

1974

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: ~~75829~~ 8/17/74  
 Lot No.: 75829  
 Range: 11  
 Section(s) 4  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Mental Health Administration  
 2. Division: Forensic Psychiatry  
 3. Record Title: Individual case files A thru Z  
 4. Inclusive Dates: 1969 and 1970

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	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)

1. Aaron thru Dawson
2. DeBinder thru Howell
3. Hudson thru McRae
4. Naaem thru Sizemore
5. Slinkman thru Zumis

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

11. Signature of Agency representative:  
J. Hirsch 8/17/74

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: 3/23/73

Lot No.: 2086

Range: J

Section(s) 2  
Shelf 8

Received by:

Remarks:

1. Agency: Health

2. Division: Purchased Care Services

3. Record Title: County Total Reports & Hospital Inpatient Reports

4. Inclusive Dates: FY 1969

5. Schedule No.  
562

6. Item No.  
1

7. Scheduled Disposal Date:  
July 1974

8. Actual Disposal Date:

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

Numerical listing (continued)

3 Record Center Boxes

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:

\_\_\_\_\_

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: 3/22/73  
 Lot No.: 2090  
 Range: 24  
 Section(s) 3 - 4  
 Received by: J. Wirsch  
 Remarks:

- 1. Agency: Assessments & Taxation
- 2. Division:
- 3. Record Title: Personal Property Tax
- 4. Inclusive Dates: 1969

5. Schedule No. 50	6. Item No. 2	7. Scheduled Disposal Date: Jan. 1974	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)

46 Record Center Boxes

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:

\_\_\_\_\_

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

To be completed by  
 Record Center:  
 Date: 1/23/73  
 Lot No.: 2043  
 Range: 20  
 Section(s) 2-3  
 Received by: J. Hirsch  
 Remarks:

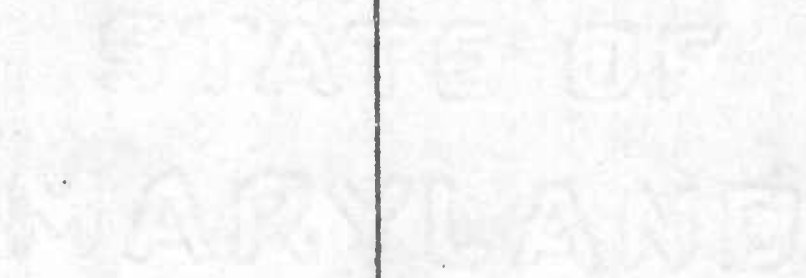
- 1. Agency: Maryland Dept. of Licensing & Regulation
- 2. Division: Insurance Division - Examination & Audit
- 3. Record Title: Annual Statements( Non-Md.)
- 4. Inclusive Dates: 1968

5. Schedule No. 40	6. Item No. 1	7. Scheduled Disposal Date: 1/74	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)

48 Packages (24 Cu. Ft.)



- 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:  
 \_\_\_\_\_

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: 6/6/72  
 Lot No.: 1995  
 Range: 7  
 Section(s): 7  
 Received by: J. Hursel  
 Remarks:

1. Agency: Maryland State Dept. of Education  
 2. Division: Administration & Finance  
 3. Record Title: Accounting Records  
 4. Inclusive Dates: 1969 to 1971

5. Schedule No. <u>125</u>	6. Item No. <u>3 &amp; 4</u>	7. Scheduled Disposal Date: <u>1974</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)

- 5 record center boxes**
- 1) Expense Transmittals 12/70 to 4/71 (F.Y. 1971) w/Reports, T1 # 423 to # 800
  - 2) Expense Transmittals & Travel, 5/71 to 6/71 (F.Y. 1971) w/Reports, T1 # 830 to T1 # 1025 and Travel papers Norma Bamford
  - 3) Expense Transmittals, 7/70 to 12/70 (F.Y. 1971) w/Reports, 7/70 to 12/70, T1 # 13 to T1 # 411
  - 4) Budget Estimates, 1969 to 1971, (F.Y. 1970, 1971) HQ, A to E, S A E I, 1969 - State Aided Inst. Budget
  - 5) Working Fund; Bank Statements; Deposit Receipts, Cancelled Checks 1/70 to 1/71

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size \_\_\_\_\_ c. Transfiles \_\_\_\_\_  
 b. File drawers, legal-size 2 d. Other (specify) 1 X BINDER

11. Signature of Agency representative:

M. J. Sterema

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: 6/7/72  
 Lot No.: 1992  
 Range: Room B  
 Section(s) 8  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Health & Mental Hygiene  
 2. Division: Division of Vital Records  
 3. Record Title: Correspondence-Certification  
 4. Inclusive Dates: January 1, 1971 - June 30, 1971

5. Schedule No. <u>222</u>	6. Item No. <u>9</u>	7. Scheduled Disposal Date: <u>3 yrs. if audited 7/74</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 arranged alphabetically by name of applicant.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size 10 c. Transfiles  
 b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

\_\_\_\_\_

## STORAGE IN HALL OF RECORDS ---- 15 BOXES

## CORRESPONDENCE \* CERTIFICATION

JANUARY 1 thru JUNE 30, 1971

Box Number	Contents	No. of Folders
1	Aa-Agthru Boa-Boo, Boal, E.S.	24
2	Bop - Bg thru Ce - Ch, Chambers, W. W.	20
3	CI - Ck thru De-DH, Devol	26
4	Di - DN thru FL-Fn, Fletcher, T. D.	27
5	FO-FQ thru GU-GZ	24
6	HAA-HAL thru HOR-HT	28
7	HU-HX thru KI-KK, Kirkley	25
8	KL-KN thru MAJ-MAR, Marvel	27
9	MAS-MB thru MO-MT, Morton, Dyett	25
10	MU-MZ thru PO-PQ	24
11	Pr-PT thru RU-RZ, Ruck	23
12	SA*SB thru SN-SO, Social Services	25
13	SP-SS thru TR-TZ	22
14	U thru W, Wheeler, Tyson	19
15	WIA-WK thru Z	15
	Total of folders	<u>354</u>



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To be completed by  
 Record Center:  
 Date: 5/2/72  
 Lot No.: 1971  
 Range: ~~21~~ 21  
 Section(s) 5  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Commissioner of Personnel -----
- 2. Division: Administrative -----
- 3. Record Title: Certification of Eligibles -----
- 4. Inclusive Dates: 1971 -----

5. Schedule No. <u>304</u>	6. Item No. <u>6</u>	7. Scheduled Disposal Date: <u>Dec. 31, 1974</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)

16 Record Center Boxes

- 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:

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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: 12/28/71  
 Lot No.: 1935  
 Range: ~~1935~~ B  
 Section(s) 5  
Shelf  
 Received by: J. Hirsch  
 Remarks:

1. Agency: DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2. Division: MENTAL HEALTH ADMINISTRATION - REHABILITATION
3. Record Title: REHABILITATION MATERIALS
4. Inclusive Dates: 1951 through 1966

5. Schedule No. <u>385</u>	6. Item No.	7. Scheduled Disposal Date: <u>1974</u>	8. Actual Disposal Date: <u>December, 1974</u>
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

**Box (1) 1951 through 1965**

Miscellaneous information regarding correspondence, bulletins, workshop information on mentally retarded, S.R.E.B. Materials obsolete

**Box (2) 1953 through 1966**

Miscellaneous information regarding organizations, correspondence with other agencies, bulletins, publications, geriatrics. Materials obsolete.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size 2
- b. File drawers, legal-size \_\_\_\_\_
- c. Transfiles \_\_\_\_\_
- d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

*Robert D. Burton*

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 10/20/71

Lot No.: 1911

Range: 5A ~~19~~ 19

Section(s) 5 ~~19~~ 5

Received by: J. Hirsch

Remarks:

1. Agency: Dept. of Public Safety & Correctional Services
2. Division: Parole & Probation
3. Record Title: Out of State General File
4. Inclusive Dates: 1965 - 1969

5. Schedule No. 191	6. Item No. 4	7. Scheduled Disposal Date: 12/1974	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)

6 record center boxes

4 boxes 1965 - 1968

2 boxes 1969

1 box 1967-1969

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:

\_\_\_\_\_

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To be completed by  
Record Center:  
Date: 9/17/71  
Lot No.: 1896  
Range: 82 K  
Section(s) 2  
shelf 14  
Received by: J. Hirsch  
Remarks:

1. Agency: Department of Personnel  
2. Division: Examination  
3. Record Title: Employment List  
4. Inclusive Dates: 7/1966 - June 1969

5. Schedule No. 304	6. Item No. 1	7. Scheduled Disposal Date: 6/30/74	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

- box 1 7/66 - 6/67
- 2 7/67 - 6/68
- 3 7/68 - 6/69

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:

\_\_\_\_\_

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To be completed by  
Record Center:  
Date: 9/15/71  
Lot No.: 1892  
Range: J  
Section(s) 2  
Shelves 13-14  
Received by: J. Hirsch  
Remarks:

J  
1  
8

- 1. Agency: Public Service Commission
- 2. Division: Transportation
- 3. Record Title: Interstate Commerce Commission File
- 4. Inclusive Dates: Feb. - Sept. 1971

5. Schedule No. 291	6. Item No. 1	7. Scheduled Disposal Date: Sept. 1974	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)

16 record center boxes

- 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:

\_\_\_\_\_

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To be completed by  
 Record Center:  
 Date: 8/20/71  
 Lot No.: 1863  
 Range: L  
 Section(s) 3  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Mental Hygiene  
 2. Division: Manpower Development & Training  
 3. Record Title: General Correspondence \*  
 4. Inclusive Dates: 1968 - 1971

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: <i>1976</i>	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)

2 record center boxes  
 \* Budget Records, Amendments

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:  
 \_\_\_\_\_

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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: 8/20/71  
 Lot No.: 1862  
 Range: J  
 Section(s) Shelf 1/12  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Health & Mental Hygiene  
 2. Division: Purchasing  
 3. Record Title: Requisitions  
 4. Inclusive Dates: July, 1970 - June, 1971

5. Schedule No. 275	6. Item No. 2	7. Scheduled Disposal Date: July, 1974	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)

- 2 record center boxes
- Mental Hygiene Folder
- DMH Government Printing Office Folder

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:  
 \_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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To be completed by  
Record Center:  
Date: 8/20/71

Lot No.: 1860

Range: L

Section(s) 2

Received by: J. Hirsch

Remarks:

1. Agency: Department of Budget & Fiscal Planning

2. Division: Data Processing Center

3. Record Title: Time Tickets & Log Sheets for Billing Information

4. Inclusive Dates: 1/1971 - 4/1971

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)

12 record center boxes

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:

\_\_\_\_\_



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To be completed by  
Record Center:  
Date: 8/20/71

Lot No.: 1859

Range: K

Section(s) shelves 6 12-14

Received by: J. Hirsch

Remarks:

1. Agency: Comptroller of the Treasury
2. Division: Tobacco Tax Unit
3. Record Title: Monthly Reports \*
4. Inclusive Dates: 1967 - 1971

5. Schedule No. 402	6. Item No. 1	7. Scheduled Disposal Date: March, 1974	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)

12 record center boxes

Box No.

- 95 Inventory File
- 96 Inventory File
- 97 Monthly Reports 1969
- 98 Monthly Reports 1969
- 99 Monthly Reports 1969
- 103 Stamp Requisitions
- 104 Pink copies of cigarette stamp orders January, 1969 - December, 1969
- 105 Pink cigarette stamp delivery receipts 1967 to Nov. 1968
- 106 Pink cigarette stamp delivery receipts Nov. 27, 1968 - June 3, 1970
- 107 Stripped audit detail 1970 -
- 108 Stripped audit detail 1970 - 1971
- 109 Stamp Requisitions 1968 - 1969

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:

\_\_\_\_\_

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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: 8/19/71  
 Lot No.: 1855  
 Range: ~~A~~ B  
 Section(s) ~~2~~ 2  
 Shelves 6-7  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Department of Mental Hygiene
- 2. Division: Commissioner
- 3. Record Title: General File
- 4. Inclusive Dates: 1971

5. Schedule No. 388	6. Item No.	7. Scheduled Disposal Date: 1974	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)

4 record center boxes

- 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:  
 \_\_\_\_\_

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: 8/17/71  
 Lot No.: 1853  
 Range: 3 H 4 H  
 Section(s) ~~30-12 60-14~~ 7  
Shelves 8-12 9-14  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Highway Administration  
 2. Division: Special Hauling Permits  
 3. Record Title: Special Hauling Permits (yellow, white & pink copies)  
 4. Inclusive Dates: 1/68 - 6/71

5. Schedule No. 102	6. Item No. 1	7. Scheduled Disposal Date: 6/74	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)

66 record center boxes  
 yellow, white and pink copies of Special Hauling Permits

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: \_\_\_\_\_ Range 3 - 10-12  
 4 - 1-4

RECORDS TRANSMITTAL SHEET

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To be completed by  
 Record Center:  
 Date: 7/12/71  
 Lot No.: 1839  
 Range:            M  
 Section(s)            4  
                   Shelves 6  
 Received by: J. Hirsch  
 Remarks:

1. Agency:           Budget & Fiscal Planning            
 2. Division:           Data Processing            
 3. Record Title:           Project Status            
 4. Inclusive Dates:           12/70 - 6/71

5. Schedule No. ---	6. Item No. -	7. Scheduled Disposal Date: 7/74	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)

Project Status Sheets  
 1 record center box

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:

\_\_\_\_\_

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To be completed by  
 Record Center:  
 Date: 7/9/71  
 Lot No.: 1832  
 Range:  D  
 Section(s) # 2  
 Shelves 12-13  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Md. State Department of Education
2. Division: Compensatory Urban & Supplementary Program
3. Record Title: N.D.E.A. Title III Projects
4. Inclusive Dates: 1968

5. Schedule No. 125	6. Item No. 2	7. Scheduled Disposal Date: 1974	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)

7 record center boxes

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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To be completed by  
Record Center:  
Date: 6/15/71  
Lot No.: 1817  
Range: A  
Section(s) 4  
Shelves 11-13  
Received by: J. Hirsch  
Remarks:

1. Agency: State Department of Health  
 2. Division: Purchase (Medical) Care Service  
 3. Record Title: Accounting Records  
 4. Inclusive Dates: 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: July, 1974	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

10 record center boxes

Box #1 - 10

Special Health Services

Numerical listing (continued)

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:

\_\_\_\_\_

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: 6/14/71  
 Lot No.: 1814  
 Range: ~~16~~ 17  
 Section(s) 4  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Department of Health  
 2. Division: Fiscal Operations  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: FY 1967 - FY 1968 - FY 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: July, 1974	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)

- 21 record center boxes
- \* 8 boxes - Expense Accounts - BM5 - FY 1969
  - 1 box - Advance Payment Vouchers - FY 1969
  - 2 boxes - Medical Care Vouchers - FY 1969  
40,001 - 43,189
  - 6 boxes - Yellow Vouchers - FY 1970
  - 3 boxes - Gas Tickets - FY 1970
  - 1 box - Correspondence Mileage - FY 1967

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:  
 \_\_\_\_\_

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: 6/11/71

Lot No.: 1813

Range:  I I

Section(s)  3 2  
Shelves 8-9 14

Received by J. Hirsch

Remarks:

1. Agency: State Department of Health
2. Division: Purchased (Medical) Care Services
3. Record Title: Accounting Records \*
4. Inclusive Dates: FY 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: July, 1974	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)

17 record center boxes

\* Inpatient Billing

Paid Certificates

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:

\_\_\_\_\_



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: 6/10/70

Lot No.: 1812

Range: 19

Section(s) 4

Received by: J. Hirsch

Remarks:

- 1. Agency: Department of Health
- 2. Division: Bureau of Management
- 3. Record Title: Accounting Records
- 4. Inclusive Dates: July, 1970 - June 1971

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: July, 1974	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)

4 record center boxes

\* Awards  
 Purchase Orders

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/21/71  
 Lot No.: 1802  
 Range: B  
 Section(s) 8  
 Shelves 2-3  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Department of Health  
 2. Division: Bedding & Upholstery  
 3. Record Title: Manufacturers - Out of Business  
 4. Inclusive Dates: 1959 - 1969

5. Schedule No. 200	6. Item No. 6	7. Scheduled Disposal Date: 1974	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)

4 record center boxes

- Box 1- A-E  
 2- F-L  
 3- M-R  
 4- S-Y

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:

\_\_\_\_\_

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: 4/13/71  
 Lot No.: 1792  
 Range: J  
 Section(s) 3  
*Shelves 8-9*  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Health  
 2. Division: Food & Milk  
 3. Record Title: Milk & Related Products  
 4. Inclusive Dates: 1970

5. Schedule No. 214	6. Item No. 7 & 9	7. Scheduled Disposal Date: 1/74	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

7 record center boxes

Numerical listing (continued)

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:

\_\_\_\_\_

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: 4/13/71

Lot No.: 1790

Range: B (B)

Section(s) 2 (3)  
Shelves 1-5 (5-7)

Received by: J. Hirsch

Remarks:

1. Agency: Department of Health
2. Division: Fiscal Operations
3. Record Title: Accounting Records \*
4. Inclusive Dates: 6/23/69 - 8/14/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 9/1974	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)

21 record center boxes

\* Pharmacy Bills

Boxes 380 - 400

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:

\_\_\_\_\_

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: 3/31/71  
 Lot No.: 1769  
 Range: M  
 Section(s) Shelf 12 / 1  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Department of Budget & Fiscal Planning
- 2. Division: Data Processing Division
- 3. Record Title: Log Sheets & Time Cards
- 4. Inclusive Dates: Jan. - Dec. 1970

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: 3 years 1/74	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

*Baltimore Record Center*  
~~TRANSFERRED TO ANNAPOLIS~~  
5/1971

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:  
 \_\_\_\_\_

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: 3/11/71  
Lot No.: 1763  
Range: ~~2~~ M  
Section(s) ~~2~~ 5  
Shelf 1  
Received by: J. Hirsch  
Remarks:

1. Agency: Department of Health & Mental Hygiene  
 2. Division: Biostatistics  
 3. Record Title: Correspondence  
 4. Inclusive Dates: 1968 - 1969

5. Schedule No. 230	6. Item No. 1	7. Scheduled Disposal Date: Dec. 31, 1974	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)

1 record center box

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:  
 \_\_\_\_\_

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: 2/3/71

Lot No.: 1746

Range:  F

Section(s)  1  
Shelves 1-4

Received by: J. Hirsch

Remarks:

1. Agency: Department of Health
2. Division: Fiscal Operations
3. Record Title: Physican EB
4. Inclusive Dates: 9/18/69 - Paid 3/18/70

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 10/74	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)

16 record center boxes

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:

\_\_\_\_\_

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: 2/3/71  
Lot No.: 1745  
Range: E  
Section(s) ~~2~~ 2  
Shelves 3-5  
Received by: J. Hirsch  
Remarks:

1. Agency: Department of Health  
2. Division: Fiscal Operation  
3. Record Title: Pharmacy (EB)  
4. Inclusive Dates: 9/18/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 10/74	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  
1 Pharmacy (Miscellaneous EB)  
16

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:  
\_\_\_\_\_



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: 2/3/71  
 Lot No.: 1744  
 Range: D  
 Section(s) 3  
                   *shelves* 5-6  
 Received by: J. Hirsch  
 Remarks:

D  
4  
1

- 1. Agency: Department of Health
- 2. Division: Fiscal Operations
- 3. Record Title: Pharmacy Prescriptions
- 4. Inclusive Dates: 5/26/69 - 6/23/69

5. Schedule No. <u>199</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>7/74</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)

16 record center boxes  
 (#364 - 379)

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:  
 \_\_\_\_\_

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: 2/3/71  
 Lot No.: 1743  
 Range: J  
 Section(s) 2  
 shelves 4-6  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Health  
 2. Division: Fiscal Operations  
 3. Record Title: Dental Bills  
 4. Inclusive Dates: 8/14/68 - 6/16/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 7/74	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  
 Boxes #5 - 19 (Inclusive)

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:

\_\_\_\_\_

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: 2/3/71

Lot No.: 1742

Range: 25

Section(s) 1

Received by: J. Hirsch

Remarks:

1. Agency: Public Service Commission
2. Division: Transportation
3. Record Title: I.C.C. File
4. Inclusive Dates: 1970

5. Schedule No. 291	6. Item No. 1	7. Scheduled Disposal Date: 1/31/74	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

TRANSFERRED TO ANNAPOLIS

5/1971

10. Quantity and type of filing equipment released:
- a. File drawers, letter-size \_\_\_\_\_ c. Transfiles 17
- b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:  
Thomas J. [Signature]

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: 2/2/71  
 Lot No.: 1741  
 Range: 20  
 Section(s): 3  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Maryland Dept. of Licensing & Regulation  
 2. Division: Insurance Division Examination & Audit  
 3. Record Title: Annual Statements (Md. Cos.)  
 4. Inclusive Dates: 1966

5. Schedule No. 40	6. Item No. 1	7. Scheduled Disposal Date: 1/74	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 packages (1 cubic ft.)

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 1/19/71

Lot No.: 1736

Range: 2 J

Section(s) 6  
Shelves 11-12  
Received by: J. Hirsch

Remarks:

1. Agency: Commissioner of Personnel
2. Division: Medical Unit
3. Record Title: Physical Examination Factual Reports \*
4. Inclusive Dates: 1/69 - 12/69

5. Schedule No. 303	6. Item No. 8	7. Scheduled Disposal Date: 12/1974	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 _____ | c. Transfiles _____      |
| b. File drawers, legal-size _____  | d. Other (specify) _____ |

11. Signature of Agency representative:

\_\_\_\_\_

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: 12/24/70

Lot No.: 1731

Range:  K

Section(s)  6  
Shelves 9-10

Received by: J. Hirsch

Remarks:

1. Agency: State Department of Health
2. Division: Fiscal Operations - Medical Care
3. Record Title: Accounting Records \*
4. Inclusive Dates: 2/10/69 - ~~7/8/69~~ 8/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>9/77</del> 9/74	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)

10 record center boxes

\* Physicians Transmittals

(1 Box on top)

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:

\_\_\_\_\_

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: 12/24/70

Lot No.: 1730

Range: ~~6~~ I

Section(s) ~~1~~ Shelves 1-2

Received by: J. Hirsch

Remarks:

1. Agency: State Department of Health
2. Division: Fiscal Operations - Medical Care
3. Record Title: Accounting Records \*
4. Inclusive Dates: 1/14/69 - 2/7/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>2/19/72</del> 3/74	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)

10 record center boxes

\* Physicians Error Clean Up

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:

\_\_\_\_\_

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: 12/24/70  
Lot No.: 1727  
Range: J  
Section(s) 1  
*Shelves* 3-6  
Received by: J. Hirsch  
Remarks:

- 1. Agency: State Department of Health
- 2. Division: Medical Care
- 3. Record Title: Accounting Records
- 4. Inclusive Dates: 4/1/69 - 5/26/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 5/1974	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)

22 record center boxes  
342 - 363  
Pharmacy

- 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:  
\_\_\_\_\_



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: 12/18/70

Lot No.: 1721

Range:  C

Section(s)  3  
                  *Shelves* 8

Received by: J. Hirsch

Remarks:

C  
4  
12-13

1. Agency: State Department of Health
2. Division: Medical Services
3. Record Title: Accounting Records \*
4. Inclusive Dates: FY 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: June 1974	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)

13 record center boxes

\* Inpatient Bills

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:

\_\_\_\_\_

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: **11/30/70**

Lot No.: **1717**

Range: ~~3-7~~ **E E E**

Section(s) ~~3~~ **3 4 2**  
*shelves 2-7 7 2*

Received by: **J. Hirsch**

Remarks:

1. Agency: State Department of Health

2. Division: Medical Services

3. Record Title: Accounting Records \*

4. Inclusive Dates: 1/1969 - 6/30/69

5. Schedule No. <b>191</b>	6. Item No. <b>1</b>	7. Scheduled Disposal Date: <b>June 1974</b>	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)

**47**

~~48~~ record center boxes

\* outpatient

*Missing Box marked \* 37*

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: \_\_\_\_\_  
 Lot No.: ~~1708~~ 1708  
 Range: ~~2~~ 21  
 Section(s) ~~9-10~~ 1-2  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Health  
 2. Division: Fiscal Operations  
 3. Record Title: \_\_\_\_\_  
 4. Inclusive Dates: FY 1968 - 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 7/74 FY 1972 <del>7/72</del>	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)

Environmental Health Services  
 FY 1969  
 # 30,001 - 31,701

1 record center box

Pine Bluff State Hospital  
 FY 1969  
 # 130,001 - 130,808

1 record center box

Warrants and Vouchers  
 Fiscal Year 1968 - 1969

1 record center box

Deers Head Hospital  
 FY 1969  
 # 60,001 - 61,562

2 record center boxes

Community Health Services  
 FY 1969  
 # 20,001 - 29,200

4 record center boxes

Transmittals  
 FY 1969

2 record center boxes

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:

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date:  
Lot No.: 1708  
Range: 21  
Section(s) ~~1-2~~  
Received by: J. Hirsch  
Remarks:

1. Agency: Department of Health  
2. Division: Fiscal Operations  
3. Record Title:  
4. Inclusive Dates: Fiscal Years 1968 - 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 7/74 <del>FY 1972</del> <del>7/72</del>	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)

Western Maryland Hospital  
FY 1969  
# 80,001 - 30,777

2 record center boxes

Long Blue Orders  
FY 1969

4 record center boxes

Mt. Wilson State Hospital  
FY 1969  
# 101,300 - 101,999

4 record center boxes

Expense Accounts  
FY 1968

9 record center boxes  
*Boxes 1, 4, and 9 not received.  
Still in agency.*

Administration and Supporting  
Services  
FY 1969 Vouchers

7 record center boxes

Montebello State Hospital  
FY 1969 Vouchers

4 record center boxes

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:

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: 8/21/70

Lot No.: 1693

Range: ~~2-7~~ H H

Section(s) ~~2~~ 2 3  
Shelves 1-5 2-7

Received by:

Remarks:

1. Agency: Health Dept.

2. Division: Medical Care

3. Record Title: Accounting Records

4. Inclusive Dates: 3/1969 - 6/1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>June 1972</del> 7/74	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)

62  
~~48~~ record center boxes  
Physician Bills

Boxes 338-399

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:

\_\_\_\_\_

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: 8/21/70  
 Lot No.: 1690  
 Range: 8  
 Section(s) 1  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Insurance Dept.  
 2. Division: Complaint & Investigation Division  
 3. Record Title: Complaint Cards \*  
 4. Inclusive Dates: 1968 - 1969

5. Schedule No. 49	6. Item No. 1	7. Scheduled Disposal Date: 1974	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)

2 record center boxes  
 1968 Riot Addrsss Cards &  
 1969 Complaint Cards

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5/1971

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:

\_\_\_\_\_

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: 6/29/70  
 Lot No.: 1680  
 Range: 9  
 Section(s) 1-2  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Dept. of Mental Hygiene  
 2. Division: Reimbursements  
 3. Record Title: Patients Folders  
 4. Inclusive Dates: Feb. 1968 - Sept. 1969

5. Schedule No. 382	6. Item No. 1	7. Scheduled Disposal Date: 5 years 1974	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)

41 record center boxes

\* Closed Files    Crownsville 1-20  
                           Springfield 21-41

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:

\_\_\_\_\_

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: 6/4/70

Lot No.: 1666

Range: 17

Section(s) 2-3

Received by: J. Hirsch

Remarks:

1. Agency: State Accident Fund
2. Division: Claim Dept.
3. Record Title: Claim Folders
4. Inclusive Dates: 1963 - 1964

5. Schedule No. 184	6. Item No. 2	7. Scheduled Disposal Date: 1974	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)

20 record center boxes  
 20,000 - 29,999

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:

\_\_\_\_\_



RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/4/70  
 Lot No.: 1659  
 Range:  See Below  
 Section(s)   
 Received by: J. Hirsch  
 Remarks:

1. Agency: Dept. of Health  
 2. Division: Fiscal Operations  
 3. Record Title: Accounting Record \*  
 4. Inclusive Dates: 10/68 - 3/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del> </del> 4/74	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

77  
 record center boxes

\* Medical Care

Physicians Bills 10/68 - 3/69  
 261-337

Numerical listing (continued)

Range	H	J	J
Section	1	5	6
Shelves	6-7	1-5	1-7

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/4/70  
 Lot No.: 1658  
 Range: ~~8-11~~ C C  
 Section(s) ~~1-2~~ 2 3  
 Shelves 1 6-7  
 Received by:  
 Remarks:

1. Agency: Dept. of Health  
 2. Division: Fiscal Operations  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: 8/68 - 8/69

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>1972</del> 9/74	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)

\* Medical Care

~~15 record boxes - Dental Bills~~

~~8/68 - 4/69~~

13 special services - 9/68 - 8/69

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:  
 \_\_\_\_\_

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: 4/6/70

Lot No.: 1657

Range: ~~2~~ - See Below

Section(s) ~~5-103~~

Shelves

Received by: J. Hirsch

Remarks:

1. Agency: Dept. of Health -----

2. Division: Fiscal Operations -----

3. Record Title: Accounting Records \* -----

4. Inclusive Dates: 9/17/68 - 4/69 -----

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>April 1972</del> 5/74	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

99 record center boxes

Medical Care

\* Pharmacy

Boxes 243 - 341

Numerical listing (continued)

Range	L	L	L
Section	1	2	3
Shelves	1-7	1-7	5-7

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:

\_\_\_\_\_

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: 2/24/70

Lct No.: 1637

Range: ~~3-8~~ J

Section(s) ~~8-3~~ 3  
Shelves 1-5

Received by: J. Hirsch

Remarks:

J  
4  
3-7

- 1. Agency: Dept. of Health -----
- 2. Division: Special Services -----
- 3. Record Title: Accounting Records -----
- 4. Inclusive Dates: May 1968 - May 1969 -----

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>May 1972</del> 6/74	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

49 record center boxes

Outpatient Invoices

Numerical listing (continued)

- 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:

\_\_\_\_\_

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: 12/16/69  
 Lot No.: 1622  
 Range: ~~B~~ D  
 Section(s) ~~4~~ 4  
*Shelves* 2  
 Received by:  
 Remarks:

1. Agency: State Dept. of Health  
 2. Division: Medical Care  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: April 1968 - June 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <i>July, 1974</i>	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)

36 record center boxes

* Physicians Transmittals	33
Dental Transmittals	<u>3</u>
	36

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:

\_\_\_\_\_

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: 11/7/69  
 Lot No.: 1609  
 Range: 42  
 Section(s) 5-6  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Teacher's Retirement System  
 2. Division: \_\_\_\_\_  
 3. Record Title: Withdrawn Accounts File\*  
 4. Inclusive Dates: 1967 - 1968

5. Schedule No. 347	6. Item No. 2 & 5	7. Scheduled Disposal Date: 1974	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

30 record center boxes

\* Annuity Cards

400 - 99,229

Numerical listing (continued)

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:  
 \_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 10/17/69  
 Lot No.: 1602  
 Range: ~~8~~ B (B)  
 Section(s) e 7 (8)  
 Shelves 1 4-7  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Dept. of Health
2. Division: Div. of Medical Services
3. Record Title: Eligibility Form (SDPW-206)
4. Inclusive Dates: 1/1/68 - 12/31/68

5. Schedule No. 391	6. Item No. 1	7. Scheduled Disposal Date: 1972 1/74	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)

14 record center boxes

SDPW-206 - Medical Certificates

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:

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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: 8/18/69  
 Lot No.: 1566  
 Range:  N  
 Section(s)  2  
 Shelf 9  
 Received by:  
 Remarks:

- 1. Agency: Dept. of Mental Hygiene
- 2. Division: Deputy Commissioner
- 3. Record Title: Budget Books
- 4. Inclusive Dates: 1962 - 1967

5. Schedule No. 389	6. Item No.	7. Scheduled Disposal Date: 1974	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)

2 record center boxes

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:

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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: 7/30/69  
Lct No.: 1552  
Range: H  
Section(s) ~~6~~-7  
Received by:  
Remarks:

1. Agency: Insurance Dept.  
2. Division: Actuarial Bureau  
3. Record Title: General Correspondence  
4. Inclusive Dates: 1957 - 1965

5. Schedule No. 49	6. Item No. 1	7. Scheduled Disposal Date: 1974	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)

1 record center box

Amalganated Labor Life - Workmen's Benefit

box 135

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5/1971

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:

\_\_\_\_\_

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: 6/17/69

Lct No.: 1544

Range: 13

Section(s) 3

Received by: J. Hirsch

Remarks:

1. Agency: State Accident Fund
2. Division: Claims Dept.
3. Record Title: Claims Folders \*
4. Inclusive Dates: 1964

5. Schedule No. 184	6. Item No. 2	7. Scheduled Disposal Date: 1974	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

20 record center boxes

Employers Folders

Numerical listing (continued)

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 5/2/69  
Lot No.: 1533  
Range: 22  
Section(s) 15 14  
Received by: J. Hirsch  
Remarks:

1. Agency: Dept. of Mental Hygiene  
2. Division: Administration & Finance  
3. Record Title: Correspondence - Deportations & Transfers  
4. Inclusive Dates: 1958 - 1959; 1962 - 1964

5. Schedule No. 396	6. Item No. 1	7. Scheduled Disposal Date: 1974	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)

2 record center boxes

Residence Advisors

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5/1971

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:

\_\_\_\_\_

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: 12/30/68  
 Lot No.: 1473  
 Range: 27  
 Section(s) 9-10  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: State Dept. of Health
- 2. Division: Div. of Personnel Operations
- 3. Record Title: Alphabetical File Folder \*
- 4. Inclusive Dates: FY 1967

5. Schedule No. 199	6. Item No. 4	7. Scheduled Disposal Date: Jan 1974	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)

8 record center boxes

Mr. Herbert F. Hare, Chief

\* Copies of Memos - Correspondence

TRANSFERRED TO ANNAPOLIS

5/1971

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:

\_\_\_\_\_

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: 11/1/67

Lct No.: ~~1374~~ 1344  
44

Range: 40

Section(s) 445

Received by: J. Hirsch

Remarks:

1. Agency: Accident Fund -----
2. Division: Underwriting Dept. -----
3. Record Title: Policy Folders (Cancelled Folders) -----
4. Inclusive Dates: 1964 -----

5. Schedule No. 184	6. Item No. 6	7. Scheduled Disposal Date: 1974	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

25 record center boxes

Numerical listing (continued)

TRANSFERRED TO ANNAPOLIS  
5/1971

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:  
\_\_\_\_\_



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: 4/28/66  
Lot No.: 1160  
Range: F N  
Section(s) 2 2  
Shelves 11-12 13-14  
Received by: J. Hirsch  
Remarks:

- 1. Agency: Employee's Retirement System
- 2. Division: Accounting Department
- 3. Record Title: Cancelled Checks
- 4. Inclusive Dates: 9/1/61 - 6/30/64

5. Schedule No. <u>347</u>	6. Item No. <u>10</u>	7. Scheduled Disposal Date: <u>1974</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)

17 Record Center Boxes arranged Numerically by check number.

- 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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: **1/20/65**  
 Lot No.: **949**  
 Range: **2A/C**  
 Section(s) **3/5**  
 Received by **J. Hirsch**  
 Remarks:

1. Agency: Board of Registration for Professional Engineers & Land Surveyors  
 2. Division: \_\_\_\_\_  
 3. Record Title: Application for Registration\*  
 4. Inclusive Dates: 7/20/64 - 12/10/64

5. Schedule No. <b>325</b>	6. Item No. <b>2</b>	7. Scheduled Disposal Date: <b>Dec. 1974</b>	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)

**12 record center boxes & 5 rolls (3cu. ft.) arranged alphabetically by surname of individual.**

**\* Evidence of Applications**

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:

\_\_\_\_\_



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: **8/11/64**  
 Lot No.: **671**  
 Range: **36 / C**  
 Section(s) **1 / 3-4**  
 Received by: *J. Hirsch*  
 Remarks:

1. Agency: **Board of Professional Engineers & Land Surveyors**  
 2. Division: \_\_\_\_\_  
 3. Record Title: **Application for Registration File\***  
 4. Inclusive Dates: **1/30/64 - 7/27/64**

5. Schedule No. <b>335</b>	6. Item No. <b>2</b>	7. Scheduled Disposal Date: <b>1974</b>	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 & 8 rolls (3 cu. ft. ) arranged alphabetically by surname of individual.**

\* Evidence of Applicants

10. Quantity and type of filing equipment released:  
 a. File drawers, letter-size \_\_\_\_\_ c. Transfiles none  
 b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:  
 \_\_\_\_\_

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: 2/21/84

Lot No.: 751

Range:

18/18

Section(s)

9/10

Received by:

J. Hirsch

Remarks:

1. Agency: Board of Professional Engineers & Land Surveyors

2. Division: \_\_\_\_\_

3. Record Title: Application for Registration File \*

4. Inclusive Dates: 10/1963 - 1/1964

5. Schedule No. 325

6. Item No. 3

7. Scheduled Disposal Date: 1974

8. Actual Disposal Date: \_\_\_\_\_

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

Numerical listing (continued)

8 record center boxes & rolls (2 cu. ft.) arranged alphabetically by surname of individual.

