-80

80483

1. From: (Name, Division, Address or Agency)

Steven L. Parks  
Data Processing Div.

Signature

Title

2. Building and Room

INCOME TAX Bldg.  
ROOM 309

3. Phone

269-3729

4. To: State Records Center

5. Signature: (Agency Official)

Steven L. Parks

6. No. of Cu.Ft.

19

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

|                  |     |   |         |
|------------------|-----|---|---------|
| 30<br>R10<br>S13 | 364 | 391<br>4/21/80 - 4/24/80                          | 4/24/81 |
|                  | 365 | 4/25/80 - 4/29/80                                 | 4/29/81 |
|                  | 366 | 4/30/80 - 5/5/80<br>*INCL 5/2 & 5/4<br>in box 369 | 5/5/81  |
|                  | 367 | 5/6/80 - 5/8/80                                   | 5/8/81  |
|                  | 368 | 5/9/80 - 5/13/80                                  | 5/13/81 |
|                  | 369 | 5/14/80 - 5/15/80<br>*INCL 5/2 & 5/4              | 5/15/81 |
|                  | 370 | 5/16/80 - 5/20/80                                 | 5/20/81 |
|                  | 371 | 5/21/80 - 5/25/80                                 | 5/25/81 |
|                  | 372 | 5/26/80 - 5/29/80                                 | 5/29/81 |
|                  | 373 | 5/29/80 - 6/4/80                                  | 6/4/81  |
|                  | 374 | 6/5/80 - 6/9/80                                   | 6/9/81  |
|                  | 375 | 6/10/80 - 6/12/80                                 | 6/12/81 |
|                  | 376 | 6/13/80 - 6/17/80                                 | 6/17/81 |
|                  | 377 | 6/18/80 - 6/22/80                                 | 6/22/81 |

(Use Plain Unlined Paper For Continuation Pages)

HALL OF RECORDS  
Records Management Division  
State Records Center

Date October 15, 1981

To: *Comptroller of the Treasury*  
*Data Processing Division*  
*Income Tax Building, Room 309*  
Subject: Disposal Clearance

The records described below are eligible for disposal on 11-15-81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 81 A 4                  | 19         | 364-377     |

Disposal Authority

NON-SCHEDULED -- RECOMMEND DISPOSAL

Description of Records:

SEE ATTACHED TRANSMITTAL.

Sincerely yours,

Paul C. Lamberson, Records Center Manager  
State Records Center, Jessup, Maryland.  
Phone 799-1379

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency

*Comptroller*

81A37

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 58  | Agency List & Volume/DSN List                              | 916                           | 12          | 6/80 to 12/80                                | 1                      | 7-83                | Recycled              |

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

*Paul Lamborn*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date





DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

Reporting Agency  
*Comptroller* 81434  
 Division or Bureau

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

| No.     | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|---------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|         |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 383-398 | Console Logs   | 916                           | 12          | 7/80 - 11/80                                 | 16                     | 7-83                | Recycled              |

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

*Paul Lambert*  
 Signature

Records Center Manager  
 Title

7/25/83  
 Date

AND RECEIPT

Accession No.

Date Received

81 A 34

12-8-80

1. From: (Name, Division, Address or Agency)

Sturn L. Parks  
DATA Processing Div.

