

Department of Health
and Mental Hygiene

FISCAL

SERVICES/OPERATIONS

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

LOT #1533

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	Admin. & Finance	396		1962-64	2	5-83	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

1533

Signature

Title

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

Dept. Health & Mental Hygiene
Fiscal Services

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-26 S-14	1-2	Admin. & Finance 1962-1964	Sch. #396 1974

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL ✓

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

Lot #1601

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	General Correspondence	843-6	1	1963-1968	3	6-83	Recycled

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

Signature

Title

Date

Destroy

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: 10/17/59
 Lot No.: 1601
 Range: ~~1-13~~ B
 Section(s) ~~1~~ 13
Shelves
 Received by: J. Hirsch
 Remarks:
YES R106 S32

- 1. Agency: Dept. of State Planning
- 2. Division: General Administration
- 3. Record Title: General Correspondence *
- 4. Inclusive Dates: 1963-1968

5. Schedule No. <u>8-3-6</u>	6. Item No. <u>1-</u>	7. Scheduled Disposal Date: <u>1970 Pending</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

* Boxes 1-2 Interstate Committee on the Susquehanna River Basin & General Correspondence 1963 - 1968

3 Higher Education Facilities Act of 1963 1964-1967

Box #1 missing

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
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 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

Lot #1623

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	Invoices	930	1E	1966-69	5	6-83	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

1623

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

Health Department
FISCAL Operations

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
S25-26
NO

1-5
1
4
6
9
10
13
15
14

INVOICES 1966
10/67 - 12/67
2/69 - 4/67
67-68
OCT - DEC 68
JAN - MAR 69
July Aug 69
11/66 - 1/67
7/66 - 10/66

930
1E
JAN
1975

8290 - 8302

(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. Health & Mental Hygiene

Reporting Agency

Lot #2075

Division or Bureau

Health Dept.

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.				
1-4	General Correspondence Local Health Services Dr. Daven's Files	229	1	1969	4	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 Sept. 10, 1982

To: Ms. Irene D. Jasinski
Dept. Health & Mental Hygiene
201 W. Preston St.
Balto., MD 21201
Subject: Disposal Clearance

The records described below are eligible for disposal on Oct. 10, 1982. 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
2075	4	1-4

Disposal Authority

Sch. #229 Item #1

Description of Records:

Local Health Services *Dr. Daven's Files

General Correspondence 1969.

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

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: 3/6/73

Lot No.: 2075

Range: 33 #

Section(s) 321

Received by: J. Herick

Remarks:

- 1. Agency: Dept. of Health & Mental Hygiene
- 2. Division: Health Dept
- 3. Record Title: General Correspondence *
- 4. Inclusive Dates: 1969

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	8. Actual Disposal Date:
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129

1

1978

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

Numerical listing (continued)

4 record center boxes

Local Health Services

* Dr. Daven's Files

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:

2975-2978

Mr. Irene D. Jasinaki

3/77

DEPARTMENT OF GENERAL SERVICES
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CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

75W262

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	Div. of Fiscal Operations Nursing Home	930		April -June 1969	1	6-83	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

75W262

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

D.H.M.H. Fiscal Op.

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.)

R103
S 19
ND

(1)

Health
Div. of Fiscal Op.
April - June 1969
Nursing Home.

930
July
1974

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

Division or Bureau

Lot # 2104

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.				
1-8	Cash Receipts Unit Cancelled Checks-Deposit Slips Cash Receipts-Petty Cash Ledger Copies of Advance Recovery Cash Receipts Book	930	1E	FY 69 - FY 70	8	5-83	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: 5/4/73
Lot No.: 2104
Range: ~~22~~ 33
Section(s) ~~214~~ ~~staff~~ ~~6~~
Received by: J. Hirsch
Remarks:
~~AO~~

1. Agency: Department of Health & Mental Hygiene
2. Division: Fiscal Operations
3. Record Title: Accounting Records *
4. Inclusive Dates: FY 1969 - FY 1970

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 1976	8. Actual Disposal Date:
------------------------	------------------	-------------------------------------	--------------------------

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

1 Box Remains 3/77
8 Record Center Boxes

- * Box 1 - Cash Receipts Unit 01;02;03;04
- Box 2 - Cancelled Checks - Deposit Slips
- Box 3 - Cash Receipts - Petty Cash Ledger

- Box 1 - Cash Receipts
- 2 - Cash Receipts
- 3 - Copies of Advance Recovery
- 4 - Cash Receipts
- 5 - Cash Receipts Book

Numerical listing (continued)

930
1E
July 1975

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:

2006

3/77

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

75W162

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.				
1-24	Timesheets-Prior Leave Cards Medical Certificates Shift-Overtime-Time Registers County Time Sheets	930	1E	1969 1967-1972 1971-72 6-10-71 to 12-31-72 Prior to 1-19-71 thru 8-5-72	24	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

n

Fiscal Operations

Accession No.

Date Received

75W162

4-16-75

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

D.H.M.H. Personnel Division Timekeeping
201 West Preston Street
Baltimore, Maryland, 21201

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

6. No. of Cu.Ft.

24

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-1 26
S-10 12

no

- 1 Timesheets-Prior to 1969
- 2 Timesheets-Prior to 1969
- 3 Timesheets-Prior to 1969
- 4 Timesheets-Prior to 1969
- 5 Leave Cards-~~XXXXXXXX~~ -1967-1972
- 6 Leave Cards-1971
- 7 Medical Certificates-1971-1972
- 8 Timesheets-2-3-70 to 10-13-70
- 9 Timesheets- 10-14-70 to 2-2-71
- 10 Timesheets- 2-2-71 to 4-27-71
- 11 Timesheets- 4-23-71 to 8-3-71
- 12 Timesheets- 8-4-71 to 10-9-71
- 13 Timesheets- 10-4-71 to 1-18-72
- 14 ~~XX~~ Timesheets- 1-19-72 to 3-23-72
- 15 Timesheets- 3-23-72 to 6-6-72
- 16 Timesheets- 6-7-72 to 8-15-72
- 17 Timesheets- 8-15-72 to 9-26-72
- 18 Timesheets- 9-27-72 to 10-24-72
- 19 Timesheets- 10-25-72 to 12-5-72
- 20 Timesheets- 12-6-72 to 12-19-72
- 21 Shift-Overtime- Time Registers 6-10-71 to 12-31-72
- 22 County Time Sheets - Prior to 1-19-71
- 23 County Time Sheets - 1-20-71 to 11-9-71
- 24 County Time Sheets - 11-10-71 to 8-5-72

June 1977

930

1E

1978

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

75W165

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.				
1-10	Exception Time Reports Payroll Registers Overtime Vouchers Bond Accounts Part-Time Sheets Transmittals	930	1D	7/70 - 6/72	10	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Fiscal Operation ✓

Accession No.

Date Received

75W165

4-16-75

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

D.H.M.H. Personnel Division - Payroll
201 West Preston Street
Baltimore, Maryland, 21201

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

6. No. of Cu.Ft.

10

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-3 26
S-10-11 13
NO

1
2
3
4
5
6
7
8
9
10

Exception Time Reports 7-1-70 - 6-30-72
Exception Time Reports 7-1-70 - 6-30-71
Payroll Registers 7-1-70 - 6-30-71
Exception Time Reports 7-1-70 - 6-30-72
Overtime Vouchers 1970 - 1973
Bond Accounts 1962 - 1970
Bond Accounts 1962 - 1970
Part-Time Sheets 1968 - 1972
Transmittals 1968 - 1972
Overtime Vouchers 7-1-70 - 6-30-72

June 1977

930

10

1979

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

77B27

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.				
1-10	Timesheets Leave Cards Medical Certificates	930	1E	12/20/72- 1/1/74 1972 1973	10	5-83	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.

Fiscal Operation

- 1. Agency: Department of Health & Mental Hygiene
- 2. Division: Personnel Division Timekeeping
- 3. Record Title: Timekeeping Records
- 4. Inclusive Dates: 1972 & 1973

To be completed by
Record Center:
Date: September 10, 1976

Lot No.: 77B27

Range: 18

Section(s) 6

Received by: N.C.P.

Remarks:
NO

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: <i>January, 1979</i>	8. Actual Disposal Date: <i>February, 1979</i>
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

- Box #1 Timesheets 12/20/72 - 1/30/73
- Box #2 Timesheets 1/31/73 3/13/73
- Box #3 Timesheets 3/14/73 4/24/73
- Box #4 Timesheets 4/25/73 6/5/73
- Box #5 Timesheets 6/6/73 7/27/73
- Box #6 Timesheets 7/18/73 8/28/73
- Box #7 Timesheets 8/29/73 to 10/9/73
- Box #8 Timesheets 10/10/73 to 11/20/73
- Box #9 Timesheets 11/21/73 to 1/1/74
- Box #10 Leave Cards 1972 Medical Certificates 1973

Numerical listing (continued)

930

1 E

January

1979

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

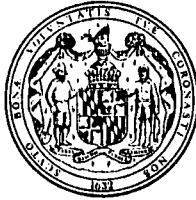
11. Signature of Agency representative:

[Handwritten Signature]

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

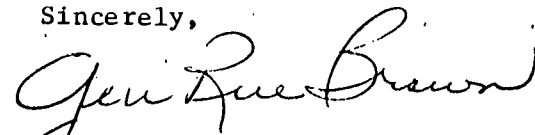
March 1, 1982

Ms. Alvina Rollins
Montebello Center
2201 Argonne Drive
Baltimore, Maryland 21218

Mrs. Rollins:

This letter confirms my conversation with Mrs. Mellinger, of your office, advising her that the X-rays for Mr. John C. Garrett, Patient #13810, were destroyed in Accession 76W149 in accordance with Schedule #666 for the Department of Health and Mental Hygiene.

