

DEPT. OF PERSONNEL

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Equal Employment Opportunity

Division or Bureau

81W192

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.				
13-19	Reports - EEO-4 Forms	690	6		7	7-83	Recycled

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


 Signature


 Title


 Date

CB

RECORDS TRANSMITTAL

AND RECEIPT

X

Complete at State Records Center

Accession No.

Date Received

81 W 192

3/17/81

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

Department of Personnel
Equal Employment Opportunity

Signature

Paul C. Lamberson

Title

Records Center - Manager

2. Building and Room

3. Phone

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

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.)

R33 S20

13-19

Reports

EEO-4 Forms

690-6

4/1/83

JULY 83

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Lot 1219

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.				
1-26	Employee's Record File University of MD- College Park & Hospital	690-2B	1	1966	26	7-83	Recycled

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


 Signature


 Title


 Date

CRB

2 copies

0 ✓

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: 12/1/66

Lot No.: 1219

Range: ~~10~~ 4

Section(s) ~~45~~
 Shelves 3-7

Received by: J. Hirsch

Remarks:

- 1. Agency: Commissioner of Personnel
- 2. Division: Administrative
- 3. Record Title: Employee's Record File
- 4. Inclusive Dates: 1966

5. Schedule No. <u>690-24</u>	6. Item No. <u>11</u>	7. Scheduled Disposal Date: <u>Indefinite</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)

690-24
Item 1

26 record center boxes arranged alphabetically

University of Maryland - College Park & Hospital

R-32
S-13-14

ml

3/77

- 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:
Viola W. Smith 526-551

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

79B41

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.				
1-94	Employees Inactive Folders	690- 2B	1	1966-78	94	7-83	Recycled

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

Paul Zamberson
Signature

Record Center Manager
Title

7/25/83
Date

AND RECEIPT

CB.

Accession No.

Date Received

~~79841~~ 79841

12/1/78

Signature

Title

Service Specialist I

From: (Name, Division, Address or Agency)
 Mr. William Spearman, Director
 Administrative - Department of Personnel
 Room 510 (Marion Slowikowski)

Building and Room
 State Office Bldg.
 1 W. Preston St.
 Room 510

3. Phone
 383-4677

4. To: State Records Center
 State Office Building
 301 W. Preston Street

Signature: (Agency Official)

Marion Slowikowski

6. No. of Cu.Ft.
 94 cubic feet

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

94

Employees inactive folders

690-2 B Item #1

~~73-75~~

66-78

~~2034~~

Jan 1983

R
S
SH
~~2-4~~
~~5-14~~
R109
59-12

11411-11504

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

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



CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel -

Reporting Agency

Medical Unit

75B28

Division or Bureau

PREPARE IN DUPLICATE

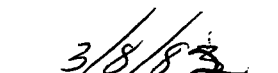
Retain one copy and forward original to above address

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.				
143	Employment List	690	7	7-1-69 - 6-30-72	3	1-81	Recycle

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


 Signature


 Title


 Date

*Not here
on this Range*

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date July 13, 1981

To: Department of Personnel Medical Unit M-10
301 W. Preston Street
Baltimore, Maryland 21201

Subject: Disposal Clearance

The records described below are eligible for disposal on 07/01/81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
75 B 28	3	1-3
Disposal Authority		
Schedule #690 Item #		
Description of Records:		
Employment List 7/1/69 to 10/1/72		

Removed

Sincerely yours,
Paul C. Lamberton

Paul C. Lamberton
State Records Center, Baltimore, Maryland.
Phone 799-1379

AND RECEIPT

Accession No.

Date Received

75B28

8/17/74

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

Dept. of Personnel
Examination

Signature

Title

2. Building and Room

3. Phone

state office
Building

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

3 cu. ft

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RANGE 33

1-3

7/1/69 - 6/30/72
Employment List

~~304~~
690-7 1/2

SEC. 10 21

6/30/1977

~~staff 2~~

377

2357-2359

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

15 B 28

5/7/77

Signature

Title

From: (Name, Division, Address or Agency)

Dir. of Personnel
Examination

Building and Room

3. Phone

late office
Building

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

3 cu. ft.

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

AMK
33
LC-11
H 2

1-3

1/1/64 - 6/30/72
Employment List

~~304~~
690-7 12
6/30/77 1977

Bellevue
8-12-81

2357-2359

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

78B212

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	Leave Records			1969-74	1	7-83	Recycled

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

Paul Lombardi
 Signature

Record Center Manager
 Title

7/25/83
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

78B212

Signature

Title

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

DOP

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 32
S 23

1

LEAVE Records
1969 - 1974

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

CERTIFICATE OF RECORDS DISPOSAL

Dept of Personnel

Reporting Agency

Lot 1938

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.				
7	Certification of Eligibles Interview Notices	690-7	12	Jan-Dec. 1970	1	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

1938

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

DOP

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.)

R108
326

7. Certif of Eligibles
Interview Notices (SEL) (INS) (QCL)
(FRN'S)
2 JAW Thru 31 Dec 1972

690-7

12

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Commissioner of Personnel

Reporting Agency

Medical Unit

Lot #2073

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	Factual Physical Exam Reports	690-2	8	Jan.-Dec. 1971	9	9-81	Recycled

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


 Signature

Service Spec.
 Title

9/23/81
 Date

RECORDS TRANSMITTAL SHEET

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

To be completed by
Record Center:
Date: 3/1/73
Lot No.: 2073
Range: ~~23~~ 37
Section(s) ~~21~~
Shelves 5-6
Received by: J. Hirsch
Remarks:

- 1. Agency: Commissioner of Personnel
- 2. Division: Medical Unit
- 3. Record Title: Factual Physical Exam Reports
- 4. Inclusive Dates: Jan. - Dec. 1971

5. Schedule No. 303 <u>602</u>	6. Item No. <u>8</u>	7. Scheduled Disposal Date: <u>1976</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)

9 Record Center boxes

- MS 405
- MS 406

- 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:

2361 - 2369

3/77

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. of Personnel

Reporting Agency

78B160

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.				
75-87	Examination-Scoring Unit	690-7		5/75 - 2/76	13	7-83	Recycled

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

78B160

Signature

Title

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

DOP

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

13

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R106 52-27 28	75-87	EXAMINATION-Scoring Unit 5/2/75 - 2/24/76	690-7

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Personnel

Reporting Agency

Medical Unit M-10

Division or Bureau

75 B 83

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.				
	MS 405-406 Factual Physician Exam.	690	2	Jan. Dec. 1973	11	9-8-81	recycled

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

Paul C. Lamberson
 Signature

Records Center Manager
 Title

9-8-81
 Date

STATE OF MARYLAND
Records Management Division
State Records Center

Date July 13, 1981

To: Department of Personnel-Medical Unit M-10
301 W. Preston Street
Baltimore, Maryland 21201

Subject: Disposal Clearance

The records described below are eligible for disposal on 7/1/81. They will be destroyed, 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 a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
75 B 84	11	
Disposal Authority Schedule #690 Item #:		
Description of Records MS 1405 MS 1406 Factual Physical Exam. Reports Jan.-Dec. 1973		

