

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

23.03.04

STATE HIGHWAY ADMINISTRATION

80W90

Reporting Agency

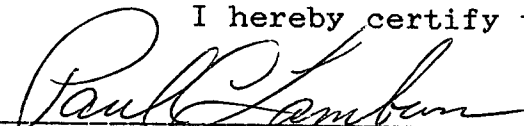
Accession No.

ACCESS PERMITS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-24	ARUNDEL EXPRESSWAY CORR.	466	12	1979	24	8/86	BURNED

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


Signature

Records Center Mgr.
Title

08/26/86

Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.03.04	ACCESSION NO. 80W 90	DATE REC'D
b) AGENCY SHA		
c) DIVISION/UNIT Access Permits	LOCATION - RANGE 103	SECTION(S) 29-30
d) MAILING ADDRESS	NO. OF CU. FT. 24	
e) AGENCY OFFICIAL	PHONE NO.	RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	Partial Only Boxes 1-24 (Permits) Arundel Expressway Disposed Conn.	466 # 12

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 82W110

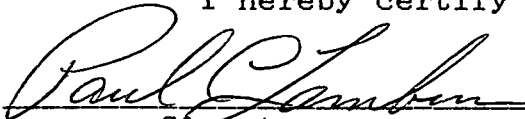
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-11	EQUIPMENT USAGE, PASSENGER CAR	1022	12-13	8/80-12/80	11	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

Complete at State Records Center

E

AND RECEIPT

~~26~~ 2603.05

Accession No.

Date Received

82 W 110

8-7-81

✓

From: (Name, Division, Address or Agency)

State Highway Administration
Office of Finance & Program Mgt.
707 N. Calvert St.

Signature

Paul C. Lamberson gpb

Title

Records Center - Manager

2. Building and Room

3. Phone

SHA
Room 200

569-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William Bantette

6. No. of Cu.Ft.

11

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-27

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11

Section 33

8 Missing ←

Equipment Usage August 1980
October 1980
November 1980
December 1980
SEPT. January 1980
Passenger Car December 1979
July 1980
September 1980 - missing
October 1980
December 1980
SEPT.
Dec 1980

(13)

(12)

~~488-8~~
9/8
#12 #13
~~#13~~
~~1-84~~
1022
#12 #13
7/86

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W450

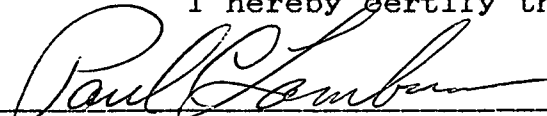
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-6	VEHICLE USAGE REPORT	1022	12	1/83-6/83	6	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W450

2-16-84 ✓

Signature

Title

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

STATE HIGHWAY ADMINISTRATION

707 N. CALVERT STREET

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

Hillain R. Bourdette

6. No. of Co.Ft.

6

7. Records Location (Center)

8. Box Numbers

9. Description of Records with Inclusive Dates (

10. Disposal Authority (Schedule and Item No.)

R-27
S-3

1

VEHICLE USAGE REPORTS JANUARY 1983

1022 #12

~~918-12~~ 07-86

2

" " " FEBRUARY 1983

" "

3

" " " MARCH 1983

" "

4

" " " APRIL 1983

" "

5

" " " MAY 1983

" "

6

" " " JUNE 1983

" "

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W402

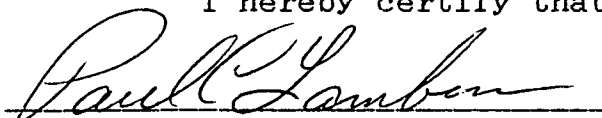
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	SHORT TERM ADVANCES PD. LONG TERM ADVANCES	799	8	7/82-6/83	1	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

E.

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

84W402

Date Received

2-1-84 ✓

Signature

Title

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

State Highway Administration
707 N. Calvert Street

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32

S-25

1.

Short Term Advances Pd. Long Term Advances
7/1/82 - 6/30/83, Item 8

799-8

7/86

~~07-8~~

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W449

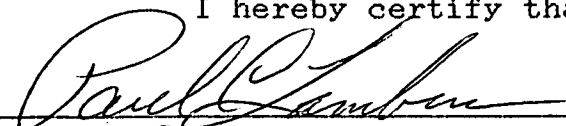
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-6	EQUIPMENT USAGE REPORT	1022	13	1/83-6/83	6	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

F

RECORD TRANSMITTAL

AND RECEIPT

Complete at State Records Center

pcv ✓

1. <u>From:</u> (Name, Division, Address or Agency) STATE HIGHWAY ADMINISTRATION 707 N. CALVERT STREET		Accession No. 824W449	Date Received 2-16-84
2. <u>Building and Room</u> 200		3. <u>Phone</u> 659-1442	
5. <u>Signature:</u> (Agency Official) <i>William R. Bartlett</i>		4. <u>To:</u> State Records Center WATERLOO	
		6. <u>No. of Co.Pt.</u> 6	

7. <u>Records Location (Center)</u>	8. <u>Box Numbers</u>	9. <u>Description of Records with Inclusive Dates { }</u>	10. <u>Disposal Authority (Schedule and Item No.)</u>
R28 S24 34	1	EQUIPMENT USAGE REPORT JAUNARY 1983	1022 #13 918-13 07-86
	2	" " " FEBRUARY 1983	" "
	3	" " " MARCH 1983	" "
	4	" " " APRIL 1983	" "
	5	" " " MAY 1983	" "
	6	" " " JUNE 1983	" "

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
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C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W385

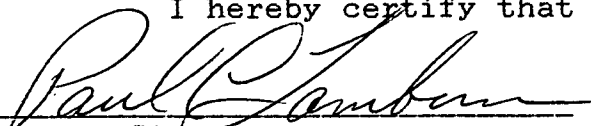
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-2	CASH RECEIPTS BACKUP	799	2	7/82-3/83	2	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

E

RECORD TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W385

2-1-84 ✓

Signature

Title

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

State Highway Administration
707 N. Calvert Street

2. Building and Room

Room 200

3. Phone

659-1442

4. No: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burkette

6. No. of Co.Pt.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records with Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32
S-29

1.
2.

Cash Receipts Backup July 82 - Oct. 82
" " " " Nov. 82 - March 83

799-2 07-86
" "

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
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C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 83W103

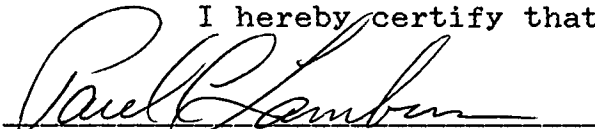
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-6	DOCTORS CERT.-LEAVE REPORTS	731	22	1/81-6/81	6	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

E

26.03.05

83W103

8-11-82 ✓

State Highway Administration
707 N. Calvert Street

Room 200

659-1442

Waterloo

Signature: (Agency Official)

William R. Bennett

No. of [unclear]

6

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
R-107 <small>top</small> S-33	1. ✓	Doctors' Certificates Jan. 81 - June 81	731-23	7/86
	2. ✓	Bi-Weekly leave report, Pay #7 ending 3/31/81 thru Pay #11 (3/31/81 - 5/26/81)	731-22	"
	3. ✓	Compensatory leave Bi-Weekly reports from Pay #1 thru Pay #13, 1981 (1/6/81 - 6/23/81)	731-22	"
	4. ✓	Bi-Weekly leave records Pay #27 ending 12/23/80 thru Pay #3 ending 2/3/81 (12/23/80 - 2/3/81)	731-22	"
	5. ✓	Bi-Weekly leave reports from Pay #4, 1981 thru Pay #6 (2/17/81 - 3/17/81)	731-22	"
	6. ✓	Bi-Weekly leave reports Pay #12 to Pay #19 (6/9/81 - 7/17/81)	731-22	"

Disposed

7-1-86

(Use Plain Unlined Paper For Continuation Pages)

E

RECORD TRANSFERAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W454

2-16-84

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William R. Bardette

6. No. of Co.Pt.

1

7. Records Location (City)

8. Box Number

9. Description of Records with Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-29
S-26

1

Purchase Orders A-Z July 1, 1980-June 30, 81

885-2 07-86

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W454

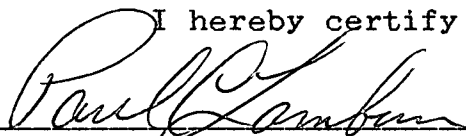
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	PURCHASE ORDERS A-Z	885	2	7/80-6/81	1	8/86	BURNED

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



Signature

Records Center Mgr.
Title

08/26/86

Date

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.06

STATE HIGHWAY ADMINISTRATION 82W313

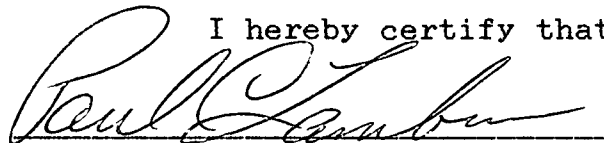
Reporting Agency Accession No.

SPECIAL HAULING PERMITS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-6,1	ACCOUNTS RECEIVABLE CARDS, PERMITS	491	1-4	6/72-1977 1978	7	8/86	BURNED

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


Signature

Records Center Mgr.
Title

08/26/86
Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

26.03.06

Accession No.

82W 313

Date Received

1-22-82

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

State Highway Administration
300 W. Preston Street R. 104.
Baltimore, Md. 21203 74.2

Signature

Title

2. Building and Room

Bldg 2 Room 104

3. Phone

383-4005 or 4006

4. To: State Records Center
Baltimore

5. Signature: (Agency Official)

Dandra Knize

6. No. of Cu.Ft.

6 Boxes of Accounts Receivable cards
1 Box of Permits.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-115
S-19

1	June 1972
2	1972 & 1973
3	1973 & 1974 & 1975
4	1975 & 1976 & 1977
5	1974 to 1976
6	1974 to 1976

~~466 A #1~~
Sch. #491
1-4
7/86

1 Nanticoke Homes Big Moves from 1978

Disposed

~~466 A #1~~
To Be Micro-
filmed
BY
~~1-4-86~~

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.06

STATE HIGHWAY ADMINISTRATION 82W311

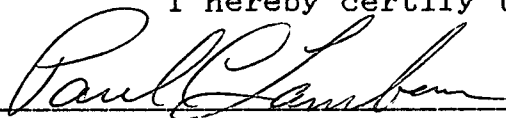
Reporting Agency Accession No.

SPECIAL HAULING PERMITS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-15, 1-7	PINK PAID COPIES, YELLOW COPIES	491	1-4	1/79-6/79	22	8/86	BURNED

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



Signature

Records Center Mgr.
Title

08/26/86

Date

RECORDS TRANSMITTAL

Complete at State Records Center

E

AND RECEIPT

26.03.06

Accession No.

82W311

Date Received

1-22-82

1. From: (Name, Division, Address or Agency)
 STATE HIGHWAY ADMINISTRATION
 300 WEST PRESTON STREET (SPECIAL HAULING PERMITS
 BALTIMORE, MARYLAND 21201

Signature

[Signature]

Title

2. Building and Room
 ROOM 105

3. Phone
 383-4005 or 6

4. To: State Records Center

5. Signature: (Agency Official)

Sandra Knier

6. No. of Cu.Ft.

15 Boxes of Pink Copies
 7 BOXES of Yellow copies
 22 Total

7. Records Location (Center)	8. Box Numbers	9. JANUARY TO JUNE 1979 (PAID PINK COPIES) Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>R-115</i> <i>S-18</i>	1	CANCELLATIONS - A.A. MOBILE MARKET-BILL'S GARAGE	<i>466 A# 1</i> <i>TO BE MICROFILMED</i> <i>BY</i> <i>M-87</i> <i>Sch</i> <i>491</i> <i>#1-4</i> <i>7/86</i>
	2	BLACK BEAR STRUCTURES - CONSTRUCTION EQUIPMENT	
	3	CONTEE SAND & GRAVEL ----- ACE DORAN HAULING	
	4	D.C. DEPT. OF RECREATION - GRAPHIC SCANNING (JAN THRU MAR.)	
	5	GRAPHIC SCANNING (APR. THRU JUNE)-HIGH STEEL STRUCTURES	
	6	HIGHLAND TANK & MFG. - R. L. JEFFRIES	
	7	JETCO - KENOSHA AUTO TRANSPORT	
	8	RICHARD F. KLINE - MARYLAND PERMIT SERVICE (JAN. THRU MARCH)	
	9	MARYLAND PERMIT SERVICE (APR. THRU JUNE) -	
	10	MORGAN DRIVE AWAY (JAN. THRU MARCH)	
	11	MORGAN DRIVE AWAY(APR. THRU JUNE) - NATIONWIDE MANUFACTURING	
	12	NOERR MOTOR FREIGHT - STURDI-BUILT MANUFACTURING	
	13	STANDARD BUILDING - T.M.I. (JAN. THRU MARCH)	
	14	T.M.I. (APR. THRU JUNE) - TRANSCOM (JAN. THRU APRIL)	
	15	TRANSCOM (MAY & JUNE) - WESTERN UNION (JAN. THRU APRIL)	
	15	WESTERN UNION (MAY & JUNE) - URBAN N. ZINK	

	1	Cartons of Yellow Copies March 1 - 31 1978 18270 21188 - 25273 Greenbelt Permits. 794684 - 794873 Blankets. 034455 - 034569 Salisbury Permits. 794873 - 794937	<i>Disposed</i>
	2	January 1978 thru April 1978 Blankets: 034315 - 034389 & 034570-034667	
	3	Salisbury Regular & Blanket Permits 1978 & 1979	
	4	Greenbelt Regular & Blanket Permits 1978 & 1979	
	5	U.S. Government Pink Copies Regular Jan 1975 to Dec. 1977	
	6	February 1978 Yellow copies 18270 - 21187 Blankets 034390 - 034454	
	7	April 1979 Yellow copies 72351 - 76141 - 035914-035999	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.06

STATE HIGHWAY ADMINISTRATION 82W312

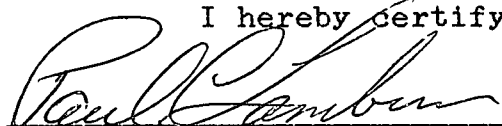
Reporting Agency Accession No.

SPECIAL HAULING PERMITS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-16,1	PINK PAID COPIES, YELLOW COPIES	491	1-4	7/79-12/79	17	8/86	BURNED

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



Signature

Records Center Mgr.
Title

08/26/86

Date

F

RECORDS TRANSMITTAL

AND RECEIPT

26.03.06

Complete at State Records Center

Accession No.

Date Received

82W312

1-22-82

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

STATE HIGHWAY ADMINISTRATION
SPECIAL HAULING PERMITS
300 WEST PRESTON STREET
BALTIMORE, MARYLAND 21201

Signature

Title

2. Building and Room
ROOM 104

3. Phone
383-4005 or 6

4. To: State Records Center
BALTIMORE

5. Signature: (Agency Official)

Sandra Knile

6. No. of Cu.Ft.

16 Boxes of Pink Copies
1 box of yellow copies
17

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

JULY - DECEMBER 1979 - PAID PINK COPIES

- 1
- 2
- 3
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- 13
- 14
- 15
- 16

- 1. A.A. & W MOBILE HOMES - BOARD OF EDUCATION
- 2. BOLLINGER BROTHERS - CRANE RENTAL
- 3. CREST CONTRACTING - EXCAVATION CONSTRUCTION
- 4. PAUL J. ELDRITH - F. E. GREGORY & SONS
- 5. GROVE MANUFACTURING COMPANY - HIGH STEEL STRUCTURES
JULY THRU DEC.
- 6. HIGHLAND TANK MANUFACTURING - R. L. JEFFRIES
- 7. JETCO - LEWIS STEEL PRODUCTS
- 8. LEONARD BROTHERS - MARYLAND PERMIT SERVICE
JULY THRU SEPT.
- 9. MARYLAND PERMIT SERVICE - OCT. THRU DEC. - MOORE'S
TITLE SERVICE
- 10. MORAN TRUCKING - NANTICOKE HOMES - JULY THRU DEC.
- 11. NATIONAL TRAILER CONVOY - JULY THRU DEC. - ROBBINS
MOTOR TRANSPORTATION
- 12. FOUZERVILLE FABRICATING - T.M.I. JULY
- 13. T.M.I. AUG. SEPT & OCT.
- 14. T.M.I. NOV & DEC. - TRANSCOM JULY THRU NOV.
- 15. TRANSCOM DEC. - WESTERN UNION - JULY, AUG., SEPT.,
& OCT.
- 16. - WESTERN UNION - NOV. & DEC. - URBAN N. ZINK

466A#1-
TO BB
MICROFILMED
BIP
1-1-87
Sch. 491
1-4
7/86

R-115
J-18-19

Missing

Disposed

1979 & Carton of Yellow Copies
DECEMBER 20 - 31 1979

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 80C192

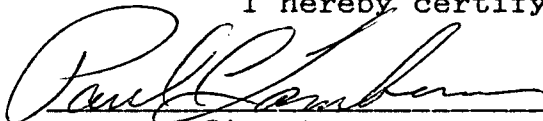
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-2,4	DOCOTOR CERTS., TIME REPORTS	731	22	1/78-12/78	3	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Partial X

a) AGENCY CODE 1. SHA	ACCESSION NO. 80C192	DATE REC'D
b) AGENCY 		
c) DIVISION/UNIT Finance	LOCATION - RANGE 30	SECTION(S) 5
d) MAILING ADDRESS 	NO. OF CU. FT. 3	
e) AGENCY OFFICIAL 	PHONE NO. 	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	Boxes 1 & 2	731- ¹ 22
	Box 4	731- ¹ 20
Partial		

Certified
Items.

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W509

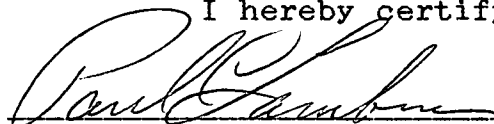
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	FEDERAL TRIAL BALANCES	907	5	5/81-3/83	1	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

NO RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W509

3-16-84 ✓

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Cu.Pt.

William R. Burdette

1 Box

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-139 S-8	1	Federal Trial Balances 5/81-3/83	907-5 07-86

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL-COMPLETED

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 77W186

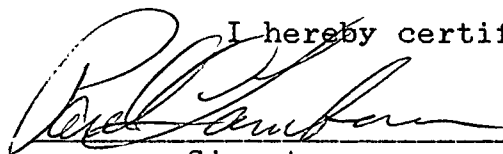
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
21-41,45-47, 50	TIME & LEAVE REPORTS DOCTOR CERTS. EQUIPMENT USAGE, PASSENGER CAR & EQUIP.	731 858	20,22,8, 27	1976	24	8/86	BURNED

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



Signature

Records Center Mgr.
Title

08/26/86

Date

AND RECEIPT

ACCESSION NO.

DATE RECEIVED

77W186

April 22, 1977 ✓

1. From: (Name, Division, Address or Agency)
State Highway Administration
Office of Finance & Program Management
300 West Preston Street

Signature

Title
Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center
Waterloo

S.H.A.
Room 300

383-6860

5. Signature: (Agency Official)

6. No. of Cu.Ft.

William R. ...

