DEPT. OF PERSONNEL

CERTIFICATE OF RECORDS DISPOSAL

Dept.	of	Personnel

Reporting Agency

Equal Employment Opportunity
Division or Bureou

81W192

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records	Authorization For Disposal		Inclusive			
	Include Title and/or Form Number	Retention Sched, No.	itsm No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposol
13-19	Reports - EEO-4 Forms	690	6		7	7-83	Recycled
l.							
		·					
				·			

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

Haul Jempun Signature

Record Center Munger

7/9/13 Date

PS-789 DGS-RM-2

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

3/17/81

(Name, Division, Address or Agency) From:

> Department of Personnel Equal Employment Opportunity

Signature

Paul C. Lamberson

Title

Records Center - Manager

2. Building and Room 3. Phone

To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Cu.Ft.

7.Records Location (Center)	8. Box Numbers	9.	Description of Records With Inclusive Dates	Disposal Authority (Schedule and Item No.
R33 S20	13-19	Reports	EEO-4 Forms	504 83

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Lot 1219

Division or Bute ou

PREPARE IN DUPLICATE

Retain one capy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records	Valume (Cubic Feet)	Dote of	Method of
		Retention Sched. No.	item No.	Disposed of	(Cubic Feet)	Disposol	Disposol
1-26	Employee's Record File University of MD- Cillege Park & Hospital	690-2В	1	1966	26	7-83	Recycled
			·				
	h				·		
·	· · · · · · · · · · · · · · · · · · ·						

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

Signature

<u>Vecor Cender Maryer</u>

7/3/83 Date

PS-789 DGS-RM-2

RECORDS TRANSMITTAL SHEET

To be completed by Record Center: Date: 12/1/66

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 Range: signed and returned to the Record Center.

Lot No.:

1. Agency: _ _ _ Commissioner of Personnel _ _ _

Section(s) Shelves 3-7 Received by: J. Hirsch

2. Division: _ _ _ Administrative

Remarks:

3. Record Title: _ _ Employee's Record File _ _ _

4. Inclusive Dates: _ _ _ _ 1966 _ _ _

9. Numerical listing by box number, show- 1 690 -2 (each box).

Numerical listing (continued)

stem!

26 record center boxes arranged alphabetically

R-32 8-13-14

University of Maryland - College Park & Hospital

10. Quantity and type of filing equipment released:

26-551

a. File drawers, letter-size c. Transfiles

b. File drawers, legal-size

d. Other (specify)

11. Signature of Agency representative:

Viola W. Smith

CERTIFICATE OF RECORDS DISPOSAL

	Reporting Agency					·		
79BL ₁ 1		79B41	<u>-</u>			PREPARE IN DUPLICATE Retain ane copy and forward original to above address		
No.	Description of Records	Autho For D	erization Pisposal	Inclusive Dates of Records			·	
NO.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposat	Method of Disposal	
1-94	Employees Inactive Folders	690- 2B	1	1966-78	94	7-83	Recycled	
. :								
	·							

Signatur

Dept. of Personnel

Corter Manager

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

•

1411-11504

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



CERTIFICATE OF RECORDS DISPOSAL

Dept. of Person	nel -	
	Reporting Agency	PREPARE IN DUPLICATE
Medical Unit	75B28	Retain one copy and forward
	Division or Bureou	original to above address

No.		Author For Di	rizotion isposol	Inclusive		_	
	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposol
143	Empl èy ment 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.

January Signature

Record Center Manager

3/8/83 Dote

PS-789 DGS-RM-2 not here on this Range

DEFARCHERS CAMERAL SERVICES Elected to the Center

Date July 13,1981

To:

Department of Personnet Medical Unit M-10

301 W. Preston Street

Baltimore, Maryland 21701

Subject: Disposal Clearance

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

de de che star et e		A CONTRACTOR OF THE PARTY OF TH
Accession of Lot Number 75 B 28	Cubic Feet	Box Numbers
Disposal Authority Schedule #690 tem #	R/V	
Description of Records: Employment List 7/1/69	-6/10/12 N	
		20/10/20
s Greeness des differillated administration of a green of a second or a green or a gr		

Singerely yours

Paul C. Lamberson

State Records Center,

essen,

Maryland.

Phone 799-1379

	RECORDS 1	RANSMITTAL	Complete at Stat	e Records Center
	,	RECEIPT	Accession No.	Date Received
		on, Address or Agency)	Signature	
	ominat	tim	litte	
2. Building state () Etico	3. Phone	4. To: State Records Co	enter
5. Signature	e: (Agency	Official)	6. No. of Cu.Ft.	
	30-12		3 cm, 8	4
7.Records Location (Center)	8. Box Numbers	9. Description With Inclus		10. Disposal Authority (Schedule and Item No.)
RANGE 3-3 SEC. +0 SHOP 2		Employment	6/30/2 List	304 690-7 12 6/30/201977
3h7		2357-	2359	

AND RECEIPT From: (Name, Division, Address or Agency) From: (Name, Division, Address or Agency)			Accession No. Date Received Comparison of the comparison of th				
Signatur	e: (Agency		6. No. of Cu.Ft.				
Location (Center)	Box Numbers	9. Description With Inclus	of Records ive Dates	10. Disposal Authority (Schedule and Item No.)			
33) H 2	1-3	Employment Solver A A A A A A A A A A A A A	C/E O/2 Z List	204 690-7 12 6/30/2 1977			
3h7		2357-	2359				

Complete at State Records Center

CERTIFICATE OF RECORDS DISPOSAL

	78B212				•	PREPARE IN DUPLICATE Retain one copy and forward original to above address	
	Division or Bureou		·				
No.	Description of Records	Autho For D	rization ispasal	Inclusive Dates of Records			
	Include Title and/or Form Number	Retention Sched. No.	item No.	Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposol
1	Leave Records			1969–74	1	7-83	Recycled
•							
. · ·							

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

Slanatura

Dept. of Personnel

Reporting Agency

Kecard Center Manager

25/13 Date

PS-789 , DGS-RM-2

Complete at State Records Center RECORDS TRANSMITTAL Accession No. Date Received AND RECEIPT 1. From: (Name, Division, Address or Agency) OP Title Building and Room 3. Phone To: State Records Center 5. Signature: (Agency Official) 6. No. of Cu.Ft. 9. 7.Records Description of Records 10. Disposal Authority Box Location With Inclusive Dates Numbers (Center) (Schedule and Item No.) LEAUE Records 1969-1974 R32 523

CERTIFICATE OF RECORDS DISPOSAL

 Dept	of	Personnel	
_		Reporting Agency	
			Tot 1938

Division or Bureou

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records	Authorization For Disposal		Inclusive			
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Disposed of	Valume (Cubic Feet)	Date of Disposat	Mathod of Disposal
7	Certification of Eligibles Interview Notices	690-7	12	Jan-Dec. 1970	1	7-83	Recycled
		·					
				·			
г-							

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

ul smbum Signature

KecordCenter Manager

7/25/83

RECORDS TRANSMITTAL			Complete at State Records Center			
	AND I	RECEIPT	Accession No.	Date Received		
1. From: (Name, Division, Address or Agency) O C 2. Building and Room 3. Phone			Signature Title 4. To: State Records Center			
						5. Signatur
7.Records Location (Center)	8. Box Numbers	With Incl	on of Records usive Dates	Disposal Authority (Schedule and Item No.)		
R108	7.	Certif of Elig Interview Notice 2 JAW Thrus	r For Continuation Pages	6.90-7		

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 Bureou

PREPARE IN DUPLICATE

Retain one capy and farward ariginal to above oddress

No.	Description of Records	Authorization For Disposal		Inclusive Dates of Records	Volume	Dote of	Method of
	Include Title ond/or Form Number	Retention Sched. No.	Item No.	Disposed of	(Cubic Feet)	Disposof	Disposal
1-9	Factual Physical Exam Reports	690-2	8	JanDec. 1971	9	9-81	Recycled
:							
•							
•							
						·	

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

Signoture

Service Spec.