Sincerely yours,
Paul C. Lamberon
Paul C. Lamberon
State Records Center, Jessup, 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: 2/26/75
 Lot No.: 75B 83
 Range: ~~33~~ 33
 Section(s) ~~23~~ 23
 Received by: J. Hirsch
 Remarks:

1. Agency: Commissioner of Personnel
2. Division: Medical Unit
3. Record Title: Factual Physical Exam Reports
4. Inclusive Dates: Jan. - Dec. 1973

5. Schedule No. <u>303</u>	6. Item No. <u>8</u>	7. Scheduled Disposal Date: <u>1978</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)

11 Record Center boxes

MS-405
 MS-406

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) NONE

11. Signature of Agency representative:

Viola W. Smith 2484-2494

317

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: 2/26/75
Lot No.: 7-5 B 83
Range: ~~33~~ 23
Section(s) ~~23~~
Received by: J. Hirsch
Remarks:

1. Agency: Commissioner of Personnel
2. Division: Medical Unit
3. Record Title: Factual Physical Exam Reports
4. Inclusive Dates: Jan. - Dec. 1973

5. Schedule No. <u>60-2-3</u>	6. Item No. <u>8</u>	7. Scheduled Disposal Date: <u>1978</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)

11 Record Center boxes

MS-405
MS-406

REMOVE

8-12-81

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____ c. Transfiles
b. File drawers, legal-size _____ d. Other (specify) NONE

11. Signature of Agency representative:

Walter W. Smith 2484-2494

317

DEPARTMENT OF GENERAL SERVICES

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

4

CERTIFICATE OF RECORDS DISPOSAL

R107
 S30-31

Dept. of Personnel

Reporting Agency

Medical Unit

Division or Bureau

75B52

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.				
1-36	Certification of Eligibles	690	7	1973	36	1-81	Recycle

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

Signature

Record Center Manager

Title

3/8/82

Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

gone Certificate

Date July 13, 1981

To: Department of Personnel-Medical Unit M-10
301 W. Preston Street
Baltimore, Maryland 21201
Subject: Disposal Clearance

The records described below are eligible for disposal on 07/01/81. They will be destroyed or recycled 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 File Number	Cubic Feet	Box Numbers
75 B 52	36	1-36

Disposal Authority

Schedule #690 Item #7

Description of Records

Certification of Eligible 1973

Sincerely yours

Paul C. Lamberson
Paul C. Lamberson

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

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75B52

10/18/74

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

Commissioner of Personnel- Administrative

Signature

James F. Styniest

Title

Clerk III

2. Address of Agency:
301 W. Preston St.
Baltimore, 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 F
Section 8
Shelves 2-3
R107
S30-31

1-36

Certification of Eligibles 1973 arranged alphabetically

36 Record Center Boxes

~~690-12~~ 12
304-6

8481-8516

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL



Commissioner of Personnell

Reporting Agency

Administrative

75B99

Division or Bureau

~~RA~~ 109
58-9

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.				
1-36	Certification of Eligibles	690-7	12	1974	36	2-82	Recycle

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

Paul Combs
Signature

Records Center Manager 3/8/83
Title Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

Department of Personnel
Administrative Office Services
To: 301 W. Preston St. - Rm. 510
Baltimore, MD
Attention: Marion Slourkowski
Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82.
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
75899	36	

Disposal Authority

Sch. #690-7 Item #12

Description of Records:

See Attached Transmittal

Sincerely yours,

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

Destroy

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75 B 99

9/9/75

1. FROM: (Name and Division of Transferring Agency) *Commissioner of Personnel Administrative*

Signature *Joseph H. Hirsch*
Title *Public Records Assistant*

2. Address of Agency:
301 W. Preston Street

3. TO: STATE RECORDS CENTER
Baltimore Record Center

4. Agency Official (Signature)

5. Building & Room No.
state office Bldg. Room B4

6. Telephone No.
383-2097

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

I Range section 1

1-36

*Certification of Eligibles
1974
arranged alphabetically*

*1980
304 6
690-7/12*

*Sh/wos 8-14
R 9
S 8-9*

Dave

11237-11277

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Examination Division - Scoring Unit 81W315
 Division or Bureau

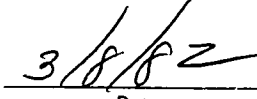
PREPARE IN DUPLICATE
 Retain one copy and forward original to above address

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.				
87418	IBM Answer sheets, Demonstration test material, promotional potential ratings, oral rating forms, unassembled rating forms, etc.	690-7	2	1974-76'	33	2-82	Recycle

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


 Signature


 Title


 Date

Destroy

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81W315

4-30-81

Signature

Title

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

Department of Personnel
Examination Division - Scoring Unit

2. Building and Room

301 W. Preston St.
Bldg. 1 Room 503

3. Phone

383-4633

4. To: State Records Center

Watuolo

5. Signature: (Agency Official)

Harold H. Houck
Personnel Services Specialist

6. No. of Cu.Ft.

33

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

*R36
S34*

IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.

*690-7
12/31/81*

FROM TO THROUGH

87	9/20/76	10/9/76	Accountant-Auditor	11	10/31/81	
87A	4/26/75(EA 1)	11/22/75(EA VI)	E.A. VI Traffic		11/30/80	
88	1/10/76(DP An)	6/76	D.P. Prog. Anal.			
	1/10/76(Tel O)	2/26/76	Waterways Impr.		6/30/81	
	Also IBM ans sheets ret. from N. Y. which they could not use 1/75 to 7/75					
89	3/3/76 Act. Ther.	6/15/76	Data Device Oper	11	6/30/81	
90	2/18/76Elec.Reg.	6/2/76	Nurse 111(Psy)		6/30/81	
91	4/18/76 Nurse 1V	6/5/76	Off. Assis. 1			
	Also IBM sheets for Fiscal Aide 1				6/76	6/30/81
92	5/1/76 (Off. Assis)	6/3/76	Off. Sec. 1(Gen)		6/30/81	
93	2/17/76 (OPer Spec)	6/17/76	Steno-Clerk		6/30/81	
94	4/24/76StenoCl.	6/2/76	Supply Clerk		6/30/81	
95	2/28/76(Supply Cl)	6/30/76	Admin.Spec 11		6/30/81	
96	2/19/76(Adm. Sp)	6/26/76	Emp. Sec. Sp.Tr.		6/30/81	
97	5/8/76(Emp Ser Assoc)	7/15/76	Motor Veh. Oper	11	7/31/81	
98	4/30/76Nat Res Pol. Corp. (Marine)	7/21/76	Services Sup.11		7/31/81	
99	6/8/76(St Avia Pol Off	11 7/28/76	Vol Act. Coord 1			
	&10/13/76(Hghy Sup Eng 1	9/13/76	Instr. 1 (Occ Upn)		10/31/81	
100	1/24/74(Agri Com Gr Sup					
	&12/8/75(Addic Coun 1V					
	4/11/76&4/30/76	Vis & Hear. Screen Tec. & Admin. 1 & 11			4/30/81	
101	Also IBM sheets for P.E. S. (1976)					
	3/16/76 Admin 1 & 11	5/8/76	Dentist 11		5/31/81	
102	3/16/76 (Elec. Tech 1	5/13/76	Housekeeping Sup		5/31/81	
103	3/20/76(Houseparent	5/12/76	Pol. Comm Off. 11		5/31/81	