50 24 (1983)

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

29
Range 1-9
Section 6-7

- 1 ✓
- 2 ✓
- 3 ✓
- 4 ✓
- 5 ✓
- 6 ✓
- 7 ✓
- 8 ✓
- 9 ✓
- 10 ✓
- 11 ✓
- 12 ✓
- 13 ✓
- 14 ✓
- 15 ✓
- 16 ✓
- 17 ✓
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- 35
- 36

Vouchers F/Y 76

Parcel 483
Bxs 1-20, 42-44, 48-49 (200)

703316 - 703704
703705 - 704136
704137 - 704584
704585 - 705020
705021 - 705471
705472 - 705960
705961 - 706367
706368 - 707036
707037 - 707458
707459 - 707853
707854 - 708312
708313 - 708771
708772 - 709201
709202 - 709673
709674 - 710141
710142 - 710708
710709 - 711176
711177 - 711678
711679 - 712183
712184 - 712666

Bi-Weekly Time Reports Pay 18 R.C. 10 - 72
72.1 - 83
84 - 90.5
90.6 - 74.1
Pay 19 R.C. 10 - 72.1
72.1 - 83
83 - 90.5
90.5 - 74.1
Pay 20 R.C. 10 - 72.1
72.1 - 83
83 - 90.5
90.5 - 74.1
Pay 21 R.C. 10 - 72.1
72.1 - 84
84 - 91
91 - 74.1

884-1
653-1
1986
1-1-82
731-20
1983
Box 48+49 destroyed 8-23-80

(Use Plain Unlined Paper For Continuation Pages)

* EVERY THING CAN GO BUT BOX 43

AND RECEIPT

ACCESSION NO.

DATE RECEIVED

77W186

April 22, 1977

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

Signature

Title
Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 17
Section 14-15

37
38
39
40
41
42 ✓
43 ✓
44 ✓
45
46
47
~~48~~
~~49~~
50

(Continued)

Pay 22 R.C. 10 - 72.1
72.1 - 84
84 - 91
91 - 74.1
Bi-Weekly Leave Reports Pay 11 - 13 5/20/75 -
6/17/75
Pay 14 - 16 6/18/75 -
7/29/75
Compensatory Leave Earned by Pay Period
Pay 14 - 26 1975
Doctor Certificates July - December 1975
Equipment Usage July 1976
" " Aug. 1976
" " Sept. 1976 *missing*
Travel Expense IBM Run July 73 - June 74
" " " " July 74 - Dec. 75
Passenger Cars & Equip. IBM Run May 1976

731 #22 1981
731 #22 1984
731-23 488 #8 1980
884-9
858 #27 1983

destroyed 1-23-80

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL-COMPLETED

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 77W115

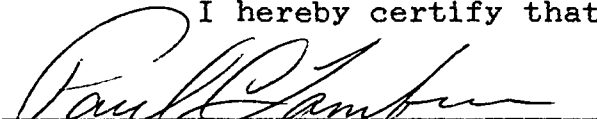
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-12,15-19 23-26,31-35 39-41	SEE TRANSMITTAL	731 488			21	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

AND RECEIPT

ACCESSION NO.

DATE RECEIVED

77W115

December 16, 1976 ✓

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

77W115
 Signature

Title
 Record Management Technician

2. Building and Room
 S.H.A.
 Room 300

3. Phone
 383-6860

4. To: State Records Center
 Waterloo

5. Signature: (Agency Official)
William R Burdette

6. No. of Cu.Ft.
 X 21 *destr*

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 10 29 Section 14 15-16 <i>destr</i>	1	Bi-Weekly Time Reports Pay #15 R.C. 10-72.1	731-20 1982
	2	" " R.C. 72.1-83	
	3	" " R.C. 83-90.4	
	4	" " R.C. 90.5-74.1	
	5	Pay #16 R.C. 10-72.1	
	6	" " R.C. 72.1-83	
	7	" " R.C. 84-90.5	
	8	" " R.C. 90.5-74.1	
	9	Pay #17 R.C. 10-72.1	
	10	" " R.C. 72.1-83	
	11	" " R.C. 83-90.5	
	12	" " R.C. 90.5-74.1	
	13	Temporary Input Pay 2-9 Dec. 31, 1975	
	14	Pay 21-26 Sept. 24-Dec. 31, 1975	
	15	Equip. Usage Jan. 76	488-8 1779
	16	March 76	
	17	May 76	
	18	June 76	
	19	Closed Consultant Contract	889 # 2 889 # 1 1981
	20	Voucher F/Y 76 632550-633034	
	21	633035-633474	
	22	701440-701896	731 # 11 1982
	23	Payroll Journal 1975 CY 1-2-3	
	24	4-5-6	
	25	7-8-9	
	26	10-11-12	
	27	13-14-15	883 # 3 1980 OK 488 # 3 488 # 5 488 # 1 79 488 # 2 79
	28	Inventory Dist. Sept.-Oct. 1975	
	29	Nov.-Dec. 1975	
	30	Equip. Vehicles Dist. Oct.-Dec. 1975	488 # 1 79 488 # 2 79
	31	Voucher & Inventory Dist. March 1976	
	32	Equip., Pass. Car, Inventory Dist., April 76	488 # 1 79 488 # 2 79
	33	Payroll, Equip., Vehicles Dist. March 1976	
	34	Voucher, Payroll Dist. April 76	488 # 1 79 488 # 2 79 883 # 4 1980 731 # 2 1978
	35	State, Fed. Aid Trial Balance F/Y 74	
	36	Petroleum Reports Dist. 5 July 74-June 75	
	37	Permanent Inputs Pay 22-01 Oct. 8-Dec. 31, 1975	

(Use Plain Unlined Paper For Continuation Pages)

Parcel Bxs - 13-14, 20-22, 27-30, 36, 37-38 (4-83)

AND RECEIPT

ACCESSION NO.

DATE RECEIVED /

77W115

December 16, 1976

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

Signature

Title

2. Building and Room
 S.H.A.
 Room 300

3. Phone
 383-6860

4. To: State Records Center
 Waterloo

5. Signature: (Agency Official)
William R. Burdette

6. No. of Cu.Ft.
 41

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 19 Section 13-14	38 ✓ 39 40 41	Expense Acct. F/Y 76 182124-183335 Project Cards Closed Out F/Y 1975, Feb., March, June & Aug. Project Cards Closed Out July 1975 also Control Cards F/Y 75 Project Cards Closed Out April, May 1976	884 + 5 1981 }

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL-COMPLETED

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 77W48

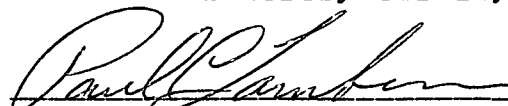
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No.	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
41-48, 54, 56	TIME REPORTS, COMPLETION REPORTS, YELLOW COPIES	731 488	22,8	1074-76	8	8/86	BURNED

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


Signature

Records Center Mgr.
Title

08/26/86

Date

AND RECEIPT

Accession No.

Date Received

77W48

August 24, 1976 ✓

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

Signature

Title

Record Management Technician

2. Building and Room

S.H.A.
 Room 300

3. Phone

383-6860

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Binkette

6. No. of Cu.Ft.

~~60~~ 8

1982 *destroy*

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range ~~29~~ 29
 Section ~~10~~ 10
destroyed 1-23-80

- 1 ✓
- 2 ✓
- 3 ✓
- 4 ✓
- 5 ✓
- 6 ✓
- 7 ✓
- 8 ✓
- 9 ✓
- 10 ✓
- 11 ✓
- 12 ✓
- 13 ✓
- 14 ✓
- 15 ✓
- 16 ✓
- 17 ✓
- 18 ✓
- 19 ✓
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- 30 ✓
- 31 ✓
- 32 ✓
- 33 ✓
- 34 ✓
- 35 ✓
- 36 ✓
- 37 ✓

Form 1446 - C CA 1976 2
 " " " " 1
 " " " " 1
 " " " " 1
 " " " " 1
 " " " " 1
 PR 535 - Printouts - HUR 1973-1975 ?
 Expense Acct. 179010 - 181457
 Expense Acct. 176123 - 178448
 Equipment Usage April - 76
 Equipment Usage Feb. - 76
 Payroll Checks 083300 - 088500
 098100 - 103399
 103400 - 108099
 108100 - 113799
 113800 - 118999
 119000 - 124299
 124300 - 129599
 129600 - 135099
 135100 - 137499
 137500 - 141900
 142000 - 146900
 Vouchers F/Y 76-636663 - 637094
 637095 - 637564
 637565 - 638119
 638120 - 638600
 638601 - 639077
 639078 - 639579
 639580 - 639975
 639976 - 640352
 640353 - 640813
 640814 - 640960
 640961
 Vouchers F/Y 77-700001 - 700620
 700621 - 700997
 700998 - 701439
 701440 - 701896

NS2 1980

480
 884 #5 1981

488-8 1977

489-9 80

489-9 - 81

884-1 1981

Bills 49-53 + 55 destroyed 1-23-80

1982

(Use Plain Unlined Paper For Continuation Pages)

Parcel
 Bxs - 1-40, 49-53, 55, 57-60
 (483 ser)

O.K. pc

AND RECEIPT

ACCESSION NO.

Date Received

August 24, 1976

1. <u>From:</u> (Name, Division, Address or Agency) State Highway Administration Office of Finance & Program Management 300 West Preston Street		Signature	
		Title	
2. Building and Room S.H.A. Room 300	3. Phone 383-6860	4. <u>To:</u> State Records Center Waterloo	
5. Signature: (Agency Official) <i>William R. Boudette</i>		6. No. of Cu.Ft. 60	

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
		Vouchers F/Y 77 - (Continued)	884 #1 1982
	38 ✓	701897 - 702350	
	39 ✓	702351 - 702838	
	40 ✓	702839 - 703315	
	41	Bi-Weekly Time Reports Pay #12 R.C. 10-72.1	
	42	" " " 72.1-83	731-22
	43	" " " 83-90.4	1982
	44	" " " 90.5-74.1	
	45	Pay #13 R.C. 10-72.1	
	46	" " " 72.1-83	
	47	" " " 83-90.4	
	48	" " " 90.5-74.1	
	49 ✓	Payroll Dist. Nov.-Dec. 75	
	50 ✓	" " June-July 75	488-8
	51 ✓	" " Sept.-Oct. 75	
	52 ✓	Vehicles & Equip. Dist. April-June 75	
	53 ✓	July-Sept. 75	
	54	Completion Reports Jan.-Dec. 74	
	55 ✓	Mach. Controls & State Trial Bal. July-June 75	- NS 80
	56	Yellow Copies Bi-Weekly Pay 14-75 8-76, 7-1-75 & 4-6-76	
	57 ✓	OBJ Cards Funds 15-46	} 488-14 80
	58 ✓	OBJ Cards Fund 12 Part I	
	59 ✓	OBJ Cards Fund 12 Part II & Fund 14	
	60 ✓	OBJ Cards Funds 70-85	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL-COMPLETED

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 76W169

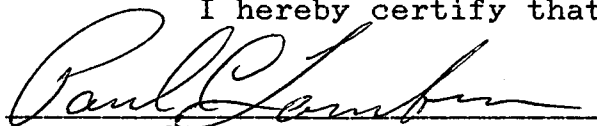
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
9-11,14, 17,20-22, 35-42	SEE TRANSMITTAL(MIXED)	488		1972-75	19	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

AND RECEIPT

Accession No.

Date Received

76W169

May 5, 1976

1. From: (Name, Division, Address or Agency)
State Highway Administration
Office of Finance & Program Management
300 West Preston Street

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

S.H.A.
Room 300

~~383-6860~~
659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burtette

6. No. of Cu.Ft.

~~60~~ 19

1980

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 20 Section 19-20	1 ✓	Vouchers 623708-624216	529-T
	2 ✓	624217-624738	653-1
	3 ✓	624739-625300	"
	4 ✓	625301-625668	"
	5 ✓	625669-626035 → missing	884 #1 " #85
	6 ✓	626036-626350	1981 "
	7 ✓	626351-627004	"
	8 ✓	627005-627537	"
R29 523 24 destroyed 123800	9 X	Special & Standard Journal Entries - 1/73 - 6/73	882 #3 1-76
	10 X	" " " " " " - 7/72 - 12/72	
	11 X	Trial Balances - 7/73 - 6/74	
	12 ✓	Overhead Distribution - 6/73 - 6/74 188-677	731-20 488-6 #1 1982
	13 ✓	Overhead Distribution - 6/73 - 6/74	
	14 X	Trial Balances - 7/72 - 6/73	
	15 X	Payroll 10-87 - 5/22 - 8/30/74 I.B.M. Sheets	488-8 80
	16 X	Monthly Cash Receipt Summary - 7/72 - 6/74	N52-81
	17 X	Journal Vouchers - 7/73 - 6/74	
	18 X	Credit Cards - 1976	
	19 X	Misc. Informal Contract Books #23	
	20 X	Toll Facilities Contract Books	10 ARCHIVES
	21 X	Toll Facilities Contract Books - NE 375-OT	
	22 X	Transmittal List & Travel Expense - 6/73	
	23 ✓	Transmittal List - 1/75 - 12/75 - Equipment Usage	529-10 488-8
	24 ✓	8/1 - 8/30/75 " "	" 1978
	25 ✓	9/1 - 9/30/75 " "	653-1 488-1 78
	26 ✓	10/1 - 10/31/75 " "	"
	27 ✓	11/1 - 11/31/75 " "	"
	28 ✓	Fiscal Year 1975 " "	"
29 X	Equipment Units Voucher - Travel Salary	488-8 78	
30 X	Hours - Mileage - Jan.-Feb.-Mar., 1974		
30 ✓	INVENTORY DIST 85-86 JUNE 74	488-8 77	

Parcel - Bxs. 1-8, 12-13, 15-16, 18, 23-29, 30-34, 43-48, 14-83 (over)

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

Signature

Title

2. Building and Room

3. Phone

S.H.A.
 Room 300

383-6860

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.



7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

31 ✓	Bi-Weekly Time Reports	Pay 1	10-72
32 ✓	" " "	" "	72.1-82
33 ✓	" " "	" "	83-87
34 ✓	" " "	" "	90.3-74.1
35	" " "	Pay 2	10-72.1
36	" " "	" "	72.1-84
37	" " "	" "	84-90.6
38	" " "	" "	91-74.1
39	" " "	Pay 3	10-72.1
40	" " "	" "	72.1-83
41	" " "	" "	84-90.5
42	" " "	" "	90.6-74.1
43 ✓	Employees Expense Acct. F.Y. '76	" "	168539-170369
44 ✓	" " "	" "	170370-172222
45 ✓	" " "	" "	172223-173013
46 ✓	" " "	" "	173014-176122
47 ✓	Leave Reports 1970	82-85	
48 ✓	Purchase Orders 1974	95930	
1-12	By Weekly Time Reports	Pay 24-26	

489-7A
 " "
 731-20
 " "
 1980
 " "

529-10
 " "
 653 # 5
 " "
 178A

731 # 27 1975
 654 # 2 1977

731-20
 1980

*Destroyed
 1-23-80*

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 82W90

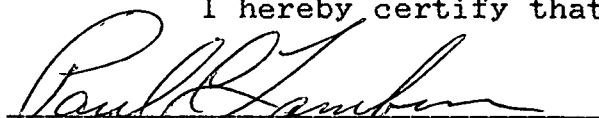
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
10	OVERHEAD DIST.	488	24	7/77-6/78	1	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.03.05	ACCESSION NO. 82W90	DATE REC'D
b) AGENCY SHA	LOCATION - RANGE SECTION(S) 29 20	
c) DIVISION/UNIT Finance		
d) MAILING ADDRESS 	NO. OF CU. FT. 1	
e) AGENCY OFFICIAL PHONE NO.	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	Partial Box 10 only Overhead Dist - 7/77-6/78	488 27

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W580

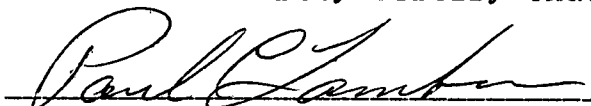
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	RIGHT OF WAY INQUIRIES	884	10		1	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W580

3-16-84

Signature

Title

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

STATE HIGHWAY ADMINISTRATION
707 N. Calvert St.

2. Building and Room

200

3. Phone

659-1443

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

William Bonnette

6. No. of Cu.Ft.

1

7. Records Location
(Center)

8. Box Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

R-103
S-35

1

Right of way Inquiries

884-10

07-86

Disposed

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 83W108

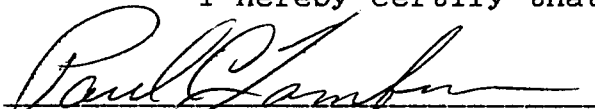
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	DOCTORS' CERTIFICATES	731	23	1/80-6/80	1	8/86	BURNED

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


Signature

Records Center Mgr.
Title

08/26/86
Date

E

26.03.05

83W108

8-11-82 ✓

1. Agency (Name, Address, City, State, Zip)
State Highway Administration
707 N. Calvert Street

2. Building (Name, Number)
Room 200

3. Phone Number
659-1442

4. City
Waterloo

5. Signature: (Agency Official)
William R. Burkette

6. No. of S.F.T.
1

7. Records Location (Center)

8. Box Number

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-108
S-6

1.

Doctors' Certificates
Jan. 80 - June 80

731-23 7/85

7-1-85

Disposed

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

83W105

Reporting Agency

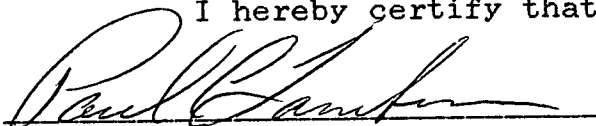
Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-4,6	PAYROLL RECORDS CASH RECEIPTS MONTHLY, SPECIAL ACCT. SHORT TERM ADVANCE & PAYROLL	799	2,6,8,9	1976-80	5	8/86	BURNED

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


Signature

Records Center Mgr.
Title

08/26/86

Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.03.05	ACCESSION NO. 83W105	DATE REC'D
b) AGENCY SHT		
c) DIVISION/UNIT Finance	LOCATION - RANGE 107	SECTION(S) 32 23
d) MAILING ADDRESS	NO. OF CU. FT. 5	
e) AGENCY OFFICIAL	PHONE NO.	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<p style="font-size: 1.5em;">Partial Only</p> <p style="font-size: 1.5em;">Boxes 1-4 & 6</p> <p style="font-size: 1.5em;">payroll records Cash Receipts</p> <p style="font-size: 1.5em;">Acct. Receivable Monthly</p> <p style="font-size: 1.5em;">Disposed</p> <p style="font-size: 1.5em;">Special Acct.</p> <p style="font-size: 1.5em;">Short Term Advance + Payroll</p> <p style="font-size: 1.5em;">1976-80</p>	<p style="font-size: 1.5em;">799</p> <p style="font-size: 1.5em;">2,6,8,9</p>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

COMPLETED -PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

76W156

Reporting Agency

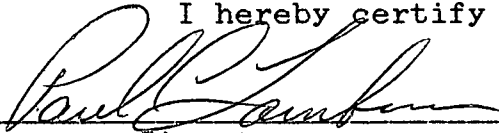
Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
27-30	VOUCHER REGISTER	731	5	6/72-11/75	4	8/86	BURNED

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


Signature

Records Center Mgr.
Title

08/26/86
Date

AND RECEIPT

Accession No.