993/8/ Dote

	RECORDS TRANSMITTAL	SHEET	To be completed by Record Center: Date: 3/1/73		
	received and labeled. Two cop	Prepare in triplicate after records have been received and labeled. Two copies will be re-			
	turned to the Agency, one copy by Agency as its receipt, and	the other to be	Range: -23-33		
	signed and returned to the Rec	ord Genter.	Section(s) 9 2/		
1.	. Agency: Commissioner of Personnel		Received by: J. Hirsch		
2.	. Division: Medical Unit		Remarks:		
3.	. Record Title: Factual Physical Exam Re	ports			
4.	. Inclusive Dates: Jan Dec. 1971		,		
5.	. Schedule No. 6. Item No. 7. Scheduled Dis	posal Date: 8.	Actual Disposal Date:		
	Numerical listing by box number, showing major file breaks, inclusive dates (each box). 9 Record Center boxes MS 405 MS 406	6			

177	a. File drawers, letter-size c. Transfiles b. File drawers, legal-size d. Cther (specify)	
11. S	b. File drawers, legal-size d. Other (specify) Signature of Agency representative:	
-	2341-2369	

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel	
Reporting Agency	
	78 B 160
Division or Bureou	,

PREPARE IN DUPLICATE

Retain one copy and forward ariginal to above address

No.	Description of Records Include Title and/or Form Number	For D	rization isposal	Inclusive Dates of Records Disposed of	Volume	Dore of	Method of
		Retention Sched. No.	Item No.	Disposed of	(Cubic Feet)	Disposof	Disposal
75-87	Examination-Scoring Unit	690-7	·	5/75 - 2/76	· 13	7-83	Recycled
	•						
•	·						
							İ

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

Dul Jambur

Kecord Center Manyer

7/25/83 Date

RECORDS	TRANSMITTAL	Complete at State Records Center			
AND :	RECEIPT	78 B/60	Date Received		
1. From: (Name, Divis	ion, Address or Agency)	Signature Title 4. To: State Records Center			
2. Building and Room	3. Phone				
5. Signature: (Agency	Official)	6. No. of Cu.Ft.	3		
7.Records Location (Center) 8. Box Numbers	With Inclu	on of Records usive Dates	10. Disposal Authority (Schedule and Item No.)		
R106 5227 75-87		Secring Maint 2/24/76 r For Continuation Pages)	690-7		

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

CERTIFICATE OF RECORDS DISPOSAL

Reportment of Personnel
Reporting Agency
Medical Unit M-10

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		rization ispasal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Disposol
	MS 405-406 Factual Physician Exam.	690	2	Jan. Dec. 1973	//	9-8-81	recycled
			•				
				·	·		
·							

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

Paul C. Lamberson Gol

Lecoids Centu-Manager

9-8-81 GEB.

HALL I SE ORDS Recent sto general Division Set at Recent Section

Date July 13, 1981

Tor

Department of Personnel-Medical Unit M-10

301 W. Preston Street

Baltimore, Maryland 21201

Subject: Disposal Clearance

State Records Conter,

Phone 799-13/9

The records described below they will be described below month from the date of the state of the	buduled I no reply is seller I you do not I make y dan inued ret	received within one concur in this action, ention on the reverse
Addession of Lat Number	Nouble Feet	Box Numbers
75 8 83	Y 11	
Schedule #690 11em		
Description of Records		
MS 105 MS 106 Vacto	mil Physical Exam. Repo	rts JanDec. 1973
31		
	/)	
The I		
Sing rely yours		do
Part C. Lombers		1/
Paul C. Lamberson	70	

Jessup,

Maryland.

HR-RM-101

11/73

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 Range: signed and returned to the Record Center.

To be completed by Record Center: Date: 2/26/75

Lot No.:

Section(s)

Received by

Remarks:

1. Agency: Commissioner of Personny

2. Division: Medical Unit

3. Record Title: Factural Physical Exam Reports
4. Inclusive Dates: Jan. - Dec. 1973

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)

11 Record Center boxes

M5-405 M5-406

3/17

10. Quantity and type of filing equipment released:

a. File drawers, letter size c. Transfiles b. File drawers, legal-size

d. Other (specify) N

11. Signature of Agency representative:

Virla W. Smith 2484-2

RECORDS	TR	ANSMITTAL	CHEFT
ILLUVIUD .	4 1 1	MINISTRAL	A M I P. P. I

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 Centeri 2/26/75 Dates

Lot No. :

Range:

Section(s)

Received by

Remarks:

1. Agency: Commissioner of Personne

2. Division: Medicol Dinit

3. Record Title: Factual Physical Exam Reports

4. Inclusive Dates: Jon. - Dec. 1973

Somedule 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).

humerical listing (continued)

11 Record Center Doxes

MS-405 MS-406

10. Quantity and type of filing equipment released:

a. File drawers, letter size b. File drawers, legal-size

o. Transfiles

d. Other (specify)

11. Signature of Agency representative:

Wirla 1. Smith 2484-2494

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

75B52

Division or Bureou

R107 S30-31

PREPARE IN DUPLICATE

Retain one capy and forward ariginal to above address

No.	Description of Records	Authori For Dis	zotion posol	Inclusive			
10.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Disposol
-36	Certification of Eligibles	690	7	1973	36	1-81	Recycle

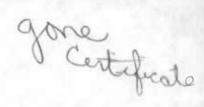
I hereby certify that the above listed records were disposed of as indicated.

Youl Jamburan Signoture

Record Center Manager

38 83 Dote

DEPARTMENT OF MINERAL SERVICES ROLL SERVICES DIVISION



Date July 13, 1981

172,	

Department of Personnel-Medical Unit M-10

301 W. Freston Street

Baltimore, Maryland 21201

Subject: Disposal Clearance

The records described below are eligible for disposal on 07/01/81. They will be destroyed as refedenced it 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 postify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or 1.1 Mumber 75 B 52	Cubic Feet	Box Numbers
Disposal Authority	and the second s	
Schedule #690 from #7		
Description of Records.		
Certification of Eligibi	ua 1973	
	4 reliant door til yee	
of a second seco		
	, amount a special a	

Simerely yours

Tail C. Lamberson

State Records Center; Jessup,

Maryland.

Phone 799-1179

			To Be Completed At State Records Center			
RECOR	DS TRANSMIT	TAL AND RECEIPT	Accession No.	Date Records Received		
A	gency)	ision of Transferring	Signature James F. Ctymiest Title Clerk III 3. TO: STATE RECORDS CENTER Baltimore Records Center			
2. Address o	f Agency:					
4. Agency Of	ficial (Sign	nature)	5. Building & Room N	6. Telephone No. 383-2086		
7. Records Location (Center)	8. Box Numbers	9. Description of With Inclusi		10. Disposal Authority (Schedule and Item No.)		
ection helves 217	1-36	Certification of Eligarranged alphabetical 36 Record Center Boxe	lly	304 6		
3 m		8481-	8516			

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

CERTIFICATE OF RECORDS DISPOSAL

DR 109

58-9

PREPARE IN DUPLICATE

Retain one copy and forward original to obove oddress

		Authorization For Disposal		Inclusive			
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposol
1-36	Certification of Eligibles	690-7	12	1974	36	2-82	Recycle
					112 4		

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

Signoture

Commissioner of Personnell
Reporting Agency

Division or Bureou

75B99

Administrative

covs (enter Manag

3/8/83

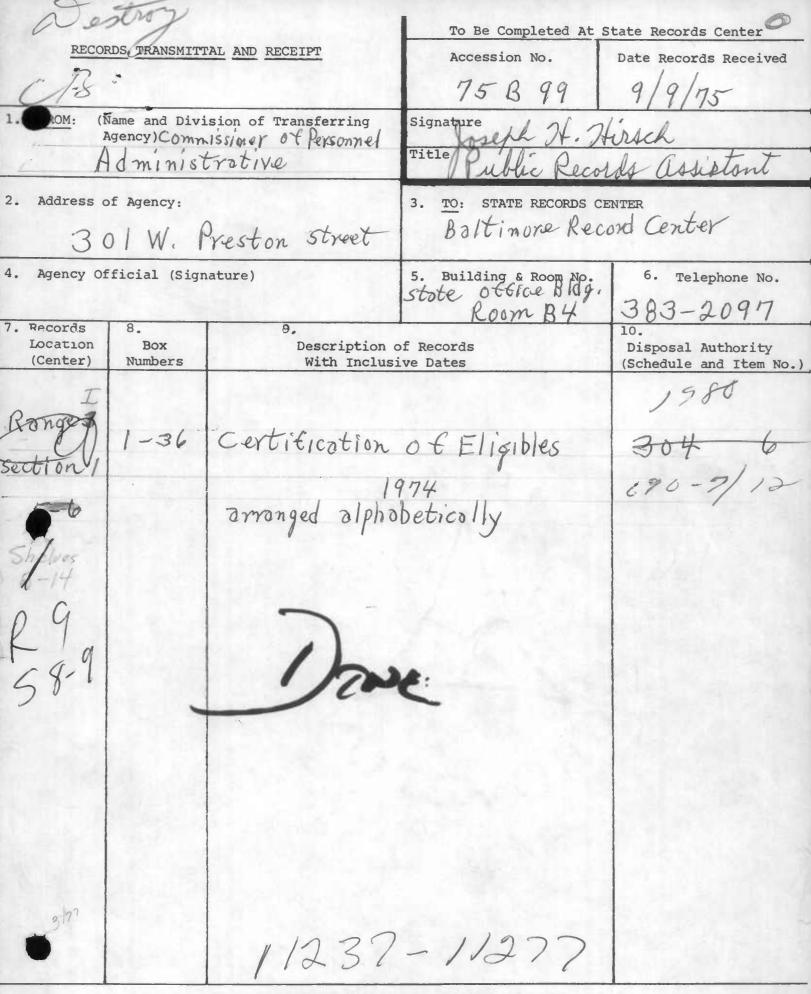
PS-789 DGS-RM-2

DEPARTMEN. OF GENERAL SERVICES Records Management Division State Records Center

Department of Personnel Administrative Office Services

To: 301 W. Preston St R	m. 510	
Attention: Marion Slc	LIKOWSAL	
Subject: Disposal Clearance		
The records described below a royed as schemonth from the date of this 1	eduled if no reply is return of four do not c	eceived within one oncur in this action,
please return this letter and		
side. Include also a new	posal late for these re	Cords.
Accession or Lot Number	Cubic Feet	Box Numbers
. 750))	36	
Disposal Authority		
Sc. /E	12	
Description of Records:		•
See Att Joned Francis	tal	•
		•
•		
Sincerely yours,		
Paul C. Lamberson Records Center Manage:	r	
Stata Records Center, Water:	loo Marylar	nd.
Phone 799-1379		
1110		*