Dave

(Use Plain Unlined Paper For Continuation Pages)

5932-5964

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

Signature

Title

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

Department of Personnel
Examination Division- Scoring Unit

2. Building and Room

301 W. Preston St.
Bldg. 1 Room 503

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

Harold H. Houck
Personnel Services Specialist

6. No. of Cu.Ft.

33

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)						
		IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating forms, Unassembled Rating Forms, etc.							
	104	<table border="0"> <tr> <td style="text-align: center;">FROM</td> <td style="text-align: center;">TO</td> <td style="text-align: center;">THROUGH</td> </tr> <tr> <td>3/4/76 (Pub. Aff Off 1</td> <td>4/24/76</td> <td>Traffic Eng. 11</td> </tr> </table> <p>Also Old PES sheets for Nurse IV & V 3/4/76 Nursing Div chief & Pub Health Eng.</p>	FROM	TO	THROUGH	3/4/76 (Pub. Aff Off 1	4/24/76	Traffic Eng. 11	4/30/81
FROM	TO	THROUGH							
3/4/76 (Pub. Aff Off 1	4/24/76	Traffic Eng. 11							
	105	<table border="0"> <tr> <td style="text-align: center;">6/76 MAIF Underwriter 1</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Nurse V</td> </tr> </table> <p>Also MAIF Underwriter 1 5/17/74</p>	6/76 MAIF Underwriter 1	12/76	Nurse V	12/31/81			
6/76 MAIF Underwriter 1	12/76	Nurse V							
	106	<table border="0"> <tr> <td style="text-align: center;">7/75 IBM sheets for Lottery Rep 1 & Nutritionist 11</td> <td style="text-align: center;">11/76</td> <td style="text-align: center;">Off. Appliance Clerk</td> </tr> </table> <p>& 7/75 Right of Way 11/76 Sign Fabricator 111</p>	7/75 IBM sheets for Lottery Rep 1 & Nutritionist 11	11/76	Off. Appliance Clerk	11/30/81			
7/75 IBM sheets for Lottery Rep 1 & Nutritionist 11	11/76	Off. Appliance Clerk							
	107	<table border="0"> <tr> <td style="text-align: center;">8/76 Soc. Worker</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Telephone Operator</td> </tr> </table>	8/76 Soc. Worker	12/76	Telephone Operator	12/31/81			
8/76 Soc. Worker	12/76	Telephone Operator							
	108	<table border="0"> <tr> <td style="text-align: center;">8/76 Tel. Oper. 11</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Unemp. Ins Claims Spec 111</td> </tr> </table>	8/76 Tel. Oper. 11	12/76	Unemp. Ins Claims Spec 111	12/31/81			
8/76 Tel. Oper. 11	12/76	Unemp. Ins Claims Spec 111							
	109	<table border="0"> <tr> <td style="text-align: center;">8/76 Vet. Cemetary Prog Mge.</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Youth Sup 11</td> </tr> </table>	8/76 Vet. Cemetary Prog Mge.	12/76	Youth Sup 11	12/31/81			
8/76 Vet. Cemetary Prog Mge.	12/76	Youth Sup 11							
	110	<table border="0"> <tr> <td style="text-align: center;">& 10/76 Steno-Clerk</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Steno-Clerk</td> </tr> </table>	& 10/76 Steno-Clerk	12/76	Steno-Clerk	12/31/81			
& 10/76 Steno-Clerk	12/76	Steno-Clerk							
	111	<table border="0"> <tr> <td style="text-align: center;">8/76 Academic Instr. 11</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Automotive Serv Sup 11</td> </tr> </table>	8/76 Academic Instr. 11	12/76	Automotive Serv Sup 11	12/31/81			
8/76 Academic Instr. 11	12/76	Automotive Serv Sup 11							
	112	<table border="0"> <tr> <td style="text-align: center;">7/76 Bank Exam IV</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Claims Exam 1</td> </tr> </table>	7/76 Bank Exam IV	12/76	Claims Exam 1	12/31/81			
7/76 Bank Exam IV	12/76	Claims Exam 1							
	113	<table border="0"> <tr> <td style="text-align: center;">7/76 Clerk-Steno</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Corr. Officer 1</td> </tr> </table>	7/76 Clerk-Steno	12/76	Corr. Officer 1	12/31/81			
7/76 Clerk-Steno	12/76	Corr. Officer 1							
	114	<table border="0"> <tr> <td style="text-align: center;">6/76 Corr. Off 11</td> <td style="text-align: center;">10/76</td> <td style="text-align: center;">Day are Center Supervisor</td> </tr> </table>	6/76 Corr. Off 11	10/76	Day are Center Supervisor	12/31/81			
6/76 Corr. Off 11	10/76	Day are Center Supervisor							
	114	<table border="0"> <tr> <td style="text-align: center;">6/76 Dental Hygienist 1</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Distr. Right of Way Chief</td> </tr> </table>	6/76 Dental Hygienist 1	12/76	Distr. Right of Way Chief	12/31/81			
6/76 Dental Hygienist 1	12/76	Distr. Right of Way Chief							
	115	<table border="0"> <tr> <td style="text-align: center;">8/76 Drafter R</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Eng. Assoc V Materials</td> </tr> </table>	8/76 Drafter R	12/76	Eng. Assoc V Materials	12/31/81			
8/76 Drafter R	12/76	Eng. Assoc V Materials							
	116	<table border="0"> <tr> <td style="text-align: center;">8/76 Eng. Assoc V Survey</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Forester trainee</td> </tr> </table>	8/76 Eng. Assoc V Survey	12/76	Forester trainee	12/31/81			
8/76 Eng. Assoc V Survey	12/76	Forester trainee							
	117	<table border="0"> <tr> <td style="text-align: center;">7/76 Forester Trainee</td> <td style="text-align: center;">12/76</td> <td style="text-align: center;">Intergroup Rel. Sup</td> </tr> </table>	7/76 Forester Trainee	12/76	Intergroup Rel. Sup	12/31/81			
7/76 Forester Trainee	12/76	Intergroup Rel. Sup							

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

Department of Personnel
Examination Division- Scoring Unit
To: 301 W. Preston St. Bldg. 1 - Rm. 503
Baltimore, MD
Attention: Mr. Harold H. Houck
Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82.
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
81W315	33	

Disposal Authority

Sch. #690-7

Item #2

Description of records:

See Attached Transmittal

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

DEPARTMENT OF GENERAL SERVICES

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



CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel, Administrative

Reporting Agency

Office Services

78B140

Division or Bureau

R34
56

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.				
1-26	Certification of Eligible List	690-7	12	Jan. 1976 - Dec. 1976	26	2-82	Recycle

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

Paul [Signature]
Signature

Record Center Manager
Title

3/8/82
Date

Destroy
...