Date Received

76W156-5

March 31, 1976

Signature

Title

Record Management Technician

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

2. Building and Room

3. Phone

S.H.A.
 Room 300

383-6860

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Bendette

6. No. of Cu.Ft.

~~31~~

4 1983

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~Range 11
 Section 9-10~~

1
2
3
4
5
6
7
8
9
10
11
12

Bi-Weekly Time Reports Pay # 24 R.C. 10-72
 " " R.C. 72.1-83
 " " R.C. 83-90.4
 " " R.C. 90.5-74.1
 Pay # 25 R.C. 10-72.1
 " " R.C. 72.1-83
 " " R.C. 84-90.5
 " " R.C. 90.6-74.1
 Pay # 26 R.C. 10-72.1
 " " R.C. 72.1-83
 " " R.C. 84-90.6
 " " R.C. 91-74.1

489-7A
 731-20
 1983

Range 6
 Section 9-18
 Destroyed 1-23-80

13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

Vouchers F/Y 76 # 619511-620002
 # 620003-620430
 # 620431-620840
 # 620841-621312
 # 621313-621885
 # 621886-622461
 # 622462-623071
 # 623072-623707
 Leave Records 1972 74-93.4
 Employee Expense June 72 - Pay 14
 Permanent Inputs Apr. 22 - Jan 17-75 10-13
 Jun. 18 - Aug. 12-75 14-17
 Aug. 13 - Oct. 7-75 18-21
 Temporary Inputs Apr. 22 - Sep. 23-75 10-20
 Voucher Register July 1-74 - Oct. 74
 Jan. 75 - June 75
 July 75 - Sept. 75
 Oct. 75 - Nov. 75
 Equipment Usage Reports Dec. 1 - Dec. 20 488-8
~~Equipment Usage Reports Fiscal Year 1975~~

529-1
~~653~~
 884 #1
 986 #3
 1-1-82
 731-5
 1986

Destroy all but Boxes 27-30

AND RECEIPT

Accession No.

Date Received

764156

March 31, 1976

1. From: (Name, Division, Address or Agency)
 STATE Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

S.H.A.
 Room 300

383-6860

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Bendette

6. No. of Cu.Ft.

31

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 14

Section 10

17-18

~~1 Bi-Weekly Time Reports Pay # 24 R.C. 10-72
 2 " " R.C. 72.1-83
 3 ~~WILL BE SENT~~ " " R.C. 83-90.4 11-4-75
 4 ~~DOWN LATER.~~ " " R.C. 90.5-74.1
 5 Pay # 25 R.C. 10-72.1
 6 " " R.C. 72.1-83 11
 7 " " R.C. 84-90.5 11-19-75
 8 " " R.C. 90.6-74.1
 9 Pay # 26 R.C. 10-72.1
 10 " " R.C. 72.1-83
 11 " " R.C. 84-90.6
 12 " " R.C. 91-74.1~~

489-7A

7HLCSE
 11-2-75
 R20
 519-20
 1982

~~13 Vouchers F/Y 76 # 619511-620002
 14 # 620003-620430
 15 # 620431-620840
 16 # 620841-621312 15
 17 # 621313-621885
 18 # 621886-622461
 19 # 622462-623071
 20 # 623072-623707~~

529-1

1981

~~21 Leave Records 1972 74-92.4
 22 Employee Expense June 72 - Pay 14 15
 23 Permanent Inputs Apr.22 - Jan 17-75 10-13
 24 Jun.18 - Aug.12-75 14-17
 25 Aug.13 - Oct.7-75 18-21
 26 Temporary Inputs Apr.22 - Sep.23-75 10-20
 27 Voucher Register July 1-74 - Oct.74
 28 Jan.75 - June75 15
 29 July75 - Sept.75 2400
 30 Oct.75 - Nov.75 5000~~

653-3 1985

31 Equipment Usage Reports Dec.1 - Dec. 20 12
~~32 Equipment Usage Reports Fiscal Year 1975~~

468-8 1978

Disposed

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W539

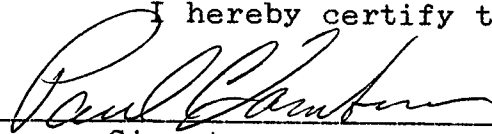
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	EMPLOYEE EXPENSE MASTER DUMP	884	9		1	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

Complete at State Records Center

E

AND RECEIPT

Accession No.

Date Received

84W539

3-16-84 ✓

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

3. Phone

Room 200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

William R. Bartlett

6. No. of Cu.Pt.

1

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R- S-	1 139 8	Employee Expense Master Dump	884-9 07-86

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26:03.05

STATE HIGHWAY ADMINISTRATION 84W510

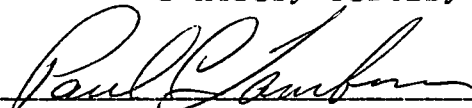
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	EXPENDITURES TRANSACTION	892	3	11/82-3/83	1	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORD TRANSMITTAL

NO RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W510

3-16-84 ✓

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Co.Pt.

William R. Bennett

1 Box

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-139 S-8		Expenditures Transaction Analysis A 30414 Nov. 82-March 83	892-3 07-86

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 81W43

Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-43	VOUCHERS	884	1	FY 80	43	8/86	BURNED

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

Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81 W 43

12/18/80 ✓

1. From: (Name, Division, Address or Agency)
S.H.A.
Office of Finance & Program Mgt.
300 W. Preston St., Balto., MD

Signature

Title

Records Center - Manager

2. Building and Room

3. Phone

308

282-4414

4. To: State Records Center

Waterloo, Maryland

5. Signature: (Agency Official)

6. No. of Cu.Ft.

43

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 7
Section 32-38

1-43

031376 Box 1 starting
04292 Box 43 Ending

Vouchers F/Y 1980

~~529-1~~
~~653-1~~
~~1990~~
884 #1
1-1-85

8/28/86
PCZ

(Use Plain Unlined Paper For Continuation Pages)

81W43

Box 1-43

SHA

30

031376

Box 1 starting #

04292

Box 43 Ending #

Vouchers

F/Y 1980

Disposal

Date

529-1

Range - 7

Section 32-33

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 79C46

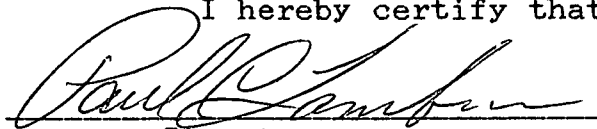
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-10	VOUCHERS	884	1	FY-78	10	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

79046

10/23/78 ✓

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

Signature

Title

Service Specialist I

2. Building and Room

3. Phone

S.H.A.
 Room 300

383-4462

4. To: State Records Center

Cheltenham

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

10

DESTROY

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R-26
S-11*

1 - 10

Vouchers F/Y 813470 - 815779

SEE ATTACHED

WHITEFIELD

(Use Plain Unlined Paper For Continuation Pages)

BY SITES

79C46

1	VOUCHERS F/Y 78	813470 - 813756	488	529-
2		813757 - 814052		
3		814053 - 814356		
4		814357 - 814669		
5		814670 - 815038		
6		815039 - 815447		
7		815448 - 815779		
8	ACCT DIST NOV. 1977 INV. VEHICLES, Equip		81	488-7
9	Equip USAGE + VEHICLES NOV. 1977 - 1980			488-8
10	ACCT. DIST NOV. 1977 VOUCHER, PAYROLL		81	488

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 80C127

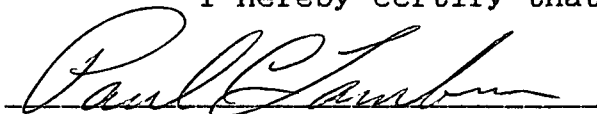
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-49	TIME CARDS	489	7	12/78-5/79	49	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

AND RECEIPT

Accession No.

Date Received

80 C 127 pg. 1

12-6-79 ✓

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 W. Preston Street

Signature

Title

2. Building and Room

3. Phone

S.H.A.
 Room 300

383-6860

4. To: State Records Center

5. Signature: (Agency Official)

William Burdette

6. No. of Cu.Ft.

49

1-86

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~R-22~~
~~S-1-3~~
 R-14
 S-14-15

1.	Time Cards 12-13 to 12-26-78 Pay 01	10 -72
2.		72.1-82
3.		83 -87
4.		90.1-94.7
5.		94.8-94.1
6.	12-27 to 1-9-79 Pay 02	10 -72
7.		72.1-82
8.		83 -87
9.		90.1-97.7
10.		97.8-74.1
11.	1-10 to 1-23-79 Pay 03	10 -72
12.		72.1-83
13.		84 -90.4
14.		90.5-97.7
15.		97.8-74.1
16.	1-24 to 2-6-79 Pay 04	10 -72.1
17.		72.1-83
18.		84 -90.5
19.		90.5-74.1
20.	2-7 to 2-20-79 Pay 05	10 -72.1
21.		72.1-83
22.		84 -90.5
23.		90.5-12.3
24.		12.4-74.1
25.	2-21 to 3-6-79 Pay 06	10 -63
26.		70 -82
27.		83 -90.4
28.		90.5-12.5
29.		12.6-74.1
30.	3-7 to 3-20-79 Pay 07	10 -72
31.		72.1-82
32.		83 -86
33.		87 -93.8
34.		94-74.1

489-7
 731 # 20
 2/1986
 823
 ↓

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

80C127 P9.2

12-6-79

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

Signature

State Highway Administration
Office of Finance & Program Management
300 W. Preston Street

Title

2. Building and Room

3. Phone

4. To: State Records Center

S.H.A.
Room 300

383-6860

Cheltenham

5. Signature: (Agency Official)

6. No. of Cu.Ft.

49

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

35.
36.
37.
38.
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41.
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43.
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48.
49.

Time Cards 3-21 to 4-3-79 Pay 08 10 -72
72.1-82
83 -87
90.1-96.2
96.3-74.1
4-4 to 4-17-79 Pay 09 10 -72
72.1-82
83 -87
90.1-96.2
96.3-74.1
4-18 to 5-1-79 Pay 10 10 -72
72.1-82
83 -86
87 -93.4
93.6-74.1

~~489-7~~
733 # 20

1986



(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 81W39

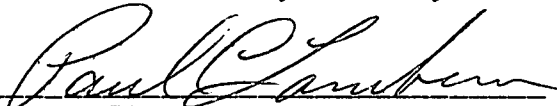
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-22	VOUCHERS	884	1	FY-80	22	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W534

3-16-84 ✓

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION
707 N. Calvert St.

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center
Waterloo

Signature: (Agency Official)

6. No. of Cu.Pt.

William B. Smith

3

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-140 S-30	1	FY 82 Stars Report SRA,BSF,TRS 7/1/81-6/30/82	858-39 07-87
	2	FY 82 " TSO "	"
	3	FY 82 " OAS "	"
<p>Disposal</p> <p>9-22-87</p>			

E

RECORDS TRANSMITTAL

NO RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W535

3-16-84

FROM: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

William R. Burkette

6. No. of Cu.Ft.

1 BOX

1. Records Location (Center)	2. Box Numbers	3. Description of Records with Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-139 S-8	1	External Audits MISC-SHA EWO & Precontract	889-1 (07-87)

Disposal:
9-22-87

E

RECORD TRANSMITTAL

NO RECEIPT

Complete at State Records Center

Accession No. 84W536	Date Received 3-16-84 ✓
--------------------------------	-----------------------------------

1. From: (Name, Division, Address or Agency)
 STATE HIGHWAY ADMINISTRATION
 707 N. Calvert Street
 (External Audits)

Signature
 Title

2. Building and Room
 200

3. Phone
 659-1442

4. To: State Records Center
 Waterloo

5. Signature: (Agency Official)
William R. Bartlett

6. No. of Co.Pt.
 10 BOXES

7. Records Location (Center)	8. Box Numbers	9. Description of Records with Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-140 S-30	1	1980 Precontract	889-1 (07-87)
	2	" "	" "
	3	" "	" "
	4	1980-81 "	" "
	5	1981 "	" "
	6	1981, D.O.T., M.P.A. Precontract	" "
	7	MPA, SRA Precontract	" "
	8	TFA, MTA, MISC Precontract	" "
	9	1978-79-80 MISC Precontract	" "
	10	MISC Precontract & E.W.O.	" "

DISPOSAL

9-22-87

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

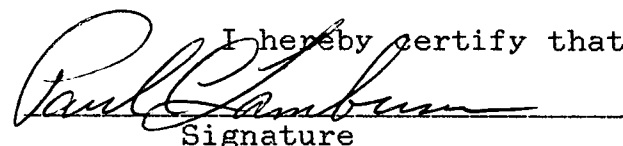
STATE HIGHWAY ADMINISTRATION

Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
84W537	PRECONTRACT AUDITS	889	1	1982	10	9/87	RECYCLED
84W540	UTILITY AUDITS	889	1		9		
80C23	PERM & TEMP INPUTS	731	5		15		
84W767	TRANSACTION ANALYSIS	892	4	10/83-10/84	1		
84W784	FINAL VOUCHERS	739	1D	1/82-6/82	7		
84W786	BIWEEKLY LEAVE RECORDS	731	22	3/82-6/82	5		


Signature

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

11/02/87

Records Center Mgr.
Title

Date

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W537

3-16-84

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

STATE HIGHWAY ADMINISTRATION
707 N. Calvert St.

Signature

Title

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

10

7. Records Location (Center)

R-140
S-30

8. Box Numbers

1
2
3
4
5
6
7

8
9
10

9. Description of Records With Inclusive Dates

1982 Precontract Audits Box #1
" " " " 2
" " " " 3
" " " " 4
" " " " 5
" " " " 6
" " " " 7

Railroad Subidy Audits Box #1
" " " " 2
" " " " 3

10. Disposal Authority (Schedule and Item No.)

889-1 07-87
" "
" "
" "
" "
" "
" "

889-1 07-87
" "
" "

DISPOSAL

9-22-87

E. RECORDS TRANSFER
NO RECEIPT

Complete at State Records Center ✓

Accession No. 84W540	Date Received 3-16-84
-------------------------	--------------------------

From: (Name, Division, Address or Agency)
 State Highway Administration
 707 N. Calvert Street
 (External Audits)

Signature
 Title

Building and Room
 200

3. Phone
 659-1442

4. To: State Records Center
 Waterloo

Signature: (Agency Official)
William R. Buntline

6. No. of Cu.Ft.
 9 BOXES

7. Box Numbers	8. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
1	Utility Audits	889-1 (07-87)
2	" "	" "
3	" "	" "
4	" "	" "
5	" "	" "
6	" "	" "
7	" "	" "
8	" "	" "
9	" "	" "

R-140
 S-29-30

DISPOSAL
 9-22-87

received

AND RECEIPT

Accession No.

Date Received

80C23

7/20/79

1. From: (Name, Division, Address or Agency)
State Highway - Office Of Finance
300 W. Preston St. Balto, Md.

Signature

Title

2. Building and Room

3. Phone

4.. To: State Records Center

5. Signature: (Agency Official)

Bill Berdett

6. No. of Cu.Ft.

15

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R-26</p> <p><u>TS-1</u></p> <p>R-37</p> <p>S-24</p>	<p>15</p>	<p>See attached sheet</p> <p><u>DISPOSAL</u></p> <p>9-9-87</p>	<p>731 #5</p> <p><u>7/1987</u></p>

(Use Plain Unlined Paper For Continuation Pages)

PHONE 885 2000
CENTER: CHELTENHAM
Cu. Ft. 15

80023
R26
TS-1

- ① PERM+TEMP. INPUTS PAY 01, 02, 03
- ② PERM INPUTS PAY 05
- PERM+TEMP. INPUTS PAY 04, 06
- ③ PERM INPUTS PAY 07 THRU 13 1978
- ④ PERM+TEMP INPUTS PAY 14, 15 AND 08
5. PERM INPUTS PAY 16, 17, 18
6. PERM INPUTS PAY 19, 20, 21
7. PERM+TEMP INPUTS PAY 22, 24 1978
- TEMP INPUTS PAY 23
8. PERM+TEMP. INPUTS PAY 25, 26 1978
- PERM INPUT PAY 23
- *9. PERM+TEMP. INPUTS PAY 01,
TEMP *PAY 21
10. PAYROLL JOURNAL 12-29-76 - 1-11-77 PAY 2 } # 11
- PAYROLL DIST. JAN 76 } (84) 7/25
- PAYROLL DIST AUG 75 PAY 17+18 }
11. FED STATE TAXES 1966-1976 } #7 (86)
- 12 4th QTR 1975, FICA REPORTS 12-31-77 } #8 (87)
13. COMPLETION REPORTS DEC 1974 - AUG 1975
- " " " JAN 1973
- ⑭ SOCIAL SECURITY REPORTS 12-31-71 THRU 9-30-75 #8
- ~~15 EXPENCE ACCT 218821-221009 (85) 10/25~~

731 #5 3/25

7-81

ok

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W767

6-4-84 ✓

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterlou

Signature: (Agency Official)

William R. Bertette

6. No. of Cu.Ft.

1

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-38 S-25	1.	Transaction Analysis By Sub-object A 30482 Oct. 1983 - Oct. 1984 <i>DISPOSAL</i> <i>9-10-84</i>	892-4 07-87

E

RECORDS TRANSMITTAL
AND RECEIPT

Complete at State Records Center

Accession No. 84W784 Date Received 6-4-84 ✓

From: (Name, Division, Address or Agency)
State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterlou

Signature: (Agency Official)

6. No. of Cu.Ft.

William A. Burdette

7

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-37 S-15	1.	Final Vouchers 1-18-82 - 1-26-82	^{#10} 739-D 07-87
	2.	Final Vouchers 1-26-82 - 2-26-82	739-D 07-87
	3.	Final Vouchers 2-16-82 - 3-29-82	739-D 07-87
	4.	Final Vouchers 3-29-82 - 5-3-82	739-D 07-87
	5.	Final Vouchers 5-3-82 - 5-3-82	739-D 07-87
	6.	Final Vouchers 5-3-82 - 6-21-82	739-D 07-87
	7.	Final Vouchers 6-21-82 - 6-28-82	^{#1} 739-D 07-87
<i>DISPOSAL</i> <u>9-10-87</u>			

REC RECEIPT

Accession No.

84W786

Date Received

6-4-84 ✓

1. Name, Division, Address of Agency)

State Highway Administration
707 E. Calvert St.

Signature

Title

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Co. Pt.

