

DEPARTMENT OF
EDUCATION
OFFICE OF
SUPERINTENDENT

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

Dept. Education

Reporting Agency

Office Superintendent

78W12

Division or Bureau

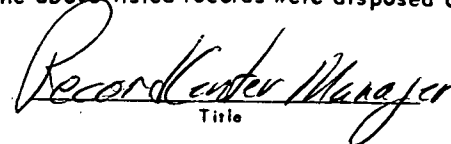
PREPARE IN DUPLICATE

Retain one copy and forward
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-2 1-3	Budgets	643	8	1975 1976	5	7-83	Recycled

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


 Signature


 Title


 Date

AND RECEIPT

X

Accession No.

Date Received

78W12

August 15, 1977

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

Brian Rice
Office of the Superintendent
Department of Education - BWI Airport

Signature

Title

Record Management Technician

2. Building and Room

7th Floor
International
Tower Building

3. Phone

796-8300 ext. 352

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Brian J. Rice

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.)

Waterloo

1 of 2
2 of 2

1975 Budget

643-8 7/1/80

Waterloo

1 of 3
2 of 3
3 of 3

1976 Budget

7/1/81

Range 11

Section 1

R6
S13

(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

Dept. Education

Reporting Agency

Office Superintendent

78W224

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-3	Budget			1977			
1-3	Budgets	643	8	1971-76	6	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

78W224

3/15/78

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

Brian Rice
Office of the Superintendent
Department of Education - BWI Airport

Signature

Title

Service Specialist I

2. Building and Room

7th Floor
International
Towers Building

3. Phone

796-8300 Ext. 352

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

6

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Waterloo	1 of 3 2 of 3 3 of 3	1977 Budget	7/1/82 643-8
Waterloo	1 of 3 2 of 3 3 of 3	1971-1976 Budgets (Mary Hoover's Workpapers)	7/1/81

R-20
S-8
R29
S19

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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

Dept. Education

Reporting Agency

Office of Superintendent

80W107

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-56	Voc. Rehab. Acctg. Case Service P.O.'s	643	5	FY 76 -77	56	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

80W107

4-23-80

From: (Name, Division, Address or Agency)

Signature

MDSE

Office of Superintendent

857 Elkridge Landing Rd Balt MD 21240

Title

Building and Room

3. Phone

ITB Airport
2nd flr. finance

796-8300 Ext. 366

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

56

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R-5 2A+22 R9 S5-6</p>	1	Voc. Rehab. acctg. 10/1/76-6/30/77 Case Service P. O.'s 101-04685 to 103-05799	643-5
	2	Voc. Rehab. acctg. 11/1/76 to 6/30/77 Fy77 Case Service P.O.'s 201-11600 to 204-1915	5 yrs. (April 1980 and or audit)
	3	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service P.O.'s 301-53800 to 303-01799	
	4	Voca. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service Po.'s 340-03900 to 348-15399	
	5	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 413-04300 to 503-01554	
	6	Voc. Rehab. Acctg. 9/10/77 MY 77-78 Case Service PO's 101-07218 to 301-56099	
	7	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 103-8500 to 121-3151	
	8	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 205-00591 to 243-04199	
	9	Voc. Rehab. Acctg. 303-01800 to 323-13199 10/1/76 to 6/30/77 FY 77	
	10	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 348-15900 to 404-29999	
	11	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77. Case Service PO's 504-01760 to 602-02436	
	12	Voc. Rehab. Acctg. 7/1/77 to 9/10/77 MY 77-78 Case Service Po's 301-56101 to 537-01534	

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RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

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

Signature

MDSE

Office of Superintendent

57 Elkridge Landing Rd. Balt., MD 21240

Title

2. Building and Room

3. Phone

4. To: State Records Center

ITB Buil. Airport
2nd flr. Finance

796-8300 Ext. 366

5. Signature: (Agency Official)

6. No. of Cu.Ft.

[Handwritten Signature]

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	13	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 123-3301 to 201-11599	643-5 5 yrs. (April, 1985 and/or Audit)
	14	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 243-04200 to 301-53799	
	15	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 323013200 to 340-03900	
	16	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY77 Case Service PO's 404-03001 to 413-04299	
	17	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Case Service PO's 603-01895 to 652-01253	
	18	Voc. Rehab. Acctg. 7/1/77 to 9/30/77 MY 77-78 Case Service PO's 601-06696 to 652-01307 FY 77 Payroll Notice and DDS timesheets FY75 DDS Absentee Reports for 74,75, 76.	
	19	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77 Case Service and DDS transmittals 070476 to 080576	
	20	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77 Case Service & DDS transmit. 090876 to 100696	
	21	Voc. Rehab. Acctg. 6/1/76 to 6/30/77 MY & FY 77 Case Service & DDS transmit. 110976 to 112476	
	22	Voc. Rehab. Acctg. 7/1/76 to 6/30/76 MY & FY 77 Case Service & DDS transmit. 010497 to 012677	
	23	Voc. Rehab. Acctg. MY & FY 77 7/1/76 to 6/30/77 Case Service & DDS transmit. 030177 to 031577	

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RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

From: (Name, Division, Address or Agency)

Signature

MDSE

Title

Office of Superintendent

857 Elkridge Landing Rd. Balt. MD 21240

Building and Room

3. Phone

4. To: State Records Center

ITB Airport

796-8300 Ext 366

2nd flr. Finance

Signature: (Agency Official)

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.)

24

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS Transmit. 041277 to 042677

643-5
5 yrs. (April, 1985
and/or audit)

25

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 060177 to 061477

26

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 080676 to 081276

27

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 100676 to 101576

28

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 112476 to 12976

29

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 012677 to 020977

30

Voc. Rehab. Acctg. 7/1/77 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 031577 to 032977

31

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 042677 to 051077

32

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 061477 to 063077

33

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 082576 to 0908876C

34

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 101976 to 110376

35

Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77
Case Service & DDS transmit. 121376 to 122876

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

		Accession No.	Date Received
1. <u>From:</u> (Name, Division, Address or Agency) MDSE Office of Superintendent 857 Elkridge Landing Road., Balti., MD 21240		Signature	
		Title	
2. <u>Building and Room</u> ITB Airport 2nd Flr. Finance	3. <u>Phone</u> 796-8300 Ext. 366	4. <u>To:</u> State Records Center	
5. <u>Signature:</u> (Agency Official)		6. <u>No. of Cu.Ft.</u>	

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	36	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77 Case Service & DDS transmit. 020977 to 052677	643-5 5 yrs. (April, 1985 and/or Audit)
	37	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77 Case Service & DDS transmit. 032977 to 041277	
	38	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77 Case Service & DDS transmit. 051277 to 052677	
	39	Voc. Rehab. Acctg. 1/76 to 12/77 1099 Register Hold til 1/80	
	40	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77 Rejected Transac. PO file control; total & gen. adj. totals Jrnl. of PO by fund; fund report by counselor	
	41	Voc. Rehab. Acctg. 7/1/76 to 9/30/76 MY 76-77 Counselor Summary by fund; Counselor Jrnl by fund; mnthly jrnl by cnselector; jrnl of PO by fund; updated transac; reject. trans.; control total & general adjust.	
	42	Voc. Rehab. Acct. 7/1/75 to 6/30/76 FY 76 Updated Tras. 9/1/75 to 1/30/76	
	43	Voc. Rehab. Acctg. 7/1/73 to 6/30/74; 7/1/74 to 6/30/75; 7/1/75 to 6/30/76 FY 74 Open PO run; FY 75 reject. trans. jen. adj. totals; fund report updated jrnl FY 76 fund by counselor	
	44	Voc. Rehab. Acct. 7/1/74 to 6/30/75 FY 75 Mthly by Cnselector; FY 75 Wkly by Cnselector; FY 75 fund run for funds xx & 07	
	45	Voc. Rehab. Acctg. 10/1/76 to 6/30/77 FY 77	