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

78B140

October 21, 1977

1. From: (Name, Division, Address or Agency)
DEPT. OF PERSONNEL, ADMINISTRATIVE
OFFICE SERVICES, 5th, floor.

Signature

Title

Record Management Technician

2. Building and Room
STATE OFFICE BLDG.
RM. 510.

3. Phone
383-4677

4. To: State Records Center
BALTIMORE

5. Signature: (Agency Official)

Marion Slowikowski

6. No. of Cu.Ft.

26

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1-26

CERTIFICATION OF ELIGIBLE LIST, JAN. 1976
DEC. 1976

JAN. 1982
690-7 12

~~Range 1~~
~~Section 5-6~~

R34
86

Done

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

To: Department of Personnel
Administrative, Office Services
301 W. Preston St. - Rm. 510
Baltimore, MD
Subject: Attention: Marion Slourkowski
Disposal Clearance

The records described below are eligible for disposal on 1-1-82. 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
78B120	26	

Disposal Authority

Sch. #590-7 Item #12

Description of Records:

See Attached Transmittal

Sincerely yours,
Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Personnel
 Reporting Agency
Examination Division
 Division or Bureau

78 B 5 *

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.				
	ABM - Testing Materials	690	7	1974-1975	21	9-8-81	recycled

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

Paul C. Lamberson
 Signature

Records Center Manager
 Title

9-9-81
 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

OK

Date July 13, 1981

To: Department of Personnel-Examination Division
301 West Preston Street, Room 503
Baltimore, Maryland 21201

Subject: Disposal Clearance

The records described below are eligible for disposal on 07/01/81. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number 78 B 5*	Cubic Feet 22	Box Numbers 28-48
---	-------------------------	-----------------------------

Remove 8-12-81
only
RICK
5 26

Disposal Authority
Schedule #690 Item #1

Description of Records:
IBM Answer Sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.

*This is partial disposal only. Boxes 49-56 are to remain at the State Records Center until 12-31-81.

Sincerely yours,
Paul C. Lamberson
Paul C. Lamberson

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

AND RECEIPT

Accession No.

Date Received

78B5

July 19, 1977

From: (Name, Division, Address or Agency)

Department of Personnel
Examination Division - Scoring Unit
301 W. Preston Street., Bldg. 1

Signature

Title
Record Management Technician

Building and Room

503

3. Phone

383-4633

4. To: State Records Center

Baltimore

6. No. of Cu.Ft.

30

Signature: (Agency Official)

Harold M. Houak
Personnel Services Specialist

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>Division 4 R106 S28 Partial Removed 8-12-81</p>	<p>28 29 30 31 32 33 34 34-A 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56</p>	<p>IBM Answer Sheets, Demonstration Test Material Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc. <u>FROM:</u> 5/31/74 (A) 10/29/74 8/17/74 (CO I) 10/24/74 7/25/74 (OFF) 10/15/74 9/19/74 (STEN) 10/23/74 9/24/74 (A) 11/22/74 10/1/74 (I) 11/16/74 10/5/74 (OFF) 12/5/74 11/16/74 (CA) 12/3/74 11/16/74 (LA) 12/30/74 11/6/74 (STC-W, A-COR) 12/8/75 11/16/74 (COR) 1/22/75 12/7/74 (L) 1/25/75 11/18/74 (SE) 2/25/75 1/21/75 (FI) 2/13/75 11/27/74 (SA) 2/22/75 1/31/75 (AC) 3/18/75 2/26/75 (DPT) 6/25/75 2/14/75 (OFF) 3/20/75 3/21/75 (SB) 3/27/75 1/17/75 (LA) 4/19/75 3/20/75 (MO) 4/19/75 3/14/75 (SU) 4/15/75 4/1/75 (TIP) 5/10/76 5/24/75 (TIP) 12/8/75 1/5/76 (TIP) 5/10/76 4/27/76 (TIP) 5/10/76 6/2/76 (TIP) 6/30/76 8/26/76 (TIP) 10/25/76 10/23/76 (TIP) 12/9/76 5/5/75 (TIP I-IV-ACC) 12/4/76</p>	<p>690-7 2 10/31/79 10/31/79 10/31/79 10/31/79 11/30/79 11/30/79 11/30/79 11/30/79 11/30 & 12/31/79 12/31/79 12/31/79 1/31/80 1/31/80 1/31/80 2/28/80 2/28/80 2/28/80 3/31/80 3/31/80 3/31/80 4/30/80 4/30/80 4/30/80 4/30/80 12/31/81 12/31/81 12/31/81 12/31/81 12/31/81 12/31/81 12/31/81 12/31/81 12/31/81 12/31/81 12/31/81</p>

(Use Plain Unlined Paper For Continuation Pages)

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

J

CERTIFICATE OF RECORDS DISPOSAL

Dept. Personnel
~~Dept. Health & Mental Hygiene~~
 Reporting Agency

~~Fiscal Operations~~ 78B160
 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.				
57-86	IBM Answer Sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms Unassembled Rating Forms, etc.	690	7	10-75 - 1/76	30	6-83	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 July 13, 1981

To: Department of Personnel - Examination Division
301 West Bank, 25th St., Room 503
Baltimore, Maryland 21201

Subject: Disposal of Records

Here 225

The records described below are eligible for disposal on 07/01/81. They will be destroyed unless a 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 File Number	Cubic Feet	Box Numbers
78 B 162	30	57-86

Disposal Authority:

Schedule 70, Item #1

Description of Records:

IBM Answer Sheets, Demonstration Test Material, Promotional Potential

Rating, and Rating Forms, Unassembled Rating Forms, etc.

Sincerely yours,

Paul C. Lamberson
Paul C. Lamberson

State Records Center, Jessup, Maryland.
Phone 799-1771

E-1

AND RECEIPT

Accession No.

Date Received

78B160

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

Signature

Department of Personnel
Examination Division- Scoring Unit

Title

2. Building and Room

3. Phone

301 W. Preston St
Bldg. 1 room 503

383-4633

4. To: State Records Center

5. Signature: (Agency Official)

Harold H. Houck
Personnel Services Specialist

6. No. of Cu.Ft.

30

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RANGE SECTION

E-1

R106
526-27

RE
SI
RD
SD

S (MVG)

9-10-11

RANGE SECTION

57
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85

IBM Answer Sheets, Demonstration Test Material
Promotional Potential Ratings, Oral Rating Forms,
Unassembled Rating Forms, etc.

FROM; TO: THROUGH:

4/19/75 (ST-Cl)	10/4/75	Steno-Clerk	12/31/80
5/21/75 (PCT)	12/31/75	PCT	
10/8/75 ST-Cl)	12/31/75	Steno-Clerk	12/31/80
5/10/75 (PCT)	7/18/75	PCT	12/31/80
4/15/75 (AAll)	8/18/75	Bank Exam.	8/31/80
4/12/75 (BM11)	8/6/75	COI	8/31/80
5/20/75 (COI)	8/26/75	CO111	8/31/80
4/30/75 (CO11)	6/26/75	Data Proc.	8/31/80
4/19/75 (DP Asst.)	7/30/75	Elec. Clerk	8/31/80
3/21/75 (Fin. Ag. 1)	8/27/75	For. Tr.	8/31/80
4/14/75 (ILL 11)	7/28/75	Lab. Tech.	8/31/80
1/26/74 (Act 11)	9/23/75	Mate: Hy. Boat	9/30/80
5/2/75 (MHL1H)	9/10/75	Shop Clerk	9/30/80
5/1/75 (SWA 11)	10/4/75	AA 1	9/30/80
9/8/75 (ACCT. MO1)	10/23/75	Cashier 1	10/31/80
5/16/75 (Cem. Fin.)	10/20/75	Nurse 111	10/31/80
5/8/75 (NUR 111)	10/14/75	Soc. W. 111	10/31/80
3/24/75 (SPO 11Gen)	11/13/75	Emp. Tr. Spl1	11/30/80
5/24/75 (Emp. SA 14)	11/15/75	Nat. Res. PO1	11/30/80
5/24/75 (OS 11 G&S)	6/30/75	OS 11 St.	11/30/80
5/2/75 (NRPO 1)	11/22/75	Sp. Path-Aud 11	11/30/80
10/23/75 (St. Av. PO 1)	12/22/75	Cap Impr Pr V	12/31/80
5/22/75 (Cash. 11)	12/18/75	Safety & Hlth Insp. 1	12/31/80
4/19/75 (Oct. Eng 0 1)	12/18/75	Off. Sec 11	12/31/80
5/24/75 (OS 11)	12/12/75	Wildlife Te 1	12/31/80
1/8/74 (Land Rev App.)	8/8/75	Park Serv. Sup.	12/31/80
4/14/75 (Park Ser. Sup)	8/16/75	Supply Clerk	8/31/80
1/11/74 (Fire Inv. 1)	10/28/74	Hydrographer	
4/19/75 (Supply Cl)	8/5/75	Youth Sup. 11	8/31/80
12/5/75 (A. A. 111)	1/10/76	Emp. S.S. Sup 11	1/31/81
11/22/75 (Eng. Sr. Reg.)	1/13/76	Stat. Eng. 1st	1/31/81

(Use Plain Unlined Paper For Continuation Pages)

12/9/75 (Steno-Clerk) 2/28/81
to Wildlife Tech 1 2/28/76
Acct. Aud. Trainee Nurse V Med.

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. of Personnel

Reporting Agency

Examination Division- Scoring Unit

78B5

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.				
49-56	Promotional Potential Ratings, Oral Rating Forms	690-7	2	12-75 - 12-76	7	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 Dec. 7, 1981

Department of Personnel
Examination Division-Scoring Unit
To: 301 W. Preston St. Bldg. 1 - Rm. 503
Baltimore, MD
Attention: Mr. Harold H. Houck
Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82.
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
7885	30	

Disposal Authority

Sch. #690-7

Item #2

Description of Records:

See Attached Transmittal

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

82W13

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.				
1-73	Inactive State Employee Folders	690B	1	1976-1978	73	7-83	Recycled

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

Paul Lamber
Signature

Record Center Manager
Title

7/25/83
Date

CB

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

82413

7-7-81

From: (Name, Division, Address or Agency)
Linda L. Robinson
Dept. of Personnel, Administrative Div.
301 W. Preston St. Balto. Md. 21201

Signature
Paul C. Lomberson
Title
Record Center - Manager

Building and Room
State Office Bldg.
Rm. 510

3. Phone
383-4677
383-4678

4. To: State Records Center

Jessup.

Signature: (Agency Official)

David E. Shutz

6. No. of Cu.Ft.

73

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R109 S22-23-24	1 thru 73	INACTIVE STATE EMPLOYEE FOLDERS WITH INCLUSIVE DATES FROM 1976 to 1978	690-2 ^B ITEM-1 2034 Jan 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. of Personnel

Reporting Agency

80B29

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.				
119-185	IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms	690-7	2	1976-78	66	7983	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

80B29

2-26-80

Signature

Franci [Signature]

Title

From: (Name, Division, Address or Agency)

Dept. of Personnel
Examination Division - Scoring Unit

4. To: State Records Center

Building and Room
301 W. Preston St.
Bldg. 1 Room 503

3. Phone
383-4633

6. No. of Cu.Ft. 36 + 30

Total 66

Signature: (Agency Official)
Harold H. Houck
Personnel Services Specialist

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
<p>RF 54-6</p> <p>R9 54-6</p> <p>R104</p>		<p>IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.</p> <p style="text-align: center;"> <u>From</u> <u>TO</u> <u>Through</u> </p>	<p>690-7 2</p>	
	119	7/28/75 Correctional Officer III	7/8/76 7/31/81	
	120	12/5/75 Accountant Auditor IV & P.P.R.'s	9/24/76 7/31/81	
	121	7/1/73 Employment Lists A - Z	6/30/74 6/30/80	
	122	1976 Professional Career Tests	6 6/30/81	
		1975 IBM Runs & Test Scoring & Grading Records for P. C. T.	6/30/81	
	123	1976 P.C.T.'s Cont.	6/30/81	
	124	1976 P.C.T.'s cont.	6/30/81	
	125	1/77 Accountant- Auditor I	6/77 Accountant Auditor II	7/31/82
	126	1/8/77 Accountant auditor II	6/10/77 Agricultural Inspector III	7/31/82
	127	1/14/77 Airport- Fire Rescue Specialist I	6/18/77 Carpenter	7/31/82
	128	1/6/77 Carpenter	6/28/77 Correctional Teacher III	7/31/82
	129	1/6/77 Corr. Teacher III	6/13/77 District Court Clerk II	7/31/82
130	1/8/77 District Court Clerk II	6/14/77 Fiscal Aide I	7/31/82	
131	4/23/77 Fiscal Aide I	6/11/77 Fiscal Associate I	7/31/82	

Jan 1983

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

80B29

2-26-80

From: (Name, Division, Address or Agency)
Dept. of Personnel
Examination Division - Scoring Unit

Signature

Francis John

Title

Building and Room

3. Phone

301 W. Preston St.
Bldg. 1 Room 503

383-4633

4. To: State Records Center

Signature: (Agency Official)

Harold H Houck
Personnel Services Specialist

6. No. of Cu.Ft. 36

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
<i>RI</i> <i>S 4-6</i>		IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms Unassembled Rating Forms etc.		
		<u>From</u> <u>TO</u> <u>Through</u>		
	132	1/8/77 Fiscal Associate I	6/27/77 Highway Engineer II	7/31/82
	133	1/5/77 Highway Engineer II	6/30/77 Laboratory Assistant I	7/31/82
	134	1/4/77 Laboratory Assistant I	6/30/77 Nurse II	6/30/82
	135	1/8/77 Nurse II	6/16/77 Office Assistant I	6/30/82
	136	4/30/77 Office Assistant I	5/21/77	5/31/82
	137	8/24/76 Office Assistant I	5/21/77 Office Supervisor I	5/31/82
	139	9/8/75 Office Supervisor I	6/14/77 Parole & Probation Agent III	6/31/82
	140	4/26/76 Parole & Probation Agent III	6/27/77 Planner II	7/31/82
	141	9/16/76 Planner II	5/31/77 Public Affairs Spec II	6/31/82
	142	4/13/76 Public Affairs Specialist II	6/9/77 Soil Conservation Engineer II	7/31/82
	143	5/15/76 Soil Conservation Engineer II	1/9/77 Teacher III	6/30/82
	144	4/16/77 Teacher III	6/14/77 Toll Corporal	7/31/82
	145	1/9/76 Toll Corporal	6/28/77 Typist Clerk III	7/31/82
	146	4/16/77 Typist Clerk III	6/21/77	7/31/82