5

7. Location (C)	8. Box Numbers	9. Description of Records with Exclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-38	1.	Biweekly leave records Pay 7 thru 9 3/17/82-5/27/82	731-22 7187 6-87
S-23	2.	Biweekly leave records Pay 10, 11, 12 Ending date 6/8/82	731-22 6-87
	3.	Biweekly leave report Date: 1/15/82 - 2/2/82	731-22 6-87
	4.	Biweekly leave records Pay ending 2/16/82 thru pay ending 3/16/82 Dates: Pay 4 1982 to Pay 6 1982	731-22 6-87
	5.	Biweekly compensatory leave records Dates Pay 1, 1982 - Pay 1, 1982-Pay13, 1982	731-22 6-87
<p>DISPOSAL</p> <p>9-10-87</p>			

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

Reporting Agency Accession No.

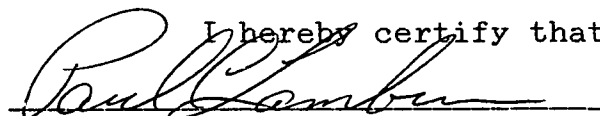
OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
82W515	VOUCHERS	884	1	FY 82	22	8/87	RECYCLED
83W420	CREDIT CARDS	884	1	FY 82	1		
82W511	VOUCHERS	884	1	FY 82	28		
83W416	EXPENSE ACCTS.	884	5	FY 82	7		
82W547	VOUCHERS	884	1		7		
86W431	FEDERAL BILLING	858	14,16	7/83-6/84	3		

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

8/18/87


Signature

Records Center Mgr.
Title

Date

E

AND RECEIPT

26.03.05

Accession No.

82W515

Date Received

4-27-82

Name, Division, Address of Agency

Signature

State Highway Administration
Office of Finance & Program Mgt.
1000 Albert St., 21202

Title

Building and Room

3. Phone

4. To: State Records Center

1000 Bldg.
Room 200

659-1442

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

William R. Burdette

22

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R-118	1	Vouchers F/Y 82 202121-202395	804-1 653-1 7/87 7/87
S-12-13	2	" " " 202396-202683	" "
	3	" " " 202684-202045	" "
	4	" " " 203046-203319	" "
	5	" " " 203320-203689	" "
	6	" " " 203590-203926	" "
	7	" " " 203927-204212	" "
	8	" " " 204213-204525	" "
	9	" " " 204526-204836	" "
	10	" " " 204837-205214	" "
	11	" " " 205215-205482	" "
	12	" " " 205483-205772	" "
	13	" " " 205773-205973	" "
	14	" " " 205974-206204	" "
	15	" " " 206205-206475	" "
	16	" " " 206476-206791	" "
	17	" " " 206792-207092	" "
	18	" " " 207093-207297	" "
	19	" " " 207298-207600	" "
	20	" " " 207601-208009	" "
	21	" " " 208010-208339	" "
	22	" " " 208340-208668	" "

7-1-87

Disposal
7-28-87
JPL

E

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Complete at State Records Center

Accession No.

Date Received

83W420

1-24-83 ✓

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

State Highway Administration
707 N. Calvert St. 21202

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-19
S-1

1.

Credit Cards F/Y 82

884-1 7-87

7-1-87

Disposal:
7-28-87

gpc

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

Date Received

82W511

4-27-82

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

State Highway Administration
Office of Finance
707 N. Calvert St. 21203

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

28

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-118
S-11-12

- 1
- 2
- 3
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- 24
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- 26
- 27
- 28

Vouchers F/Y 82 208669-208939
" " " 208940-209102
" " " 209103-209321
" " " 209322-209600
" " " 209601-209863
" " " 209864-210288
" " " 210289-210595
" " " 210596-210854
" " " 210855-211096
" " " 211097-211412
" " " 211413-211730
" " " 211731-212079
" " " 212080-212309
" " " 212310-212622
" " " 212623-212854
" " " 212855-213109
" " " 213110-213362
" " " 213363-213606
" " " 213607-213919
" " " 213920-214165
" " " 214166-214495
" " " 214496-214765
" " " 214766-214993
" " " 214994-215304
" " " 215305-215757
" " " 215758-215950
" " " 215951-216203
" " " 216204-216503

884#1
1987

7-1-87

Disposal:

7-28-87

JAP

E. RECORDS TRANSMITTAL
AND RECEIPT

26.03.05

Complete at State Records Center

Accession No.

Date Received

83W416

1-24-83 ✓

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 707 N. Calvert Street 21202

Signature

Title

2. Building and Room
 Room 200

3. Phone
 659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)
William R. Burdette

6. No. of Cu.Ft.

7

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-19
 S-1

~~7~~

Expense Accounts

- 1. 279801-281449 F/Y 82
- 2. 281450-282639 "
- 3. 282640-284007 "
- 4. 284008-285528 "
- 5. 285529-287129 "
- 6. 270104-271725 "
- 7. 271726-273737 "

- 884-5 7-87
- " "
- " "
- " "
- " "
- " "
- " "

7-1-87

Disposal
 7-28-87
 JPK

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

82W547

Date Received

5.25.82 ✓

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

State Highway Administration
707 N. Calvert Street 21202

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

7

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-18
S-29-30

- 1. 143416-143637
- 2. 200001-200409
- 3. 200410-200770
- 4. 200771-201108
- 5. 201109-201367
- 6. 201368-201626
- 7. 201627-202120

Vouchers

884-1 07-87
" "
" "
" "
" "
" "

DISPASAC

7-1-87

(Use Plain Unlined Paper For Continuation Pages)

EA

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276 JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

29.02.01	26.03.05	ACCESS NO.	DATE REC'D
State Highway Administration		86W431	2-14-86
Office of Finance & Program Mgt.		SECTION	NO. OF COPIES
		18	3
707 N. Calvert Street Baltimore, Maryland 21202		RECORD CENTER BRIDGE	
William R. Burdette 659-1442	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

1 NO. INVENTORY	2 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3 SCHEDULE ITEM NO.	4 DISPOSAL AUTHORITY DATE
1 ✓	DOT, OAS, TSO, SRA Vendor Snapshot 7/1/83-6/30/84	858-16	7-87
2 Missing	FRA, FAA, FHWA Backup Ledgers 7/1/83 through 6/30/84 Federal Billing	858-16	7-87
3 ✓	TSA, SRA Federal Billing Backup Ledger UMIA	858-14	7-87

Disposac

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 WATERLOO ROAD (Rte> 175)
 P.O. BOX 275
 JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION


Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
82W546	VOUCHERS	884	1		11	8/87	RECYCLED
82W544	VOUCHER UPDATE	884	1		20		
82W260	PAYROLL JOURNAL	731	11	10/11/80	1		
84W447	CREDIT CARDS	884	1	FY81-82	1		
83W379	VOUCHERS	884	1	FY 82	22		

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


 Signature

Records Center Mgr.
 Title

8/18/87

Date

AND RECEIPT

26.03.05

Accession No.

820546

Date Received

5-25-82 ✓

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

State Highway Administration
707 N. Calvert Street 21202

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

11

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-18
S-29

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

Vouchers
216504-216764 ✓
216765-217050 ✓
217051-217425 ✓
217426-217665 ✓
217666-217947 ✓
217948-218176 ✓
218177-218469 ✓
218470-218766 ✓
218767-218146 ✓
219147-219454 ✓
219455-219722 ✓

884-1 07-87
" "
" "
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" "
" "

Disposal

7-1-87

AND RECEIPT

26.03.05

Accession No.

Date Received

82W544

5-25-82 ✓

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

State Highway Administration
707 N. Calvert Street 21202

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

20

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-18
S-29

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

Voucher Update

- 219723 to 220019
- 220020 to 220309
- 220310 to 220681
- 220682 to 221030
- 221031 to 221328
- 221329 to 221815
- 221816 to 222080
- 222081 to 222461
- 222462 to 222801
- 222802 to 223130
- 223131 to 223439
- 223440 to 223789
- 223790 to 224133
- 224134 to 224519
- 224520 to 224810
- 224811 to 225176
- 225177 to 225517
- 225518 to 225995
- 225996 to 226290
- 226291 to 226590

- 884-1 7/87
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7-1-87

DISPOSAL

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

Date Received

82W260

12.9.81

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

Signature

State Highway Administration
707 N. Calvert St.

Title

2. Building and Room

3. Phone

4. To: State Records Center

Room 200

659-1442

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

William A. Burdette

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-15
S-3

1

Payroll Journal Pay 10-11-1980

731-11 7/87

Disposal

F

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W447

2-16-84 ✓

Signature

Title

1. From: (Name, Division, Address or Agency)
STATE HIGHWAY ADMINISTRATION
707 N. CALVERT STREET

2. Building and Room

3. Phone

200

659-1442

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-29
S-26

1

CREDIT CARDS FY81-82

884-1 07-87

DISPOSAL

E

AND RECEIPT

26.03.05

Accession No.

83W379

Date Received

12-20-82 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room
Room 200

3. Phone
659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William A. Barrette

6. No. of Cu.Ft.
22

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-110
S-21

- 1. 236626-237068
- 2. 237069-237376
- 3. 237377-237631
- 4. 237623-237932
- 5. 237933-238262
- 6. 238263-238633
- 7. 238634-238946
- 8. 238947-239448
- 9. 239449-239706
- 10. 239707-239952
- 11. 239953-240264
- 12. 240265-240392
- 13. 240393-240617
- 14. 240618-240883
- 15. 240884-241243
- 16. 241244-241579
- 17. 241580-242028
- 18. 242029-242389
- 19. 242390-242771
- 20. 242772-243047
- 21. 243048-243377
- 22. 243378-243613

SHA VOUCHERS FISCAL '82'

884-1

07-87

DISPOSAL

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.02

STATE HIGHWAY ADMINISTRATION

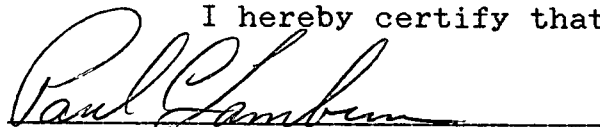
Reporting Agency Accession No.

DIV. OF CONSTRUCTION

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
77W210	PROJECT FILES	169	2,1A	1968-77	45	7/87	RECYCLED

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


Signature

Records Center Mgr.
Title

7/17/87
Date

AND RECEIPT

26-03-02

Accession No.

77W210

Date Received

June 29, 1977

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Division of Construction
 300 W. Preston St.; Balto., Md. 21201

Signature

Title

Record Management Technician

2. Building and Room
 State Highway
 Administration
 Bldg., Room 506

3. Phone

383-4314

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

W. L. Shook by: *W. L. Warner*
 Assistant Chief Engineer - Construction

6. No. of Cu.Ft.

45

7. Records
 Location
 (Center)

8. Box
 Numbers

9. Description of Records
 With Inclusive Dates

10. Disposal Authority
 (Schedule and Item No.)

104
 Range 15
 Section 12
 30

152
 thru
 196

Construction Project Files - December 1,
 1968, to present.

Schedule 169
 Item No. 2
 Schedule 169
 Item No. 1A

Disposal
 191-196-RUTHIE,
 ONLY 6-EMPTY SPACES
 NOT 45; OKAY xjk
 dl
 SMILE!

10 YRS AFTER
 COMP OF PROJ.

7-1-87

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.06

STATE HIGHWAY ADMINISTRATION

Reporting Agency Accession No.

SPECIAL HAULING PERMITS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W274	PINK COPIES	491	1-4	JUNE 1982	11	7/87	RECYCLED
85W275	PINK COPIES	491	1-4	DEC. 1982	15		

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


Signature

Records Center Mgr.
Title

7/17/87

Date

E

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

26-03-06

Accession No.

Date Received

85W274

10-24-84

1. From: (Name, Division, Address or Agency)
STATE HIGHWAY ADMINISTRATION
SPECIAL HAULING PERMITS
707 N. CALVERT ST. BALTO., MD. 21202

Signature

Title

2. Building and Room
114

3. Phone
659-1597

4. To: State Records Center
BALTIMORE

5. Signature: (Agency Official)

6. No. of Cu.Ft.
11 BOXES OF PINK COPIES ---1982

7. Records Location (Center)

8. Bcx Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-28
S-28

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11

PINK COPIES JANUARY ----JUNE 1982

A.A. MOBILE MARKET TO C & H TRANSPORTATION
 CALLAS CONTRACTORS TO PAUL T. EWING
 FAIRFAX HYDRO CRANE COMPANY TO JOSEPH J. HOCK
 HOLIDAY HILL TO THE KELLY-SPRINGFIELD TIRE CO.
 KENOSHA AUTO TRANSPORT TO MARYLAND PERMIT SERVICE
 MARYLAND PERMIT SERVICE TO MOORES TITLE SERVICE
 MORAN TRUCKING TO PLEASANT EXCAVATING
 PORT-A-SPACE TO TRANSCEIVER OF MARYLAND
 TRANSCEIVER OF MARYLAND (FEB. TO MAY)
 TRANSCEIVER OF MARYLAND TO WEST MOTOR FREIGHT
 WESTERN UNION TO WISER BROTHERS

~~7/1987~~
 Sch 491
 #1-4
 7/86
 7/87

DISPOSAL

E

RECORDS TRANSMITTAL

AND RECEIPT

26.03.86

Complete at State Records Center

Accession No.

Date Received

85W275

10-24-84

Signature

Title

1. From: (Name, Division, Address or Agency)
STATE HIGHWAY ADMINISTRATION
SPECIAL HAULING PERMITS
707 N. CALVERT ST. BALTO., MD. 21202

2. Building and Room

3. Phone

114

659-1597

4. To: State Records Center

BALTIMORE

5. Signature: (Agency Official)

6. No. of Cu.Ft.

13 BOXES OF PINK COPIES ---1982
2 BOXES OF GREEN BOOKS ---1982

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-28
S-30

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

PINK COPIES JULY -----DECEMBER 1982

A.A. MOBILE MARKET TO CHERRY HILL SAND & GRAVEL
 CHESAPEAKE DOLPHIN CORP. TO FLIPPO CONSTRUCTION
 FOREMOST INDUSTRIES TO JAMES HORNE
 HULCHER EMERGENCY SERVICE TO WILLIAM MC C LEISTER
 LEONARD BROTHERS TO MARYLAND PERMIT SERVICE
 MARYLAND PERMIT SERVICE TO FRANCIS R. MORELAND
 MORGAN DRIVE AWAY TO NATIONWIDE HOMES
 NATIONWIDE HOMES TO TEL TRANS
 TEL TRANS TO TRANSCEIVER OF MARYLAND
 TRANSCEIVER OF MARYLAND TO TRANSCOM
 TRANSCONTINENTAL EXPRESS TO WESTERN UNION
 WESTERN UNION TO WISER BROTHERS
 DAVID J. WOOD TO URBAN N. ZINK
 GOVERNMENT MOVES ---NO CHARGE
 JANUARY 1981 TO DECEMBER 1981-PERMITS & BLANKETS
 JANUARY 1982 TO DECEMBER 1982-PERMITS & BLANKETS

PAID GREEN BOOKS ----1982

-1 ALBAN TRACTOR TO THE NELSON COMPANY
 2 PARROTT EQUIPMENT TO YORK BUILDING PRODUCTS

~~1/1987~~
 Sch 491
 # 1-4
 7/84
 7/87

Disposal

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

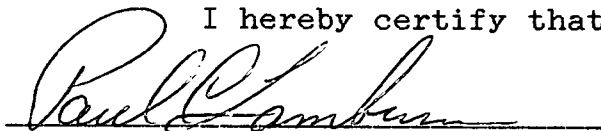
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
83W110	TIME REPORTS	731	20	4/79-6/80	1	7/87	RECYCLED
83W95	VOUCHERS	884	1	FY 82	31		
83W220	PERMANENT & TEMP INPUTS C.C.U.	731 897	5 4	1980	3 2		
87W376	MONTHLY DISTRIBUTION	892	13	6/81-6/84	1		
83W234	PAYROLL CHECKS	489	9	1/82-6/82	16		

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


Signature

Records Center Mgr.
Title

7/17/87
Date

RECORDED TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

83W110

Date Received

8-11-82 ✓

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

State Highway Administration
707 N. Cavlert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-108
S-7

1. Yellow copies of Bi-Weekly time reports for R.C. 30 by Pay period in alphabetical order 4/4/79 - 6/24/80.

731-20 7/87

7-1-87

Disposal
7-14-87

(Use Plain Unlined Paper For Continuation Pages)

F

26.03.05

83 W95

8-11-82 ✓

State Highway Administration
707 N. Calvert Street

2. Building and Room Room 200	3. File No. 659-1442	4. State or District Waterloo
5. Signature: (Agency Official) <i>William R. Bunde</i>		6. No. of Copies 31

7. Records Location (Container)	8. Box Numbers	Description of Records With Inclusive Dates	9. Disposal Authority Schedule and Item No.
R-107 S-30-31		<u>VOUCHERS</u>	
	1. ✓	F.Y. 1982 227081-227386	884-1 7/87
	2. ✓	" " 227387-227709	" "
	3. ✓	" " 227710-228020	" "
	4. ✓	" " 228021-228220	" "
	5. ✓	" " 228221-228510	" "
	6. ✓	" " 228511-228950	" "
	7. ✓	" " 228951-229392	" "
	8. ✓	" " 229393-229690	" "
	9. ✓	" " 229691-229920	" "
	10. ✓	" " 229921-230256	" "
	11. ✓	" " 230257-230566	" "
	12. ✓	" " 230567-230839	" "
	13. ✓	" " 230840-231136	" "
	14. ✓	" " 231137-231368	" "
	15. ✓	" " 231369-231586	" "
	16. ✓	" " 231587-231939	" "
	17. ✓	" " 231940-232274	" "
	18. ✓	" " 232275-232585	" "
	19. ✓	" " 232586-232969	" "
	20. ✓	" " 232970-233310	" "
	21. ✓	" " 233311-233576	" "
	22. ✓	" " 233577-233880	" "
	23. ✓	" " 233881-234170	" "
	24. ✓	" " 234171-234430	" "
	25. ✓	" " 234431-234660	" "
	26. ✓	" " 234661-234980	" "
	27. ✓	" " 234981-235233	" "
	28. ✓	" " 235234-235560	" "
	29. ✓	" " 235561-235955	" "
	30. ✓	" " 235956-236314	" "
31. ✓	" " 236315-236625	" "	

7-1-87

Disposal

(Use Plain Unlined Paper For Continuation Pages)

7-14-87

JPC

K

23.03.05

83W220

9-30-82 ✓

Name, Division, Address or Office
State Highway Administration
707 N. Clarendon Street

Building and Room
Box 200

Phone
659-1447

Title
Director, State Highway Center
Michigan

Signature: (Agency Official)
William A. Burdette

7. Record Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (S. 6.01 and Item)
R-5	1.	Permanent & Temp. Inputs Pays 3&4	731-5 07-85
	2.	" " " " Pays 5&6	" "
	3.	" " " " Pays 7&8	" "
S-13	4.	C.C.U. 1980	897-4 7-87
	5.	C.C.U. 1980	" "

Disposal

7/1/87

(Use Plain Unlined Paper For Continuation Pages)

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 876, JESSUP, MD. 20794 (TELEPHONE • 703-1978)

DIRECTIONS • PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 29.02.01		26.03.05		ACCESSION NO. 87W376	DATE REC'D 11-3-86
2. AGENCY State Highway Administration					
3. DIVISION/UNIT Office of Finance & Program Mgmt.		LOCATION RANGE 6	SECTION# 17	NO. OF DU. PT. 1	
4. MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202		RECORDS CENTER MANAGER			
5. AGENCY OFFICIAL William R. Burdette William R. Burdette		PHONE NO. 659-1442		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
6. BOX NUMBERS	7. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	8. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)			
1	Fiscal Year Monthly Distribution 6/81 to 6/84	892-13 7/87			
<i>Disposal</i>					

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

87W376

R-6

S-17

Box 1

RECORDS TRANSMITTAL

Complete at State Records Center

E

AND RECEIPT

26.03.05

Accession No.