Date Dec. 7, 1981



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 Bureou

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records	Authorization For Disposal		Inclusive Dates of Records	Volume	S (
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Disposed of	(Cubic Feet)	Date of Disposal	Method of Disposol
87418	IBM Answer sheets, Demonostrativest material, promotional potential ratings, oral rating forms, unassembled rating forms, etc.	.on 690-7	2	1974-76'	33	2-82	Recycle
. ·							
•							· ·

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

Signoture

Kecord Center Munger

3/8/5Z

Sostry TRANSMITTAL AND PECEIPT

Complete at State Records Center

Accession No. 81 W 3 15

L-3181

Date Received

From: (Name, Division, Address or Agency)

Department of Personnel Examination Division - Scoring Unit

Signature

Title

2. Building and Room

Harold H. Houck

301 W. Preston St. Bldg. 1 Room 503

5. Signature: (Agency Official)

Personnel Services Specialist

3. Phone

383-4633

4. To: State Records Center

6. No. of Cu.Ft.

33

7.Records Location (Center)	8. Box Numbers	9. Description of Rec	10. Disposal Author (Schedule and Item	
P36,		IBM answer sheets, Demonstratio Promotional Potential Ratings, Unassembled Rating Forms, etc.	n Test Material, Oral Rating Forms,	12/31/81
534		FROM TO	THROUGH	
	87 87A 88	9/20/76 10/9/76 4/26/75(EA 1) 11/22/75(EA V1) 1/10/76(DP An) 6/76	Accountant-Audito E.A. Vl Traffic D.P. Prog. Anal.	11 10/31/81 11/30/80
			Waterways Impr.	6/30/81
	89 90 91	3/3/76 Act. Ther. 6/15/76 2/18/76Elec.Reg. 6/2/76 4/18/76 Nurse 1V 6/5/76	Data Device Oper Nurse 111(Psy) Off. Assis. 1	6/30/81
	92 93	Also LBM sheets for Fiscal Aide 5/1/76 (Off. Assis)6/3/76 2/17/76 (OPer Spec)6/17/76	Off. Sec. 1(Gen) Steno-Clerk	6/30/81 6/30/81 6/30/81
	94 95 96	4/24/76StenoCl. 6/2/76 2/28/76(Supply Cl)6/30/76 2/19/76(Adm. Sp) 6/26/76	Supply Clerk Admin.Spec ll Emp. Sec. Sp.Tr.	6/30/81 6/30/81 6/30/81
8	97 98	5/8/76(Emp Ser Assoc) 7/15/76 4/30/76Nat Res Pol. Corp.		1 7/31/81 7/31/81
4	99	(Marine) 7/21/76 6/8/76(St Avia Pol Off 11 7/28/76	Services Sup.11 Vol Act. Coor 1	(/ 31/01
3		&10/13/76(Hghy Sup Eng 1 9/13/76	Instr. 1 (Occ Up	10/31/81
7	100	1/24/74(Agri Com Gr Sup &12/8/75(Addic Coun 1V 4/11/76%4/30	0/76 Vis & Hear. Screen Tec. & Admin. 1 & 11	
•	101 102 103	Also IBM sheets for P.E. S. (1976) 3/16/76 Admin 1 & 11 5/8/76 3/16/76 (Elec. Tech 1 5/13/76) 3/20/76(Houseparent 5/12/76		4/30/81 5/31/81 5/31/81 5/31/81

(Use Plain Unlined Paper For Continuation Pages)

P3-000

DGS-RM-11

		Complete at Stat	te Records Center	
	AND RECEIPT	Accession No.	Date Receive	
1.	From: (Name, Division, Address or Agency) Department of Personnel Examination Division- Scoring Unit	Signature Title		
2.	Building and Room 3. Phone 301 W. Preston St. Bldg. 1 Room 503	4. To: State Records C	enter.	
5.	Signature: (Agency Official) Harold H. Houck Personnel Services Specialist	6. No. of Cu.Ft.		

7.Records Location (Center)	8. Box Numbers	and the second contract of the second contrac		10. Disposal Author (Schedule and Iter	
		IBM answer sheets, Demonstrati Promotional Potential Ratings, Unassembled Rating Forms, etc.	Oral Rating forms,		
		FROM TO	THROUGH		
	104	3/4/76(Pub. Aff Off 1 4/24/76	Traffic Eng. 11		
			V& V Fursing Div chief & Pub Health E ng.	4/30/81	
	105	6/76 MAIF Underwriter 1 12/76	Nurse V	20/02/02	
	106	Also MAIF Underwriterl 5/17/74 7/75 IBM sheets for Lottery Re	ep 1	12/31/81	
		& Nutritionist 11 11/76 & 7/75 Right of Way 11/76	Off. Appliance Clerk Sign Fabricator 111 Telephone Operator	11/30/81 12/31/81	
	107 108	8/76 Soc. Worker 12/76 8/76 Tel. Oper. 11 12/76	Unemp. Ins Claims Spec 111	12/31/81	
	109	8/76 Vet. Cemeteary Prog Mge. 12/76	fouth Sup 11	12/31/61	
	110	% 10/76 Steno-Clerk 12 76 8/76 Academic Instr.11 12/76	Steno-Cark Automotive Serv Sup	12/31/81	
	111	7/76 Bank Exam 1V 12/76	Claims Exam 1	12/31/81 12/31/81	
	112 113	7/76 Clerk-Steno 12/76 6/76 Corr. Off 11 10/76	Corr. Officer 1 Day are Jenter	12/31/81	
	114	6/76 Dental Hygienist 1 12/76	Supervisor Distr. Right of		
	115	8/76 Drafter 1 12/76	Way Chief Eng. Assoc V	12/31/81	
	116	8/76 Eng. Assoc V Survey	Materials	12/31/81	
	110	12/76	Forester trained	12/31/81	
	117	7/76 Forester Trainee 12/76	Intergroup Rel. Sup	12/31/\$1	

RECORDS TRANSMITTAL			Complete at State Records Center			
	AND	RECEIPT		Accession No.	Date Received	
. From:	(Name, Divis	sion, Address or Agency)	Signa	ture		
	ent of Perso ion Divisio	mel n- Scoring Unit	Title			
2. Building and Room 3. Phone 31 1. Preston 3t. 31 1. 1 3 con 503				: State Records Cer	nter	
Harold	re: (Agency N. Houck l Services S		6. No	. of Cu.Ft.		
7.Records Location (Center)	8. Box Numbers	9. Descriptio With Inclu		ords es (10. Disposal Authori (Schedule and Item	
	10/1	I answer thee s, mo Promotional Potential & Unassembled Ratin; Form 3/1/76(Pub. Af: 0:11 1/21/76) Also Old PES sheets For 1/3/1/76	ntings, (s, etc. urse 1.	ral kaling 'orms,	1/30/1	
	105	c/?s MAI? Under miter 1 12/70		There is		
	106 107 108	les AT' inderwriter 5/ 7/75 IP sheets for Los Watrition Well 7/75 into o' in 11/7 8/2 Soc. John 11/76 1/2 Tel. For. 11	ter/ (m 11/7	Off. Appliance Consider Patricular Consider Consider Consider Consider Constant Cons	1 11/30/81	
	109 110 111 112 113	19/ 10/70 Steno-'lerk 12 9/70 tracode feer.ll 7/70 Stek-Steno 1 /70 7/70 Terk-Steno 1 /70 0/70 Fer. 0 '' 11 10/70	76 70 12/76	couth Sur 11 ateno-lark ateno-lark atenotive Serv Su Claims exam 1 Corr, Officer 1 May are Center appervisor	12/31/01 12/31/81	
	114	6/76 Dental Hygienist 1 12/76 8/76 Trafter & 12/76		Distr. Mint of day Intef	12/31/81	
	- J. /	1,10 24 001 4 11/10		factials	12/31/81	

8/76 Eng. Assoc / Survey 12/76

7/76 forester Prainte 12/70 12/31/71

'oroster trainer

Intergroup Rel.