Signature

Title

2. Building and Room  
INCOME TAX BLDG

Room 309

3. Phone

269-3962

4. To: State Records Center

5. Signature: (Agency Official)

Sturn L. Parks

6. No. of Cu.Ft.

16 cu Ft

| 7. Records Location (Center)                         | 8. Box Numbers                     | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item No.) |
|--|------------------------------------|--|--|
| <del>383</del><br>Receipts<br>Serial #<br>R116<br>S8 | 383                                | 7/15/80 - 7/16/80 - Console Logs               | 7/16/81  |
|  | 384                                | 7/17/80 - 7/22/80 - Console Logs               | 7/22/81  |
|  | 385                                | 7/23/80 - 7/27/80 - Console Logs               | 7/27/81  |
|  | 386                                | 7/25/80 - 7/29/80 - Console Logs               | 7/29/81  |
|  | 387                                | 7/29/80 - 8/4/80 - Console Logs                | 8/4/81   |
|  | 388                                | 8/5/80 - 8/10/80 - Console Logs                | 8/10/81  |
|  | 389                                | 8/11/80 - 8/13/80 - Console Logs               | 8/13/81  |
|  | 390                                | 8/14/80 - 8/25/80 - Console Logs               | 8/25/81  |
|  | 391                                | 8/26/80 - 9/7/80 - Console Logs                | 9/7/81   |
|  | 392                                | 9/8/80 - 9/10/80 - Console Logs                | 9/10/81  |
|  | 393                                | 9/17/80 - 9/28/80 - Console Logs               | 9/28/81  |
|  | 394                                | 9/30/80 - 10/6/80 - Console Logs               | 10/6/81  |
|  | 395                                | 10/6/80 - 10/16/80 - Console Logs              | 10/16/81                                       |
|  | 396                                | 10/16/80 - 10/29/80 - Console Logs             | 10/29/81                                       |
|  | 397                                | 10/29/80 - 11/9/80 - Console Logs              | 11/9/81  |
| 398  | 11/10/80 - 11/18/80 - Console Logs | 11/18/81                                       |  |
|  |                                    |  | 916 # 12<br>1/82                               |

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller

Reporting Agency

Data Processing Div.

Division or Bureau

81A45

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.     | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|---------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|         |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 399-422 | Console Logs   | 916                           | 12          | 11/80 - 3/81                                 | 23                     | 7-83                | Recycled              |

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

Paul Lamburn  
Signature

Record Center Manager  
Title

7/25/83  
Date

AND RECEIPT

Accession No.

Date Received

81 A45

4-10-81

1. From: (Name, Division, Address or Agency)

Steven L. Parks  
Data Processing Division

Signature

Title

2. Building and Room

Income Tax Bldg.

Room 309

3. Phone

269-3631

4. To: State Records Center

5. Signature: (Agency Official)

Steven L. Parks

6. No. of Cu.Ft.

12 Cu. Ft.

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item) |
|------------------------------|----------------|--|--|
| R11<br>S 5-6                 | 399            | 11/19/80 - 11/30/80                            | 11/30/81                                   |
|                              | 400            | 12/1/80 - 12/9/80                              | 12/9/81                                    |
|                              | 401            | 12/10/80 - 12/18/80                            | 12/18/81                                   |
|                              | 402            | 12/19/80 - 12/31/80                            | 12/31/81                                   |
|                              | 403            | 1/2/81 - 1/12/81                               | 1/12/82                                    |
|                              | 404            | 1/13/81 - 1/22/81                              | 1/22/82                                    |
|                              | 405            | 1/23/81 - 2/1/81                               | 2/1/82                                     |
|                              | 406            | 2/2/81 - 2/8/81 + 01/31/81                     | 2/8/82                                     |
|                              | 407            | 2/9/81 - 2/18/81                               | 2/18/82                                    |
|                              | 408            | 2/19/81 - 2/26/81                              | 2/26/82                                    |
|                              | 409            | 2/27/81 - 3/8/81                               | 3/8/82                                     |
|                              | 410            | 3/8/81 - 3/15/81                               | 3/15/82                                    |
|                              | 411-422        |  |  |

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

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

Data Processing Division

81A45

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.     | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|---------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|         |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 399-410 | Console Logs   | 916-12                        |             | 11/19/80-<br>3/15/81                         | 12                     | 4-83                | Recycled              |

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



DEPARTMENT OF GENERAL SERVICES  
 Records Management Division  
 State Records Center

Date Feb. 1, 1983

To: Mr. Steven L. Parks  
 Data Processing Division  
 Income Tax Bldg. - Rm. 309  
 Annapolis, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on March 1, 1983. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 81A45                   | 12         | 399-410     |

Disposal Authority

Sch. #916-12

Description of Records:

Console Logs 11/19/80 - 3/15/81

Sincerely yours,

Paul C. Lamberson  
 Records Center Manager

State Records Center, Jessup Maryland.  
 Phone 799-1379

AND RECEIPT

Accession No.