Date Received

83W234

9-30-82 ✓

1. From: (Name, Division, Address or Agency)
State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

3. Phone

Room 200

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William B. Burdette

6. No. of Cu.Ft.

16

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Auth (Schedule and It)	
R-6 S-1-2	1.	Payroll Checks 01/12/82-01/12/82 219800-224699	489-9	07/89
	2.	" " 01/12/82-01/26/82 244700-229699	"	"
	3.	" " 01/26/82-02/09/82 229700-234699	"	"
	4.	" " 02/09/82-02/23/82 234700-239699	"	"
	5.	" " 02/23/82-03/09/82 239700-244599	"	"
	6.	" " 03/09/82-03/09/82 244600-249499	"	"
	7.	" " 03/09/82-03/23/82 249500-254499	"	"
	8.	" " 03/23/82-04/06/82 254500-259399	"	"
	9.	" " 04/06/82-04/06/82 259400-264199	"	"
	10.	" " 04/20/82-05/04/82 264200-268999	"	"
	11.	" " 05/04/82-05/04/82 269000-274699	"	"
	12.	" " 05/04/82-05/18/82 274700-284299	"	"
	13.	" " 05/18/82-06/01/82 284300-288999	"	"
	14.	" " 06/01/82-06/15/82 289000-293699	"	"
	15.	" " 06/15/82-06/15/82 293700-298399	"	"
	16.	" " 06/15/82-06/29/82 298400-303399	"	"

Disposal

7-1-87

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

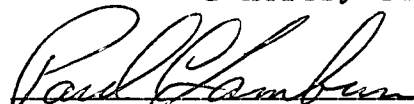
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
84W550	MATERIAL WITHDRAWN	1005	4	1/82-5/82	2	7/87	RECYCLED
86W62	EQU. USAGE SYSTEM FILE	918	15	10/80-6/84	1		
84W570	LEGISLATION COMPLETE	919	1	1981	1		
84W562	TRAIL BALANCES PETROLEUM	1005	4	1981-82	1		
84W553	WEEKLY PROOF LISTS	1005	4	1/82-6/82	3		
82W534	PAYROLL CHECKS	489	4	FY 82	21		

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


Signature

Records Center Mgr.
Title

7/17/87
Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

84W550

3-16-84

From: (Name, Division, Address or Agency)

Signature

State Highway Administration
707 N. Calvert Street

Title

Building and Room

3. Phone

4. To: State Records Center
Waterloo

Room 200

659-1442

Signature: (Agency Official)

6. No. of Cts. Pt.

William A. Burtette

2

Records Section Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-6	1	Monthly Withdrawl Jan - Feb 1982 ✓	883-4 07-87
S-1	2	Monthly Material Withdrawn March, April, May 1982 ✓ <i>pl</i>	883-4 07-87
<i>DISPOSAL</i>			<i>1005 #4</i>

EA

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1 29.02.01		26.0305		ACCESSION NO. 86W62	DATE REC'D 8-12-85
b) AGENCY State Highway Administration				LOCATION RANGE 103	SECTIONS 32
c) DIVISION / UNIT Office of Finance & program Mgt.				NO. OF CU FT 1	
d) MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202				RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL William R. Burdette <i>William R. Burdette</i>		PHONE NO. 659-1442		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2 BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4 DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Equip. usage System File Maintenance Oct. 1980 to June 1984	918-15 7-87
<u>Disposal</u>		

E

RECORDS TRANSMITTAL
AND RECEIPT

Complete at State Records Center ✓

Accession No. **84W570** Date Received **3-16-84**

1. From: (Name, Division, Address or Agency)
STATE HIGHWAY ADMINISTRATION
807 N. Calvert St.

Signature
Title

2. Building and Room
200

3. Phone
659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)
William Bonetto

6. No. of Cu.Ft.
1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-102
S-9

1

1981 Legislation Complete

919-1 07-87

DISPOSAL
3-EMPTY SPACES
SECTION 9

84W570

R102

S9

3-Empty SPACES

Section 9

~~84W570~~
~~R102~~
~~S9~~

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W562

3-16-84

Signature

Title

From: (Name, Division, Address or Agency)
STATE HIGHWAY ADMINISTRATION
707 N. CALVERT ST.

Building and Room

3. Phone

ROOM 200

659-1442

4. To: State Records Center

Signature: (Agency Official)

William Burdette

6. No. of Cu.Ft.

1

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

R-101
S-29

1

Trail Balances petroleum
1200's & weekly G/L runs 1981-1982

~~883-4~~ 1002 #4

July 1987

DISPOSAL

7-12-87

E.

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W553

3-16-84

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION
OFPM 707 N. Calvert St.

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Cu.Pt.

William R. Bantle

3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R- S-35	103 1 2 3	Weekly Proof Lists January & February 1982 ✓ " March - April 1982 ✓✓ " May - June 1982 ✓✓ <div style="text-align: center; font-size: 2em; font-family: cursive;">Disposal</div>	883-4 7-87 883-4 7-87 883-4 7-87 1005 #4

(Use Plain Ouled Paper For Continuation Pages)

84 W 552

~~P 301 535~~

R 103 535



RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

Date Received

82W534

5-11-82

1. From: (Name, Division, Address or Agency)
State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

3. Phone

Room 200

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

21

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-29
S-18

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Payroll Checks FY 82 118749-123699
" " " " 123700-128599
" " " " 128600-133399
" " " " 133400-138299
" " " " 138300-143399
" " " " 143400-148299
" " " " 148300-153299
" " " " 153300-158299
" " " " 158300-163199
" " " " 163200-168099
" " " " 168100-173099
" " " " 173100-178199
" " " " 178200-183299
" " " " 183300-188399
" " " " 188400-193299
" " " " 193300-198399
" " " " 198300-203299
" " " " 203399-208399
" " " " 208400-213298
" " " " 213300-218299
" " " " 218300-219799

489-4 07-87
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Disposal

7-1-87

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

DEPT. OF TRANSPORTATION

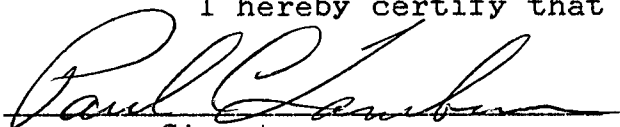
Reporting Agency Accession No.

STATE HIGHWAY ADMIN. -OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
81W226	TIME CARDS	731	20	5/79-1/80	91	02/87	RECYCLED
85W459	MACHINE & MANUAL BLOCK	731	12	5/83-11/83	1		
83W217	BILLWORK PAID-ACCTS. RECV.	897	A4,A8	7/78-12/79	3		
83W238	WEEKLY PROOF LIST,MONTHLY PRINTOUTS	1005	4	JULY-DEC.	5		
84W560	CONTROL TAPES	1005	4	MARCH-SEPT.1983	1		

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


Signature

Records Center Mgr.
Title

3/03/87

Date

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

81 W 226

3-31-81 ✓

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

Signature

Title

H.A. OFFICE OF FINANCE
& PROGRAM MGT.

Paul C. Lamberson
Records Center - Manager

2. Building and Room

3. Phone

4. To: State Records Center

308

383-6860

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

William R. Sandette

91

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R105
S9-11

- 1
- 2
- 3
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- 34
- 35

Description of Records With Inclusive Dates				
Time Cards				
5-2-79 to 5-15-79	Pay 11	10	- 72	
		72.1	- 82	
		83	- 86	
		87	- 93.4	
		93.6	- 74.1	
5-16-79 to 5-29-79	Pay 12	10	- 72	
		72.1	- 82	
		83	- 86	
		87	- 93.4	
		93.6	- 74.1	
5-30-79 to 6-12-79	Pay 13	10	- 72	
		72.1	- 82	
		83	- 86	
		87	- 93.4	
		93.6	- 74.1	
6-13-79 to 6-26-79	Pay 14	10	- 72	
		72.1	- 82	
		83	- 86	
		87	- 93.4	
		93.6	- 74.1	
6-27-79 to 7-10-79	Pay 15	10	- 72	
		72.1	- 82	
		83	- 86	
		87	- 93.4	
		93.6	- 74.1	
7-11-79 to 7-24-79	Pay 16	10	- 72	
		72.1	- 82	
		83	- 86	
		87	- 92.4	
		92.6	- 74.1	
7-25-79 to 8-7-79	Pay 17	10	- 71.3	
		72	- 83 1st	
		83 2nd	- 90.4	
		90.5	- 97.8	
		11.1	- 74.1	

731-20

~~1-1986~~

1/87

1

(Use Plain Unlined Paper For Continuation Pages)

1/5/87
921

36	8-8-79 to 8-21-79	Pay 18	10	- 63 1st.
37			63 2nd	- 74.3
38			81	- 84
39			85	- 90.5
40			90.6	- 44.7
41			44.7	- 74.1
42	8-22-79 to 9-4-79	Pay 19	10	- 72.3
43			72	- 82 ^{1st}
44			82 ^{2ND}	- 87 ^{1st}
45			87 ^{2ND}	- 97.6 ^{1st}
46			97.6 ^{2ND}	- 74.1
47	9-5-79 to 9-18-79	Pay 20	10	- 72
48			72.1	- 82
49			83	- 86
50			87	- 95.2
51			95.3	- 74.1
52	9-19-79 to	Pay 21	10	- 63
53			70	- 82
54			83	- 87
55			90.2	- 96.9
56			97	- 74.1
57	10-3-79 to 10-16-79	Pay 22	10	- 63
58			70	- 82
59			83	- 87
60			90.2	- 96.6
61			96.7	- 74.1
62	10-17-79 to 10-30-79	Pay 23	10	- 72
63			72.1	- 82
64			83	- 87
65			90.2	- 96.0
66			96.1	- 74.1
67	10-31-79 to 11-13-79	Pay 24	10	- 72
68			72.1	- 82
69			83	- 87
70			90.2	- 97.6
71			97.7	- 74.1
72	11-14-79 to 11-27-79	Pay 25	10	- 72
73			72.1	- 82
74			83	- 87
75			90.2	- 96.6
76			96.8	- 74.1
77	11-28-79 to 12-11-79	Pay 26	10	- 72
78			72.1	- 82
79			83	- 87
80			90.2	- 96.9
81			97	- 74.1
82	12-12-79 to 12-25-79	Pay 01	10	- 72
83			72.1	- 82
84			83	- 90.4
85			90.5	- 97.7
86			97.8	- 74.1
87	12-26-79 to 1-8-80	Pay 02	10	- 72
88			72.1	- 82
89			83	- 87
90			90.2	- 97.6
91			97.7	- 74.1

RECORDS TRANSMITTAL

Complete at State Records Center E

NO RECEIPT

26.03.05

Accession No. 85W459	Date Received 1-21-85 <small>10/31/84</small>
--------------------------------	--

From: (Name, Division, Address or Agency)

STATE HIGHWAY ADMINISTRATION
707 N. CALVERT STREET, BALTO.

Signature

Title

Building and Room

3. Phone

ROOM 200

659-1442

4. To: State Records Center

WATERLOO

Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

R 1

Records Location (Center)	8. Box Numbers	9. Description of Records with Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-20 S-1	✓ 1	MACHINE BLOCK CONTROL PAY 14 -21 5/83 - 11/83 MANUAL BLOCK CONTROL PAY 12-23 <p style="text-align: center;"><i>DISPOSAL</i></p> <p style="text-align: center;"><i>1-27-87</i></p> <p style="text-align: center;"><i>R.A.</i></p>	731-12 12-86 1/87

AND RECEIPT

26-0305

Accession No.

83W217

Date Received

9-30-82

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

3

1-1-87

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-26
S-10

1. Billwork Paid July 78 - June 79
2. Accounts Receivable Jan. 78 - June 78
3. Federal Aid April 79 - Dec. 79

897-A-4 07-86
" 7-85
897-A-8 1-87

~~7-1-86~~

*Disposal:
2/2/87
JTC*

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

83W238

Date Received

9-30-82 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-26
S-7

- 1.
- 2.
- 3.
- 4.
- 5.

Weekly Proof Lists July-Aug.
" " " Sept.-Oct.
" " " Nov.-Dec.
Monthly Printouts (W/D) June-July-Aug.
" " " Sept.-Oct.-Nov.-Dec.

1005
~~83-4~~ 12-86
" " "
" " "
" " "
" " "

1-1-87

Disposal:
2/2/87
JRE

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

64

Accession No.

Date Received

84W560

3-16-84 ✓

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

3. Phone

Room 200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

William R. Bartlett

6. No. of Cu.Ft.

1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-102 S-9	1	Control Tapes - March-Sept. 1983 ✓ NC	1005 #4 1/87 883-4 12-86
DISPOSAL			1-5-87 R.D.

84w 560
R 102
S 9

~~84w 560
R 102
S 9~~

~~4430
13
4427~~

4452
22

4430

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 WATERLOO ROAD (Rte > 175)
 P.O. BOX 275
 JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

DEPT. OF TRANSPORTATION


Reporting Agency Accession No.

STATE HIGHWAY ADMIN. -OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
82W241	SALISBURY LEDGER CARDS	1005	3		8	02/87	RECYCLED
80C190	PAYROLL JOURNALS	731	11	12/78-10/79	10		
82W245	VOUCHERS, MANUAL LIST	884	0-5	F/Y 78-1981	35		
82W250	AGENCY INTERFACE, EXPENSE STATEMENTS	884	0, 2, 7	7/80-12/80	3		
82W262	LEGISLATION, REPLACEMENT CHECKS	919	1		1		

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


 Signature

Records Center Mgr.
 Title

3/03/87
 Date

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

82W241

Date Received

12-9-81 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

859-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

8

7. Records Location (Center)

R 14
S-35

8. Box Numbers

9. Description of Records With Inclusive Dates

- 1. Salisbury Ledger Cards - 8 boxes
- 2. Districts 6 & 7
- 3. Bridge Maint. Districts 1,2,5
- 4. Districts 1,3,4,5,6,7, Lab, Central Depot, Sign & Traffic
- 5. District 5
- 6. All Shop Control, Bulk, District 4
- 7. Districts 4 & 5
- 8. Lab, Traffic, Central Depot, Finished Signs, Raw Material
- 9. Districts 2 & 3

1005
883-3

10. Disposal Authority (Schedule and Item No.)

~~12/86~~
" "
1-87
" "
" "
" "

DISPOSAL

1-20-87

R.A.

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL
AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

80 C 190

5-14-80 ✓

E

Signature

Paul Lambertson

Title

From: (Name, Division, Address or Agency)
State Highway Administration
Office of Finance & Program Mgt.
300 W. Preston Street

Building and Room

3. Phone

308

383-4414

4. To: State Records Center

Cheltenham

Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

10

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-16
55
R-12
S-8

1
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10

Payroll Journals 12/26/78 - 1/9/79
" " 1/23/79 - 2/6/79
" " 3/6/79 - 4/3/79
" " 4/17/79 - 5/1/79
" " 5/15/79 - 5/29/79
" " 6/12/79 - 6/26/79
" " 7/10/79 - 7/24/79
" " 8/7/79 - 8/21/79
" " 9/4/79 - 9/18/79
" " 10/2/79 - 10/16/79

731-11 07 80
12-80
1/87

1/13/87
JPL

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

82W245

Date Received

12-9-81

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

State Highway Administration
707 N. Calvert St.

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William B. Burdette

6. No. of Cu.Ft.

35

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-15
S1-2

1	DOT Manual List	4110171-4110512	884-1
2	" "	4110011-4110170	"
3	Vouchers	110001-1 0434	884-1
4	" "	110435-110893	"
5	" "	110894-111357	"
6	" "	210001-210422	"
7	" "	210766-211252	"
8	" "	211253-211610	"
9	" "	211611-211999	"
10	" "	212021-212458	"
11	" "	1-499 (TSO) F/Y 78	"
12	" "	310001-310623	"
13	" "	210423-210765	"
14	DOT Check Register & Interface	11/4/79-6/24/80	884-1
15	SHA Expense Statements	262717-264325	884-1
16	" "	264326-266256	"
17	" "	266257-268384	"
18	" "	268390-270103	"
19	Agency Interface	Jul. 1980 - Oct. 1980	884-2
20	Agency Interface	Nov. 1980 - Feb. 1981	"
21	Agency Interface	Mar. 1981 - June 1981	"
22	Agency Interface	Jun. 1981 - Sep. 1981	"
23	Voucher Register	Nov. 1978 - Dec. 1978	"
24	" "	July 1980 - Nov. 1980	"
25	" "	Dec. 1980 - Apr. 1981	"
26	" "	May 1981 - Sep. 1981	"
27	Vouchers F.Y 1977		884-1
28	Vouchers 139589-139881		"
29	Vouchers on Microfilm	Q62487-529463	"
30	" "	P26355-Q62486	"
31	Utility Auth.	30.0-777-5	884-0
32	1099 & Memos	1972-1978 Incl.	"
33	SHA Manual List	June 1980 - Sept. 1980	884-4
34	" "	Oct. 1980 - Jan. 1981	"
35	" "	Feb. 1981 - May 1981	"

1-1-87

1/16/87
9812

Complete at State Records Center

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

Date Received

82W250

12.9.81 ✓

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

Signature

State Highway Administration
707 N. Calvert St.

Title

2. Building and Room

3. Phone

4. To: State Records Center

Room 200

659-1442

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

William Burdette

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-15
S-2

1
2
3

DOT Agency Interface, CR, MCR, July 80 to June 81
Monthly Balances out Doc. March 80 to Oct. 80
SHA Expense Statements Register Jan 80 to Dec. 80

884-2
884-0
884-7

~~12/86~~

1-1-87

DISPOSAL

1-14-87

R.F.

E

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Complete at State Records Center

Accession No.

82W262

Date Received

12-9-81 ✓

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

State Highway Administration
707 N. Calvert St.

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-15
S-3

1

919 #1
Legislation, Replacement Checks, Advances 80
2

000-0 12/02

919 #1

1-1-87

DISPOSAL

1-14-87

R.J.

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

DEPT. OF TRANSPORTATION


Reporting Agency Accession No.