Sincerely,


Geri Rue Brown
Secretary to State Records Administrator

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

76B37

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.				
1-6	Cash Receipts	930	1E	1972	6	5-83	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

76B37 ✓

1. From: (Name, Division, Address or Agency)
Dept. Health & Mental Hygiene
Fiscal Operation

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.)

R34
S 19
N⁸

1-6

CASH Receipts 1972

930

1E

Jan-1978

3965 - 3970

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

LOT #2103

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	Folders of Adjustment Personnel Mileage-All Units Daily & Weekly Sheets Expense Accounts Community Health Services Expense Accts & Ledger Yellow Vouchers	930	1E	FY 1972	11	5-83	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: 5/4/73
 Lot No.: 2103
 Range: ~~22~~ 33
 Section(s) ~~2~~ 14/15
~~Shelves 5-6~~
 Received by: J. Hirsch
 Remarks:
 YES

1. Agency: Department of Health & Mental Hygiene
 2. Division: Fiscal Operations
 3. Record Title: Accounting Records
 4. Inclusive Dates: FY 1972

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: July, 1976	8. Actual Disposal Date:
------------------------	------------------	---	--------------------------

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

Numerical listing (continued)

11 Record Center Boxes

- * Box 1 - Folders of Adjustment
- 2 - Personnel Mileage - All Units
- 3 - Daily & Weekly Sheets
- 4 - Expense Accounts
- 5 - Expense Accounts
- 6 - Community Health Service
- 7 - Community Health Service -
- 8 - Expense Accounts & Ledger
- 9 - Expense Accounts Unit 04
- 10 - Expense Accounts
- 11 - Yellow Vouchers A-T

930
 1 E
 July 1977

Yellow Vouchers W-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:

~~2006~~ 2007 - 2017

3177

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

77B26

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	Exception Time Reports & Payroll Registers Transmittals, Distributions of charges, Change Sheets Overtime Vouchers & CICHA Info.	930	1D	1972-73	6	5-83	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.

Fiscal Operations

- 1. Agency: Department of Health & Mental Hygiene
- 2. Division: Personnel Division - Payroll
- 3. Record Title: Payroll Records
- 4. Inclusive Dates: 1972 - 1973

To be completed by Record Center:
 Date: September 10, 1976
 Lot No.: 77B26
 Range: 18 *R35*
 Section(s) 6 *S7*
 Received by: N.C.P.
 Remarks:
YES

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: June 1979	8. Actual Disposal Date: June 1979
-----------------	-------------	--	---------------------------------------

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

Numerical listing (continued)

- Box #1 - Exception Time Reports & Payroll Registers
7/1/72 - 6/30/73 -- 32.01.03.
- Box #2 - Exception Time Reports & Payroll Registers
7/1/72 - 7/1/73 -- 32.01.01. - 32.01.06.
- Box #3 - Exception Time Report & Payroll Registers
7/1/72 - 7/2/72 -- 32.01.16. - 32.01.20.
- Box #4 - Exception Time Reports & Payroll Registers
7/1/72 - 7/2/73 -- 32.02.01. - DJS
- Box #5 - 1974 Transmittals, '73 & '74 - Distributions of Charges, '72 & '74 Change Sheets, '70 & '81 & '72 - Overtime Vouchers
- Box #6 - 1973 - Overtime Vouchers & CICA Info.

930
10
July 1979

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:

[Handwritten 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. Health & Mental Hygiene
 Reporting Agency

Fiscal Operations 75B51
 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	Fiscal Operations Expense Accounts	930	1E	FY 72-73	12	6-83	Recycled

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

Signature

Title

Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

75851

Date Records Received

10/18/74

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

Health and Mental Hygiene - Fiscal Operations

Signature

James F. Stymiest

Title

Clerk III

2. Address of Agency:
301 W. Preston St.
Balto., Md. 21201

3. TO: STATE RECORDS CENTER

Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No.

B-8

6. Telephone No.

393-2086

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range F
Section 2
Shelves 2-3

1-12

Fiscal Operations
Expense Accounts FY 72-73
arranged numerically by unit

dispose 1978

R107
S30

Y95

12 Record Center Boxes

Box Missing
2 - 8470
6 - 8474

930

12

July

1978

317

8469-8480

(Use Plain Unlined Paper For Continuation Sheets)

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

75B32

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.				
1-4	Accounting Records Purchase Orders	930	1F	July 72'- June 73'	4	5-83	Recycled

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

Signature

Title

Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75 B 32

9/24/74

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

Signature

Health & Mental Hygiene
Fiscal Operations

Joseph H. Hirsch

Title

Public Records Assistant

2. Address of Agency:

3. TO: STATE RECORDS CENTER

301 W. Preston St.

Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

Room B-4
State Office Bldg

383-20917

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~~
~~S-34~~

1-4

4 record center boxes
Accounting Records
Purchase Orders

~~199 1~~
~~After Audit~~

7/1972 - June 1973

Box No. 1 Purchase Orders
No. 2 out of schedule
Requisitions

930

No. 3 Vendor File Records

1 F

No. 4 Contracts Correspondence
& Prepay File

July
1978

1496-1499

3/77

(Use Plain Unlined Paper For Continuation Sheets)

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

75B54

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	Medic-Aid detail for Chronic & T.B. Hospitals	930	1E	July 72- Jan 74	5	5-83	Recycled

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

Signature

Title

Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

75B54

Date Records Received

10/22/74

1. FROM: (Name and Division of Transferring Agency)
Health and Mental Hygiene
Fiscal Operations

Signature
James F. Stymiest
Title
Clerk III

2. Address of Agency:
301 W. Preston St.
Balto., Md. 21201

3. TO: STATE RECORDS CENTER
Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No. B-8
6. Telephone No. 383-2086

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
------------------------------	----------------	--	--

Range 37
Section 16
Shelves

1-4
#1
#2
#3
#4
#5

³
Record Center Boxes
Medic-Aid detail for Chronic & T.B. Hospitals
4 boxes arranged chronologically
July - Nov. 1972
Dec. 1972 - April 1973
May 1973 - August 1973
Sept. 1973 - Jan. 1974
Fiscal Operations: Freight & postage sheets
1973 F.V.
Daily sheets for postage and freight adjustments

--- #1-#4: Data Processing
Monthly tabulation for
Medic aid recipients

930
1E

1979

2 Box

~~6848~~ 6848-6849

(Use Plain Unlined Paper For Continuation Sheets)

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W116

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	72,73,74,75, Health Insurance Benefits	930			2	5-83	Recycled

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

 Signature

 Title

 Date

AND RECEIPT

Accession No.

Date Received

82 W 116

8-7-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Title

2. Building and Room
 O'Connor Bldg
 Rm SS-6

3. Phone
 383-3539 ✓

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

Alberta K Downey

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)

Range 26 Section 13 rd

2

72,73,74,75 Health Insurance Benefits

1982

930

1981

R-9 5-29-31

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

75B81

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.				
1-8	Payroll	930	1D	FY 1973	8	5-83	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: 1/27/75
Lot No.: 75B 81
Range: 234
Section(s) ~~2-34~~
Received by: J. Horne
Remarks: YES

1. Agency: Dept of Health & Mental Hygiene
2. Division: Fiscal Operations
3. Record Title: Payroll
4. Inclusive Dates: FY 1973

5. Schedule No. 199	6. Item No. 7	7. Scheduled Disposal Date: 1978	8. Actual Disposal Date:
------------------------	------------------	-------------------------------------	--------------------------

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

Numerical listing (continued)

8 record center boxes

Mrs Dorothy Wetterin

PIR #1-#27

4TH FLOOR

930

1 D

July
1978

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:

3263-3270

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

77W200

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.				
1-37	Leave Cards Timesheets Time Registers Payroll Journals	930		Jan. 1973- Dec. 1975	37	5-83	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: Waterloo
Date: May 26, 1977

Lot No.: 77W200
Range: 9
Section(s) 22/23

Received by:
Remarks: YES

Fiscal Operations

1. Agency: Dept. Hlth. & Ment. Hyg.
2. Division: Personnel
3. Record Title: Timekeeping & Payroll
4. Inclusive Dates: Jan. 1973---Dec. 1975

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: <i>JUNE, 1974</i>	8. Actual Disposal Date:
-----------------	-------------	--	--------------------------

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

Total 37 Boxes

1. Leave Cards 1973-1974
2. Timesheets 1/2/74--1/29/74
3. " 1/30/74--2/26/74
4. " 2/27/74--3/26/74
5. " 3/27/74--4/23/74
6. " 4/24/74--5/21/74
7. " 5/22/74--6/18/74
8. " 6/19/74--7/16/74
9. " 7/17/74--8/13/74
10. " 8/14/74--9/10/74
11. " 9/11/74--10/8/74
12. " 10/9/74--11/5/74
13. " 11/6/74--12/3/74
14. " 12/4/74--12/31/74
15. " 1/1/75--1/28/75
16. " 1/29/75--2/11/75
17. " 2/26/75--3/11/75
18. " 3/12/75--4/8/75
19. " 4/9/75--5/6/75
20. " 5/7/75--6/3/75
21. " 6/4/75--7/1/75
22. " 7/2/75--7/29/75
23. " 7/30/75--8/26/75
24. " All of 1973 DJS
25. " 6/4/75--8/12/75
26. " 4/9/75--6/3/75

Numerical listing (continued)

27. Timesheets 8/13/75--10/21/75
28. " 10/22/75--12/30/75
29. " 1/8/74--12/17/74
30. Time Registers 1/1/73--1/2/74
31. " 1/74--12/74
32. " 1/75--7/29/75
33. " 7/30/75--12/31/75
34. Payroll Journals 1970--1974
35. " 1970--1974
36. " 1970--1974
37. " 1970--1974

930 1981
Missing Boxes
20-24-29

10. Quantity and type of filing equipment released:
- | | |
|--|--------------------------|
| a. File drawers, letter-size <input checked="" type="checkbox"/> | c. Transfiles _____ |
| b. File drawers, legal-size _____ | d. Other (specify) _____ |

11. Signature of Agency representative:
Rob Bell
5/10/77

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

X

CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

78B198

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 1-4 1-2 1 1	Timesheets DJS Timesheets	930		1973-1976	25	6-83	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: 5/4/78

Lot No.: 78B198

Range: *J*

Section(s) *5-6*

Received by:

Service Specialist I
Remarks: *here 2-22-82*

24 cubic feet

1. Agency: 32.01 and 32.02.01
 2. Division: Department of Health and Mental Hygiene and Department of Juvenile Services
 3. Record Title: Payroll and Timekeeping
 4. Inclusive Dates: 1973 to 1976

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: <i>January 1980</i>	8. Actual Disposal Date:
-----------------	-------------	--	--------------------------

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

Numerical listing (continued)

DHMH Timesheets - 17 Bxs.