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RECORDS TRANSMITTAL

AND RECEIPT

		Accession No.	Date Received
1. From: (Name, Division, Address or Agency) MDSE Office of Superintendent 857 Elkridge Landing RD. Balt. MD 21240		Signature	
		Title	
2. Building and Room ITB Airport 2nd floor Finance	3. Phone 796-8300 Ext. 366	4. To: State Records Center	
5. Signature: (Agency Official) <i>George W. [unclear]</i>		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.)
		Counselor summary by fund; jrnal of PO by Cnslr.	
	46	DDS 7/1/75 to 7/29/77 FY 76 & MY 77 76 updated district open PO & jrnal of PO by District; MY 77 Jrnal of PO by District & open PO report	
	47	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 FY 77 Payroll by position; FY 77 Payroll by funds; P/R 1 to 13; Internal Memo for Telephone GTC MY 76-77; FY 77; MY 77-78	
	48	Voc. Rehab. Acctg. 9/9/77 to 1/2/78 M & T "to be paid" list FY 78	
	49	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 FY 77 p/r by funds; P/R 14 to 26; FY 77 P/R by Locat.	
	50	Voc. Rehab. Acctg. 7/1/76 to 6/30/77 MY & FY 77 Hand Pd. Case Service & DDS cl's 8/24/76, 3/5, 12/9/76; 324, 326327	
	51	Voc. Rehab. Acctg. 7/1/74 to 6/30/76 FY 75 Updated Transactions 8/9/74 to 5/29/75	
	52	Voc. Rehab. Acctg. 7/1/75 to 6/30/76 FY 76 Updated Trans. 2/6/76 to 7/14/77	
	53	Voc. Rehab. Acct. 7/1/75 to 6/30/76 FY 76 Counsel. Sum. by Fund; Dist. Sum. by fund.	
	54	Voc. Rehab. Acctg. 7/1/75 to 6/30/76 FY 76 Cnslr. Sum by Fund; Fy 76TH gen. adj. Rejt. trn.	
	55	DDS 7/1/77 to 9/30/77 MY 77-78 PO 997-00001 to 997-94100	
	56	DDS 10/1/76 to 6/30/78 FY 77-MY 77-78 Jrnal Upd. trans, jrnal. of PO by dist. Strc. 140 Letter of Request Pmt for Vndrs	11. Sheet controls

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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

Dept. Education

Reporting Agency

Office Superintendent

79W201

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-6	Budget	643	8	1978	6	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

79W201

514

5/4/79

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

Signature

Title

Brian Rice
Office of the Superintendent
Department of Education - BWI Airport

2. Building and Room

3. Phone

4. To: State Records Center

Waterloo

7th Floor
International Tower
Building

796-8300, ext. 352

5. Signature: (Agency Official)

6. No. of Cu.Ft.

6

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Waterloo

1 of 6
2 of 6
3 of 6
4 of 6
5 of 6
6 of 6

1978 Budget

643 - 8

~~7/1/83~~

7/1/81

~~R11~~
~~S24~~
~~TOP~~
Range 1
Section 23

(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

Dept. Education

Reporting Agency

Office of Superintendent

80W104

Division or Bureau

PREPARE IN DUPLICATE

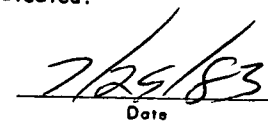
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-44	Case Services	643	5	FY 78	44	7-83	Recycled

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


 Signature


 Title


 Date

Record Transmittals
AND RECEIPT

Accession No.

Date Received

80W104

4-23-80

1. From: (Name, Division, Address or Agency)
MDSE
Office of Superintendent
857 Elkridge Landing Road, Balt. MD 21240

Signature

Title

2. Building and Room
ITB Airport
2nd floor Finance

3. Phone
796-8300 Ext. 366

4. To: State Records Center

5. Signature: (Agency Official)
Geny R. Baych

6. No. of Cu.Ft.
44

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>R-5</i> <i>S-20</i> <i>R9</i> <i>S4-5</i>	1	7-1-77/6-30-78--MY & FY78 Case Service & DDS 032178D-041178A	<i>643-5 July 83</i> <i>5 YRS (April 1985)</i> <i>AND/OR AUDIT</i>
	2	10-1-77/6-30-78--FY78 P.O.'s 115-0600 to 201-13199	
	3	10-1-77/6-30-78--FY78 P.O.'s 101 to 115-05999	
	4	7-1-77/9-30-77--7-1-74/6-30-75--Fy75 Open P.O.'s MY 77-78 Updated Transactions MY 76-77 Open P.O.'s--Gen. Adj. & totals Run & Fine Mol	
	5	DDS--10-1-77/6-30-78--FY 78 P.O.'s 997-18000-997-92345--FY 78 Journal to update--P.O. Disbur. Corres. 1-78/12-78 Budget:Credit, Request Cancelled Checks	
	6	10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 301-57200 to 301-60477	
	7	10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 206-01900 to 301-57199	
	8	10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 201-13200 to 206-01899	
	9	DDS--10-1-77/6-30-78--FY 78 P.O.s 997-12800-997-17999	
	10	10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 323-15800 to 343-04999	
	11	10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 343-03500 to 411-07899	
	12	10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 302 to 323-15799	

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

Signature

Title

1. From: (Name, Division, Address or Agency)
 MDSE
 Office of Superintendent
 857 Elkridge Landing Road, Balt., MD 21240

2. Building and Room
 ITB Airport
 2nd Floor Finance

3. Phone
 796-8300 Ext. 366

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Glenn M. [Signature]

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

13

10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 411-07900 to 502-03257

14

10-1-77/6-30-78--FY 78 Case Serv. P.O.'s 503 to 604-05399

15

7-1-77/1-30-78--MY & FY 78 Case Serv. & DDS Transmittals 10-27-77/11-17-77

16

7-1-77/6-30-78--MY & FY 78 Transmittals Case Serv. & DDS 7-21-77/8-9-77

17

10-1-77/6-30-78--FY 78 P.O.'s 604-05400 to 632-01491

18

7-1-77/6-30-78--FY 78 P.O.'s 604-05400 to 632-01491

19

7-1-77/6-30-78--FY & MY 78 Case Serv. Transmittals 6-23-77/7-20-77

20

7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS Transmittals 041178B-042678

21

7-1-78/6-30-79--Hospital Reimbursements MY77 (12-6)

22

7-1-77/6-30-78--MY & FY 78 Case Serv. DDS Transmittals 10-4-77/10-25-77

23

7-1-75/6-30-76--7-1-76/7-1-78--6-30-77/6-30-79 FY 77 Updated Transactions Jr. 5-18-77/7-2-78-- FY 76 Final Open P.O. Run & FM7-MO1--FY79 General Adj. & Totals

24

10-1-76/6-30-77--FY 77 Case Serv. Updated transactions Journal from 9-25-76/5-18-77

643-5 July 83
 5YRS (~~April 1985~~)
 AND/OR AUDIT

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
 MDSE
 Office of Superintendent
 857 Elkridge Landing Road, Balti. MD 21240

Signature

Title

2. Building and Room
 ITB Airport
 2nd Floor Finance

3. Phone
 796-8300 Ext. 366

4. To: State Records Center

5. Signature: (Agency Official)

Jerry Meyer

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.)

- 25 7-1-77/6-30-78--FY & MY 78 Case Serv. & DDS Transmittals 012478-020878
- 26 7-1-77/6-30-78--Case Serv. & DDS Transmittals 021078-030378
- 27 7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS Transmittals 9-15-77/10-3-77
- 28 7-1-77/6-30-78-- MY & FY 78 Case Serv. & DDS Transmittals 8-29-77/9-13-77
- 29 7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS Transmittals 042178-151778C
- 30 7-1-77/6-30-78--MY&FY 78 Case Serv. DDS Transmittals 051778D-060778
- 31 7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS Transmittals 12-30-77/1-20-78
- 32 7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS Transmittals 11-18-77/11-24-77
- 33 7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS 060878-063078
- 34 10-1-77/6-30-78-- FY 78 Jr. of Reject. Transact "Gen. Adj. & Total"- "Updated Transactions"
- 35 10-1-77/6-30-78--FY 78 FincMo 2 & 3 Fincro 1 & 2
- 36 7-1-78/7-30-78--MY 78-79 Updated Transactions & Gen. Adj. & Total FINCRO 2&3-1/4 FINCRO 1 & 2

643-5
 July 83
 5 YRS (~~April, 1985~~)
 AND/OR AUDIT

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

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

Signature

MDSE

Office of Superintendent

Title

857 Elkridge Landing Road, Balt. MD 21240

2. Building and Room
ITB Airport
2nd floor Finance

3. Phone
796-8300 Ext. 366

4. To: State Records Center

5. Signature: (Agency Official)

Gary H. Hayden

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.)