116

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DEPARTMENT OF GENERAL SERVICES Records Management Division State Records Center

Date D	ec. 7,	1981
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Department of Personnel
Examination Division- Scoring Unit
301 W. Preston St. Bldg. 1 - Rm. 503
Baltimore, MD
Attention: Mr. Harold H. Houck

Subject: Disposal Clearance

Paul C. Lamberson Records Center Manager

State Records Center,

Phone 799-1379

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 relention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Pact	Box Numbers				
. 81W315	33					
Disposal Authority						
Sch. #690-7	Itom #2					
Description of Records:						
See Att ched Pransmittal						
	antireti alemanumumum erreptyer addinere erre iy garanday iy ay daga ayang					
	50 Adem Britanningen von Vermenne zum mit delte dem verheiten betreiten der beiden beiden verheiten der beiden					
i						

Waterloo

Maryland.

Hall of Recards Cammissian Recards Management Divisian Treasury Building, Rm. 302 Annapalis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnell, Administrative
Reporting Agency

Office Services

78B140

Division ar Bureau

234

PREPARE IN DUPLICATE

Retain one copy and farward ariginal to above address

No.	Description of Records Include Title ond/or Form Number	Authorization Far Disposo!		Inclusive			
		Retention Sched. No.	ltem Na.	Dates af Records Dispased of	Valume (Cubic Feet)	Date of Disposal	Method of Disposol
1-26	Certification of Eligible List	690-7	12	Jan. 1976 - Dec. 1976	26	2-82	Recycle
		L.					
						4,21-101	

I hereby certify that the abave listed recards were dispased af as indicated.

Vaul Josefum Signature

Rasid Center Manager

3/8/83 Dote

RECORDS TRANSMITTAL	Complete at S	Complete at State Records Center				
AND RECEIPT	Accession No.	Date Received				
8/1/2	78B140	October 21, 1977				
1. From: (Name, Division, Address or Address	gency) Signature STRATIVE					
OFFICE SERVICES, 5th, floor		Title Record Management Technician				
2. Building and Room 3. Phone STATE OFFICE BLDG. 383-4677 RM. 510.	4. To: State Record					
5. Signature: (Agency Official) Marion Slowikowski	6. No. of Cu.Ft.					
	9. Description of Records With Inclusive Dates					
	OF ELIGIBLE LIST, JAN. 1976 DEC. 1976	JAN. 1983 690-7 12				

DEPARTMENT OF GENERAL SERVICES Records Management Division State Lacords Center

		Date Dec. 7, 198
		Dace 1, 1,
Department of Personnel Administrative, Office 301 W. Preston St Rm Baltimore, MD Attention: Marion Slow Subject: Disposal Clearance	. 510	A
The records des d below are	el giby for disposa	1 05 1-1 80
please return this letter and j side. Include also a new dispo		
cession or Lot Number	Curac Feet	Box Numbers
. 76B140	26	
Sch. #50-7 Item /1.	2	
Description of Records:	a al	
See Attached Transmitta	J	
		•
*		
•		
Sincercly yours, Paul C. Lamberson		

Phone 799-1379

DEPARTMENT OF GENERAL SERVICES

Hall of Records Cammissian Recards Management Divisian Treasury Building, Rm. 302 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Reporting Agency

- nursin

18 B 5 +

PREPARE IN DUPLICATE

Retain ane capy and farward ariginal ta abave address

No.	Description of Records	Authorization For Disposal		Inclusive Dotes of Records			
	Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposol
	ABM - Testing materials	690	7	1974-1975	21	9-8-81	reeycled
				·			
			·				

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

Paul C. Lamber son Grs

Records Center Managel

9-9-81

PS - 789 DGS - RM - 2

DEPARTMENT OF CENERAL SERVICES Records Minipement Division istate become for center



July 13, 1981 ate

To:

Department of Personnel-Examination Division

301 West Preston Street, Room 503

Baltimore, Maryland 21201

Subject: Disposal Clearance

The records described below as a cligible for disposal on 07	/01/81
They will be destroyed as a heduled if no reply is received	within one
month from the date of this fitter. If you do not concur in	this action,
please return this latter and oustally continued retention on	the reverse
side. Include almost and tesperal date for these records.	

A cession or Lot Mumber

78 B 5*

Cubic Feet 22

Sox Numbers 28-48

Disposal Authority

Schedule #590 Item #7

Description of Records:

IBM Answer Sheets, Demonstration Test Material, Promotional Potential

Ratings, Oral Hating 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.

State Records Center,

Jeneup,

Maryland.

799-1379 Phone

	TRANSMITTAL	Complete at St	ate Records Center
ANI	RECEIPT	Accession No.	Date Received
From: (Name, Divi		78B5	July 19, 1977
Department of Pe	sion, Address or Agency) reonnel laion - Sooring Unit Street., Bldg. 1	Signature TitleRecord Management	Technician
Building and Room	3. Phone		
503	383-4633	4. To: State Records	Center
Signature: (Agence	y Official)	Baltimore	
Harold M. Houck	y official)	6. No. of Cu.Ft.	
ersonnel Services S	pecialist	30	
ecords 8. ocation Box Center) Numbers	9. Descript: With Inc.	ion of Records lusive Dates	10. Disposal Authority (Schedule and Item No.
tion 4	Unassembled Rating Form	latings, Oral Rating Forms,	690-7 2

(Use Plain Unlined Paper For Continuation Pages)

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3/20/75

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3/20/75 (NO) 4/19/75
3/1 / 75 (SU) 4/15/75
4/1 / 75 (SU) 4/15/75
4/1 / 75 (TIP) 5/10/76
5/24 / 75 (TIP) 5/10/76
4/76 (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 L-IV-ACC) 12/4/76

12/31/81 12/31/81

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ST) TIP MOL TIP TYP TYP TYP TYP

ACC

(8A) (C.O.I)

Pont.	Personnel
Dent Woolth &	Mental Hygiene

CERTIFICATE OF RECORDS DISPOSAL

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V	

ept Weelth	& Mental Hygiene

Reporting Agency

78B160 Division or Bureou

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records	Authorization For Disposal		Inclusive			
Include Title and/or Form Number	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Disposed of	Valume (Cubic Feet)	Dore of Disposal	Method of Disposal
57-86	IBM Answer Sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Form Unassembled Rating Forms, etc.	690 s	7	10-75 - 1/76	30	6-83	Recycled
. 42							

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

Signature	Tirle	Date

DEFENDED BY PARRAL SERVICES Mile M. A. ent Division Center

Date July 13, 1981

Tot	Dentification of terminal	t. Room 503	lon
Subject:	Dirgo		
		Here 2:	25
They will month troplease re	de deserte de la	ed if no reply is a compact of your do not constituted rete	concur in this action, ention on the reverse
Accession	to the business !	Tubic Pret	Box Numbers
7	B H LEED	30	57-86
Disposal	Kutharity		
	iologica to the form off		
Descript	(on all main de		
1	HM Antwor Durally Domest	nutration Post Mater	ial, Promotional Potential
t	detings, and that me lo	rum, Unassembled Rat.	ing Forms, etc.
1100 H			The state of the s
Paul	Chamberson	~6	
State le	cords inter, Jonsus	Maryla	ind.

E- T	, AND I	RECEIPT	78 _B 1	160	Date Received	
1. From: (Name, Division, Address or Agency)		Signature				
Department of Personnel Examination Division- Scoring Unit		Title				
2. Building 301 W. Pr Bldg. 1 re	reston St	3. Phone 383-4633	4. <u>To</u> : St	tate Records Ce	enter	
Harold H.	e: (Agency . Houck l Services S		6. No. of	Cu.Ft. 30		
7.Records Location (Center)	8. Box Numbers		n of Records sive Dates		10. Disposal Authority (Schedule and Item No.)	
RANGE SERVING		IBM Answer Sheets, Demor Promotional Potential Ra Unassembled Rating Forms FROM;	atings, Oral			
R1067 SALVES SALVES 9-10-11 RANGED-1 SECTION 4	57 58 59 60 61 62 63 64 65 66 67 70 71 72 73 74 75 76 77 78 80 81 82 83	5/21/75 (PCT) 10/8/75 ST-C1) 12/10/75 (PCT) 4/15/75 (AA11) 8/4/12/75 (BMM11) 5/20/75 (CO1) 8/4/30/75 (CO111) 6/4/19/75 (DP Asst.) 3/21/75 (Fin. Ag. 1) 8/4/14/75 (ILL 11) 1/26/74 (Act 11) 5/2/75 (SWA 11(9/8/75 (SWA 11(9/8/75 (Cem.Fin.)) 5/16/75 (Cem.Fin.) 10/23/75 (SPO 11GEn) 11/24/75 (SPO 11GEn) 11/24/75 (OS 11 GES) 6/5/2/75 (NRPO 1) 10/23/75 (St. Av. PO 1) 5/22/75 (Cash. 11) 1/8/74 (Land Rev App.)8/4/14/75 (Park Ser. Sup)8/1/11/74 (Fire Inv.1) 1/8/75 (Supply Cl// 8/12/5/75 (A. A. 111) 1/1/22/75 (Eng.Sr. Reg.)	2/18/75 2/18/75 2/12/75 /8/75 8/16/75 0/28/74 /5/75 /10/76 1//3,/76	Steno-Clerk PCT Steno-Clerk PCT Bank Exam. COl COlll Data Proc. Flec. Clerk For. Tr. Lab. Tech. Mate: Hy.Boat Shop Clerk AA 1 Cashier 1 Nurse 111 Soc. W. 111 Emp. Tr. Spl. Nat. Res. POl OS 11 St. Sp. Path-Audl Cap Impr Pr Safety & Hith Insp. 1 Off. Sec 11 Wildlife Te I Park Serv.Sup Supply Clerk Hydrographer Youth Sup.11 Emp. S.S.Sup Stat. Eng.1s	9/30/80 9/30/80 10/31/80 10/31/80 10/31/80 11/30/80 11/30/80 11/30/80 11/30/80 12/31/80 12/31/80 12/31/80 8/31/80 8/31/80	
PS → 280	86	to & Wildlife Tech l	2/28/76	Nurse V Med.	2/28/81 DGS-RM-11 2/24/75	

RECORDS TRANSMITTAL

Complete at State Records Center

Accession No. Date Received



Signoture

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. o	f Personnel						
ı	Reporting Agency	_	•			PREPARE IN DU	PLICATE
Examina	tion Division- Scoring Unit	78B5					
Division or Bureou						Retain one copy and forward original to above address	
No. Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dotes of Records				
	Retention Sched. No.	item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal	
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.