STATE HIGHWAY ADMIN. -OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
83W221	AUTH. CHANGES OBSOLETE, MANUAL LISTS	731-9,884-4		1/81-12/81	2	02/87	RECYCLED
84W6	FEDERAL AID BILLING SECTION	907	1,5	7/81-12/81	2		
84W588	GAS USAGE REPORTS	1005	1	1/83-9/83	1		
84W592	BI-WEEKLY LEAVE RECORDS	731	22		1		
85W455	BLOCK CONTROLS PAY 7-13	731	12	3/83-6/83	1		

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


Signature

Records Center Mgr.
Title

3/03/87

Date

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

83W221

Date Received

9-30-82

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

State Highway Administration
707 N. Calvert St.

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-29
S-13

1.
2.

Authorization Changes Obsolete Jan. 81-Dec. 81
Manual Lists JUNE 81-Oct. 81

731-9
884-4

12-86
"

1/1/87

1/16/87
gpc

(Use Plain Unlined Paper For Continuation Pages)

E

RECORDS TRANSMITTAL

AND RECEIPT

2603.05

Complete at State Records Center

Accession No.

Date Received

84W6

7-15-83

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

State Highway Administration
707 N. Calvert St. 21202

Signature

Paul C. Lamberson / ver

Title

Records Center Manager

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-29
S-1

1.
2.

Misc. & HPR-1(14)
Federal Aid A-BC

7/81-12/81
7/81-12/81

907-5
907-1

~~12/84~~
"
1/87

1/16/87
gpc

F NO RECEIPT

Accession No.

Date Received

84W588

3-16-84



Name, Division, Address or Agency)

Signature

Title

State Highway Administration
707 N. Calvert Street

Room and Floor

3. Phone

4. To: State Records Center

Room 200

659-1442

Waterloo

Signature: (Agency Official)

6. No. of Cu.Ft.

William Bendette

1 Box

8. Box Numbers	9. Description of Records with Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>1</p> <p>R-29</p> <p>S-19</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">ROOM 202 IN BACK</p>	<p>Gas Usage Reports Jan. - Sept. '83</p> <p>1/16/87</p> <p>GPB</p>	<p>883-1 72-86</p> <p>1005 #1- 1/87</p>

E

RECORDS TRANSMITTAL
AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W592

3-16-84

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

STATE HIGHWAY ADMINISTRATION
707 N. Calvert St.

Signature

Title

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Pt.

1

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

R-29
S-19

11-

Bi-Weekly leave record in RC & alphabetical order pay 21 & 23

731-22

12/86

1/87

1/16/87
GPI

RECORD TRANSMITTAL

AND RECEIPT

26.03.05

Complete at State Records Center

Accession No.

85W455

Date Received

1-18-85
10/30/84

From: (Name, Division, Address or Agency)

STATE HIGHWAY ADMINISTRATION
707 N. CALVERT STREET

Signature

Title

1. Building and Room

ROOM 200

3. Phone

659-1442

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

Hillman A. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-12 S-4	1	BLOCK CONTROLS PAY 7-13 3-83-6-83 INPUT 1/15/87 <i>[Signature]</i>	731-12 7-86

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

DEPT. OF TRANSPORTATION

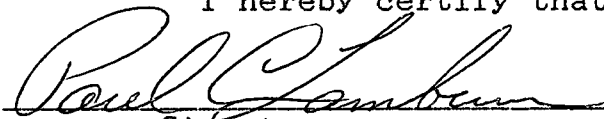
Reporting Agency Accession No.

STATE HIGHWAY ADMIN. -OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
86W290	COMPUTER PRINTSOUTS	907	5	1/83-12/83	1	02/87	RECYCLED
84W774	FINAL VOUCHERS	739	1D	1/81-2/9/81	1		
84W777	PERMANENT & TEMP. INPUTS	731	5	9/83-11/83	1		
84W506	PERMANENT & TEMP. INPUTS	731	5	7/83-9/83	2		
84W396	VOUCHER REGISTER	884	3	12/80-7/81	1		

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


Signature

Records Center Mgr.
Title

3/03/87

Date

EA

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 780-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a. AGENCY CODE: 29.02.01		ACCESSION NO. <i>26.03.05</i>		DATE REC'D <i>11-5-85</i>
b. AGENCY State Highway Administration		LOCATION RANGE <i>37</i>		SECTION <i>16</i>
c. DIVISION UNIT Office of Finance & Program Mgt.		NO OF DU. PT. <i>1</i>		RECORDS CENTER MANAGER
d. MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
e. AGENCY OFFICIAL <i>William R. Burdette</i> William R. Burdette		PHONE NO. 659-1442		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Computer Printouts 1/83 to 12/83	907-5 12-86 <i>1/87</i>
		<u>Disposal</u> 2-13-87 <i>R.A.</i>

E.

RECORDS TRANSMITTAL
AND RECEIPT

Complete at State Records Center

Accession No. 84W774	Date Received 6-4-84
--------------------------------	--------------------------------

1. From: (Name, Division, Address or Agency)
State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center
Waterlou

5. Signature: (Agency Official)
William R. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)

R-39

CS-27

8. Box Numbers

1.

9. Description of Records With Inclusive Dates

Final Vouchers 1-12-81 - 2-9-81

*Disposed:
2/14/87
JPL*

10. Disposal Authority (Schedule and Item No.)

739-D 07-86

#10

E.

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No. 84W777	Date Received 6-4-84 ✓
--------------------------------	----------------------------------

1. From: (Name, Division, Address or Agency)
State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center
Waterlou

5. Signature: (Agency Official)
William A. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>R-35</i> <i>S-12</i>	1.	Permanents & Temporary Inputs Pays 21, 22 & 23 9-28-83 - 11-8-83	731-5 1187 12-86
<i>Disposal:</i> <i>2/13/87</i> <i>JPB</i>			

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W506

3-16-84

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

b Waterloo

Signature: (Agency Official)

6. No. of Cu.Ft.

William Bennett

2 boxes

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-139 S-8	1	Permanent & Temporary Inputs Pay 16, 17, 18 7/20/83 - 8/30/83	731-5 ^{1/87} 12-86
	2	Permanent & Temporary Inputs Pay 19 & 20 8/81/83 - 9/27/83	" "

*Disposed:
2/14/87
gpc*

(Use Plain Unlined Paper For Continuation Pages)

F

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W396

2-1-84 ✓

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

William R. Brinkette

6. No. of Cu.Ft.

1

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-38 S-11	1	Voucher Register Dec. 1980-July 1981 <i>Disposed: 2/14/87 gpc</i>	884-3 <u>1187</u>

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

DEPT. OF TRANSPORTATION

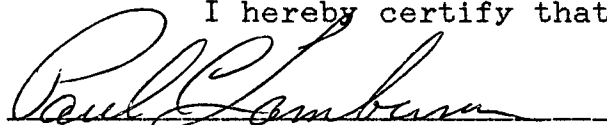
Reporting Agency Accession No.

STATE HIGHWAY ADMIN. -OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
84W403	CASH RECEIPTS BACKUP	799	2	4/83-6/83	1	02/87	RECYCLED
84W502	W4 FORMS (CUT OFF)	731	1	1/83-12/83	1		
84W557	GAS USAGE REPORTS	1005	1	1/83-09/83	1		
83W99	COMPLETION REPORTS FOR PROJECTS	1022	10	2/76-12/76	1		

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


Signature

Records Center Mgr.
Title

3/03/87

Date

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W403

2-1-84 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Co.Pt.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32
S-22

1.

Cash Receipts Backup April 83 - July 83
JUNE

799-2

~~118~~
12-86

1/87

*Disposal:
2/13/87
JPL*

RECORD TRANSMITTAL

Complete at State Records Center

E

NO RECEIPT

Accession No.

Date Received

84WS02

3-16-84 ✓

From: (Name, Division, Address or Agency)

Signature

State Highway Administration
707 N. Calvert Street

Title

Building and Room

3. Phone

4. To: State Records Center

200

659-1442

Waterloo

Signature: (Agency Official)

6. No. of Co.Pt.

William R. Burdette

1

Records Section (initials)

8. Box Numbers

9. Description of Records with Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1

W4 Forms (Cut Off)
1-1-83-12-20-83

731-1

1187
12-86

R 140
S 31

Disposed:
2/14/87
[Signature]

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

31

AND RECEIPT

Accession No.

Date Received

84W557

3-16-84 ✓

Signature

Title

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Building and Room

3. Phone

4. To: State Records Center

Room 200

659-1442

Waterloo

Signature: (Agency Official)

6. No. of Cu.Ft.

William R. Bentille

1

Records Section (center)

8. Box Numbers

9. Description of Records with Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1

Gas Usage Reports Jan. - Sept. '83

~~883-1~~ ~~12-86~~

R-102
S-9

RL

1005#1

1/87

DISPOSAL

1-5-87

R.A.

(Use Plain Unlined Paper For Continuation Pages)

E

AND RECEIPT

26.03.05

83W99

8-11-82 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-103

S-12

1

Completion Reports for projects closed Feb. 1976 through Dec. 1976

~~100~~
~~918-10 86/AR~~
~~918#10~~
3-1-87
1022
#10

Disposal

1-5-87

R.D.

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

DEPT. OF TRANSPORTATION

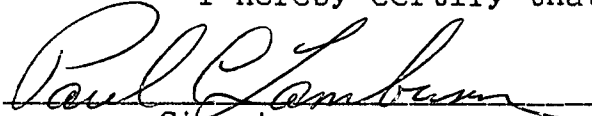
Reporting Agency Accession No.

STATE HIGHWAY ADMIN. -OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
84W793	BIWEEKLY LEAVE RECORDS, COMPENSATORY LEAVE RUN	731	22	7/81-12/81	4	02/87	RECYCLED
85W155	PERMENANT & TEMP. INPUTS EQUIPMENT & VEHICLE USAGE REPORTS	731 918	5 12,13	11/83-12/83 7/83-12/83	13		

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


Signature

Records Center Mgr.
Title

3/03/87

Date

REC RECEIPT

Accession No.

84W793

Date Received

6-4-84 ✓

1. Name, Division, Address or Agency)
State Highway Administration

Signature

Title

2. Building and Room

3. Floor

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Co.Pl.

4

7. Box Numbers	8. Description of Records (With Inclusive Dates)	10. Disposal Authority (Schedule and Item No.)
R-38	1. Biweekly leave records pay 15 thru pay 17 7/8/81 - 8/18/81	1187 731-22 12-86
S-28	2. Biweekly leave records pay 24-pay 26 ending date 12/28/81	731-22 12-86
	3. Biweekly leave records dates 8/19/81 - 9/29/81 pay ending 9/1/81 thru pay 20 ending 9/29/81	731-22 12-86
	4. Compensatory leave run pay 14 thru pay 26, 1981 dates 6/24/81 - 12/22/81	731-22 12-86

Disposed:
2/14/87
GPS

E.

X

RECORDS TRANSMITTAL

Complete at State Records Center

NO RECEIPT

26.03.05

Accession No. 85W155	Date Received 8-30-84
-------------------------	--------------------------

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 707 N. Calvert St.

Signature
 Title

2. Building and Room
 200

3. Phone
 659-1442

4. To: State Records Center
 Waterloo

5. Signature: (Agency Official)
William R. Burdette

6. No. of Cs.Pt.
 13 Boxes

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
R-38 S-24	1	Permanent and Temporary Inputs Pays 24, 25, 26 11-9-83-12-20-83	731-5	12-86
	2	Equipment Usage Report July, 1983	918-13	12-86
	3	" " " Aug. 1983	"	"
	4	" " " Sept. 1983	"	"
	5	" " " Oct. 1983	"	"
	6	" " " Nov. 1983	"	"
	7	" " " Dec. 1983	"	"
	8	Vehicle Usage July 1983	918-12	12-86
	9	" " Aug. 1983	"	"
	10	" " Sept. 1983	"	"
	11	" " Oct. 1983	"	"
	12	" " Nov. 1983	"	"
	13	" " Dec. 1983	"	"

Disposed:
 2/14/87
JPL

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

81W233

Reporting Agency

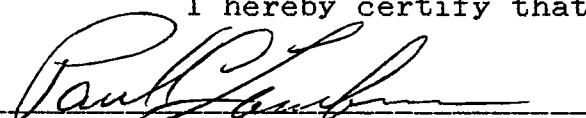
Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-3,9,10	DOT-STARS REPORTS MILEAGE REPORT PROJECT LEDGER CARDS DOTOTSO,SRA,OAS PAYROLL DIST.	858	27,39	8/78-12/80 FY 80 1969-79	5	9/86	BURNED

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


Signature

Records Center Mgr.
Title

10/07/86
Date

Change in Comp

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 798-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Partial

1. a) AGENCY CODE		ACCESSION NO.	DATE REC'D
b) AGENCY <i>SHA</i>		<i>81W 233</i>	
c) DIVISION/UNIT		LOCATION - RANGE	SECTION(S)
d) MAILING ADDRESS		<i>105</i>	<i>18-19</i>
e) AGENCY OFFICIAL		NO. OF CU. FT. <i>5</i>	
PHONE NO.		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<i>Boxes 1-3, & 9 & 10</i> <i>DOT - Stars Reports 8/78-12/80</i> <i>Mileage " FY 80</i> <i>Payroll Dist.</i> <i>DOT-TSO, SRA, OAS - 1976-79</i>	<i>858-</i> <i>27, 39</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

81W341

Reporting Agency

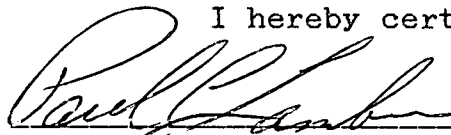
Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-5,7,8	CREDIT CARDS PASS CARDS PROJECT LEDGER CARDS	884	1	FY 79-80 3/1980 11/74	7	9/86	BURNED

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


Signature

Records Center Mgr.
Title

10/07/86
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Partial X

a) AGENCY CODE 1. SHA	ACCESSION NO. 81W341	DATE REC'D
b) AGENCY	LOCATION - RANGE SECTION(S) 37 5-6	
c) DIVISION/UNIT		
d) MAILING ADDRESS	NO. OF CU. FT. 7	
e) AGENCY OFFICIAL PHONE NO.	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
Boxes	<div style="font-size: 1.5em; font-family: cursive;"> 34 35 1-5 + 7 + 8 only Credit Cards - FY 79-81 Pass Cards - 3-1980 Project Ledger Cards - Closed - 11/74 </div>	884-1

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

80C189

Reporting Agency

Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
5,6-8	EQUIPMENT	488	12	4/79	4	9/86	BURNED
	GASOLINE TICKETS	883	1	7/78-1979			
	VEHICLE USAGE REPORTS			2/79			

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

Signature

Records Center Mgr.
Title

10/07/86

Date

Changed in Comp.

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1.		ACCESSION NO.	DATE REC'D
b) AGENCY SHA		80C189	
c) DIVISION/UNIT		LOCATION - RANGE	NO. OF CU. FT.
		40	4
d) MAILING ADDRESS		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL		PHONE NO.	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	Partial Box 5 488-12 6-8 883-1	
	Partial ⑤ Equip. 4-79 Gasoline Tickets 7-78+79 Vehicle Usage Report - 2-79	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 76W108

Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-6	RECONCILIATION OF P/R REVOLVING FUND	890	1	7/66-12/74	6	9/86	BURNED

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

Signature

Records Center Mgr.

Title

10/07/86_____

Date

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance and Program Management
 14. Preston Street

Signature
Tom M. Lamberson
 Title
 Record Management Technician

2. Building and Room
 S.H.A.
 Room 300

3. Phone
 383-6860

4. To: State Records Center
 Waterloo

5. Signature: (Agency Official)
William R. Burdette

6. No. of Cu.Ft.
 6

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range C Section 19-20 R103 S24	1	Reconciliation of P/R Revolving Fund 7-18-66 thru 5-1-70	Permanent 21 "
	2	" " " " 5-5-70 thru 4-30-71	
	3	" " " " 5-14-71 thru 7-21-72	
	4	" " " " 8-14-72 thru 7-10-73	
	5	" " " " 8-3-73 thru 5-24-74	
	6	" " " " 6-7-74 thru 12-20-74	

890-1
 7/86

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W414

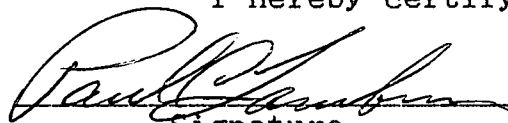
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-3	PERM. & TEMP. INPUTS	731	5	1/83-2/83	3	9/86	BURNED

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


Signature

Records Center Mgr.
Title

10/07/86
Date

E

RECORD TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No. 84W414	Date Received 2-1-84
-------------------------	-------------------------

1. From: (Name, Division, Address or Agency)
 State Highway Administration
 707 N. Calvert Street

Signature
 Title

2. Building and Room
 Room 200

3. Phone
 659-1442

4. To: State Records Center
 Waterloo

5. Signature: (Agency Official)
William A. Bartlett

6. No. of Co.Pt.
 3

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

R-39
 S-25

1.	Perm. & Temporary Inputs Pays 3&4	1/19/83-2/15/83	731-5	07-86
2.	" " " Pays 5&6	2/61/83-3/15/83	"	"
3.	" " " Pays 3&4	1/1/9/83-2/15/83	"	"

OK OK

07-86
 -
 -

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W398

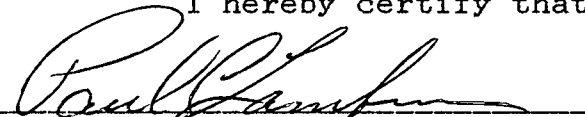
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-4	WORKING FUND, SPECIAL ACCOUNTS PAYROLL ALLOTMENTS	799	6	1981-83	4	9/86	BURNED

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


Signature

Records Center Mgr.
Title

10/07/86_____
Date

RECORDS TRANSMITTAL

E

AND RECEIPT

Complete at State Records Center

Accession No.

84W398

Date Received

2-1-84 ✓

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

3. Phone

Room 200

659-1442

4. To: State Records Center
Waterloo

Signature: (Agency Official)

William R. Bennett

6. No. of Cu.Ft.

4

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R-38 S-12</p>	1.	Working Fund Item 6, Cancelled Checks 3/81 - 6/30/83, Check Stubs 1/81-6/30/83, Deposit Tickets 7/80-6/30/83, Bank Statements 7/81-6/30/83	49-6 07-86
	2.	Working Fund Item 6, Petty Cash Reimbursements 7/81-6/30/83, Monthly Reconciliation 4/81-6/82 and 7/82 - 6/83	" "
	3.	Special Account 2/6/83, Deposit Tickets & Vouchers, Cancelled Checks & Check Stubs, Revolving Fund Deposit Tickets & Vouchers, Wire Transfer Receipts & Retirement Receipts	" "
	4.	Payroll Allotments 12/81-6/83, Checks, Deposit Tickets & Bank Statements, Security Deposits, Deposit Tickets, Rental Backups & Bank State-	" "

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W395

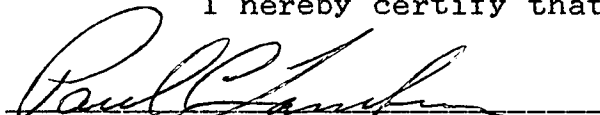
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-4	PETROLEUM TICKETS	1005	1	1982-83	4	9/86	BURNED

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


Signature

Records Center Mgr.
Title

10/07/86
Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W395

2-1-84 ✓

Signature

Title

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert Street

Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William J. ...