\* Evidence of Applicants

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: \_\_\_\_\_

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: **11/27/63**  
 Lot No.: **750**  
 Range: **18 / 18**  
 Section(s) **9 / 10**  
 Received by: *J. Hince*  
 Remarks:

1. Agency: **Board of Registration for Professional Engineers and Land Surveyors**
2. Division: \_\_\_\_\_
3. Record Title: **Application for Registration File \***
4. Inclusive Dates: **8/63 - 10/30/63**

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date:	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)

**6 record center boxes and 4 rolls (loc. ft.) arranged alphabetically by surname of individual.**

\* Evidence of Applicants

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:

\_\_\_\_\_

1973

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: 3/9/73  
Lot No.: 2079  
Range: 4  
Section(s) 1-2  
Received by: J. Hirsch  
Remarks:

- 1. Agency: Maryland Department of Licensing and Regulation
- 2. Division: Insurance - Actuarial Bureau
- 3. Record Title: Old Correspondence - Closed
- 4. Inclusive Dates: 1967 - 1968

5. Schedule No. 40	6. Item No. 1	7. Scheduled Disposal Date: 1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box). 15 Record Center Boxes

- No. 263  
A M Life Ins. Co. - American Health & Life 1967-1968
- No. 264  
American Heritage - Bankers Security 1967-1968
- No. 265  
Beacon Life - Columbus Mutual Life 1967-1968
- No. 266  
Combined Ins. Co. - Educators Mutual Life 1967-1968
- No. 267  
Empire State Mutual - George Washington Life 1967-1968
- No. 268  
Georgia Inter. Life - Home Life Ins. Co. 1967-1968
- No. 269  
Home Mutual Life - Liberty National Life 1967-1968

Numerical listing (continued)

- No. 270  
Life and Casualty - Metropolitan Life 1967-1968
- No. 271  
Midland Mutual Life - National Fire 1967-1968
- No. 272  
National Home Life - Northwestern National 1967-1968
- No. 273  
Occidental Life - Presidential Life 1967-1968
- No. 274  
Reliance Life - Security-Connecticut 1967-1968
- No. 275  
Security Life - Travelers Ins. Co. 1967-1968
- No. 276  
Union Bankers - Wabash Life Ins. Co. 1967-1968
- No. 277  
Washington National - Zurich Ins. Co. 1967-1968

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size \_\_\_\_\_
- b. File drawers, legal-size 10
- c. Transfiles \_\_\_\_\_
- d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

Sidney Green

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: 6/9/72  
 Lot No.: 2004  
 Range: 7  
 Section(s) 2  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Md. State Dept. of Education  
 2. Division: Vocational Rehabilitation  
 3. Record Title: Purchase Orders  
 4. Inclusive Dates: F.Y. 1970

5. Schedule No. <u>125</u>	6. Item No. <u>3</u>	7. Scheduled Disposal Date: <u>1973</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)

**13 Record Center Boxes**

- 1) 1-0284 to 1B-1393
- 2) 1B-1394 to 2-1637
- 3) 2-1638 to 2B-1300
- 4) 2C-0262 to 3-3615
- 5) 3-3617 to 3-6451
- 6) 3-6452 to 3A-1299
- 7) 3A-1300 to 3D-9520
- 8) 3E-0081 to 349-1078
- 9) 5-0276 to 6-0874
- 10) 6-0875 to 6C-0410
- 11) 6C-0411 to 7C-0505
- 12) 7C-0606 to 12-0353
- 13) 12-0354 to 888-88888

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:  
*[Signature]*

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: 6/9/72  
 Lot No.: 2003  
 Range: 7  
 Section(s): 5  
 Received by:  
 Remarks: J. Hirsch

1. Agency: Md. State Dept. of Education  
 2. Division: Vocational Rehabilitation  
 3. Record Title: Case Services Transmittals  
 4. Inclusive Dates: 7/3/69 to 7/14/70

5. Schedule No. <u>125</u>	6. Item No. <u>4</u>	7. Scheduled Disposal Date: <u>1973</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)

**13 record Center Boxes**

- 1) T1 # 1 to T1 # 105
- 2) T1 # 109 to T1 # 160
- 3) T1 # 160 to T1 # 222
- 4) T1 # 238 to T1 # 308
- 5) T1 # 318 to T1 # 397
- 6) T1 # 398 to T1 # 460
- 7) T1 # 468 to T1 # 543
- 8) T1 # 544 to T1 # 625
- 9) T1 # 626 to T1 # 699
- 10) T1 # 700 to T1 # 770
- 11) T1 # 771 to T1 # 834
- 12) T1 # 835 to T1 # 927
- 13) T1 # 929 to T1 # 995

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

11. Signature of Agency representative:  
[Signature]

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: 6/9/72  
 Lot No.: 2002  
 Range: 7  
 Section(s) 4-5  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Maryland State Department of Education  
 2. Division: Administration & Finance  
 3. Record Title: Food Service Programs  
 4. Inclusive Dates: 1968-69 & 1969-70 1967-68

5. Schedule No. <u>349</u>	6. Item No. <u>4-9</u>	7. Scheduled Disposal Date:	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)

Box 1:

- 1) Adm. Reviews & Performance Surveys, 1968-69; Prince George-Baltimore City
- 2) Administrative Reviews & Performance Surveys 1969-70; Allegany-Worcester & City;

Box 2:

- 1) Claims for Reimbursement 1969-70
- 2) Free Lunch Survey 1968-69

Box 3:

- 1) Direct Distribution Inventory Report (WKS's material) 1967-68
- 2) School Lunch Applications & Correspondence, 1968-69, public schools
- 3) Special Milk Program Applications & Correspondence 1968-69, public schools
- 4) Special Milk Program Applications & Correspondence 1969-70, public schools

Box 4:

- 1) Blue Book Pages 1969-70
- 2) Blue Book Pages 1968-69
- 3) Administrative Reviews & Performance Surveys 1968-69, Allegany through Montgomery

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:

Eleanor D. Weagly  
*neg*



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: 6/9/72  
Lot No.: 2001  
Range: 7  
Section(s) 5-6 top  
Received by: J. Hinkel  
Remarks:

1. Agency: Md. State Dept. of Education  
 2. Division: Vocational Rehabilitation  
 3. Record Title: Transmittals (Prog's .01, .10, .11, .13)  
 4. Inclusive Dates: 7/14/69 to 6/16/70

5. Schedule No. <u>125</u>	6. Item No. <u>4</u>	7. Scheduled Disposal Date: <u>973</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)

**5 Record Center Boxes**

- 1) T1 # 9 to T1 # 198
- 2) T1 # 231 to T1 # 615
- 3) T1 # 363 to T1 # 610
- 4) T1 # 358 to T1 # 903
- 5) T1 # 705 to T1 # 898

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size \_\_\_\_\_
- b. File drawers, legal-size 5
- c. Transfiles \_\_\_\_\_
- d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

*[Signature]*

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: 8/25/70

Lot No.: 2026  
Range: 16  
Section(s) 9

Received by: J. Hurick  
Remarks:

- 1. Agency: Employees' Retirement System
- 2. Division: Fiscal Management
- 3. Record Title: Accounting Records
- 4. Inclusive Dates: 1945 - 1970

5. Schedule No. <u>345</u>	6. Item No. <u>12</u>	7. Scheduled Disposal Date: <u>1973</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)

(Record Center boxes)

Schedule 345

- Employees' Retirement System
- Teachers' Retirement System
- State Police Retirement System

See attached listing for details

- 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:

Kathleen Swarogian  
Room 510 Dept. of Personnel

Schedule 345 Item Accounting Records

Box No.

- 1
  - BEL - 7/1954-6/1964, SPRS
  - BEL - 1951-1965, TRS
  - BEL - 1953-1968, ERS
  - Financial Statements - 1968-1970, ERS
  - State Police Laws - 1964-1971
  - Security Listings - 1964-1971
  - Memo Of Adjustment - 1966-1971
  - Closing Statements - 1960-1969, TRS
  - Closing Statements - 1966-1969, ERS
- 2
  - Social Security - Object Control - Fiscal Year 1970
  - Object Control - Fiscal Year 1970, ERS
  - Transmittals - #21 through #43, Fiscal Year 1970, ERS and Social Security
  - Equitable Trust Commission Control - 2/1964-1/1968
  - Budget-notes, 1969
  - Check Books - 1963-1968, TRS
  - Check Books - 1967-1/1971, ERS
  - Vouchers - 1968-1971, ERS
  - Check Books - 1/1960-1/1963, Social Security
  - Leave Records - Calendar Year 1970, ERS
- 3
  - Contracts - 7/1967-1970, ERS
  - Obligations - 1968, ERS
  - 1970 Obligations
- 4
  - Blue Cross Vouchers - 8/1967-6/1970, All Systems
  - Special Funds - Fiscal Years 1969 & 1970, TRS
  - Special Funds - 7/1968-6/1969 & Fiscal Year 1970, ERS
  - Pro-rata Share - Actuary Fund, 1964-1968
  - Disbursing Warrant - 1962, ERS
  - Valuation Reports - 1965-1969, SPRS
  - Valuation Reports - 1965-1969, TRS
- 5
  - Valuation Reports - 1965-1969, ERS
  - Ground Rents Purchased - 1968, TRS
  - Ground Rents Purchased - 1967, ERS
  - Ground Rents Purchased - 1967, SPRS
  - Ground Rents Redemptions - 1971, All Systems
  - Reinvestments - 1970-1971
  - Bank Statements (Retired Individual Disb. Acct.) - 1969
  - Retirement Granted - 1965, ERS
  - Investments - 1969, All Systems
  - Investments - 1942-1967, ERS
  - Investments - 1960-1967, TRS

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: 8/17/72  
Lot No.: 2021  
Range: ~~2021~~ F F  
Section(s) ~~2021~~ 3 2  
Shelves 8-9 12-14  
Received by: J. Hirsch  
Remarks:

1. Agency: Dept. of Licensing & Regulation - Div. of Labor  
and Industry  
2. Division: Safety Engineering & Education Services  
3. Record Title: Employer's First Report of Injury  
4. Inclusive Dates: January 1, to December 31, 1970

5. Schedule No. <u>344</u>	6. Item No.	7. Scheduled Disposal Date: <u>12/31/73</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

1. - State Accident Fund A thru Co.
2. - State Accident Fund Cr thru O.
3. - State Accident Fund P thru XYZ, State Agencies A thru Me.
4. - State Accident Fund State Agencies Mi thru State Courts.
5. - State Accident Fund State Agencies St thru Z, self-insured A thru Baltimore City S.
6. - Self-Insured Balto. City T thru Great A & P Tea Co.
7. - Self-Insured Hagerstown City of thru Prince Geo. County V.
8. - Self-Insured Prince Geo. County WXYZ thru Wilson Co., Aetna Cas. A thru EZ.
9. - Aetna Cas. F thru SS.
10. - Aetna Cas. St thru Aetna Ins., Allstate Ins. thru American Mut. Insurance Fi.
11. - American Mut. Ins. Fo thru Continental Cas. An.
12. - Continental Cas. CL thru Cummis Ins.
13. - Electric Mut. Lia. thru Fidelity and Casualty F.
14. - Fidelity & Casualty G & H thru Hartford Accident B.

Numerical listing (continued)

15. - Hartford Accident C thru Ins. Co. of North America A.
16. - Insurance Co. of North America B thru Kemper.
17. - Liberty Mutual A thru F.
18. - Liberty Mutual G thru Ma.
19. - Liberty Mut. Mc thru Z, Maryland Cas. A thru Balto. County J.
20. - Maryland Cas. Balto. County K thru Md. Casualty Ma.
21. - Maryland Casualty Me thru Penn. National "Bp".
22. - Penn. National Bo. thru Royal Globe Co.
23. - Royal Globe H thru Transportation Ins.
24. - Travelers Insurance A thru J.
25. - Travelers Insurance K thru Z.
26. - Truck Ins. Exchange thru Zurich America.

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:  
 \_\_\_\_\_

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: 6/7/72  
 Lot No.: 1997  
 Range: 7  
 Section(s): 6  
 Received by: J. Hurd  
 Remarks:

1. Agency: Md. State Dept. of Education  
 2. Division: Administration & Finance  
 3. Record Title: Accounting Records  
 4. Inclusive Dates: 1962 to 1970

5. Schedule No. <u>125</u>	6. Item No. <u>3 &amp; 4</u>	7. Scheduled Disposal Date: <u>1973</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).  
13 record center boxes
- 1) Bond Receipts & Check Books, 7/3/63 to 6/9/70 S. Pristoop
  - 2) Expense Transmittals, Jan. '70 to May '70, Tl # 433 to Tl # 825
  - 3) Expense Transmittals, July '69 to Dec. '69, Tl # 57 to Tl # 427
  - 4) Expense Transmittals, May '70 to June Transit '70, Tl # 836 to Tl # 1005, + Out of State Travel Requests
  - 5) Headquarters Transmittals w/Warrants, 7/69 to 4/70, Tl # 1. to Tl # 773
  - 6) Transmittals HQ, 5/70 to 6/70, # 763 to # 1010; VR (Prior Years) 7/69 to 6/70, A to E, 7/69 to 6/70, TR, 7/69 to 6/70 S A I, 7/69 to 6/70, Certificates of Deposit, TR, HQ, 7/1/69 to 12/31/69
  - 7) Certificates of Deposit, HQ, 1/1/70 to 6/30/70, VR, & A to E; Memorandums of Adjustment, F.Y. 1970

- Numerical listing (continued)
- 8) Transmittals w/Invoices HQ, Tl # 590 to Tl # 1007 3/70 to 6/70 Catherine Flahavan
  - 9) Transmittals w/Invoices HQ, Tl # 11 to Tl # 580 Catherine Flahaven
  - 10) (1966-70) Gas & Oil Tickets, (1962-63) Requisitions for Merchandise, (1969-70) Gas & Oil Tickets Catherine Flahaven
  - 11) Paid Purchase Orders HQ (pink copy) 7/69 to 6/70, .01.01.02 AF to .01.09.13 IT, + Misc. Postage
  - 12) 1969-70 Encumbrance Tl's; Yellow Purchase Orders; State Aid Run
  - 13) Surplus Commodities, Fiscal Years 1968, 1969, & 1970 Catherine Flahavan

10. Quantity and type of filing equipment released:

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

11. Signature of Agency representative:  
[Signature]

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: *6/20/72*  
 Date: *6/20/72*  
 Lot No.: *1994*  
 Range: *20*  
 Section(s) *3*  
 Received by: *J. Hirsch*  
 Remarks:

1. Agency: Md. State Dept. of Education  
 2. Division: Administration & Finance  
 3. Record Title: Budget Estimates & Requests  
 4. Inclusive Dates: 1952 to 1969

5. Schedule No. <i>125</i>	6. Item No. <i>3</i>	7. Scheduled Disposal Date: <i>Jan 1973</i>	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)

- 2 record center boxes**
- 1) **Public Schools & State Dept. Nov. 1952, Budget Estimates F.Y. 1957, 1958 Budget,**  
 " " " 1959  
 " " " 1964  
 " " " 1965  
 " " " 1966  
**Budget Request F.Y. 1968**
- 2) **Budget Estimates F.Y. 1966,**  
 " " " 1960,  
**Budget Estimates F.Y. 1960 - Bowie St. Trs. Col., Frostburg St. Trs. Col., Salisbury St. Col., Towson St. Trs. Col., Coppin St. Trs. Col.**  
**Budget Estimated F.Y. 1962,**  
 " " " 1963,  
 " " " 1967,  
 " " " 1969.