- Box 1 - 8/27/75-10/ 7/75
- Box 2 - 10/ 7/75-11/ 4/75
- Box 3 - 11/ 5/75-12/ 2/75
- Box 4 - 12/ 3/75-12/30/75
- Box 5 - 12/31/75- 1/27/76
- Box 6 - 1/14/76- 2/24/76
- Box 7 - 2/25/76- 4/ 6/76
- Box 8 - 3/24/76- 5/ 4/76
- Box 9 - 5/ 5/76- 6/ 1/76
- Box 10 - 5/19/76- 6/29/76
- Box 11 - 6/16/76- 7/13/76
- Box 12 - 7/14/76- 8/24/76
- Box 13 - 8/11/76- 9/ 7/76
- Box 14 - 9/ 8/76-10/ 6/76
- Box 15 - 10/ 6/76-11/16/76
- Box 16 - 11/ 3/76-12/14/76
- Box 17 - 12/ 1/76-12/28/76

DJS Timesheets - 2 bxs.

- Box 1 - 12/13/74- 3/11/75
- Box 2 - 3/12/75

DHMH & DJS Terminations and Sick Notes - 1 box

Box 1- Terminations and Sick Notes

DJS Timesheets - 4 Bxs.

- Box 1 - 1/ 4/76- 4/ 6/76
- Box 2 - 4/ 7/76 - 6/29/76
- Box 3 - 6/30/76-10/ 5/76
- Box 4 - 10/ 6/76-12/28/76

DJS Timesheets - 2 bxs.

10. Quantity and type of filing equipment released:

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

11. Signature of Agency representative:

Rob Bach

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

77B114

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	Clinic Reports - Forms 247 & 247A	930	1G	FY 1974 March 74' to June 74'	3	5-83	Recycled

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

Signature

Title

Date

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

CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

80W33

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.				
1-8	Misc. Payroll Information	930	1D	1974-76	8	5-83	Recycled

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

Signature

Title

Date

8/1/77

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:
Lot No.: 80W33
Range: 126
Section(s) 13+14
Received by: 11
Remarks:
YES

1. Agency: Dept. of Mental Health & Hygiene
2. Division: Payroll
3. Record Title: Misc. Payroll Information
4. Inclusive Dates: 1974-1976

5. Schedule No.	6. Item No.	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)

- Box 1 Emergency Payment Records 7/1/75-6/30/76
Shift Diff. Sheets 7/1/75-6/30/76
Signature Payroll Sheets 4/75-6/21/78
- Box 2 Transmittals 7/1/75-6/30/76
Distribution of Charges 7/1/75-6/30/76
Change Sheets 7/1/75-6/30/76
Termination Lists 7/1/75-6/30/76
Over-Time Vouchers 7/1/75-6/30/76
- Box 3 DHMH ETR and Payroll Registers
32.01.01 7/1/74-6/30/75
32.01.39 10/1/68-6/18/74
32.01.32 11/11/70-6/18/74
32.10.00 7/12/66-6/18/74
- Box 4 DHMH ETR and Payroll Registers
32.01.04 7/1/74-6/30/75
32.01.05 7/1/74-6/30/75
32.01.07 7/1/74-6/30/75
32.01.19 7/1/74-6/30/75
32.01.20 7/1/74-6/30/75
- Box 5 DJS ETR and Payroll Registers
32.02 .01 7/1/74-6/30/75

- Box 6 DHMH ETR and Payroll Registers
32.01.03 7/1/74-6/30/75
- Box 7 DHMH ETR and Payroll Registers
32.01.01 7/1/74-6/30/75
- Box 8 DHMH ETR and Payroll Registers
32.01.16 7/1/74-6/30/75
32.01.06 7/1/74-6/30/75

930
10
January
1982

10. Quantity and type of filing equipment released:
 a. File drawers, letter-size XX 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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

78B139

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 1-8	FY Payroll Records-Form CPB 104 (Payroll Exception Time Reports) and Form CPB=105 (Payroll and Check Registers	930	1D	July 74- June 1976	15	5-83	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

78B139

October 17, 1977

1. From: (Name, Division, Address or Agency)
**Dept. of Health & Mental Hygiene
 Fiscal Services**

Signature

Title

Record Management Technician

2. Building and Room
**o'Conor Building
 SS-6**

3. Phone

383-3379

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

Shawn D. Dennis

6. No. of Cu.Ft.

17 Cu. Ft. Approx.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 14 Section 5 R34 S24 XES	1 thru 7	1975 Fiscal Year Payroll Records - Form CPB-104 (Payroll Exception Time Report) and Form CPB-105 (Payroll and Check Register) - July 1, 1974 through June 30, 1975	199 - 2 1980
	1 thru 8	1976 Fiscal Year Payroll Records - Form CPB-104 (Payroll Exception Time Report) and Form CPB-105 (Payroll and Check Register) - July 1, 1975 through June 30, 1976	1981 930 11D July 1981

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

80W34

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	Misc. Payroll Information Special Payments Vouchers for Units. Payroll Transmittals Emergency Payroll Records	930	1 D,E	12/25/74 thru 6/24/76	3	5-83	Recycled

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

Signature

Title

Date

8/1/79

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:

Lot No.: 80W34

Range: ~~10~~ 6

Section(s) ~~13~~ 11

Received by:

Remarks:

YES

1. Agency: Dept. of Health & Mental Hygiene

2. Division: Payroll

3. Record Title: Misc. Payroll Information

4. Inclusive Dates: 12/25/74 thru 6/24/76

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: 1981	8. Actual Disposal Date:
-----------------	-------------	----------------------------------	--------------------------

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

Numerical listing (continued)

BOX 1 Special Payments Vouchers for the following units:

- 32.01.01 32.06.00
- 32.01.03 32.08.00
- 32.01.04.04 32.10.00
- 32.01.04.02 32.11.00
- 32.01.04.06 32.12.00
- 32.01.05 32.13.00
- 32.01.06 32.14.00
- 32.01.17 32.16.00
- 32.01.20 32.17.00
- 32.01.32 32.19.00
- 32.01.39 32.20.00
- 32.01.40 32.21.00
- 32.02.01 32.23.00
- 32.25.00

930

10E

July 1981

B2 Payroll 7/1/75 - 6/30/76 Transmittals

B3 Emergency Payroll records FY-1975-1976

10. Quantity and type of filing equipment released:

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

11. Signature of Agency representative:

James Johnson

James Johnson

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

80W 34

8-1-79

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

D.H.M.H. Payroll

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~R-10~~
~~S-3~~

1-3

Emergency Payment Records
FY 1975-1976

930

R-6

July

1981

S 11

yes

(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. HEALTH & MENTAL HYGIENE~~

Reporting Agency

FISCAL SERVICES

77B113

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	Clinic Reports- Forms 247 & 247A	930	1G	FY 1975 July 74'-June 75'	9	5-83	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

77B113

May 20, 1977

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

Dept. of Health & Mental Hygiene
Fiscal Services
201 W. Preston St.

Signature

Title

Record Management Technician

2. Building and Room

O'Connor Building
S.S. #6

3. Phone

383-3379

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

George Reath

6. No. of Cu.Ft.

10 Cu. Ft. Approx.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1 thru 9

Clinic Reports - Forms 247 and 247A
1975 Fiscal Year - July 1, 1974 to
June 30, 1975

5 Years

Range ~~34~~

Section 6

~~Rep~~

R34
56

YES

930

16

July
1977

3344-3352

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

82W114

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	Special Payroll PTR's and Check Registers Regular Payroll Exception Time Re- ports	930	1D	1/7/75 - 6/27/77	5	5-83	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

82 W 114

8-7-81

1. From: (Name, Division, Address or Agency)
 Dept. of Health & Mental Hygiene
 31 W. Preston Street
 Baltimore, MD 21201