37

7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS
030778-032178C

38

7-1-77/6-30-78--MY & FY 78 Case Service & DDS
Transmittals 8/16/77-8/24/77

39

7-1-77/6-30-78--FY 78 Payroll Records--Payroll
runs by Position Num., by Division, Location
& SS#

40

7-1-77/6-30-78--FY78 Payroll Records by Cost
Center & Fund, Alpha, Location & FY 78 P/R
Notions & P/R MA's

41

DDS10-177/6-30-78--FY 78 P.O.'s 997-07400-
997-12799

42

7-1-77/6-30-78--Hospital Reimbursements
Ma 7-7 & Ma 12

43

7-1-77/6-30-78--MY & FY 78 Case Serv. & DDS
Transmittals 12-13-77/12/29-77

44

DDS 10-1-77/6-30-78--FY 78 P.O.'s 997-02700-
997-07399

643-5

July 83
5 YRS (~~7/1/85~~)
AND/OR AUDIT

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF

EDUCATION

VOCATIONAL

REHABILITATION

- ACCOUNTING

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

Dept. Education

Reporting Agency

Vocational Rehabilitation

Division or Bureau

Lot #589

PREPARE IN DUPLICATE

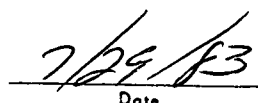
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-11	Case Closed Reports & Non-Service Closures	628	1	1930-58	11	7-83	Recycled

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


Signature


Title


Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE DEPARTMENT OF EDUCATION
 2. DIVISION VOCATIONAL REHABILITATION
 3. RECORD TITLE CASE CLOSED REPORTS & NON*SERVICE CLOSURES
 4. DATES 1930 - 1958 *

DATE: 12/10/62
 LOT NO.: 589
 RANGE: 4 8
 SECTION(S): * 26-27
 RECEIVED BY: J. Hirsch
 REMARKS:

5. SCHEDULE NO. 628 290	6. ITEM NO. 1	7. SCHEDULED DISPOSAL DATE PERMANENT	8. ACTUAL DISPOSAL DATE
--	----------------------	---	-------------------------

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

10. NUMBER OF CUBIC FEET

11 record center boxes arranged alphabetically by name of applicant.

- * Box # 1---1930 to 1946
- 2---1933 to 1946
- 3---1947 to 1950
- 4---1951 to 1953
- 5---1954 to 1955
- 6---1952 to 1953
- 7---1950 - 1951 & 1954
- 8---1947 to 1949
- 9---1954 to 1955
- 10---1956
- 11---1958

Signature of Agency representative:

Record Center representative:

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

Dept. Education

Reporting Agency

Vocational Rehabilitation

Division or Bureau

Lot #888°

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Case Closed Reports & Non Service Closures	628		7/1/50-6/30/60	1	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

X

1. AGENCY STATE DEPARTMENT OF EDUCATION
 2. DIVISION VOCATIONAL REHABILITATION
 3. RECORD TITLE CASE CLOSED REPORTS & NON SERVICE CLOSURES
 4. DATES 7/1/50 - 6/30/60

DATE: 8/27/64
 LOT NO.: 888
 RANGE: 2 8
 SECTION(S): X 27
 RECEIVED BY: J. Hirsch
 REMARKS:

5. SCHEDULE NO. 290 628	6. ITEM NO. 1	7. SCHEDULED DISPOSAL DATE PERMANENT	8. ACTUAL DISPOSAL DATE
--	----------------------	---	-------------------------

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

 1 record center box arranged alphabetically by name of applicant

 Box 1 - 7/1/59 - 6/30/60

10. NUMBER OF CUBIC FEET

Signature of Agency representative:

Record Center representative:

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

Dept. of Education

Reporting Agency

Vocational Rehabilitation

Division or Bureau

Lot #934

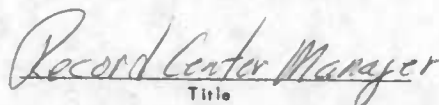
PREPARE IN DUPLICATE

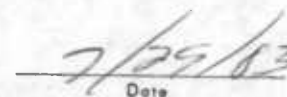
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
12-18	Closed Case Reports & Non Service Closures	628	1	7/1/56 - 6/30/63	7	7-83	Recycled

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


Signature


Title


Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

X

1. AGENCY STATE DEPARTMENT OF EDUCATION
 2. DIVISION VOCATIONAL REHABILITATION
 3. RECORD TITLE CLOSED CASE REPORTS & NON SERVICE CLOSURES
 4. DATES 7/1/56 - 6/30/63

DATE: 11/27/64
 LOT NO.: 934
 RANGE: ~~A~~ 8
 SECTION(S): ~~A~~ 27
 RECEIVED BY: J. Hirsch
 REMARKS:

5. SCHEDULE NO. 290 628	6. ITEM NO. 1	7. SCHEDULED DISPOSAL DATE PERMANENT	8. ACTUAL DISPOSAL DATE
-----------------------------------	----------------------	---	-------------------------

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

7 record center boxes arranged alphabetically by name of Applicant.

Box No. 12 7/1/56 - 6/30/57
 13 1958
 14 1959
 15 1959
 16 7/1/60 - 6/30/61
 17 7/1/61 - 6/30/62
 18 7/1/62 - 6/30/63

Signature of Agency representative: _____

10. NUMBER OF CUBIC FEET

Record Center representative: _____

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

Dept. of Education

Reporting Agency

Special Ed-

80W21

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-11	66 A Planning Guide 16 A Survey of Opinions	635	2		11	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

AND RECEIPT

80 W 21

8/1/79

From: (Name, Division, Address or Agency)
Division of Special Education
Maryland State Department of Education
857 Elkridge Landing Rd. Baltimore Md 21240

Signature

Title

Building and Room
International
Tower Bldg.
6th floor

3. Phone

796-8300 Ext. 248

4. To: State Records Center

Waterloo

Signature: (Agency Official)

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.)
R15 SN R8 S24	1-4 //	66 A Planning Guide 16 A Survey of Opinions	635-2 1782

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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

Dept. Education

Reporting Agency

Special Ed -

79W194

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-3	Special Education Resumes	635			3	9-83	Recycled

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

Paul C. Sanderlin / m
Signature

Records Center Manager
Title

9-16-83
Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

79W194

5/4

5/4/79

From: (Name, Division, Address or Agency)
 Special Education
 Maryland State Department of Education
 Elkridge Landing Road

Signature

Title

Building and Room

3. Phone

5th Floor

796-8300

4. To: State Records Center

Signature: (Agency Official)

Judee Smith / mj

6. No. of Cu.Ft.

3

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R6 S10-11 R103 S19</p>	<p>1 of 3 2 of 3 3 of 3</p>	<p>Special Education Resumes Special Education Resumes Special Education Resumes</p>	<p>635-</p>

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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

Dept. Education

Reporting Agency

Special Ed -

78W139

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-5	Nonapproved Nonpublic Schools	635	2		5	9-83	Recycled

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

Paul C. Lomberson
Signature

Records Center Manager
Title

9-16-83
Date

AND RECEIPT

3

1. From: (Name, Division, Address or Agency)
 Maryland State Dept. of Education-Sp. Education
 6510 Elkridge Landing Road
 Linthicum, Md. James Keim

2. Building and Room
 Inter '1 Tower Bldg.
 3rd Floor - Sp. Ed.

3. Phone
 796-8300 X395

5. Signature: (Agency Official)

Accession No. *784439*
 Date Received December 20, 1977

Signature
 Title Record Management Technician

4. To: State Records Center
 Waterloo

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)
<p><i>Range 8</i> <i>Section 14</i> <i>Range 5</i> <i>Section 28</i></p>		<p>Nonapproved Nonpublic Schools Box 1 McCall's Chapel School Toner Institute Perkiomen School Pine Ridge School Proctor Academy Paradise School for Boys Home of the Merciful Savior for Crippled Children Lexington School for the Deaf The Portals Providence Center for Exceptional Children Rockwood Academy The Rectory School Richard Forrest School Rogue Valley Ranch School Sanford School St. Ann Special Education St. Bernadine Special Education St. Gabriel's Home St. John's School for the Deaf St. Joseph Institute for the Deaf St. Mary's Training School St. Michael's School for Boys St. Paul's School for Boys Schefer School, Inc. Searchlight Training Centers Secret Harbor Farms, Inc. Shalom 'at Benedictus Thomas E. Shannon Boys Home, Inc. Sisters of the Good Sheppard Sky Ranch for Boys Southbury Training School The Stonegate School Stoutamyre School of Special Education</p>	<p><i>635-2</i> <i>1981</i></p>

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Summit School
Sunshine Children's Home
Talbot Hall
Trident Ungraded Academy
Valleyhead
Twelveacres, Inc.
The 21st Century Learning Centers, Plus, Inc.
Thomas and Dunn
Variety Children's Center
Vershire School
The Villa School
The Villa Maria
Vitam Center, Inc.
Wallace Village for Children
New Britain Memorial Hospital
The New England Villages, Inc.
New Jersey Youth Center for Boys
Northeastern Educational Intermediate Unit
New Life Boy's Ranch
North Jersey Training School
Our Lady Queen of Angels School
Our Lady Queen of Mercy
Overbrook Children's Center
Oxford Academy
George Everett Partridge Memorial Foundation
Margaret Van Hook School
Miller School of Albemarle
The Mill's School