Title

PS - 789

DGS-RM-2

Dote

Accession No. Date Received AND RECEIPT 78B5 July 19, 1977 Signature From: (Name, Division, Address or Agency) Department of Personnel Examination Division - Scoring Unit Title Record Management Technician 301 W. Preston Street., Bldg. 1 Building and Room Phone To: State Records Center 503 383-4633 Baltimore Signature: (Agency Official) No. of Cu.Ft. Harold H. Houck Personnel Services Specialist 30 7.Records 10. Disposal Authority Description of Records Box Location With Inclusive Dates Numbers (Schedule and Item No.) (Center) IBM Answer Sheets, Deomonstration Test Material 2 690-7 Promotional Potential Ratings, Oral Rating Forms, Range D Unassembled Rating Forms, etc. FROM: Section 4 THROUGH: 5/31/74 (A) 8/17/74 (CO I) 10/29/74 C.O.I) 10/31/79 10/24/74 10/31/79 OFF) 10/31/79 10/31/79 11/30/79 7/25/74 (OFF) 10/15/74 STA) 9/19/74 (STEN)
9/24/74 (A)
10/1/74 (I)
10/5/74 (OFF) 10/23/74 11/22/74 32 33 H) 11/16/74 11/30/79 OFF) 34 12/5/74 CA) 11/30 & 12/31/79 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 12/31/79 12/31/79 34-A ILL) 35 36 37 38 39 40 41 STA COR) 1/31/80 J) 1/31/80 12/7/74 (L) 11/18/74 (SE) 1/25/75 1/31/80 SEC ADD) 2/28/80 2/25/75 1/10/74 (SE)
1/21/75 (FI)
11/27/74(SA)
1/31/75 (AC)
2/26/75 (INT)
2/14/75 (OFF)
3/21/75 (SE) 2/28/80 2/13/75 RO) 2/22/75 X) 2/28/80 3/31/80 143年145年14 3/18/75 INT 3/31/80 OFF) 6/25/75 3/31/80 4/30/80 4/30/80 3/20/75 SA) 3/27/75 C.O.I) 1/17/75 (DA) 4/19/75 MA 3/20/75 (MO) ST 4/30/80 4/19/75 3/14/75 (SU) 4/30/80 TYP 4/1/75 (TYP) 5/24/75 (TYP) 1955 52 53 54 55 56 12/31/81 12/31/81 5/10/76 VOL 12/8/75 TYP 1/5/76 (TYP) 4/27/76 (TYP) 12/31/81 5/10/76 TYP 12/31/81 12/31/81 12/31/81 5/10/76 TYP 6/2/76 (TYP) 8/26/76 (TYP) 6/30/76 TYP 10/25/76 TYP 12/31/81 10/23/76 (TYP) TYP 12/9/76 5/5/75(TYP I-IV-ACC) 12/4/76 ACC 12/31/81 (Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

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. Harola H. Houck Subject: Disposal Clearance

y 110 🔩

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
7335	30	
Disposal Authority		
Sch. #690-7	Item #2	
Description of Records:		•
Sec Attached Transmi	ttal	

Sincerely yours,

Paul C. Lamberson Records Center Manager

State Records Center, Waterloo Maryland. 799-1379 Phone

CERTIFICATE OF RECORDS DISPOSAL

Division or Bureau						PREPARE IN DUPLICATE Retain one capy and forward original to above address		
No.	Description of Records	Autho For D	rization isposal	Inclusive				
	Include Title and/or Form Number	Retention Sched. No.	item No.	Dates of Records Disposed of	Volume (Cubic Feet)	Dave of Disposal	Method of Disposal	
1-73	Inactive State Employee Folders	690в	1	1976–1978	73	7-83	Recycled	
·					·			
		:						
							,	

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

aul Lambeurn Signature

Dept. of Personnel

Kecord Center Manager

7/25/83

PS-789 DGS-RM-2

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel	4		
Reporting Agency			•
	80B29		PREPARE IN DUPLICA
Division or Bureau	0082)		Retain one copy and forwariginal to above address

No.	Description of Records	Authorization For Disposal		Inclusive			
	Include Title and/or Form Number	Retention Sched. No.	item No.	Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
119-185	IBM answer sheets, Demonstraction Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms	690-7	<u>.</u> 2	1976-78	66	7983	Recycled
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I hereby certify that the above listed records were disposed of as indicated.

Vaul ambur

Record Ceuser Manager

7/23/83 Date

PS-789 . DGS-RM-2 AND RECEIPT

dance 0/2

Accession No.

Date Received

80B29

2-26-50

From: (Name, Division, Address or Agency)

Dept. of Personnel
Examination Division - Scoring Unit

Title

Signature

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

3. Phone

383-4633

4. To: State Records Center

Signature: (Agency Official)

Harold H. Houck

Personnel Services Specialist

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

Total 66

Records Location (Center)	8. Box Numbers	9. Description of R With Inclusive D		10. Disposal Authority (Schedule and Item No.
RX		IBM answer sheets, Demonstrat Promotional Potential Ratings Unassembled Rating Forms, etc	, Oral Rating Forms,	490-7 2
, / 1		From TO.	Through	
99	119	7/28/75 Correctional Officer III	7/8/76	7/31/81
4-6	120	12/5/75 Accountant Auditor IV & P.P.R	9/24/76	7/31/81
9,	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 for P. C. T.	& Grading Records	6/30/81
1. Th	123	1976 P.C.T.'s Cont.		1 140/
l)vi	124	1976 P.C.T.'s cont.		6/30/81
A	125	1/77	6/77	7/31/82
1	126	Accountant- Auditor I	Accountant Auditor	
	120	Accountant auditor II	6/10/77 Agricultural	7/31/82
		nocoditoent addition II	Inspector III	
	127	1/14/77	6/18/77	7/31/82
		Airport- Fire Rescue Specialis	st I	17 327 02
			Carpenter	
	128	1/6/77	6/28/77	7/31/82
		Carpenter	Correctional Teache	
	129	1/6/77	6/13/77	7/31/82
		Corr. Teacher III	District Court	
	3.20	3 /0 /22	Clerk II	
	130	1/8/77	6/14/77	7/31/82
	131	District Court Clerk II 4/23/77	Fiscal Aide I	7/23/80
	1)1	Fiscal Aide I	6/11/77 Fiscal Associate I	7/31/82

(Use Plain Unlined Paper For Continuation Pages)

Complete at State Records Center RECORDS TRANSMITTAL Accession No. Date Received AND RECEIPT 2-56-80 (Name, Division, Address or Agency) Prom: Signature Dept. of Personnel Examination Division - Scoring Unit Title Building and Room Phone To: State Records Center 301 W. Preston St. 383-4633 Blug. 1 Room 503 Signature: (Agency Official) No. of Cu.Ft. Harold H Houck Personnel Services Specialist Records 9. 10. Disposal Authority Description of Records Location Numbers With Inclusive Dates (Schedule and Item No.) (Center) IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms Unassembled Rating Forms etc. From Through 132 /8/77 6/27/77 7/31/82 Fiscal Associate I Highway Engineer II 1/5/77 133 7/31/82 6/30/77 Highway Engineer II Laboratory Assistant 134 1/4/77 6/30/77 6/30/82 Laboratory Assistant I Nurse II 135 1/8/77 6/16/77 6/30/82 Nurse II Office Assistant I 136 4/30/77 5/21/77 5/31/82 Office Assistant I 137 8/24/76 5/21/77 5/31/82 Office Assistant I Office Supervisor I 9/8/75 6/31/82 139 6/14/77 Office Supervisor I Parole & Probation Agent III 4/26/76 140 6/27/77 7/31/82 Parcle & Probation Agent III Planner II 141 9/16/76 6/31/82 5/31/77 Public Affairs Spec Planner II 6/9/77 142 4/13/76 7/31/82 Public Affairs Specialist II Soil Conservation Engineer II 5/15/78 143 1/9/77 6/30/82 Soil Conservation Engineer II Teacher III 144 4/16/77 6/14/77 7/31/82 Teacher III Toll Corporal 145 1/9/76 6/28/77 7/31/82 Toll Corporal Typist Clerk III 146 4/16/77 7/31/82 6/21/77 Typist Clerk III