Signature

Title

2. Building and Room
 Connor Bldg.
 Street Service Level
 Room #SS-6

3. Phone
 383-6862

4. To: State Records Center

5. Signature: (Agency Official)

Georgie A. Morrisette-Chesley

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>R28</i> <i>S24</i> <i>NO</i></p>	<p>1</p>	<p>Special Payroll PTR'S and Check Registers 32.06.00--1/7/75 to 6/21/77. 32.15.00--2/1/77 to 6/21/77. 32.20.00--1/7/75 to 6/21/77. 32.27.00--10/12/76 to 6/21/77. 32.23.00--1/7/75 to 6/21/77. 32.19.00--4/15/75 to 6/21/77. 32.25.00--3/4/75 to 6/21/77. 32.17.00--1/7/75 to 6/21/77. 32.10.00--1/7/75 to 6/21/77. 32.13.00--1/7/75 to 6/21/77. 32.12.00--1/7/75 to 6/21/77. 32.21.00--1/7/75 to 6/21/77. 32.07.00--1/7/75 to 6/10/75. 32.11.00--1/7/75 to 6/21/77.</p>	<p>930 10 1982 <i>Jeskey</i> 1982</p>
	<p>2</p>	<p>Special Payroll PTR'S & Check Registers: 32.02.01--7/28/70 to 6/21/77. 32.01.16--7/6/76 to 6/21/77. 32.01.17--1/7/75 to 8/22/77. 32.01.01--1/7/75 to 6/21/77. 32.01.39--1/7/75 to 6/21/77. 32.01.06--1/7/75 to 6/21/77. 32.01.05--1/7/75 to 6/21/77.</p>	<p>1983</p>
	<p>3</p>	<p>Special Payroll PTR'S & Check Registers: 32.16.00--1/7/75 to 6/21/77. 32.08.00--1/7/75 to 6/21/77. 32.01.03--1/7/75 to 6/21/77. 32.04.00--1/7/75 to 4/1/75. 32.01.04--1/7/75 to 6/21/77. 32.01.32--1/7/75 to 1/18/77. 32.14.00--7/8/75 to 6/21/77. 32.01.20--9/16/75 to 4/12/77. 32.26.00--7/6/76 to 6/21/77.</p>	<p>1983</p>

(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)
 Dept. of Health & Mental Hygiene
 01 W. Preston Street
 Baltimore, MD 21201

Signature

Title

2. **Building and Room**
 Connor Bldg.
 Street Service Level
 Room #SS-6

3. **Phone**
 383-6862

4. **To:** State Records Center

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

George A. Massette-Chesley

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.)
	4	Regular Payroll Exception Time Reports (Journals): 32.01.03--7/13/76 to 6/28/77 Book #1 & 2. 32.01.19--7/13/76 to 6/28/77. 32.01.18--10/19/76 to 6/28/77. 32.01.07--7/13/76 to 6/28/77. 32.01.16--7/13/76 to 6/28/77. 32.01.06--7/13/76 to 6/28/77. 32.01.05--7/13/76 to 6/28/77.	1983
	5	Regular Payroll-Exception Time Reports (Journals): 32.01.04--7/13/76 to 6/28/77. 32.02.01--7/13/76 to 6/28/77 Book #1 & 2, 32.01.01--7/13/76 to 6/28/77 Book #1 & 2. 32.01.20--7/13/76 to 6/28/77.	1983

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

81W182

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	Leave Cards--DJS & DHMH	930		1975-78	2	5-83	Re cycled

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

Signature

Title

Date

AND RECEIPT

Fiscal Operation ✓

Accession No.

81W182

Date Received

3-9-81

1. From: (Name, Division, Address or Agency)
 Dept. of Health & Mental Hygiene
 201 W. Preston Street
 Baltimore, MD 21201 *Personnel*

Signature
Paul C. Lamberson g/B
 Title
Record Center - Manager

2. Building and Room
 O'Connor Bldg.
 Street Service Level
 Room #SS6

3. Phone
 383-6862

4. To: State Records Center

Waters

5. Signature: (Agency Official)

Georgie Morrisette-Chesley

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-31

1

Leave Cards--DJS & DHMH 1975-1978.

1983

S-28

2

Leave Cards--DJS & DHMH 1975-1978.

1983

YES

930

July 1983

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

77B115

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	Clinic Reports-Forms 247 and 247A	930	1G	FY1976	13	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

✓
77B115

May 20, 1977

Signature

Title

Record Management Technician

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

Dept. of Health & Mental Hygiene
Fiscal Services
201 W. Preston St.

2. Building and Room

O'Connor Building
S.S. #6

3. Phone

383-3379

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

George Preston

6. No. of Cu.Ft.

14 Cu. Ft. Approx.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 1
Section 3-4 Top

NO

1 thru 13

Clinic Reports - Forms 247 and 247A
1976 Fiscal Year - July 1, 1975 to
June 30, 1976

~~5 Years~~

930

1G

July
1978

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

77B112

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	Clinic Reports- Form 247 and 247A	930	1G	FY 1977 July 76' - March 77	9	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

77B112

May 20, 1977

Signature

Title

Record Management Technician

1. From: (Name, Division, Address or Agency)
 Dept. of Health & Mental Hygiene
 Fiscal Services
 201 W. Preston St.

2. Building and Room

O'Conor Building
 S. S. #6

3. Phone

383-3379

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

Frank Pectan

6. No. of Cu.Ft.

10 Cu. Ft. Approx.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1 thru 9

Clinic Reports - Forms 247 and 247A
 1977 Fiscal Year - July 1, 1976 to
 March 31, 1977

~~5 Years~~

930

16

July

1979

Range ~~34~~

Section

~~6~~
 R34
 86

YES

~~33~~ 3335-3343

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

78B175

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.				
1-1 1-3 1-5	Clinic Reports- Form 247 & 247A	930	1G	FY 1976-77-78 July 75-Nov. 77'	9	5-83	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

78B175

January 18, 1978

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

**Dept. of Health & Mental Hygiene
Fiscal Services**

Signature

Title

Record Management Technician

2. Building and Room

**O'Connor Building
SS-6**

3. Phone

383-3379

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

Shane D. D...

6. No. of Cu.Ft.

11 Cu. Ft. Approx.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 18 Section 5-6	1 thru 1	1976 FY. Clinic Reports - Forms 247 and 247A - July 1, 1975 through 8/31/75	1983
R33 51	1 thru 3 <i>(R33 SS)</i>	1977 FY Clinic Reports - Forms 247 and 247A - April 1, 1977 through June 30, 1977	1983
51	1 thru 5	1978 FY Clinic Reports - Forms 247 and 247A - July 1, 1977 through November 30, 1977	1983
<p>R 35 S 11</p>			<p>930 16 January 1980.</p>

(Use Plain Unlined Paper For Continuation Pages)

76 B 34

1911

1912

1913

1914

1915

1916

1917

1918

1919

1920

1921

1922

1923

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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W270

Division or Bureau

4

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	Timesheets -DJS	930	1E	12/76-1/78	5	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Fiscal Operation

Accession No.

Date Received

81W 270

4-3-81

1. From: (Name, Division, Address or Agency)
 Dept. of Health & Mental Hygiene
 201 W. Preston Street
 Baltimore, MD 21201 *Personnel*

Signature
Paul C. Lamberson
 Title
Record Center - Manager

2. Building and Room
 O'Connor Bldg.
 Street Service Level
 Room #SS6

3. Phone
 383-6862

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Georgie Morrisette - Chesley

5

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
------------------------------	----------------	--	--

*R105
S21

Y95*

1	Timesheets--DJS 12/29/76-3/22/77.	1982
2	Timesheets--DJS 3/23/77-6/14/77.	1982
3	Timesheets--DJS 6/15/77-9/6/77.	1982
4	Timesheets--DJS 9/7/77-11/29/77.	1982
5	Timesheets--DJS 11/30/77-12/27/77, 1/11/78-1/24/78. Timesheets missing DJS Pay periods 12/28/77-1/10/78.	1983

*930
1E
January
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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

80W35

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	Time Sheets	930	1E	12-29-76 to 12-27-77	13	5-83	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.

Fiscal Operation

- 1. Agency: Dept. of Health & Mental Hygiene -----
- 2. Division: Personnel- Time Keeping -----
- 3. Record Title: Time Sheets -----
- 4. Inclusive Dates: 12/29/76 to 12/27/77 -----

To be completed by Record Center:
 Date: _____
 Lot No.: *80 W 35*
 Range: *10 R6*
 Section(s): *X3 511*
 Received by: _____
 Remarks: *YES*

5. Schedule No.	6. Item No.	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)

- PP
- 14 & 15 Box # 1 Time Sheets 12/29/76 to 1/25/77
 - 16 & 17 Box # 2 Time Sheets 1/26/77 to 2/22/77
 - 18 & 19 Box # 3 Time Sheets 2/23/77 to 3/22/77
 - 20 & 21 Box # 4 Time Sheets 3/23/77 to 4/19/77
 - 22 & 23 Box # 5 Time Sheets 4/20/77 to 5/17/77
 - 24 & 25 Box # 6 Time Sheets 5/18/77 to 6/14/77
 - 26 & 1 Box # 7 Time Sheets 6/15/77 to 7/12/77
 - 2 & 3 Box # 8 Time Sheets 7/13/77 to 8/9/77
 - 4 & 5 Box # 9 Time Sheets 8/10/77 to 9/6/77
 - 6 & 7 Box # 10 Time Sheets 9/7/77 to 10/4/77
 - 8 & 9 Box # 11 Time Sheets 10/5/77 to 11/1/77
 - 10 & 11 Box # 12 Time Sheets 11/2/77 to 11/29/77
 - 12 & 12 Box # 13 Time Sheets 11/30/77 to 12/27/77

930
12
JANUARY
1983

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:

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. Heath & Mental Hygiene

Reporting Agency

Fiscal Operations

81W266

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.				
2-7 & 9	Cash Receipts	930	1E	FY 1977	7	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W 246

4-3-81

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

HEALTH & MENTAL HYGIENE
201 W. PRESTON STREET
BALTIMORE, MD 21201

Fiscal & Support

Signature

Paul C. Lamberson

Title

Recrd. Center - Manager

2. Building and Room

O'CONNOR BLDG.
RM. SS6

3. Phone

383-2951

Gen'l Acctg.

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Mildred E. Hunt

6. No. of Cu.Ft.

7

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R105
S20*

7 Boxes

Cash Receipts 1977 FFY
#2 Deposit tickets except Vital Records ✓
#4 Unit 05 - July thru Dec. ✓
#5 Unit 05 - Jan. thru June ✓
#6 Units 06-07-16 ✓
#7 Units 17 to 40, 320201, Constr. & Sewage, Bds. 320400-322700 ✓
#9 Vitla Records & Part Unit 05 ✓
#3 Part Units 03 & 04 ✓

1982

930

12

July

1982

Yes

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

82W93

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	- Certificates of Deposit Cash Receipts Books- all units & boards	930	1A	FY 1977	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82W93

8-7-81

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

HEALTH & MENTAL HYGIENE
201 W. PRESTON STREET
BALTIMORE, MD 21201

Signature

Title

2. Building and Room

O'CONNOR BLDG
RM SS6

3. Phone

383-2951

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

Mildred Hunt

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.)

*R26
516
YES*

2 Boxes

CERTIFICATES OF DEPOSIT 1977 FFY
#11 Cash Receipts books, - all units & boards
#12 Cash Receipts books, - all units & boards

1982

930

1A

July

1982

(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. Health & Mental Hygiene
 Reporting Agency
Fiscal Operations 81W265
 Division or Bureau

2

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-9	Expense Accounts	930	1E	FY 1977	9	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No. <i>81w 265</i>	Date Received <i>4-3-81</i>
Signature <i>Paul C. Lamberson</i>	
Title <i>Rec'd Center - Manager</i>	
4. To: State Records Center <i>Waterloo</i>	
6. No. of Cu.Ft. <i>9</i>	

1. From: (Name, Division, Address or Agency)
 Health & Mental Hygiene
 201 W. Preston St.
 Baltimore, Md. 21201
Insular Support

2. Building and Room
 O'Connor Bldg.
 Rm. SS6

3. Phone
222-2294

5. Signature: (Agency Official)
Jay E Davis

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
<i>R105</i> <i>S20</i> <i>45</i>	9 Boxes	Expense Accounts 1977 FY Box 1 - Unit 01, 05 2 - Unit 16, Boards 32.18, 32.17, 32.19, 32.20, 32.21, 32.22, 32.23, 32.25, 32.26, 32.27 3 - Unit 03 V-66-5797 4 - Unit 06, 07, 17, 18, 19, 20 5 - Unit 32.02.01 V-6309-12872 6 - Unit 32.02.01 V-167-6294 7 - Unit 03 V-11634-14130, Unit 32, 39, 40 Boards 32.04, 32.06, 32.07, 32.08, 32.10 8 - Unit 04, Boards 32.11, 32.12, 32.13, 32.15, 32.16 9 - Unit 03 V-5875-11713	1982 <i>930</i> <i>1E</i> <i>Judy</i> <i>1982</i>

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W97

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	Miscellaneous #8 Chargebacks, A/C Rec. Ledger, Adjustments & Refunds #10 Working Fund, Cancelled Checks, W/F Ledger, Cash receipts, board 321200, constr. & water	930	1E	FY 1977	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W 97

8-7-81

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

HEALTH & MENTAL HYGIENE
201 W. PRESTON STREET
BALTIMORE, MD 21201

Signature

Title

2. Building and Room

O'CONNOR BLDG.
RM. SS6

3. Phone

383-2951

4. To: State Records Center

Lessep

5. Signature: (Agency Official)

Mildred Hunt

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.)

*R26
S16.
YES*

2 Boxes

Miscellaneous 1977 FFY
#8 Chargebacks, A/C Rec. Ledger, Adjustments & Refunds
#10 Working Fund, Cancelled checks, W/F ledger, Cash receipts, boa rd 321200, constr. & water.

1982

930

1E

July

1982

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DEPARTMENT OF GENERAL SERVICES
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DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

81W251

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	Office Supplies Lab Supplies Duplicating Req.	930	1E	FY 1977	1	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W251

4-1-81

1. From: (Name, Division, Address or Agency)
Health and Mental Hygiene
201 W. Preston St.
Baltimore Md 21201

Signature

Title

2. Building and Room
O'Connor bldg
Rm ss-6

3. Phone
383-3539

4. To: State Records Center

Waters

5. Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1

Office Supplies 1977 Fy
Lab Supplies 1977 FY
Duplicating Req 1977 Fy

1982

R.
34
S
32
10

930

1E

July
1982

(Use Plain Unlined Paper For Continuation Pages)

20-11 300112

Notes

~~81 w 257~~
~~81 w 254~~
 81 w 252
 81 w 259

20-11 300112

DEPARTMENT OF GENERAL SERVICES
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 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

81W254

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	Payment Vouchers Listing	930	1E	FY1977	1	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81W254

4-1-81

1. From: (Name, Division, Address or Agency)
Health and Mental Hygiene
201 W. Preston St.
Baltimore Md 21201

Signature

Title

2. Building and Room
O'Connor Bldg
Rm SS-6

3. Phone
383-3539

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Alberta K Downey

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
<i>R34</i> <i>S32</i> <i>YES</i>	1	Payment Voucher listing 1977 FY	1982 <i>930</i> <i>1E</i> <i>July</i> <i>1982</i>

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W96

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	Personal Car Mileage Payment Listing	930	1E	FY 1977	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W 96

8-7-81

1. From: (Name, Division, Address or Agency)
 Health & Mental Hygiene
 201-W. Preston St.
 Baltimore, Md. 21201

Signature

Title

2. Building and Room
 O'Connor Bldg.
 Rm. SS6

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Joyce Davis

2

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
------------------------------	----------------	--	---

R26
 516

yes

2 Boxes

Personal Car Mileage 1977 FY

Box 1 - Personal Car Mileage

Box 2 - Personal Car Mileage, Payment Listing

1982

930

1E

Judy

1982

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

81W258

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Transmittals & Warrants Unit 03, Local Health Adm.	930	1A	FY 1977	1	5-83	Recycled

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

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

81W263

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	Unit 20 Pink Payment Vouchers 1-494	930	1E	FY 1977	1	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W263

4-1-81

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

Health and Mental Hygiene
201 W. Preston St.
Baltimore Md 21201

Signature

Title

2. Building and Room

O'Connor Bldg
Rm SS-6

3. Phone

383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R34
532

1

Unit 20 Pink payment Vouchers 1977 Y
box 1 1-494

1982

930

12

July

1982

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 P.O. Box 275
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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

Division or Bureau

82W103

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	Unit 17 Pink Payment Vouchers 1-1401 Unit 18 1-338	930	1E	FY 1977	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W 103

8-7-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St
 Baltimore Md 21201

Signature

Title

2. Building and Room
 O'Connor Bldg
 Rm SS-6

3. Phone
 383-3539

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

Alberta R Downey

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)
<p><i>R 26</i> <i>817</i> <i>yes</i></p>	<p>2</p>	<p>Unit 17 Pink Payment Vouchers 1977 Fy Box 1 1-796 box 2 797-1401 Unit 18 1-338</p>	<p>1982 <i>930</i> <i>1E</i> <i>July</i> <i>1982</i></p>

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DEPARTMENT OF GENERAL SERVICES
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CERTIFICATE OF RECORDS DISPOSAL



Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W264

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.				
1-4	Yellow Vouchers	930	1E	FY 1977	4	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81w 264

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St. *Final & Support*
 Baltimore Md 21201

Signature

Title

Paul C. Lamberson, B
Record Center - Manager

2. Building and Room
 O'Connor Bldg
 Rm ss-6

3. Phone

383-3539

4. To: State Records Center

Water 100

5. Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R105
S20

4

Yellow Vouchers 1977 FY

Box 1 A-C
 Box 2 C-J
 Box 3 K-P
 Box 4 Q-Z

1982

930

1E

July

1982

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

80W39

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	Time and In/Out Sheets from Jan. 1977 to Dec. 1977 Data Processing Dec. 78 - Feb. 79	930	1E	Jan. 1977-Feb. 1979	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Fiscal Operation ✓

Accession No.

Date Received

80W39

8/1/79

Signature

Title

From: (Name, Division, Address or Agency)
 Dept. of Health & Mental Hygiene
 Data Processing
 201 W. Preston St.

4. To: State Records Center

2. Building and Room

3. Phone

O'Connor Bldg.
 Room SS-10

383-2719

5. Signature: (Agency Official)

6. No. of Cu.Ft.

W D Deugh

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R/10
~~*S/14*~~
R/6
~~*S/11*~~
YES

1

Time and In/Out Sheets from Jan. 1977 to Dec. 1977

1

Data Processing
Dec 10 - Feb 1978

930

1 E

January
1983

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

82W118

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	Pink Vouchers 1088 Vo. Accts. Payable Vo. #2215-1089 Vo. #2217-3454 VO #3455-4640 Pink & Yellow 1-342 Pink 4708-4844	930		7/77 - 6/78	5	5-83	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

82W118

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

DHMH

Fiscal Opera.

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R6
S10

1. ~~MISSING~~ Pink Vou. 1088-

2. Accts. Payable 7/77-6/78
Vou# 2215-1089

3. Vou# 2217-3454

4. Vou# 3455-4640

5. Pinks yellow 1-342
Pink 4708-4844

yes

DEPARTMENT OF GENERAL SERVICES
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 P.O. Box 275
 Jessup, Maryland 20794-0275

+

CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

79B43

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	Clinic Reports- Form 247 & 247A	930	1G	Dec. 1977 thru Aug. 1978	9	6-83	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

79B43

12/1/78

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

**Dept. of Health & Mental Hygiene
Fiscal Services**

Signature

Title

Service Specialist I

2. Building and Room
**O'Connor Building
SS-6**

3. Phone
383-3379

4. To: State Records Center
Baltimore

5. Signature: (Agency Official)

Sharon S. Dennis

6. No. of Cu.Ft.

11 Cu. Ft. Approx.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~R/H~~
~~S/L~~

R108
529-30
X95

1 thru 9

**Clinic Reports - Forms 247 & 247A -
December 1, 1977 thru August 31, 1978**

~~1984~~

930
16
January
1981

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10,650 - 10,658

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W280

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.				
1-4	Overtime Vouchers, Old Overtime Vouchers, Shift Differential Distribution of charges, Change Sheets	930	1D	FY 1977	4	6-83	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

20 Fiscal Operations

Accession No.