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

11. Signature of Agency representative:  
*Wm J. Stinson*

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 5/24/72

Lot No.: 1989

Range: ~~1889~~ 20

Section(s) 9

Received by: J. Hirsch

Remarks:

1. Agency: Comptroller of the Treasury
2. Division: Tobacco Tax Unit
3. Record Title: Stripped Audit Details \*
4. Inclusive Dates: 1966-1971

5. Schedule No. 402	6. Item No. 8	7. Scheduled Disposal Date: 1973	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)

8 Record Center Boxes

- |                               |               |
|-------------------------------|---------------|
| * 114 - Claims for refund     | 1966-1968     |
| 115 - Claims for refund       | 1968-1969     |
| 116 - Claims for refund       | '66, '67, '68 |
| 117 - Stripped Audit Detail - | 1969-1971     |
| 118 - Stripped Audit Detail - | 1970-1971     |
| 119 - Old Inventories         | 1969-1970     |
| 120 - Audit Detail            | 1968-1971     |
| 121 - Inventories - Audits    | 1969-1970     |
|                               | 1970-1971     |

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:

\_\_\_\_\_



RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 5/23/72  
Lot No.: 1986  
Range:  
Section(s) 20  
3  
Received by:  
Remarks: J. H. ...

1. Agency: Md. State Dept. of Education  
 2. Division: Aid to Education  
 3. Record Title: N.D.E.A. Va, ESEA I, NDEA Title V  
 4. Inclusive Dates: 1966 to 1970

5. Schedule No. <u>125</u>	6. Item No. <u>3</u>	7. Scheduled Disposal Date: <u>1973</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

**3 record center boxes**

1. (Documentation F.Y. '68, '69, '70)  
Financial Reports, Amendments,  
Approved Projects, Migrant thru  
Balto. Co. (ESEA I (68) NDEA Va (68, 69, 70))
2. NDEA Title V: Workpapers,  
Documentation Etc...
3. ESEA I: Calvert Co. thru State  
Supporting Schools & Institutions

Cass K.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size \_\_\_\_\_ c. Transfiles \_\_\_\_\_  
 b. File drawers, legal-size 14 d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

[Handwritten Signature]



RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/12/72  
 Lot No.: 1983  
 Range: 20  
 Section(s) 6  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Education
- 2. Division: REIS
- 3. Record Title: State Aid for Transportation
- 4. Inclusive Dates: 1968-69

5. Schedule No. <u>348</u>	6. Item No.	7. Scheduled Disposal Date: <u>1993</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)

1. **Transportation Aid - 1968-69**

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size 4
- b. File drawers, legal-size
- c. Transfiles
- d. Other (specify)

11. Signature of Agency representative:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 5/10/72  
Lot No.: 1982  
Range: 20  
Section(s) 8 - 9  
Received by: J. Hirsch  
Remarks:

- 1. Agency: Assessments & Taxation
- 2. Division: \_\_\_\_\_
- 3. Record Title: Franchise Tax Returns
- 4. Inclusive Dates: 1968

5. Schedule No. 50	6. Item No. 3	7. Scheduled Disposal Date: Jan. 1973	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)

13 Record Center Boxes

- 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:  
\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/10/72  
 Lot No.: 1981  
 Range: 24  
 Section(s) 4  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Assessments & Taxation  
 2. Division: \_\_\_\_\_  
 3. Record Title: Foreign Personal Property Tax Returns  
 4. Inclusive Dates: 1968

5. Schedule No. 50	6. Item No. 2	7. Scheduled Disposal Date: Jan. 1973	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)

12 Record Center Boxes

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:  
 \_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/10/72  
 Lot No.: 1980  
 Range: 24  
 Section(s) 3 - 4  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Assessments & Taxation  
 2. Division: \_\_\_\_\_  
 3. Record Title: Personal Property Tax Returns  
 4. Inclusive Dates: 1968

5. Schedule No. 50	6. Item No. 2	7. Scheduled Disposal Date: Jan, 1973	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)

45 Record Center Boxes

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:  
 \_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/10/72  
 Lot No.: 1979  
 Range: 10  
 Section(s) 5  
 Received by: J. Stinch  
 Remarks:

1. Agency: Employees' Retirement System  
 2. Division: Accounting  
 3. Record Title: Accounting Records  
 4. Inclusive Dates: 1947-1970

5. Schedule No. <u>345</u>	6. Item No. <u>12</u>	7. Scheduled Disposal Date: <u>1973</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)

5 record center boxes

Schedule 345

Employees Retirement System  
 Teachers' Retirement System  
 State Police Retirement System

See attached listing for details

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:

Kathleen Swanegan

Room 510 Department of Personnel

Schedule 345 Item Accounting Records

Box No.

- 1 Collateral to secure deposits-1952-1963  
Investment appraisals-1962-63, Appropriation Increases 1940-56 ERS & TRS  
Federal Tax & Blue Cross pd. 1959-61-ERS  
Social Security Expense Fund Controls 1960-62  
Social Security Taxes 1959-60  
Expense Fund Controls-1960-63-ERS, TRS, SPRS  
Military Credits 1953-60 SPRS, 1948-62-TRS, 1948-62-ERS  
Supplemental Pensions-ERS-old, TRS, Balto. City  
Appropriation Granted 1954-63-All Systems
- 2 Receiving Warrants ERS- 1958-64 TRS-1961-64  
Social Security Informantion-OLD  
Actuary Data-OLD Legislative Council reports-OLD  
Comparative total cost-Present & Future Members 1969-ERS  
Investment Div. Pro-rated expense 1962-63  
Supplemental & Regular Appropriation 1964-68 All Systems  
Payroll Disbursements Warrants-1963-69-All Systems  
1/60th Guarantee Billings-ERS 1967-70  
Securities Purchased & Sold-1967-69 All Systems
- 3 Budget Sheets 1965-66 ERS- 1967-68 TRS & SPRS  
Social Security \*Budget Data 1966  
Budget Data-1966-ERS, TRS, SPRS 1961-62 TRS 1963-65 All Systems  
Supplemental Work Sheets-1967 ERS, TRS  
Municipalities Billings 1956-67  
Budget Amendments 1947-57
- 4 Comptroller's Statement of Balances 1962-69 ERS  
Comptroller's Statement of Balances 1956-62 TRS  
Comptroller's Statement of Balances 1959-62 SPRS  
Transmittal Listings 1968-70 ERS  
Tax Assessors Billings 1963-70  
Data Processing Billings 1966-70
- 5 Retired Individual Disbursement Acct.-Recon. Statements 1966-71  
Gasoline tax bills-1966-70  
Securities Purchased & Sold-All Systems- 1969-70  
Municipal Corp. Appropriation-Paid bills & expense-1969-70  
Bank Books-All Systems-OLD

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 5/2/72

Lot No.: 1972

Range: ~~21~~ 21

Section(s) 5

Received by: J. Hirsch

Remarks:

1. Agency: Commissioner of Personnel
2. Division: Administrative
3. Record Title: Annual Efficiency Ratings
4. Inclusive Dates: 1968

5. Schedule No. 43	6. Item No. 4	7. Scheduled Disposal Date: 1973	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)

7 Record Center Boxes

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 1/3/72  
Lot No.: 1938  
Range: K  
Section(s) 3  
shelves 11-14  
Received by: J. Hirsch  
Remarks:

1. Agency: Commissioner of Personnel  
 2. Division: Administrative  
 3. Record Title: Certification of Eligibles  
 4. Inclusive Dates: Jan. - Dec. 1970

5. Schedule No. 304	6. Item No. 6	7. Scheduled Disposal Date: Dec. 1973	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)

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:

\_\_\_\_\_



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: 12/28/71  
 Lot No.: 1934  
 Range: ~~20~~ N  
 Section(s) ~~4~~ 4  
Shelves 11-13  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Health & Mental Hygiene  
 2. Division: Division of Vital Records  
 3. Record Title: Correspondence-Certification  
 4. Inclusive Dates: July 1, 1970 - December 31, 1970

5. Schedule No. <u>222</u>	6. Item No. <u>9</u>	7. Scheduled Disposal Date: <u>3 yrs. if audited 1973</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)

14 Record Center Boxes arranged alphabetically by name of applicant.

10. Quantity and type of filing equipment released:  
 a. File drawers, letter-size 11 c. Transfiles \_\_\_\_\_  
 b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:  
Herman R. Randall

## STORAGE IN HALL OF RECORDS -- 14 Boxes

## CORRESPONDENCE-CERTIFICATIONS

July 1 thru December 31, 1970

Box Number	Contents	Number of Folders
1	AA - Baa - E. S. Boal	25
2	Bop - Caa - Chambers, W. W.	19
3	Ci - Daa - Disharon - Windsor	29
4	Doa - E - Faa - Ft	29
5	Fu - G - Haa - Hanlon	22
6	Har - Hysong	30
7	I - J - K - Laa - Law, Charles E.	27
8	Lar - Maa - Mck	25
9	Mcl - Naa - Nz	27
10	O - P - Q - Raa - Rh	20
11	Reddie, Wm. - Saa - Shh	30
12	Shaffer - Taa - Taylor D. S.	25
13	Th - U - V - Waa - Wh	27
14	Wharton & Savage - X - Y - Z	20

355 total folders

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 10/27/71

Lot No.: 1913

Range: 19

Section(s) 4

Received by: J. Hirsch

Remarks:

1. Agency: Department of Mental Hygiene
2. Division: Reimbursements
3. Record Title: Accounting Records \*
4. Inclusive Dates: 1962 - 1970

5. Schedule No. 382	6. Item No. 5	7. Scheduled Disposal Date: 1973	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)

24 record center boxes

\*

- 5 boxes - Sponsor & Patient Index Cards - to June 1969
- 5 boxes - Sponsor & Patient Index Cards - to June 1970
- 4 boxes - Printouts Monthly - 1966 - 1969
- 3 boxes - County Billings - 1967 - 1969
- 3 boxes - Social Security Listings - 1967 - 1969
- 1 box - Cash Tapes - July 1967 - Dec. 1968
- 3 boxes - Refunds - 1963 - 1966

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 10/27/71

Lot No.: 1912

Range: 21

Section(s): 4

Received by: J. Hirsch

Remarks:

1. Agency: Department of Mental Hygiene
2. Division: Reimbursements
3. Record Title: Patient Folders \*
4. Inclusive Dates: 1968

5. Schedule No. 382	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

19 record center boxes

\* Zero Ratings

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 10/20/71

Lot No.: 1907

Range:          **J**

Section(s) **69**  
*Shelf*

Received by: J. Hirsch

Remarks:

1. Agency: Department of Education
2. Division: Research
3. Record Title: State Aid for Transportation
4. Inclusive Dates: 1966 - 1968

5. Schedule No. 348	6. Item No. 4	7. Scheduled Disposal Date: 1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 10/8/71  
 Lot No.: 1902  
 Range: ~~2~~ B  
 Section(s) ~~3~~ 1  
 Shelves 1-4  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Mental Hygiene  
 2. Division: Commissioner  
 3. Record Title: General File  
 4. Inclusive Dates: 1958 - 1967

5. Schedule No. 388	6. Item No. 3	7. Scheduled Disposal Date: 1973	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

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:

\_\_\_\_\_

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: 8/20/71

Lot No.: 1864

Range: J

Section(s) shelf 1/12

Received by: J. Hirsch

Remarks:

- 1. Agency: Maryland State Department of Education
- 2. Division: Vocational Technical Education  
Local Annual Descriptive Reports of Pro-
- 3. Record Title: gram Activities in Voc. Tech. Education
- 4. Inclusive Dates: FY 1970

5. Schedule No.	6. Item No.	7. Scheduled Disposal Date: 1973	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)

1 record center box

- 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:  
 \_\_\_\_\_

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: 8/20/71

Lot No.: 1861

Range: K

Section(s) 3  
 Shelves 9-10

Received by: J. Hirsch

Remarks:

1. Agency: Department of Mental Hygiene
2. Division: Social Work
3. Record Title: Books, Magazines, Periodicals \*
4. Inclusive Dates: 1956 - 1969

5. Schedule No. 386	6. Item No.	7. Scheduled Disposal Date: Dec. 1973	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)

4 record center boxes

\* Hospital Budgets, Statistical Reports

File on Foster Care Budget Requests for Special Care Services etc.