6. No. of Cu.Ft.

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-38
S-11

1.	Petroleum Tickets	Loc. 10, 11, 12, 13, 14, 43, 44, 45, 47, 48	1982-1983
2.	" "	Loc. 30, 31, 33, 34, 74	1982-1983
3.	" "	Loc. 20, 21, 22, 23, 24, 25, 26, 27, 28	1982-1983
4.	" "	Loc. 51, 52, 53, 55	1982-1983

883-1	07-86
"	"
"	"
"	"

~~1005~~
1005 #1
7/86

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W778

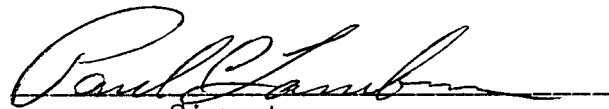
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	TRASACTION ANALYSIS BY SUB- OBJECT STARS A30482	892	4	11/82-5/83	1	9/86	BURNED

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



Signature

Records Center Mgr.

Title

10/07/86_____

Date

E

RECORDS TRANSMITTAL
AND RECEIPT

Complete at State Records Center

Accession No. 84W778	Date Received 6-24-84
-------------------------	--------------------------

From: (Name, Division, Address or Agency)
State Highway Administration
707 N. Calvert Street

Signature

Title

Building and Room

200

3. Phone

659-1442

4. To: State Records Center

Waterlou

Signature: (Agency Official)
William Burdette

6. No. of Cu.Ft.

1

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
R-37 S-20	1.	Transaction Analysis By Sub-object Stars A 30482 weekly Nov. 1982 - May 1983	892-4	07-86

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 86W289

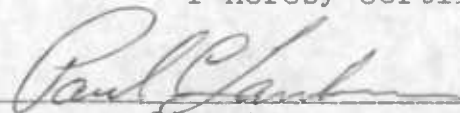
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	BC PROB-VOUCHERS R/W HISTORY FILE	907	5	6/83	1	9/86	BURNED

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



Signature

Records Center Mgr.

Title

10/07/86_____

Date

EA

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a. AGENCY CODE 29.02.01		ACCESSION NO. 26.03.05		DATE REC'D 11-5-85	
b. AGENCY State Highway Administration		86W289		11-5-85	
c. DIVISION UNIT Office of Finance & Program Mgt.		LOCATION RANGE 37	SECTIONS 15	NO OF DU. PT. 1	
d. MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202		RECORDS CENTER MANAGER			
e. AGENCY OFFICIAL <i>William R. Burdette</i> William R. Burdette		PHONE NO. 659-1442		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	BC Prob - Voucher BC 231-7-815 R/W History File 6/83	907-5 7-86

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W508

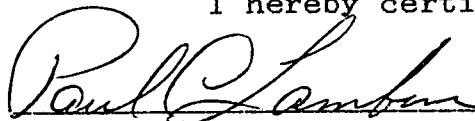
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-2	TRANSACTION ANALYSIS	892	4	1982-83	2	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W508

3-16-84 ✓

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Cu.Ft.

William R. Bourlet

2 BOXES

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-139 S-8	1	Transaction Analysis By Sub-Object Stars A 30482 - Monthly April - Sept. 83	892-4 07-85
	2	Transaction Analysis By Sub-Object Stars A 30482 - Monthly Nov. 82-March 83	" "

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W504

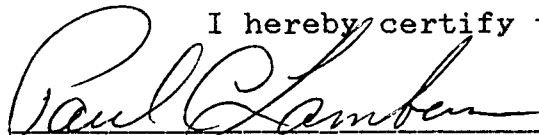
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-2	PERM & TEMP. INPUTS	731	5	3/83=4/83	2	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.
84W504

Date Received
3-16-84 ✓

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

Signature

STATE HIGHWAY ADMINISTRATION

Title

2. Building and Room

3. Phone

200

659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William R. Bartlett

6. No. of Cu.Ft.

2 Boxes

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-139 S-8	1	Permanent & Temporary Inputs Pay 7, 8, & 9 3/16/83 -4/26/83	731-5 07-86
	2	Permanent & Temporary Inputs Pay 10 4/27/83	" "

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center ✓

Accession No.

Date Received

81 W 39

12-18-80

From: (Name, Division, Address or Agency)
State Highway Administration
Office of Finance & Program Mgt.
300 W. Preston Street

Signature

Paul C. Lamberson

Title

Rec'd Center - Manager

2. Building and Room

3. Phone

308

383-4414

4. To: State Records Center

Cheltenham

Watuboo

5. Signature: (Agency Official)

William R. Buntate

6. No. of Cu.Ft.

22

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates
F/Y 80

10. Disposal Authority (Schedule and Item No.)

R 7
S28-29

- 1
- 2
- 3
- 4
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- 20
- 21
- 22

- 025839-026075
- 026076-026313
- 026314-026644
- 026645-026961
- 026962-027214
- 027215-027423
- 027424-027672
- 027673-027928
- 027929-028115
- 028116-028382
- 028383-028588
- 028589-028845
- 028846-029081
- 029082-029453
- 029454-029667
- 029668-029923
- 029924-030164
- 030165-030388
- 030389-030637
- 030638-030892
- 030893-031118
- 031119-031375

VOUCHERS

853-1
884 # 1
+990
7-1-85

8/23/86

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 78W170

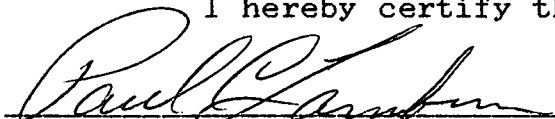
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-30	VOUCHERS, JOURNAL VOUCHERS			FY-77-78	30	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

AND RECEIPT

Accession No.

Date Received

78W170

January 31, 1978 ✓

From: (Name, Division, Address or Agency)
 State Highway Administration
 Office of Finance & Program Management
 300 West Preston Street

Signature

Title

Record Management Technician

2. Building and Room

S.H.A.
 Room 300

3. Phone

383-4462
 659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R Burdette

6. No. of Cu.Ft.

30

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~Range 8-9
 Section 23-24 & 1~~

*Range 5
 Section 32-33*

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
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- 25
- 26
- 27
- 28
- 29
- 30

Vouchers F/Y 78

Journal Vouchers F/Y 77

802341 - 802647
 802648 - 802956
 802957 - 803228
 803229 - 803744
 803745 - 804173
 804174 - 804573
 804574 - 804973
 804974 - 805356
 806990 - 807313
 807314 - 807593
 807594 - 807902
 807903 - 808195
 808196 - 808422
 808423 - 808756
 808757 - 809006
 809007 - 809274
 809275 - 809602
 809603 - 809894
 809895 - 810194
 810195 - 810439
 810440 - 810796
 810797 - 811133
 811134 - 811478
 811479 - 811814
 811815 - 812152
 812153 - 812495
 812496 - 812862
 812863 - 813130
 813131 - 813469

~~329-1~~

~~653-1~~

884-1

~~1988~~

7-1-83

*8/23/86
 PCZ*

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 81W246

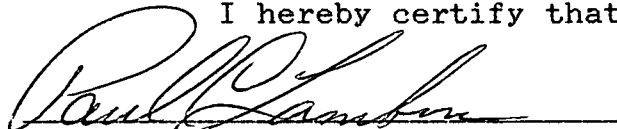
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-3	REQUISITIONS, PURCHASE ORDERS	885	1-2	FY 81	3	8/86	BURNED

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


Signature

Records Center Mgr.
Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81 W 246

3-31-81 ✓

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

State Highway Administration
Office of Finance & Program Mgt.
Baltimore, MD 21202

Signature

Title

2. Building and Room

707 N. Calvert St.
Room 200

3. Phone

659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

S20 R105

1
2
3

Requisitions FY 1981 #1
Purchase Orders FY 1981
Purchase Orders FY 1981 #2

885-#s 192

7-1-85

Disposed

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 81W237

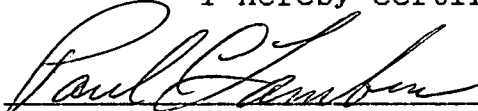
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-50	VOUCHERS	884	1	FY 81	50	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

AND RECEIPT

Accession No. 81W 237	Date Received 3-31-81 ✓
Signature Paul C. Lamberson	
Title Record Center Manager	
4. To: State Records Center Waterloo	
6. No. of Cu.Ft. 50	

1. From: (Name, Division, Address or Agency)
**J. H. A.
OFFICE Finance + Program
mgt.**

2. Building and Room
308

3. Phone
383-6860

5. Signature: (Agency Official)
Roll 191B

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item N)
R-105 S-15-16	1	Vouchers F/Y 81 107717 - 107960	884H3 <u>1971</u> 7-1-86
	2	107961 - 108255	
	3	108256 - 108496	
	4	108497 - 108710	
	5	108711 - 108979	
	6	108980 - 109270	
	7	109271 - 109625	
	8	109626 - 109991	
	9	109992 - 110251	
	10	110252 - 110468	
	11	110469 - 110688	
	12	110689 - 110892	
	13	110893 - 111129	
	14	111130 - 111325	
	15	111326 - 111560	
	16	111561 - 111710	
	17	111711 - 111927	
	18	111928 - 112190	
	19	112191 - 112383	
	20	112384 - 112756	
	21	112757 - 112995	
	22	112996 - 113235	
	23	113236 - 113456	
	24	113457 - 113814	
	25	113815 - 114034	
	26	114035 - 114215	
	27	114216 - 114450	
	28	114451 - 114750	
	29	114751 - 115161	
	30	115162 - 115450	
	31	115451 - 115680	
	32	115681 - 115913	
	33	115914 - 116207	
	34	116208 - 116436	

AND RECEIPT

		Accession No. 81 W 237	Date Received 3-31-81
F. From: (Name, Division, Address or Agency) S.H.A. Office Terminal Prog. Mgt.		Signature	
		Title	
2. Building and Room 308	3. Phone 383-6860	4. To: State Records Center	
5. Signature: (Agency Official)		6. No. of Cu.Ft. 50	

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
	35	Vouchers F/Y 81	
	36	116437 - 116697	
	37	116698 - 116991	
	38	116992 - 117333	
	39	117334 - 117643	
	40	117644 - 117983	
	41	117984 - 118294	
	42	118295 - 118609	
	43	118610 - 118893	
	44	118894 - 119274	
	45	119275 - 119635	
	46	119636 - 120062	
	47	120063 - 120344	
	48	120345 - 120712	
	49	120713 - 121045	
	50	121046 - 121393	
		121394 - 121718	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 81W236

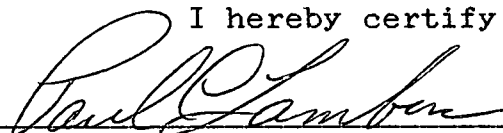
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-7	VOUCHERS	884	1	FY 81	7	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

2

SECRET TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

81W 236

3-31-81 ✓

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

S.H.A.

OFFICE OF FINANCE & PROS. Mgt.

Signature

Paul C. Lamberson G/B

Title

Record Center - Manager

2. Building and Room

308

3. Phone

383-6860

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

Shall, G/B

6. No. of Cu.Ft.

7

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-105 S-14 15	1 2 3 4 5 6 7	Vouchers F/Y 81 105549 - 105804 105805 - 106142 106143 - 106378 106379 - 106706 106707 - 107112 107113 - 107384 107385 - 107716	529-1 653 #1 1991 884 #1 7-1-86

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 81W234

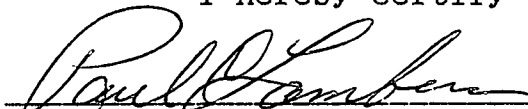
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-31	VOUCHERS	884	1	FY 80-81	31	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

A

AND RECEIPT

Accession No.

Date received

814 234

3-31-81



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

Signature

SH.A.
OFFICE OF FINANCE Prog. Mgt.

Paul C. Lamberson SIB

Title

Record Center - Manager

2. Building and Room

3. Phone

4. To: State Records Center

308

383-6860

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

TROLL/GRB.

31

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-105
S-13

8. Box Numbers	9. Description of Records With Inclusive Dates
	Vouchers F/Y 80
1	042989 - 043296
2	043297 - 043557
3	043558 - 043786
4	043787 - 044068
5	044069 - 044339
6	044340 - 044566
7	044567 - 044884
8	044885 - 045161
9	045162 - 045482
10	045483 - 045734
11	045735 - 045954
12	045955 - 046205 - FY 81
13	100001 - 100304
14	100305 - 100599
15	100600 - 100854
16	100855 - 101122
17	101123 - 101518
18	101519 - 101845
19	101846 - 102121
20	102122 - 102401
21	102402 - 102725
22	102726 - 103000
23	103001 - 103282
24	103283 - 103521
25	103522 - 103861
26	103862 - 104102
27	104103 - 104383
28	104384 - 104625
29	104626 - 104938
30	104939 - 105252
31	105253 - 105548

653+

1980

884 # 31

7-1-86

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 84W27

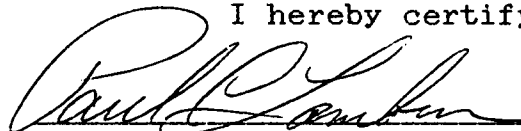
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	COPIES OF LOST CHECKS	919	2		1	8/86	BURNED

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



Signature

Records Center Mgr.

Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W27

7-15-83 ✓

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

State Highway Administration
707 N. Calvert St. 21202

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William A. Burdette

6. No. of Cu.Ft.

1.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-26
S-14

1.

Copies of lost checks

919-2 7-86

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION 82W535

Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1-2	EXPENSE CHECKS	884	6	7/81	2	8/86	BURNED

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



Signature

Records Center Mgr.
Title

08/26/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

26.03.05

Accession No.

82W535

Date Received

5-11-82

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-29
S-18

1
2

Expense Checks 947317-950510 7-81
" " 500000-505099 "

884-6 07-86
" "

7-1-82

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

STATE HIGHWAY ADMINISTRATION

Reporting Agency

OFFICE OF FINANCE

81W342

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Incl. Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1-10	PAYROLL CHECKS, INVENTORY 509L	489 883	9 2	8/80-10/80 1974-6/78	10	3/86	RECYCLED

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


 Signature

RECORDS CENTER MANAGER

Title

4/9/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81 W 342

3-31-81

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

State Highway Administration
Office of Finance & Program Mgt.
Baltimore, MD 21202

Signature

Title

2. Building and Room

707 N. Calvert St.
Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

10

1986

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R37 S5

1

Payroll Checks

8/26/80 - 9/9/80

874600-879599

2

"

9/9/80 - 9/23/80

879600-884599

3

"

9/23/80

884600-889699

4

"

9/23/80 - 10/7/80

889700-894799

5

"

10/7/80 - 10/21/80

894800-901499

6-7-82

6

Inventory 509L

1974-1977

058000-061999

7

"

1975-1977

067000-069999

014001-041823

8-9-83

8

Inventory 509L

1974-June 1978

054000-057999

9

"

1974-June 1978

062000-066999

10

"

1977-June 1978

075000-083999

489
731 # 9
7-1-87

883 # 2

883 #

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

STATE HIGHWAY ADMINISTRATION

Reporting Agency
OFFICE OF FINANCE 83W213

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Incl. Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-8	DOT-GENERAL/PROJECT REPORTS MILEAGE REPORTS	858-16 858-27		1/82-5/82 1/82-6/82	8	3/86	RECYCLED

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


Signature

RECORDS CENTER MANAGER

Title

4/9/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

83W213

9-30-82

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William J. ...

6. No. of Cu.Ft.

8

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-34
S-20

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

DOT-General/Project Reports January, 1981
 " " " " February, 1982 (Univac)
 " " " " February, 1982 "
 " " " " February, 1982 (Burroughs)
 " " " " March, 1982
 " " " " April, 1982
 " " " " May, 1982
 Mileage Reports January, 1981 - June, 1982-OAS, SR

858-16 7/85
 " "
 " "
 " "
 " "
 " "
 " "
 " "
 858-27 "

7-1-85

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

STATE HIGHWAY ADMINISTRATION

Reporting Agency

OFFICE OF FINANCE

84W446

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Incl. Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-3	VEHICLE USAGE REPORTS	918	12	10/82-12/82	3	2/86	RECYCLED

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


 Signature

RECORDS CENTER MANAGER

Title

4/7/86

Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W446

2-18-84

Signature

Title

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

STATE HIGHWAY ADMINISTRATION
707 N. CALVERT STREET

2. **Building and Room**

200

3. **Phone**

659-1442

4. **To:** State Records Center

WATERLOO

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

William R. Burnett

6. **No. of Cu.Ft.**

3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-28 S-34	1	VEHICLE USAGE REPORTS OCT. 1982	918-12 12-85
	2	" " " NOV. 1982	" "
	3	" " " DEC. 1982	" "

*Disposed
2-20-86*

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

CERTIFICATE OF RECORDS DISPOSAL

STATE HIGHWAY ADMINISTRATION

Reporting Agency

OFFICE OF FINANCE

84W445

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

No.	Description of Records Inclu's Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-3	EQUIPMENT USAGE REPORT	918	13	10/82-12/82	3	2/86	RECYCLED

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


Signature

RECORDS CENTER MANAGER

Title

4/7/86

Date

RECORD TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W445

2-16-84

1. **From:** (Name, Division, Address or Agency)
 STATE HIGHWAY ADMINISTRATION
 707 N. CALVERT STREET

Signature

Title

2. **Building and Room**

200

3. **Phone**

659-1442

4. **To:** State Records Center

WATERLOO

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

William Burdette

6. **No. of Co.Ft.**

3

7. **Records Location (Center)**

8. **Box Numbers**

9. **Description of Records with Inclusive Dates**

10. **Disposal Authority (Schedule and Item No.)**

R-28

S-34

1

EQUIPMENT USAGE REPORT OCTOBER 1982

918-13 12-85

2

" " " NOVEMBER 1982

" "

3

" " " DECEMBER 1982

" "

*Disposed
2-20-84*

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

CERTIFICATE OF RECORDS DISPOSAL

STATE HIGHWAY ADMINISTRATION

Reporting Agency

OFFICE OF FINANCE

Division or Bureau

83W240

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Inclu's Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-12	EQUIPMENT, VEHICLE USAGE REPORTS, GAS TICKETS	918	12,13	1982	12	2/86	RECYCLED

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


 Signature

RECORDS CENTER MANAGER

Title

4/7/86

Date

AND RECEIPT

Accession No.