Date

81 A 45

4-10

1. From: (Name, Division, Address or Agency)

Steven L. Parks

Data Processing Division

Signature

Title

2. Building and Room

Income Tax Bldg

Room 309

3. Phone

269-3631

4. To: State Records Center

5. Signature: (Agency Official)

Steven L. Parks

6. No. of Cu.Ft.

12 Cu. Ft.

| 7. Records Location (Center) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal (Schedule) |
|------------------------------|----------------|--|-------------------------|
| R11<br>S 5-6                 | 399            | 11/19/80 - 11/30/80                            | 11/30                   |
|                              | 400            | 12/1/80 - 12/9/80                              | 12/9                    |
|                              | 401            | 12/10/80 - 12/18/80                            | 12/18                   |
|                              | 402            | 12/19/80 - 12/31/80                            | 12/31                   |
|                              | 403            | 1/2/81 - 1/12/81                               | 1/12                    |
|                              | 404            | 1/13/81 - 1/22/81                              | 1/22                    |
|                              | 405            | 1/23/81 - 2/1/81                               | 2/1                     |
|                              | 406            | 2/2/81 - 2/8/81 - 2/31/81                      | 2/8                     |
|                              | 407            | 2/9/81 - 2/18/81                               | 2/18                    |
|                              | 408            | 2/19/81 - 2/26/81                              | 2/26                    |
|                              | 409            | 2/27/81 - 3/8/81                               | 3/8                     |
|                              | 410            | 3/8/81 - 3/15/81                               | 3/15                    |
|                              | 411-422        |  | 916 #1<br>JULY<br>82    |

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury  
 Reporting Agency

DATA Processing Division 82W361  
 Division of Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.           | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|---------------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|               |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| BX<br>431-441 | Console Logs   | 916                           | 12          | 1981   | 11                     | 4-83                | Recycled              |

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

Signature

Title

Date



DEPARTMENT OF GENERAL SERVICES  
Records Management Division  
State Records Center

Date Feb. 1, 1983

Mr. Steven L. Parks  
Data Processing Div.  
To: Income Tax Bldg.- Rm. 309  
Annapolis, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on March 1, 1983. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

| Accession or Lot Number | Cubic Feet | Box Numbers |
|-------------------------|------------|-------------|
| 82W361                  | 11         | 431-441     |

Disposal Authority

Sch. 916- 12

Description of Records:

Console Logs 9/10/81 - 12/23/81

Sincerely yours,

Paul C. Lamberson  
Records Center Manager

State Records Center, Jessup Maryland.  
Phone 799-1379

AND RECEIPT

Accession No.

Date Received

82 W 361

2-22-82

From: (Name, Division, Address or Agency)

Steven J. Parks

Signature

DATA Processing Div

Title

Building and Room

3. Phone

Income Tax Bldg  
m 309

269-3631

4. To: State Records Center

Signature: (Agency Official)

Steven J. Parks

6. No. of Cu.Ft.

11 ~~11~~

| 7. Location (enter) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item) |
|---------------------|----------------|--|--|
| R-116<br>S-21       | 431 (106)      | Console Logs 9/10/81 - 9/21/81                 | 9/21/82                                    |
|                     | 432 (107)      | Console Logs 9/22/81 - 9/25/81                 | 9/29/82                                    |
|                     | 433 (108)      | Console Logs 9/30/81 - 10/8/81                 | 10/9/82                                    |
|                     | 434 (109)      | Console Logs 10/9/81 - 10/18/81                | 10/19/82                                   |
|                     | 435 (110)      | Console Logs 10/19/81 - 10/27/81               | 10/27/82                                   |
|                     | 436 (111)      | Console Logs 10/28/81 - 11/4/81                | 11/4/82                                    |
|                     | 437 (112)      | Console Logs 11/5/81 - 11/15/81                | 11/15/82                                   |
|                     | 438 (113)      | Console Logs 11/16/81 - 11/24/81               | 11/24/82                                   |
|                     | 439 (114)      | Console Logs 11/25/81 - 12/6/81                | 12/6/82                                    |
|                     | 440 (115)      | Console Logs 12/7/81 - 12/14/81                | 12/14/82                                   |
|                     | 441 (116)      | Console Logs 12/15/81 - 12/23/81               | 12/23/82                                   |

No Schedule will do one 1982

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Div.

*Comptroller*  
 Reporting Agency  
 Division or Bureau

82W171

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

| No.         | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|             |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 106-<br>113 | Console Hardcopy   | 916A                          | 12          | July - Sept. 1981                            | 12                     | 7-83                | Recycled              |

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

*Paul Lambert*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

82W171

10-6-81

From: (Name, Division, Address or Agency)

Steven L. Parks  
Data Processing Div.