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:

\_\_\_\_\_



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: 8/19/71

Lot No.: 1858

Range:  B

Section(s)  3  
Shelves 3-5

Received by: J. Hirsch

Remarks:

1. Agency: Department of Health & Mental Hygiene
2. Division: Hospital Services
3. Record Title: Admission Notices
4. Inclusive Dates: Jan. 1968 - April 1969

5. Schedule No. 199	6. Item No. 2	7. Scheduled Disposal Date: Jan. 1973	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)

5 record center boxes

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:

\_\_\_\_\_

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: 8/5/71  
 Lot No.: 1851  
 Range: see below  
 Section(s)  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Department of Health  
 2. Division: Public Health Nursing  
 3. Record Title: Code Sheets  
 4. Inclusive Dates: 7/1/69 - 6/30/70

5. Schedule No. 373	6. Item No. 27	7. Scheduled Disposal Date: 7/1/73	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

128 record center boxes

<del>31</del>	<del>Range D</del>	<del>-</del>	<del>Sec. 5-6</del>
<del>16</del>	<del>E</del>	<del>-</del>	<del>1</del>
<del>33</del>	<del>43</del>	<del>-</del>	<del>7-8</del>
<del>22</del>	<del>28</del>	<del>-</del>	<del>15-16</del>
<del>5</del>	<del>40</del>	<del>-</del>	<del>6</del>
<del>21</del>	<del>27</del>	<del>-</del>	<del>1-3</del>

Numerical listing (continued)

Range	H	H	H	H
Section	1	2	3	4
Shelves	7-10	7-14	7-14	12-14

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:

\_\_\_\_\_

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: 8/5/71  
 Date: 8/5/71  
 Lot No.: 1850  
 Range: 28  
 Section(s) 12-13  
*Shelves*  
 Received by: J. Hirsch  
 Remarks:

N  
5  
12-14

- 1. Agency: State Department of Health & Mental Hygiene
- 2. Division: Divison of Vital Records
- 3. Record Title: Correspondence-Certification
- 4. Inclusive Dates: January 1, 1970 - June 30, 1970

5. Schedule No. <u>222</u>	6. Item No. <u>9</u>	7. Scheduled Disposal Date: <u>3 years if audited 7/19/73</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)

16 Record Center Boxes arranged alphabetically by name of applicant.

- 10. Quantity and type of filing equipment released:
  - a. File drawers, letter-size 12
  - b. File drawers, legal-size \_\_\_\_\_
  - c. Transfiles \_\_\_\_\_
  - d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:  
 \_\_\_\_\_

## STORAGE IN HALL OF RECORDS -- 16 Boxes

## CORRESPONDENCE - CERTIFICATIONS

January 1 through June 30, 1970

Box Number	Contents	Number of Folders
1	Aa-Ag thru Bl-Bn	22
2	Boa-Boo thru Can-Car	21
3	Cas-Cd thru Daa - Dau	18
4	Dabrowski F.H. - Thru - Er-Ez	25
5	Etichson M. R. & Son F.H. thru George F.H.	24
6	Gi-Gn thru Hea - Hem	24
7	Hen-Hd thru Jenkins, H. W. & Son	32
8	Jo-Jz thru Lassahan F. H.	21
9	Lea-Lem thru McD - McF	22
10	McG - McK thru Newell F. H.	25
11	Newman F. H. thru Po - Pq	16
12	Pr - Pt thru Rotruck Chambers F. H.	20
13	Si - Smh thru Rot - Rt	21
14	Silcox - Merritt F H thru Su-Sz	18
15	Ta - Tg thru Watson Gray & Milson	23
16	Wea - Wek thru Z	25
		<u>25</u>
		357 Total Folders

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: 7/26/71  
Lot No.: 1844  
Range: ~~2-8~~  
Section(s): ~~4-10~~  
Received by: J. Hirsch  
Remarks: shelves 9-11

E  
2  
9-11

1. Agency: ----- Md. State Dept. of Education -----  
2. Division: ----- Vocational Rehabilitation -----  
3. Record Title: ----- Closed P.O.'s & Disbursement Sheets -----  
4. Inclusive Dates: 1968 to 1970 -----

5. Schedule No. <u>125</u>	6. Item No. <u>3</u>	7. Scheduled Disposal Date: <u>DEC 1973</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)

12 record center boxes

- 1) 1969 F.Y. Closed P.O.'s 3-60500 to 3-63499
- 2) 1969 F.Y. Closed P.O.'s Dist 10-11-12-13-14-15-(10)
- 3) 1969 F.Y. Closed P.O.'s Dist 3-63500-74016 3A:1 to 7377
- 4) 1969 F.Y. Closed P.O.'s 2B-0922-2D 10293 6-0001 - 6-73799
- 5) 1969 F.Y. Closed P.O.'s 3-0001 to 3-60499
- 6) 1969 F.Y. Closed P.O.'s 1E-0001 to 2B-0469
- 7) 1969 F.Y. Closed P.O.'s 1-0001 to 1C 3899
- 8) 1969 F.Y. Closed P.O.'s 6B-0001 to 6G-0326
- 9) 1969 F.Y. Closed P.O.'s 7B-0001 to 7E-73272 6-73800 to 6A-73701

- 10) 1969 F.Y. Closed P.O.'s 3B-0001 to 3E-0192 5-0001 to 5H-0001
- 11) Transportation and Maintenance Disbursement Sheets A to L 1970 F.Y.
- 12) Transportation and Maintenance Disbursement Sheets L to Z 1970 F.Y.

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:

[Signature]

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: 7/8/71  
 Lot No.: 1831  
 Range:   
 Section(s)  2  
 Shelves 8-9  
 Received by: J. Hirsch  
 Remarks:

N N  
 1  
 11-14

1. Agency: State Insurance Department
2. Division: Complaint & Investigation
3. Record Title: Complaints
4. Inclusive Dates: Jan. 1969 - Dec. 1970

5. Schedule No. 49	6. Item No. 1	7. Scheduled Disposal Date: 12/1973	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)

31 record center boxes

Complaint Files 1-16  
 Real Reason Letters 17-18  
 Complaint Cards 19-20  
 Accident, Health, Underwriting &  
 Claim Information 21-26  
 Casualty Underwriting Manuals 27-31

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:  
 \_\_\_\_\_

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: **6/30/71**  
 Lot No.: **1827**  
 Range: **E**  
 Section(s) **2**  
**Shelves 12-14**  
 Received by: **J. Hirsch**  
 Remarks:

1. Agency: Md. State Dept. of Education  
 2. Division: Vocational Rehabilitation  
 3. Record Title: Accounting Records - Transmittals  
 4. Inclusive Dates: 1968 to 1969

5. Schedule No. <b>125</b>	6. Item No. <b>4</b>	7. Scheduled Disposal Date: <b>1/73</b>	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)

**12 Record Center Boxes**

**Transmittals # 1 to # 963**

*ALL PROGRAMS*

10. Quantity and type of filing equipment released:  
 a. File drawers, letter-size 6 c. Transfiles \_\_\_\_\_  
 b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

*[Handwritten Signature]*

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: 6/10/71  
 Lot No.: 1811  
 Range: ~~2~~ A  
 Section(s) ~~2~~ 3  
 Shelves 10-11  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Mental Hygiene  
 2. Division: Purchasing  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: July 1968 - June 1970

5. Schedule No. 275	6. Item No. 1	7. Scheduled Disposal Date: 1973 if audit	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)

5 record center boxes  
 \* Requisitions

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:  
 \_\_\_\_\_



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: 3/31/71  
 Lot No.: 1778  
 Range: 7  
 Section(s) 8  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Commissioner of Personnel
- 2. Division: Classification Division
- 3. Record Title: Position Control Cards
- 4. Inclusive Dates: \_\_\_\_\_

5. Schedule No. 303	6. Item No. 4	7. Scheduled Disposal Date: 1/73	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)

2 record center boxes

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5/1971

- 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:  
 \_\_\_\_\_

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: 3/31/71

Lot No.: 1770

Range: C

Section(s) 4  
Shelf 11

Received by: J. Hirsch

Remarks:

1. Agency: Department of Mental Hygiene
2. Division: Procurement
3. Record Title: Inventories \*
4. Inclusive Dates: 1963 - 1970

5. Schedule No. 275	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

1 record center box

\* Budget Estimates & Food Manual

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:

\_\_\_\_\_

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: 3/31/71

Lot No.: 1768

Range:

Section(s) ~~J~~ ~~K~~

Received by: J. Hirsch

Remarks:

See  
Below

1. Agency: State Department of Health

2. Division: Public Health Nursing

3. Record Title: Code Sheets

4. Inclusive Dates: 7/1969 - 9/1970

5. Schedule No. 373	6. Item No. 27	7. Scheduled Disposal Date: 9/1973	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)

60 record center boxes

Range	J	K	+	17 Boxes
Section	1	1		on Upper
Shelves	14	8-14		Level B-8

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:

\_\_\_\_\_

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: 1753  
Lot No.: ~~1108~~  
Range: ~~23~~ M  
Section(s) ~~7~~ 5  
Shelves 4-7  
Received by:  
Remarks:

1. Agency: Dept. Licensing & Regulation  
2. Division: Labor & Industry  
3. Record Title: See Numerical Listings  
4. Inclusive Dates: See Numerical Listings

5. Schedule No. <u>344</u>	6. Item No. <u>4 &amp; 5</u>	7. Scheduled Disposal Date: <u>once (Dec 31/69) Jan 73</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).
- Box #1: Construction Compliance Letters  
A to M. Jan 1/69 to Jun 30/69
  - Box #2: Construction Compliance Letters  
N to Z. Jan 1/69 to Jun 30/69
  - Box #3: Industrial Compliance Letters  
A to Z. Jan 1/69 to Jun 30/69
  - Box #4: Construction Compliance Letters  
A to Z. July 1/69 to Dec 31/69.
  - Box #5: Industrial & Waterfront compliance  
letters A to Z. July 1/69 to  
Dec 31/69
  - Box #6: Child Labor Violations. Jan 1/63 t  
to Dec 31/66
  - Box #7: Waterfront Inspections - Jan 1/65  
to Dec 31/66  
Accident Investigations - Jan 1/65  
to Dec 31/66  
Safety Inspection Orders (Old Form)  
Jan 1/66 to Dec 31/68 66
  - Box #8: Construction Inspection Cards  
A to Z Jan 1/65 to Dec 31/67
  - Box #9: Child Labor Violations - Jan 1/67  
to Dec 31/67.
  - Box #10: Industry Registrations - 1948  
thru 1966. A to Z

Numerical listing (continued)

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

11. Signature of Agency representative:  
Emory Easton

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: 2/4/71  
 Lot No.: 1747  
 Range: 33  
 Section(s) 4  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Credit Union of Maryland  
 2. Division: \_\_\_\_\_  
 3. Record Title: Daily Work Envelopes  
 4. Inclusive Dates: Jan. 1968 - Dec. 1969

5. Schedule No. *	6. Item No. 14	7. Scheduled Disposal Date: Jan. 1973	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)

13 record center boxes

TRANSFERRED TO ANNAPOLIS  
5/1971

\* Schedule Authorized by Bank Commissioner (1964)

6 boxes Jan. - Dec. 1968 - Destroy - 1972

7 boxes Jan. - Dec. 1969 - Destroy - 1973

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:  
 \_\_\_\_\_

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: 2/2/71  
 Lot No.: 1740  
 Range: 20  
 Section(s) 1-2  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Maryland Department of Licensing & Regulation
- 2. Division: Insurance Division Examination & Audit
- 3. Record Title: Annual Statements (Non-Md.)
- 4. Inclusive Dates: 1967

5. Schedule No. 40	6. Item No. 1	7. Scheduled Disposal Date: 1/73	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)

53 packages (21 cubic ft.)

- 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:  
 \_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 1/27/71

Lot No.: 1738

Range:  D

Section(s)  4  
Shelves 9

Received by: J. Hirsch

Remarks:

1. Agency: Health & Mental Hygiene -----
2. Division: Communicable Diseases -----
3. Record Title: Blood Slips \* -----
4. Inclusive Dates: 1967 - 1969 -----

5. Schedule No. ---	6. Item No. ---	7. Scheduled Disposal Date: 1973	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)

2 record center boxes

\* Morbidity Cards

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:

\_\_\_\_\_

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: 12/11/70  
Lot No.: 1720  
Range: J  
Section(s) 1  
Shelves 11-14  
Received by: J. Kusch  
Remarks:

1. Agency: State Department of Health & Mental Hygiene -----  
 2. Division: Division of Vital Records -----  
 3. Record Title: Correspondence-Certification -----  
 4. Inclusive Dates: July - December 31, 1969 -----

5. Schedule No. 222	6. Item No. 9	7. Scheduled Disposal Date: 3 years if audited Jan 73	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)

16 Record Center Boxes arranged alphabetically by name of applicant.

10. Quantity and type of filing equipment released:  
 a. File drawers, letter-size 2  
 b. File drawers, legal-size \_\_\_\_\_  
 c. Transfiles \_\_\_\_\_  
 d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

Vernon R. Randall



**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: 11/12/70 Lot No.: 1711 Range: B Section(s) 8 Shelf 1 Received by: J. Hirsch Remarks:
--

- 1. Agency: Department of Health
- 2. Division: Vital Records (Biostatistics)
- 3. Record Title: Correspondence
- 4. Inclusive Dates: 1967

5. Schedule No. 230	6. Item No. 1	7. Scheduled Disposal Date: December 1973	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)

1 Record Center Box

- 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:

\_\_\_\_\_

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: 9/3/70  
 Lct No.: 1697  
 Range: ~~22~~ D  
 Section(s) 4  
*Shelves 12-13*  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Department of Health & Mental Hygiene  
 2. Division: Food & Milk  
 3. Record Title: Milk & Related Products  
 4. Inclusive Dates: 1968-1969

5. Schedule No. 214	6. Item No. 7-9	7. Scheduled Disposal Date: 1973	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)

7 record center boxes arranged by type of license then by county and alphabetically therein.