(Use Plain Unlined Paper For Continuation Pages)

Complete at State Records Center RECORDS TRANSMITTAL Accession No. Date Received AND RECEIPT 80 B 29 2-26-80 (Name, Division, Address or Agency) Jin: Signature Dept. of Personnel Title Examination Division - Scoring Unit Building and Room 3. Phone To: State Records Center 301 N. Preston St. 41dg. I Room 503 383-4033 ignature: (Agency Official) 6. No. of Cu.Ft. 36 Harold H. Hpuck Personnel Services Specialist

ation	Box Numbers	9. Description With Inclusi		10. Disposal Authority (Schedule and Item No
75		IBM answer sheets, Demonstrational Potential Rational Unassembled Rating Forms,	ings, Oral Rating Parms	
		From To n	Through	
	147	5/14/77 Typist Blerk II &	6/31/77 Typist Clerk III	7/31/82
	148	1/5/77 Typist II	6/4/77 Stenographer Clerk	7/31/82
	149	11/20/76 Steno-Clerk	6/29/77 Office Secretary I St	7/31/82 no.
	150	Accountant Auditor II 9/30/77	Accountant auditor IV 11/19/77	7/31/82 /483
	151	Accountant Auditor IV	Addiction Counselor I	11 12/31/82
	152	Administrator I	I.B.M Sheets for Administrator I,II,III	12/31/82
		11/19/77 only	X IV	12/31/02
	153	Administrator II 11/19/77 only	Administrator IV	12/31/82
	154	Administrator V 7/27/77	Casework Associate I 11/28/82	12/31/82
	155	Casework Associate I 10/22/77	Cashier 11/19/77	12/31/82

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• 0	Red State Control of the Control of		Accession No.	Date Received
	. 7	RECEIPT	80839	5-26-80
1. From:	(Name, Divis	ion, Address or Agency)	Signature	71
	tment of Per		Title Transis	Office
		ion- Scoring Unit	11016	
301 W.	g and Room Preston St. L Room 503	3. Phone 383-4633	4. To: State Records C	enter
	e: (Agency	Official)	6. No. of Cu.Ft.	
	Houck	Specialist	\$0 30	
		The second of th		
7.Records Location (Center)	8. Box Numbers	9. Description With Inclus		10. Disposal Authority (Schedule and Item No.
54.6		Unassembled Rating Forms FROM TO	tings, Oral Rating Forms,	
	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 II Assessment Assistant Supervisor, Class D		from July
	159	Assessor I, Personal Prop Central Communications Cl		6/30/83 / 983
	160	Central Payroll Clerk I Correctional Classisicati Supervisor II	6	6/30/83
	161	Correctional Educational Supervisor II Correctional Teacher II	7/9/77 to 6/17/78	6/30/83

(Use Plain Unlined Paper For Continuation Pages)

Dental Hygienist I
District Court Clerk Assistant 6/11/77 to 5/26/78

Data Dewice Operator II

Day Care Center Teacher,

School Age

162

163

6/30/83

6/30/83

10/18/76 1/7/77 to 6/26/78

	RECORDS '	TRANSMITTAL	Complete at Stat	e Records Center
٠, ٠	data da	RECEIPT	Accession No. Sob 29	Date Received 2-26-80
1. From:	Name, Divis	ion, Address or Agency)	Signature 0	10
	ment of Persection Diwis	onnel ion- Scoring Unit	Title France	ophur
	and Room Preston St. Room 503	3. Phone 383-4633	4. To: State Records Co	enter
Harold	e: (Agency H. Houck el Services		6. No. of Cu.Ft.	
7.Records Location (Center)	8. Box Numbers	_	on of Records sive Dates	10. Disposal Authority (Schedule and Item No.
RI 5 4.8	164	Promotional Potential I Unassembled Rating Form District Court Clerk Assistant Election Clerk I Election Clerk II	onstration Test Material, Ratings, Oral Rating Forms, ms, etc. 7/28/77 to 5/12/78	1983
	166	Employment Security Office Manager I Employment Security Office Manager II Engineering Associate I	7/26/77 to 4/20/78	
	167	Engineering Associate I' All Options Environmental Health Aid		н
	168	Environmental Health Aid Fire Protection Engineer		п
	169	Fiscal Administrator I Fiscal Aide I, Account	Clerk book 10/24/77 to 6/30/	8 "
	170	Fiscal Aide I, Gen. Cler Fiscal Series	rical book 8/30/77 to 6/17/78	п
	171	Fiscal Series Hearings Examiner Parole Commissioner	1/21/77 to 6/30/78	п
	172	Hearings Officer I Human Resources Human Service Aide IV (Use Plain Unlined Paper	8/16/77 to 8/30/78	Ħ

Complete at State Records Center

,	DECODOS 1	TRANSMITTAL	Complete at Stat	e Records Center
4	Company and a state of the stat	RECEIPT	Accession No.	Date Received
	, , , , , , , , , , , , , , , , , , , ,		80 B 29	2-26-80
the general regulating a party		Lon, Address or Agency)	Signature France	Let
Departme Examinat	ent of Perso	onnel on- Scoring Unit	Title	former-
	and Room reston St. Room 503	3. Phone 383-4633	4. To: State Records Co	enter
	a: (Agency H. Houck el Services	Official) Specialist	6. No. of Cu.Ft. 50	
7.Records Location (Center)	8. Box Numbers	9. Description With Inclus		10. Disposal Authorit (Schedule and Item No
8 T - 5		IBM answer sheets, Demons Promotional Potential Rati Unassembled Rating Forma,	ngs, Oral Rating Forms, etc.	July 1983
	173	Human Services Specialist Interviewer, Public welfar	re 7/14/77 to 8/30/78	6/30/83
	174	Interviewer, Public Welfar Landscape Architect III	10/1/77 to 6/30/78	11
	175	Laundry Chief Lottery Receptionist	7/13/77 to 6/30/78	н
	176	M.A.I.F. Agency Coordinator Management Specialist IV	7/7/77 to 6/30/78	n .
	177	Management Specialist V Natural Resources Manager	I 7/12/77 to 6/30/78	n
	178	Natural Resources Manager Nurse II	7/13/77 to 6/30/78	n
	179	Nurse III (Medical) Office Appliance Clerk I	3/11/77 to 6/30/78	n
	180	Office Appliance Clerk I Office Assistant I	5/26/78 to 6/30/78	n
	181	Office Clerk I Parole, Probation Agent I	II 12/ /76 to 6/30/78	n

(Use Plain Unlined Paper For Continuation Pages)

8/3/76 to 6/30/78

Parole, Probation Circuit Supervisor

Plumber

182

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Signoture

Admin	Division or Bureou	80B28	•			PREPARE IN DUP Retain one copy and original to above ac	
	_	Author For Di	izotion sposol	Inclusive			
No. Description of Records Include Title ond/or Form Number Retention Sched. No.		item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposol	Method of Disposol	
27-28	Certification of Eligible List	690-7	12	1976	2	1-83	Recycled
•		-	:				
				ards were disposed of ac			

Title

PS - 789

DGS-RM-2

Dote

Complete at State Records Center RECORDS TRANSMITTAL Accession No. Date Received AND RECEIPT From: (Name, Division, Address or Agency) Signature LINDA ROBINSON ADMINISTRATIVE, OFFICE SERVICES Title DEPT. of PERSONNEL 5th fl. 2. Building and Room 3. Phone State Records Center To: STATE OFFICE BLDG. 383-4677 RM 510 Signature: (Agency Official) No. of Cu.Ft. Slourkowski TWO ADDITIONAL BOXES OF ELIGIBLE LIST 7.Records 10. Disposal Authority Description of Records Box Location With Inclusive Dates Numbers (Schedule and Item No.) (Center) 27-28 CERTIFICATION OF ELIGIBLE LIST FOR 1976 JAN. 1 to DEC. 31 enclosed

DEPARTMENT OF GENERAL SERVICES Records Management Division State Records Center

Date Dec.	1, 1	981
-----------	------	-----

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 1-1-02. 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 /	112	
Description of Records:		
Certification of Eligi	ible List for 1976	

Sincerely yours,
Paul C. Lamberson
Records Center Manager

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Per	rsonnel	
	Reporting Agency	
		81₩31᠘
	Division or Bureou	

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records	Authorization For Disposo!		Inclusive Dotes of Records			
	Include Title and/or Form Number	Retention Sched, No.	ltem No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Disposal
1-33	Certification of Eligibles	690-1	12	1977	33	7-83	Recycled
					· .		
0							
;							