Jan
1983

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

90 B 29

2-26-80

From: (Name, Division, Address or Agency)

Signature

Dept. of Personnel
Examination Division - Scoring Unit

Title

James O'Brien

Building and Room

3. Phone

4. To: State Records Center

301 W. Preston St.
Bldg. I Room 503

383-4033

6. No. of Cu.Ft. 36

Signature: (Agency Official)
Harold H. Hupck
Personnel Services Specialist

8. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)			
RI 546		IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms Unassembled Rating Forms, etc.				
		<table border="0"> <tr> <td style="text-align: center;"><u>From</u></td> <td style="text-align: center;"><u>To</u></td> <td style="text-align: center;"><u>Through</u></td> </tr> </table>	<u>From</u>	<u>To</u>	<u>Through</u>	
	<u>From</u>	<u>To</u>	<u>Through</u>			
	147	5/14/77	6/31/77	7/31/82		
	148	Typist Clerk II & 1/5/77	Typist Clerk III 6/4/77	7/31/82		
	149	Typist II 11/20/76	Stenographer Clerk 6/29/77	7/31/82		
		Steno-Clerk	Office Secretary I Steno.			
	150	Accountant Auditor II 9/30/77	Accountant auditor IV 11/19/77	7/31/82		
	151	Accountant Auditor IV 7/1/77	Addiction Counselor III 12/19/77	12/31/82		
	152	Administrator I	I.B.M Sheets for Administrator I, II, III & IV	12/31/82		
	153	11/19/77 only Administrator II	Administrator IV	12/31/82		
	154	11/19/77 only Administrator V	Casework Associate I 11/28/82	12/31/82		
155	7/27/77 Casework Associate I	Cashier 11/19/77	12/31/82			
	10/22/77					

Jan 1983

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

1. From: (Name, Division, Address or Agency)
 Department of Personnel
 Examination Division- Scoring Unit

2. Building and Room
 301 W. Preston St.
 Bldg. 1 Room 503

3. Phone
 383-4633

5. Signature: (Agency Official)
 Harold H. Houck
 Personnel Services Specialist

Accession No. 80B29

Date Received 5-26-80

Signature Francis [Signature]

Title _____

4. To: State Records Center

6. No. of Cu.Ft.
~~50~~ 30

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
RI S 4-6		IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.		
		<u>FROM</u> <u>TO</u> <u>THROUGH</u>		
	156	Academic Instructor II Accountant Auditor III	11/2/77 6/21/78	6/30/83
	157	Accountant Auditor III Administrative Officer II	7/1/77 to 6/17/78	6/30/83
	158	Administrative Officer III Assessment Assistant Supervisor, Class D	7/9/77 to 6/24/78	6/30/83
	159	Assessor I, Personal Property Central Communications Clerk I	7/1/77 to 6/26/78	6/30/83
	160	Central Payroll Clerk I Correctional Classification Supervisor II	1/8/77 to 6/24/78	6/30/83
	161	Correctional Educational Supervisor II Correctional Teacher II	7/9/77 to 6/17/78	6/30/83
	162	Data Device Operator II Day Care Center Teacher, School Age	10/18/76 1/7/77 to 6/26/78	6/30/83
	163	Dental Hygienist I District Court Clerk Assistant	6/11/77 to 5/26/78	6/30/83

July
1983

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

80B 29

2-26-80

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

Department of Personnel
Examination Division- Scoring Unit

Signature

Francis Johnson

Title

2. Building and Room

301 W. Preston St.
Bldg. 1 Room 503

3. Phone

383-4633

4. To: State Records Center

5. Signature: (Agency Official)

Harold H. Houck
Personnel Services Specialist

6. No. of Cu.Ft.

50

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RI
S 4-5

164

District Court Clerk Assistant
Election Clerk I

7/28/77 to 5/12/78

July
1983
6/30/83

165

Election Clerk II
Employment Security Office Manager I

7/26/77 to 4/20/78

"

166

Employment Security Office Manager II
Engineering Associate I

12/10/77 to 6/24/78

"

167

Engineering Associate IV All Options
Environmental Health Aide I

11/20/76 to 6/7/78

"

168

Environmental Health Aide I
Fire Protection Engineer

7/11/77 to 6/30/78

"

169

Fiscal Administrator I
Fiscal Aide I, Account Clerk book

10/24/77 to 6/30/78

"

170

Fiscal Aide I, Gen. Clerical book
Fiscal Series

8/30/77 to 6/17/78

"

171

Fiscal Series
Hearings Examiner Parole Commissioner

1/21/77 to 6/30/78

"

172

Hearings Officer I
Human Resources
Human Service Aide IV

8/16/77 to 8/30/78

"

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

80 B 29

2-26-80

Signature

Franki Johns

Title

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

Department of Personnel
Examination Division- Scoring Unit

2. Building and Room
301 W. Preston St.
Bldg. 1 Room 503

3. Phone
383-4633

4. To: State Records Center

5. Signature: (Agency Official)

Harold H. Houck
Personnel Services Specialist

6. No. of Cu.Ft.

50

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RI
54-E

173

IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.

July 1983

6/30/83

174

Human Services Specialist I
Interviewer, Public welfare

7/14/77 to 8/30/78

"

175

Interviewer, Public Welfare
Landscape Architect III

10/1/77 to 6/30/78

"

176

Laundry Chief
Lottery Receptionist

7/13/77 to 6/30/78

"

177

M.A.I.F. Agency
Coordinator
Management Specialist IV

7/7/77 to 6/30/78

"

178

Management Specialist V
Natural Resources Manager I

7/12/77 to 6/30/78

"

179

Natural Resources Manager II
Nurse II

7/13/77 to 6/30/78

"

180

Nurse III (Medical)
Office Appliance Clerk I

3/11/77 to 6/30/78

"

181

Office Appliance Clerk I
Office Assistant I

5/26/78 to 6/30/78

"

182

Office Clerk I
Parole, Probation Agent III

12/ /76 to 6/30/78

"

Parole, Probation Circuit
Supervisor
Plumber

8/3/76 to 6/30/78

183
184
185

(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. of Personnel

Reporting Agency
Administrative Office Services **80B28**

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.				
27-28	Certification of Eligible List	690-7	12	1976	2	1-83	Recycled

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

 Signature

 Title

 Date

Destroy
C.B.

AND RECEIPT

Accession No.

Date Received

80 B28

2-21-80

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

LINDA ROBINSON
ADMINISTRATIVE, OFFICE SERVICES
DEPT. of PERSONNEL 5th fl.