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:

H. Ellinger

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: 8/21/70  
Lct No.: 1694  
Range: ~~10~~ K  
Section(s) ~~8~~ 4  
Shelf 14  
Received by:  
Remarks:

1. Agency: Commission on Human Relations  
2. Division:  
3. Record Title: Payroll  
4. Inclusive Dates: 1952 - 1969

5. Schedule No. 467	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

2 record center boxes  
\* General Accounting Records  
Personnel

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:  
\_\_\_\_\_

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: 7/17/70  
 Lot No.: 1685  
 Range: 19  
 Section(s) 2-4  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Dept. of Health  
 2. Division: Bureau of Management (Fiscal Operation)  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: FY 1968

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

23 record center boxes

- \* Box 1 Environmental Health - FY 1968
  - 1 Pine Bluff State Hospital FY 1968
  - 4 Montebello (Chronic Disease) - FY 1968
  - 7 Administrative & Supporting Services - FY 1968
  - 1 Fiscal Operations Transmittal - FY 1968
  - 3 Long Blue Orders - FY 1968
  - 3 Western Md. State Hospital - FY 1968
  - 3 Medical Care Services Vouchers - FY 1968

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:

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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: 6/29/70  
 Lot No.: 1677  
 Range: ~~55~~ E  
 Section(s) 1  
*Shelves 11-12*  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Dept. of Education -----
- 2. Division: Instruction -----
- 3. Record Title: N.D.E.A. Title III -----
- 4. Inclusive Dates: 1967 -----

5. Schedule No. <u>125</u>	6. Item No. <u>3</u>	7. Scheduled Disposal Date: <u>1973</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

7 record center boxes

Numerical listing (continued)

- 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:

\_\_\_\_\_

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: 6/29/70  
 Lct No.: 1676  
 Range: ~~00~~ E  
 Section(s) 3  
 Shelves 12-13  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Dept. of Education -----
- 2. Division: Vocational - Technical Education -----
- 3. Record Title: Accounting Records -----
- 4. Inclusive Dates: 1931-1970 -----

5. Schedule No. 125	6. Item No. 3	7. Scheduled Disposal Date: 1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

7 record center boxes

Numerical listing (continued)

- 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:  
 \_\_\_\_\_

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: 6/24/70  
 Lct No.: 1672  
 Range: 25  
 Section(s) 14  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Public Service Commission  
 2. Division: Transportation  
 3. Record Title: LIQC File  
 4. Inclusive Dates: ~~Jan. 1966 - Nov. 1969~~ June 1, 1969 - May 31, 1970

5. Schedule No. 291	6. Item No. 1	7. Scheduled Disposal Date: May 1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

20

record center boxes

Numerical listing (continued)

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5/1971

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:  
 \_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 5/18/70  
 Lot No.: 1663  
 Range: 20  
 Section(s) 3  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: State Insurance Dept.
- 2. Division: Complaint & Investigation
- 3. Record Title: Complaints
- 4. Inclusive Dates: 1968

5. Schedule No. 49	6. Item No. 1	7. Scheduled Disposal Date: 1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

19 record center boxes

Numerical listing (continued)

TRANSFERRED TO ANNAPOLIS  
5/1971

- 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:  
 \_\_\_\_\_



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: 2/24/70

Lot No.: 1636

Range: ~~B~~ K K K  
4 3  
1-7 7

Section(s) ~~4~~ 5  
Shelves 1-2

Received by:

Remarks:

1. Agency: Dept. of Health
2. Division: Fiscal Operations
3. Record Title: Accounting Records \*
4. Inclusive Dates: July 1968 - Nov. 1968

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: Nov. 1973	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)

42 record center boxes

\* Medical Care

Physician Bills

Vouchers

211-256  
209-260

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:

\_\_\_\_\_

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: 2/24/70

Lot No.: 1635

Range:  K

Section(s)  3  
Shelves 1-7

Received by:

Remarks:

K  
2  
67

1. Agency: Dept. of Health

2. Division: Fiscal Operations

3. Record Title: Accounting Records \*

4. Inclusive Dates: June 1968 - Sept. 1968

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: Sept. 1973	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)

51 record center boxes

\* Medical Care

Pharmacy

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:

\_\_\_\_\_

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: 2/24/70  
Lct No.: 1634  
Range:  C  
Section(s)  2  
Shelves 2-5  
Received by:  
Remarks:

1. Agency: Dept. of Health  
2. Division: Fiscal Operations \*  
3. Record Title: Accounting Records  
4. Inclusive Dates: FY 1968

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

22 record center boxes

\* Medical Care

Paid Inpatient Certificates

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:

\_\_\_\_\_

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: 3/31/71  
Lot No.: 1629  
Range: C  
Section(s) 2  
Shelves 9-10  
Received by: J. Hirsch  
Remarks:

- 1. Agency: Commissioner of Personnel
- 2. Division: Medical Unit
- 3. Record Title: Physical Exam
- 4. Inclusive Dates: 1/1/68 - 12/31/68

5. Schedule No. 303	6. Item No. 8	7. Scheduled Disposal Date: Dec. 1973	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

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

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:  
\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 1/21/70

Lct No.: 1628

Range: X [redacted] 20

Section(s) \* [redacted] 4

Received by: J. Hirsch

Remarks:

1. Agency: Parole & Probation
2. Division: \_\_\_\_\_
3. Record Title: Reciprocal Parolee File
4. Inclusive Dates: Jan. 1968 - Dec. 1968

5. Schedule No. 191	6. Item No. 4	7. Scheduled Disposal Date: Dec. <del>1971</del> 1973	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)

4 record center boxes  
dispose Dec. 1973

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:

\_\_\_\_\_

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: 12/6/69  
Lot No.: 1621  
Range: ~~11-13~~ A  
Section(s) ~~11-13~~ 3  
Shelves 11-13  
Received by: J. Hirsch  
Remarks:

1. Agency: State Department of Health  
2. Division: Medical Care  
3. Record Title: Accounting Records \*  
4. Inclusive Dates: 1/25/68 - 2/20/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: Dec. 1973	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)

14 record center boxes  
\* Physicians Transmittals  
Boxes 103 - 116

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:  
\_\_\_\_\_

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: 12/15/69  
 Lot No.: 1619  
 Range: 30  
 Section(s) 5  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Dept. of Health  
 2. Division: Medical Facilities  
 3. Record Title: Licensing File  
 4. Inclusive Dates: 1956 - 1968

5. Schedule No. 215	6. Item No. 3	7. Scheduled Disposal Date: 1973 (if audited)	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

5 record center boxes

Numerical listing (continued)

TRANSFERRED TO ANNAPOLIS

5/1971

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:

\_\_\_\_\_

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: 9/29/69  
Lot No.: 1593  
Range: E  
Section(s) 1  
Shelves 9  
Received by: J. Hirsch  
Remarks:

E  
2  
14

- 1. Agency: Real Estate Commission
- 2. Division: \_\_\_\_\_
- 3. Record Title: Broker's & Salesmen's Applications
- 4. Inclusive Dates: May 1, 1968 - April 30, 1969

5. Schedule No. 383	6. Item No. 2	7. Scheduled Disposal Date: April, 1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).  
  
8 record center boxes

Numerical listing (continued)

- 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:  
\_\_\_\_\_



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: 9/18/69  
Lot No.: 1591  
Range: ~~2A~~ ~~2B~~ ~~2C~~  
Section(s) ~~2A~~ ~~2B~~ ~~2C~~  
*Shelves*  
Received by: J. Hirsch  
Remarks:

B B  
5 6  
1 5-7

- 1. Agency: State Dept. of Health
- 2. Division: Crippled Children's Services
- 3. Record Title: Vouchers & Paid Bills \*
- 4. Inclusive Dates: FY 1968 - 1969

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

5 record center boxes - ~~returned to agency~~  
1 Voucher & Paid Bills - 1967 Fiscal Year  
\* Accounting Records  
Vouchers - 088915 - 128142

10 Boxes

- 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:  
\_\_\_\_\_

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: 8/26/69  
 Lot No.: 1579  
 Range: B  
 Section(s): Shelf 8  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: State Dept. of Health
- 2. Division: Medical Care
- 3. Record Title: Accounting Records \*
- 4. Inclusive Dates: 4/10/68 - 8/14/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 8/1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

4 record center boxes

\* Dental Bills

Numerical listing (continued)

- 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:

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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: 8/26/69  
Lot No.: 1578  
Range: ~~2~~ F F F  
Section(s) ~~4~~ 4 3 2  
*Shelves* 1 1-7 7  
Received by: J. Hirsch  
Remarks:

- 1. Agency: State Dept. of Health
- 2. Division: Medical Care
- 3. Record Title: Accounting Records \*
- 4. Inclusive Dates: 5/1968 - 7/1968

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 7/1973	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)

50 record center boxes  
\* Physicians Bills  
Boxes 159 - 208

- 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:  
\_\_\_\_\_

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: 8/26/69  
Lot No.: 1577  
Range: **F**  
Section(s) **2**  
*Shelves 5-6*  
Received by: J. Hirsch  
Remarks:

1. Agency: State Dept. of Health  
2. Division: Medical Care  
3. Record Title: Accounting Records \*  
4. Inclusive Dates: 1968 FY June - Dec.

5. Schedule No. <u>199</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1973 12/73</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
- Inpatient Bills
- \* Paid Vouchers

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:  
\_\_\_\_\_

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: 8/26/69  
Lot No.: 1576  
Range:  F  
Section(s)  2  
            shelves 4-5  
Received by: J. Hirsch  
Remarks:

1. Agency: State Dept. of Health  
 2. Division: Medical Care  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: 9/12/66 - 8/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>8/71</del> 9/73	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  
 \* Hospital Bills

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:  
 \_\_\_\_\_



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: 8/ 26/69  
 Lot No.: 1574  
 Range: A  
 Section(s) 1  
               *shelves* 8-13  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Dept. of Health  
 2. Division: Fiscal Operations  
 3. Record Title(Outpatient Dept.) Accounting Records  
 4. Inclusive Dates: 1/2/68 - 5/1/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 5/73	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)

34 record center boxes

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:

\_\_\_\_\_

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: 8/4/69  
Lct No.: 1556  
Range: ~~27-3~~ C  
Section(s) ~~27-3, 27-6, 27-9, 27-10~~  
Shelves 9+10 top  
Received by:  
Remarks:

4

1. Agency: Real Estate Commission
2. Division: \_\_\_\_\_
3. Record Title: Transfers, Name Changes, Address Changes \*
4. Inclusive Dates: May 1, 1966 - April 30, 1969

5. Schedule No. 282	6. Item No. 2	7. Scheduled Disposal Date: 1973	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)

10 record center boxes

\* and Cancellations

- |                                     |             |
|-------------------------------------|-------------|
| 2 boxes - Nov. 1967-Oct. 31, 1968   | 27-3 (top)  |
| 4 boxes - May 1, 1966-Feb. 1967     | 27-6 (top)  |
| 2 boxes - May 1968-Apr. 30, 1969    | 27-9 (top)  |
| 2 boxes - May 1, 1967-Apr. 30, 1968 | 27-10 (top) |

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:

\_\_\_\_\_



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: 7/3/69  
 Lot No.: 1546  
 Range: 22  
 Section(s) 6  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Dept. of Mental Hygiene  
 2. Division: Planning  
 3. Record Title: General Correspondence  
 4. Inclusive Dates: July 1955 - June 1966

5. Schedule No. --	6. Item No. --	7. Scheduled Disposal Date: July 1, 1973	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

TRANSFERRED TO ANNAPOLIS  
5/1971

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:

\_\_\_\_\_

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: 6/17/69  
 Lot No.: 1543  
 Range: D D  
 Section(s) 2 3  
*shdves 2-6* 1-3  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Dept. of Health  
 2. Division: Medical Care Processing  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: 2/20/68 - 5/7/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 6/1973	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)

42 record center boxes

Physicians Bills

117 - 158 - 2/20/68 - 5/7/68

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:  
 \_\_\_\_\_

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: 4/8/69  
Lot No.: 1526  
Range: 28  
Section(s) 9  
Received by: J. Hirsch  
Remarks:

1. Agency: State Dept. of Health -----  
 2. Division: Bureau of Management -----  
 3. Record Title: Accounting Records \* -----  
 4. Inclusive Dates: July 1967 - June 1968 -----

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 7/1978	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)

6 record center boxes

\* Yellow Vouchers

Boxes 1-6 - A-Z

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

11. Signature of Agency representative:  
 \_\_\_\_\_

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: 4/7/69

Lot No.: 1524

Range:

F

H

Section(s)

4

7

Shelves

7

1-7

Received by:

Remarks:

- 1. Agency: State Dept. of Health
- 2. Division: Medical Care
- 3. Record Title: Accounting Records
- 4. Inclusive Dates: Sept. 1966 - June 1968

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 6/1973	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)

- 45 record center boxes
- \* Boxes 1-6 Special service-range 40-sec. 3-7 boxes
- 1-4 Authorization 4/67 - 4/68 range 40-sec. 4-3 boxes
- 1-35 Dental Bills 10/1966 - 4/1968 range 40, sec. 6-7 35 boxes

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:  
 \_\_\_\_\_

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: 4/7/69

Lot No.: 1523

Range:

Section(s)

Received by:

Remarks:

See  
Below  
↓

1. Agency: State Dept. of Health

2. Division: Medical Care Processing

3. Record Title: Accounting Records

4. Inclusive Dates: 8/17/67-9/25/67; 10/27/67-1/25/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

84 record center boxes

Physicians Bills

~~Boxes 23 A - 39 Range 41 - sec. 7 - 8~~  
~~40 - 60 " 41 " 8~~  
~~61 - 102 " 40 " 1 2~~

Range H H H  
 Section 5 6 7  
 Shelves 1-7 1-7 7

~~Range 42 - sec. 1~~

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:

\_\_\_\_\_

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: 4/7/69

Lot No.: 1522

Range: 0

Section(s) ~~1~~ ~~2~~

Received by:

Remarks:

See  
Below

1. Agency: State Dept. of Health

2. Division: Medical Services

3. Record Title: Accounting Records

4. Inclusive Dates: 3/4/68 - 6/21/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: June 1973	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)

75 record center boxes

Pharmacy Bills

~~Boxes 117-137-158, Range 7, sec. 1-2~~

~~159-191 " 7, " 6-7~~

Range	K	K	J
Section	2	1	1
Shelves	1-5	1-7	7

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:

\_\_\_\_\_

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: 2/21/69  
 Lot No.: 1509  
 Range: ~~8~~ 9  
 Section(s) ~~1~~ 2  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Dept. of Mental Hygiene  
 2. Division: Reimbursements  
 3. Record Title: Closed Files  
 4. Inclusive Dates: June - August 1968

5. Schedule No. 382	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

12 record center boxes

1-8 Spring Grove

9-12 Montebello, Western Maryland; also Spring Grove (1 Box)

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 1/27/69  
Lot No.: 1491  
Range: 13  
Section(s) ~~2-3~~ 2-3  
Received by: J. Hirsch  
Remarks:

1. Agency: Board of Professional Engineers  
 2. Division: \_\_\_\_\_  
 3. Record Title: Evidence of Applicants  
 4. Inclusive Dates: 1967-1968

5. Schedule No. 434	6. Item No. 2	7. Scheduled Disposal Date: 1973	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)

37 record center boxes

Boxes No. 417-453

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:

\_\_\_\_\_



RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 1/17/69  
 Lot No.: 1483  
 Range:  N N  
 Section(s)  5 4  
*shelves 8-12 13-14*  
 Received by: J. Hirsch  
 Remarks:

1. Agency: State Dept. of Health  
 2. Division: Bureau of Special Services  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: 7/3/67 - 12/27/67

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>Dec. 1970</del> 1/73	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)

35 record center boxes

\* Outpatient

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 1/17/69  
Lot No.: 1482  
Range: N  
Section(s) ~~2~~ 3  
Shelves 9-14  
Received by: J. Hirsch  
Remarks:

1. Agency: State Dept. of Health  
 2. Division: Fiscal Operations  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: Jan. 2, 1968 - 3/4/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: Mar. 1973	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)

34 record center boxes

Boxes 84-117

\* Pharmacy Bills

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 1/17/69  
 Lot No.: 1481  
 Range:    
 Section(s)    
 Received by: J. Hirsch  
 Remarks:

See  
Below

1. Agency: State Dept. of Health  
 2. Division: Fiscal Operations  
 3. Record Title: Accounting Records \*  
 4. Inclusive Dates: 7/3/67-1/2/68

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 1/2/73	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).  
  
 116 record center boxes  
 Boxes 1-83  
 \* Pharmacy Bills

Numerical listing (continued)

Range	K	K	L	L
Section	6	5	5	6
Shelves	1-7	2-7	1	1-7

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:  
 \_\_\_\_\_

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: 11/26/68  
Lot No.: 1467  
Range: K  
Section(s) 4  
Shelves 8-14  
Received by: J. Hirsch  
Remarks:

1. Agency: State Dept. of Health  
2. Division: Fiscal Operations  
3. Record Title: Eligibilities  
4. Inclusive Dates: 1968

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: 1973 <del>1971</del> if audited	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)

31 record center boxes  
206's Eligibilities - Medical Assistance  
Counties

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:

\_\_\_\_\_

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: 11/25/68  
 Lot No.: 1461  
 Range: 24  
 Section(s) 2  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Dept. of Mental Hygiene  
 2. Division: Reimbursements  
 3. Record Title: Closed Files \*  
 4. Inclusive Dates: May 1968

5. Schedule No. 382	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

13 record center boxes  
 Patients Folders  
 Box 1-2    Crownsville  
           4-12    Spring Grove  
           13     Montebello

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:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 10/24/68  
 Lot No.: 1458  
 Range: ~~15~~ 15  
 Section(s) ~~1~~ 1  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Dept. of Mental Hygiene  
 2. Division: Reimbursements  
 3. Record Title: Closed File Patient Folders  
 4. Inclusive Dates: April 1968

5. Schedule No. 382	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

7 record center boxes

Box 1-5 Montebello  
 6-7 Crownsville

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:

\_\_\_\_\_

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: 9/5/68  
 Lot No.: 1446  
 Range: I  
 Section(s) 6-7  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: State Insurance Dept. -----
- 2. Division: Actuarial Bureau -----
- 3. Record Title: Correspondence -----
- 4. Inclusive Dates: 1958 - 1962 -----

5. Schedule No. 49	6. Item No. 1	7. Scheduled Disposal Date: 1973	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)

21 record center boxes  
 (Life - Health)  
 boxes 114 - 134

TRANSFERRED TO ANNAPOLIS

5/1971

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:

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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: 7/26/68  
 Lot No.: 1438  
 Range: 22  
 Section(s) 3  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: State Dept. of Health
- 2. Division: Medical Services
- 3. Record Title: Licensing File (Nursing Homes)
- 4. Inclusive Dates: 1955-1965

5. Schedule No. 215	6. Item No. 3	7. Scheduled Disposal Date: 1973 if audited	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)

4 record center boxes  
 Nursing Homes

TRANSFERRED TO ANNAPOLIS  
5/1971

- 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:  
 \_\_\_\_\_



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: 7/15/68  
 Lot No.: 1435  
 Range: 21  
 Section(s) 4  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: Employees' Retirement System
- 2. Division: State Police
- 3. Record Title: Payment Vouchers
- 4. Inclusive Dates: August, 1949 - June, 1963

5. Schedule No. 352	6. Item No. 2	7. Scheduled Disposal Date: June, 1973	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)

1 Record Center Box

10. Quantity and type of filing equipment released:
- a. File drawers, letter-size \_\_\_\_\_
  - b. File drawers, legal-size \_\_\_\_\_
  - c. Transfiles 1
  - d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:  
 \_\_\_\_\_

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: 2/26/68  
Lot No.: 1390  
Range: 21  
Section(s): 7  
Received by: J. Hirsch  
Remarks:

1. Agency: State Dept. of Health  
2. Division: Bureau of Special Health Services  
3. Record Title: Accounting Records \*  
4. Inclusive Dates: FY July 1967 - Dec. 1967

5. Schedule No. 199	6. Item No. 1	7. Scheduled Disposal Date: <del>Dec. 1970 if audited</del>	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)  
1/73

- 9 record center boxes
- \* Inpatient certificates
- Paid certificates

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:

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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: 11/2/67  
 Lct No.: 1349  
 Range: 14  
 Section(s) 3  
 Received by: J. Hirsch  
 Remarks:

- 1. Agency: State Accident Fund
- 2. Division: Claim Dept.
- 3. Record Title: Employers Folders (State Coverage)
- 4. Inclusive Dates: 1963

5. Schedule No. 184	6. Item No. 2	7. Scheduled Disposal Date: 10 years 1973	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)

19 record center boxes  
 boxes 1-4 State

- 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:

\_\_\_\_\_

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: 11/2/67

Lot No.: 1348

Range: ~~2-3~~ 1

Section(s) 1-2

Received by: J. Hirsch

Remarks:

1. Agency: State Accident Fund -----
2. Division: Claim Dept. -----
3. Record Title: Claim Folders -----
4. Inclusive Dates: 1963 -----

5. Schedule No. 184	6. Item No. 2	7. Scheduled Disposal Date: 10 years 1973	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)

26 record center boxes

8,550 - 19,999

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:

\_\_\_\_\_

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: 12/14/65

Lot No.: 1088

Range: 3

Section(s) 1-2

Received by: J. Hirsch

Remarks:

1. Agency: State Accident Fund
2. Division: \_\_\_\_\_
3. Record Title: Claim Folders
4. Inclusive Dates: 1965

5. Schedule No. 184	6. Item No. 8	7. Scheduled Disposal Date: 1973	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)

40 record center boxes arranged by case number  
 case numbers 99,000 - 8,549

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:

\_\_\_\_\_

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: **8/16/63**  
Lot No.: **698**  
Range: **26** | **18**  
Section(s) **12-13** | **10**  
Received by: *J. Hirsch*  
Remarks:

1. Agency: Board of Registration for Professional Engineers and Land Surveyors  
2. Division: \_\_\_\_\_  
3. Record Title: Application for Registration File \*  
4. Inclusive Dates: 1963

5. Schedule No. <b>325</b>	6. Item No. <b>2</b>	7. Scheduled Disposal Date: <b>1973</b>	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)

**10 record center boxes and 5 rolls (2 cu. ft.) arranged alphabetically by surname of individual.**

\* Evidence of Applicants.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size \_\_\_\_\_ c. Transfiles \_\_\_\_\_ - none  
b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 1/15/64  
Lot No.: 766  
Range: Room B-8  
Section(s) put on tape  
Received by: J. Hirsch  
Remarks:

- 1. Agency: State Department of Health
- 2. Division: Public Health Nursing
- 3. Record Title: Public Health Nursing Service Tabulations \*
- 4. Inclusive Dates: July 1963

5. Schedule No. <u>392</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1973</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)

**13 I.B.M. Boxes (3 cu.ft.) arranged chronologically within each category of Tabulation.**

\* PHE - 13 I.B.M. Boxes - July 1963 A & B

- 10. Quantity and type of filing equipment released:
  - a. File drawers, letter-size \_\_\_\_\_
  - b. File drawers, legal-size \_\_\_\_\_
  - c. Transfiles \_\_\_\_\_
  - d. Other (specify) 3 cu. ft. shelfspace

11. Signature of Agency representative:  
\_\_\_\_\_

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 1/8/64  
 Lot No.: 763  
 Range: H  
 Section(s) 1-7  
 Received by: J. Hirsch  
 Remarks:

1. Agency: Workmen's Compensation Commission  
 2. Division: \_\_\_\_\_  
 3. Record Title: Compensation Claim Folders  
 4. Inclusive Dates: 1955

5. Schedule No. <u>360</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1973</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)

**115 record center boxes arranged numerically by case number.**

**118,816 - 199,999 - 1955**

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

11. Signature of Agency representative:

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RECORDS TRANSMITTAL SHEET

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

To be completed by  
Record Center:  
Date: 5/13/63

Lot No.: 656

Range: 9

Section(s) 2

Received by: J. Hinch

Remarks:

1. Agency Bd. of Registration for Professional Engineers & Land Surveyors

2. Division: \_\_\_\_\_

3. Record Title: Application for Registration File \*

4. Inclusive Dates: 1954 -- May 1963

5. Schedule No. <u>325</u>	6. Item No. <u>2</u>	7. Scheduled Disposal Date: <u>1973</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)

50 record center boxes and 6 rolls (2 cu. ft.) arranged alphabetically by surnames of individual.

\* EVIDENCE OF APPLICANTS

10. Quantity and type of filing equipment released:

a. File drawers, letter-size \_\_\_\_\_ c. Transfiles none  
b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

\_\_\_\_\_

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: **4/19/63**  
 Lot No.: **644**  
 Range: **27** / **18**  
 Section(s) **8-9** / **10**  
 Received by: *J. Hirsch*  
 Remarks:

1. Agency: Bd. of Registration for Professional Engineers & Land Surveyors  
 2. Division: \_\_\_\_\_  
 3. Record Title: Application for Registration File\*  
 4. Inclusive Dates: 12/1962 to 4/1963

5. Schedule No. <b>325</b>	6. Item No. <b>2</b>	7. Scheduled Disposal Date: <b>1973</b>	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 & 5 rolls (2 cu. ft.) arranged alphabetically by surname of individual**

**\* Evidence Of Applicants**

10. Quantity and type of filing equipment released: None  
 a. File drawers, letter-size \_\_\_\_\_ c. Transfiles \_\_\_\_\_  
 b. File drawers, legal-size \_\_\_\_\_ d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:  
 \_\_\_\_\_