

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

09.08

CERTIFICATE OF RECORDS DISPOSAL

DEPT. OF GENERAL SERVICES NOW ( EXEC- STATE TREASURER)

Reporting Agency

CASUALTY CLAIMS

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
87W337	CLAIMS	882	4	1981-84	13	10/89	RECYCLED

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

  
 Signature

RECORDS CENTER MANAGER

Title

10/31/89

Date

DGS 550-2

E

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 798-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 280101		ACCESSION NO. <i>87W337</i>		DATE REC'D <i>10-20-86</i>
b) AGENCY Department of General Services		LOCATION - RANGE <i>9</i>		SECTION(S) <i>9</i>
c) DIVISION/UNIT Casualty Claims		NO. OF CU. FT. <i>13</i>		RECORDS CENTER MANAGER
d) MAILING ADDRESS Mr. W. Baker Harward Chief, Casualty Claims DGS 301 W. Preston St. Room #1211 Baltimore, Maryland 21201		e) AGENCY OFFICIAL Mr. W. Baker Harward (301) 225-4980		
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)
	<u>Policy</u> <u>Year</u> <u>Claim Numbers</u>	
1	Auto                      1983                      #A83001 - A83094	<i>Sch. # 882</i>
2	Auto                      1983                      #A83095 - A83139	<i>Item # 4</i> July 1989
	Bus                      1983                      #M83001 - M83021	"
	Cranes                      1981-83                      #C83001 - C83010	"
3	Auto                      1984                      #A84001 - A84091	"
4	Auto                      1984                      #A84092 - A84202	"
5	Blanket                      1982                      #F82001 - F82047	"
6	Blanket                      1983                      #F83045	"
	Railroad                      1983-84                      #R83002 - R84002-3	"
7	Auto                      1982                      #A82035 - A82200	"
8	Blanket                      1983-84                      #F83030 - F83055	"
		"
		"
9	Boiler & Mach. 1982                      #B82003 - B82018	"
10	Blanket                      1983                      #F83001 - F83031	"
11	Blanket                      1984                      #F84044 - F84086	"
12	Blanket                      1983                      #F83044 & F83050	"
13	Boiler & Mach. 1983-84                      #B83001 - B83018	"
	"                      "                      "                      #B84001 - B84020	"
	Special Equip. 1984                      #S84001 - S84021	"

*Disposal:*  
*7-15-89*  
*JPL*

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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

08.04

CERTIFICATE OF RECORDS DISPOSAL

DEPT. EMPLOYMENT & TRAINING - NOW (DEED)

Reporting Agency

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
86W393	BATCHES	991-4	3	84/2	48	10/89	RECYCLED
87W137	80-80 LISTINGS FOR CHECKS (BO!)	991-4A	30	1986	19	"	"
87W138	WORK SHARING 221's	991-4	20	84/4 - 85/4	13	"	"
87W142	BATCHES	991-4	13 C	4/86	8	"	"
86W532	CONTRIBUTION RETURNS	991-4	17S	1984	47	"	"
86W110	ESA 16's	991-4	3A	1984	44	"	"

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

  
 Signature

RECORDS CENTER MANAGER

Title

10/31/89

Date

DGS 550-2



31	842-855
32	856-866
33	867-879
34	880-894
35	895-904
36	905-915
37	916-927
38	928-941
39	942-950
40	954-996
41	997-3474
42	3476-3550
43	3550-3576
44	3579-3610
45	3610-3825
46	3827-4507
47	4519-no batch
48	660's & Old Quarters

E

**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. 08-01 08.04		ACCESSION NO. 87W137	DATE REC'D 8-27-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 18	SECTION(S) 31
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 19	
e) AGENCY OFFICIAL For: John Head <i>Jim Boyd</i>		PHONE NO. 383-2532	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)
	80-80 Listings For Checks (B01)	
1	1/17/86 to 1/27/86	Schedule 991-4A  Item 30  Disposal Date 7/89  <i>Disposal:</i> <i>8/4/89</i> <i>[Signature]</i>
2	1/28/86 to 2/3/86	
3	2/4/86 to 2/12/86	
4	2/13/86 to 2/20/86	
5	2/21/86 to 2/26/86	
6	2/27/86 to 3/7/86	
7	3/10/86 to 3/14/86	
8	3/15/86 to 3/20/86	
9	3/21/86 to 4/4/86	
10	4/5/86 to 4/15/86	
11	4/16/86 to 4/29/86	
12	4/30/86 to 5/19/86	
13	11/14/85 to 12/18/85 (B08)	
14	12/19/85 to 1/15/86 (B08)	
15	2/11/86 to 3/19/86 (B08)	
16	12/19/85 to 1/6/86 (B01)	
17	1/7/86 to 1/16/86 (B01)	
	80-80 Listings for Claims	
18	11/18/85 to 1/3/86	
19	1/6/86 to 2/10/86	

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# 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. 08-01 08.04		ACCESSION NO. 87W138	DATE REC'D 8-27-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 15	SECTION(S) 23
c) DIVISION / UNIT General Services Division			
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: <i>John Head</i> <i>Jim Boyd</i>		PHONE NO. 383-2532	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	Work Sharing 221's 0000 - 9999 quarter 84/4	Schedule 991-4  Item 20  Disposal Date 7/89  <i>Disposal:</i> <i>8/4/89</i> <i>JPR</i>
2	0005 - 9999 quarter 85/1	
3	0000 - 5999 quarter 85/2	
4	6000 - 9999 quarter 85/2	
5	0000 - 3900 quarter 85/3	
6	3901 - 6999 quarter 85/3	
7	7000 - 9999 quarter 85/3	
8	0001 - 1899 quarter 85/4	
9	1900 - 2999 quarter 85/4	
10	3000 - 4720 quarter 85/4	
11	4739 - 6799 quarter 85/4	
12	6820 - 8139 quarter 85/4	
13	8155 - 9999 quarter 85/4	

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# 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. <del>08-01</del> <span style="margin-left: 100px;">08.04</span>	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">87W142</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">8-27-86</span>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">12</span>	SECTION(S) <span style="font-size: 2em; font-family: cursive;">5</span>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU FT. <span style="font-size: 2em; font-family: cursive;">8</span>	
e) AGENCY OFFICIAL For: <del>Angie</del> <span style="margin-left: 20px;"><b>John Head</b></span> <span style="margin-left: 20px;">(X4100)</span>	PHONE NO <b>383-2532</b>	TO BE COMPLETED AT <b>STATE RECORDS MANAGEMENT CENTER</b>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	The following records were closed <span style="font-family: cursive;">4/86</span>	Disposal Date 7/89
1	Batches: 8510 thru 8520	Schedule 991-4 Sec. 13 @
2	8520 thru 8530	
3	8531 thru 8539	
4	8540 thru 8549	
5	8550 thru 8560	
6	8601 thru 8606	
7	8607 thru 8614	
8	Old QC Computer Printouts (1982 thru 1986)	Disposal: <hr/> 8/5/89 JPL

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# 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. 380410404 <span style="font-size: 2em; margin-left: 20px;">08.04</span>		ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">86W532</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">4-4-86</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION RANGE <span style="font-size: 2em; font-family: cursive;">19</span>	
c) DIVISION/UNIT General Services Division			
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		SECTION(S) <span style="font-size: 2em; font-family: cursive;">3-4</span>	NO OF CU. FT. <span style="font-size: 2em; font-family: cursive;">47</span>
e) AGENCY OFFICIAL John Head For: Dolores Wajer <span style="font-family: cursive; font-size: 1.5em;">D. Wajer</span>		PHONE NO. 383-2532	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 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1984 1st Quarter Contribution Returns (15's) 1-21 22-41 42-64 64-84 85-105 106-122 123-144 145-167 168-199 201-250 251-277 279-310 312-348 1215-2941 2942-2970 → <span style="font-size: 1.5em; font-family: cursive;">ISA # 2971-3000</span> 3001-3029 3030-3058 3059-3092 3093-3125 3126-3157 3158-3195 3196-3219 3220-3244 3245-3275 3276-3314 3315-3351 3352-3372 560-592 593-618 619-643 644-670	SCHEDULE #991-4 ITEM #17-5 DESTRUCTION DATE: <span style="font-size: 1.5em; font-family: cursive;">4/5/84</span> <span style="font-size: 2em; font-family: cursive;">July 1989</span> <span style="font-size: 1.5em; font-family: cursive;">Disposal:</span> <span style="font-size: 1.5em; font-family: cursive;">8/5/89</span> <span style="font-size: 2em; font-family: cursive;">JK</span>	

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First Quarter 1984 Contribution Return's (15's)

Continuation

32	671-697
33	698-720
34	721-745
35	746-772
36	773-795
37	796-816
38	817-840
39	841-861
40	862-884
41	885-905
42	906-928
43	929-948
44	949-970
45	971-990
46	991-999

# RECORDS TRANSMITTAL AND RECEIPT

EA

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

<p>a) AGENCY CODE 1. 380410316</p> <p>b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b></p> <p>c) DIVISION/UNIT <b>General Services Division</b></p> <p>d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b></p> <p>e) AGENCY OFFICIAL <b>John Head</b> For: James N. Boyd</p> <p style="text-align: right;">PHONE NO. <b>383-2532</b></p>	<p>ACCESSION NO. <b>86W110</b></p> <p>LOCATION - RANGE <b>41</b></p> <p>SECTION(S) <b>17-18</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>8-28-85</b></p> <p>NO. OF CU. FT. <b>44</b></p> <p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	ESA 16's 1st Quarter 1984	Schedule #991-4
1	001-014	Item 3A
2	015-032	Disposal Date:
3	033-045	<del>4/89</del>
4	046-060	<b>7/89</b>
5	061-073	<p><i>Disposal</i> <i>9/30/89</i> <i>PEZ</i></p>
6	074-084	
7	085-099	
8	100-113	
9	114-128 A	
10	128B-143	
11	144-155	
12	156-172	
13	175-214	
14	217-299	
15	302-565	
16	566-602	
17	603-627	
18	628-653	
19	656-668	
20	669-692	
21	693-716	
22	717-733	
23	734-749	
24	750-774	
25	775-794	
26	795-813	
27	814-832	
28	833-843	
29	844-856	
30	857-872	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

31	873-885
32	886-899
33	900-917
34	918-929
35	930-945
36	946-962
37	963-976
38	977-993
39	994-3071
40	3072-3101
41	3107-3146
42	3147-3171
43	3172-3451
44	3456-No Batch

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

08.03

CERTIFICATE OF RECORDS DISPOSAL

DEPT. EMPLOYMENT & TRAINING NOW (DEED)

Reporting Agency

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
88W445	ENDS DAILIES	991-3	25		10	10/89	RECYCLED
88W222	ENDS DAILIES	991-3	25	1986-87	13	"	"
87W1180	ENDS DAILIES	991-3	25		10	"	"
87W525	WIN RECORDS	991-3	29	7/86	161	"	"
87W139	WIN RECORDS	991-3	29	7/86	5	"	"

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

  
 Signature

RECORDS CENTER MANAGER  
 Title

10/31/89  
 Date

DGS 550-2

E

### 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. 380310206 <i>08.03</i>		ACCESSION NO. <i>88W445</i>	DATE REC'D <i>12-8-87</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>35</i>	SECTION(S) <i>9</i>
c) DIVISION/UNIT General Services Division			
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Paul Gilden		PHONE NO. 383-2532	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	ENDS dailies May 5-8	Schedule 991-3 Item 25 Date of Disposal: 7-89  <i>Disposal:</i> <i>8/30/89</i> <i>GPS</i>
2	ENDS dailies May 13-15, weekly May 8	
3	ENDS dailies May 18-22	
4	ENDS dailies May 25-28, weeklies May 15 & 22	
5	ENDS dailies Jun 1-5	
6	ENDS dailies Jun 8-12	
7	ENDS dailies Jun 15-17, weeklies May 28 & Jun 6 & 12	
8	ENDS dailies Jun 19-24	
9	ENDS dailies Jun 26 & Jul 1, weekly Jun 19	
10	ENDS dailies Jun 6-8, weekly Jul 1	

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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. 380310206		ACCESSION NO. 88W222	DATE REC'D 9-28-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 33	SECTION(S) 32
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 13	
e) AGENCY OFFICIAL John Head For: Paul Gilden		PHONE NO. 383-2532	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)
1	ENDS dailies Mar 4-9	Schedule 991-3 Item 25 Date of Disposal: 7/89  <i>Disposal:</i> <i>8/28/89</i> <i>gpl</i>
2	ENDS dailies Mar 11-16, weekly Mar 6	
3	ENDS dailies Mar 18-24,	
4	ENDS dailies Mar 27-31, weeklies Mar 13 & 20	
5	ENDS dailies Apr 3-8	
6	ENDS dailies Apr 10-16, weekly Mar 27	
7	ENDS dailies Apr 20-24, weekly Mar 31	
8	ENDS dailies Apr 27-30, weeklies Apr 3, 10 & 16	
9	ENDS weeklies Apr 24 & 30, Inact. Feb, Mar & Apr 86	
10	Inact. May 1986-August 1986	
11	Inact. Sept-Dec 1986 & Purge Feb 1986	
12	Inact. Jan-Mar 1987 & Purge Mar, Apr, May & Jun 86	
13	Purge listings July 1986-Mar 1987	

# 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. 380310206 08.03	ACCESSION NO 87W1180	DATE REC'D 6-24-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION - RANGE 109	SECTION(S) 3
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. 10  RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: John Head Paul Gilden	PHONE NO. 383-2532	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	ENDS Dailies Dec. 3, 5 & 8, Weekly Dec. 5	SCHEDULE #991-3 ITEM 25 DATE OF DISPOSAL: 7/89  <i>Disposal:</i> 7/27/89 gfl
2	ENDS Dailies Dec. 10, 12 & 15, Weekly Dec. 12 & 19	
3	ENDS Dailies Dec. 17, 19 & 22, Weekly Dec. 30 & Jan 9	
4	ENDS Dailies Dec. 30, Jan. 5 & 7	
5	ENDS Dailies Jan. 9, 12 & 14, Weekly Jan. 16	
6	ENDS Dailies Jan. 16, 19, 21 & 23, Weekly Jan. 23	
7	ENDS Dailies Jan. 28, 30 & Feb 4	
8	ENDS Dailies Feb. 6, 9, 11 & 13	
9	ENDS Dailies Feb. 18, 20 & 23, Weekly Jan. 30 & Feb. 6	
10	ENDS Dailies Feb. 25 & 27, Weekly Feb. 13, 20 & 27	

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**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. <u>08.01 08.03</u>		ACCESSION NO <u>87W525</u>	DATE REC'D <u>12-18-86</u>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>			
c) DIVISION/UNIT <b>General Services Division</b>		LOCATION - RANGE <u>109</u> SECTION(S) <u>8-12</u>	NO. OF CU. FT. <u>161</u>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>John Head</b>	PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
For: <b>Dennis Lanahan</b>			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	<sup>WIN records closed 7/86</sup> K - L Non Component	Schedule 991-3
2	MC - N " "	Item 29
3	C " "	
4	P - Z " "	Disposal Date 7/89
5	MC - Z " "	
6	D " "	Missing Boxes - 159+160
7	UR - Z " "	
8	Mi - Pi " "	
9	Mc - N " "	
10	A " "	Disposal 7/28/89
11	A - Z " "	BLZ
12	U - W1 " "	
13	P - Mc " "	
14	Q - R " "	
15	A - C - D " "	
16	SA - SS " "	
17	Wil - Z " "	
18	G " "	
19	H " "	
20	BA - BZ " "	
21	A & D " "	

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OWNCA (con't)

BOX NUMBERS

22	D	" "
23	J	" "
24	T & J	" "
25	E - F	" "
26	K - Li	" "
27	J	" "
28	T	" "
29	J	" "
30	L - Mi	" "
31	MC - Z	" "
32	J - T	" "
33	H	" "
34	I - J	" "
35	I - U	" "
36	G-VETS	" "
37	F	" "
38	U	" "
39	T	" "
40	A - N	" "
41	G - H	" "
42	A - C	" "
43	B - Bar	" "
44	St - Z	" "
45	St - Z	" "
46	Bar - Brown A	" "
47	M	" "
48	Smith - Sth	" "
49	C	" "
50	Bi - Boz	" "
51	D	" "
52	Brown Ad-Bry	" "
53	Bu - Bz	" "
54	Bar - Bi	" "
55	H	" "
56	H	" "
57	G	" "
58	F	" "
59	E	" "
60	G	" "