Signature

Paul C. Lamberson 998

Title

Records Center - Manager

Building and Room

3. Phone

Income Tax Bldg  
309

269-3631

4. To: State Records Center

Jessup

Signature: (Agency Official)

Steven L. Parks

6. No. of Cu.Ft.

12 cu. Ft.

| 7. (Classification (rec)) | 8. Box Numbers | 9. Description of Records With Inclusive Dates | 10. Disposal Authority (Schedule and Item #) |
|---------------------------|----------------|--|--|
|                           | (106)423       | Console Hardcopy - 7/13/81 - 7/20/81           | 7/20/82                                      |
|                           | (107)424       | Console Hardcopy - 7/2/81 - 7/12/81            | 7/12/82                                      |
|                           | (109)425       | Console Hardcopy - 7/21/81 - 7/29/81           | 7/29/82                                      |
|                           | (109)426       | Console Hardcopy - 7/30/81 - 8/6/81            | 8/6/82                                       |
|                           | (110)427       | Console Hardcopy - 8/7/81 - 8/13/81            | 8/13/82                                      |
|                           | (112)428       | Console Hardcopy - 8/14/81 - 8/25/81           | 8/23/82                                      |
|                           | (112)429       | Console Hardcopy - 8/24/81 - 8/30/81           | 8/30/82                                      |
|                           | (113)430       | Console Hardcopy - 9/1/81 - 9/9/81             | 9/9/82                                       |

R10  
S 28  
Here  
yes

916A Item 12

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Data Processing Division

Reporting Agency

*Comptroller*

83W115

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number                       | Authorization For Disposal |          | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-------|--|----------------------------|----------|--|---------------------|------------------|--------------------|
|       |  | Retention Sched. No.       | Item No. |  |                     |                  |                    |
| 38-40 | Miscellaneous Accounting Records<br>General Administration and<br>Correspondence | 916                        | 7,8,9    | FY 1980                                | 3                   | 7-83             | Recycled           |

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

*Paul Lambert*  
 Signature

*Record Center Manager*  
 Title

*7/25/83*  
 Date

AND RECEIPT

Accession No.

Date Received

83W 115

8-11-82

1. From: (Name, Division, Address or Agency)

Signature

Comptroller of the Treasury  
Data Processing Division  
Income Tax Building, Annapolis, Md.

Title

2. Building and Room

3. Phone

4. To: State Records Center

Income Tax Bldg.,  
Room 302

269-3141

5. Signature: (Agency Official)

6. No. of Cu.Ft.

*Korn Baker*

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N)

R18  
S35

38

*F480*  
Miscellaneous Accounting Records  
*accts. Receivable*  
*accts. Payable*

916 7+8  
1984

July 1983

39

Miscellaneous Accounting Records  
*Bdg & Fiscal Planning Records*  
*BB'4's Request Forms*

916 7+9  
1984

40

General Administration and Correspondence

*original Incoming Letters*  
*copies of outgoing letters, etc.*

916 10  
1984

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing Div.

Division or Bureau

81A56

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No.   | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|       |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 71-76 | Data Processing 138A-I                                     | 916                           | 12          |  | 6                      | 7-83                | Recycled              |

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

Paul Lambert  
Signature

Record Center Manager  
Title

7/25/83  
Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81A56

1. From: (Name, Division, Address or Agency)

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R 11  
S 9

71 TG  
76

Data Processing  
Boxes 71-76  
138A-I

916 #12  
July 83

(Use Plain Unlined Paper For Continuation Pages)

138-143



DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Data Processing

80B1

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward  
 original to above address

| No. | Description of Records<br>Include Title and/or Form Number | Authorization<br>For Disposal |             | Inclusive<br>Dates of Records<br>Disposed of | Volume<br>(Cubic Feet) | Date of<br>Disposal | Method of<br>Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
|     |  | Retention<br>Sched. No.       | Item<br>No. |  |                        |                     |                       |
| 1   | Rep. Date  | 407                           | 2-3         |  | 1                      | 9-83                | Recycled              |

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

Paul C. Lamberson  
 Signature

Records Center Manager  
 Title

9-16-83  
 Date