81W 280

Date Received

4-3-81

1. From: (Name, Division, Address or Agency)
Dept. of Health & Mental Hygiene
201 W. Preston Street
Baltimore, MD 21201

Signature

Title

2. Building and Room
O'Connor Bldg.
Street Service Level
Room #SS-6

3. Phone
383-6862

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alexandre Moissette-Chesley

6. No. of Cu.Ft.

4

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p><i>R105</i> <i>S22</i> <i>XES</i></p>	1	<p>Fiscal 7/1/77 to 6/30/78. Overtime Vouchers-7/1/77 to 6/30/78. Old overtime Sheets-7/1/77 to 6/30/78. Shift Differential-7/1/77 to 6/30/78. Distribution of charges-7/1/77 to 6/30/78. Change Sheets-7/1/77 to 6/30/78.</p>	<p><i>930</i> <i>10</i> 1983</p>
	2	<p>Fiscal 7/1/77 to 6/30/78. Termination Sheets-7/1/77 to 6/30/78. Transmittals 7/1/77 to 6/30/78. Check cancellation forms-7/1/77 to 6/30/78. Stop Payments 7/1/77 to 6/30/78. Special Payment Vouchers-6/22/77 to 6/20/78 for 32.02.01 & 32.01.01 to 32.01.40 and the Boards.</p>	<p><i>July 1983</i> 1983</p>
	3	<p>Fiscal 7/1/77 to 6/30/78. Payroll Journals 32.01.03-Book #1, 32.01.05, 32.01.06, 32.01.07, 32.01.16, 32.01.18, 32.01.19, 32.01.20.</p>	<p>1983</p>
	4	<p>Fiscal 7/1/77 to 6/30/78. Payroll Journals 32.01.01, 32.01.03 Book #2, 32.01.04, 32.02.01.</p>	<p>1983</p>

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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W120

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							
1-6	Cash Receipts	930	1E	FY 1978	6	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W258

4-1-81

1. From: (Name, Division, Address or Agency)
Health and Mental Hygiene
201 W. Preston St.
Baltimore Md 21201

Signature

Title

2. Building and Room
O'Connor bldg
Rm ss-6

3. Phone
383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Alberta R Downey

1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R34 532 YES	1	Transmittals & Warrants 1977 FY Unit 03, Local Health Adm.	1982 930 1A July 1982

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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. Health & Mental Hygiene

Reporting Agency



Fiscal Operations

81W267

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	Juvenile Services Pink Payment Vouchers 1-12827	930	1E	FY 1977	9	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

814-267

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature
 Paul C. Lamberson

Title
 Record Center - Manager

Fiscal & Support

2. Building and Room
 O'Connor Bldg
 Rm ss-6

3. Phone
 383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta K Downey

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.)
R105 S20-21 YES	9	1977 FY Juvenile Services pink payment Vouchers box 1 1-1260 box 2 1261-2606 box 3 2730-4217 box 4 4255-5765 box 5 5803-7362 box 6 7363-9131 box 7 9200-10667 box 8 10711-12287 box 9 12362-12827	1982 930 1E July 1982

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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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W105

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.				
2	Supply Charge Sheets	930	1E	FY 1977	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W 105

8-7-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Title

2. Building and Room
 O'Connor Bldg
 Rm SS-6

3. Phone
 383-3539

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

Alberta R Downey

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.)

*R26
 S17
 NO*

2

Supply Charge sheets 1977 F Y

1982

930

12

July

1982

(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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W277

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	Blue Cross Sheets, Transmittal Sheets, LWOP's Sheets, Special Payments, Distribution of Charges, Termination Lists, Change Sheets, ETR & Payroll Journal for Unit 32.01.16	930		FY 1977	7	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Fiscal Operation

Accession No.

Date Received

81W277

4-3-81

1. From: (Name, Division, Address or Agency)
Dept. of Health & Mental Hygiene
201 W. Preston Street
Baltimore, MD 21201

Signature

Title

2. Building and Room
O'Connor Bldg.
Street Service Level
Room #SS-6

3. Phone
383-6862

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

George A. Morissette - Chesley

6. No. of Cu.Ft.

7

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R105
S22*

1

Fiscal 1977--Blue Cross Sheets 10/13/72 to 6/30/77. Transmittal Sheets 7/1/76 to 6/30/77. L.W.O.P.'S. Sheets 7/1/75 to 6/30/76., 7/1/76 to 6/30/77, 7/1/77 to 6/30/78. Special Payments- 7/7/76 to 6/30/77. Distribution of Charges 7/1/76 to 6/30/77. Termination Lists 7/1/76 to 6/30/77. Change Sheets 7/1/76 to 6/30/77 ETR & Payroll Journal for Unit 32.01.16

930

1983

July 1982

2

Fiscal 1968 to 1977-- Cancellation of Payroll Checks. 7/1/67 to 6/30/68, 7/1/68 to 6/30/69, 7/1/69 to 6/30/70, 7/1/70 to 6/30/71, 7/1/71 to 6/30/72, 7/1/72 to 6/30/73, 7/1/73 to 6/30/74, 7/1/74 to 6/30/75, 7/1/75 to 6/30/76, 7/1/76 to 6/30/77.

1983

Stop Payment--Fiscal 1970 to 1977, 7/1/69 to 6/30/70, 7/1/70 to 6/30/71, 7/1/71 to 6/30/72, 7/1/72 to 6/30/73, 7/1/73 to 6/30/74, 7/1/74 to 6/30/75, 7/1/75 to 6/30/76, 7/1/76 to 6/30/77.

1983

3

Emergency Payroll Copies--5/1/75 to 6/30/77. Overtime Vouchers 7/1/76 to 6/30/77. Shift Differential Sheets Fiscal Year 1977.

1983

4

7/1/76 to 6/30/77--Special Payroll Vouchers.
32.02.01-Dept. of Juvenile Services
32.01.01-Office of the Secretary
32.01.01-Board of Review
32.01.03.51-Allegany County Health Dept.

1983

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
 Dept. of Health & Mental Hygiene
 201 W. Preston Street
 Baltimore, MD 21201

Signature

Title

2. Building and Room
 O'Connor Bldg.
 Street Service Level
 Room #SS-6

3. Phone
 383-6862

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

George A. Morissette - Chesley

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

4 cont'd

- 32.01.03.56-Carrol Co. Health Dept.
- 32.01.03.59-Dorchester Co. Health Dept.
- 32.01.03.62-Harford Co. Health Dept.
- 32.01.03.63-Howard Co. Health Dept.
- 32.01.03.73-Worcester Co. Health Dept.
- 32.01.04.03-Preventive Medicine Admin.
- 32.01.05-Medical Care Program.
- 32.01.06-Laboratories Administration.
- 32.01.16-Environmental Health Admin.
- 32.01.17-Emergency Health.
- 32.01.20-Mental Hygiene Admin.
- 32.01.39-MD Health Planning & Dev. Agency
- 32.01.40-Health Services Cost Review Com.
- 32.07.00-Commission on Physical Fitness
- 32.06.00-Board of Dental Examiners.
- 32.08.00-Board of Medical Examiners.
- 32.10.00-Board of Pharmacy.
- 32.11.00-Board of Examiners of Nurses.
- 32.12.00-State Board of Funeral Directors.
- 32.13.00-Board of Examiners in Optometry
- 32.14.00-Board of Osteopathic Examiners.
- 32.15.00-Board of Chiropractic Exam.
- 32.16.00-Board of Physical Therapy Exam.
- 32.17.00-Board of Examiners of Psycholo.
- 32.19.00-Board of Podiatry Exam. of MD
- 32.21.00-Board of Exam. of Nursing Home Administrators.
- 32.23.00-Board of Exam. for Audiologists.
- 32.25.00-MD Comm. on Hereditary Disorders
- 32.26.00-Developmental Disabilities.
- 32.27.00-Board of Social Work Examiners.

1983

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
 Dept. of Health & Mental Hygiene
 201 W. Preston Street
 Baltimore, MD 21201

Signature

Title

2. Building and Room
 O'Connor Bldg.
 Street Service Level
 Room #SS-6

3. Phone
 383-6862

4. To: State Records Center

5. Signature: (Agency Official)

Jessica A. Morrisette - Chesley

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.)

5	Exception Time Report & Payroll Journal Unit 32.01.03.	1983
6	Exception Time Report & Payroll Journal Units--32.02.01 & 32.01.19. Exception Time Report--Unit 32.01.20.	1983
7	Exception Time Report & Payroll Journal Units--32.01.04, 32.01.05, 32.01.06, 32.01.07.	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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W269

Division or Bureau

X
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	Transmittals Pink Payment Vouchers BD.11	930	1A	FY 1977	3	6-83	Recycled

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

 Signature

 Title

 Date

AND RECEIPT

Fiscal & Support

Accession No.

Date Received

81W 269

4-3-81

1. From: (Name, Division, Address or Agency)
Health and Mental Hygiene
201 W. Preston S.
Baltimore Md 21201

Signature

Paul C. Lamberson

Title

Recd Center Manager

2. Building and Room
O'Connor Bldg
Rm ss-6

3. Phone
383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.

3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>R105 S21 y45.</i>	<i>3</i>	<p>TRANSMITTALS 1977 Fy</p> <p>box 1 01, Juvenile services box 2 04,05,06,07,16 box 3 17,18,19,20,32,39,40 & boards Pink payment vouchers BD.11</p>	<p>1982</p> <p><i>930 1A July 1982</i></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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W272

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	Pink Payment Vouchers Unit 03 Local Health	930	1E	FY 1977	9	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

FISCAL & SUPPORT OPERATIONS

Accession No.

Date Received

81W272

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

General Acctg.
 Accts Payable

Signature

Title

Paul C. Lamberson
 Record Center Manager

2. Building and Room
 O'Connor bldg
 Rm ss-6

3. Phone
 383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta R Downey

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.)
R105 SZV YES	9	Pink payment vouchers 1977 FY unit 03 Local Health box 1 1-1792 box 2 1793-3986 box 3 3987-4902 box 4 4903-6977 box 5 6978-8182 box 6 8183-9993 box 7 9994-11718 box 8 11719-13109 box 9 13110-14050	1982 930 1E July 1982

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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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W274

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	Unit 04 Pink Payment Vouchers	930	1E	FY 1977	3	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81W274

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St. Fiscal & Support
 Balto Md 21201

Signature: *Paul C. Lamberson*
 Title: *Record Center Manager*

2. Building and Room
 O'Connor Bldg
 Rm ss-6

3. Phone
 383-3539

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.
 3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R105 S21 YAS</p>	<p>3</p>	<p>Unit 04 Pink Payment Vouchers 1977 FY Box 1 1-1273 Box 2 1274-2799 Box 3 2800-3358</p>	<p>1982 930 1E July 1982</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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W268

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.				
1-4	Unit 07 Pink Payment Vouchers 1-1481	930	1E	FY 1977	4	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No. <i>81W268</i>	Date Received <i>4-3-81</i>
Signature <i>Paul C. Lamberson gJB</i>	
Title <i>Record Center - Manager</i>	
4. To: State Records Center <i>Waterloo</i>	
6. No. of Cu.Ft. <i>4</i>	

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St
 Baltimore Md 21201
Fiscal + Support

2. Building and Room
 O'Connor
 RM SS-6

3. Phone
 383-3539

5. Signature: (Agency Official)

Alberta R Downey

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
<i>R105 S21 NO.</i>	<i>4</i>	Unit 07 pink payment vouchers 1977 FY Box 1 1-343 box 2 344-803 box 3 804-1211 box 4 1216-1481	<i>1982 930 1E July 1982</i>

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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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

Division or Bureau

81W273

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	Unit 05 Pink Payment Vouchers 1-2716	930	1E	FY 1977	3	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT *Fiscal Support*

Accession No.

Date Received

814773

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Balto Md 21201

Signature
Paul C. Lamberson
 Title
Record Center Manager

2. Building and Room
O'Connor Bldg
 Rm 55-6

3. Phone
383-3539

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)
Alberta K Downey

6. No. of Cu.Ft.
3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p><i>R105</i> <i>S21</i> <i>yes</i></p>	<p><i>3</i></p>	<p>Unit 05 Pink payment vouchers 1977 FY Box 1 1-966 Box 2 910-1805 Box 3 1806-2716</p>	<p>1982 <i>930</i> <i>12</i> <i>July</i> <i>1982</i></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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W271

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	Unit 06 Pink Payment Vouchers	930	1E	FY 1977	3	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Fiscal & Support Operations

Accession No.

Date Received

87W-271

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

*General Accounting
 into Payroll*

Signature

Paul C. Lamberson

Title

Record Center - Manager

2. Building and Room
 O'Connor Bldg
 Rm ss-6

3. Phone

383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.

3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p><i>R105</i> <i>S21</i> <i>745</i></p>	<p><i>3</i></p>	<p>Unit 06 Pink Payment Vouchers 1977 FY</p> <p>box 1 1-799 box 2 800-1599 box 3 1600-1813 all boards</p>	<p>1982</p> <p><i>930</i></p> <p><i>1E</i></p> <p><i>July</i> <i>1982</i></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

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

81W262

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	Unit 19 pink payment vouchers	930	1E	FY 1977	1	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81W262

4-1-82

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

Health and Mental Hygiene
201 W. Preston St.
Balto. Md 21201

Signature

Paul C. Lamberson

Title

Record Center Manager

2. Building and Room

O'Connor Bldg
R SS-6

3. Phone

383-3539

4. To: State Records Center

Watuloo

5. Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9.

Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R34
532
YES

1

Unit 19 pink payment vouchers 1977 Fy
Drug Abuse

1982

930

1E

July

1982

Same thing

(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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

81W261

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	Units 32,39, 40 Pink Payment Vouchers 1-577 1-363 1-321	930	1E	FY 1977	1	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W261

4-1-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Title

2. Building and Room
 O'Connor Bldg
 Rm SS-6

3. Phone
 383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta K Downey

6. No. of Cu.Ft.

1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R34 S32 YES	1	Units 32,39,40 Pink payment vouchers 1977FY unit 32 1-577 unit 39 1-363 unit 40 1-321	1982 930 1E July 1982

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

82 W 120

8-10-81

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

Signature

HEALTH & MENTAL HYGIENE

201 W. PRESTON ST EET

BALTIMORE, MD 21201

Title

2. Building and Room

3. Phone

O'CONNOR BLDG

RM SS6

383-2951

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Mildred Hunt

Josup

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R6
531.
YES*

6 Boxes

Cash Receipts 1978 FFY
#5 Unit 01-04 except Vital Records
#7 Units 5 & 6 detail papers, all deposit slips
#8 Units 16 thru Board 321100
#9 Vital Records & part of Unit 05
#10 Unit 05 July thru Dec. & April
#6 Receipt books, detail papers Unit 05, Feb. & March

5 Box

1983

*930
1E
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. Health & Mental Hygiene
 Reporting Agency

Fiscal Operations 81W286
 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	Working Fund Files #1 Closed Petty Cash, travel Advances, P.C. Vouchers, A/C rec. reports, W.F. deposit slips #2 Receipts	930	1E	FY 1978	2	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81W 286

4-3-81

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

HEALTH & MENTAL HYGIENE
201 W. PRESTON ST.
BALTIMORE, MD 21201

Signature

Title

2. Building and Room

O'CONNOR BLDG
RM. SS6

3. Phone

383-2951

4. To: State Records Center

Watusos

5. Signature: (Agency Official)

Melvin E. Hunt

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.)

R105
S23

2 Boxes

Working Fund Files 1978 FFY
#1 closed Petty Cash, travel advances, P.C. vouchers, A/C rec. reports, W.F. deposit slips
#2 Receipts

1983

Y45

930

1E

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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W284

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	Centrex Tickets	930	1E	FY 1978	2	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W 284

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Paul C. Lembus

Title

Records Center Manager

2. Building and Room
 O'Connor Bldg
 Rm ss-6

3. Phone
 383-3519

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Alberta R Downey

2

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R105 S23 YES</p>	<p>2</p>	<p>Centrex Tickets 1978 FY</p>	<p>1983 930 1E July 1983</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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

80B2

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	Clinic Reports - Forms 247 & 247A.	930	1G	Sept. 1978- Feb. 1979	6	5-83	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

80 B 2

8-14-79

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

Dept. of Health & Mental Hygiene
Fiscal Services

Signature

Title

Service Specialist I

2. Building and Room

O'Connor Building
8S-6

3. Phone

383-3379

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

[Handwritten Signature]

6. No. of Cu.Ft.

7 Cu. Ft. (Approx.)

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range #33
Section #31

1 thru 6

Clinic Reports - Forms 247 & 247A -
September 1, 1978 thru February 28, 1979

1985

YES

930

1 G

July

1981

2887-2892

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W276

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.				
1-10	Expense Accounts	930	1E	FY 1978	10	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W 276

4-3-81

Signature

Title

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

Health & Mental Hygiene *Fiscal & Support*
 201 W. Preston St.
 Baltimore, Md. 21201

2. Building and Room

O'Connor Bldg.
 Rm SS6

3. Phone

222-2294

4. To: State Records Center

Watuloo

5. Signature: (Agency Official)

Jay E Davis

6. No. of Cu.Ft.

10

7. Records Location (Center)

*R105
 S22*

8. Box Numbers

10 Boxes

9. Description of Records With Inclusive Dates

Expense Accounts 1978 FY
 Box 1 - Unit 01,05 ✓
 2 - Unit 03 V-11242-15215 ✓
 3 - Unit 03 V-5461-11241 ✓
 4 - Unit 04 ✓
 5 - Unit 03 V-209-5460 ✓
 6 - Unit 16
 7 - Unit 06,07,18,19,20,23 ✓
 8 - Unit 32.02.01, V-213-6663 ✓
 9 - Unit 32,39,40, All Boards ✓
 10 - Unit 32.02.01 V-6836-12758 ✓

10. Disposal Authority (Schedule and Item No)

1983

930

1E

July

1983

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DEPARTMENT OF GENERAL SERVICES
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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W102

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.				
4	GAS TICKETS	930	1E	FY 1978	4	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W 102

8-7-81

1. From: (Name, Division, Address or Agency)
Health and Mental Hygiene
201 W. Preston St.
Balto Md 21201

Signature

Title

2. Building and Room
(O'Connor Bldg
Rm 45-6

3. Phone
333539

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

6. No. of Cu.Ft.

4

Alberta R Downey

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R 26 S 17 YES.	4	Gas Tickets 1978 Fy	1983 930 1E July 1983

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W279

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	Warrants Juvenile Serv.	930	1A	FY 1978	6	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81W279

4-3-81

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

Health and Mental Hygiene
201 W. Preston St.
Baltimore Md 21201

Signature

Title

2. Building and Room
O'Connor bldg
Rm ss-6

3. Phone
383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta R Downey

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.)
R105 S22 Y45.	6	WARRANTS 1978 Fy box 1 01,04 box 2 05,06,07 box 3 16,18,19,20 box 4 boards 4-16 box 5 40,boards 17-28 box 6 Juvenile serv. 32,39	1983 930 1A July 1983

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DEPARTMENT OF GENERAL SERVICES
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 P.O. Box 275
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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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W94

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	Personal Car Mileage	930	1E	FY 1978	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W94