Signature

Title

Francis [Signature]

2. Building and Room
STATE OFFICE BLDG.
RM 510

3. Phone
383-4677

4. To: State Records Center

5. Signature: (Agency Official)

Marion Slowikowski

6. No. of Cu.Ft.

TWO ADDITIONAL BOXES OF ELIGIBLE LIST

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

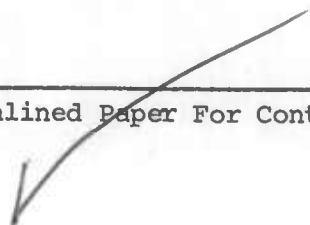
*AS
SB
R32
51*

27-28

CERTIFICATION OF ELIGIBLE LIST FOR 1976
JAN. 1 to DEC. 31 enclosed

*Jan. 1982
690-7 12*

(Use Plain Unlined Paper For Continuation Pages)



DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

Department of Personnel
Administrative, Office Services
To: 301 W. Preston St. - Rm. 510
Baltimore, MD
Attention: Marion Slourkowski
Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82.
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
80B28	2	

Disposal Authority

Sch. #690-7 Item #12

Description of Records:

Certification of Eligible List for 1976

Sincerely yours,
Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Division or Bureau

81W314

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.				
1-33	Certification of Eligibles	690-1	12	1977	33	7-83	Recycled

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

Paul Lambert
 Signature

Record Center Manager
 Title

7/25/83
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81W314

4-30-81

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

Department of Personnel

Administrative

Signature

Paul C. Lombardi

Title

Record Center - Manager

2. Building and Room

3. Phone

4. To: State Records Center

Waterloo

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.)

R36
S33-34

1-33

Certification of Eligibles
1977

690-7 12

11/83

No copies
sent -
to go 1st
disposal
per Act
GCB
5/7/81

5899 - 5931

~~5899 -~~

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

81B17

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.				
1-34	Certification of Eligible List	690-7	12	1/78 - 12/78	34	7-83	Recycled

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

Paul Lambert
Signature

Record Center Manager
Title

7/25/83
Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81317

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

DOP

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.)
R32 29	1-28	<p>Certification of Eligible List</p> <p>1-1-78 — 12-31-78</p>	698-7 12
R32	29-34		
S10	29-34		

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

80B30

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.				
187-206	IBM answer sheets, Demnstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms	690-7	2	1977-6/78	20	7-83	Recycled

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


 Signature


 Title


 Date

Accession No.

Date Received

80B 30

2-26-80

Signature

Francis Johnson

Title

1. From: (Name, Division, Address or Agency)
 Department of Personnel
 Examination Division-Scoring Unit

2. Building and Room

3. Phone

301 W. Preston St.
 Bldg. 1 Room 503

383-4633

4. To: State Records Center

5. Signature: (Agency Official)
 Harold H. Houck
 Personnel Services Specialist

6. No. of Cu.Ft.

~~50~~ 20

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item N)
<p>RIG SKY R107 532-33</p>	183	IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.	690-7 2
	184	Police Communications Operator I Revenue Specialist I (Retail Sales Tax) 7/1/77 to 6/30/78	JULY 83 6/30/83
	185	Revenue Specialist IV Ship's Steward/Stewardess (Gen) 8/3/76 to 6/30/78	"
	186	Shop Clerk, non typing Soil Conservation Engineer II 7/14/77 to 6/30/78	"
	186	Special Police Officer I Supply Clerk 7/5/77 to 6/30/78	"
	187	Supply Clerk Title Examiner Trainee 10./19/77 to 6/30/78	"
	188	Title Examiner Trainee Transportation Supervisor 7/17/77 to 6/30/78	"
	189	Toll Facilities Maintenance Worker III Vision & Hearing Screening Technician I 7/11/77 to 8/30/78	"
	190	Vision & Hearing Screening Technician I Zoning Inspector (St. Mary's Co.) 9/7/76 to 6/30/78	6/30/83
	191	Office Secretary I (Gen) Office Secretary I (Steno) 4/16/77 to 6/30/78	"

(Use Plain Unlined Paper For Continuation Pages)

8554 - 8573

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

801330

2-26-80

Signature

James J. [Signature]

Title

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

Department of Personnel
Examination Division-Scoring Unit

2. Building and Room
301 W. Preston St.
Bldg. I Room 503

3. Phone
383-4633

4. To: State Records Center

5. Signature: (Agency Official)
Harold H. Houck
Personnel Services Specialist

6. No. of Cu.Ft.
50

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
RG 54		IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.	
	192	Office Secretary I & II (Gen. & Steno) IBM sheet for Office Secretary II & III 3/5/77 to 6/30/78	6/30/83
	193	Office Secretary II & III only 3/5/77 to 6/30/78	"
	194	Office Secretary II & III only 4/1/77 to 6/30/78	"
	195	Office Secretary II & III only 2/ /77 to 6/30/78	"
	195	Office Secretary III only 2/ /77 to 6/30/78	"
	197	Office Secretary III Professional Career Tests 4/23/77 to 6/30/78	"
	198	Professional Career Tests only 4/ /77 to 6/30/78	"
	199	Professional Career Tests only 4/ /77 to 6/30/78	"
	200	Professional Career Tests only 4 / 78 to 6/30/78	"
201	Professional Career Tests Stenographer- Clerk II 7 III 7/6/77 to 6/30/78 7/6/77 to 12/28/77	"	

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

801330

2-26-80

Signature

Frank J. ...

Title

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

Department of Personnel
Examination division- Scoring Unit

2. Building and Room

301 W. Preston St.
Bldg. 1 Room 503

3. Phone

383-4633

4. To: State Records Center

5. Signature: (Agency Official)

Harold H. Houck
Personnel Services Specialist

6. No. of Cu.Ft.

50

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
<p>RG 54</p>		IRM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc.	
	202	Stenographer-Clerk II & III Typist Clerk II & III 12/17/77 to 6/30/78	6/30/83
	203	Typist-Clerk II & III only 12/17/77 to 6/30/78	"
	204	Typist Clerk I, II, III only 5/ /78 to 6/30/78	"
	205	Typist-Clerk I, II, III only 5/ /78 to 6/30/78	"
	206	Typist-Clerk I, II, III Typist-Clerk IV 2/21/78 to 6/30/78	"

(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. of Personnel

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Equal Employment Opportunity

80B17

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-12	Employee Distribution Report Equal Employment Opportunity	690-6			12	1-83	Recycled

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

Signature

Title

Date

AND RECEIPT

Accession No.

Date Received

80 B 17

~~80 B 17~~ 2-4-80

1. From: (Name, Division, Address or Agency)
 Department of Personnel
 Division of Equal Employment Opportunity
 301 West Preston Street

Signature

Title

2. Building and Room
 State Office Building
 Room 601

3. Phone
 383-5638

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

12.5 cu. ft.

Harrison L. Gross, Jr.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RY
 SN
 R33
 S31

1 - 6

Employee Distribution Report

Undetermined

7 - 12

Equal Employment Opportunity

Undetermined

690-6

3/82

RECEIVED

SEP 20 1977

DEPARTMENT OF PERSONNEL

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

To: Mr. Harrison L. Gross, Jr.
Department of Personnel
Division of Equal Employment Opportunity
301 W. Preston St. - Rm. 601
Baltimore, MD -

Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82.
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
B17	12	

Disposal Authority

Sch. #090 Item #6

Description of Records:

See Attached Transmittal

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

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

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. of Personnel

Reporting Agency

Medical Unit

Division or Bureau

79B13

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	See Transmittal	690	2/8		8	1-83	Recycled

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

Signature

Title

Date

Destroy

RECORDS TRANSMITTAL

AND RECEIPT

CRB

Complete at State Records Center

Accession No.