Date Received

83W240

9-30-82

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

State Highway Administration
707 N. Cavlert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

12

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)		
R-26 S-7	1.	Equipment Usage Report	Jan. 1982	918-13	07-85
	2.	Vehicle Usage Report	Jan. 1982	918-12	"
	3.	Equipment Usage Report	Feb. 1982	918-13	"
	4.	Vehicle Usage Report	Feb. 1982	918-12	"
	5.	Equipment Usage Report	March 1982	918-13	"
	6.	Vehicle Usage Report	March 1982	918-12	"
	7.	Equipment Usage Report	April 1982	918-13	"
	8.	Vehicle Usage Report	April 1982	918-12	"
	9.	Equipment Usage Report	May 1982	918-13	"
	10.	Vehicle Usage Report	May 1982	918-12	"
	11.	Gas Tickets	Oct. 1981-April 1982	918-12	"
	12.	" "	May 1982	918-12	"

*Disposal
2-50-86*

7-1-85

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

CERTIFICATE OF RECORDS DISPOSAL

STATE HIGHWAY ADMINISTRATION

Reporting Agency
 OFFICE OF FINANCE 82W111
 Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-9	DOT VOUCHERS	884-	1	FY77-79	9	2/86	RECYCLED

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


 Signature

RECORDS CENTER MANAGER
 Title

4/7/86
 Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

82 Will

8-7-81

From: (Name, Division, Address or Agency)
State Highway Administration of Maryland
707 N. Calvert St.
Baltimore, Md. 21203

Signature

Paul C. Lamberson G.B.

Title

Records Center Manager

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Burdette

6. No. of Cu.Ft.

21

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-27

1

DOT Vouchers 4-301-4-737A F/Y 79

2

" " 6-1 to 6-836 F/Y 79

3

Closed Data June 80 B/L's

4

Vouchers 7-1 to 7-422 F/Y 77

5

" 2-1 to 2-359, 7-544 to 7-575 F/Y 80

6

Alpha Green Copies Vouchers F/Y 80

7

Vouchers 4-1 to 4-300 F/Y 79

8

Closing Statements Budget Statements 120' F/Y 79

9

Transmittal Lists F/Y 79

884-1

7-1-85

MISSING 858-21
7-82

Section

33

MISSING

*Despand
2-20-86*

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

PARTIAL

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.01

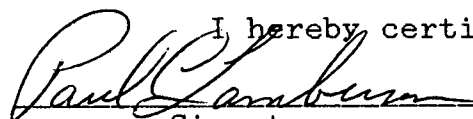
STATE HIGHWAY ADMINISTRATION

Reporting Agency Accession No.

OFFICE OF PROJECT PLANNING

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
84W637	CORRESPONDENCE MAPS & INVOICES	944	1		26	9/87	RECYCLED


Signature

Records Center Mgr.
Title

I hereby certify that the above listed records were disposed of as indicated.
11/02/87
Date

Partial

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.03.01		ACCESSION NO.	DATE REC'D
b) AGENCY SHA		84W637	4-18-84
c) DIVISION/UNIT Project Planning		LOCATION - RANGE 141	SECTION(S) 1-3
d) MAILING ADDRESS		NO. OF CU. FT. 26	
e) AGENCY OFFICIAL		PHONE NO.	
		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
	Correspondence Maps + Invoices Boxes - 1, 4, 6, 14, 16-17, 19, 21-23, 25-26, 28-29, 31-32, 34-35, 37-38, 40, 54, 62-65	Sch # 944 Item #1	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.06

STATE HIGHWAY ADMINISTRATION

Reporting Agency Accession No.

SPECIAL HAULING PERMITS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W168	PERMITS- PINK COPIES	491	1-4	1/83-6/83	14	9/87	RECYCLED


Signature

Records Center Mgr.
Title

I hereby certify that the above listed records were disposed of as indicated.
11/02/87
Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

26-03.06

Accession No.

85W168

Date Received

8-31-84

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

State Highway Administration
Special Hauling Permits
707 N. Calvert St. Balto, Md.

Signature

Title

2. Building and Room

114

3. Phone

659-1597

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

6. No. of Cu.Ft.

14 - Boxes of Pink Copies --- 1983

7. Records Location (Center)

8. Bcx Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-26
S-12

- 1 January - June 1983 Pink Copies
- 2 A.A. MOBILE MARKET TO BRIARWOOD ESTATES
- 3 Brigham & Day Paving Co. Inc. to Daily Express (January to March)
- 4 Daily Express (April to June) to George Transfer and Rigging.
- 5 Gleaton Mobile Homes to Homes By Keystone
- 6 G.V. Hooper Inc. to Keystone Contractors Inc.
- 7 Kibler Construction to Maryland Permit Service (January and February)
- 8 Maryland Permit Svc.(March thru Junel4th)
- 9 Maryland Permit Svc. (June 15th thru 30th) to Moss Trucking.
- 10 William Mossburg Jr. Inc to Piney Branch Motor
- 11 Pleasant Excavating Co. Inc. to Swanson Boat
- 12 T & C Mobile Park Sales to Transceiver of Md (January thru April)
- 13 Transceiver of Md. (May & June) to Virginia Mobile Homes.
- 14 W.W. Fabrications to Western Union(Jan to June)
- Whetstone Corp. to Zook & Yoder
- Federal Gov't Permits #248777 to 299135 (No Charge) Blankets 040922 to 041824
- State Gov't 1981-1982-1983 - No Charge Permit # 185939 - 296582
- Blankets # 038860 - 044926

~~41987~~
Sch 491
#1-4
7/86
7/87

Disposal:
8-20-87
JPG

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

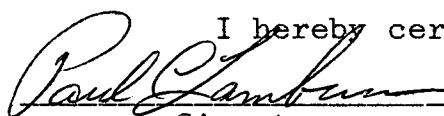
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
84W794	TRAIL BALANCE, PROOF LIST	907	5	6/80-5/81	2	9/87	RECYCLED

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


Signature

Records Center Mgr.
Title

11/02/87
Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W794

6-4-84 ✓

1. From: (Name, Division, Address or Agency)
State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room
200

3. Phone
659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William B. Bennett

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-36

- 1. Trial Balance Dec. 80 - May 81
- 2. First Proof List - June 80 - March 81

907-5 07-87

907-5 07-87

S-26

DISPOSAL
9-9-87

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

STATE HIGHWAY ADMINISTRATION

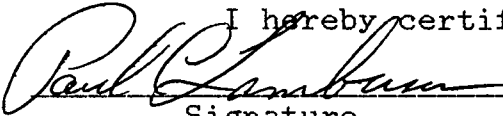
Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
83W222	EXPENSE ACCTS. MANUAL LISTS	884	4,5	12/81-4/82	2	9/87	RECYCLED
83W223	BILLWORD PAID,	897A	4	7/77--6/80	2		
85W327	MACHINE BLOCK CONTROL	731-5,12 907-4,5	892-4,9	10/83-5/84	19		
84W26	SHA MANUAL LIST-VOUCHERS	884	4	FY 83	1		
83W241	BALANCE CARDS	1005	3,4		11		
83W237	EXPENSE ACCOUNTS CHECKS	884	6		3		

I hereby certify that the above listed records were disposed of as indicated.
11/02/87


Signature

Records Center Mgr.
Title

Date

E

UNITED STATES GOVERNMENT

AM RECORDS

26.03.05

83W 222

9-30-82

State Highway Administration
707 N. Calvert Street

1. Building and Room Room 200	3. Phone 659-1417	4. To: State Records Center Waterloo
5. Signature: (Agency Official) <i>William Bunselle</i>		6. No. of Cu.Ft. 2

R-32
S-5

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Auth (Schedule and It
	1. 2.	Expense Accounts 273728-275629 Manual Lists Dec. 81 - Apr. 82 <u>DISPOSAL</u> <u>9-2-87</u>	884-5 07-87 884-4 " <u>2/1/87</u>

(Use Plain Unlined Paper For Continuation Pages)

E

2603.05

83W223

9-30-82 ✓

FROM (Name, Title, Address of Agency)
 State Highway Agency
 17 S. Calvert Street

1. Material and Date
 11-28-80

2. Name
 RFD-16

3. Signature: (Agency Official)
William Burdette

4. No. of Cu.Ft.
 2

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and It.)
R-34 S-22	1. 2.	Billwork Paid July 79 - June 80 General Bills Paid July 77 - June 78 <u>DISPOSAL</u> 9-2-87	897-4 ^A 07-87 " 7-85 <u>11187</u>

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

85W327

10/30/84

Signature

Title

From: (Name, Division, Address or Agency)

STATE HIGHWAY ADMINISTRATION
707 N. CALVERT STREET, BALTO. MD 21202

2. Building and Room

3. Phone

ROOM 200

659-1442

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

William B. Bennett

6. No. of Cu.Pt.

19

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-26
S-2

- | | | |
|----|--|-------------|
| 1 | MACHINE BLOCK CONTROL PAY 22-PAY 3
10/83 - 1-84 AND
MANUAL BLOCK CONTROLS PAY 24 & Pay 9
11/83 - 4/84 | 731-12 7-87 |
| 2 | PERMANENT & TEMPORARY INPUTS PAY 6,7,8
2-29-84 - 4-10-84 | 731-5 7-87 |
| 3 | PERMANENT & TEMPORARY INPUTS PAY 9,10,11
4/11/84 - 5/22/84 | " " |
| 4 | PERMANENT & TEMPORARY INPUTS PAY 12 & 13
5/23/84 - 6/19/84 | " " |
| 5 | PERMANENT & TEMPORARY INPUTS PAY 15 7-83
Pay 2 1-84 | " " |
| 6 | BUDGET EXPENDITURE & ENCUMBRANCES BY
SUB-OBJECT STARS A 30451 JULY 1980-
JULY 1982
JUNE | 892-9 7-87 |
| 7 | TRANSACTION ANALYSIS BY SUB-OBJECT STARS
A 30482 FEBRUARY - MAY 1984 | 892-4 7-87 |
| 8 | SECOND PROOF MAY-JUNE 1984 | 907-5 7-87 |
| 9 | FEDERAL AID BILLING TEST BILL
2/84 - 5/84 | |
| 10 | TEST R/W TRANSACTIONS 3/84 - 5/84
HISTORY FILE 2ND PART 2/84 AND
MASTER FILE AND TEST BILL 2/84 - 5/84 | |

Disposal:
8-20-87

JPL

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

10/30/84

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION
707 N. CALVERT STREET, BALTO. MD

Title

2. Building and Room

3. Phone

ROOM 200

659-1442

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

6. No. of Cu.Ft.

William R. Smith

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

11

1st AND 2nd PROOF LIST AND TEST BILLING
2/84 - 5/84

907-5 7-87

12

STATE AND FEDERAL TRIAL BALANCES
AND TEST BILL 2/84 - 5/84

" "

13

HISTORY FILE AND TEST BILL 2/84 - 3/84

" "

14

HISTORY FILE AND TEST BILL 4/84 - 5/84

" "

15

HISTORY FILE 12/83 - 2/84

" "

16

TRIAL BALANCE JULY 83' - 9-83'

907-4 7-87

17

R.O.W. HISTORY FILE ALL ACTIVE PROJECTS
AS OF BEGINNING 12-31-82

" "

18

HISTORY FILE 4-83 - 7-83

" "

19

FEDERAL AID BILLING 12/83 - 5/84

" "

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W26

7-15-83 ✓

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

State Highway Administration
707 N. Calvert St. 21202

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William B. Bunde

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-26
S-14

1.

SHA Manual List Jan. 82-Feb. 82 F/Y 83 Vouchers

884-4

07-87

Disposal:

9-1-87

AND RECEIPT

26.03.05

Accession No.

83W241

Date Received

9-30-82

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Sandette

6. No. of Cu.Ft.

11

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Author (Schedule and Item)

R-26
S-17

- | | | |
|-----|-------------------------|-------------------|
| 1. | Zero Balance Cards | Districts 1 & 2 |
| 2. | " " (521K) | " 2,3 & 41K |
| 3. | " " " | " 4,5 to 53K |
| 4. | " " " | " 5,6-70-71 |
| 5. | " " " | R.C.'s 74-80 & 82 |
| 6. | Filled Cards | All Districts |
| 7. | Weekly Proof Lists | Jan:-Feb. |
| 8. | " " " | March-April |
| 9. | " " " | May-June |
| 10. | Monthly Printouts (W/D) | Jan.-Feb. |
| 11. | " " " | " March-April-May |

1005
~~883-3~~ 07/87

1005
~~883-4~~ 7-87

7-1-87

Disposal
9-1-87

E

26.03.05

83W237

9-30-82 ✓

State Highway Administration
107 N. Calvert Street

2. Building and Room Room 200	3. Phone 659-1442
----------------------------------	----------------------

To: State Records Center
Waterloo

5. Signature: (Agency Official)
William R. Burdette

6. No. of Cu.Ft.
3

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
<i>R-26</i> <i>S-23</i>	1.	Employees' Expense Account Checks 505100-509999	884-6 07/8
	2.	" " " " 510000-512166	" "
	3.	" " " " 512167-517599	" "
			<i>7-4-87</i> <i>Disposal:</i> <i>9-1-87</i> <i>JRC,</i>

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (Rte> 175)
F.O. BOX 275
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

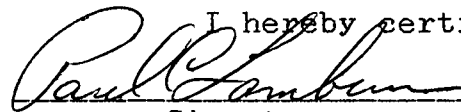
STATE HIGHWAY ADMINISTRATION

Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
86W293	COMPUTER CHARGE	907	1,5	7/82-6/84	2	9/87	RECYCLED
86W572	PERM & TEMP INPUTS	731-5,	892-7,10	1/83-6/84	3		
84W378	POTOMAC ELECTRIC MANUALS	884	10		1		
84W386	AGENCY INTERFACE TRANS.	884	2	10/81-6/82	2		
84W387	VOUCHER REGISTER	884	3	10/81-5/82	2		
83W216	EXPENSE ACCOUNTS	884	5		3		


Signature

Records Center Mgr.
Title

I hereby certify that the above listed records were disposed of as indicated.
11/02/87
Date

EA

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE: 29.02.01	26.03.05	ACCESSION NO. 86W293	DATE RECD 11-5-85
b) AGENCY: State Highway Administration		LOCATION RANGE 37	SECTIONS 10
c) DIVISION UNIT: Office of Finance & Program Mgt.			NO OF CL. FT. 2
d) MAILING ADDRESS: 707 N. Calvert Street Baltimore, Maryland 21202		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL: <i>William R. Burdette</i> William R. Burdette	PHONE NO. 659-1442	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
1 (missing)	Computer Charges 7/82 to 9/82 also 4/84 to 6/84	907-5	7-87
2	Closed Projects F.A.B. - BC 1/84 to 6/84	907-1	7-87
<u>DISPOSAL</u> 9-10-87			

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 376 JESSUP, MD 20794 (TELEPHONE - 706-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY CODE 29.02.01		ACCESSION NO. 26-03-05 26-03-05		DATE REC'D 86W572 4-14-86	
B. AGENCY State Highway Administration		LOCATION RANGE 37		SECTIONS 9	
C. DIVISION UNIT Office of Finance & Program Management		NO. OF COPIES 3		RECORDS CENTER MANAGER	
D. MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL <i>William R. Burdette</i> William R. Burdette		PHONE NO. 659-1442			

1. BOX NUMBERS	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY (SCHEDULE ITEM NO., DISPOSAL DATE)	
1	Perm & Temp Inputs Pay 1 12-21-83 to 1-2-84	731-5	7-87
2	Revenue Trans Analysis 7/80 to 6/84 STARS A30415	892-7	7-87
3	Details of Transaction January to June 1984 Posted A30401	892-10	7-87
<p>DISPOSAL</p> <p>≡ 9-10-87</p>			

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W378

2-1-84 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

6. No. of Cts.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32
S-32

1.

B, G & E Potomac Electric Manuals

884-10 07-87

DISPOSAL

9-2-87

E

RECORD TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W386

2-1-84 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Co.Pt.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32

S-31

1.
2.

Agency Interface Trans. October 1981-Feb. 1982
" " " " March 1982-June 1982

884-2

07-87

Disposal

9-2-87

E

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W387

2-1-84 ✓

Signature

Title

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

State Highway Administration
707 N. Calvert Street

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center
Waterloo

5. Signature: (Agency Official)

William R. Burnett

6. No. of Co.Pt.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32
S-29

1.
2.

Voucher Register Oct. 81-Jan. 82
" " Feb. 82-May 82

884-3 07-87
" "

Disposal

9-2-87

E

AND RECEIPT

26.03.05

Accession No.

83W216

Date Received

9-30-82 ✓

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

State Highway Administration
707 N. Calvert Street

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William R. Buntette

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-33
S-6

1.
2.
3.

Expense Accounts 275600-276678
" " 276680-278256
" " 278257-279800

884-5 7-27
"
"

7-1-87

DISPOSAL

9-2-87

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 WATERLOO ROAD (Rte> 175)
 P.O. BOX 275
 JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

26.03.05

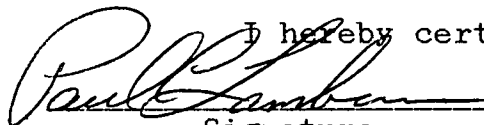
STATE HIGHWAY ADMINISTRATION

Reporting Agency Accession No.

OFFICE OF FINANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W171	REQUISITIONS, PURCHASE ORDERS	885 918 731	2 12 5	7/81-6/82	6	9/87	RECYCLED
84W532	HIGHWAY SAFETY	889	1		4		
84W534	STARS REPORTS	858	39	7/81-6/82	3		
84W535	EXTERNAL AUDITS	889	1				
84W536	PRECONTRACT	889	1	1980-81	10		


 Signature

I hereby certify that the above listed records were disposed of as indicated.
 11/02/87
 Records Center Mgr. Date
 Title

E

J

RECORDS TRANSFER

AND RECEIPT

26.03.05

Complete at State Records Center

From: (Name, Division, Address or Agency)

State Highway Administration
707 N. Calvert St.

Accession No.

85W171

Date Received

8-31-84

Signature

Title

Building and Room

200

3. Phone

659-1442

4. To: State Records Center
Waterloo

Signature: (Agency Official)

William Burdette

6. No. of Cs.Ft.

6 Boxes

1. Records Section (or)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
R-140 S-33	1	Requisitions Purchase Order A-K July 1, 1981 - June 30, 1982	885-2	07-87
	2	Purchase Order L-Z July 1, 1982 - June 30, 1982	885-2	07-87
	3	Vehicle Usage Reports Jan. 1984	918-12	07-87
	4	" " " Feb. 1984	"	"
	5	" " " March 1984	"	"
	6	Permenent and Temporary Inputs Pays 3,4,5 1-16-84-2-28-84	731-5	07-87

DISPOSAL

9-22-87

E



RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84W532

3-16-84

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

State Highway Administration
707 N. Calvert Street
(External Audits)

Signature

Title

2. Building and Room

200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

William B. Bartlett

6. No. of Co.Pt.

4 BOXES

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates (10. Disposal Authority (Schedule and Item No.)	
R-140 S-31	1 2 3 4	Highway Safety " " " " " "	889-1 " " "	(07-87) " " "
<p>DISPOSAL</p> <p>= 9-22-87</p>				