AND RECEIPT

		Accession No.	Date Received
1. From: (Name, Division, Address or Agency) Maryland State Dept. of Education-Sp. Education. 6510 Elkridge Landing Road Linthicum, Md. James Keim		Signature	
		Title	
2. Building and Room Inter'l Tower Bldg. 3rd Floor-Sp. Ed.	3. Phone 796-8300 x395	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.)
		Nonapproved Nonpublic Schools Box 2 Adirondack Mountain School, inc. Allegany Valley School for Exceptional Children Allegany Valley Senior School Accotink Academy American School for the Deaf Amos Cottage Rehabilitation Center Anderson School Austine School for the Deaf Beckett Academy Behavior Research Institute Bethany Children's Home Brandon Hall School Brandon Training School Brookland Child Development Center Beverly Farm Foundation The Brown School Cedar Lake Lodge Chazen Institute Incorporated Children's Home Residential Treatment Center Children's Rehabilitation Center The Children's Service Center Christ Church School Collier High School Cooperative School for Handicapped Children Don Guanella School Duvall Home The Eberhard School The Floc Wilderness School Forest Heights Lodge Fork Union Military Foxleigh Development Center The Friends School Friendship Home for Children	

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Gair Diagnostic Teaching Center, Inc.
Garland School
George Junior Republic - New York
George Junion Republic - Pennsylvania
Good Shepherd Manor
Grant School
Green Chimney School
Green Meadows School
Good Shepherd Manor
Good Shepherd School
Green River Academy
Green Valley School
Hamilton Children's Center
Hampshire Country School
Habor Creek School for Boys
Hargrave Military
Hearing and Speech Center for Columbus and Central Ohio, Inc.
Hillside School
Hoffman Home

AND RECEIPT

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
Maryland State Dept. of Education-Sp. Education
6510 Elkridge Landing Road
Linthicum, Md. James Keim

Signature

Title

2. Building and Room

3. Phone

Inter'l Tower Bldg.
3rd Floor-Sp. Ed.

796-8300 x395

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.)

Nonapproved Nonpublic Schools

Box 3

- Holly Angels Nursery
- The Hoyt School
- Hyde School
- Kalevala Tutoring School
- Karitas Community
- Keystone Training and Rehabilitation Center
- Kiefer Training Center
- Leary Educational Developmental Center
- Leland Hall
- Litton Hall Military
- Middle Keswick School
- Lourdesmont School
- Mt. Alverno School
- Mt. Aloysius School
- Nat'l Assoc. of Private Schools for Exceptional Children, Inc.

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

78w 218

1. From: (Name, Division, Address or Agency)
 Maryland State Dept. of Education-Sp. Education
 6510 Elkridge Landing Road
 Linthicum, Md. James Keim

Signature

Title

2. Building and Room
 Inter'l Tower Bldg.
 Special Education
 Third Floor

3. Phone
 796-8300 ext. 395

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.)

Hearing Files - Box ~~4~~ 4

Joseph Garcia
 Andrea Giardina
 Theresa Giardina
 Keith Jordan
 Honey Kramer
 Paul Mathews
 Lawrence Patterson
 Elizabeth Ann Roles
 Lillian Wisnienski

Hearing Files - Box ~~5~~ 5

Sandra Barnett
 John Dirk Esham
 William Hartman
 Robert Kiebler
 Stuart Jules
 Eric Weinberg
 Diane Williams

78w 218
 R-20
 S-8

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RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
Maryland State Dept. of Education-Sp. Education
6510 Elkridge Landing Road
Linthicum, Md. James Keim

Signature

Title

2. Building and Room
Inter'l Tower Bldg.
Special Education
Third Floor

3. Phone
796-8300 ext. 395

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.)

Hearing Files - Box 4
Joseph Garcia
Andrea Giardina
Theresa Giardina
Keith Jordan
Honey Kramer
Paul Mathews
Lawrence Patterson
Elizabeth Ann Roles
Lillian Wisniewski

Hearing Files - Box 5
Sandra Barnett
John Dirk Esham
William Hartman
Robert Kiebler
Stuart Jules
Eric Weinberg
Diane Williams

*78wzjg
R20-S-8*

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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

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

Dept. Education

Reporting Agency

Special Ed -

77W123

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-38	Federal Program Admin. Manual Folders, Index Public Law 93-9380	635			38	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

RECORDS TRANSMITTAL

gpc

Complete at State Records Center

AND RECEIPT

Accession No.	Date Received
77W123	December 27, 1976

1. From: (Name, Division, Address or Agency)
 Mrs. Vira Froehlinger, Div. of Spec. Educ.
 ITB Building, 6510 Elkridge Landing Road
 Linthicum Heights, MD 21240

Signature
 Title
Record Management Technician

2. Building and Room
 International Tower
 Building, 5th floor

3. Phone
 796-8300, ext. 345

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)
Vira J. Froehlinger

6. No. of Cu.Ft.
38

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 2 Section 12-13	1 thru 15	Federal Program Administrative Manual Folders	
	16 thru 27	Folders	
	28, 29, 30	Federal Program Administrative Manual Index(s)	
	31 thru 35 36A	Federal Program Administrative Manual Folders	
	36, 37	Federal Program Administrative Manual Index(s)	
	38	Public Law 93-9380	

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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

Dept. Education

Reporting Agency

Special Ed -

77W46

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-7	Questionnaire-Background Info Assessing Sev./Prou-Handicapped children Graph Paper Miscellaneous Records	635			7	9-83	Recycled

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

Paul Lamberon
Signature

Records Center Manager
Title

9-16-83
Date

AND RECEIPT

gpr

Accession No.

Date Received

77W46

August 16, 1976

Signature

Title

Record Management Technician

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

Maryland State Department of Education
6510 Elkrige Landing Road (Special Education)
Linthicum, Maryland 21090

2. Building and Room

International Towers
Building 5th floor
Special Education

3. Phone

796-8300
ext. 359

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Carole M Beck

6. No. of Cu.Ft.

7 cu. ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 13
Section 7

1

Questionnaire - Background Information
Assessing Sev./Pro Handicapped Children

2

Graph Paper

3

Unif./Perf. Asses. U. of Washington
Practical Classroom Measure (White and Liberty)

4

Practical Classroom Meas. (White and Liberty)
Lang. Asses. for Non-Verbal

5

Family Information form
Language Asses. Aid and Scoring Procedure
Preschool Profile
A Promatic Guide to Assessing Sev./Pro. Hand. Child.

6

Developmental Pinpoints

7

Practical Classroom Measure

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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

Dept. Education

Reporting Agency

Special Ed -

78W106

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
2-9	Western MD-Institute -Texts Legal Rights of the Handicapped Mainstreaming Publications Special Needs Instructor Manual	635	2	7/8 - 9/30	9	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

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

78W106

December 6, 1977

Signature

Title

Record Management Technician

1. From: (Name, Division, Address or Agency)
 Lucy Anne Hession, Md. State Dept. of Educa
 6510 Elkridge Landing Road, Linthicum, Md.
 Division of Special Education

2. Building and Room
 Internat'l Towers
 Third Floor

3. Phone
 796-8300 Ex. 395

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)
Lucy Anne Hession

6. No. of Cu.Ft.

9

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 7 Top Section 24	2 3 4 5 6 7 8 9	Western Md. Institute - Texts - 7/8 - 9/30 Western Md. Institute - Texts - 7/8 - 9/30 Western Md. Institute - Texts - 7/8 - 9/30 Western Md. Institute - Texts - 7/8 - 9/30 Legal Rights of the Handicapped Mainstreaming Publications Special Needs Instructor Manual Special Needs Instructor Manual	635-2 1981

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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

Dept. Education

Reporting Agency

Special Ed -

80W19

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-11	SSIS Manuals	635	3		11	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

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

80019

8/1/79

Signature

Title

From: (Name, Division, Address or Agency)
Maryland State Department of Education
Division of Special Education - 8717 BWI
Airport, Baltimore, Md. 21240

Building and Room 3. Phone
International Tower 796-8300 Ext. 248
5th Floor

4. To: State Records Center
Waterloo

Signature: (Agency Official)

6. No. of Cu.Ft.

11

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R 14 S-15-16</p>	1 of 11	SSIS MANUALS	<p>635-3</p> <p>1982</p> <p>NR</p> <p>holding for disposal until further notice.</p>
	2 of 11	SSIS MANUALS	
	3 of 11	" "	
	4 of 11	" "	
	5 of 11	" "	
	6 of 11	" "	
	7 of 11	" "	
	8 of 11	" "	
	9 of 11	" "	
	10 of 11	" "	
	11 of 11	" "	

(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

Dept. Education

Reporting Agency

Special Ed -

78W218

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-5	Hearing Files	635	2		5	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

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

78W218

Date Received

3/15/78

1. From: (Name, Division, Address or Agency)
Md. State Dept. of Education-Sp. Education
6510 Elkridge Landing Road
Linthicum, Md. James Keim