Date Received

79B13

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

Signature

*Dept of Personnel
Medical Unit*

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

8

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R33
S33*

- 1. *A To Bg*
- 2. *C To Dy*
- 3. *E To HAR*
- 4. *HAS To KWA*
- 5. *L To Mun*
- 6. *MUR To Rg*
- 7. *S To TH*
- 8. *Ti To Z*

*690-218
JAN 1 1981*

3014-3021

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

Department of Personnel
Medical Unit - Mezzanine Floor
To: 301 W. Preston St. - Rm. M-10
Baltimore, MD
Attention: Ms. Marlene J. Civilla
Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82. 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
79B13	3	

Disposal Authority

Sch. #690-2

Item #8

Description of Records:

See Attached Transmittal

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Admin. Office Services Lot #1938

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	Certification of Eligibles	690-7	12		2	1-83	Recycled

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

Signature

Title

Date

Destroy
RECORDS TRANSMITTAL AND RECEIPT

CB

To Be Completed At State Records Center

Accession No.

Date Records Received

1938

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

Dept of Personnel Admin

Signature

Title

2. Address of Agency:

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R108
S32*

1-2

Certif of Eligibles

690-7/12

10771-10772

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

Department of Personnel
To: Administrative Office Services
301 W. Preston St. - Rm. 510
Baltimore, MD -Attention: Marion Slourkowski
Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82.
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
1938	2	

Disposal Authority

Sch. #590-7 Item #12

Description of Records:

See Attached Transmittal

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.

Phone 799-1379

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Medical Unit- Mezzanine Floor

80B31

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	Employee Physical Examination Factual Reports MS-405 & MS-406	690	2		11	1-83	Recycled

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

Signature

Title

Date

Destroy
(1) R3
CB

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

80B31

3-11-80

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

Department of Personnel
Medical Unit - Mezzanine Floor
301 West Preston Street

Signature

J. Stymiest

Title

2. Building and Room

3. Phone

State Office Building
Room M-10

383-4626

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

Margene J. Cullen

6. No. of Cu.Ft.

11 Cu. Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R3
51
R32
56

1 - 11

Employee Physical Examination Factual Reports
MS-405 and MS-406

Schedule No. 690-2
Item No. 8

- #1 "A" To "BRI"
- #2 "BRO" To "CRU"
- #3 "CU" To "FO"
- #4 "FR" To "HEN"
- #5 "HER" To "KE"
- #6 "KH" To "MAZ"
- #7 "MC" To "NY"
- #8 "O" To "ROB"
- #9 "ROC" To "SR"
- #10 "ST" To "WEA"
- #11 "WE" To "Z"

- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982
- January 1, 1982

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Dec. 7, 1981

Department of Personnel
Medical Unit - Mezzanine Floor
To: 301 W. Preston St. Rm. M-10
Baltimore, MD
Attention: Ms. Marlene J. Civilla
Subject: Disposal Clearance

The records described below are eligible for disposal on 1-1-82. 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
80B31	11	
Disposal Authority		
Sch. #690-2	Item #8	
Description of Records:		
Employee Physical Examination Factual Reports		
MS-405	and MS-406	

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

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

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. of Personnel

Reporting Agency

Data Processing Division

81W318

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.				
1-36	Ledgers (Microfilmed 1978-79)	690-4	1		36	1-83	Recycled

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

Signature

Title

Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Nov. 19, 1982

Mr. Frank Poole
To: Dept. of Personnel
Data Processing Division
301 W. Preston St.- Room 705-Balto., MD
Subject: Disposal Clearance

The records described below are eligible for disposal on Jan. 4, 1983.
They will be destroyed as scheduled if no reply is received within one
month from the date of this letter. If you do not concur in this action,
please return this letter and justify continued retention on the reverse
side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
81W318	36	1-36

Disposal Authority

Sch. #690-1, Item #1

Description of Records:

H.L. Aaron to D.J. Zywan

Sincerely yours,

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

RECORDS TRANSMITTAL

Complete at State Records Center

Destroy AND RECEIPT
CPA

1. From: (Name, Division, Address or Agency)
 Department of Personnel
 Data Processing Division
 301 West Preston Street

Accession No. 81 W 318
 Date Received 4-30-81
 Signature
 Title

2. Building and Room
 State Office Bldg
 Room: - 705

3. Phone
 383-5846

4. To: State Records Center
 Annapolis Record Center

5. Signature: (Agency Official)
K. Mark Cook 10-27-78 PHONE 3873

6. No. of Cu.Ft.
 36 Cubic Feet

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R37
 S33

36

H.L. AARON TO D.J. ZYWAN
Ledgers
microfilmed 78/79

1 year after microfilm has been accepted.
 690-4/1

(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. of Personnel
 Reporting Agency
Data Processing Lot #2051
 Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-15	Record of Employment (Inactive)	690-4	1	Inactive	15	1-83	Recycled

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

 Signature

 Title

 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Nov. 19, 1982

Mr. Frank Poole
Dept. of Personnel
To: Data Processing Division
301 W. Preston St.- Room 705
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on Jan. 4, 1983.
They will be destroyed as scheduled if no reply is received within one
month from the date of this letter. If you do not concur in this action,
please return this letter and justify continued retention on the reverse
side. Include also a new disposal date for these records.

R-107

Accession or Lot Number	Cubic Feet	Box Numbers
2051	15	1-15

Disposal Authority

Sch. #690-4 Item #1

Description of Records:

Record of Inactive Employment.

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Jessup Maryland.
Phone 799-1379

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: January, 1973

Lot No.: 2051

Range: ~~107~~ 107

Section(s) ~~27~~ 27
Shelves ~~9-11~~

Received by: M. Meyer

Remarks:

1. Agency: Department of Personnel
2. Division: Data Processing
3. Record Title: Record of Employment
4. Inclusive Dates: Inactive

5. Schedule No. <u>690-4</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>2029</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)

15 Record Center Boxes

These records were microfilmed with for office use. Security reels are

the film placed in kodak cartridges stored in Baltimore Record Center.

<u>Microfilm Cartridge Number</u>	<u>First-Last In Container</u>	<u>Container No.</u>
100-1	Aalders, G. - Bilheimer A. F.	1
100-1 and 100-2	Biller, C. D.- Carter, L.	2
100-2 and 100-3	Carter, L. D.- Dare, V. M.	3
100-3 and 100-4	Darien, L. V.- Ezold, N. A.	4
100-4 and 100-5	Fabian, C. D.- Gough, D. E.	5
100-5	Gough, J. E.- Hill, B.	6
100-5 and 100-6	Hill, B. A.- Jones, J. L.	7
100-6 and 100-7	Jones, J. M.- Lewis, G. R.	8
100-7 and 100-8	Lewis, G. R.- Melody, J. T.	9
100-8	Meloney, J. P. - Orr, J. J.	10
100-8 and 100-9	Orsini, C. - Reiman, A.	11
100-9 and 100-10	Reiman, W. H.- Sharretts, C. R.	12
100-10 and 100-11	Shaskan, D. T. - Summer, E.	13
100-11	Summers, L. L. - Washington, L. H.	14
100-11 and 100-12	Washington, M. - Zunda, J. P.	15

3/77

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:

8352-8366