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

Vaul Pamberen Signature

Recordenser Manager

7/25/83 Dote

PS - 789 DGS - RM - 2

	RECORDS 1	TRANSMITTAL	Complete at Stat	e Records Center
CP8	, >	RECEIPT	8/w3-14	Date Received
1. From: (Name, Divisi partment Admini	on, Address or Agency) of Personnel strative	Signature Fittle Recard Control	- Manager
2. Building		3. Phone	4. To: State Records C	Center
5. Signatur	e: (Agency	Official)	6. No. of Cu.Ft.	
7.Records Location (Center)	8. Box Numbers	MAN TO STATE	n of Records sive Dates	10. Disposal Authority (Schedule and Item No.
(Center) P36 S33-34	1-33		-5931	11/82 11/82

CERTIFICATE OF RECORDS DISPOSAL

	Division or Bureou			PREPARE IN DUPLICATE Retain ane capy and forward original to above address			
No. Desc Include T	Description of Records	Author For Dis		Inclusive Detes of Records			
	Include Title and/or Form Number	Retention Sched. No.	Item No.	Disposed of	Volume (Cubic Feet)	Dore of Disposal	Method of Disposal
1-34	Certification of Eligible Eist	690-7	12	1/78 - 12/78	34	7-83	Recycled
		-					
		. 188					

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

Signoture

Dept. of Personnel

Record Center Marager

7/25/83 Dote

PS-789 DGS-RM-2

AND RECEIPT 1. From: (Name, Division, Address or Agency) 2. Building and Room 3. Phone 5. Signature: (Agency Official)				Accession 81817 Signature Title	No.	Records Cent Date Re	
7.Records Location (Center)	8. Box Numbers	9.	Description With Inclu	on of Records	3	O. Disposal Au	uthority
R32 S10	1-28 2934 29-34	Cert	Prostion	on of Records usive Dates Afgible 12-31-	28	620-7	12

CERTIFICATE OF RECORDS DISPOSAL

Divisian or Bureou	В30				PREPARE IN DU	PLICATE
	Division or Bureou				PREPARE IN DUPLICATE Retain one copy and forward original to above address	
Description of Records			inclusive Dotes of Records	Volume	Data of	Method of
include 1 ifte and/or Form Number	Retention Sched, No.	ltem No.	Disposed of	(Cubic Feet)	Disposal	Dispasal
Test Material, Promotional Potential Ratings, Oral Rating		2	1977-6/78	20	7-83	Recycled
· .						
	Include Title end/or Form Number IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating	Description of Records Include Title and/or Form Number Retention Sched. No. IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating	Include Title end/or Form Number Retention Sched. No. IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating	Description of Records Include Title end/or Form Number Retention Sched. No. Retention Sched. No. Item	Description of Records Include Title and/ar Form Number Retention Sched. No. Retention No. Item No. Item Disposed of (Cubic Feet) Volume (Cubic Feet) IBM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating	Description of Records Include Title end/or Form Number Retention Sched. No. Retention No. Retention Sched. No. Retention Sched. No. Retention No. Retention Sched. No. Retention No. Retention Sched. No. Retention Disposed of Cubic Feet) Date of Cubic Feet) Date of Disposed of Cubic Feet) Retention Disposed of Cubic Feet)

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

Stangeure

Dept. of Personnel

Vocardender Manager

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL			Complete at State Records Center			
	AND	RECEIPT	Accession No.	Date Received 2-26-80		
1.	From: (Name, Divis Department of Pers Examination Divisi		Signature	Johnson		
2.	Building and Room 301 W. Preston St. Rldg. I Room 503		4. To: State Records	Center		
5.	5. Signature: (Agency Official) Harold H. Houck Personnel Services Specialist		6. No. of Cu.Ft.			
	Records 8.	9. Descript:	ion of Records	10. Disposal Authorit		

7.Records	10			
Location (Center)	Box Numbers	9. Description of R With Inclusive D	Disposal Authorit (Schedule and Item N	
RG 54		IBM answer sheets, Demonstrati Promotional Potential Ratings, Unassembled Rating Forms, etc.		
5 7	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	B
	194	Office Secretary II & III only	4/1/87 to 78 6/30/78	II .
	(195	Office Secretary II & III only	2/ /77 to 6/30/78	n
	195	Office Secretary III only	2/ /77 to 6/30/78	n
	197	Office Secretary III Professional Career Tests	4/23/77 to 6/30/78	n
	198	Professional Career Tests only	4/ /77 to 6/30/78	n
	199	Professional Career Tests only	14/ /77 to 6/30/78	n
	200	Professmonal Career Tests only	4 / 78 to 6/30/78	n
	201	Professional Career Tests Stenographer- Clerk II 7 III	7/6/77 to 6/30/88 7/6/77 to 12/28/77	n

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

801330

2-26-80

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

Department of Personnel Examination division- Scoring Unit

Title

Signature - A

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

IRM answer sheets, Demonstration Test Material, Promotional Potential Ratings, Oral Rating Forms, Unassembled Rating Forms, etc. 202 Stenographer-Slerk II & III 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 "	7.Records Location (Center)	8. Box Numbers	9. Description of I With Inclusive I	Records Dates	10. Disposal Authority (Schedule and Item No.
Typist Clerk II & III 12/17/77 to 6/30/78 6/30/83 203 Typist-Clerk II & III 12/17/77 to 6/30/78 " 204 Typist Clerk I,II,III 5/ /78 to 6/30/78 " 205 Typist-Clerk I,II,III 5/ /78 to 6/30/78 " 206 Typist-Clerk I,II,III 5/ /78 to 6/30/78 " 207 Typist-Clerk I,II,III 2/21/78 to 6/30/78 "	RG		Promotional Potential Ratings,	Oral Rating Forms,	
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 2/21/78 to 6/30/78 "		202		12/17/77 to 6/30/78	6/30/83
only 5//78 to 6/30/78 " Typist-Clerk I,II,III only 5//78 to 6/30/78 " Typist-Clerk I,II,III 2/21/78 to 6/30/78 " Typist-Clerk IV 2/21/78 to 6/30/78 "		203		12/17/77 to 6/30/78	н
only 5//78 to 6/30/78 " Typist-Clerk I, II, III Typist-Clerk IV 2/21/78 to 6/30/78 "		2014		5/ /78 to 6/30/78	n
Typist-Clerk IV 2/21/78 to 6/30/78 "		205		5/ /78 to 6/30/78	n
		206		2/21/78 to 6/30/78	и



Signature

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

Reporting Agency					PREPARE IN DUPLICATE		
Equal Employment Opportunity 80B17 Division or Bureou		80B17				Retain one copy and original to above ad	l forword dress
		Author For D	rizotion isposol	inclusive			
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposol
1-12	Employee Distribution Report Equal Employment Opportunity	690 ≗ 6			12	1-83	Recycled
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	,					·	
_				·			
		·					
	·						
•							
	l hereby cer	tify that the al	bove listed re	ecords were disposed of a	s indicated.		

Title

PS - 789

DGS-RM-2

Date

RU D	estroy RECORDS 1	TRANSMITTAL	Complete at Stat	ce Records Center
(1)		RECEIPT	Accession No.	Date Received
Departme	ent of Perso	Imployment Opportunity	Signature Title	
2. Building State Office Room 601		3. Phone 383-5638	4. To: State Records C	Center
5. Signatur	e: (Agency	Official) Aross, In	6. No. of Cu.Ft. 12.5 cu. ft	•
7.Records Location (Center)	8. Box Numbers	9. V Description With Inclus	of Records ive Dates	10. Disposal Authority (Schedule and Item No.)
RY 533 531	1 - 6 7 - 12	Employee Distribution Rep	7 30	Undetermined 690 le 3/82
		(Use Plain Unlined Paper 1	For Continuation Pages	SEP 20 1977 DEPARTMENT OF PERSONNED

DEPARTMENT OF GENERAL SERVICES Records Management Division State Records Center

		Date	Dec. /,	1981
Mr. Harrison L. Gross, Jr.				
Department of Personnel				
Division of Equal Employment (Opportuntly			
301 W. Presto St Rm 601				
Baltimore, MD -				

Subject: Disposal Clearance

To:

The records described below to 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
Disposal Authority		
Son. #790 Item #	6	
Description of Records:		
See Stached Transmitt	al	
1		

Sincerely yours,

Paul C. Lamberson Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Signoture

Medical	Unit Division or Bureou					PREPARE IN DUF Retain one capy an ariginal ta above a	
	Description of Records Include Title ond/or Form Number		rizotion isposol	Inclusive Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Disposol
No.		Retention Sched. No.	łtem No.				
1-8	See Transmittal	690	2/8		. 8	1-83	Recycled
					·		4
		·					
>							
	:						
I hereby certify that the above listed records were disposed of as indicated.							