Signature

Title Service Specialist I

2. Building and Room

Inter'l Tower Bldg.
Special Education
Third Floor

3. Phone

796-8300, ext. 395

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.)
<p>229 229 S19</p>		<p>1 Hearing Files - Box 4</p> <p>Joseph Garcia Andrea Giardina Theresa Giardina Keith Jordon Honey Kramer Paul Mathews Lawrence Patterson Elizabeth Ann Roles Lillian Wisnienski</p>	<p>635-2</p>

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

78W218

3/15/78

Signature

Title

Service Specialist I

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

Md. State Dept. of Education-Sp. Education
6510 Elkrdige Landing Road
Linthicum, Md. James Keim

2. Building and Room

3. Phone

Inter'l Tower Bldg.
Special Education
Third Floor

796-8300, ext. 395

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-20

S-8

Box 5

Hearing Files

Sandra Barnett
John Dirk Esham
William Hartman
Robert Kiebler
Stuart Jules
Eric Weinberg
Diane Williams

(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

Dept. Education

Reporting Agency

Vocational Rehabilitation

Division or Bureau

77W37

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-37	R-13 Stat Cards	628		FY 1969	37	7-83	Recycled

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


 Signature


 Title


 Date

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

77W37

August 12, 1976

Signature

Title

Record Management Technician

1. From: (Name, Division, Address or Agency)
 Department of Education
 Vocational Rehabilitation
 6510 Elkridge Landing Rd. Baltimore, Md. 21240

2. Building and Room

3. Phone

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

37

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range ~~5~~ R8
 Section R
 34+35

1-37

R-13 Stat Cards

K.Y. 1969

~~635-2~~
 628 *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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg.

78W214

Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-27	Accounting Records	628	4	FY 1969-76	27	7-83	Recycled

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

Signature

Records Center Manager
 Title

7/29/83
 Date

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 3/15/78

Lot No.: 78W214

Range: R-11

Section(s) S-18

R6
S20

Received by:

Remarks:

1. Agency: -- Department of Education --
 2. Division: -- Vocational Rehabilitation - Accounting --
 3. Record Title: Accounting Records
 4. Inclusive Dates: 1969-1976 FY

5. Schedule No. <u>628</u>	6. Item No. <u>4</u>	7. Scheduled Disposal Date:	8. Actual Disposal Date:
----------------------------	----------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 2 of 27 R-40's M & T 7/73 -6/74
- 2 of 27 DDU 997-15000 997-22499 FY 75
- 3 of 27 DDU 997-37000 997-57499
- 4 of 27 DDU 997-07000 997-14999
- 5 of 27 DDU 997-23500 9972 9409
- 6 of 27 Update Journals 72-73
- 7 of 27 R 40's M&T 7/74 -7/75
- 8 of 27 Budget Run 73-73
- 9 of 27 MS Runs 74-74
- 10 of 27 Update Journals 69-73
- 11 of 27 MS Runs 73-74
- 12 of 27 FY 75 DDU Time Sheets
- 13 of 27 Pro Rata Fund Run 71-71
- 14 of 27 Budget Code 73-73
- 15 of 27 MS Runs 72-73

- 16 of 27 R 40's M&T 7/75-7/76
- 17 of 27 DDU 997-30000 997-36599
- 18 of 27 Update Journals 70-72
- 19 of 27 MS 7 Runs 69-72
- 20 of 27 68 Final Runs 72 Rejects Journal 70-74 Groups of clients PO's
- 21 of 27 73 Updates & Fund IBM Runs
- 22 of 27 Yellow PO's FY 70 - FY 72
- 23 of 27 Update & Fund Journals 70,71,72
- 24 of 27 MS 7 Runs 73-73
- 25 of 27 DDU 997-22500 997-28499 7/74 6/75
- 26 of 27 74 Update Journals
- ~~27 of 27 Disbursements FY 76~~

Service Specialist I

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____ c. Transfiles _____
- b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:

Gene H. [Signature]

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

Dept. Education

Reporting Agency

Vocational Rehabilitation

77W93

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-9	Purchase Requisitions Case Service Awards Request for Purchases MD Rehab. Contracts Groups of Clents Voc. Rehab. Contracts MD Rehab. Request for Purchases Out of Schedules	643	5	1970 - 1974	9	7-83	Recycled

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


 Signature

Record Center Manager
 Title

7/29/83
 Date

RECORDS TRANSMITTAL SHEET ~~X~~

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: November 9, 1976

Lot No.: 77W93

Range: ~~13~~ Range 7

Section(s) ~~15-16 Top~~
Section 22

Received by:

Remarks:

1. Agency: Md. State Dept. of Education
2. Division: VOCATIONAL REHABILITATION
3. Record Title: VOCATIONAL REHABILITATION PURCHASING
4. Inclusive Dates: 1970-1974

5. Schedule No. 643	6. Item No. 5	7. Scheduled Disposal Date:	8. Actual Disposal Date:
------------------------	------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 1: Purchase Requisitions '74-'74
- 2: Case Service Awards '72-'73
- 3: Case Service Awards '71-'72
- 4: Request for Purchases '72-'73
- 5: Md. Rehab. Contracts '70-'72
- 6: Groups of Clients '73-'74
- 7: Voc. Rehab. Contracts '72-'73
- 8: Md. Rehab. Request for Purchases '73-'74
- 9: Out of Schedules '72-'74

10. Quantity and type of filing equipment released:

- | | |
|------------------------------------|--------------------------|
| a. File drawers, letter-size _____ | c. Transfiles <u>6</u> |
| b. File drawers, legal-size _____ | d. Other (specify) _____ |

11. Signature of Agency representative:

[Signature]

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

Dept. Education

Reporting Agency

Vocational Rehabilitation

Division or Bureau

75B43

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-2	Client T & M Sheets	628	2	FY 1971	2	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:

Date: 10/15/74

Lot No.: 751343

Range: 11 R108

Section(s) P-529

Received by: *S. H. H.*

Remarks: *Original*

Prepare in triplicate after records have been reviewed and labeled. Two copies will be returned to the Agency, one copy to be retained by _____ as its receipt, and the other to be signed and returned to the Record Center.

1. Agency: Ill. St. Dept. of Education
2. Division: Vocational Rehabilitation
3. Record Title: Client T & M Sheets
4. Inclusive Dates: F.Y. 1971

5. Schedule No. <u>628</u>	6. Item No. <u>2</u>	7. Scheduled Disposal Date:	8. Actual Disposal Date:
-------------------------------	-------------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 2 record center boxes
- 1) Client T & M Sheets A to La
 - 2) Client T & M Sheets Le to Z

10. Quantity and type of filing equipment released:
- | | |
|------------------------------------|--------------------------|
| a. File drawers, letter-size _____ | c. Transfiles _____ |
| b. File drawers, legal-size _____ | d. Other (specify) _____ |

11. Signature of Agency representative:
Wm J. Steneman

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

Dept. Education

Reporting Agency

Vocational Rehab

75B42

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-3	Maintenance & Transportation Vouchers Schedule	628	5	1972	3	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by Record Center:

Date: 10/15/74

Lot No.: 75B42

Range:

Section(s)

Received by:

Remarks:

Shell
R108
529

1. Agency: Md. State Dept. of Education
2. Division: Vocational Rehab 1972
3. Record Title: Maintenance and Transportation
4. Inclusive Dates:

5. Schedule No. 125 628	6. Item No. 5	7. Scheduled Disposal Date:	8. Actual Disposal Date:
---------------------------------------	------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 1 of 3 Voucher schedule - A- Green
- 2 of 3 Voucher Schedule Green feed L 1972
- 3 of 3 Voucher Schedule Re d M 1972 unprocessed container Budget Credits

10. Quantity and type of filing equipment released:
- a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

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

Dept. Education

Reporting Agency

Vocational Rehabilitation

77W92

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1-20	DDU Transmittal & Update Journal Case Service T.L.'s P & G T.L.'s State Car Gas Tickets Federak Budgets Grants & Reports	643	5-12	FY 72-75	20	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: November 9, 1976

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

Lot No.: 77W92

Range: ~~1-12~~ Range 7

Section(s) ~~14-15 Top~~
Section 22-23

Received by:

Remarks:

1. Agency: Md. State Department of Education
2. Division: Vocational Rehabilitation
DDU TRANSMITTAL & UPDATE JOURNAL FY'74
3. Record Title: CASE SERVICE T.L.'s FY '74
P & G T.L.'s FY'75 & '72-'74 STATE CAR GAS TICKETS
4. Inclusive Dates: FEDERAL BUDGETS GRANTS & REPORTS FY'74

5. Schedule No. 613	6. Item No. 5-12	7. Scheduled Disposal Date:	8. Actual Disposal Date:
------------------------	---------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 1: DDU Transmittal 118-184 FY 74
- 2: Update Journal DDU FY 74
- 3: Update Journal DDU FY 74
- 4: Transmittals 247-428 FY 74
- 5: Case Service TL's 821-895 FY 74
- 6: 739-820
- 7: 670-738
- 8: 599-659
- 9: 509-598
- 10: 414-498
- 11: 331-413
- 12: 240-329
- 13: 163-239
- 14: 100-162
- 15: 1-95
- 16: P & G T.L.'s 362-830 FY 75
- 17: 845-1040.
- 18: 11-346
- 19: FEDERAL BUDGETS & GRANTS & REPORTS
- 20: 1972-1974 STATE CAR GAS TICKETS

10. Quantity and type of filing equipment released:

- | | |
|------------------------------------|---|
| a. File drawers, letter-size _____ | c. Transfiles <input checked="" type="checkbox"/> |
| b. File drawers, legal-size _____ | d. Other (specify) _____ |

11. Signature of Agency representative:

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

Dept. Education

Reporting Agency

Vocational Rehabilitation

75B100

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-19	Purchase Order #101-02072 to 701-00711	643	5	FY 1973	19	7-83	Recycled

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


 Signature

Record Center Manager
 Title

7/29/83
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

758100

June 9, 1970

1. From: (Name, Division, Address or Agency)
Department of Education (
Vocational Rehabilitation
PO Box 8717 , 6510 Elkridge Landing Rd.

Signature

Title

Record Management Technician

2. Building and Room
Balto-Wash Internal Airport
Balto. MD 21240

3. Phone
796-8300

4. To: State Records Center
Baltimore

5. Signature: (Agency Official)
William Steneman

6. No. of Cu.Ft.
19 cu. ft.

7. Records Location
(Center)

8. Box Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

~~Range 3
Section 6~~

19

1973 Purchase Order 1973 Fiscal year
18 boxes 101-02072 to 701-00711
1 boxes R-40's 1973

~~125
628~~ 4
3

643

1976

3YRS

R107
531-32

(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

Dept. of Education

Reporting Agency

Vocational Rehabilitation-Acctg

78W213

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-13	Master Files: Message Edits; Batch Edits-to be paid lists Batch Edits & To be Lists Master Files-Massage Edits	628	3	6/73 - 6/76	13	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 3/15/78

Lot No.: 78W213

Range: R-4 R8

Section(s) X 27-28

Received by:

Remarks:

1. Agency: Department of Education
 2. Division: Vocational Rehabilitation - Accounting
 3. Record Title: Master Files; Message Edits; Batch Edits - To Be Paid Lists;
 Batch Edits & To Be Paid Lists (6/26/73 - 11/25/75)
 4. Inclusive Dates: Master Files (2/6/76 - 6/8/76)
 Message Edits (6/24/74 to 5/8/76)

5. Schedule No. 628	6. Item No. 3	7. Scheduled Disposal Date:	8. Actual Disposal Date:
---------------------	---------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

- 1 of 13 - Message Edits, 6/24/74 to 6/10/75
- 2 of 13 - Batch Edit, To Be Paid Lists & Message Edit - 6/23/75 to 11/25/75
- 3 of 13 - Master Files - 2/6/76 to 6/8/76; Message Edit - 12/9/75 to 6/8/76
- 4 of 13 - To Be Paid Lists - 6/26/73 to 9/4/73; Batch Edits 6/73 to 4/74
- 5 of 13 - To Be Paid Lists & Batch Edits - 9/18/73 to 12/26/73
- 6 of 13 - To Be Paid Lists & Batch Edits - 1/8/74 to 4/16/74; Message Edits - 4/16/74 to 6/11/74
- 7 of 13 - To Be Paid Lists & Batch Edits - 4/30/74 to 8/20/74
- 8 of 13 - To Be Paid Lists & Batch Edits - 9/3/74 to 1/7/75
- 9 of 13 - To Be Paid Lists & Batch Edits - 10/15/74 to 3/4/75

Numerical listing (continued)

- 10 of 13 - To Be Paid Lists & Batch Edits - 3/18/75 to 6/10/75
- 11 of 13 - To Be Paid Lists & Batch Edits - 3/2/76 to 6/8/76
- 12 of 13 - To Be Paid Lists & Batch Edits - 10/28/75 to 2/17/76
- 13 of 13 - To Be Paid Lists & Batch Edits - 9/2/75 to 10/14/75

Service Specialist I

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size 13 c. Transfiles
 b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:

G. M. D. Day

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

Dept. Education

Reporting Agency

Vocational Rehabilitation

Division or Bureau

77W91°

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-20	Case Service Purchase Orders Hospital Reimbursements 101-3168 to 701-01402	643	4	FY 1974	20	7-83	Recycled

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


Signature


Title


Date

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: November 9, 1976

Lot No.: 77W91
Range: ~~13~~ *Range 7*
Section(s) ~~11-12 Top~~
Section 20

Received by:

Remarks:

1. Agency: Maryland State Department of Education
2. Division: Vocational Rehabilitation - A&F
3. Record Title: Case Service Purchase Orders FY-74
Hospital Reimbursements - July '74 to June '75
4. Inclusive Dates: FY 1974

5. Schedule No. 643	6. Item No. 7	7. Scheduled Disposal Date:	8. Actual Disposal Date:
------------------------	------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 1- 101-3168 to 113-02699 Case Service P.O.'s
- 2- 113-2700 to 129-00980 &
201-4198-201-05300 " " "
- 3- 201-5301 to 202-06677 " " "
- 4- 222-2500 to 251-00999 " " "
- 5- 251-0100 to 251-01954 &
301-21115-301-33499 " " "
- 6- 301-33500 to 301-36099
- 7- 301-36100 to 301-38799
- 8- 301-38800 to 315-01999 " " "
- 9- 315-02000 to 323-08099
- 10- 323-08100 to 343-00399 " " "
- 11- 343-00400 to 348-12699
- 12- 348-12700 to 349-02489 &
401-02905 to 402-02499 " " "
- 13- 402-02500 to 411-03899
- 14- 411-03901 to 440-00699 " " "
- 15- 440-00700 to 440-00943 &
501-01359 to 525-00771 " " "
- 16- 534-00459 to 537-00646 &
601-03228 to 604-02299
- 17- 604-02300 to 642-01561
- 18- 652-00238 to 652-00498 &
701-00560 to 701-01402 " " "
- 19 Hospital Reimbursements July '74-June '75
- 20 " " " " " "

10. Quantity and type of filing equipment released:
- | | |
|------------------------------------|--------------------------|
| a. File drawers, letter-size _____ | c. Transfiles _____ |
| b. File drawers, legal-size _____ | d. Other (specify) _____ |

11. Signature of Agency representative:

[Signature]

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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg.

78W216

Division or Bureau

PREPARE IN DUPLICATE

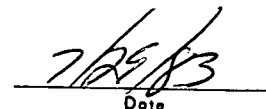
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
19-22	Disability Determination Transmittals 38 - 680	643	5	1974 & 1975 FY	4	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: 3/15/78

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

Lot No.: 78W216

Range: R-20

Section(s) 5-8

R29
S19

Received by:

Remarks:

- 1. Agency: Department of Education
- 2. Division: Vocational Rehabilitation - Accounting
- 3. Record Title: Disability Determination Transmittals
- 4. Inclusive Dates: 1974 + 1975 FY

5. Schedule No. 618643	6. Item No. 5	7. Scheduled Disposal Date:	8. Actual Disposal Date:
---------------------------	------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 19 of 25 Schedule 125 Item 8 38 - 175
- 20 of 25 " " " " 176 - 421
- 21 of 25 " " " " 421 - 604
- 22 of 25 " " " " 596 - 680

Service Specialist I

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

G. Kay P. Hays

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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg.

79W250

Division or Bureau

PREPARE IN DUPLICATE

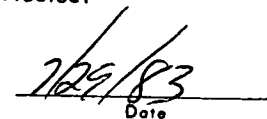
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-15	Open P.O.'s Counselor & District Runs Monthly Reports D.D.U. Updates, File Control Fund Runs Yellow P.O.'s T/L Hospital Re-imbursements	628	4	FY 74-77	15	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

79W250

6-12-79

1. From: (Name, Division, Address or Agency)
 Department of Education
 Vocational Rehabilitation - Accounting

Signature

Title

2. Building and Room
 2nd Floor, ITB
 857 Elkridge Landing Rd.
 Linthicum, Md. 21090

3. Phone
 796-8300, Ext. 366

4. To: State Records Center
 Waterloo Record Center

5. Signature: (Agency Official)
George R. Hayden /ck
 George R. Hayden

6. No. of Cu.Ft.
 15

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R5 S16 R9 S2+3</p>	#1	Open P.O.'s for FY 74, 7/1/73 - 6/30/74	<p>628 4</p>
	#2	Counselor & District Runs FY 74, 7/1/73 - 6/30/74	
	#3	Monthly Reports FY 74, 7/1/73 - 6/30/74	
	#4	D.D.U. Updates, File Control Totals, FY 75, 7/1/74 - 6/30/75	
	#5	Fund Runs FY77, FY76 & FY75, Final Only	
	#6	Yellow P.O.'s, MYFY 74/75, 7/1/73 - 6/30/75	
	#7	T/L #12 - 299, FY 76, 7/10/75 - 10/29/75	
	#8	T/L #300 - 692, FY 76, 10/29/75 - 3/22/76	
	#9	T/L #705 - 1025, FY 76, 3/24/76 - 7/8/76	
	#10	T/L #12 - 191, MY/FY 77, 7/2/76 - 10/6/76	
	#11	T/L #195 - 450, MY/FY 77, 10/11/76 - 1/20/77	
	#12	T/L #455 - 789, MY/FY 77, 1/24/77 - 6/24/77	
	#13	Hospital Re-imburements FY 76, MA#7 - 12	
	#14	Hospital Re-imburements FY 76 & FY77, Spring Grove & Springfield MA; Balt. Data Ctr. MA FY 76; 7/76 - 6/77	
	#15	Hospital Re-imburements MY/FY 77, Crownsville, Eastern Shore, Md. Correctional & Rosewood, 7/76 - 6/77	

(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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg.