8-7-81

Signature

Title

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

Health & Menatl Hygiene
201 W. Preston St.
Baltimore, Md. 21201

2. Building and Room

O'Connor Bldg.
Rm. SS6

3. Phone

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

Joyce Davis

6. No. of Cl.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

2 Boxes

Personal Car Mileage 1978 FY

1983

*R26
S16
YES*

*930
1E
July
1983*

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
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DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

81W260

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	Pink Payment Vouchers Unit 18, 19, 32, 40 Inclusive	930	1E	FY 1978	1	5-83	Recycled

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

Signature

Title

Date

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W115

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.				
5	Unit 01 Pink Payment Vouchers 1-4844 State Use Emergency Vo. 1-342	930	1E	FY 1978	5	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W115

8-7-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Title

2. Building and Room
 O'Connor Bldg
 Rm 55-6

3. Phone
 383-3539

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Alberta R Downey

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R28 S14 10 YES!</p>	<p>5</p>	<p>Unit 01 Pink Payment vouchers 1978 FY</p> <p>box 1 1-1088 box 2 1089-2215 box 3 2216-3454 box 4 3455-4640 box 5 4641-4844</p> <p>State use emergency Vo. 1-342</p>	<p>1983</p> <p>930 1E Jul 1983</p>

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DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W100

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	Unit 05 Pink payment Vouchers 1-2789	830	1E	FY 1978	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

82 W 100

8-7-81

From: (Name, Division, Address or Agency)
Health and Mental Hygiene
201 W. Preston St.
Baltimore Md 21201

Signature
Title

Building and Room
O'Connor bldg
rm 33-6

3. Phone
383-3539

4. To: State Records Center
Jessup

Signature: (Agency Official)
Alberta R Downey

6. No. of Cu. St.
2

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R26 S16 YES	2	Unit 05 Pink payment vouchers 1978. Fy box 1 1-923 box 3 1753-2789	1985 830 1E July 1983

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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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W99

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	Unit 16 pink payment vouchers 1-3047 Unit 20 1-661	930	1E	FY 1978	2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W 99

8-7-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Title

2. Building and Room
 O'Connor bldg
 Rm ss-6

3. Phone
 383-3539

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Alberta R Downey

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R26
 S16
 YES

2

Unite 16 pink payment vouchers 1978 Fy
 box 1 1-2498
 box 2 2499-3047
 unit 20 1-661

1983

930

1E

July

1983

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

82W98

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.				
4	Transmittals #1 01, boards, cover sheets #2 04,05,06,07 #3 16, 18,19,20,32,39,40 and emergencies #4 Juvenile Services	930	1A	FY 1978	4	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

82 W 98

8-7-81

From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Title

Building and Room
 O'Connor bldg
 Rm ss-6

3. Phone
 383-3539

4. To: State Records Center

Signature: (Agency Official)

Alberta R Downey

6. No. of Cu.Ft.

4

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R26 S16. Y25</p>	<p>4</p>	<p>TRANSMITTALS 1978 fy box 1 01, boards, cover sheets box 2 04, 05, 06, 07 box 3 16, 18, 19, 20, 32, 39, 40 and emergencies box 4 Juvenile services</p>	<p>1983 930 1A July 1983</p>

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DEPARTMENT OF GENERAL SERVICES
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 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

X

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

Division or Bureau

81W275

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	Local Health Unit 03 Pink Payment Vouchers 1-15216	930	1E	FY 1978	9	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St. *Fiscal &*
 Baltimore Md 21201 *Support*

2. Building and Room
 O'Connor Bldg
 Rm 55-6

3. Phone
 383-3539

Accession No. **81 W 275**
 Date Received **4-3-81**

Signature *Paul C. Lamberson*
 Title *Recrd Center Manager*

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)
Alberta R Downey

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.)
R105 821-22 445 Listing R-34 S-32 1979 1978	9	Local Health Unit 03 Pink Payment Vouchers 1978 FY Box 1 1-1474 box 2 1475-3383 ✓ box 3 3384-5131 ✓ box 4 5132-6585 ✓ box 5 6586-8018 ✓ box 6 8019-9515 ✓ box 7 9516-11236 ✓ box 8 11237-13522 ✓ box 9 13523-15216 ✓	1983 930 1 E July 1983

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X
 DEPARTMENT OF GENERAL SERVICES
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CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W278

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	Juvenile Services Pink Payment Vouchers 1-12855	930	1E	FY 1978	7	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

1. From: (Name, Division, Address or Agency) Health and Mental Hygiene 201 W. Preston St. Baltimore Md 21201		Accession No. <i>81W278</i>	Date Received <i>4-3-81</i>
2. Building and Room O'Connor Bldg Rm ss-6		3. Phone 383-3539	4. To: State Records Center <i>Wabuloo</i>
5. Signature: (Agency Official) <i>Alberta R Downey</i>		6. No. of Cu.Ft. <i>7</i>	

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>R105 S22</i>	<i>7</i>	Juvenile Services Pink Payment Vouchers 1978 FY Box 1 1-2435 box 2 2444-4300 box 3 4301-6234 box 4 6235-7192 box 5 7262-9395 box 6 9474-11640 box 7 11702-12855	1983 <i>930</i> <i>1E</i> <i>July</i> <i>1983</i>

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X
 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. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W282

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.				
1-4	Unit 07 Pink Payment Vouchers 1-1865 Unit 39 1-461	930	1E	FY 1978	4	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

81 W 282

Date Received

4-3-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore Md 21201

Signature

Title

2. Building and Room
 O'Connor bldg
 Rm ss-6

3. Phone
 383-3239

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Alberta R Downey

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RHS
S-22
YES

4

Unit 07 Pink payment vouchers 1978 FY
 box 1 1-586
 box 2 587-1094
 box 3 1095-1546
 box 4 1547-1865
 unit 39 1-461

1983

930

1E

July

1983

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W283

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	Unit 06 Pink Payment Vouchers 1-1929	930	1E	FY 1978	3	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

1. <u>From:</u> (Name, Division, Address or Agency) Health and Mental Hygiene 201 W. Preston St. Baltimore Md 21201		Accession No. <i>81W 283</i>	Date Received <i>4-3-81</i>
2. Building and Room <i>O'Connor bldg</i> Rm ss-6		3. Phone <i>383-3539</i>	
5. Signature: (Agency Official) <i>Alberta R Downey</i>		4. <u>To:</u> State Records Center <i>Watauloo</i>	
		6. No. of Cu.Ft. <i>3</i>	
		Signature <i>Paul C. Lamberson</i>	
		Title <i>Record Center Manager</i>	

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>R105</i> <i>S23</i> <i>Y95</i>	<i>3</i>	Unit 06 Pink Payment vouchers 1978 FY box 1 1-757 box 2 758-1548 box 3 1549-1929	<i>1983</i> <i>930</i> <i>12</i> <i>July</i> <i>1983</i>

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DEPARTMENT OF GENERAL SERVICES
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CERTIFICATE OF RECORDS DISPOSAL

Dept. Health & Mental Hygiene

Reporting Agency

Fiscal Operations

81W285

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.				
1-2	Unit 04 Pink Payment Vouchers 1-3184	930	1E	FY 1978	2	6-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

81 W 285

4-381

1. From: (Name, Division, Address or Agency)
Health & Mental Hygiene
201 W. Preston St.
Baltimore Md 21201

Signature

Title

2. Building and Room
O'Connor bldg
Rm ss-6

3. Phone
383-3539

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Alberta R Downey

2

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>R105</i> <i>S23</i> <i>yes</i>	2	Unit 04 Pink Payment Vouchers 1978 FY box 1 1-1834 box 2 1835-3184	1983 <i>930</i> <i>1E</i> <i>July</i> <i>1983</i>

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

DEPT. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

75W216

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	Time-Keeping Records Data Processing	930			2	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Fiscal Operations ✓

Accession No.

Date Received

75W-216

4/21/75

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

Signature

Health & Mental Hygiene

Title

Records Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

Waterloo

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.)
<p>R-326 S-1 512 925</p>	<p>2</p>	<p>Time-keeping Records Data Processing</p>	<p>930 1981</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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES

75W208

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.				
1-4	Fiscal Reports	930			4	5-83	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

75W208

Signature

Title

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

D. H. M. H.

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R26
S14

1-4

Fiscal Reports

yes

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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL OPERATIONS

LOT #1890

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	Enviromental Health-Unit Vouchers #30,001 thru 32,078	930	1E		1	5-83	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

1890

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

D H M H
FISCAL Operations

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R35
S14
10

1

Environmental Health - Unit 16
Voucher # 30,001 Thru 32,078

930

1E

1979

5237

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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. HEALTH & MENTAL HYGIENE

Reporting Agency

FISCAL SERVICES 81W253

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	990's Batch Sheets	930	1E	FY 1978	51.00	5-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

816253

4-1-81

1. From: (Name, Division, Address or Agency)
 Health and Mental Hygiene
 201 W. Preston St.
 Baltimore md 21201

Signature

Title

2. Building and Room
 O'Connor Bldg
 Rm ss-6

3. Phone
 383-3539

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Alberta R Downey

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>R34 S32 YES</p>	<p>1</p>	<p>1978 Fy 990's Batch Sheets</p>	<p>1983 930 12 July 1983</p>

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AND RECEIPT

81 W 260

1-81



From: (Name, Division, Address or Agency)
Health and Mental Hygiene
201 W. Preston S.
Baltimore Md 21201

Signature

Title
Records Mgt.

Building and Room
O'Connor bldg
Rm ss-6

3. Phone
383-3539

4. To: State Records Center
Waterloo

Signature: (Agency Official)
Alberta K Downey

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.)
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R-34
S-32
yes

1

Pink Payment vouchers 1978 Fy
Unit 18-inclusive
unit 19-inclusive
unit 32-inclusive
unit 40-inclusive

1983
930
1E
July
1983

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