UNASSIGNED

UNASSIGNED (con't)

61	M - Mo	" "
62	E	" "
63	L - K	" "
64	H	" "
65	Mc - Pa	" "
66	P - Pug	" "
67	O - La	" "
68	Le - Mc	" "
69	A - S	" "
70	Sh - Smith	" "
71	C	" "
72	C	" "
73	K - M	" "

6200 OWNCA

74	L	" "
75	Hi	" "
76	Mo - P	" "
77	O - P	" "
78	Rom - Sh	" "
79	Ree - Roh	" "
80	G - P	" "
81	M	" "
82	S - W - Z	" "
83	H	" "
84	Pit - Red	" "
85	M - O	" "
86	M	" "
87	B - L	" "
88	G - H	" "
89	F	" "
90	A - B	" "
91	C	" "
92	C	" "
93	B	" "
94	D - E	" "
95	G - H	" "
96	H - J	" "
97	J - K	" "

## 6200 OWNCA (con't)

98	W	" "
99	V - W	" "
100	S - T	" "
101	B - C	" "
102	B	" "
103	B - C	" "
104	D	" "
105	G	" "
106	J	" "
107	H - J	" "
108	W	" "
109	B - C	" "
110	C	" "
111	B	" "
112	B	" "
113	R - S	" "
114	S	" "
115	T - Y	" "
116	G - H	" "
117	M - W	" "
118	A	" "
119	S	" "
120	S - T	" "
121	G	" "
122	F	" "
123	D-E- F	" "
124	D	" "
125	R - Rog	" "
126	B - D	" "
127	S	" "
128	R - W	" "
129	W - Wi	" "
130	A - P	" "
131	Na - Ne	" "
132	Youth, A-Z	" "
133	T - W	" "
134	T - W	" "
135	Youth, A-Z	" "
136	E - W	" "
137	M	" "

138	R - Z	" "	
139	P - Q	" "	
140	Sn-St	" "	
141	Si - Sm	" "	
142	N- Pat	" "	
143	K - Mi	" "	"APPLICANTS"
144	F - S	" "	
145	Dan- J	" "	
146	A-Dan	" "	
147	K - Z	" "	
148	A - J	" "	
149	S - Y	" "	"FOOD STAMPS"
150	C - P	" "	
151	R	" "	
152	A - H	" "	
153	A - C	" "	
154	A - Z	" "	"DEREGISTRATION"
155	A - H	" "	
156	I -Z	" "	
157	A - Z	" "	
158	A - Z	" "	
159	A - Z	" "	
160	A - Z	" "	
161	A - Z	" "	

87W525

R-109

S-8-12

Boxes - 159 + 160 - Missing

one (1) empty spaces - S-12

E

# 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. <del>08.01</del> 08.03		ACCESSION NO. <b>87W139</b>	DATE REC'D <b>8-27-86</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		LOCATION - RANGE <b>10</b>	SECTION(S) <b>3</b>
c) DIVISION/UNIT <b>General Services Division</b>			
d) MAILING ADDRESS. <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>For: John Head Dennis Lanahan</b>	PHONE NO. <b>383-2532</b>	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)
	The following WIN case records were closed: <u>7/86</u> DATE	SCHEDULE 991-3 ITEM 29 DESTRUCT DATE <u>7/89</u> DATE
1.	Deregistrations W - Z	<p><i>Disposal</i></p> <p><i>7/15/89</i></p> <p><i>AEZ</i></p>
2.	Deregistrations N - R	
3.	Deregistrations BE - BR	
4.	Deregistrations BA - Be	
5.	Deregistrations GA - HA	

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

08.02

CERTIFICATE OF RECORDS DISPOSAL

DEPT. EMPLOYMENT & TRAINING - NOW (DEED)

Reporting Agency

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
87W135	MISC. INVOICES, SUI, T/L	991-2A	38-41	FY 1984	14	10/89	RECYCLED

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

  
 Signature

RECORDS CENTER MANAGER  
 Title

10/31/89  
 Date

DGS 550-2



# 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. 380210505 <span style="font-size: 2em; margin-left: 20px;">08.02</span>	ACCESSION NO. <span style="font-size: 3em; font-family: cursive;">87W135</span>	DATE REC'D <span style="font-size: 3em; font-family: cursive;">8-27-86</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION / UNIT General Services Division	LOCATION - RANGE <span style="font-size: 3em; font-family: cursive;">20</span>	SECTION(S) <span style="font-size: 3em; font-family: cursive;">22</span>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 3em; font-family: cursive;">14</span>	
e) AGENCY OFFICIAL John Head For: Dennis Morton	PHONE NO. 383-2532	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)			
	The following records were closed <u>6/84</u>	Schedule # 991-2A  Item # 38-41  Date of Disposal 7/89			
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><u>DESCRIPTION</u></th> <th style="width: 30%;"><u>AGENCY</u></th> <th style="width: 40%;"><u>FISCAL YEAR</u></th> </tr> </thead> </table>	<u>DESCRIPTION</u>	<u>AGENCY</u>	<u>FISCAL YEAR</u>	
<u>DESCRIPTION</u>	<u>AGENCY</u>	<u>FISCAL YEAR</u>			
1	Misc. Invoices, S.U.I., Balto. Pub. Bldg. & Grounds DGS, Etc.	38.00.00 1984			
2	Balto. Pub. Bldg. & Grounds T/L #1 to 6	" " 33.04.00			
3	T/L #7 to 34	" " 33.04.00			
4	T/L #35 to 66	" " "			
5	T/L #1 to 32	" " 38.00.00			
6	T/L #33 to 60	" " "			
7	T/L #61 to 92	" " "			
8	T/L #93 to 123	" " "			
9	T/L #124 to 157	" " "			
10	T/L #158 to 186	" " "			
11	T/L #186 to 208	" " "			
12	T/L #209 to 234	" " "			
13	T/L #235 to 261	" " "			
14	T/L #262, 272, 808, 917	" " "			

Disposal  
 8/4/89  
 PE

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

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV.

Reporting Agency

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Metho Dispo
87W1193	CASE FILES	991-4	23	12/85	54	1/89	RECYCL
87W1194	WORK SHARING	991-4	19	12/85	6		
85W531	CASE FILES	991-4	25	1/84	27		
85W159	CORRES., SIGNATURES	991-4	22	1979-83	7		
84W655	CETA HISTORY CARD	991-4	8	1982-83	44		

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

  
Signature

RECORDS CENTER MANAGER  
Title

04/04/89

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. 08.01 <span style="float: right; font-size: 1.5em;">08.04</span>	ACCESSION NO <span style="font-size: 2em;">87W1193</span>	DATE REC'D <span style="font-size: 2em;">6-24-87</span>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <span style="font-size: 1.5em;">113</span> SECTION(S) <span style="font-size: 1.5em;">4-5</span>	NO OF CU FT. <span style="font-size: 1.5em;">54</span>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>John Head</b> For: <i>m. wolf</i>	PHONE NO <b>383-2532</b>	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 1	1984	06300 - 06399	Schedule 991 - 4  Item 23  DISPOSAL DATE 1/89  <span style="font-size: 1.5em; font-family: cursive;">Disposal</span> <span style="font-size: 1.5em; font-family: cursive;">2/13/89</span> <span style="font-size: 1.5em; font-family: cursive;">[Signature]</span>
2	"	06400 - 06499	
3	"	06500 - 06599	
4	"	06600 - 06699	
5	"	06700 - 06799	
6	"	06800 - 06899	
7	"	06900 - 06999	
8	"	07000 - 07099	
9	"	07100 - 07199	
10	"	07200 - 07299	
11	"	07300 - 07399	
12	"	07400 - 07499	
13	"	07500 - 07599	
14	"	07600 - 07699	
15	"	07700 - 07799	
16	"	07800 - 07899	
17	"	07900 - 07999	
18	"	08000 - 08099	
19	"	08100 - 08199	
20	"	08200 - 08299	
21	"	08300 - 08399	
22	"	08400 - 08499	
23	"	08500 - 08599	
24	"	08600 - 08699	
25	"	08700 - 08799	
26	"	08800 - 08899	
27	"	08900 - 08999	
28	"	09000 - 09099	

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29	1984	09100 - 09199	Closed 12/85	Schedule 991- 4
30	"	09200 - 09299	"	
31	"	09300 - 09399	"	ITEM 23
32	"	09400 - 09499	"	
33	"	09500 - 09599	"	DISPOSAL DATE 1/89
34	"	09600 - 09699	"	
35	"	09700 - 09799	"	
36	"	09800 - 09899	"	
37	"	09900 - 09999	"	
38	"	10000 - 10099	"	
39	"	10100 - 10199	"	
40	"	10200 - 10299	"	
41	"	10300 - 10399	"	
42	"	10400 - 10499	"	
43	"	10500 - 10599	"	
44	"	10600 - 10699	"	
45	"	10700 - 10799	"	
46	"	10800 - 10899	"	
47	"	10900 - 10999	"	
48	"	11000 - 11099	"	
49	"	11100 - 11199	"	
50	"	11200 - 11299	"	
51	"	11300 - 11399	"	
52	"	11400 - 11499	"	
53	"	11500 - 11599	"	
54	"	11600 - 11699	"	

R-113

S-4-S


E

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 <del>380410316</del> 08-01 <b>08.04</b>	ACCESSION NO <b>87W1194</b>	DATE REC'D <b>6-24-87</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <b>113</b>	SECTION(S) <b>5</b>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <b>6</b>	
e) AGENCY OFFICIAL <b>John Head</b>	PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
For: <b>Jim Boyd</b>		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<u>WORK SHARING</u>	Schedule 991-4
	Expired claimant history jackets, these records were closed 12/31/85	Item 3 19
1	Jos A. Banks	Date of Disposal:
2	0002 to 3567	1/89
3	3569 to 6957	<i>Disposal</i> <b>2/13/89</b> 
4	6977 to 9991	
5	Fleetwood Co.	
6	0015 to 5377	
	5466 to 9237	
	Various Companies 1985	
	Diversified Signs	
	Flynn & Emmerich Co.	
	Yale Sports Wear	
	Alkahn Labels Inc.	
	Vernon Gauss Co.	
	Old Line Plastics Co.	
	Digital Systems Inc.	
	0000 to 9999	

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# 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. 380410207 <span style="float: right; font-size: 1.5em;">08.04</span>	ACCESSION NO. <span style="font-size: 2em;">85W531</span>	DATE REC'D <span style="font-size: 2em;">2-22-85</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE      SECTION(S) <span style="font-size: 2em;">16      18-19</span>	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 2em;">27</span>	
e) AGENCY OFFICIAL John Head For: Carmen Powell	PHONE NO. 383-2532	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)
	The following records were closed 1/84	SCHEDULE #991-4
1	250250      251599	ITEM #25
2	247450      248850	Disposal Date:
3	UCF      TRA	1/89
4	255800      257999	<div style="font-size: 2em; font-family: cursive;">Disposal</div> <div style="font-size: 1.5em; font-family: cursive;">1/4/89</div> <div style="font-size: 2em; font-family: cursive;">RZ</div>
5	251600      252999	
6	OP-3600      OP-4701	
7	244900      246199	
8	0100-EP      002499	
9	243400      244899	
10	04800      10899	
11	254400      255549	
12	244649      258399	
13	293200      240600	
14	253000      254399	
15	242050      243399	
16	240650      242049	
17	259900      261549	
18	07100-EP      08399	
19	248900      250249	
20	TRA-1      209	
	TRA-931      TRA-1143	
	WIN-1      WIN-324	
	UCF-6417      UCF-6747	
	EB-1      EB-88	
	OP-4702      OP-4772	
21	04000      05699	
22	246200      247449	
23	05700      07099	
24	26300      0099A	

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Called  
2/6

25	258403	259899
26	261550	262999
27	02500	03999



RECORDS TRANSMITTAL *Agency Code*

*380410310*

Accession No.

Date Received

*85W159*

*8-30-84*

AND RECEIPT

*DE Central Office*

From: (Name, Division, Address or Agency)

Dept. of Employment & Training - *John Head*  
 General Services - 1100 N. Eutaw Street  
 Baltimore, Md. 21201 *08.04*

Signature

Title

Building and Room

1100 N. Eutaw St.  
 Room - 312

3. Phone

*383 - 4018*

4. To: State Records Center

Waterloo

Signature: (Agency Official)

*Gloria Morris John Head*

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.)
<i>R-6</i>	1	Allowance authorizations, signatures, Western Md., Frederick, correspondence, Bal. of State.	<i>991-4</i> <i>Schedule #881</i>
<i>S-11</i>	2	Signatures, Montgomery County, Balto., Bal. of State, Western Md., Welfare Lists 1980, 1981, 1982, Balto. County.	<i>Item 8.22</i> <i>Destroy 1/89</i>
	3	Frederick - 1981-1982 Welfare Lists Correspondence T.E.O. 6 and 7 code - correspondence Prince George Welfare - 1980 - 1981 - 1983 Old Bal. of St. Correspondence - Front file cabinet.	<i>Disposal:</i> <i>1-11-89</i> <i>9962</i>
	4	N.Y.C. - Y.E.P. - 1980 and 1981	
	5	" " - 1982 - 1978 - 1979	
	6	C.E.T.A. - 1980-1981-1982-1983 Strays and Auditors Returns All in S.S. order Some 82 and 83 - Balto.Co. Welfare Lists	
	7	N.Y.C. purple sheets - Error Listing Print Outs - CETA - used to balance weekly pays.	

(Use Plain Unlined Paper For Continuation Pages)

DET. ~~ROBERT A. BERKOWITZ~~ DET  
 AND RECEIPT  
 LOCAL OFFICE E CENTRAL OFFICE 0801

Accession No. 84W655 Date Received 4-30-84

From: (Name, Division, Address or Agency)  
Gloria Morris 08.04  
 DHR-General Services  
 1100 N. Eutaw St., Balto. Md. 21201

Signature \_\_\_\_\_  
 Title \_\_\_\_\_

Building and Room 1100 N. EUTAW ST. 312  
 Phone 383-4282

To: State Records Center

Signature: (Agency Official) John [unclear]  
Gloria Morris, Supervisor

No. of Cu.Ft. 44

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<u>R-14</u>  <u>S-17-</u> <u>18</u>		C.E.T.A. -History Card, Folder, 211, 212, etc. 1982 - 1983	page 1 of 2  Disposal Authority (Schedule and Item No.)  & Date of Disposal <u>SCHEDULE <del>7881</del></u> <u>ITEM 8</u>  DATE OF DISPOSAL <u>1/89</u>  <u>991-4</u>  <u>Disposal:</u> <u>1-14-89</u> <u>991</u>
	1	000-00-0001 - 135 99 9999	
	2	136-00-0000 - 185-62-9999	
	3	186-00-0000 - 212 36 9999	
	4	212-37-0000 - 212-58-9999	
	5	212 59-0000 - 212-74-5000	
	6	212-74-5001 - 212-84-9999	
	7	212-85-0000 - 213-40-5000	
	8	213-40-5001 - 213-62-9999	
	9	213-63-0000 - 213-70-9999	
	10	213-71-0000 - 213-82-9999	
	11	213-83-0000 - 213-98-9999	
	12	213-99-0000 - 214-54-9999	
	13	214-55-0000 - 214-68-9999	
	14	214-69-0000 - 214-82-9999	
	15	214-83-0000 - 215-36-9999	
	16	215-37-0000 - 215-60-9999	
	17	215-61-0000 - 215-74-9999	
	18	215-75-0000 - 215-86-9999	
	19	215-87-0000 - 216-38-9999	
20	216-39-0000 - 216-62-9999		

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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

08.02

DEPT. OF ECONOMIC & EMPLOYMENT DEV.

Reporting Agency

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W648	TIME DISTRIBUTION	991-2A	38	12/83	2	01/89	RECYCLED
89W182	VOUCHERS	991-3	29	12/85	9		
84W641	ADS, ESARS	991-3	25,26	1983	32		
87W633	ENDS DAILIES	991-3	25		13		
87W797	ENDS DAILIES	991-3	25		8		
85W158	W.I.N.	991-4	22	1983	4		

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

04/04/89

  
Signature

Records Center Mgr.  
Title

Date

# RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380210505 <span style="float: right; font-size: 1.5em;">08.02</span>		ACCESSION NO. <span style="font-size: 2em;">85W648</span>	DATE REC'D <span style="font-size: 2em;">4-11-85</span>									
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <span style="font-size: 2em;">9</span> SECTION(S) <span style="font-size: 2em;">15</span>										
c) DIVISION/UNIT General Services Division												
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. <span style="font-size: 2em;">2</span>										
e) AGENCY OFFICIAL John Head For: Dennis Morton		PHONE NO. 383-2532										
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER												
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES The following records were closed <u>12/83</u>		4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)									
1 2	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">DESCRIPTION</th> <th style="text-align: left; border-bottom: 1px solid black;">AGENCY</th> <th style="text-align: left; border-bottom: 1px solid black;">FISCAL YEAR</th> </tr> </thead> <tbody> <tr> <td>Time Distribution - August '83</td> <td>380200</td> <td>1983</td> </tr> <tr> <td>Time Distribution - Sept. '83</td> <td style="text-align: center;">"</td> <td style="text-align: center;">"</td> </tr> </tbody> </table>		DESCRIPTION	AGENCY	FISCAL YEAR	Time Distribution - August '83	380200	1983	Time Distribution - Sept. '83	"	"	Schedule # 991-2A Item # 38 Date of Disposal 1/89  <span style="font-size: 1.5em; font-family: cursive;">Disposal 1/14/89 RCZ</span>
DESCRIPTION	AGENCY	FISCAL YEAR										
Time Distribution - August '83	380200	1983										
Time Distribution - Sept. '83	"	"										

6

**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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. 38.03.82		08.03		ACCESSION NO. 89W182	DATE REC'D 8-12-88
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT				LOCATION - RANGE 32	SECTION(S) 15
c) DIVISION/UNIT General Services Division				NO. OF CU. FT. 9	
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201				RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Dennis W. Lanahan		PHONE NO. 333-5187		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)			
	THE FOLLOWING TJTC VOUCHERS WERE CLOSED:	Schedule 991-3 DESTRUCT DATE			
1	" " " " " "	12/85	12/88	1/89	
2	" " " " " "	12/85	12/88		
3	" " " " " "	12/85	12/88		
4	" " " " " "	12/85	12/88		
5	" " " " " "	12/85	12/88		
6	" " " " " "	12/85	12/88		
7	" " " " " "	12/85	12/88		
8	" " " " " "	12/85	12/88		
9	" " " " " "	12/85	12/88		
				Item 29 Disposal: 1-24-89 JPL	

20803

*John Head*  
0801

AND RECEIPT

DET-Central Office

Accession No. <b>84W641</b>	Date Received <b>4-18-84</b>
--------------------------------	---------------------------------

From: (Name, Division, Address or Agency)  
Albert Havranek (for Paul Gilden)  
DET, 1100 N. Eutaw St.  
Baltimore, Maryland 21201

Signature  
  
Title

1. Building and Room DET--Room 312	3. Phone 383-5148
---------------------------------------	----------------------

4. To: State Records Center  
Waterloo

Signature: (Agency Official)  
*Paul Gilden*

6. No. of Cu.Ft.  
32

R-41  
S-1

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-41 S-1	1	ADS weekly April 8&15 and ADS dailies Apr. 7-13,1983	<p>991-3 Schedule #31 Items <del>1-2</del> 25476  Disposal Date is <del>9/85</del> 1/86 Partial boxes 1-26 Disposed 2/86 Boxes 1-26</p> <hr/> <p>991-3 #36 Boxes 27-32 1/89</p> <p>Disposal: 2-1-89 gpc</p>
	2	ADS weekly April 22&29 and ADS dailies April 15-18,1983	
	3	ADS weekly May 6 and ADS dailies Apr. 21-28,1983	
	4	ADS weekly May 13 and ADS dailies May 3-11,1983	
	5	ADS weekly May 20 and ADS dailies May 13-18,1983	
	6	ADS weekly May 31 and ADS dailies May 20-25,1983	
	7	ADS weekly June 3 and ADS dailies May 27-June 6,1983	
	8	ADS weekly June 10 and ADS dailies June 8-10,1983	
	9	ADS weekly June 20 and ADS dailies June 13-27,1983	
	10	ADS weekly June 24&30 and ADS dailies June 22-24,1983	
	11	ADS weekly July 8 and ADS dailies June 30-July 8,1983	
	12	ADS weekly July 15 and ADS dailies July 11-18,1983	

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

From: (Name, Division, Address or Agency)  
 Albert Havranek (for Paul Gilden)  
 DET, 1100 N. Eutaw St.  
 Baltimore Maryland 21201

Signature

Title

Building and Room  
 DET--Room 312

3. Phone  
 383-5148

4. To: State Records Center  
 Waterloo

Signature: (Agency Official)

*Paul Gilden*

6. No. of Cu.Ft.  
 32

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	13	ADS weekly July 22 and ADS dailies July 20-22, 1983	Schedule #831 Items 1&2  Disposal Date is 9/85
	14	ADS weekly July 29 and ADS dailies July 25- August 1, 1983	
	15	ADS weekly Aug. 5 and ADS dailies Aug. 3-10, 1983	
	16	ESARS 141 order mstr file Nov 81, Feb 82 May 82 and Aug 82	
	17	ADS weeklies (WIN) Oct. 22-Dec. 10, 1983	
	18	ADS weeklies (WIN) Dec. 17-Feb 18, 1983	
	19	ADS weeklies (WIN) Feb. 28-Apr. 29, 1983	
	20	ADS weeklies (WIN) May 6-Jul. 8, 1983	
	21	ADS weeklies (WIN) Jul. 15-Aug. 16, 1983	
	22	ESARS 141 order mstr file Sep. 82, Oct. 82 Dec. 82 and Jan. 83	
	23	ESARS 141 order mstr file Mar. 83, Apr. 83 Jun. 83 and Jul. 83	
	24	ESARS 201&345 Aug. 82-Apr. 83	
	25	ESARS 201&345 May-Aug. 83 and Job Bank Trans. Logs Jul. 82-Nov. 82	
	26	Job Bank Trans. Logs Dec. 82- July 83 and ADS weekly (WIN) Sep. 23	

(Use continuation sheets as needed)



RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

Signature

Title

From: (Name, Division, Address or Agency)  
 Albert Havranek (for Paul Gilden)  
 DET, 1100 N. Eutaw St.  
 Baltimore, Maryland 21201

1. Building and Room

3. Phone

DET--Room 312

383-5148

4. To: State Records Center

Waterloo

Signature: (Agency Official)

*Paul Gilden*

6. No. of Cu.Ft.

32

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	27	ESARS local office tables Sep. 81, Sep. 82 and Jun. 82	<p>991-3                      Schedule #831                      Items <del>147</del> 36                      Disposal Date is <del>5/85</del> <del>4/87</del> 1/89                      Disposal:                      2-1-89                      GPK</p>
	28	ESARS local office tables Dec. 81, Mar. 82 SMSA&area 82	
	29	ESARS local office tables Dec. 82-Jun. 83	
	30	ESARS local office tables Jul.&Aug. 83 Dec. 82-May 83 (WIN)	
	31	ESARS job development list Oct 80, Mar. 80 Mar. 81, Jul. 81 and Oct. 81	
	32	ESARS local office tables (WIN) Jun.-Aug. 83 and SMSA&area Mar.&Jun. 83 <u>Early ADS.</u>	

(Use continuation sheets as needed)

# 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 <b>380310206</b>	ACCESSION NO. <b>08.03</b> <b>87W633</b>	DATE REC'D <b>2-11-87</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <b>34</b>	SECTION(S) <b>6</b>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <b>13</b>	
e) AGENCY OFFICIAL <b>John Head</b>	PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
For: <b>Paul Gilden</b>		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Ends dailies Jul. 11-14, weeklies Jul. 18&25	Schedule 991-3  Item 25  Date of Disposal: 1/89  <i>Disposal:</i> 1-24-89 GPK
2	Ends dailies Jul. 16&9, weekly Jul. 31	
3	Ends dailies Jul. 18, 22 & 23	
4	Ends dailies Jul. 25, 28 & 31	
5	Ends dailies Aug. 4, weekly Aug. 8	
6	Ends dailies Aug. 8, 11 & 13	
7	Ends dailies Aug. 15, 18 & 20, weekly Aug. 13	
8	Ends dailies Aug. 22, 25 & 27	
9	Ends dailies Sep. 3 & 5, Aug. 29	
10	Ends dailies Sep. 8, 10 & 15, weekly Aug. 22	
11	Ends dailies Sep. 17, 19 & 22, weekly Sep. 5	
12	Ends dailies Sep. 24 & 26, weeklies Aug. 31 & Sep. 10	
13	Ends daily Sep. 30, weeklies Sep. 15 & 26, Oct. 6	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380310206 <i>08.03</i>	ACCESSION NO.  <i>87W 797</i>	DATE REC'D  <i>4-7-87</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE      SECTION(S) <i>12</i> <i>7</i>	
c) DIVISION/UNIT General Services Division	NO. OF CU. FT.  <i>8</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Paul Gilden	PHONE NO. 383-2532	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	ENDS dailies October 3,6 & 8 & weekly Oct. 10	Schedule 991-3 Item 25 Date of Disposal: 1/89  <i>Disposal:</i> <i>1-14-89</i> <i>gpl</i>
2	ENDS dailies October 10 & 15 & weeklies Oct 17 & 25	
3	ENDS dailies October 17,20 & 22 & weekly Oct 31	
* (4)	ENDS dailies October 24,27 & 29 & weekly Nov 7	
5	ENDS dailies October 31 & November 3,5 & 7	
6	ENDS dailies November 10,12,14 & 17 & weekly Nov 14	
7	ENDS dailies November 19,21 & 24	
8	ENDS dailies November 26,28 & December 1 & weeklies Nov 21 & 28	
* (4)	<i>Box 4 missing</i>	

RECORDS TRANSMITTAL

*Agency Code*  
380 410 310

AND RECEIPT

08/84  
DEI Central Office 0801

Accession No.

Date Received

85W158

8-30-84

Signature

From: (Name, Division, Address or Agency)  
Dept. of Employment & Training *John Head*  
General Services - 1100 N. Eutaw St.  
Baltimore, 21201, Maryland

Title

Building and Room  
1100 N. Eutaw St.  
Room 312

3. Phone  
383 - 4018

4. To: State Records Center  
Waterloo

Signature: (Agency Official)

*Gloria Morris / John Head*

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.)
R-42 S-4	1	W.I.N. - 1983 - Folders and History Cards 000-00-0001 - 214-60-9999	991-4 Schedule # <del>881-A</del> <i>Head</i> Destroy 1/89  Dispos - 1 2/4/89 PC2
	2	214-61-0000 - 217-50-9999	
	3	217-51-0001 - 219-42-9999	
	4	219-43-0001 - End	

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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

08.03

DEPT. OF ECONOMIC & EMPLOYMENT DEV.

Reporting Agency

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
89W183	511 UPS RECORDS	991-3	29	12/85	1	01/89	RECYCLED
85W819	CONTRIBUTION RETURNS	991-4	17S	1983	43		
87W628	CASE FILES	991-4	23	12/85	63		
87W1192	DISPUTED CLAIMS	991-4	3B	1985	22		
88W1224	UCX	991-4	3	1985	4		
88W221	CW CLOSED	991-4	7	12/85	7		

I hereby certify that the above listed records were disposed of as indicated.  
04/04/89

  
Signature

Records Center Mgr.  
Title

Date

**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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. <span style="font-size: 2em; margin-left: 100px;">08.03</span> 38.03.82	ACCESSION NO. <span style="font-size: 2em;">89W183</span>	DATE REC'D <span style="font-size: 2em;">8-12-88</span>
b) AGENCY <p align="center"><b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p>	LOCATION - RANGE <span style="font-size: 2em;">147</span> SECTION(S) <span style="font-size: 2em;">12</span> NO. OF CU. FT. <span style="font-size: 2em;">1</span>	
c) DIVISION/UNIT <p align="center"><b>General Services Division</b></p>		
d) MAILING ADDRESS <p align="center"><b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b></p>	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Dennis W. Lanahan	PHONE NO. 333-5187	<p align="center"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	<p align="center"><b>THE FOLLOWING 511 UPS RECORDS WERE CLOSED:</b></p> <p align="right">12/85</p>	<p align="center"><b>Schedule 991-3 DESTRUCT DATE</b></p> <p align="center"><del>12/88</del> Item 29 <span style="font-size: 2em;">1/89</span> <i>Disposal</i> <span style="font-size: 1.5em;">2/25/89</span> <i>PR</i></p>

# 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. 380410404 <span style="font-size: 2em; margin-left: 20px;">08.04</span>	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">85W819</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">6-24-85</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE      SECTION(S) <span style="font-size: 2em; font-family: cursive;">143-31      14-15-13</span>	
c) DIVISION / UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">43</span>	
e) AGENCY OFFICIAL John Head For: Dolores Wajer	PHONE NO. 383-2532	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)
	3rd Quarter 1983 Contribution Returns (15's)	SCHEDULE #991-4
		ITEM #17-S
		DESTRUCTION DATE:
		<del>10/88</del> 1/89
		Disposal 2/25/89 PLZ
1.	129-161	
2.	168-195	
3.	196-220	
4.	221-242	
5.	243-267	
6.	268-290	
7.	291-312	
8.	313-335	
9.	336-359	
10.	360-383	
11.	384-405	
12.	407-430	
13.	431-450	
14.	451-475	
15.	476-495	
16.	496-515	
17.	516-540	
18.	541-560	
19.	561-585	
20.	586-605	
21.	606-625	
22.	626-648	
23.	649-670	
24.	671-693	
25.	696-725	
26.	727-789	
27.	791-820	
28.	822-845	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

3rd Quarter 1983 Contribution Returns (15's)

(Continuation)

29.	846-851-1907-1908-2005
30.	2006-2054
31.	2056-2079
32.	2080-2103
33.	2104-2132
34.	2133-2158
35.	2159-2179
36.	2180-2201
37.	2201-2221
38.	2222-2249
39.	2250-2274
40.	2275-2303
41.	2304-2329
42.	2330-2365
43.	2366-2407





33	1984	03200 - 03299
34	1984	03300 - 03399
35	"	03400 - 03499
36	"	03500 - 03599
37	"	03600 - 03699
38	"	03700 - 03799
39	"	03800 - 03899
40	"	03900 - 03999
41	"	04000 - 04099
42	"	04100 - 04199
43	"	04200 - 04299
44	"	04300 - 04399
45	"	04400 - 04499
46	"	04500 - 04599
47	"	04600 - 04699
48	"	04700 - 04799
49	"	04800 - 04899
50	"	04900 - 04999
51	"	05000 - 05099
52	"	05100 - 05199
53	"	05200 - 05299
54	"	05300 - 05399
55	"	05400 - 05499
56	"	05500 - 05599
57	"	05600 - 05699
58	"	05700 - 05799
59	"	05800 - 05899
60	"	05900 - 05999
61	"	06000 - 06099
62	"	06100 - 06199
63	"	06200 - 06299

Schedule 991-4

Item 23

Disposal Date: 1/89

87-W-628

R-105

S-21-22

BOXES - 1 thru 63 \*  
\*

{ TWO 2, EMPTY SPACES }

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E

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 <del>XXXXXXXXXX</del> 08-01 08.04		ACCESSION NO. 87W1192	DATE REC'D 6-24-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 107	SECTIONS 31-32
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 22	
e) AGENCY OFFICIAL For: John Head Jim Boyd		PHONE NO. 383-2532	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)
	1985 Disputed Claims	Schedule 991-4
1	001-50-0308 to 137-60-5966	Item 3b
2	138-44-1036 to 183-60-7488	Date of Disposal:
3	184-26-3808 to 212-42-3164	1/89
4	212-42-3491 to 212-82-7497	Disposal 2/11/89 RCZ
5	212-84-2614 to 213-68-8318	
6	213-68-9120 to 214-44-3414	
7	214-44-9002 to 214-88-8210	
8	214-88-8588 to 215-72-3544	
9	215-72-3843 to 216-50-1137	
10	216-50-4631 to 217-24-2100	
11	217-24-4151 to 217-78-4680	
12	217-78-5373 to 218-50-0121	
13	218-50-0883 to 218-80-7515	
14	218-82-1223 to 219-58-6673	
15	219-58-6673 to 220-30-1803	
16	220-30-5092 to 220-80-7039	
17	220-82-0308 to 230-70-7546	
18	230-74-9162 to 242-30-2176	
19	242-30-3637 to 291-54-7887	
20	292-28-9868 to 507-70-4416	
21	512-64-4219 to 577-82-2180	
22	578-84-3104 to 614-28-7219	

E

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

AGENCY CODE 380410316	08.04	ACCESSION NO. 88W1224	DATE RECD 5-17-88
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
DIVISION/UNIT General Services Division		LOCATION - RANGE 55	SECTION(S) 33
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201			NO. OF CU. FT. 4
AGENCY OFFICIAL John Head	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
For: Jim Boyd			

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1985 UCX	Schedule 991-4
1	0001 - 2499	Item 3
2	2500 - 5499	Date of Disposal:
3	5500 - 7499	1/89
4	7500 - end	Disposal 2/4/89 [Signature]

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R-55

S-33

23 empty spaces

E

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. <b>08.04</b>		ACCESSION NO <b>88W221</b>	DATE REC'D <b>9-28-87</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>			
c) DIVISION/UNIT <b>General Services Division</b>		LOCATION - RANGE <b>18</b>	SECTION(S) <b>25</b>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO. OF CU. FT. <b>7</b>	
e) AGENCY OFFICIAL <b>John Head</b>		PHONE NO <b>383-2532</b>	
For: <b>Lelia Beal</b>		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)
	These records were closed 12/85.	Schedule 991-4
1	CW - Completed file - 0001 - 1199	Item 7
2	CW - Completed file - 1200 - 2799	Disposal Date 1/89
3	CW - Completed file - 2800 - 4199	
4	CW - Completed file - 4200 - 5799	
5	CW - Completed file - 5800 - 7599	
6	CW - Completed file - 7600 - 8999	
7	CW - Completed file - 9000 - 9999	

*Disposal*  
*1-14-89*  
*JPL*

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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

08.04

DEPT. OF ECONOMIC & EMPLOYMENT DEV.

Reporting Agency

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
87W629	INTERESTATE RECORDS	991-4	7	1/86	16	01/89	RECYCLED
87W631	UCX RECORDS	991-4	6	1/86	22		
87W632	UCFE RECORDS	991-4	5	1/86	46		
85W820	ESA 16'S	991-4	3A	1983	44		
86W454	OVERPAYMENT CASES	991-4	4	12/85	70		
88W1225	UCFE	991-4	3	1985	13		

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

04/04/89

  
Signature

Records Center Mgr.  
Title

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  b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>	ACCESSION NO.  <span style="font-size: 2em;">87W629</span>	DATE REC'D  <span style="font-size: 2em;">2-11-87</span>
c) DIVISION/UNIT  <b>General Services Division</b>	LOCATION - RANGE <span style="font-size: 2em;">1</span>	SECTION(S) <span style="font-size: 2em;">17</span>
d) MAILING ADDRESS  <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT.  <span style="font-size: 2em;">16</span>	
e) AGENCY OFFICIAL <b>John Head</b> For: <i>Myrtle D. [unclear]</i>	PHONE NO.  <b>383-2532</b>	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)
	The following interstate records were closed 1/86 Batch 1B2h "85"	Schedule 991-4 Item 7 Disposal date 1/89
1	002 024	
2	025 052	
3	053 078	
4	079 106	
5	107 137	
6	140 176	
7	177 212	
8	213 273	
9	274 319	
10	322 365	
11	Batch 5R-3 219 "85"	
11	353 035	
12	036 079	
13	080 130	
14	133 193	

Disposal  
1-9-89  
JRS

15  
16

196  
266

263  
325

87W629

R-1

S-17

# 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. <del>08.01</del> 08.04	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">87W631</div>	DATE REC'D <div style="font-size: 2em; font-family: cursive;">2-11-87</div>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION - RANGE <div style="font-size: 2em; font-family: cursive;">8</div>	SECTION(S) <div style="font-size: 2em; font-family: cursive;">26</div>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">22</div>	
e) AGENCY OFFICIAL John Head For: Donna McManus	PHONE NO. 383-2532	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)
	The following U.C.X. records were closed 1/86	Schedule 991-4
1	0000 - 2499	Item 6
2	2500 - 4999	Disposal Date
3	5000 - 7499	1/89
4	7500 - End	
5	0000 - 4399	
6	4400 - 8399	
7	8400 - End	
8	0000 - 1999	
9	2000 - 3799	
10	3800 - 5499	
11	5500 - 7199	
12	7200 - 9299	
13	9300 - End	
14	0000 - 2000	
15	2001 - 4120	
16	4125 - 6178	
17	6184 - 8182	
18	8192 - End	
19	0000 - 2553	
20	2569 - 5626	
21	5633 - 8281	
22	8484 - End	

Disposal  
1/14/89  
PEZ

R-8

S-26

97W631

22 Boxes

# 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. <del>08.01</del> <span style="margin-left: 100px;">08.04</span>	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">87W632</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">2-11-87</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">9</span>	SECTION(S) <span style="font-size: 2em; font-family: cursive;">23-24</span>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">46</span>	
e) AGENCY OFFICIAL John Head For: Donna McManus	PHONE NO. 383-2532	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)
	The following U.C.F.E. records were closed 1/86	Schedule 991-4
1	0000 - 0799	Item 5
2	0800 - 1698	Disposal Date 1/89
3	1700 - 2554	
4	2556 - 3395	
5	3400 - 4399	
6	4400 - 4599	
7	4600 - 5399	
8	5400 - 6299	
9	6300 - 7199	
10	7200 - 7999	
11	8000 - 8799	
12	8800 - 9599	
13	9600 - End	
14	0000 - End	
15	0000 - 5665	
16	5666 - End	
17	0000 - End	
18	0000 - End	

Disposal  
1/14/89  
RCZ

19	0000	-	0699
20	0700	-	1399
21	1400	-	1999
22	2000	-	2799
23	2800	-	3499
24	3500	-	4199
25	4200	-	4999
26	5000	-	5699
27	5700	-	5999
28	6000	-	6699
29	6700	-	7499
30	7500	-	8299
31	8300	-	9099
32	9100	-	End

33	0000	-	0699
34	0700	-	1399
35	1400	-	2079
36	2080	-	2799
37	2800	-	3599
38	3600	-	4149
39	4150	-	4699
40	4700	-	5499
41	5500	-	6299
42	6300	-	7099
43	7100	-	7799
44	7800	-	8699
45	8700	-	9699
46	9700	-	End

R-9

S-23-24

87W632

46 Boxes



# 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

<p>a) AGENCY CODE 1. 380410316</p> <p>b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING</p> <p>c) DIVISION/UNIT General Services Division</p> <p>d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201</p> <p>e) AGENCY OFFICIAL For: <b>John Head</b> James N. Boyd Chief of Benefits</p>	<p style="font-size: 2em; text-align: center;">08.04</p> <p>ACCESSION NO. <b>85W820</b></p> <p>LOCATION - RANGE <b>38</b></p> <p>SECTION(S) <b>1</b></p> <p>NO. OF CU. FT. <b>44</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>6-24-85</b></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	ESA 16(s) 4th Quarter 1983	
1	001 - 020	<p>Schedule #991-4</p> <p>Item 3-A</p> <p>Disposal Date: 1/89</p> <p><i>Disposal:</i></p> <p><i>1-31-89</i></p> <p><i>JPH</i></p>
2	021 - 040	
3	041 - 058	
4	059 - 071	
5	072 - 088	
6	089 - 104	
7	105 - 120	
8	121 - 136	
9	137 - 152	
10	153 - 164	
11	165 - 183	
12	184 - 201	
13	202 - 220	
14	221 - 235	
15	236 - 252	
16	253 - 268	
17	269 - 278	
18	279 - 292	
19	293 - 306	
20	307 - 321	
21	322 - 332	
22	333 - 346	
23	347 - 357	
24	358 - 368	
25	369 - 389	
26	390 - 444	
27	445 - 660	
28	661 - 864	
29	865 - 909	
30	911 - 936	

31	937 -	961
32	962 -	987
33	988 -	999
34	2223 -	2528
35	2529 -	2570
36	2571 -	2601
37	2602 -	2636
38	2637 -	2658
39	2659 -	2691
40	2692 -	2789
41	2790 -	3284
42	3285 -	3999
43	Batch-#226 A & B	
44	Batch-#660 83/3 & 83/4	

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. 380410415		ACCESSION NO. 08.04 86W454	DATE REC'D 2-20-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 38	SECTION(S) 15-17
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 70	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Donna Gross		PHONE NO. 383-2532	
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)
	The following overpayment cases were closed 12/85	
1	001-28-8247 to 108-20-1714	Schedule 991-4  Item 4  Date of Disposal: 1/89  <i>Disposal:</i>  1-31-89 JPC
2	108-24-8589 to 166-30-8080	
3	166-36-0716 to 194-52-5485	
4	194-56-8679 to 212-30-6747	
5	212-30-7832 to 212-46-3790	
6	212-46-3850 to 212-58-5237	
7	212-58-5469 to 212-76-0322	
8	212-76-0331 to 212-98-6529	
9	213-02-5429 to 213-38-0814	
10	213-38-1489 to 213-60-3410	
11	213-60-3702 to 213-70-6360	
12	213-70-6909 to 213-92-5472	
13	213-92-5737 to 214-40-1102	
14	214-40-0725 to 214-54-6317	
15	214-54-6691 to 214-64-5216	
16	214-64-5342 to 214-80-0660	
17	214-80-0676 to 215-28-2069	
18	215-28-2343 to 215-52-2032	
19	215-52-2384 to 215-72-3194	
20	215-72-3544 to 216-09-5985	
21	216-09-7936 to 216-38-0660	
22	216-38-0837 to 216-54-9892	
23	216-56-0041 to 216-70-5623	
24	216-70-5677 to 216-92-2834	
25	216-92-2915 to 217-40-2819	
26	217-40-2822 to 217-56-9939	
27	217-58-0848 to 217-68-3472	
28	217-68-3550 to 217-92-2116	
29	218-34-0220 to 218-48-1132	
30	218-48-1241 to 218-62-9023	

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31	218-62-9287	to	218-76-8688
32	218-76-8879	to	219-26-3445
33	219-26-3901	to	219-50-1538
34	219-50-1577	to	219-62-4079
35	219-62-4117	to	219-80-3244
36	219-80-4036	to	220-26-9662
37	220-26-9691	to	220-52-0255
38	220-52-0311	to	220-66-9756
39	220-68-0198	to	220-88-3324
40	220-88-4704	to	225-46-8126
41	225-46-9143	to	230-46-5837
42	230-48-1435	to	237-92-5316
43	238-02-7405	to	245-40-4199
44	245-40-8975	to	254-24-1796
45	254-54-3652	to	398-12-7526
46	400-68-3354	to	576-34-8522
47	577-04-4269	to	579-14-0683
48	579-20-9438	to	727-05-4428
49	217-92-4128	to	218-32-8955
50	UI Fraud Cases 174-44-6990	to	587-86-8722
51	Write off Case 1-79	to	6-79
52	Write off Case 1-79	to	6-79
53	Write off Case		
54	Write off Case		
55	UI Fraud Cases 046-26-7419	&	219-62-9201
56	UI Fraud Cases 215-32-2040	&	219-26-2841
57	Write off Cases		
58	Write off Cases		
59	Write off Cases		
60	Write off Cases		
61	Write off Cases		
62	Cash Deposits 1982 & Reimbursable		
63	Overpayment Established 1981 & 1982		
	Source Cause Reports 1981 & 1982		
64	Claim Offsets 1982 & 1983 and Write Offs 78 Weekly Report 1982 & 1983		
65	Overpayment Transaction 1981 & 1982		
66	80 - 80 Listings		
67	Inactive Fraud Cases & College Park 1972 to 1976		
68	Time Sheets		
69	Correspondence 1-84	to	12-84
70	Correspondence 1-85	to	12-85

E

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 380410316	08.04	ACCESSION NO. 88W1225	DATE REC'D 5-17-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION RANGE 41	SECTIONS(S) 11
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201			NO. OF CU. FT. 13
e) AGENCY OFFICIAL John Head For: Jim Boyd	PHONE NO. 383-2532	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)
	1985 UCFE	Schedule 991-4
1	0001 - 0699	Item 3
2	0700 - 1499	Date of Disposal:
3	1500 - 2299	1/89
4	2300 - 3099	
5	3100 - 3999	
6	4000 - 4699	
7	4700 - 5499	
8	5500 - 6299	
9	6300 - 7099	
10	7100 - 7899	
11	7900 - 8799	
12	8800 - 9699	
13	9700 - end	

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R-41

S-~~10~~ 11

35 ~~10~~ Empties - S-10

1 Empty - S-11

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

08.04

DEPT. OF ECONOMIC & EMPLOYMENT DEV.

Reporting Agency

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
88W220	RECORDS CLOSED	991-4	7	12/85	133	01/89	RECYCLED
86W590	CONTRIBUTION RETURNS 15'S	991-4	17S	1983	43		
86W456	COMPUTER PRINT OUTS	991-4	30	1984	52		
86W391	PRINTOUTS	991-4	3	1983	9		
85W647	ESA 16'S	991-4	3A	1983	44		
87W630	INTERSTATE RECORDS	991-4	7	1/86	118		

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

04/04/89

  
signature

Records Center Mgr.  
Title

Date

E

# 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 380410304		08.04	ACCESSION NO. 88W220	DATE REC'D 9-28-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division			LOCATION - RANGE 40	SECTION(S) 27-31
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201			NO OF CU FT 133	
e) AGENCY OFFICIAL John Head		PHONE NO 383-2532	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)
	These records were closed 12/85.	Schedule 991-4
1	005-01-0000 - 151-01-9990	Item 7
2	152-01-0000 - 188-01-9990	Disposal Date 1/89
3	189-30-2810 - 212-66-8410	
4	212-70-0720 - 215-36-1260	
5	215-36-2620 - 218-42-3670	
6	218-42-8070 - 221-22-4510	
7	221-22-9440 - 229-52-2100	
8	229-72-3340 - 242-58-8190	
9	242-60-8660 - 260-98-0970	
10	261-04-4270 - 330-42-0060	
11	336-42-1430 - 449-24-4930	
12	450-64-3440 - 577-76-9050	
13	577-76-9060 - 579-54-2080	
14	579-62-4150 - 723-01-4630	
15	004-60-6401 - 142-50-8751	
16	145-52-8391 - 185-26-4841	
17	185-60-5661 - 208-54-0451	
18	210-12-1621 - 214-54-0001	
19	214-54-5721 - 214-84-8311	

Disposal:  
2-1-89  
JPK



Box Number	Description	Disposal
20	215-78-3031 - 218-58-1311	Schedule 991-4 Item 7 Disposal 1/89
21	218-60-2581 - 221-40-3301	
22	221-40-4031 - 229-38-9371	
23	229-46-8041 - 237-80-6831	
24	237-90-7611 - 267-80-3921	
25	268-66-4421 - 430-94-4961	
26	431-41-0281 - 577-72-1381	
27	577-72-4731 - 577-90-8761	
28	578-92-0481 - 725-07-1301	
29	044-26-7632 - 142-52-8932	
30	146-44-6012 - 187-48-9122	
31	188-30-9432 - 212-70-1552	
32	212-70-2622 - 215-78-5442	
33	215-78-8722 - 219-18-6602	
34	219-28-2602 - 221-64-9422	
35	222-54-6232 - 230-68-0152	
36	230-74-9162 - 239-68-1362	
37	240-13-6762 - 263-88-1012	
38	264-66-7872 - 431-20-5302	
39	431-27-7512 - 576-34-5822	
40	576-56-1832 - 578-80-1592	
41	578-82-0012 - 587-11-9462	
42	007-48-9263 - 159-54-2993	
43	160-36-3243 - <del>197-36-4943</del>	
44	198-18-6163 - 213-64-6493	
45	213-64-1583 - 216-60-5833	
46	216-64-3163 - 219-70-8103	
47	219-70-9753 - 224-11-3673	
48	224-32-4693 - 226-19-3033	
49	226-46-7663 - 236-90-6823	
50	236-90-6913 - 262-72-5253	
51	267-95-3713 - 403-98-7753	
52	405-06-7433 - 537-86-7473	
53	559-60-0303 - 578-84-5783	
54	578-84-6153 - 653-95-9743	
55	002-34-2944 - 133-38-4054	
56	134-44-4084 - 187-52-8464	
57	188-26-1584 - 212-58-9954	
58	212-60-0604 - 214-52-4234	
59	5-58-1754 - 217-78-0754	

## Box Number

## Description

## Disposal

60	217-78-1844 - 220-58-0244	Schedule 991-4 Item 7 Disposal 1/89
61	220-60-4374 - 228-54-9374	
62	228-58-8564 - 234-06-5424	
63	234-38-8774 - 240-44-6854	
64	240-72-5544 - 261-37-1354	
65	262-44-9894 - 416-54-5874	
66	417-08-8144 - 577-68-4084	
67	577-70-4134 - 579-42-1914	
68	579-46-2004 - 716-01-6394	
69	001-54-4285 - 141-46-2125	
70	143-22-7665 - 184-38-7065	
71	184-60-4545 - 212-36-4915	
72	212-40-3125 - 215-30-3895	
73	215-34-1115 - 218-36-5815	
74	218-42-6645 - 220-62-8955	
75	220-64-0805 - 226-58-7875	
76	226-76-3205 - 236-74-2235	
77	236-80-2445 - 264-57-3705	
78	276-66-8405 - 411-92-4085	
79	416-20-9525 - 577-54-9285	
80	577-56-2615 - 578-96-9045	
81	578-96-9315 - 725-05-2905	
82	002-56-8026 - 154-88-2496	
83	155-03-1806 - 191-48-3406	
84	191-50-3736 - 212-70-3806	
85	212-70-4716 - 215-40-8046	
86	215-50-2806 - 216-94-8586	
87	217-03-9946 - 219-88-1376	
88	219-902156 - 222-46-3916	
89	223-64-1756 - 231-70-2216	
90	233-80-2686 - 245-38-4666	
91	245-60-1966 - 346-52-4986	
92	360-40-0946 - 548-48-8096	
93	549-65-0006 - 578-07-1386	
94	578-70-2946 - 725-07-5726	
95	003-48-2247 - 118-52-9827	
96	119-46-7207 - 178-56-2257	
97	198-38-2857 - 207-52-1377	
98	207-52-3717 - 214-18-3187	
99	4-32-0547 - 217-02-7087	

## Box Number

## Description

## Disposal

100	217-28-1227 - 219-52-0227	Schedule 991-4 Item 7 Disposal 1/89
101	219-52-3887 - 222-36-3657	
102	222-38-6967 - 227-40-6297	
103	227-46-2057 - 237-46-1227	
104	237-56-8557 - 290-50-0977	
105	291-54-7887 - 438-66-3017	
106	445-57-6667 - 577-76-4377	
107	577-76-6147 - 578-96-6577	
108	578-98-6047 - 728-01-6127	
109	007-54-0108 -143-18-1498	
110	144-38-1998 - 182-52-4998	
111	182-56-8368 - 212-26-7008	
112	212-26-9488 -214-60-9298	
113	214-62-2418 - 217-48-7948	
114	217-50-0708 - 219-98-1078	
115	220-06-8738 - 222-22-1428	
116	222-28-9968 - 231-78-0688	
117	231-80-0008 - 244-52-4628	
118	245-04-4678 - 313-26-9618	
119	314-56-0908 - 520-48-4048	
120	532-36-1198 - 578-70-2998	
121	578-70-3868 - 590-07-6268	
122	002-01-9999 - 143-01-9999	
123	145-01-0989 - 181-52-1589	
124	181-52-0189 - 212-38-0759	
125	212-46-4479 - 215-78-0129	
126	215-78-2149 - 219-50-1319	
127	219-52-7649 - 222-60-7649	
128	223-08-1149 - 234-88-0359	
129	234-90-8449 - 251-80-7329	
130	252-19-5039 - 409-29-2449	
131	410-25-6499 - 577-62-4999	
132	577-64-0439 - 578-96-0389	
133	579-06-1309 - 504-09-0409	

R-40

S-29-31

(133) BOXES

{ 6 } Empty SPACES

E.

# 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. 380410404 08.04		ACCESSION NO. 86W590	DATE REC'D 4-18-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION RANGE 19	SECTION(S) 7-8
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 43	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Dolores Wajer		PHONE NO. 383-2532	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 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1983 4th Quarter Contribution Returns (15's) 001 - 025 026 - 042 043 - 064 065 - 079 080 - 099 100 - 119 120 - 139 140 - 150 151 - 177 178 - 196 197 - 215 216 - 234 235 - 252 253 - 271 272 - 289 290 - 312 313 - 335 336 - 357 358 - 379 380 - 409 411 - 445 446 - 483 484 - 522 523 - 579 - 853 - 859 861 - 889 900 - 917 918 - 938 939 - 955 956 - 979 980 - 999	SCHEDULE #991-4 ITEM #17-S DESTRUCTION DATE: 1/89  Disposal: 1-14-89 GPF	

USE PREVIOUS UNLINED PAPER FOR CONTINUATION PAGES)

1983 4th Quarter Contribution Returns (15's)  
Continued

31	1017 - 2541
32	2542 - 2599
33	2600 - 2626
34	2627 - 2655
35	2656 - 2684
36	2685 - 2700
37	2702 - 2738
38	2739 - 2776
39	2777 - 2811
40	2812 - 2861
41	2862 - 2899
42	2900 - 14
43	2565 - 2594

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# 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 380410316		08.04		86W456		2-20-86	
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				LOCATION - RANGE 22		SECTION(S) 16-17	
c) DIVISION/UNIT General Services Division				NO OF CU FT 52			
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201				RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL John Head		PHONE NO 383-2532		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
For: James Boyd							

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<u>COMPUTER PRINT OUTS</u>	
1	RERUNS 7/84 to 12-84	Schedule 991-4
2	" " "	Item 30
3	" " "	Disposal Date 1/89
4	" " "	
5	3/84 to 6/84	
6	7/84 to 12/84	
7	Error Listing UBBIA	
8	Monetary Determination Rejection or recheck listing	Disposal 1/15/89
9	80-80 Image	
10	Initial Claims Listing (Error)	
11	Con't 10-22-85	
12	5/27/85 to 7/31/85	
13	Error Listing (UBBIA) 1/2/85 to 4/29/85	
14	Benefits Payments (error dictionary)	
15	Benefits Payments	
16	Monetary Reject Listing 12/26/84 to 6/1/85	
17	" " " " " " " " " "	
18	" " " " " " " " " "	
19	" " " " " " " " " "	
20	" " " " " " " " " "	
21	" " " " " " " " " "	
22	" " " " " " " " " "	
23	Monetary Determination 9/13/85 to 12/02/85	
24	" " " " " " " " " "	
25	" " " " " " " " " "	
26	" " " " " " " " " "	
27	" " " " " " " " " "	

USE PLAIN (LINED PAPER FOR CONTINUATION PAGES)

28 Det Unemployment Wage Records Employer Reports  
29 Monetary Determination run down 8/01/85 to 10/31/85  
30 Monetary Determination 11/02/84 to 07/24/85  
31 " " " " " " " " " "  
32 Unemployment DET Wage Records 1984 Employer  
33 Howard Community College to J. C. Penny  
34 Memorial Hospital to Carroll Co. BOE  
35 Sears and Roebucks to Church Hospital  
36 State of Maryland to Harford Co. Gov't  
37 State of Maryland to Eastmet  
38 Montgomery Co. Public School to Howard Community College  
39 Howard Co. Water & Sewage to Alleghany Community College  
40 Harford Co. BOE to Prince Georges Bd. of Education  
41 Howard Co. Public Schools to Anne Arundel Co. Gov't  
42 Giant Foods to Sears and Robucks  
43 Fairchild Ind. to Anne Arundel  
44 Locke Insulation to Housing Authority Balto. City  
45 IBM to Savings Bank of Baltimore  
46 Prince Georges Public College to Lock Insulation  
47 Anne Arundel Co. Library to Bethlehem Steel  
48 Anne Arundel BOE to C&P Telephone  
49 Eastnest to Harford Co. BOE  
50 DET Computer tape to Unemployment Wage Records  
51 UIA DET to Training Memos 1985  
52 UIA/DET Wage Records to Record Title A-T



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# 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. 380410316 <i>08.04</i>		ACCESSION NO. <i>86W391</i>	DATE REC'D <i>1-16-86</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION RANGE <i>6</i>	SECTION(S) <i>30</i>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>9</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Jim Boyd		PHONE NO. 383-2532	
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>PRINT OUTS</i>	
1	83-1 GIANT FOOD HARFORD GOVERNMENT PENTAMTION ✓ MONTGOMERY COLLEGE JOHN HOPKINS UNIVERSITY ✓ FREDRICK BOARD OF EDUCATION ✓ HOWARD BOARD OF EDUCATION STATE TRANSPORTATION DEPT. OF TRANSPORTATION	Schedule 991-4  Item 3  Disposal Date:  1/89
2	83-2 IBM SEARS BALTIMORE GENERAL HOSPITAL BLUE CROSS & BLUE SHIELD ANNE ARUNDEL GOVERNMENT FREDERICK COMMUNITY COLLEGE HOWARD COMMUNITY COLLEGE STATE OF MARYLAND HOWARD COMMUNITY GOVERNMENT PILOT FREIGHT	<i>Disposal:</i> <i>1-14-89</i> <i>gfk</i>
3	83-3 FREDERICK COMMUNITY COLLEGE PRINCE GEROGES DUNDALK ANNE ARUNDEL HOWARD ALLEGHANY MONTGONERY BOARD OF EDUCATION howard county board of education pentamotion	
	STATE OF MARYLAND ( SOCIAL SERVICES)	

4 83-3  
STATE OF MARYLAND  
HARFORD  
LOCKE INSULATOR  
WESTERN ELECTRIC  
SEARS  
EASTMET  
IBM  
SOUTH BALTIMORE GENERAL HOSPITAL  
BALTIMORE CITY BOARD OF EDUCATION  
CITY OF BALTIMORE

5 83-3  
CATONSVILLE COMMUNITY COLLEGE  
MONTGOMERY COUNTY COMMUNITY COLLEGE  
UNITED PARCEL  
BETHLEHEM STEEL  
MARYLAND CUP  
BLUE CROSS & BLUE SHIELD  
MONTGOMERY COUNTY

6 82-4  
STATE OF MARYLAND  
C & P

7 83-4  
WESTERN ELECTRIC  
ESSEX COMMUNITY COLLEGE  
HOWARD COUNTY BOARD OF EDUCATION  
MONTGOMERY SCHOOLS  
CARROLL COUNTY BOARD OF EDUCATION  
UNITED PARCEL SERVICE  
ARUNDEL COUNTY LIBRARY  
PENTAMOTION  
FAIRCHILD  
HOWARD COMMUNITY COLLEGE  
HAGERSTOWN  
SAVINGS BANK OF BALTIMORE  
HOWARD GOVERNMENT  
EASTMET  
DUNDALK COMMUNITY COLLEGE  
ALLEGHANY COMMUNITY COLLEGE  
WESTERN ELECTRIC  
MONTGOMERY COUNTY GOVERNMENT  
BENDIX FIELD ENGINEERING  
HOUSING AUTHORITY  
REVIEW & HERALD

8 83-4  
BLACK & DECKER  
B G & E  
BALTIMORE CITY  
WATKINS & JOHNSON  
IBM  
MARYLAND CUP  
CATONSVILLE COMMUNITY COLLEGE  
JOHNS HOPKINS UNIVERSITY  
GIANT FOOD  
SOUTH BALTIMORE GENERAL HOSPITAL  
C & P  
LOCKE INSULATOR  
BLUE CROSS  
PRINCE GEORGES BOARD OF

83-4

PILOT FREIGHT  
BALTIMORE COUNTY GOVERNMENT  
SEARS  
FREDERICK COUNTY GOVERNMENT  
UNITED PARCEL SERVICE  
DUNDALK COMMUNITY COLLEGE  
HOWARD COUNTY BOARD OF EDUCATION & OFFICE OF FINANCE  
ESSEX COUNTY COMMUNITY COLLEGE  
FAIRCHILD SPACE CO.  
SOUTHERN MARYLAND GENERAL  
STATE OF MARYLAND TRANSPORTATION  
PENINSULA GENERAL HOSPITAL

# RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <span style="font-size: 1.5em; margin-left: 100px;">08.04</span> <span style="font-size: 1.5em; margin-left: 50px;">380410316-</span>	ACCESSION NO. <span style="font-size: 2em;">85W647</span>	DATE REC'D <span style="font-size: 2em;">4-11-85</span>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <span style="font-size: 2em;">10</span>	SECTION(S) <span style="font-size: 2em;">11-12</span>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <span style="font-size: 2em;">44</span>	
e) AGENCY OFFICIAL <b>John Head</b> For: <b>Jim Boyd</b>	PHONE NO. <b>383-2532</b>	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)
	ESA 16(s) <span style="float: right;">3rd Quarter 1983</span>	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	001 - 151 152 - 179 180 - 209 210 - 230 231 - 250 251 - 272 273 - 292 293 - 311 312 - 330 331 - 350 351 - 366 367 - 381 382 - 394 395 - 412 413 - 426 427 - 442 443 - 454A 454B - 465 466 - 472 473 - 491 492 - 505 506 - 517 518 - 533 (82/3) 533 - 545 546 - 561 562 - 574 575 - 587A 587C - 600 601 - 615 616 - 625	Disposal date of 16(s) October, 1988  Schedule #991-4  Item 3-A  <span style="font-size: 1.5em; font-family: cursive;">Disposal 1/89</span> <span style="font-size: 1.5em; font-family: cursive;">1/14/89</span> <span style="font-size: 1.5em; font-family: cursive;">REV</span>

31	626 - 641
32	642 - 657
33	658 - 667A
34	667B - 684
35	685 - 738
36	739 - 1995
37	1996 - 2097
38	2104 - 2213
39	2114 - 2152
40	2153 - 2183
41	2184 - 2228
42	2229 - 2470
43	2471 - 2878
44	2883 - 5104 to END and 1 Mixed Batch Folder

# 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. <span style="font-size: 2em; margin-left: 100px;">08.04</span>	ACCESSION NO. <span style="font-size: 3em; font-family: cursive;">87W630</span>	DATE REC'D <span style="font-size: 3em; font-family: cursive;">2-11-87</span>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">115</span>	SECTION(S) <span style="font-size: 2em; font-family: cursive;">12-15</span>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">118</span>	
e) AGENCY OFFICIAL For <span style="font-size: 1.5em; font-family: cursive;">Monivilla Gibson</span>	PHONE NO. <b>383-2532</b>	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)
	The following interstate records were Class'd 1/86	Schedule 991-4 Item 7 Disposal date 1/89
1	005-72-1210      146-38-3740	<div style="font-size: 2em; font-family: cursive;">Disposal</div> <div style="font-size: 2em; font-family: cursive;">2/13/89</div> <div style="font-size: 3em; font-family: cursive;">PR</div>
2	147-32-4500      192-50-2930	
3	194-52-3280      213-60-7550	
4	213-62-3220      215-84-2560	
5	215-84-4530      218-54-7120	
6	218-56-2260      221-34-2750	
7	221-36-7400      229-96-1090	
8	229-98-5650      241-94-8580	
9	242-84-9210      345-50-1510	
10	345-54-6610      499-60-9170	
11	500-01-0000      578-68-9990	
12	578-70-0000      589-05-7250	
13	003-44-1061      087-20-9781	
14	087-48-8271      176-44-0221	
15	176-44-0501      211-60-9111	

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212 12 3681  
215 34 2551  
218 84 1921  
224 70 1531  
238 70 0891  
273 26 8381  
474 12 8271  
578 70 0831  
585 60 4101  
001 38 2372  
161 20 4002  
203 24 8442  
214 30 8802  
217 46 7132  
220 60 4552  
228 44 4712  
244 48 7202  
306 78 9792  
562 74 5172  
578 86 8542  
002 36 5433  
163 42 1533  
200 52 1363  
214 50 2383  
217 82 8573  
222 38 4493  
233 90 6133  
255 46 0473  
488 70 9823

DET  
577 96 6923  
DETERMINATIONS  
DETERMINATIONS

215 32 6101  
218 82 5981  
224 58 5971  
238 13 7151  
272 40 9391  
473 30 5861  
578 68 3361  
584 98 0841  
722 07 2631  
160 60 2422  
202 48 4462  
213 94 5492  
218 54 7782  
220 58 0302  
228 44 2132  
244 25 8932  
577 94 6012  
562 52 9002  
578 86 3672

047  
163 38 1643  
199 38 0543  
214 48 4783  
217 78 7083  
222 34 8263  
233 88 5683  
255 44 4923  
424 78 1493  
577 96 6673  
TO 587 70 3653  
722 18 7963  
" 84"  
" 84"

III

49 002 48 2984  
 50 149 58 1754  
 51 200 52 3474  
 52 213 66 9584  
 53 217 34 8584  
 54 219 78 8054  
 55 222 38 5604  
 56 232 78 2124  
 57 250 02 0994  
 58 381 56 9184  
 59 578 44 7894  
 60 003 00 0994  
 61 161 24 9255  
 62 193 14 6455  
 63 213 52 9925  
 64 216 64 3465  
 65 218 86 5045  
 66 221 28 0185  
 67 228 72 8965  
 68 237 52 4405  
 69 265 60 1225  
 70 414 08 8485  
 71 577 90 8365  
 72 579 72 4435  
 73 003 54 6236  
 74 164 28 2326  
 75 207 30 3756  
 76 215 14 4076  
 77 218 34 1816  
 78 221 34 4306  
 79 230 76 5436  
 80 246 11 5996  
 81 410 23 5146

149 56 1994  
 200 50 3874  
 213 66 6174  
 217 32 9184  
 219 78 0724  
 222 38 3054  
 232 08 5074  
 249 92 9954  
 380 42 3954  
 577 96 8874  
 OUT  
 160 54 4595  
 192 48 3565  
 213 68 2285  
 216 62 3065  
 218 82 9923  
 221 26 3205  
 228 58 7115  
 237 31 1775  
 264 91 1915  
 412 80 7475  
 577 48 9915  
 578 90 3605  
 OUT  
 164 22 8116  
 205 44 0776  
 214 96 0436  
 218 12 5186  
 221 28 8426  
 230 50 0166  
 246 08 4556  
 409 78 0126  
 577 7 4106



82	577	68	5786	578	94	7816
83	578	72	7416	718	01	0546
84	002	54	7997	147	42	5847
85	149	44	8537	201	16	7447
86	201	18	8647	214	44	0677
87	214	46	4807	216	66	7247
88	216	66	7647	219	46	9747
89	219	58	6037	225	66	8847
90	225	90	1167	236	64	2697
91	236	72	0037	275	52	4527
92	276	30	6957	479	82	7837
93	482	28	6417	578	74	0717
94	578	74	1967	725	12	1337
95	002	44	5238	160	48	8008
96	160	60	8188	200	44	6638
97	200	50	6808	213	72	0428
98	213	72	0758	216	84	0108
99	216	84	8278	219	68	9518
100	220	70	0528	228	13	7848
101	219	70	0708	235	08	7738
102	235	30	2018	269	48	9558
103	271	36	5138	446	54	1728
104	450	98	4398	578	62	5748
105	578	64	2198	587	52	2728
106	002	46	3189	083	26	2949
107	085	50	5299	181	44	0579
108	181	48	8489	212	72	1779
109	212	76	3869	215	90	9399
110	216	12	9169	219	60	6679
111	219	62	1389	224	98	2099
112	225	08	5489	239	48	9849
113	239	78	9259	293	36	5539
114	294	28	3079	545	7	6739

V.

115	547 80 5989	578 70 8039
116	578 70 9759	587.21.2069
117	MISC "83" Folder	
118	MISC. PAPERS → history Cards "84"	

87 W630

R-115

S-12-15

BOXES - 1 thru 118 \*

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

08.05

DEPT. OF ECONOMIC & EMPLOYMENT DEV.

Reporting Agency

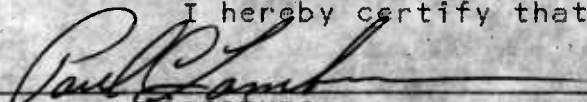
RESEARCH

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
84W219	PERSONNEL/TIME SHEETS	.835-4	1	1973-78	2	01/89	RECYCLED

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

04/04/89

  
Signature

Records Center Mgr.  
Title

Date

RECORDS TRANSMITTAL

AND RECEIPT

08.05

~~06.07~~

Accession No.

84W219

Date Received

10-31-83

From: (Name, Division, Address or Agency)

Cecelia P. Clark, Research <sup>Employment</sup>  
Dept. Economic & Community Dev.

Signature

Title

Building and Room

5 Riva Road Suite Q

3. Phone

301-269-3629

4. To: State Records Center  
Waterloo

Signature: (Agency Official)

Cecelia P. Clark

6. No. of Cu.Ft.

2

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Waterloo	* 1	Personnel/Time Sheets/Purchasing/Energy Grant 1974-1978	Schedule No. 835 for all
Waterloo	* 2	Personnel, Gov. 5Point Strategy 1973-1978	Item No. 1 for all

R-103  
S-20

January  
1989

Disposal  
2/11/89  
BCZ

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

08.03

DEPT. ECONOMICS & EMPLOYMENT TRAINING

Reporting Agency

GENERAL SERVICES DIV.

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
87W219	WIN CASE RECORDS	991-3	29	7/85	19	11/88	RECYCLED
87W210	ENDS DAILIES, WEEKLY	991-3	25	7/85	9		
87W524	ENDS DAILIES, WEEKLY	991-3	25	1984-85	9		

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

Signature

Records Center Mgr.  
Title

11/02/88

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. <u>08.01</u> <u>08.03</u>	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">87W219</div>	DATE REC'D <div style="font-size: 2em; font-family: cursive;">9-15-86</div>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>	LOCATION - RANGE      SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">3/143      926</div>	
c) DIVISION/UNIT <b>General Services Division</b>		
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">19</div>	
e) AGENCY OFFICIAL <b>For: John Head Dennis Lanahan</b>	PHONE NO <b>383-2532</b>	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)
	The following WIN case records were closed: <u>7/85</u> DATE	SCHEDULE 991-3
1.	Deregistered      A - B	ITEM 29
2.	Deregistered      G - H	DESTRUCT DATE
3.	Deregistered      H - J	<u>7/88</u>
4.	Deregistered      D - F	DATE
5.	Deregistered      A - B	
6.	Deregistered      S - T	
7.	Deregistered      S	
8.	Deregistered      H - J	
9.	Deregistered      A - BC	
10.	Deregistered      K - Mc	
11.	Deregistered      J - T	
12.	Deregistered      S - T	
13.	Deregistered      T - Z	
14.	Deregistered      DA - FA	
15.	Deregistered      DBR - CH	
16.	Deregistered      CL - CO	
17.	Deregistered      FA - WA	
18.	Deregistered      CH - DA	
19.	Deregistered      HA - HU	

Disposal:  
10-25-88  
9/15

E

# 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. 380310206 <i>08.03</i>		ACCESSION NO. <i>87W210</i>	DATE REC'D <i>9-15-86</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>28 154</i>	SECTION(S) <i>24 26</i>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>9</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: John Head Paul Gilden		PHONE NO. 383-2532	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	Ends Dailies Apr. 2, 4 & 9	SCHEDULE #991-3	
2	Ends Dailies Apr. 7, 11, 14 & 16	ITEM #25	
3	Ends Dailies Apr. 18, 21, 25 & 28	DATE OF DISPOSAL:	
4	Ends Dailies Apr. 23, 30 & May 2	7/88	
5	Ends Dailies May 5, 7, 9 & 12	<i>Disposal:</i>	
6	Ends Dailies May 14, 16 & 19	<i>10-25-88</i>	
7	Ends Weeklies Mar. 3-31, Apr. 4, 11, 18, 25 & 30	<i>9/6</i>	
8	ESARS purge July 85-Nov 85, Auto Inact. July 85		
9	ESARS Auto Inact. Aug. 85-Nov. 85		

USE MAIN UNLINED PAPER FOR CONTINUATION PAGES



E

# 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. 380310206		ACCESSION NO. 87W524	DATE REC'D 12-18-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 106	SECTION(S) 33
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 9	
e) AGENCY OFFICIAL John Head For: Paul Gilden		PHONE NO. 383-2532	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)
1	Ends dailies May 21-23 Weekly May 9	Schedule 991-3 Item 25 Date of Disposal: 7/88  <i>Disposal?</i> <i>10-15-88</i> <i>PJH</i>
2	Ends dailies May 26-29 weekly May 16 & 23	
3	Ends dailies Jun 2, 4 & 6 weekly Jun 6	
4	Ends dailies Jun 9, 11 & 13 weekly 13	
5	Ends dailies Jun 16, 18 & 20	
6	Ends dailies Jun 23-26 weekly May 29	
7	Ends dailies Jul 3-7 weeklies Jun 20 & 26	
8	Purge Dec '85' Inact. Dec '85' - Jan '86' MA 345 listing Oct '84'	
9	MA 345 listings Nov '84' - Nov '85'	

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

08.04

DEPT. ECONOMICS & EMPLOYMENT TRAINING

Reporting Agency

GENERAL SERVICES DIV.

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DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W358	ESA 16'S	991-4	3	4/83	36	11/88	RECYCLED

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

Signature

Records Center Mgr.  
Title

11/02/88

---

Date

E

# 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. 380410316		ACCESSION NO. 85W358	DATE REC'D 12-5-84
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 30-43	SECTION(S) 4-5 22
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 36	
e) AGENCY OFFICIAL John Head For: Jim Boyd		PHONE NO. 383-2532	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)
	83/1	
	The following regular batches of ESA 16's were closed 4/83.	Schedule 991-4
1	001 - 021	Item 3
2	022 - 034 D	Date of Disposal: 7/88
3	035 - 053 (048 missing)	
4	054 - 067	
5	068 - 076	
6	077 - 090	
7	091 - 109	
8	110 - 123 (121 missing)	
9	124 - 143	
10	144 - 162	
11	163 - 187 (180, 181 and 182 missing)	
12	188 - 255	
13	256 - 440 (Missing Batches)	
14	442 - 668 (Missing Batches)	
15	669 - 700	
16	701 - 728	
17	729 - 758	
18	759 - 781	
19	782 - 803	
20	804 - 827	
21	828 - 847	
22	848 - 866	
23	867 - 885	
24	886 - 901	
25	902 - 919	
26	920 - 936	
27	937 - 952	
28	953 - 964 B	
29	964 C - 977 A	
30	977 B - 995	
31	996 - 1007 -1144	

Disposal:  
9-27-88  
gpk

32 1145 - 1190  
33 1191 - 1240  
34 1241 - 1302  
35 1305 - 1937  
36 1938 - 3704 - 9999 Plus Special Handling 660

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

08.03

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

DEPT. OF EMPLOYMENT & TRAINING

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
87W143	ENDS DAILIES	991-3	26	Jan.-March	12	9/88	RECYCLED

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

  
 Signature

RECORDS CENTER MANAGER

Title

9/16/88

Date

DGS 550-2

# 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. <u>08.03</u> 380310206 <del>08.01</del>	ACCESSION NO. 87W143	DATE REC'D 8-27-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE: 21      SECTION(S): 20      NO. OF CU. FT.: 12	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: John Head Paul Gilden	PHONE NO. 383-2532	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	Ends dailies Jan 8-13 & Jan 31	SCHEDULE #991-3 ITEM 26 DATE OF DISPOSAL: 7/88  <i>Disposal:</i> 9-8-88 JPK
2	Ends Dailies Jan 17-22	
3	Ends Dailies Jan 24-30	
4	Ends Dailies Feb 5-10	
5	Ends Dailies Feb 11-19	
6	Ends Dailies Feb 21-26	
7	Ends Dailies Feb 28-Mar 5	
8	Ends Dailies Mar 7-12	
9	Ends Dailies Mar 14-19	
10	Ends Dailies Mar 21-26 & Feb 3	
11	Ends Daily Mar 31 & Weeklies Jan 17, 21, 30 & Feb 7	
12	Ends Weeklies Feb 14, 21, 28 & Mar 7, 14, 21	

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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

08.04

CERTIFICATE OF RECORDS DISPOSAL

DEPT. EMPLOYMENT & TRAINING

Reporting Agency

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.				
84W732	DET/UIA 16's	991-4	3	4/84	46	3/88	RECYCLED
85W644	OVERPAYMENT CASES	991-4	4	12/84	65	3/88	RECYCLED
87W141	ENDS DAILIES	991-3	25	Oct.-Jan.	10	3/88	RECYCLED

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

Signature

RECORDS CENTER MANAGER

Title

4/26/88

Date

DGS 550-2

RECORDS TRANSMITTAL

DET. **E** AND RECEIPT DET  
 LOCAL OFFICE \_\_\_\_\_ CENTRAL OFFICE **X**

Accession No. <b>84W732</b>	Date Received <b>5-14-84</b>
Signature _____	
Title _____	
4. <u>To:</u> State Records Center	
6. No. of Cu.Ft. <b>46</b>	

From: (Name, Division, Address or Agency)  
 1100 N. Eutaw Street  
 Baltimore, Maryland 21201 **08.01**

Building and Room: DHR-Room 312  
 Phone: 383-4018

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

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<b>R-41</b> <b>S-10-11</b>		The following regular batches of DET/UIA 16's were closed 4/84:	82/3
	1	004-299	& <b>991-4</b>
	2	300-325	Date of Disposal
	3	328-348	<i>Schedule 881</i>
	4	349-373	<i>Item 3</i>
	5	374-393	<i>Date of Disposal is</i>
	6	394-411	<i>9/87</i>
	7	412-430	<i>1/88</i>
	8	431-445	
	9	446-464	
	10	465-480	
	11	481-496	
	12	497-513	
	13	514-528	
	14	529-541	
	15	542-555	
	16	556-564	
	17	565-575	
	18	576-586	
	19	587-595	
	20	596-607	
	21	608-617	
	22	618-628	
	23	629-640	
	24	641-649	
	25	650-660	
	26	661-672	
	27	673-681	
	28	682-693	
	29	694-708	
	30	709-722	
	31	723-735	
	32	736-747	
	33	752-759	
	34	760-773	
35	774-781		

*Disposal:*  
**3-9-88**  
**JP67**

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DET                      AND RECEIPT DET  
 LOCAL OFFICE                      CENTRAL OFFICE                     

Accession No.	Date Received
Signature	
Title	
4. <u>To</u> : State Records Center	
6. No. of Cu.Ft.	

From: (Name, Division, Address or Agency)

Building and Room      3. Phone

5. Signature: (Agency Official)

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.) & Date of Disposal
	36	784-794	
	37	795-840	
	38	841-No Block # The following mixed batches of DET/UIA 16's were closed 4/84:	
	39	001-022	
	40	023-039	
	41	040-052	
	42	053-069	
	43	070-073	
	44	074-076	
	45	077-087	
	46	The following delinquent batches of DET/UIA 16's were closed 4/84: 1003-2799 The following mixed batches of DET/UIA 16's were closed 4/84: <del>                    </del>	

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# RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <span style="float: right; font-size: 1.5em;">08.04</span> 380410415	ACCESSION NO <span style="font-size: 2em; font-weight: bold;">85W644</span>	DATE REC'D <span style="font-size: 1.5em;">4-11-85</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION - RANGE <span style="font-size: 1.5em;">31143</span>	SECTION(S) <span style="font-size: 1.5em;">2-4</span>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU FT. <span style="font-size: 2em;">65</span>	
e) AGENCY OFFICIAL For: <b>John Head</b> Donna Gross	PHONE NO. 383-2532	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)
	The following overpayment cases were closed 12/84	
1	000-00-0000 to 122-32-0449	Schedule 991-4  Item 4  Date of Disposal:  1/88  <span style="font-size: 2em; font-weight: bold; font-family: cursive;">DISPOSAL</span>  <span style="font-size: 1.5em;">3-21-88</span>
2	122-32-1706 to 174-14-9999	
3	174-16-1706 to 209-38-1423	
4	209-38-1424 to 212-42-1342	
5	212-42-1343 to 212-52-5621	
6	212-52-5622 to 212-66-0845	
7	212-66-0846 to 212-99-9999	
8	213-01-0000 to 213-42-1416	
9	213-42-1417 to 213-62-9236	
10	213-62-9237 to 213-72-0154	
11	213-72-0155 to 214-14-1375	
12	214-14-1376 to 214-42-5315	
13	214-42-5316 to 214-58-0951	
14	214-58-0952 to 214-68-5382	
15	214-68-5383 to 215-12-7848	
16	215-12-7849 to 215-42-3736	
17	215-42-3737 to 215-62-0613	
18	215-62-0614 to 215-82-9538	
19	215-82-9539 to 216-36-1759	
20	216-36-1760 to 216-52-9386	
21	216-52-9387 to 216-68-4728	
22	216-68-4729 to 216-99-9999	
23	217-00-0000 to 217-42-6264	
24	217-42-6265 to 217-60-4415	
25	217-60-4416 to 217-74-0067	
26	217-74-5068 to 218-20-8162	
27	218-20-8162 to 218-44-2339	
28	218-44-2340 to 218-59-9999	
29	218-60-0000 to 218-72-3312	
30	218-72-3313 to 219-16-6630	

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31	219-16-6631	to	219-44-9397
32	219-44-9399	to	219-62-3457
33	219-62-3458	to	219-80-5585
34	219-80-5586	to	220-30-1802
35	220-30-1803	to	220-52-8940
36	220-52-8941	to	220-74-1698
37	220-74-1699	to	222-38-0431
38	222-38-0432	to	228-99-9999
39	229-00-0000	to	235-28-3345
40	235-28-3346	to	242-84-7268
41	242-84-7269	to	251-40-6465
42	251-40-6466	to	372-62-7031
43	372-62-7031	to	577-36-1041
44	577-36-1042	to	579-66-9719
45	579-66-1720	to	999-99-9999
46	Write Offs 7-1-78 to 12-31-78		
47	"	"	"
48	"	"	"
49	"	"	"
50	"	"	"
51	"	"	"
52	"	"	"
53	"	"	"
54	"	"	"
55	"	"	"
56	Special Federal Employment Audit (Veteran's Adm., Dept. of Agriculture & Dept. of Interior)		
57	Internet 84/1 no conflict fraud/nonfraud		
58	Internet 84/1 no OP		
59	Special Federal Audit (Dept. of Health & Human Services & Dept. of Commerce)		
60	Internet 83/4		
61	Internet Finished Cases Worksheets No. 3		
62	Donna's Correspondence from Recoveries/ Investigation Unit		
63	1983 Offsets		
64	"	"	
65	"	"	

# 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

<p>a) AGENCY CODE 1. <i>08.03</i> 380310206 <i>08.01</i></p> <p>b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b></p> <p>c) DIVISION/UNIT <b>General Services Division</b></p> <p>d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b></p> <p>e) AGENCY OFFICIAL <b>For: John Head Paul Gilden</b></p> <p style="text-align: right;">PHONE NO. <b>383-2532</b></p>	<p>ACCESSION NO <i>87W141</i></p> <p>LOCATION RANGE <i>39</i></p> <p>SECTION(S) <i>4</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>8-27-86</i></p> <p>NO. OF CU. FT. <i>10</i></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ENDS dailies Oct 30-Nov 4	<p>SCHEDULE #991-3</p> <p>ITEM <i>25</i></p> <p>DATE OF DISPOSAL: <i>1/88</i></p> <p style="font-size: 1.5em; font-family: cursive;">Disposal:</p> <p style="font-size: 1.5em; font-family: cursive;"><i>3-8-88</i></p> <p style="font-size: 1.5em; font-family: cursive;">JPS</p> <p style="text-align: right; font-size: 1.5em;">*</p>
2	ENDS dailies Nov 6-13 partial	
3	<del>ENDS</del> dailies Nov 13 partial-18, weekly Nov 15	
4	Ends dailies Nov 20-25	
5	Ends dailies Nov 27-Dec 4 partial	
6	Ends dailies Dec 4 partial-9, Weekly Nov 22	
7	Ends dailies Dec 11-13, Weekly Nov 30, Dec 6	
8	Ends Dailies Dec 16-20, Weeklies Dec 13	
9	Ends dailies Dec 23-Jan 3	
10	Ends dailies Jan 6, Weeklies Dec 20, 27, 30	

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

08.04

DEPT. OF EMPLOYMENT & TRAINING (NOW DEED)

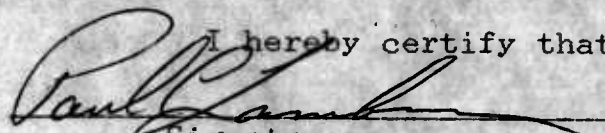
Reporting Agency          Accession No.

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W176	CONTRIBUTION RETURNS	991-4	17S	1982	31	2/88	RECYCLE
84W656	WIN HISTORY CARD	991-4	22	1982	4		

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

  
Signature

Records Center Mgr.  
Title

02/16/88

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. <span style="float: right; font-size: 1.5em;">08.04</span> 380410404	ACCESSION NO. <span style="font-size: 2em;">85W176</span>	DATE REC'D <span style="font-size: 2em;">9-6-84</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT & TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION - RANGE <span style="font-size: 2em;">34</span>	SECTION(S) <span style="font-size: 2em;">30</span>
d) MAILING ADDRESS 1100 N. Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 2em;">31</span>  RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Dolores J. Wajer Employer Status Unit-404	PHONE NO. 383-2532	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)
	Contribution Returns (Forms 15) for the fourth quarter 1982 (Quarter ending December 31, 1982)	Schedule 991-4
1.	001 - 032	Item 17-S  Date of Disposal:  1/88
2.	033 - 072	
3.	073 - 105	
4.	106 - 138	
5.	139 - 170	
6.	171 - 200	
7.	201 - 234	
8.	235 - 266	
9.	267 - 300	
10.	301 - 330	
11.	331 - 359	
12.	360 - 390	
13.	391 - 419	
14.	420 - 449	
15.	450 - 500	
16.	501 - 993	
17.	994 - G11	
18.	G12 - G37	
19.	G38 - G65	
20.	G66 - G90	
21.	G91 - H25	
22.	H26 - H53	
23.	H54 - H78	
24.	H79 - K07	
25.	K08 - K34	
26.	K35 - K61	
27.	K62 - J86	
28.	J87 - N88	
29.	N89 - 583	
30.	584 - 1026 mixed	
31.	1027 - 1055	

DISPOSAL

1-28-88

R.J.

31

RECORDS TRANSMITTAL

*John E. Huch*  
 AND RECEIPT  
 DET CENTRAL  
 0804

From: (Name, Division, Address or Agency)  
~~John E. Huch~~ (To: Gloria Morris)  
 DHR-General Services  
 1100 W. Eutaw St., Baltimore, Md. 21201

Building and Room  
 1100 W. Eutaw  
 Room 312

3. Phone  
 383-4282  
~~283-1111~~

Signature: (Agency Official)  
*Gloria Morris, Supervisor*

Accession No. 84W656 Date Received 4-27-84

Signature

Title

4. To: State Records Center  
 Waterloo

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.)
---------------------------	----------------	--	--

R-35  
 S-7

		W.I.N. - History Card, Folder, 754, 762 - 1962	
	1	000-00-0001 - 214-99-9999	
	2	215-00-0001 - 217-99-9999	
	3	218-00-0001 - 220-99-9999	
	4	221-00-0001 - End	

SCHEDULE # ~~88TA~~  
 AS AMENDED  
 ITEM I  
 DISPOSAL DATE  
 1/88  
 991-4  
 Item 22

Disposal  
 1-28-88  
 R.A.

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

08.01

DEPT. OF EMPLOYMENT & TRAINING (NOW D.E.E.D.)

Reporting Agency          Accession No.

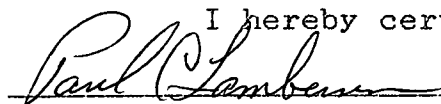
GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W529	LOCAL OFFICE TABLES	991-3A	36	FY 81 -82	4	1/88	RECYCLED
87W144	CLOSED CASES	991-4	23	1983	53		
84W638	C.E.T.A.-HISTORY CARD	991-4	22	1981-82	35		
86W390	ENDS DAILIES	991-3	25		12		
86W531	ENDS DAILIES	991-3	25	1985	11		
85W175	CONTRIBUTION RETURNS	991-4	17S	9/82	29		

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

01/26/88

  
Signature

Records Center Mgr.  
Title

Date



E

**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. 380310206 <i>08.03</i> <del>08.01</del>		ACCESSION NO. <i>85W529</i>	DATE REC'D <i>2-22-85</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>17</i>	SECTION(S) <i>12</i>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>4</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: <b>John Head</b> <b>Paul Gilden</b>	PHONE NO. <b>383-2532</b>	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	Local Office Tables Dec 81, Project Tables FY 80&81 SMSA & District Tables FY 81	Schedule 991-3 A
2	Local Office Tables Jun, Jul & Aug 82 & Food Stamp Tables	Item 36
3	Local Office Tables Dec 79, Mar 80, Jun 80, Dec 80 & Mar 81	Date of Disposal: <del>8/87</del> <i>1/88</i>
4	Local Office Tables Jun 81, Jan-May 82	
<p><i>DISPOSAL</i></p> <p><i>1-13-88</i></p> <p><i>A.P.</i></p>		

# 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. <span style="margin-left: 100px;"><del>08-01</del> 08.04</span>	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">87W144</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">8-27-86</span>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">5</span>	SECTION(S) <span style="font-size: 2em; font-family: cursive;">19-20</span>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">53</span>	
e) AGENCY OFFICIAL <b>John Head</b> For: <b>Mark Wolf</b>	PHONE NO. <b>383-2532</b>	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	1983	12500 - 12599	Closed 12/84
2	"	12600 - 12699	"
3	"	12700 - 12799	"
4	"	12800 - 12899	"
5	"	12900 - 12999	"
6	"	13099 - 13099	"
7	"	13100 - 13199	"
8	"	13200 - 13299	"
9	"	13300 - 13399	"
10	"	13400 - 13499	"
11	"	13500 - 13599	"
12	"	13600 - 13699	"
13	"	13700 - 13799	"
14	"	13800 - 13899	"
15	"	13900 - 13999	"
16	"	14000 - 14099	"
17	"	14100 - 14199	"
18	"	14200 - 14299	"
19	"	14300 - 14399	"
20	"	14400 - 14499	"
21	"	14500 - 14599	"
22	"	14600 - 14699	"
23	"	14700 - 14799	"
24	"	14800 - 14899	"
25	"	1490.1 - 15000	"
26	"	1500.1 - 15100	"
27	"	1510.1 - 15200	"
28	"	1520.1 - 15300	"
29	"	1530.1 - 15400	"
30	"	1540.1 - 15500	"
31	"	1550.1 - 15600	"
32	"	1560.1 - 1569.1	"

Disposal

---

1-6-88

R.D.

53 Empty

SPACES

R 5

5-19-20

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

33	1982	01 - 08	(CSI)	Closed 12/84
	1983	01 - 07	(CSI)	"
34	1982	01 - 130	(WIN)	"
35	1983	01 - 156	(UCX)	"
36	1983	01 - 99	(AB)	"
37	"	100-199	(AB)	"
38	"	01 - 115		"
39	1982	805-905	(EB)	"
40	"	704-804	(EB)	"
41	"	401-501	(EB)	"
42	1981	04529-261999	(U.I.)	"
	1982	"	"	
	1983	"	"	
43	1982	502-602	(EB)	"
44	"	603-703	(EB)	"
45	1981	03129-252519	(U.I.)	"
	1982	"	"	
	1983	"	"	
46	1982	906-1006	(EB)	"
47	1982	00092-03302	(U.I.)	"
	1981	"	"	
	1983	"	"	
48	1981	01 - 47	UCX)	"
	1982			
	1983			
	"	80 - 813	(UCF)	" )year-81, 82, & 83)
	"	01 - 43	(WIN)	" " " " "
49	1983	199-339	(INT)	"
50	1982	300-400	(EB)	"
51	1983	201-258	(TRA)	"
52	1983	100-200	(TRA)	"
53	1983	01 - 99	(TRA)	"

87 W 144

R-5

S-19 & 20

Boxes - 17th 53

DET. ROBERT A. BELSCHER DET *John Head*  
DHR AND RECEIPT DHR  
LOCAL OFFICE \_\_\_\_\_ CENTRAL OFFICE

Accession No. <b>84W638</b>	Date Received <b>4-18-84</b>
Signature <b>E</b>	
Title	
4. To: State Records Center	
6. No. of Cu.Ft. <b>35</b>	

From: (Name, Division, Address or Agency)  
*John Head (For: Gloria Morris) 08.04*  
 DHR-General Services  
 1100 N. Eutaw St., Balto., Md. 21201

Building and Room  
*1100 N. EUTAW ST. 312*

3. Phone  
*383-4282*

5. Signature: (Agency Official)  
*Gloria Morris, Supervisor*

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.) & Date of Disposal
<b>R-1</b> <b>S-89</b>		C.E.T.A. - History Card, Folder, 211, 212, etc. 1981-1982	SCHEDULE # <del>887</del> , ITEM # DATE OF DISPOSAL 1/88 991-4 Item 22  Disposal = 1-7-88  R.A.  35 Empty SPACES R1-S8-9
	1	000-00-0001 - 149-99-9999	
	2	150-00-0001 - 211-99-9999	
	3	212-00-0001 - 212-60-9999	
	4	212-61-0001 - 212-76-9999	
	5	212-77-0001 - 212-96-9999	
	6	212-97-0001 - 213-66-9999	
	7	213-67-0001 - 213-80-9999	
	8	213-81-0001 - 214-44-9999	
	9	214-45-0001 - 214-66-9999	
	10	214-67-0001 - 214-82-9999	
	11	214-83-0001 - 215-56-9999	
	12	215-57-0001 - 215-72-9999	
	13	215-73-0001 - 215-86-9999	
	14	215-87-0001 - 216-52-9999	
	15	216-53-0001 - 216-70-9999	
	16	216-71-0001 - 216-84-9999	
	17	216-85-0001 - 217-54-9999	
	18	217-55-0001 - 217-74-9999	
	19	217-75-0001 - 217-88-9999	
20	217-89-0001 - 218-49-9999		

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Deposited at State Records Center

DET ~~DHR~~ AND RECEIPT ~~DHR~~ DET ~~DHR~~  
 LOCAL OFFICE \_\_\_\_\_ CENTRAL OFFICE

Accession No.	Date Received
Signature	
Title	
4. To: State Records Center	
6. No. of Cu.Ft.	

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

2. Building and Room

3. Phone

5. Signature: (Agency Official)  
*Gloria Morris, Supervisor*

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.) & Date of Disposal
		Page 2	
	21	218-50-0000 - 218-70-9999	
	22	218-71-0000 - 218-88-9999	
	23	218-89-0000 - 219-50-9999	
	24	219-51-0000 - 219-67-9999	
	25	219-68-0000 - 219-84-9999	
	26	219-85-0000 - 220-59-9999	
	27	220-60-0000 - 220-70-9999	
	28	220-71-0000 - 220-90-9999	
	29	220-91-0000 - 229-96-9999	
	30	229-97-0000 - 255-99-9999	
	31	256-00-0000 - 569-21-9999	
	32	570-00-0000 - 577-82-9999	
	33	577-83-0000 - 578-86-9999	
	34	578-87-0000 - 579-84-9999	
	35	579-85-0000 - End	

(Use Plain Unlined Paper For Continuation Pages)

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. 380310206		ACCESSION NO. 86W390	DATE REC'D 1-16-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 2	SECTION(S) 25
c) DIVISION / UNIT General Services Division			
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head	PHONE NO 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
For: Paul Gilden			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ENDS dailies July 1-3	Schedule 991-3 Item 25 Date of Disposal: 9/13/87 1/88  <u>Disposed:</u>  1-11-88  JPC
2	ENDS dailies July 5-8, 15 and 22	
3	ENDS dailies July 12 and 24	
4	ENDS dailies July 19 and 26	
5	ENDS dailies July 29 and August 9	
6	ENDS dailies August 9(11), 14 and July 31	
7	ENDS dailies August 12, 16 and 21	
8	ENDS dailies August 19, 23 and 28	
9	ENDS dailies August 26, 30 and September 6	
10	ENDS dailies September 4, 9 and 11	
11	Weekly Activity Reports 7-8/8-10	
12	Weekly Activity Reports 8-12/9-13	

USE PLAIN PAPER FOR CONTINUATION PAGES)

# 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. 380310206 <i>08.03</i> <del>08.01</del>	ACCESSION NO <i>86W531</i>	DATE REC'D <i>4-4-86</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE <i>14</i> SECTION(S) <i>13</i>	
c) DIVISION / UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO OF CU FT <i>11</i>	
e) AGENCY OFFICIAL John Head For: Paul Gilden	PHONE NO 383-2532	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	State Tables FY 79, FS FY 85, project tables 80, 81 & 82, SMSA 9/81 & 9/82	Schedule 991-3 Item 25 Date of Disposal: <del>11-87</del> <i>1/88</i>
2	ENDS dailies Sept 13-19	
3	ENDS dailies Sept 20-25 & SMSA 12/83 & 1/84	
4	ENDS dailies Sept 26-Oct 7	
5	ENDS dailies Oct 8-14	
6	ENDS dailies Oct 16-21	
7	ENDS dailies Oct 23-28	
8	Weekly activity reports covering period from 9-1-85 thru 10-25-85	
9	Weekly activity reports covering period from 9-27-85 thru 11-8-85 & auto inact 2/85 & 3/85	
10	Auto Inact. 4/85, 5/85 & 6/85	
11	Applicant Purge Mar, Apr, May & Jun 85 + misc.	
<div style="font-size: 2em; font-family: cursive;">DISPOSAL</div> <div style="font-size: 1.5em; font-family: cursive;">1-12-88</div> <div style="font-size: 1.5em; font-family: cursive;">R.A.</div>		

USE PLAIN PAPER FOR CONTINUATION PAGES)



# 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. <b>380410404</b>	ACCESSION NO. <b>08.04</b> <b>85W175</b>	DATE REC'D <b>9-6-84</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT &amp; TRAINING</b>	LOCATION - RANGE <b>7</b>	SECTION(S) <b>21</b>
c) DIVISION / UNIT <b>General Services Division</b>	NO. OF CU. FT. <b>29</b>	
d) MAILING ADDRESS <b>1100 N. Eutaw Street Room 312 Baltimore, MD 21201</b>	RECORDS CENTER MANAGER  	
e) AGENCY OFFICIAL <b>John Head</b> For: <b>Dolores J. Wajer</b> Employer Status Unit-404	PHONE NO. <b>383-2532</b>	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)
	Contribution Returns (Forms 15) for the third quarter 1982 (Quarter ending September 30, 1982)	Schedule 991-4
1.	280 - 330	Item 17-S
2.	331 - 360	Date of Disposal:
3.	361 - 395	<del>10/87</del>
4.	396 - 426	<b>1/88</b>
5.	427 - 459	<div style="font-size: 2em; font-family: cursive;">Disposal.</div> <div style="font-size: 1.5em; font-family: cursive;">1-11-88</div> <div style="font-size: 1.5em; font-family: cursive;">JPC</div> <div style="font-size: 1.5em;">*</div>
6.	460 - 491	
7.	492 - 525	
8.	526 - 557	
9.	558 - 587	
10.	588 - 616	
11.	617 - 643	
12.	644 - 675	
13.	676 - 708	
14.	709 - 740	
15.	741 - 774	
16.	775 - 808	
17.	809 - 882	
18.	883 - 964	
19.	D-60 - D-96	
20.	D-97 - E-26	
21.	E-27 - E-52	
22.	E-53 - E-72	
23.	E-73 - E-92	
24.	E-93 - F-29	
25.	F-30 - F-69	
26.	F-70 - K-50	
27.	K-51 - K-80	
28.	K-81 - N-71	
29.	N-72 - W-73	

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

08.01

DEPT. OF EMPLOYMENT & TRAINING (NOW D.E.E.D.)

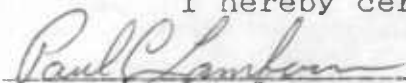
Reporting Agency                  Accession No.

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W161	ESA 16'S	991-4	3A	8/84	44	1/88	RECYCLED
86W589	ESA 214'S	991-4	3B	1984	22		

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



Signature

Records Center Mgr.

Title

01/26/88

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. 380410316 <span style="float: right; font-size: 2em;">08.04</span>	ACCESSION NO. 85W161	DATE REC'D 8-30-84
b) AGENCY DEPARTMENT OF EMPLOYMENT & TRAINING	LOCATION - RANGE      SECTION(S) 7      15-16	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 N. Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. 44	
e) AGENCY OFFICIAL John Head For: Jim Boyd	PHONE NO. 383-2532	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)
	82/4	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	001 - 031 032 - 060 061 - 087 088 - 110 111 - 128 129 - 147 148 - 162 163 - 178 179 - 198 199 - 216 217 - 230 231 - 245 246 - 255 256 - 270 271 - 283B 283C - 294 295 - 306A 306B - 310 311 - 323 324 - 333 334 - 348 349 - 365 366 - 378 379 - 394 395 - 410 411 - 431 432 - 444 445 - 457 458 - 475 476 - 549	The following regular batches of ESA 16's were closed 8/84.
		Schedule #991-4 Item 3-A Disposal Date: 1/88
		<span style="font-size: 3em; font-family: cursive;">Disposal:</span>  <span style="font-size: 2em;">1-11-88</span> <span style="font-size: 2em; font-family: cursive;">GPR</span>

The following regular batches of ESA 16's were closed 8/84:

31 550 - 814  
32 815 - 966

The following mixed batches of ESA 16's were closed 8/84:

33 A01 - H16  
34 H17 - G29  
35 G30 - G42  
36 A43 - G54  
37 G55 - G68  
38 H69 - G85  
39 G86 - G92  
40 N92C - H99 (End)

The following four digit mixed batches of ESA 16's were closed 8/84:

41 1021 - 1808  
42 1809 - No Batch plus Special Handling 660

The following batches of ESA 16's for 82/2 were closed 8/84:

43 054 - A,B,C

The following batches of ESA 16's for 82/3 were closed 8/84:

44 088 - 099 - Mixed Batches

\*

E

# 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. 380410316 <b>08.04</b>		ACCESSION NO. <b>86W589</b>	DATE REC'D <b>4-18-86</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		LOCATION - RANGE <b>19</b>	SECTION(S) <b>6-7</b>
c) DIVISION/UNIT <b>General Services Division</b>		NO. OF CU. FT. <b>22</b>	
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>John Head</b>		PHONE NO. <b>383-2532</b>	
For: <b>James N. Boyd</b>		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)
	ESA214's 1984	
1	001-26-3585 to 141-20-9229	Schedule 991-4 Item 3-B Date of Disposal 1/88  <i>Disposal:</i>  <i>1-18-88</i>  <i>PPZ</i>
2	141-42-2989 to 187-42-4260	
3	187-48-2740 to 212-36-9689	
4	212-38-4677 to 212-76-6694	
5	212-76-7474 to 213-54-0751	
6	213-54-1342 to 214-03-1953	
7	214-12-0952 to 214-70-7983	
8	214-70-8037 to 215-46-9023	
9	215-46-9611 to 215-90-0336	
10	215-90-2178 to 216-66-9183	
11	216-66-9251 to 217-30-5500	
12	217-30-8040 to 217-82-2116	
13	217-82-2301 to 218-50-3617	
14	218-50-4627 to 218-84-9753	
15	218-86-0420 to 219-28-2133	
16	219-28-4639 to 220-30-5016	
17	220-30-6280 to 220-76-1349	
18	220-76-3025 to 228-42-2881	
19	228-42-5983 to 240-17-8988	
20	240-38-5770 to 355-56-6061	
21	355-58-3964 to 577-44-9025	
22	577-46-0088 to 964-00-4876	

USE PLAIN UNCOLORED PAPER FOR CONTINUATION PAGES)

08.04

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

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

DEPT. ECONOMIC & COMM. DEV.

Reporting Agency

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.				
85W694	1st QUARTER CONTRIBUTION RETURNS	991-4	17-S	1983	35	9/88	RECYCLED
86W109	LISTINGS CHECKS, INITIAL CLAIMS	991-4A	30	1985	18	9/88	RECYCLED
85W695	2nd QUARTER CONTRIBUTION RETURNS	991-4	17-S	1983	45	9/88	RECYCLED
85W530	ESA 16's	991-4	3	7/83	44	9/88	RECYCLED
86W108	CASE RECORDS	991-4	13C	7/85	13	9/88	RECYCLED

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



Signature

RECORDS CENTER MANAGER

Title

9/8/88

Date

DGS 550-2

E

# 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. 380410404 08.04		ACCESSION NO. 85W694	DATE REC'D 5-3-85
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 7	SECTION(S) 26
c) DIVISION / UNIT General Services Division		NO. OF CU. FT. 35	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Dolores Wajer		PHONE NO. 383-2532	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)
	1983 1st Quarter Contribution Returns (15's)	SCHEDULE #991-4
1	1058-1073	ITEM #17-S
2	1074-1088-001-020	DESTRUCTION DATE:
3	021-041	Date 7/88
4	042-066	
5	067-088	
6	089-111	
7	112-132	
8	133-154	
9	155-177	
10	178-209	
11	210-644	
12	645-686	
13	687-711	
14	712-739	
15	740-764	
16	765-788	
17	789-813	
18	814-840	
19	841-867	
20	868-890	
21	891-914	
22	915-938	
23	939-960	
24	961-982	
25	983-1047	
26	1048-1097	
27	1098-1122	
28	1123-1152	
29	1153-1180	
30	1181-1207	
31	1208-1235	

Disposal:  
8-27-88  
JPG

32	1236-1275
33	1276-1320
34	1321-1375
35	1376-2000



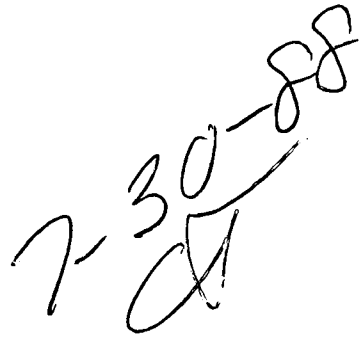
EA

**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. 380410316		08.04	ACCESSION NO. 86W109	DATE REC'D 8-28-85
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division			LOCATION - RANGE 3	SECTION(S) 19
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201			NO. OF CU. FT. 18	
e) AGENCY OFFICIAL John Head For: James N. Boyd			PHONE NO. 383-2532	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	80-80 Listings For Checks (B08)	SCHEDULE #991-4 A  ITEM 30  DISPOSAL DATE: 7/88                7-30-88 
2	3/5/85 - 3/19/85	
3	3/21/85 - 4/8/85	
4	4/9/85 - 4/29/85	
5	4/30/85 - 5/23/85	
6	5/24/85 - 6/20/85	
7	6/21/85 - 7/19/85	
8	80-80 Listings For Initial Claims	
9	2/1/85 - 3/26/85	
10	3/27/85 - 5/26/85	
11	80-80 Listings For Checks (B01)	
12	4/9/85 - 4/24/85	
13	4/25/85 - 5/3/85	
14	5/6/85 - 5/13/85	
15	5/14/85 - 5/21/85	
16	5/22/85 - 5/31/85	
17	6/3/85 - 6/11/85	
18	6/12/85 - 6/28/85	
	7/1/85 - 7/15/85	
	7/16/85 - 7/29/85	
	7/30/85 - 8/8/85	
	Audit verification records of On Line Data Entry for Initial Claims and Benefit Checks.	

E

**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. 380410404		08.04	ACCESSION NO. 85W695	DATE REC'D 5-3-85
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 71	SECTION(S) 13-14 26	NO. OF CU. FT. 45
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL John Head For: Dolores Wajer		PHONE NO. 383-2532	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)
	1983 2nd quarter contribution Returns (15's)	SCHEDULE #991-4 ITEM #17-S DESTRUCTION DATE:  7/88
1	001-034	
2	035-307	
3	038-340	
4	341-342	
5	377-	
6	426-450	
7	451-475	
8	476-500	
9	501-525	
10	526-553	
11	554-580	
12	581-600	
13	601-625	
14	626-650	
15	651-675	
16-	676-699	
17	700-723	
18	724-747	
19	748-770	
20	771-792	
21	793-815	
22	816-835	
23	836-858	
24	859-880	
25	881-902	
26	903-925	
27	926-946	
28	947-982	
29	983-1423	

7-30-88  
JPC

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30	1424-1470
31	1471-1514
32	1516-1555
33	1556-1592
34	1593-1635
35	1636-1673
36	1674-1708
37	1709-1749
38	1751-1789
39	1790-1820
40	1821-1879
41	1880-1929
42	1931-1961
43	1962-1975
44	041-089
45	090-225

# RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380410316 <i>08.04</i>	ACCESSION NO 85W530	DATE REC'D 2-22-85
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION RANGE 1	SECTION(S) 33-34
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <del>4344</del>	
e) AGENCY OFFICIAL John Head For: Jim Boyd	PHONE NO. 383-2532	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)
	83/2	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	The following regular of ESA 16's were closed <i>7/83</i> 001 - 106 107 - 394 395 - 430 431 - 452 453 - 475 475 - 495 496 - 515 516 - 536 537 - 557 558 - 578 579 - 595 596 - 612 613 - 627 628 - 649 650 - 663D 663 - 678 679 - 694 695 - 710 711 - 728 729 - 745 746 - 755 756 - 765 766 - 780C 780D - 795 787 - 801 803 - 817 818 - 830 831 - 844 845 - 864 865A - 879	Schedule 991-4  Item 3  Date of Disposal: <i>7/88</i>   <div style="text-align: center; font-size: 1.5em;"> <i>7-30-88</i>  <i>JPG</i> </div>

31 880 - 896  
32 897 - 911  
33 912 - 928  
34 929 - 943  
35 944 - 978  
36 982 - 1567  
37 1572 - 1609  
38 1610 - 1659  
39 1662A - 1694  
40 1695 - 1723  
41 1725 - 2033  
42 2034 - 2791  
43 2794 - 9999 & NO BATCHES

44. *Mixed*

# RECORDS TRANSMITTAL AND RECEIPT

EA

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. <span style="float: right; font-size: 1.5em;">08.04</span> 380410300	ACCESSION NO. <span style="font-size: 2em;">86W108</span>	DATE REC'D <span style="font-size: 2em;">8-28-85</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE <span style="font-size: 2em;">22</span> <span style="font-size: 2em;">27</span> SECTION(S) NO. OF CU. FT. <span style="font-size: 2em;">13</span>	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Angie Burkhardt	PHONE NO. 383-2532	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)
	<u>The following records were closed 7/85</u>	SCHEDULE 991-4 Sec. 13-C Disposal Date: 7/88
1 2 3 4 5 6 7 8 9 10 11 12 13	105-110 111-114 115-119 120-124 125-130 131-135 136-141 142-147 149-155 156-161 175-180 182-187 189-193	<span style="font-size: 1.5em;">1/21/88</span> <span style="font-size: 1.5em;">RZ</span>

08.02

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

CERTIFICATE OF RECORDS DISPOSAL

DEPT. ECONOMIC & COMM. DEV.

Reporting Agency

GENERAL SERVICES

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.				
85W645	RETIREMENT & FICA	991-2A	40	7/83	1	9/88	RECYCLED

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

RECORDS CENTER MANAGER

9/8/88

DGS 550-2

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380210505 <span style="font-size: 1.5em; margin-left: 20px;">08.02</span>		ACCESSION NO. <span style="font-size: 2em; font-weight: bold;">85W645</span>	DATE REC'D <span style="font-size: 2em; font-weight: bold;">4-11-85</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <span style="font-size: 2em; font-weight: bold;">9</span>	SECTION(S) <span style="font-size: 2em; font-weight: bold;">25</span>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <span style="font-size: 2em; font-weight: bold;">1</span>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Dennis Morton		PHONE NO. 383-2532	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	The following records were closed <u>7/1/83</u>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><u>DESCRIPTION</u></th> <th style="width: 20%;"><u>AGENCY</u></th> <th style="width: 50%;"><u>FISCAL YEAR</u></th> </tr> </thead> <tbody> <tr> <td>Retirement &amp; FICA</td> <td>380400</td> <td>1983</td> </tr> </tbody> </table>	<u>DESCRIPTION</u>	<u>AGENCY</u>	<u>FISCAL YEAR</u>	Retirement & FICA	380400	1983	Schedule # 991-2 A  Item #40  Date of Disposal 7/1/88  <div style="text-align: right; font-style: italic; font-size: 1.2em;">                         Disposal                          8.27-88                          JPK                     </div>
<u>DESCRIPTION</u>	<u>AGENCY</u>	<u>FISCAL YEAR</u>						
Retirement & FICA	380400	1983						

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05.07

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

OFFICE OF THE COMPTROLLER

Reporting Agency

MISCELLANEOUS REVENUE

Division or Bureau

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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.				
87W621	CLERKS REPORTS, ANNUAL REPORTS, COLLECTORS	973	1-5,9-18	FY 84	6	9/88	RECYCLED

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

RECORDS CENTER MANAGER

9/8/88

DGS 550-2

Signature

Title

Date