78W211

Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-16	Case Services Transmittals T/L #106-1059	628	4	FY 1975	16	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 3/15/78
 Lot No.: 78W211
 Range: R-20 R-29
 Section(s) S-12 S-22

Received by:

Remarks:

1. Agency: Department of Education
2. Division: Vocational Rehabilitation - Accounting
3. Record Title: Fiscal Year 1975 Case Services Transmittals
4. Inclusive Dates: 7/1/74 to 6/30/75

- | | | | |
|----------------------------|----------------------|-----------------------------|--------------------------|
| 5. Schedule No. <u>628</u> | 6. Item No. <u>4</u> | 7. Scheduled Disposal Date: | 8. Actual Disposal Date: |
|----------------------------|----------------------|-----------------------------|--------------------------|

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

- 1 of 16 - F.Y. 1974 - T/L #698; and F.Y. 1975 - T/L #5 to #105
- 2 of 16 - T/L #106 to #205
- 3 of 16 - T/L #206 to #305
- 4 of 16 - T/L #310 to #374
- 5 of 16 - T/L #375 to #477
- 6 of 16 - T/L #478 to #514
- 7 of 16 - T/L #515 to #568
- 8 of 16 - T/L #569 to #615
- 9 of 16 - T/L #616 to #658
- 10 of 16 - T/L #671 to #727
- 11 of 16 - T/L #728 to #774
- 12 of 16 - T/L #775 to #840
- 13 of 16 - T/L #841 to #915

Numerical listing (continued)

- 14 of 16 - T/L #916 to #977
- 15 of 16 - T/L #978 to #1046
- 16 of 16 - T/L #1047 to #1059

Service Specialist I

10. Quantity and type of filing equipment released:

- | | |
|--|--------------------------|
| a. File drawers, letter-size <u>16</u> | c. Transfiles _____ |
| b. File drawers, legal-size _____ | d. Other (specify) _____ |

11. Signature of Agency representative:

[Signature]

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

Dept. of Education

Reporting Agency

Vocational Rehabilitation-Acctg

78W212

C

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-16	Case Services Purchase Orders P.O. #101-04078 - 701-01424	643	5	7/1/75 to 6/30/75 FY 1975	16	7-83	Recycled

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


 Signature


 Title


 Date

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

Date: 3/15/78

Lot No.: 78W212

Range: R-11

Section(s) S-17-18

Received by: R6
Remarks: S19-20

- 1. Agency: Department of Education
- 2. Division: Vocational Rehabilitation - Accounting
- 3. Record Title: F.Y. 1975 Case Services Purchase Orders
- 4. Inclusive Dates: 7/1/74 to 6/30/75

5. Schedule No. <u>28643</u>	6. Item No. <u>85</u>	7. Scheduled Disposal Date:	8. Actual Disposal Date:
---------------------------------	--------------------------	-----------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 1 of 16 - P.O. #101-04078 thru #104-02454
- 2 of 16 - P.O. #105-00001 thru #201-06199
- 3 of 16 - P.O. #201-06201 thru #202-07899
- 4 of 16 - P.O. #202-07900 thru #243-02699
- 5 of 16 - P.O. #243-02700 thru #301-40399
- 6 of 16 - P.O. #301-40400 thru #301-42999
- 7 of 16 - P.O. #301-43000 thru #304-01467
- 8 of 16 - P.O. #305-00133 thru #316-03499
- 9 of 16 - P.O. #316-03500 thru #341-00699
- 10 of 16 - P.O. #341-00700 thru #343-10512
- 11 of 16 - P.O. #348-12835 thru #401-05499
- 12 of 16 - P.O. #401-05500 thru #404-01799
- 13 of 16 - P.O. #404-01800 thru #413-03335
- 14 of 16 - P.O. #413-00001 thru #502-02299

- 15 of 16 - P.O. #502-02300 thru #601-04820
- 16 of 16 - P.O. #602-01431 thru #701-01424

Service Specialist I

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size 16
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Jeff Davi

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

Dept. Education

Reporting Agency

Vocational-Technical Ed. 82W362

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-12	Client Characteristics Balto., Metro.	634-1		1975-1979	12	1-83	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 Nov. 19, 1982

To: Mr. Elwood F. Adams
Vocational-Technical Education
Dept. of Education
200 W. Baltimore St.-3rd Floor
Subject: Disposal Clearance

The records described below are eligible for disposal on Jan. 4, 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
82W362	12	1-12

Disposal Authority

Sch. #634-1

Description of Records:

See Attached Transmittal.

Sincerely yours,

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

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

82W362

2-22-82

1. From: (Name, Division, Address or Agency)
 Elwood F. Adams
 Vocational-Technical Education
 Dept. of Ed., 200 W. Balto., Balto.

Signature

Title

2. Building and Room
 3rd floor

3. Phone
 659-2578

4. To: State Records Center

5. Signature: (Agency Official)
Elwood F. Adams

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 No.)
R-116 S-22	1	1977-1979 Client Characteristics	634-1 Keep until November, 1984 1982 1982
	2	1975 Balto. Metro.	
	3	1975 Balto. Metro.	
	4	1978 Balance of State (PX) 1978 Western Maryland (Frederick) Montgomery County Balto. Metro. (.001-.094)	
	5	1978 Balto. Metro. (.095 - .273)	
	6	1978 Balto. Metro. (.274-.362) Balance of State (X and YX)	
	7	1977 Balto. Metro. (.001-.065)	
	8	1977 Balto. Metro. (.066-.250)	
		1977 Balto. Metro. (.251-.256) Balance of State (PX & YX)	
	9	1977 Prince George's Co. (.001-.048) 1977 Prince George's Co. (.049-.127)	
		Western Maryland Balto. Metro. (TX)	
	10	1976 Western Maryland Balance of State	
11	1976 Balto. Metro. (.001-.140)		
12	1976 Balto. Metro. (.141-.171)		
	1978 Contracts		

(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

Dept. Education

Reporting Agency

Vocational-Technical

Division or Bureau

82W362

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-12	Client Characteristics Balto. Metro Balance of State Western MD	634	1	1975-79	12	7-83	Recycled

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


 Signature


 Title


 Date

AND RECEIPT

X

Accession No.

Date Received

82 W 362

2-22-82

Signature

Title

1. From: (Name, Division, Address or Agency)
 Elwood F. Adams
 Vocational-Technical Education
 Dept. of Ed., 200 W. Balto., Balto.

2. Building and Room
 3rd floor

3. Phone
 659-2578

4. To: State Records Center

5. Signature: (Agency Official)

Elwood F. Adams

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 No.)

R-116
 S-22

- 1 1977-1979 Client Characteristics
- 2 1975 Balto. Metro.
- 3 1975 Balto. Metro.
- 4 1978 Balance of State (PX)
- 4 1978 Western Maryland (Frederick) Montgomery County
- 5 Balto. Metro. (.001-.094)
- 5 1978 Balto. Metro. (.095 - .273)
- 6 1978 Balto. Metro (.274-.362)
- 6 Balance of State (X and YX)
- 7 1977 Balto. Metro. (.001-.065)
- 7 1977 Balto. Metro. (.066-.250)
- 8 1977 Balto. Metro. (.251-.256)
- 8 Balance of State (PX & YX)
- 9 1977 Prince George Co. (.001-.048)
- 9 1977 Prince George's Co. (.049-.127)
- 9 Western Maryland
- 10 1976 Western Maryland Balto. Metro. (TX)
- 10 Balance of State
- 11 1976 Balto. Metro. (.001-.140)
- 12 1976 Balto. Metro. (.141-.171)
- 12 1978 Contracts

634-1
 Keep until
 November, 1984

189

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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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg

Division or Bureau

79W251


PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-17	Case Services T/L's #8 - 1038	628	3	FY 1976	17	7-83	Recycled

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


Signature


Title


Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

79W251

6-12-79

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

Department of Education
Vocational Rehabilitation - Accounting

Signature

Title

2. Building and Room

3. Phone

2nd Floor, ITB
857 Elkridge Landing Rd
Linthicum, Md. 21090

796-8300, Ext. 366

4. To: State Records Center

Waterloo Record Center

5. Signature: (Agency Official)

George R. Hayden/clk

George R. Hayden

6. No. of Cu.Ft.

17

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R9
S16-53*

- #1 Case Services T/L's FY76, 8 - 144
- #2 Case Services T/L's FY76, 145 - 183
- #3 Case Services T/L's FY76, 184 - 222
- #4 Case Services T/L's FY76, 224 - 288
- #5 Case Services T/L's FY76, 289 - 344
- #6 Case Services T/L's FY76, 370 - 412
- #7 Case Services T/L's FY76, 413 - 477
- #8 Case Services T/L's FY76, 485 - 538
- #9 Case Services T/L's FY76, 539 - 588
- #10 Case Services T/L's FY76, 602 - 665
- #11 Case Services T/L's FY76, 666 - 724
- #12 Case Services T/L's FY76, 725 - 776
- #13 Case Services T/L's FY76, 777 - 824
- #14 Case Services T/L's FY76, 825 - 899
- #15 Case Services T/L's FY76, 900 - 954
- #16 Case Services T/L's FY76, 955 - 1008
- #17 Case Services T/L's FY76, 1009 - 1038

628 ~~4~~

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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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg.

79W252

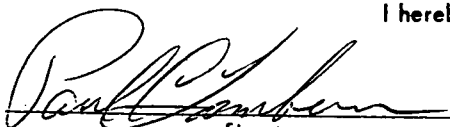
Division or Bureau

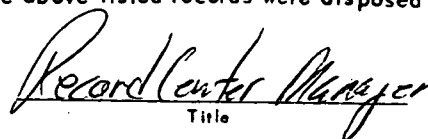
PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-17	Case Services P.O.'s 101-04805 - 652-00958	643	5	FY 76	17	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

79W/252

6-12-79

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

Department of Education
Vocational Rehabilitation - Accounting

Signature

Title

2. Building and Room
2nd Floor, ITB
857 Elkridge Landing Rd.
Linthicum, Md. 21090

3. Phone
796-8300, Ext. 366

4. To: State Records Center
Waterloo Record Center

5. Signature: (Agency Official)

George R. Hayden
George R. Hayden

6. No. of Cu.Ft.

17

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*PK5 R9
SASB*

- #1 Case Services P.O.'s FY76, 101-04805 - 104-02799
- #2 Case Services P.O.'s FY76, 104-02800 - 201-07899
- #3 Case Services P.O.'s FY76, 201-07900 - 202-09799
- #4 Case Services P.O.'s FY76, 202-09800 - 222-06199
- #5 Case Services P.O.'s FY76, 222-06200 - 301-44899
- #6 Case Services P.O.'s FY76, 301-44900 - 301-47399
- #7 Case Services P.O.'s FY76, 301-47400 - 303-00699
- #8 Case Services P.O.'s FY76, 303-00700 - 315-03899
- #9 Case Services P.O.'s FY76, 315-03900 - 323-11599
- #10 Case Services P.O.'s FY76, 323-11600 - 342-01399
- #11 Case Services P.O.'s FY76, 342-01400 - 348-14980
- #12 Case Services P.O.'s FY76, 349-02646 - 403-02299
- #13 Case Services P.O.'s FY76, 403-02300 - 412-03399
- #14 Case Services P.O.'s FY76, 412-03400 - 501-05863
- #15 Case Services P.O.'s FY76, 502-02361 - 601-04999
- #16 Case Services P.O.'s FY76, 601-05000 - 610-03899
- #17 Case Services P.O.'s FY76, 610-03900 - 652-00958

~~628~~ 5
643

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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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg.

79W247

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1-8	D.D.U. P.O.'s #997-37500- 997-99998	643	5	FY 76 - 77	8	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

79W247

6-12-79

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

Signature

Department of Education
Vocational Rehabilitation - Accounting

Title

2. Building and Room

3. Phone

2nd Floor, ITB
857 Elkridge Landing Rd.
Linthicum, Md. 21090

796-8300, Ext. 366

4. To: State Records Center

Waterloo Record Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

George R. Hayden/clk

8

George R. Hayden

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R5
S45
R8
S35

- #1 D.D.U. FY 76 P.O.'s, 997-37500 - 997-44500
- #2 D.D.U. FY 76 P.O.'s, 997-45000 - 997-60500
- #3 D.D.U. FY 76 P.O.'s, 997-61000 - 997-66500
- #4 D.D.U. FY 76 P.O.'s, 997-67000 - 997-70000; and
D.D.U. MY 77 P.O.'s, 997-44811 - 997-50799
- #5 D.D.U. MY 77 P.O.'s, 997-50800 - 997-95345
- #6 D.D.U. FY77 P.O.'s, 997-46964 - 997-79499
- #7 D.D.U. FY 77 P.O.'s, 997-79500 - 997-85499
- #8 D.D.U. FY 77 P.O.'s, 997-85500 - 997-99998

~~643~~ 5
643
81

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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

Dept. Education

Reporting Agency

Vocational-Technical Education

82W62

Division or Bureau

PREPARE IN DUPLICATE

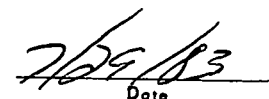
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-3	CETA Individual Referral Records for FY 1976-78	634	1	FY 1976-78	3	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

82W62

7-29-81

Signature

Paul C. Lamberson, B

Title

Records Center - Manager

1. From: (Name, Division, Address or Agency)
Mr. Elwood F. Adams
Vocational-Technical Education
Dept. of Ed., 200 West Balto., Balto.

2. Building and Room
4th floor

3. Phone
659-2578

4. To: State Records Center

Jessup

5. Signature: (Agency Official)
Elwood F. Adams

6. No. of Cu.Ft.

13 3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
RANGE 26 SECTION 10	1 - 13 ³	CETA Individual Referral Records for FY 1975 - 1978 76 - 1978	634-1 Keep until July, 1983

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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

Dept. Education

Reporting Agency

Vocational Rehabilitation-Acctg

79W248

Division or Bureau

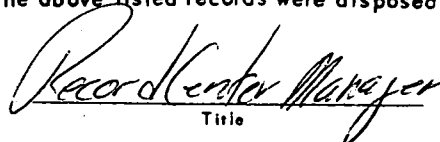
PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-6	Case Services P.O.'s	643	3	FY 77	6	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

79W248

6-12-79

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

Signature

Department of Education
Vocational Rehabilitation - Accounting

Title

2. Building and Room
2nd Floor, ITB
857 Elkridge Landing Rd.
Linthicum, Md. 21090

3. Phone
796-8300, Ext. 366

4. To: State Records Center

Waterloo Record Center

5. Signature: (Agency Official)

George R. Hayden

George R. Hayden

6. No. of Cu.Ft.

6

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R5
S16
R9
S2

- #1 Case Services P.O.'s MY77, 101-05936 - 201-10423
- #2 Case Services P.O.'s MY77, 202-10027 - 301-50099
- #3 Case Services P.O.'s MY77, 301-50100 - 323-12599
- #4 Case Services P.O.'s MY77, 323-12600 - 402-05546
- #5 Case Services P.O.'s MY77, 403-02680 - 537-01062
- #6 Case Services P.O.'s MY77, 601-05563 - 652-01069

~~643~~ 3
643

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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

Dept. Education

Reporting Agency

Vocational Rehab

-Accounting

80W185

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-2	Ed. Voc. Rehab. Case Serv. P.O.'s Transmittals-Update Runs	628	4	FY 79-80	2	7-83	Recycled

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

Paul Lamborn
Signature

Record Center Manager
Title

7/29/83
Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

80W185

4/23/80

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

Signature

Department of Education
Vocational Rehabilitation, Accounting

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R 8 R5
S 141 528

1

Ed. Voc. Rehab.
7/1/78 to FY 80
MY 78-79
Case Serv P.O.'s 101-07803 to 206-02350

628 4
3 years

2

FY 79 and FY 80
701 MRC Purchase Order
Transmittals - Update Runs

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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

Dept. Education

Reporting Agency

Lot #1832

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-7	NDEA Title III Projects				7	7-83	Recycled

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


Signature


Title


Date

RECORDS TRANSMITTAL

AND RECEIPT

4

Complete at State Records Center

Accession No.

Date Received

1832

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

Dept of Education

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.)

R107
525

1-7

NDEA TITLE III Projects

125/2

8280-8286

1874
3

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