Title

PS-789

DGS- RM- 2

Date

N estroy	PERMIPA	THE BANC MATTERS A	Complete at St	ate Records Center
RECORDS TRANSMITTAL AND RECEIPT		Accession No. 79813	Date Received	
Dept	of Pers	ion, Address or Agency) sonuci Unit	Signature Title	
2. Building	and Room	3. Phone	4. To: State Records	Center
5. Signatur	e: (Agency	Official)	6. No. of Cu.Ft.	
7.Records Location (Center)	8. Box Numbers		on of Records usive Dates	Disposal Authority (Schedule and Item No
P333	1. 2. 3 43 67. 8.	Ti To Z	u N	JAN 1 188

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 Civlla 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	Ü	
Disposal Authority		
Sch. #690-2	Item #8	
Description of Records:		
See Attached Transmit	tai	

Sincerely yours,

Paul C. Lamberson Records Center Manager

State Records Center, Waterloo Maryland. 799-1379 Phone

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Signoture

Admin. Office Services Lot #1938 Division or Bureau							PREPARE IN DUPLICATE Retain one copy and forward original to above address	
		Authorization For Disposal		Inclusive				
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Met Disposal Dis	Method of Disposof	
1-2	Certification of Eligibles	690-7	12		2	1-83	Recycled	
			s.			,		
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	•						_	
	l barabu ann	ify shoe sho a	have listed r	ecords were disposed of as	· i=d:			

Title

PS-789

DGS-RM-2

Dote

	a by		TO BE COMPTETED AL	State Records Center
RECOF	DS TRANSMIT	TAL AND RECEIPT	Accession No.	Date Records Received
	/>-		1938	
1. FROM: (N	Name and Divi	ision of Transferring	Signature	
Dep	tota	ersonnel Inin	Title	
2. Address o	of Agency:		3. TO: STATE RECORDS C	ENTER
4. Agency Of	ficial (Sigr	nature)	5. Building & Room No.	6. Telephone No.
7. Records	8.	9.		10.
Location (Center)	Box Numbers	Description With Inclus		Disposal Authority (Schedule and Item No.
R 108 532	P108 1-2 Certif of 532		Eligibles	690-7/12
		1877	1-10772	

Date Dec. 7, 1981

Department of Personnel
To: Administrative Office Services
301 W. Preston St. - Rm. 510
Bultimore, 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	Cupic Feet	Box Namers
. 1938	2	
Disposal Authority		
Sch. #600=7 Item /#10		
Description of Records:		•
See Attached Transmittal		
		•

Sincerely yours,

Paul C. Lamberson Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Signoture

Medical	Reporting Agency Unit- Mezzanine Floor Division or Bureou	80B31				PREPARE IN DUPL Retain ane capy and original to abave ad	
		Authorization For Disposol		Inclusive			
No.	Description of Records Include Title ond/or Form Number	Retention . Sched. No.	item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of a Disposal	Method of Disposal
1-11	Employee Physical Examination Factual Reports MS-405 & MS-406	690	2		11	1-83	Recycled
							·
				,			
			,	,			
				,	·		•
	•						
	i hereby cert	ify that the al	ove listed re	cords were disposed of as	indicated	<u> </u>	

Title

PS - 789

DGS-RM-2

Dote

Complete at State Records Center RECORDS TRANSMITTAL Accession No. Date Received AND RECEIPT 80331 3-11-80 (Name, Division, Address or Agency) Signature 1. From: Department of Personnel Title Medical Unit - Mezzanine Floor 301 West Preston Street 2. Building and Room 3. Phone To: State Records Center State Office Building 383-4626 Room M-10 Baltimore Signature: (Agency Official) 6. No. of Cu.Ft. 1 arlene 11 Cu. Ft. 7.Records 10. Disposal Authority Description of Records Box Location With Inclusive Dates Numbers (Schedule and Item No.) (Center) Schedule No. 690-2 Employee Physical Examination Factual Reports MS-405 and MS-406 Item No. 8 1 - 11 #1 HAIL To "BRI" January 1, 1982 #2 "BRO" To "CRU" January 1, 1982 #3 "CU" "FO" To January 1, 1982 "HEN" #4 HERI To January 1, 1982 #5 "HER" To "KE" January 1, 1982 #6 пKHп To "MAZ" January 1, 1982 "MC" To "NY" January 1, 1982 #8 11 () 11 "ROB" To January 1, 1982 #9 "ROC" "SR" To January 1, 1982 #10 "ST" To "WEA" January 1, 1982 117.11 "WE" #11 To January 1, 1982

(Use Plain Unlined Paper For Continuation Pages)

Date Dec. 7, 1981 Department of Personnel Medical Unit - Mezzanine Floor To: 301 W. Prescon St. Rm. M-10 Baltimore, MD Attention: Ms. Marlene J. Civlla Subject: Disposal Clearance The records degribed be are eligible for disposal on 1-1-82 They will be destroyed as scheduled if no reply is received within one menth from the date of this letter. If you do not concur in this action, please ret this letter and justify continued retention on the reverse side. Ira de al. a new disposal date for these records. Accession or Lot Number Cubic Feet Box Numbers Disposal Authority Sch. #690-2 It mm //8 Description of Records: Emloye Physical Examination Factual Reports MS-405 and MS-406 Sincerely yours, Paul C. Lamberson Records Center Manager State Records Center, Waterloo Maryland. 799-1379

Phone

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Reporting Agency

Signoture

Data Processing Division Division or Bureou		81w318 				PREPARE IN DUPLICATE Retain ane copy and forward original to above address	
		Author	izotion				<u> </u>
	Description of Records	For Di	sposol	inclusive Dotes of Records	Value	Dote of	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Disposol	Disposol
1-36	Ledgers (Microfilmed 1978-79)	690-4	1		36	1-83	Recycled
			-				
				·			
			·	`			
				•			

Title

PS - 789

DGS-RM-2

Date Nov. 19, 1982

Mr. Frank Poole
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 81W318	Cubic F	reet	Box Numbers
Disposal Authority			
G-1- #600 1 Then	<i>#</i> 4		
Sch. #690-1: Item; Description of Records:	F-L		
Tobal poston of Necolus.			
H.L. Aaron to D.J. Zywan			
Sincerely yours,			
orneerery yours,			
Paul C. Lamberson			
Records Center Manager State Records Center,	Jessup	Maryland.	
Phone 799-1379			

AND RECEIPT Signature (Name, Division, Address or Agency) Department of Personnel Title Data Processing Division 301 West Preston Street 2. Building and Room 3. Phone State Records Center To: 383-5846 State Office Bldg Room - 705 Annapolis Record Center Signature: (Agency Official) 6. No. of Cu.Ft. PHONE want Jool 10-27-78 3873 36 Cubic Feet 10. Disposal Authority 7. Records Description of Records Box Location (Schedule and Item No. With Inclusive Dates Numbers (Center) H.L. AARON TO D.J. ZYWAN 36 1 year after microfilm has been accepted. nuerofilmed 78/79 690-4/1 (Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

DGS-RM-11

Complete at State Records Center

Accession No.

Date Received

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Personnel

Signature

Data F	Reporting Agency Tocessing Lot #2051 Division or Bureou				•	PREPARE IN DUF Retain one capy an original to abave a	
		Authorization For Disposol		Inclusive			
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposol
1-15	Record of Employment (Inactive)	690-4	1	Inactive	15	1-83	Recycled
						,	
·							<u> </u>
·							

Title

PS - 789

DGS-RM-2

Date

Date Nov. 19, 1982

Mr. ^Frank Poole Dept. of Personnel

то.

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-10	• /
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	•	
		<u> </u>
		·
;		
Sincerely yours,		
Paul C. Lamberson Records Center Manager		
State Records Center, 799-1379	Jessup Mary	land.

Destroy 1	aper.		
received turned to by Agency	n triplicate after and labeled. Two of the Agency, one co as its receipt, and d returned to the l	records have been opies will be re- opy to be retained nd the other to be Record Center.	To be completed by Record Center: Date: January, 1973 Lot No.: 2051 Range: 107 Section(s) 27 Section(s) 27 Received by: M. Meyer
2. Division: Data Pr	rocessing		Remarks:
3. Record Title: Record Ti			
9. Numerical listing by b ing major file breaks, (each box). 15 Record Center Boxes These records were microfor office use. Security	ox number, show- inclusive dates rofilmed with	the film placed i	n kodak cartridges
Mierofilm		Last	Container No.
Cartridge Number	In Conta	iner	
100-1 100-1 and 100-2 100-2 and 100-3 100-3 and 100-4 100-4 and 100-5 100-5 100-5 and 100-6 100-6 and 100-7 100-7 and 100-8 100-8 100-8 and 100-9 100-9 and 100-10 100-10 and 100-11	Biller, C. D Carter, L. D Darien, L. V Fabian, C. D Gough, J. E Hill, B. A Jones, J. M Lewis, G. R Meloney, J. P. Orsini, C Reiman, W. H Shaskan, D. T.	Dare, V. M. Ezold, N. A. Gough, D. E. Hill, B. Jones, J. L. Lewis, G. R. Melody, J. T Orr, J. Reiman, A. Sharretts, C. R.	1 2 3 4 5 6 7 8 9 10 11 12 13
100-11 and 100-12	Washington, M.	- Zunda, J. P.	15

3/17

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

11. Signature of Agency representative: