

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE
MULTISERVICE CENTERS

June 17, 1983

Paul C. Lamberson
Department of General Services
Records Management Division
State REcords Center
P.O. Box 275
Jessup, Maryland 20794-0275

Dear Paul,

In reference to your letter dated June 14, 1983:

As noted on the DGS-RM-11 form when submitted, please retain those records referenced by Accession Number 83W519 until July 1, 1984. Our Retention Schedule (859-2) indicates that they should be held for a total of three years; these records contain data through December 1980.

On April 5, 1983, we forwarded a Records Transmittal Request for two boxes; photocopy is attached. Please advise us when they can be picked-up.

Thank you for your cooperation.

Yours truly,

A handwritten signature in cursive script, reading "William H. Niemeyer II".

William H. Niemeyer II
Administrative Officer

WHN/rml

Enclosure

Telecommunications Division
301 WEST PRESTON STREET, ROOM 1304, BALTIMORE, MARYLAND 21201 (301) 383-4493
TTY for Deaf: Balto Area 383-7555
D.C. Metro 565-0451

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

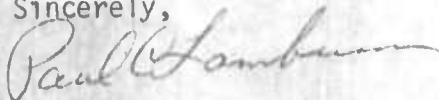
TO: Mr. William Niemeyer
Dept. of General Services
Division of Telecommunications
301 W. Preston St.- SOB #- 1304
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
83W519	2	Sch. #859-2

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

MEMORANDUM

Maryland Department of General Services

TO : Paul C. Lamberson
Records Center Manager
FROM : *W H N II*
William H. Niemeyer II
SUBJECT: Disposal Clearance

Date : July 25, 1983

Copies:

In response to your memo of July 19, 1983, same subject, although in agreement with the disposal of Accession Number 82 W 175, it is requested that storage be maintained for 84 W 18. Due to the nature of the Telpak invoices, the closing date of the records (June 29, 1980) should be used as point of reference, rather than the opening date.

If clarification is required, please call me on 383-7225.

WHN:rml

State of Maryland Department of General Services

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PLANT MANAGEMENT
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TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date July 19, 1983

TO: Mr. William Neimeyer, II
Dept. General Services
Telecommunications Division
301 W. Preston St.- Room 1304

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
82W175	3	Sch. #859-2
84W18	1	Sch. #859-4

Sincerely,

Paul C. Lamberson/rer

Paul C. Lamberson
Records Center Manager

PCL/rer

TELECOMMUNICATIONS
DIVISION
DEPT. OF GENERAL SERVICES

JUL 20 1983

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

Printed on recycled paper

State of Maryland Department of General Services

HARRY HUGHES
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DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date May 24, 1983

TO: Mr. Lawrence O'Hara
State Accident Fund
8722 Loch Raven Blvd.
Towson, MD 21204

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
82W74	57	Sch. #690-13 Item 7
83W279	75	Sch. #690-13 Item 7

↓ save "1986"

Sincerely,

Paul C. Lamberson/rer

Paul C. Lamberson
Records Center Manager

PCL/rer

6-10-83
T/W Surf
OK dispose of 1971
+ 1972 policies
but hold 1975
policies until
1-1-86

Records Management Division
TREASURY BUILDING, ANNAPOLIS, MARYLAND 21401 (301) 269-3023

C.B.

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

82 W 74

7-31-81

Signature

Title

From: (Name, Division, Address or Agency)

STATE ACCIDENT FUND - UNDERWRITING DEPT.
8722 LOCH RAVEN BLVD.

TOWSON, MD. 21204

Building and Room

2 LOCH RAVEN BLVD.

SON, MD. 21204

3. Phone

321-3993 X17

4. To: State Records Center

WATERLOO

Signature: (Agency Official)

6. No. of Cu.Ft.

L. H. O'Hara

57

Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

ange 27
ection

57

Underwriting - Policy Folders
01-01-71 to 12-31-72 Policies Cancelled

690-13 Item #7

ection
9-20

Jan. 1983

(Use Plain Unlined Paper For Continuation Pages)

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date May 24, 1983

TO: Mr. Don Hauf
Dept. Health & Mental Hygiene
Data Processing Division
201 W. Preston St - Room SS-4

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
78B35	15	Sch. #794A
79B74 ✓	2	Sch. #794A Item 2
80B18	16	Sch. #794A
81W193	26	Sch. #794A
81W194	2	Sch. #794 IE <i>July 1984</i>
82W52A	30	Sch. #794A
82W53	3	Sch. #794
82W228 ✓ <i>1-4 Timesheets</i>	30	Sch. #794A Item 2 <i>794 IE Jan 1985</i>
82W288 ✓ <i>Daily Logsheets</i>	29	Sch. #794A Item 2
82W524 ✓	23	Sch. #794A Item 2
82W566 ✓	2	Sch. #794 IE IE <i>Jan 1985</i>

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

Keep 8 Boxes Total

✓

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Printed on recycled paper

Teletypewriter for Deal Balto Area 383 7555
D.C. Metro 565 0451
Statewide 1-800-492-5062

State of Maryland Department of General Services

MAY 24 1983

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date May 24, 1983

TO: Ms. Eleanor Simms
Anne Arundel County Dept. Social Services
80 West St.- P.O. Box 1787
Annapolis, MD 21404

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
77W70 ✓	27	Sch. #135 Item 7
78W55 ✓	29	Sch. #135
80C179 ✓	121	Sch. #135
82W31 ✓	130	Sch. #900#43
82W32 ✓	15	Sch. #900

Sincerely,

Paul C. Lamberson/rer

Paul C. Lamberson
Records Center Manager

Please Do not destroy. Accession # 77W70 Foster CARE Record
PCL/rer
We do not destroy these Records.

Thank you

Eleanor Simms 267-5558
State Records Management Center

7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

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D.C. Metro 565-0451

Statewide 1-800-492-5062

AND RECEIPT

77W70

From: (Name, Division, Address or Agency) Anne Arundel County Dept. Social Services Office Services - Family Services Pitche Highway, Glen Burnie, Md.		Signature	
		Title	
Building and Room Firestone Bldg.	3. Phone 760-3400	4. To: State Records Center Waterloo	
Signature: (Agency Official) <i>Maryanne McComas</i>		6. No. of Cu.Ft.	

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Waterloo	28	FOSTER CARE RECORDS ONLY - CLOSED CASES <i>Save Box #28</i>	PERMANENT - NEVER DESTROY

(Use Plain Unlined Paper For Continuation Pages)

Description of RecordsWith Inclusive Dates

Box Numbers	Yrs. Closed	Box Numbers	Yrs. Closed
(1) A-46 to 2681	1 ¹ / ₇₃ to 1 ¹ / ₇₃	(17) 48,369 to 49,803	1 ¹ / ₇₃ to 9/72
(2) 2804 to 4648	3/73 to 6/71	(18) 49,821 to 50,910	1 ¹ / ₇₃ to 12/73
(3) 4660 to 6767	2/73 to 6/73	(19) 50,947 to 52,957	9/73 to 1/74
(4) 6813 to 9855	9/73 to 12/71	(20) 52,222 to 53,373	12/73 to 1/74
(5) 10,020 to 11,167	1 ¹ / ₇₃ to 12/72	(21) 53,288 to 54,595	12/73 to 2/73
(6) 11,178 to 12,270	7/72 to 1 ¹ / ₇₃	(22) 54,616 to 55,750	8/73 to 10/73
(7) 12,285 to 13,215	1 ¹ / ₇₂ to 1/72	(23) 55,755 to 56,410	7/73 to 8/73
(8) 13,221 to 24,593	3/73 to 1 ¹ / ₇₂	(24) 56,415 to 57,398	8/73 to 1 ¹ / ₇₃
(9) 24,602 to 26,389	7/72 to 8/73	(25) 57,399 to 58,145	10/73 to 1 ¹ / ₇₃
(10) 26,430 to 27,380	9/73 to 3/74	(26) 58,146 to 59,081	10/73 to 12/73
(11) 27,396 to 28,991	7/72 to 1/74	(27) 59,078 to 59,783	1 ¹ / ₇₃ to 10/74
(12) 40,029 to 42,014	12/73 to 10/73	(28) Foster Care only C-568 to 58,000	12/73 to 10/73
(13) 42,033 to 43,397	1/72 to 9/73		
(14) 43,404 to 44,860	3/72 to 12/73		
(15) 44,869 to 46,657	1/73 to 9/73		
(16) 46,181 to 48,349	6/72 to 10/73		

State of Maryland Department of General Services

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GENERAL & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date March 18, 1983

TO: Mr. William O. Jensen, Jr.
Chief Hearing Examiner
300 W. Preston St.- 1st Floor
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
81W14 ✓	14	Sch. #806- Items 1-12
76B19 ✓	9	Sch. #806-2
74B22 ✓	12	Sch. #806-2
75W211 ✓	10	Sch. #806
77B102 ✓	21	Sch. #806
78B121 ✓	9	Sch. #806-10
78B122 ✓	3	Sch. #806-10, 12
79B58 ✓	18	Sch. #806-1, 2, 6, 9, 12
79B59 ✓	5	Sch. #806-10
75W213 ✓	3	Sch. #806-1
81W13 ✓	18	Sch. #806-2, 6, 9

Sincerely yours,

Paul C. Lamberson
Records Center Manager

PCL/rer

State Records Management Center

2775 WATERBLOO ROAD (HTE 175) P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

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D.C. Metro 565-0451

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PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date March 18, 1983

RECEIVED

TO: Mr. William O. Jensen, Jr.
Chief Hearing Examiner
300 W. Preston St.- 1st Floor
Baltimore, MD 21201

MAR 23 1983

OFFICE OF HEARINGS

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
81W14	14	Sch. #806- Items 1-12
76B49	9	Sch. #806-2
74B22	12	Sch. #806-2
75W211	10	Sch. #806
R33, S12 77B102	21	Sch. #806 Boxes 17-20
78B121	9	Sch. #806-10
78B122	3	Sch. #806-10, 12
79B58	18	Sch. #806-1, 2, 6, 9, 12
79B59	5	Sch. #806-10
75W213	3	Sch. #806-1
R-7, S-19 81W13	18	Sch. #806-2, 6, 9 Boxes 14-17

Sincerely yours,

Paul C. Lamberson
Records Center Manager

PCL/rer

State Records Management Center

7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

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D.C. Metro 565-0451

Statewide 1-800-492-5062

State of



Maryland

OFFICE OF THE SECRETARY

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

300 WEST PRESTON STREET • BALTIMORE, MARYLAND 21201 • Area Code 301 • 383-2716

Harry Hughes, Governor

Charles R. Buck, Jr., Sc.D. Secretary

April 7, 1983

Mr. Paul Lamberson
State Records Center
7275 Waterloo Road
P.O. Box 275
Jessup, Maryland 20794

Re: Records Disposal

Dear Mr. Lamberson:

In response to your letter, dated March 18, 1983, I am requesting that the following records be retained:

<u>Accession Number</u>	<u>Records Location</u>
77B102	R-33, S 1-2 Boxes 17-20 (of 21)
81W13	R-7, S 18 Boxes 14-17 (of 18)

The above files are Environmental Health cases which set precedence in certain areas and are open for review, by both the State and appellants, when new developments dictate a possible change in the original decision. The old decision and case would be used in the development of the new appeal. Environmental Health is a new and continually changing field both technically and legally.

It is requested that these files be retained permanently, or until further notice by this Office.

Very truly yours,

W. O. Jensen
William O. Jensen, Jr., Esquire
Chief Hearing Examiner

WOJ:mtd

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



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PLANT MANAGEMENT
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TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

April 12, 1983

Ms. Beatrice Weitzel
Office of the Secretary
Dept. Health & Mental Hygiene
201 W. Preston St.- 5th Floor
Baltimore, MD 21201

Dear Ms. Weitzel,

Your request of two boxes 78B23 has already been shipped. However, our records indicated that there was a third box to that accession which contains minutes from 1909 - 1918. This box has also been shipped to Department Health & Mental Hygiene-Library to Ms. Yvette Dixon.

If you have any questions please contact me at 799-1379.

Sincerely,

Paul C. Lamberson / rer

Paul C. Lamberson
State Records Center Manager

PCL/rer

State Records Management Center

7775 WATERLOO ROAD (RTE. 175) P.O. BOX 275 JESSUP, MARYLAND 20794-0275 (301) 799 1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

State of Maryland Department of General Services

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PLANT MANAGEMENT
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PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date March 18, 1983

TO: Ms. Beatrice Weitzel
Office of the Secretary
201 W. Preston St.- 5th Floor
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
77W108 ✓	5	Sch. #388 Item #3 ✓
* 78W23 <i>Returned to Agency</i>	2	Sch. #388-1
75B16 ✓	4	Sch. #388-3 ✓
78B18 ✓	12	Sch. #275-1 ✓
78B28 ✓	14	Sch. #275-1 ✓
75W167 ✓	13	Sch. #388-3 ✓
75W159 ✓	4	Sch. #388-3 ✓
75W158 ✓	18	Sch. #388-3 ✓
77W107 ✓	25	Sch. #388-3
75W174 ✓	4	Sch. #388-3 ✓

*Listed as 78B23 on attached sheet

Sincerely yours,

Paul C. Lamberson
Records Center Manager

PCL/ter

State Records Management Center

7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

April 4, 1983

Please send the Official Minute Books of the Department of Health and Mental Hygiene, Accession No. 78B23 (listed as 78W23 on reverse), Disposal Authority Sch. #388-1 to:

Library
Dept. Health & Mental Hygiene
300 W. Preston Street
Room 410
Baltimore, Maryland 21201
Attn: Ms. Yvette Dixon

(2 boxes - January 1918 - June 1961)

B. W. spm

AND RECEIPT

1. From: (Name, Division, Address or Agency)
Health & Mental Hygiene
Office of the Secretary

2. Building and Room

O'Connor Bldg.

3. Phone

5. Signature: (Agency Official)

Accession No.

Date Received

August 4, 1977

Signature *79823*

Title

Record Management Technician

4. To: State Records Center

Baltimore

6. No. of Cu.Ft.

2 cu.ft.

7. Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

~~Range 4~~

1-2

Official Minute Books of the Dept. of Health

~~Section 2~~

January 1918 - June 1961

~~Shelf 7~~

388

R34
525

1

*broken
5 - 1202-1918*

1

PERMANENT

4266-4268

(Use Plain Unlined Paper For Continuation Pages)

State of Maryland Department of General Services

HARRY HUGHES
Governor

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Secretary



DESIGN & CONSTRUCTION
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PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date March 18, 1983

TO: Ms. Beatrice Weitzel
Office of the Secretary
201 W. Preston St.- 5th Floor
Baltimore, MD 21201

SUBJECT: Disposal Clearance

*The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
77W108	5	Sch. #388 Item #3
78W23	2	Sch. #388-1
75B16	4	Sch. #388-3
78B18	12	Sch. #275-1
78B22	14	Sch. #275-1
75W167	13	Sch. #388-3
75W159	4	Sch. #388-3
75W158	18	Sch. #388-3
77W107	25	Sch. #388-3
75W174	4	Sch. #388-3

Sincerely yours,

Paul C. Lamberson
Records Center Manager

PCL/ter

State Records Management Center

7775 WATERLOO ROAD (RTE. 175) P.O. BOX 275 JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deal: Balto Area 383 7555

D.C. Metro 565 0451

Statewide 1-800-492-5062

IMPORTANT MESSAGE

FOR

Kathy

DATE

5/17

TIME

A. M.

P. M.

WHILE YOU WERE AWAY

M

Yvette Dixon

OF

Health Dept

PHONE No.

17. 8. 282-2634

AREA CODE

NUMBER

EXTENSION

TELEPHONED	<input checked="" type="checkbox"/>	PLEASE CALL	<input checked="" type="checkbox"/>
CALLED TO SEE YOU	<input type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
WANTS TO SEE YOU	<input type="checkbox"/>	RUSH	<input type="checkbox"/>
RETURNED YOUR CALL	<input checked="" type="checkbox"/>		<input type="checkbox"/>

MESSAGE

SIGNED

Dore

LITHO IN U. S. A.

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

78B23

August 4, 1977

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

Health & Mental Hygiene

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

O'Connor Bldg.

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

6. No. of Cu.Ft.

3 1/2 cu.ft.

7. Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

Range 4
Section 2
Shelf 7

1-2

Official Minute Books of the Dept. of Health
January 1918 - June 1961

219

3

*Returned
to
Agency
21-11-83
(rer)*

1
PERMANENT

(Use Plain Unlined Paper For Continuation Pages)

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date April 27, 1983

TO: Mr. Bill Burdette
State Highway Administration
Office of Finance & Program Management

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

some boxes must be kept

Accession Number	Cubic Feet	Disposal Authority
* 79C23	20	Sch. #884-3-4-1
- 79C24	32	Sch. #884-1-489-9
- 79C126	20	
79C127 ✓	20	Sch. #731
80C156 ✓	7	Sch. #883-2
80C193	5	Sch. #897-9-8
- 81W38 ✓	34	Sch. #889-1
81W40 ✓	36	Sch. #913-13
81W227 ✓	14	Sch. #884-1-3
81W228 ✓	21	Sch. #858 -21
81W232 ✓	11	Sch. #883-3-2
81W243 ✓	14	Sch. #488-8
* 81W340	6	Sch. #884-8
81W343 ✓	15	Sch. #890
81W344 ✓	9	Sch. #892
82W252 ✓	3	Sch. #918-12-13
82W254 ✓	5	Sch. #892-3

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

State Records Management Center

7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

Printed on recycled paper

** An investigation is currently in process that precludes us from destroying any Vouchers in FY 1977/78*

659-1442

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Bill said he did
not get letter dated
6/14/83 so I sent him
this one, ~~but~~
on 7/20/83

But this is why the
destruction
differs

July 20, 1983
~~June 14, 1983~~

(883 per)

TO: Mr. Bill Burdette
State Highway Administration
707 N. Calvert St.- Room 200
Baltimore, MD

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
78W13	34	Sch. #897 #4 (MIXED) <i>destroy</i>
78C36	12	Sch. #889 #2 <i>destroy</i>
79C22	11	Sch. #799-2 <i>Ref 3 save till 7-84 destroy remainder</i>
79C27	19	Sch. #891-1 <i>destroy</i>
79C28	9	Sch. #858 #14 <i>destroy</i>
79C30	30	Sch. #488-2 <i>destroy</i>
79C32	13	Sch. #891 #5 <i>destroy</i>
79C46	10	<i>Ref 1-7 hold until investigation is over. Pres 8-10 destroy</i>

Sincerely,
Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

This letter differs from the next one.
PER

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

July 20, 1983

Date ~~June 11, 1983~~

TO: Mr. Bill Burdette
State Highway Administration
707 N. Calvert St.- Room 200
Baltimore, MD

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
80C36	17	Sch. #891 #5 <i>(MIXED) save till 12-83 Box 10-17 save till 07-84 Box 12-14 save till 07-84</i>
80C125	17	Sch. #883 #3 <i>destroy remainder</i>
80C187	13	Sch. #897 #8 <i>destroy Box 1, 2, 7, 8 + 9 Box 3 + 5 save till 12-97 Box 4 " " 7-98 Box 11 " " 12-98 Boxes 7, 12, 13 " " 7-99</i>

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

TO: Mr. Bill Burdette
State Highway Administration
707 N. Calvert St.- Room 200
Baltimore, MD

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority	
78W13	34	Sch. #897 #4	(MIXED) Box 24, 25 + 26 are sent to Archive in 1985
78C36	12	Sch. #889 #2	OK
79C22	11	Sch. #799-2	Hold box 3 until 7-84
79C27	19	Sch. #891-1	Hold box 16 until 8-84
79C28 ✓	9	Sch. #858 #14	OK
79C30	30	Sch. #488-2	OK
79C32	13	Sch. #891 #5	OK
79C46 ✕	10		OK to destroy after pending litigation is settled. We will let you know.

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

TO: Mr. Bill Burdette
State Highway Administration
707 N. Calvert St.- Room 200
Baltimore, MD

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
80C36	17	Sch. #891 #5 (MIXED) Box 1-9 destroy 12-83 Box 10-17 destroy 7-84
80C125	17	Sch. #883 #3 Box 12 destroy 7-84 Box 13+14 destroy 12-84
80C187	13	Sch. #897 #8 destroy boxes 1, 2, 7, 8, 9 boxes 4, 5, 6, 11, 12 + 13 retain until 07-97

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

STATE OF MARYLAND
DEPARTMENT OF LICENSING AND REGULATION
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
OCCUPATIONAL AND PROFESSIONAL LICENSING BOARDS
501 ST. PAUL PLACE BALTIMORE, MARYLAND 21202-2272
ROOM 902
301/659-6322

HARRY HUGHES
GOVERNOR
JOHN J. CORBLEY
SECRETARY
CAROLYN B. MCGUIRE
COMMISSIONER
JOSEPH M. ROGGENKAMP
DEPUTY COMMISSIONER



BOARD OF:

ARCHITECTURAL REGISTRATION
ELECTRICAL EXAMINERS
EXAMINING ENGINEERS
REGISTRATION FOR FORESTERS
HEARING AID DEALERS
LANDSCAPE ARCHITECTS
PILOT EXAMINERS
PRACTICAL PLUMBING
PROFESSIONAL ENGINEERS
PROFESSIONAL LAND SURVEYORS
PUBLIC ACCOUNTANCY
SECONDHAND PRECIOUS METALS &
GEM DEALERS AND PAWNBROKERS
JUDITH A. BLACK
EXECUTIVE DIRECTOR

JOHN A. EVANS
ASSISTANT EXECUTIVE DIRECTOR

May 23, 1983

Mr. Paul C. Lamberson
Records Center Manager
Department of General Services
State Records Management Center
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

RECEIVED

MAY 25 1983

**RECORDS MANAGEMENT
DIVISION**

Dear Mr. Lamberson:

In response to your memorandum of May 7, 1983 (copy attached) you are authorized to destroy the records indicated in package #1. A review of our files and records reflect that it would be advantageous for us to review and possibly retain in our office the following records:

- R-11S25 - 2 boxes - Permanent Minute Books ✓
Accession #79A83
- R-11S26 - 2 boxes - Official Minute Books
Accession #79A85
- R-11S1719 - boxes #44, #45, #46 - Permanent Registration ✓
File Corporation & Partnership
Accession #79A49

Please cause the aforementioned 7 boxes of records to be returned to this agency at the above address. If a special form is required for this type of activity, please forward same to me.

Thank you in advance for your cooperation.

Very truly yours,

John A. Evans
Assistant Executive Director

JAE:prm
Attachment

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date May 17, 1983

RECEIVED

TO: Ms. Judith Black, Executive Director
Dept. Licensing & Regulation
Occupational & Professional Licensing Boards

MAY 19 1983

SUBJECT: Disposal Clearance

OCCUPATIONAL AND
PROFESSIONAL
LICENSING BOARDS

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
76W153 ✓	21	Sch. #612A Item 2
76W154 ✓	5	Sch. #612A Item 2
78W230 ✓	60	Sch. #612A Item 2
- 79A49 ✓	46	Sch. #612A Item 2
- 79A83 ✓	5	Sch. #612A Item 2
79A84 ✓	4	Sch. #612A Item 2
- 79A85 ✓	10	Sch. #612A Items 2,4,7
79A86 ✓	3	Sch. #612A Item 2
79A87 ✓	1	Sch. #612A Item 2
79A88 +	2	Sch. #612A Item 2
79A89 +	1	Sch. #612A Item 7
79A109 ✓	51	Sch. #612A Item 2
80A34 ✓	17	Sch. #612A Item 2
80A52 ✓	10	Sch. #612A Item 2
80A57 ✓	36	Sch. #612A Item 2
80A74 ✓	11	Sch. #612A Item 2

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

State Records Management Center

7275 WATERLOO ROAD (RTE 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799 1930

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pcl/rer

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RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

79A83

FROM: (Name and Division of Transferring Agency)

Signature

Department of Licensing & Regulation

Title

2. Address of Agency:

Board of Public Accountancy
1 South Calvert Street, Room 802
Baltimore, MD 21202

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

5. Building & Room No.

1 S. Calvert Street
Room 802

6. Telephone No.

383-2134

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

~~612~~
~~612~~

1 - 05

Individual Certified Public Accountants records

Being revised
Schedule 612 - 1
Item 2
Destroy 55 years

3

B11
25

1 - 2

Permanent minute books - Hall of Records

retain 

612 - 1
Item 1
Retain permanent
Hall of Records

612A
item 2
July 1982

(Use Plain Unlined Paper For Continuation Sheets)

325-329

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

79A85

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

Signature

Title

Department of Licensing and Regulation

2. Address of Agency:
Bd. of Registration for Prof. Engineers
and Prof. Land Surveyors
1 South Calvert Street, Room 802
Baltimore, MD 21202

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

5. Building & Room No.
1 S. Calvert Street
Room 802

6. Telephone No.
383-2134

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R11 526	1 - 2	Individual Property Line Surveyors records	612 - 22 Item 3 Retain 60 years after date of initial licensu then destroy
	1 - 45	Annual renewal for PE & PLS 1977	612 - 22 Item 4 Retain for 3 year and destroy
	1 - 2	Complaint files	Retain for 3 year and destroy
	1	Master Number list	Retain permanent
	1 - 2	Official minute books - Hall of Records retain ★	612 - 1 Item 1 Retain permanent

ok to destroy

612 A
Items 2,
4, 7.
July 1982

(Use Plain Unlined Paper For Continuation Sheets)

HR-RM-11 Rev. 11,

334-342

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

79A49

Date Received

12/4/78

1. From: (Name, Division, Address or Agency)
 Maryland Architectural registration
 One South Calvert St.
 Baltimore, Md.

Signature

Title Service Specialist I

2. Building and Room

3. Phone

4. To: State Records Center
 Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

46 cu. ft.

7. Records
 Location
 (Center)

8. Box
 Numbers

9. Description of Records
 With Inclusive Dates

10. Disposal Authority
 (Schedule and Item No.)

1-43

Permanent Registrations Files
 #1 thru 3966

4053

4052

Permanent Registrations Files
 Corporations & Partnership

Retain microfilm
 Permanently
 612 A
 item 5

microfilm

612 A item
 January 1981

not ok to destroy

4053

3966

87

(Use Plain Unlined Paper For Continuation Pages)

153-199

DGS-RM-11

2/24/7

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

TO: Mr. Jim Noonan
Motor Vehicle Administration
6601 Ritchie Hwy- Room 223
Glen Burnie, MD 21062

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
82W279	4	Sch. #798-11
82W419	25	Sch. #723-3
82W423	15	Sch. #723-3

*Keep till 2-84
per Jim Noonan*

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer



Maryland Department of Transportation

Motor Vehicle Administration

Lowell K. Bridwell
Secretary

William T. S. Bricker
Administrator

June 22, 1983

MEMORANDUM TO: James J. Noonan
Operations Specialist
Systems Planning

FROM: Leonard W. Kestler, Director *LWK*
Financial Responsibility Division

RE: Records Disposal

This is in response to your memorandum of June 17, 1983 regarding the disposal of records now in storage at the State Records Center in Waterloo.

Your memorandum indicated we may want to keep accession number 82W419, however it is 82W423 we wish to retain because 3 years have not yet expired. *retain until 2/1/84 ggn*

If accession number 82W279 (shown on Mr. Lamberson's list) applies to Financial Responsibility Division records, we did not receive a copy of the transmittal in order to identify the type of records they are.

LWK

/ek

82w }

MARYLAND STATE DEPARTMENT OF EDUCATION
200 WEST BALTIMORE STREET
BALTIMORE, MARYLAND 21201
(301) 659- 2631

DATE March 30, 1983

TO: Paul Lamberson

FROM: Bertha M. Cornick *Bmc*

SUBJECT: Records Boxes- Instruction

Attached are the records transmittal sheets for the Division of Instruction Driver Education program.

According to Mr. Crabb the boxes currently stored under accession number 82w330 and 82w331 can be destroyed.

Please let me know when we can send these new boxes since I have to make the necessary arrangements for having them delivered.

cc. Owen Crabb

Mr. Lamberson

MARYLAND STATE DEPARTMENT OF EDUCATION
200 WEST BALTIMORE STREET
BALTIMORE, MARYLAND 21201-2595
(301) 659 - 2400

DATE June 24, 1983

TO: Paul C. Lamberson

FROM: Velma R. Speight *V.R.S.*

SUBJECT: Disposal Clearance

This is in reference to your June 3, 1983 memorandum, a copy of which is attached.

The following records should be maintained at the Record Center:

Accession Number

Disposal Schedule

76W185 Boxes 2 & 3 ✓

June 1986

(Projects needed for pending Chapter I audit)

79W245 Boxes 2 through 6

June 1984

(Information needed for completion of certification study)

80W105 Box 8

June 1984

(Statistics of projects needed to complete MSDE early childhood education programs research)

VRS:ms
Enclosure

State of Maryland
Department of General Services

BC Agend
6/13

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
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PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date June 3, 1983

TO: Ms. Berth Cornick
Dept. of Education
200 W. Baltimore St.
Baltimore, MD

Miriam Silverman 6/6/83

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
76W183	26	Sch. #640
76W184	7	Sch. #640
76W185 - <i>done 2-3</i>	16	Sch. #640
79W245 - <i>done 2-6</i>	6	Sch. #640
80W105 - <i>done - 8</i>	8	Sch. #640-2

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

RECEIVED

JUN 5 1983

STATE DEPARTMENT OF EDUCATION
DIVISION OF COMPENSATORY, URBAN
AND SUPPLEMENTARY PROGRAMS

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

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State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



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PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date June 3, 1983

TO: Ms. Berth Cornick
Dept. of Education
200 W. Baltimore St.
Baltimore, MD

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
76W183	26	Sch. #640
76W184	7	Sch. #640
76W185	16	Sch. #640
79W245	6	Sch. #640
80W105	8	Sch. #640-2

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

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D.C. Metro 565-0451

Statewide 1-800-492-5062

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

TO: Mr. Rhett Murphy
Dept. of Transportation
P.O. Box 8755
B.W.I. Airport, MD 21240

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
78W245 ✓	11	Sch. #760-1

81W32 ✓	1	Sch. #760 Item #1
---------	---	-------------------

81W37 ✓	2	Sch. #760 Item #1
---------	---	-------------------

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

*Rhett will pick up
7/6/83 PCZ*

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

TO: Mr. Ed Galloway
Comptroller of the Treasury
General Accounting Division
Treasury Bldg.
Annapolis, MD

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
81W148 ✓	2	Sch. #736-26
81W149 ✓	1	Sch. #736-26
81W150 ✓	1	Sch. #736-26
81W152 ✓	3	Sch. #736-25
82W161 ✓ No 7/84	11	Sch. #736-26
82W162 ✓ No 7/84	16	Sch. #736-26
82W163 ✓	5	Sch. #736-26

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

TO: Mr. Ed Galloway
Comptroller of the Treasury
General Accounting Division
Treasury Bldg.
Annapolis, MD 21404

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
80C116 ✓	7	Sch. #736 #9
81W106 ✓	66	
81W107 ✓	40	Sch. #736 #9
81W140 ✓	67	Sch. #736 #26
81W141 ✓	21	Sch. #736 #22
81W142 ✓	20	Sch. #736 #9
81W144 ✓	8	Sch. #736-9
81W147 ✓	3	Sch. #736 #26

Sincerely,

Paul C. Lamberson/rer

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES

Records Management Division
State Records Center
7275 Waterloo Road (Rte.175)
P.O. Box 275
Jessup, Maryland 20794-0275

Date June 14, 1983

TO: Mr. Ed Galloway
General Accounting Division
Treasury Bldg.
Annapolis, MD 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
81W360 ✓	131	Sch. #857- 10, 6
81W362 ✓	17	Sch. #857 #12
81W381 ✓	1	Sch. #857 #11

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
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PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE June 14,
July 19, 1983

TO: Mr. Ed Galloway
Comptroller of the Treasury
General Accounting Division
Treasury Bldg.
Annapolis, MD 21401

SUBJECT: Disposal Clearance

All Disposed

O.K.

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
7LW41	43	Sch. #906 #1
80A13	526	Sch. #736 #2
80C119	20	Sch. #857
81W153	1	Sch. #736-1
81W154	1	Sch. #736-26
82W157	14	Sch. #736-26
82W158	19	Sch. #736-26

(Continued)

State Records Management Center

7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

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D.C. Metro 565-0451

Statewide 1-800-492-5062

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Disposal Clearance
July 19, 1983

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
82W159	17	Sch. #736-26
82W160	12	Sch. #736-26
82W164	1	Sch. #736-26

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date June 3, 1983

TO: Ms. Bertha Cornick
Dept. of Education
200 W. Baltimore St.
Baltimore, MD

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
1677✓	7	Sch. #643 Item #5
77W14✓	3	Sch. #642-2
77W95✓	7	Sch. #642-2
79W193✓	12	Sch. #633 Item #2
80W121✓	3	Sch. #637
80W122	3	Sch. #642-2 7/84
82W331✓	11	Sch. #643-11A

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

State Records Management Center

7275 WATERLOO ROAD (RTE 175) P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Intepewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062



DAVID W. HORNBECK
STATE SUPERINTENDENT

SPECIAL EDUCATION TTY 659-2666*
VOC-REHABILITATION TTY 659-2252*
FOR DEAF ONLY

MARYLAND STATE DEPARTMENT OF EDUCATION
200 WEST BALTIMORE STREET
BALTIMORE, MARYLAND 21201
(301) 659- 2328

July 7, 1983

Mr. Paul Lamberson
Records Center Manager
7275 Waterloo Road
Rte. 175
P.O. Box 275
Jessup, Maryland 20794-0275

Dear Mr. Lamberson,

Please retain for one year from the date of this letter records stored under Accession Number 80W122. Thank you very much for your cooperation.

Sincerely,

Edith M. Parker
Secretary

cc: Ms. Bertha Cornick

RECEIVED

JUL 11 1983

**RECORDS MANAGEMENT
DIVISION**

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE July 18, 1983

TO: Mr. James H. Quaranta
MD State Retirement System
301 W. Preston St.- Room 704
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
2026	5	Sch. #690-1 Item #2 ✓
RETAIN PERMANENTLY 2119	6	Sch. #690-1 Item 2E
76B36	1	Sch. #945#5 & 690-7 #4 ✓
78B194A	1 10	Sch. #945-1 ✓
RETAIN PERMANENTLY → 79B88	29	✓
80B14	6	Sch. #945- ✓
80C73	32	Sch. #945-16, 14 ✓

CONTINUED

Please retain the above circled items as they are important accounting & investment records that must be maintained.

J. Quaranta
7/21/83

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

Printed on recycled paper

July 18, 1983
Disposal Clearance -Continued

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
81W45	9	Sch. #945-14B ✓
81W46	34	Sch. #945-14e ✓
81W47	2	Sch. #945-18 ✓
81W51	3	Sch. #945-18 ✓
82W122A	8	Sch. #690-1 Item 2 ✓

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Date August 9, 1983

TO: Ms. Cynthia Gray
Crownsville Hospital Center
Medical Records
Crownsville, MD 21032

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
77A13	48	Sch. #703-1

*Called - 8-11-83
O.K. Destroying*

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE July 18, 1983

TO: Mr. Bill Burdette
State Highway Administration
707 N. Calvert St.- Room 200
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
✓ 76W105	40	Sch. #731-20 OK
✗ 76W194	65	Mixed Schedules (A)
✓ 79C26	54	Sch. #884-1 <i>Can't be destroyed until an investigation is completed.</i>
✓ 81W229	10	Sch. #855-1 & 884-1 <i>Boxes 5+6 save till 7-85 Boxes 7,8,9,10 save till 7-84</i>

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

(A) Boxes 1-27 - destroy
Boxes 28-39 - send to Archivist 07-85
Boxes 40-42+44 - send to Archivist
Box 43 - send to Archivist 07-84
45-46 - destroy
Box 47-48 - destroy
Box 49-50 - send to Archivist 1993
Box 51 - destroy
State Records Management Center

7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Printed on recycled paper

Box 52 - send to Archivist
Box 53 to 64 - destroy
Teletypewriter for Dept. Balto Area 302-569
D.C. Metro 565-0451
Statewide 1-800-492-5062

8/83
Destroyed

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date September 1, 1983

TO: Ms. Mildred Sciukas-Administrative Aide
Dept. Education - Special Education
200 W. Baltimore Street
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
78W139	5	Sch. #635-2
78W141	1	Sch. #635-2
78W142	1	Sch. #635-2
78W143	4	Sch. #635-2
78W218	2	Sch. #635-2
79W194	3	Sch. #635
79W195	15	Sch. #635-3
79W196	10	Sch. #635-3

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

Destroyed 9/83
Per. M. Sciukas
9/1/83 (rer)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date September 1, 1983

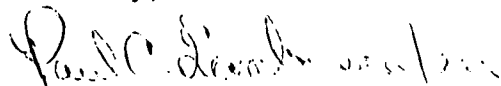
TO: Ms. Mildred Sciukas - Administrative Aide
Dept. Education - Special Education
200 W. Baltimore Street
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
79W199	16	Sch. #635
79W202	16	Sch. #635
79W203	16	Sch. #635
79W205	1	Sch. #635
80W19	11	Sch. #635-3
80W20	12	Sch. #635-3
80W21	11	Sch. #635-2
80W22	14	Sch. #635-3

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date September 1, 1983

TO: Ms. Mildred Sciukas - Administrative Aide
Dept. Education - Special Education
200 W. Baltimore Street
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
80W23	8	Sch. #635-2
80W27	3	Sch. #635-2
80W106	19	Sch. #635
80W125	6	Sch. #635

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

Sept. 15, 1983

I spoke with Ms. Bertha Cornick today of Dept. Ed. She gave me this list of records to be destroyed and some to be returned to her. This info was provided by Ms. Scinkas of the Special Education Dept.

Destroy

77W39

77W40

77W41

77W42

77W45

77W124

77W126

78W100

78W101

78W102

78W104

78W105

78W108

78W144

78W146

78W140

78W221

79W29

79W192

Return - Destroy

79W197 (4 Boxes - Return)

80W18 (Return ~~two~~ boxes destroy other)

77W212 (Return 4 boxes destroy other)

77W43 - (2 Boxes - Return)

Per - "Luth Roadarm" -

* Records Will be destroyed 9/83.



DISTRICT COURT OF MARYLAND

ROBERT F. SWEENEY
Chief Judge
MARGARET KOSTRITSKY
Chief Clerk

DISTRICT COURT BUILDING
ANNAPOLIS, MARYLAND 21401
269-3486

September 30, 1983

ASSISTANT CHIEF CLERKS:
R.E. CHRISTENSEN
Purchasing & Facilities
GWENDOLYN J. CLARKE
Administration
ISABEL LEAF
Personnel
THOMAS H. MEUSHAW
Fiscal

Mr. Paul Lamberson
Records Center Manager
State Records Management Center
7275 Waterloo Road
P.O. Box 275
Jessup, Maryland 20794-0275

Dear Mr. ~~Lamberson~~:

This is with further reference to my letter to you of August 17, 1983, relative to records that you had advised were of sufficient age to be destroyed.

After review of all of these transmittals, we have determined as follows: 1.) Records to be destroyed now:

<u>Accession Number</u>	<u>Court</u>
80W180 ✓	Frederick
76W53	Towson
77W144	Towson
80W48	Towson
81W302 ✓	Rockville
82W602 ✓	Rockville

2.) Records to be destroyed after 1/1/84:

80W65 ✓	Frederick
80W69	Frederick

We still have not determined the status of Rockville records under Accessions 81W56, 75W89, and 75W152. As soon as this determination has been made, we will contact you further.

Sincerely,

Gwendolyn J. Clarke
Assistant Chief Clerk - Administration

GJC/vlc

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE July 20, 1983

TO: Ms. Cindy Portale
Frederick County District Court
100 W. Patrick St.
Frederick, MD 21701

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

*Key
9/83*

Accession Number	Cubic Feet	Disposal Authority
80W65 <i>1-84</i>	6	Sch. #655 I #28
80W69 <i>1-84</i>	2	Sch. #655 I #15
80W180 <i>✓</i>	12	Sch. #655 I #28

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

State Records Management Center
7275 WATERLOO ROAD (RTE 175), P O BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D C Metro 565-0451

Statewide 1-800-492-5062

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE July 20, 1983

TO: Mr. Joe O'Melia
Administrative Clerk
Baltimore County District Court
111 Allegheny Ave.
Towson, MD 21204

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
76W53 ✓	14	Sch. #655 I #15
77W144 ✓	9	Sch. #655 I #15
80W48 ✓	28	Sch. #751

Sincerely,

Paul C. Lamberson
Records Center Manager

State Records Management Center

77% WASTE RECYCLED (40% FIBER, 37% PAPER, 10% GLASS, 4% METAL, 1% OTHER) 100% SOY INK

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE July 18, 1983

TO: Ms. Belva Bowcutt
Administrative Office of the Court
229-35 Hanover St.
Annapolis, MD 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
80A40 ✓	21	Sch. #750-7
80A66 ✓	23	Sch. #750-7
80A67 ✓	16	Sch. #750-7
81W324 ✓	40	Sch. #750-7
82W483 ✓	93	Sch. #750-7
83W6 ✓	38	Sch. #750-7

Sincerely,

Paul C. Lamberson
Records Center Manager

State Records Management Center

7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794 0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 382-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 1, 1983

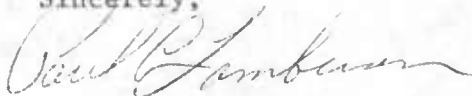
TO: Ms. Sarah J. Taylor, Director, CRD
Dept. Natural Resources, Tidewater Admin.
Coastal Resources Div.
Tawes Bldg.- C-2
Annapolis, MD 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
83W425	3	Sch. #932-Items 2,6

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

DGS-550-



Torrey C. Brown, M.D.

~~XXXXXXXXXX~~
SECRETARY

LOUIS N. PHIPPS, JR.
DEPUTY SECRETARY

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
TIDEWATER ADMINISTRATION
TAWES STATE OFFICE BUILDING (301)269-3382
ANNAPOLIS 21401

December 29, 1983

MEMORANDUM

TO: Ruth Roadarmel, State Records Center
FROM: Leila Holstein, Administration and Support
SUBJ: Transmittal Forms

Sorry to take so long to get back to you regarding our telephone conversation. I have the Transmittal Forms you sent to me and will refer to these forms as OLD TRANSMITTALS. The forms which are in my possession I will refer to as NEW TRANSMITTALS. (I am enclosing copies of both TRANSMITTALS.)

I believe the OLD TRANSMITTALS were sent in advance to Mr. Turek for his assistance in completing them properly. (I had just become involved with the retention schedules.) The NEW TRANSMITTALS should have replaced the OLD (the OLD should have been destroyed).

Please note my comments on your OLD TRANSMITTALS. Also note that boxes 1 through 3 are scheduled to be disposed of-see NEW TRANSMITTALS.

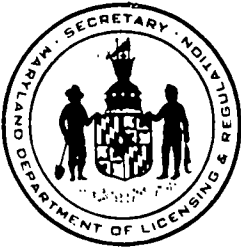
If you have any further questions, please call me.

LH:ms
enc.

HARRY HUGHES
GOVERNOR

STATE OF MARYLAND

EDWARD J. MUHL
INSURANCE COMMISSIONER



JOHN J. CORBLEY
SECRETARY

DEPARTMENT OF LICENSING AND REGULATION
INSURANCE DIVISION

501 ST. PAUL PLACE BALTIMORE, MARYLAND 21202-2272

MY DIRECT NUMBER IS 301/659- 6192

January 25, 1984

Mr. Paul Lamberson
P.O. Box 275
State Record Center
Jessup, Maryland 20794

Dear Mr. Lamberson:

This is in answer to your correspondence to Mr. Burton J. Kitchen, dated January 19, 1984, which is attached to this letter.

We do not want the eight boxes listed under Accession #1456 (copy attached) destroyed at this time. These are records of companies still listed in "Receivership" and therefore must be kept at least one more year. January 1985, please list these again on your disposal clearance report as we may have to continue retention even longer.

All other accession numbers listed can be destroyed as planned.

Thank you for your cooperation in this matter.

Sincerely,

Jean E. Gardner
Fiscal Associate II

JEG:gyb

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date January 19, 1984

TO: Mr. Burton J. Kitchen
Dept. Licensing & Regulation
Insurance Division
501 St. Paul Place
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
1456 <i>Keep Jan. 1985</i>	8	Sch. #612-33 Item #4
77W2	26 ✓	Sch. #612-33 Item #3
79W110	1 ✓	Sch. #612-33 Item #2
81W120	23 ✓	Sch. #612-33 Item #8
81W123	17 ✓	Sch. #612-33 Item #8
81W126	5 ✓	Sch. #612-33 Item #8
82W626	26 ✓	Sch. #612-33 Item #8
82W627	4 ✓	Sch. #612-33 Item #8
83W431	22	Sch. #612-33 Item #8

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rcr

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date January 19, 1984

TO: Mr. James Poland
Dept. Health & Mental Hygiene
Pres. Board of Exam. Optometry
201 W. Preston St.- 5th Floor
Baltimore, MD 2201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
76B26	3 ✓	Sch. #681 Item #4
76B27	2 ✓	Sch. #681 Item #6

Sincerely,

Paul C. Lomberson
Records Center Manager

PCJ/

*called 2/24/84
said OK to
destroy*

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

Date May 17, 1983

TO: Mr. James Poland
Pres. Board of Exam, Optometry
Dept. Health & Mental Hygiene

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
76B27	2	Sch. #681-6
76B26	3	Sch. #681-4

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

State Records Management Center

7775 WATERLOO ROAD (RTE. 175) P.O. BOX 275 JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Detail: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

STATE OF MARYLAND--DEPARTMENT OF HEALTH AND MENTAL HYGIENE

MEMORANDUM

Copies

TO Paul C. Lamberson
Records Center Manager

From S. E. Blas, M.D., Secretary
Board of Examiners in Optometry Date 6-2-83

Subject disposal clearance Accession #76B27 76B26

Following receipt of your memo of May 17, 1983, regarding records for the Board of Optometry, this is to request that you retain these records for 6 more months as the current members of the Board are not familiar with them.

Someone from the Board will contact you to review these records to determine if they should be destroyed.

RECEIVED

JUN 5 1983

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date Feb. 16, 1983

Mr. Bill Burdette
To: State Highway Administration
707 N. Calvert St.- Room 200
Baltimore, MD 21202
Subject: Disposal Clearance

The records described below are eligible for disposal on March 16, 1983. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
80C157	6	1-6

Disposal Authority

Sch. #883-2

Description of Records:

Withdrawal- 035000 - 053968.

These can be destroyed 6-30-84

July-84'

Sincerely yours,

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

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date June 1, 1984

TO: Mr. Bill Burdette
State Highway Administration
Office of Finance & Program Mgmt.
707 N. Calvert St.- Room 200
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
78C37	27	Sch. #489-7
79C22	1	Sch. #799-2
79C23	16	Sch. #883-3-4-1
80C36	17	Sch. #891-5
80C39	33	Sch. #884-1
80C40	26	Sch. #884-1
80C185	9	Sch. #884-5 or 7
81W38	8	Sch. #889-1

*don't destroy - court
case pending - 7-85*

CONTINUED - PAGE #2

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

DISPOSAL CLEARANCE
PAGE #2.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
81W240 ✓	4	Sch. #907-1
81W241 ✓	4	Sch. #907-1
81W242 ✓	1	Sch. #907-1
81W244 ✓	14	Sch. #884-3
82W258 ✓	1	Sch. #731-1
82W263 ✓	3	Sch. #918-12
82W512 ✓	9	Sch. #488-8 & 9
82W514 ✓	8	Sch. #799-3,2,10
82W536 ✓	1	Sch. #799-2,10
83W106 ✓	1	Sch. #731-23
83W114 ✓	1	Sch. #890-1
83W235 ✓	1	Sch. #918-13
84W7 ✓	2	Sch. #907-1
84W417 ✓	2	Sch. #892-10
84W572 ✓	1	Sch. #892-13

*Don't destroy
State is involved
in FICA recovery
Study - 7/85*

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

Records Management
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date June 1, 1984

TO: Mr. Bill Burdette
State Highway Administration
Office of Finance & Program Mgmt.
707 N. Calvert St.- Room 200
Baltimore, MD 21202

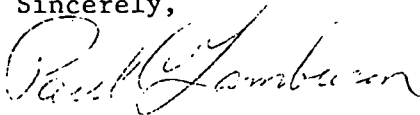
SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
78C37 ✓	27	Sch. #489-7
79C22 ✓	1	Sch. #799-2
79C23 ✓	16	Sch. #883-3-4-1
80C36 ✓	17	Sch. #891-5
80C39	33	Sch. #884-1
80C40 ✓	26	Sch. #884-1
80C185	9	Sch. #884-5 or 7
81W38 ✓	8	Sch. #889-1

CONTINUED - PAGE #2

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
81W240 ✓	4	Sch. #907-1
81W241 ✓	4	Sch. #907-1
81W242 ✓	1	Sch. #907-1
81W244 ✓	14	Sch. #884-3
82W258 ✓	1	Sch. #731-1
82W263 ✓	3	Sch. #918-12
82W512 ✓	9	Sch. #488-8 & 9
82W514 ✓	8	Sch. #799-3,2,10
82W536 ✓	1	Sch. #799-2,10
83W106 ✓	1	Sch. #731-23
83W114 ✓	1	Sch. #890-1
83W235 ✓	1	Sch. #918-13
84W7 ✓	2	Sch. #907-1
84W417 ✓	2	Sch. #892-10
84W572 ✓	1	Sch. #892-13

Sincerely,

Paul C. Lamberson
Records Center Manager



DAVID W. HORNBECK
STATE SUPERINTENDENT

SPECIAL EDUCATION TTY 659-2666*
VOC-REHABILITATION TTY 659-2252*
FOR DEAF ONLY

MARYLAND STATE DEPARTMENT OF EDUCATION
200 WEST BALTIMORE STREET
BALTIMORE, MARYLAND 21201-2595
(301) 659- 2328

July 10, 1984

Mr. Paul Lamberson
Records Center Manager
7275 Waterloo Road
Route 175
P.O. Box 275
Jessup, Maryland 20794-0275

Dear Mr. Lamberson,

After checking with the staff specialist assigned to the area of the files in question, we have decided that the records be retained for one year from the date of this letter. The Accession Number is 80W122. Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Edith M. Parker".

Edith M. Parker
Administrative Aide

cc: Bertha Cornick

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Note to F. Verroky
7/5784

Date June 25, 1984

TO: Ms. Bertha Cornick
Dept. of Education
200 W. Baltimore St.
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
79W245 ✓	6	Sch. #640
80W105 ✓	1	Sch. #640-2
80W122	3	Sch. #642-2 ✓ <i>Instruction</i>

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

RECEIVED

JUN 27 1984

OMIS
Statistical Services and Reports Branch

State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date June 1, 1984

TO: Mr. Ed Galloway
Comptroller of the Treasury
General Accounting Division
Treasury Bldg.- Room 203
Annapolis, MD 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
78C76 <i>D</i> ✓	17	Sch. #906 Item #1
81W361 <i>D</i> ✓	62	Sch. #857 Item #10
82W167 <i>D</i> ✓	5	Sch. #736 Item #26
82W208 <i>D</i> ✓	123	Sch. #857 Item 6, 10, 11
82W378	222	Sch. #736 Item #1 →
82W380	6	Sch. #736 Item #26
82W381	41	Sch. #736-1
82W463 <i>D</i> ✓	23	Sch. #736 Item #22

CONTINUED- PAGE 2

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

Per: Ed Galloway
6/15/84

July 1985
July 1985
85 July

DISPOSAL CLEARANCE
PAGE #2

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
82W464 D	43	Sch. #736 -2
82W465 July 85'	53	Sch. #736-2
182W466	20	Sch. #736-9
82W469 A	8	Sch. #736-9
82W471 A	3	Sch. #736-26
82W472 A	3	Sch. #736-25
182W473 A	1	Sch. #736-14
182W474 A	1	Sch. #736-26
82W475 A	1	Sch. #736-25
82W476 A	1	Sch. #736-26
83W291 July 85'	3	Sch. #736-2

Sincerely,

Paul C. Lamberson
Paul C. Lamberson

Records Center Manager

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date June 1, 1984

TO: Mr. Rhett Murphy
DOT-Records Management & Comar Officer
P.O. Box 8755
B.W.I. Airport, MD 21240

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
78W84 (Partial)	Boxes 3 & 4	Sch. #719-1

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

OK to
destroy
Rhett Murphy
6/15/84

Please
Destroy
M. Kadenick / per 9/11
70
HC
6-14-84

RECORDS MANAGEMENT DIVISION
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date June 1, 1984

TO: Ms. Mary Pat Sherman-Office Supervisor
Prince George's County Social Services
6525 Belcrest Road
Hyattsville, MD 20782

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
84W456	155	Sch. #900 Items 43-45
Hold until files pull out 6/27/84		
per Pat Sherman		
Disposed		
7/84		

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

RECORDS MANAGEMENT DIVISION
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date June 1, 1984

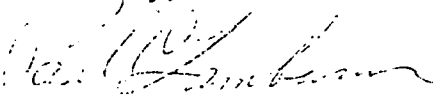
TO: Mr. Burton Kitchen
Dept. of Licensing & Regulation
Insurance Division, Examination & Auditing Section
501 St. Paul Place
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
82W630	3	Sch. #612-33 Item #7

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

HARRY HUGHES
GOVERNOR

STATE OF MARYLAND

EDWARD J. MUHL
INSURANCE COMMISSIONER



JOHN J. CORBLEY
SECRETARY

DEPARTMENT OF LICENSING AND REGULATION
INSURANCE DIVISION

501 ST. PAUL PLACE BALTIMORE, MARYLAND 21202-2272

MY DIRECT NUMBER IS 301/659- 6192

June 8, 1984

Mr. Paul C. Lamberson
Records Center Manager
State Records Center
P.O. Box 275
Jessup, Maryland 20794

RE: Accession Number 82W630

Dear Mr. Lamberson:

We are in receipt of your notification that the records entered under the above accession number are to be destroyed June 30, 1984. We have checked our file and there is no change in the Disposal Date.

Sincerely,

Jean E. Gardner
Fiscal Associate II

JEG:gym

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date June 25, 1984

TO: Ms. Bertha Cornick
Dept. of Education
200 W. Baltimore St.
Baltimore, MD 21202

→ 659-2631

659-2000

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number		Cubic Feet	Disposal Authority
79W245	→ <i>Compensatory Urban</i>	6 ✓	Sch. #640
80W105	<i>C.U.S.P.</i>	1 ✓	Sch. #640-2
80W122	<i>Instruction</i>	3 ✓	Sch. #642-2

(Hold for until 7/85)
per Bertha
Cornick

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

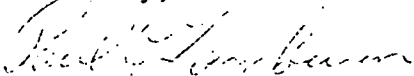
TO: Baine Yates, Director
Worcester County Dept. Social Services
424 W. Market Street - P.O. Box 39
Snow Hill, Maryland 21863

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
82W433 ✓	31	Sch. #900 - 42-45

Sincerely,


Paul C. Lamberson
Records Center Manager

PCL/rer

Worcester County Department of Social Services

BAINE YATES
DIRECTOR

P.O. BOX 39
SNOW HILL, MARYLAND 21863

December 12, 1984

TELEPHONE: SNOW HILL
632-2705 - 632-2706

Mr. Paul Lambertson
Records Center Manager
State Records Center
P. O. Box 275
Jessup, Md. 20794-0275

Dear Mr. Lambertson:

After review of the records of our FY'80 transmittal, Accession No. 82W433, I found it necessary to request the return of several records to our agency. (Reference Requests are attached). The records in question were boxed and shipped according to Schedule C-512, disposal authority items 1 & 2. However, under Schedule 900 which is being used for disposal, the requested records disposal authority is under items 46 & 47, namely Child Protective Services and Foster Homes.

Please return the requested records to our agency at your earliest convenience, and if you have any questions, please do not hesitate to contact me.

Sincerely,

Lynn Blevins

(Mrs.) Lynn Blevins
Director's Secretary

LB:

RECEIVED

DEC 13 1984

DIVISION

O.K. to Dispose

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Baine Yates, Director
Worcester County Dept. Social Services
424 W. Market Street - P.O. Box 39
Snow Hill, Maryland 21863

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
82W433	31	Sch. #900 - 42-45

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

RECEIVED NOV 30 1984

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

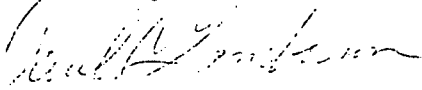
TO: Mr. Gregory Smith
Dept. of Personnel
301 W. Preston St.- Room #503
Baltimore, MD 21201

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
82W172 ✓	43	Sch. #690-7 Item #2
83W463 ✓	16	Sch. #690-7 Item #2
83W465 ✓	36	Sch. #690-4 Item #4
83W466 ✓	34	Sch. #690-2B Item #1

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

STATE OF MARYLAND
DEPARTMENT OF PERSONNEL

Harry Hughes
Governor



John F. X. O'Brien
Secretary

Donald Tynes, Sr.
Deputy Secretary

301 West Preston Street, Baltimore, Maryland 21201

Area Code 301 • 383-

MarCom 222-

December 3, 1984

Mr. Paul C. Lamberson
Department of General Services
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

Dear Mr. Lamberson:

Please be advised that you have this Department's authorization to destroy the records listed on your memorandum dated December 3, 1984 as per the retention schedule.

Sincerely,

A handwritten signature in cursive script, reading "Gregory L. Smith".

Gregory L. Smith
Administrative Specialist

GLS:dan

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Ms. Teresa M. Fisher
Dept. of General Services
Inventory Management Division
301 W. Preston St.- Room #1303-H
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
85W246	1	Sch. #879 Item #2

11/29/84

Proceed with the disposal
of 85W246

on Fisher

Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Ms. Teresa M. Fisher
Dept. of General Services
Inventory Management Division
301 W. Preston St.- Room #1303-H
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
85W246	1	Sch. #879 Item #2

Sincerely,

Paul C. Lamberson
Paul C. Lamberson
Records Center Manager

PCL/rer

OK
Teresa M. Fisher

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1.		ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">85W246</div>		DATE REC'D <div style="font-size: 2em; font-family: cursive;">10-18-84</div>	
b) AGENCY Dept. General Services		LOCATION - RANGE <div style="font-size: 2em; font-family: cursive;">15</div>		SECTION(S) <div style="font-size: 2em; font-family: cursive;">25</div>	
c) DIVISION/UNIT Inventory Management Division		NO. OF CU FT <div style="font-size: 2em; font-family: cursive;">1</div>		RECORDS CENTER MANAGER	
d) MAILING ADDRESS 301 W. Preston St. Room #1303-H Baltimore, MD 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
e) AGENCY OFFICIAL Teresa M. Fisher		PHONE NO. 383-7422			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1.	Box No. #3 (Blue) Fixed Assets - Material/Supply 1978-1979	<div style="font-size: 1.5em; font-family: cursive;">Sch #814</div> <div style="font-size: 1.5em; font-family: cursive;">Item #2</div> <div style="font-size: 1.5em; font-family: cursive;">Jan 1985</div>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

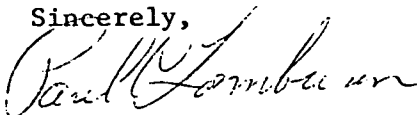
TO: Ms. Teresa M. Fisher
Dept. of General Services
Inventory Management Division
301 W. Preston St.- Room #1303-H
Baltimore, MD 2202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
85W246	1	Sch. #879 Item #2

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Lt. George F. Zook
MD State Police
Licensing Division
1200 Reisterstown Rd.
Bldg. 'G' - 2nd Fl. - Room #211
Pikesville, MD 21208

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
78A15 ✓	4	Sch. #971-29 OPS 9
* 80A49 <i>Returned to Agency 12/12/84</i>	2	Sch. #971-29 OPS 6
80A53 ✓	23	Sch. #971-29 OPS 11
80A54 ✓	4	Sch. #971-29 OPS 11
80A55 ✓	8	Sch. #971-29 OPS 11
81A14 ✓	6	Sch. #971-29 OPS 6
81A49 ✓	3	Sch. #971-29 OPS 9
81A50 ✓	3	Sch. #971-29 OPS 6

(CONTINUED)

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

December 3, 1984
Disposal Clearance
Continued

Accession Number	Cubic Feet	Disposal Authority
81A51 ✓	14	Sch. #971-29 OPS 10
82W336 ✓	2	Sch. #971-29 OPS 6
82W337 ✓	13	Sch. #971-29 OPS 10
83W311 ✓	11	Sch. #971-29 OPS 10

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer



HARRY HUGHES
GOVERNOR

FRANK A. HALL
SECRETARY
PUBLIC SAFETY AND
CORRECTIONAL SERVICES

STATE OF MARYLAND
DEPARTMENT OF
PUBLIC SAFETY AND CORRECTIONAL SERVICES

MARYLAND STATE POLICE
PIKESVILLE, MARYLAND 21208-3899
AREA CODE 301 486-3101
TTY FOR DEAF AREA CODE 301 486-0677

CALVIN A. LIGHTFOOT
DEPUTY SECRETARY

COLONEL W. T. TRAVERS, JR.
SUPERINTENDENT
MARYLAND STATE POLICE

December 26, 1984

Paul C. Lamberson
Records Center Manager
Department of General Services
P.O. Box 275
Jessup, Maryland 20794

Dear Mr. Lamberson:

In reply to your letter of December 3, 1984 to Lieutenant George Zook regarding disposal clearance for certain records; approval is granted on all records referred to in your letter with the exception of the boxes held under Accession #80A49. I spoke to you in reference to these boxes on December 10, 1984. It is my understanding that you will return these boxes in order that we may retain a small portion and the balance will be destroyed at our level.

Your assistance in this matter is greatly appreciated.

Sincerely,

David M. Rooney - D/Sergeant
Commander
License Service Section
Maryland State Police

Harry Hughes
Governor
Joseph Curran, Jr.
Lt. Governor



STATE OF MARYLAND
DEPARTMENT OF AGRICULTURE

Wayne A. Cawley, Jr.
Secretary
Hugh E. Binks
Deputy Secretary

December 18, 1984

TO: Paul Lamberson
Records Center Manager

FROM: Jon W. Whyte *Jon Whyte*

SUBJECT: Disposal Clearance

Attached is a copy of our disposal clearance requested
in your letter of December 3, 1984.

The following changes have been made to the attached schedule.

✓ accession number 82W523
Box number 333 Ag. Land Preservation Foundation 936-2
Box number 334 Ag. Land Preservation Foundation 1,2,3,
Box number 335 Ag. Land Preservation Foundation
DESTROYED THE ABOVE

✓ accession number 82W523
Box number 325 was returned to this office 936-10
4,5,

✓ accession number 82W523
Box number 336 Tom Bulter files 1978- 1979 936-16 1,2,
Box number 337 MD. Livestock Report 936-18
Box number 338 MD. Livestock Report 936-18
DESTROYED THE ABOVE

✓ accession number 84W690
Box number 359 county records 936-13-1
Box number 360 county records 936-13-1
DESTROYED THE ABOVE 1985

accession number 84W695
Box number 368 general administrative *1/2/85* 936-20-2
RETURN TO THIS OFFICE *PCZ* 1984

TELEPHONE NUMBER (301) 841-5900
50 HARRY S. TRUMAN PARKWAY, ANNAPOLIS, MARYLAND 21401

MEMORANDUM
Paul Lamberson

Page two
December 18, 1984

/ accession number 84W696

Box number	178	Inspection reports	936-24-4	1-1-85
Box number	236	Inspection reports	936-24-2	1-1-85
Box number	238	Inspection reports	936-24-2	1-1-85
Box number	397	Inspection reports	936-24-1a	1-1-85

DESTROYED THE ABOVE

/ accession number 84W699

Box number	355	General correspondence	936-19-1
		DESTROYED THE ABOVE	1-1-85

accession number 85W166

Box number	379	1980 Recruitment files	936-27-4	1-1-85
Box number	380	1980 Recruitment files	936-27-4	1-1-85

RETENTION UNTIL DECEMBER 31, 1985

If you have any questions, please feel free to call
me at 841-5900.

JW

Attachment

cc: file

RECEIVED

DEC 3 1984

DEPT. OF AGRICULTURE
CENTRAL SERVICES
PURCHASING

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Ms. Betty Thompson
MD Dept. of Agriculture
50 Harry S. Truman Parkway
Annapolis, Maryland 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
82W523	7	Sch. # 936-2 Items 1-3 - 936 -18 Item #1
✓ 84W690	2	Sch. #936-13-1
✓ 84W695	1	Sch. #936-20-2
✓ 84W696	4	Sch. #936-24-4, 2 & 1A
— 84W699	1	Sch. #936-19-1
✓ 85W166	2	Sch. #936-27-4

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

Harry Hughes
Governor
Joseph Curran, Jr.
Lt. Governor



Wayne A. Cawley, Jr.
Secretary
Hugh E. Binks
Deputy Secretary

STATE OF MARYLAND
DEPARTMENT OF AGRICULTURE

December 18, 1984

TO: Paul Lamberson
Records Center Manager

FROM: Jon W. Whyte *Jon W. Whyte*

SUBJECT: Disposal Clearance

Attached is a copy of our disposal clearance requested
in your letter of December 3, 1984.

The following changes have been made to the attached schedule..

accession number 82W523

Box number	333	Ag. Land Preservation Foundation	936-2
Box number	334	Ag. Land Preservation Foundation	1,2,3,
Box number	335	Ag. Land Preservation Foundation	

DESTROYED THE ABOVE

accession number 82W523

Box number	325	was returned to this office	936-10
			4,5,

accession number 82W523

Box number	336	Tom Bulter files 1978- 1979	936-16 1,2,
Box number	337	MD. Livestock Report	936-18
Box number	338	MD. Livestock Report	936-18

DESTROYED THE ABOVE

accession number 84W690

Box number	359	county records	936-13-1
Box number	360	county records	936-13-1

DESTROYED THE ABOVE 1985

accession number 84W695

Box number	368	general administrative	936-20-2
		RETURN TO THIS OFFICE	1984

TELEPHONE NUMBER (301) 841-5900
50 HARRY S. TRUMAN PARKWAY, ANNAPOLIS, MARYLAND 21401

MEMORANDUM
Paul Lamberson

Page two
December 18, 1984

accession number 84W696

Box number	178	Inspection reports	936-24-4	1-1-85
Box number	236	Inspection reports	936-24-2	1-1-85
Box number	238	Inspection reports	936-24-2	1-1-85
Box number	397	Inspection reports	936-24-1a	1-1-85

DESTROYED THE ABOVE.

accession number 84W699

Box number	355	General correspondence	936-19-1
		DESTROYED THE ABOVE	1-1-85

accession number 85W166

Box number	379	1980 Recruitment files	936-27-4	1-1-85
Box number	380	1980 Recruitment files	936-27-4	1-1-85

RETENTION UNTIL DECEMBER 31, 1985

If you have any questions, please feel free to call
me at 841-5900.

JW

Attachment

cc: file

Harry Hughes
Governor
Joseph Curran, Jr.
Lt. Governor



Wayne A. Cawley, Jr.
Secretary
Hugh E. Binks
Deputy Secretary

STATE OF MARYLAND
DEPARTMENT OF AGRICULTURE

December 18, 1984

TO: Paul Lamberson
Records Center Manager

FROM: Jon W. Whyte *[Signature]*

SUBJECT: Disposal Clearance

Attached is a copy of our disposal clearance requested
in your letter of December 3, 1984.

The following changes have been made to the attached schedule.

accession number 82W523

Box number	333	Ag. Land Preservation Foundation	936-2
Box number	334	Ag. Land Preservation Foundation	1,2,3,
Box number	335	Ag. Land Preservation Foundation	

DESTROYED THE ABOVE

accession number 82W523

Box number	325	was returned to this office	936-10
			4,5,

accession number 82W523

Box number	336	Tom Bulter files 1978- 1979	936-16 1,2,
Box number	337	MD. Livestock Report	936-18
Box number	338	MD. Livestock Report	936-18

DESTROYED THE ABOVE

accession number 84W690

Box number	359	county records	936-13-1
Box number	360	county records	936-13-1
			1985

DESTROYED THE ABOVE

accession number 84W695

Box number	368	general administrative	936-20-2
		RETURN TO THIS OFFICE	1984

TELEPHONE NUMBER (301) 841-5900
50 HARRY S. TRUMAN PARKWAY, ANNAPOLIS, MARYLAND 21401

MEMORANDUM
Paul Lamberson

Page two
December 18, 1984

accession number 84W696

Box number	178	Inspection reports	936-24-4	1-1-85
Box number	236	Inspection reports	936-24-2	1-1-85
Box number	238	Inspection reports	936-24-2	1-1-85
Box number	397	Inspection reports	936-24-1a	1-1-85

DESTROYED THE ABOVE

accession number 84W699

Box number	355	General correspondence	936-19-1
		DESTROYED THE ABOVE	1-1-85

accession number 85W166

Box number	379	1980 Recruitment files	936-27-4	1-1-85
Box number	380	1980 Recruitment files	936-27-4	1-1-85

RETENTION UNTIL DECEMBER 31, 1985

If you have any questions, please feel free to call
me at 841-5900.

JW

Attachment

cc: file

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date November 16, 1983

TO: Mr. Rhett Murphy
Dept. of Transportation
Records Management & Comar Officer
P.O. Box 8755
B.W.I. Airport, MD 21240

Mailed 11-17-83

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within two month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
82W108 <i>here</i>	<i>✓</i> 1	Sch. #775-2
83W17 <i>here</i>	<i>✓</i> 1	Sch. #775-2
83W302 <i>here</i>	1	Sch. #760-1
81W122		

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer



Maryland Department of Transportation

Office of the Assistant Secretary—Administration

Harry Hughes
Governor

Lowell K. Bridwell
Secretary

January 3, 1984

TO: Mr. Paul Lamberson
Records Center Manager

FROM: Rhett Murphy
DOT Records Management Officer

SUBJECT: Disposal Clearance Letters Dated 11/16/83

Listed below is a disposition summary on those accessions eligible for disposal on January 16, 1984.

<u>Accession</u>	<u># of Boxes</u>	<u>Disposition</u>
80W92 ✓ <i>Took 12-83</i>	6	Retrieve - these will be sorted, and some sent to Archives. Balance will be destroyed here.
79W175 ✓	8	Destroy
80W183 ✓	11	Destroy
82W107 ✓	11	Destroy
82W108 ✓	1	Retain until 1/85
82W17 ✓	1	Retain until 1/85
80W79 ✓	7	Destroy
80W176 ✓	1	Destroy
81W119 ✓	5	Destroy
81W222 ✓	17	Retain until 1/1994
83W302 ✓	1	Retain until 1/1994

RH:dm

My telephone number is (301) 859-7385

Telephone TTY For The Deaf (301) 859-7227

Post Office Box 8755, Baltimore-Washington International Airport, Maryland 21240-0755

An Equal Opportunity Employer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Annapolis, Maryland 20794-0275
799-1379

Date November 16, 1983

TO: Mr. Rhett Murphy
Dept. of Transportation
Records Management & Comar Officer
P.O. Box 8755
B.W.I. Airport, MD 21240

*Mailed
11-17-83*

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within two month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
79W175 <i>D</i>	8	Sch. #775-4
80W79 <i>P</i>	7	Sch. #719-1
80W92 <i>P</i>	6	Sch. #715-1
80W176 <i>D</i>	1	Sch. #719-1
80W183 <i>D</i>	11	Sch. #775-4E
81W119 <i>D</i>	5	Sch. #792-5 #2
81W222 <i>Here</i>	17	Sch. #760-1
82W107 <i>D</i>	11	Sch. #775-4E

Sincerely,

Paul C. Linderson
Records Center Manager

PCL/rer

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE July 20, 1983

TO: Ms. Judith A. Black
Occupational & Professional Licensing Boards
Dept. of Licensing & Regulation
501 St. Paul Place
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
Lot #423	3	Sch. #612A Item #1

(Perm.)

Sincerely,

Paul C. Lamberson
Records Center Manager

State Records Management Center

7275 WATERLOO ROAD (RTE 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deal Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

State of Maryland Department of General Services

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

DATE July 19, 1983

TO: Ms. Jean Gardner
Dept. of Licensing & Regulation
Insurance Division
501 St. Paul Place
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s have been/or are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
75W181 <i>here</i>	63	Sch. 612-31 Item #2
76W193 <i>here</i>	20 (Boxes 36-56)	Sch. #612-28
81W9 <i>Box 59 (Boxes 1-59)</i>		Sch. #612-28-3

(Record are Permanent)

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

State Records Management Center
7275 WATERLOO ROAD (RTE 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Ms. Barbara Zuby
Dept. of Education
Personnel Division
200 W. Baltimore Street
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
84W156	7	Sch. # 643 944
84W157	3	Sch. # 643 944
82W332 ✓	10	Sch. # 643 944

do not destroy
until
1/86 PCL

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Ms. Barbara Zuby
Dept. of Education
Personnel Division
200 W. Baltimore St.- 1st Floor
Annapolis, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
76W182 ✓	22	Sch. #944 Item 11-C
78W220 ✓	4	Sch. #944 Item 11-C
80W111 ✓	11	Sch. #944 Item 11-C

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer



Maryland Department of Transportation

Office of the Assistant Secretary—Administration

Harry Hughes
Governor

William K. Hellmann
Secretary

December 27, 1984

MEMORANDUM

TO: Mr. Paul Lamberson
Records Center Manager

FROM: Rhett Murphy
DOT Records Management Officer

SUBJECT: Disposal Clearance Letter Dated 11/14/84

Listed below is a disposition summary on those accessions eligible for disposal on January 14, 1985.

<u>Accession</u>	<u># of Boxes</u>	<u>Disposition</u>
/79W4	2	Destroy
/79W5	4	Destroy
/79W12	1	Hold until January, 1988
/79W16	5	Hold until January, 1988
/79W98	6	Destroy 1,2,3,6-4+5 have been destroyed
/81W15	3	Destroy
/81W23	7	This accession has been retrieved, 1 cu.ft. sent to Archives, balance destroyed.
/81W186	5	Destroy
/82W108	1 ✓	Destroy
/82W151	16	Destroy
82W177 * <i>Returned 12/84</i>	5	Retrieve-will be destroyed by agency
/83W17	1 ✓	Destroy
/83W123	17	Destroy
/83W195	3	Destroy
/83W300	4	Destroy
/83W302	1	Retain until January, 1987

Copies of the transmittals for Accessions 79W12, 79W16, and 83W302, with explanations on reverse, are attached.

/cab
Attachment

My telephone number is (301) - 859-7385

TTY For The Deaf: (301) 859-7227

Post Office Box 8755, Baltimore-Washington International Airport, Maryland 21240 - 0755

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date November 14, 1984

TO: Mr. Rhett Murphy
Dept. of Transportation
P.O. Box 8755
B.W.I. Airport, MD 21240

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within two month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority
✓ 79W4 <i>Sec.</i>	2	Sch. #719
✓ 79W5 <i>D</i>	4	Sch. #719-1
79W16 ✓ <i>Hold 1988 Legal</i>	5	Sch. #694
✓ 79W98 ✓ <i>Personnel</i>	6	Sch. #792
✓ 81W15 ✓	3	Sch. #719-1
81W23 <i>Returned</i>	7	Sch. #715-1
82W108 <i>D</i>	1	Sch. #775-2
82W151	16	Sch. #868-1

(CONTINUED)

Sincerely,

Paul C. Lamberson
Paul C. Lamberson
Records Center Manager

PCL/rer

*79W12 ✓ *Just 1-Box* Hold-1988*

November 14, 1984

Disposal Clearance
Continued

Accession Number	Cubic Feet	Disposal Authority
✓ 81W186 D	5	Sch. #719-1
82W177 (Returned)	5	Sch. #760-1
83W17 Destroyed	1	Sch. #775-2
✓ 83W123 D	17	Sch. #760-1
✓ 83W195 D	3	Sch. #714-1(b)
✓ 83W300 D	4	Sch. #775-4A
✓ 83W302 1987	1	Sch. #760-1

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Ms. Margaret J. Taylor
Rosewood Hospital Center
Central Records Dept.
Clinical Services Bldg.- Room #278
Owings Mills, Maryland 21117

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
✓ 76W58 - PARTIAL - Boxes 139-183		Sch. #703 Item #2
✓ 77W120 - PARTIAL - Boxes 256 - 268		Sch. #703 Item #2
✓ 78W205 - PARTIAL - Boxes 359 - 365		Sch. #703 Item #2
✓ 79W238 - PARTIAL - Boxes ³⁹⁷⁻⁴⁰⁸ 379-396		Sch. #703 Item #2
✓ 80W97 - COMPLETE - Boxes 409 - 419		Sch. #703 Item #2

Sincerely,

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Mr. Thomas W. Keown, Director
MD Port Administration
Statistical Section
World Trade Center - 18th Floor
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
83W21	9	Sch. #707-17
83W22	6	Sch. #707-17A Item #3
84W119	4	Sch. #707-17A Item #1

Hold until Feb. 15th 1985
PCL

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer



MEMORANDUM

TO: Paul C. Lamberson
Records Center Manager

FROM: John J. O'Connor *JJO*
Director, Multi-Family Programs

DATE: December 4, 1984

RE: Disposal Clearance Notice

RECEIVED

DEC 6 1984

**RECORDS MANAGEMENT
DIVISION**

The project files in boxes 1, 2, and 3 in the Records Location R-30 S-5, Accession number 85W15, Schedule #922, Item #3 contain pertinent data. These files may need to be recalled due to the fact that they may be resubmitted for financing. Therefore, we are requesting that they be held for one more year making the new disposal date January 1, 1986.

Thank you for your cooperation.

JJO:nm

attachments: Your memo dated December 3, 1984 with our response on the reverse side.

Records Transmittal and Receipt Form for the above mentioned project files.

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Mr. John O'Connor
DECD-CDA/Multi-Family Underwriting
45 Calvert Street - Room #317
Annapolis, MD 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
85W15	3	Sch. #922 Item #3

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

MULTI-FAMILY
PROGRAMS

DEC 8 1984

RECEIVED

Mr. Paul C. Lamberson
Records Center Manager

Accession Number 85W15
New Disposal Date January 1, 1986

These projects may be resubmitted for financing and these files contain pertinent data that may need to be recalled. Please hold these files for one more year.

Thank you.


John J. O'Connor

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

85W15

Date Received

7-1-84

From: (Name, Division, Address or Agency)

DECD-CDA Multi-family Underwriting
45 Calvert Street
Annapolis, Maryland 21401

Signature

Title

2. Building and Room

Room 317

3. Phone

269-2122

4. To: State Records Center

5. Signature: (Agency Official)

John Hannon

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-30

S-5

1

3. Inquiries Files - 1982

Kennedy Woods
Lake in the Woods

Schedule 922, Item 3
1-1-1985

2

Federalsburg Gardens II
HOUSE Inc.
Diggs Circle Townhouses
Gregory Estates
Brandermill
Courtyards of Kings Contrivance
Thames Point

3

Primrose
Americana Aspen Hill

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Mr. John O'Connor
DECD-CDA/Multi-Family Underwriting
45 Calvert Street - Room #317
Annapolis, MD 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
<u>85W15</u>	<u>3</u>	<u>Sch. #922 Item #3</u>

Jan. 1986

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

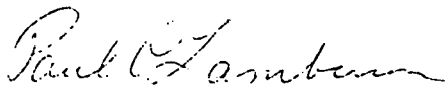
TO: Mr. Richard Oldewurtel, Asst. Director
MD State Colleges Information Center
C/O Towson State University
Stephens Hall - Room #12
Towson, MD 21204

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

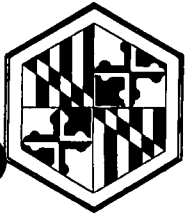
<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
84W267	62	Sch. #958-1

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer



Board of Trustees

**Maryland State Universities and Colleges
Management Information Network Center**

P.O. Box 530 • Bowie, Maryland 20715

301-464-3496 • MARCOM 245-3496 • TTY 269-2609 or D.C. 565-0450

Gregory J. Petr, Jr.
Director

December 12, 1984

Richard W. Oldewurtel
Assistant Director

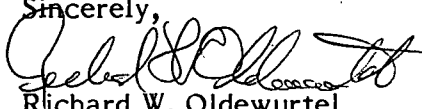
Mr. Paul C. Lamberson
Records Center Manager
Department of General Services
State Records Center
PO Box 275
Jessup, Maryland 20794-1379

Dear Mr. Lamberson:

I have been advised by the Attorney General's office that the material listed on the attached forms must be retained for the duration of our computer contract. With this in mind, it is necessary to extend access number 84W267's disposal date until December 31, 1987.

Thank you for your cooperation in this matter.

Sincerely,



Richard W. Oldewurtel
Assistant Director

RWO:jh

enclosures

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

RECEIVED

DEC 6 1984

MINC

Date December 3, 1984

TO: Mr. Richard Oldewurtel, Asst. Director
MD State Colleges Information Center
C/O Towson State University
Stephens Hall - Room #12
Towson, MD 21204

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

*per Chris Steiner
need to keep at least
3 more years
(life of contract
left)*

Accession Number	Cubic Feet	Disposal Authority
84W267	62	Sch. #958-1

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

84 W 267

12-14-83

Signature

Title

From: (Name, Division, Address or Agency)

Mr. Robert Nist
Md. St. Colleges Information Center
c/o Towson State University

Building and Room

3. Phone

Stephens Hall
Room 12

321-2990

4. To: State Records Center

Signature: (Agency Official)

Richard Oldewurtel

Richard Oldewurtel, Assistant Director

6. No. of Cu.Ft.

62

Cords cation enter)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>non to variety</p> <p>R123 511-13</p>	<p>1 - 62</p>	<p>Vendor benchmark and specifications</p>	<p>958 - 1</p> <p>Can dispose of after <u>12/31/84</u></p> <p>January 1985</p> <p>12/31/87</p>

(Use Plain Unlined Paper For Continuation Pages)

DGS-550-5

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Mr. Bill Burdette
State Highway Administration
Office of Finance
707 N. Calvert St.- Room #200
Baltimore, MD 21202

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

Accession Number	Cubic Feet	Disposal Authority	
✓ 76W65 (Finish Accession)	10-Boxes	1-8, 32-33 - Sch. #731-20	all
✓ 78C13	35	Sch. #897A Item #8	all
✓ 78C59	3	Sch. #884 Item #5 or 6	all
✓ 78W171 (Finish Accession)	7- Boxes	1-5, 15, & 20- Sch. #731	all
✓ 78W172	32	Sch. #731-20	all
✓ 79C26	54	Sch. #884-1	all
✓ 79C31	44	Sch. #731-20	all
✓ 80C25	22	Sch. #731	

(CONTINUED)

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

Box 1+2 destroy
Box 3 thru 22 12-85
per schedule

December 3, 1984
Disposal Clearance
Continued

Accession Number	Cubic Feet	Disposal Authority	
✓ 80W41	34	Sch. #731-20.	<i>7-85 per schedule</i>
✓ 80C125	3	Sch. #883-3	<i>all</i>
✓ 80C154	26	Sch. #884-6	<i>all</i>
✓ 80C195	8	Sch. #488-6	<i>all</i>
✓ 81W230	15	Sch. #739-1	<i>save Box 14 to year 2000</i>
✓ 81W339	46	Sch. #731-5	<i>all sched # 907-4</i>
✓ 81W340 (Partial Box #6)	1	Sch. #884-8	<i>Box 6</i>
✓ 82W251	3	Sch. #731-5	<i>all</i>
✓ 82W261	1	Sch. #731-2	<i>all</i>
✓ 82W513	8	Sch. #488-8 & 9	<i>all</i>
✓ 83W96	2	Sch. #731-5	<i>all</i>
✓ 83W109	1	Sch. #731-23	<i>all</i>
✓ 83W214	6	Sch. #858-16	<i>all</i>
✓ 83W228	1	Sch. #892-4	<i>all</i>
✓ 83W236	3	Sch. #883-1	<i>all</i>
✓ 83W239	6	Sch. #918-12 & 13	<i>all</i>
✓ 83W422	1	Sch. #731-5	<i>all</i>
✓ 84W6	2	Sch. #907-1 & 5	<i>all</i>
✓ 84W29	1	Sch. #892-3	<i>all</i>
✓ 84W32	3	Sch. #731-5	<i>all</i>
✓ 84W404	1	Sch. #799-2	<i>all</i>
✓ 84W511	1	Sch. #892-4	<i>all</i>
✓ 84W797	1	Sch. #892-3	<i>all</i>
✓ 85W148	1	Sch. #731-12	<i>all</i>
✓ 85W149	1	Sch. #731-12	<i>all</i>

Sincerely,

Paul C. Lamberson

Paul C. Lamberson
Records Center Manager

PCL/rer

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

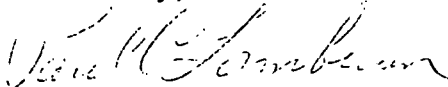
TO: Mr. Michael S. Lofton, Director
Dept. Economic & Community Development
Office of Business & Industrial Development
45 Calvert Street
Annapolis, Maryland 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
84W134	4	Sch. #854 Item #2

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer



Maryland Department of Economic & Community Development

Office of Business and Industrial Development 45 Calvert Street, Annapolis, Maryland 21401 301 / 269-3514 Telex #87788

Harry Hughes
Governor
Frank J. De Francis
Secretary

December 12, 1984

Mr. Paul C. Lamberson
Records Center Manager
Department of General Services
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275

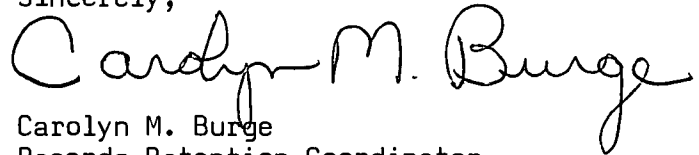
Dear Mr. Lamberson:

We have your memorandum dated December 3, 1984 regarding Disposal Clearance along with a copy of the schedule for disposal.

We have one request -- that you pull the Ash L. Dua/State of Maryland - 1975 - 1981 file and send it back to our office. It is in the Administrative/Personnel Files Box Number 3, Sch. 854. Item 2. Records Location: R-26, S-10.

The remainder of 4 boxes can be disposed of as outlined in your schedule.

Sincerely,


Carolyn M. Burge
Records Retention Coordinator

Enclosures

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center
P.O. Box 275
Jessup, Maryland 20794-0275
799-1379

Date December 3, 1984

TO: Mr. Michael S. Lofton, Director
Dept. Economic & Community Development
Office of Business & Industrial Development
45 Calvert Street
Annapolis, Maryland 21401

SUBJECT: Disposal Clearance

The records described on the enclosed transmittal/s are eligible for disposal. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Cite Accession Number and include a new disposal date for these records.

<u>Accession Number</u>	<u>Cubic Feet</u>	<u>Disposal Authority</u>
84W134	4	Sch. #854 Item #2

Sincerely,



Paul C. Lamberson
Records Center Manager

PCL/rer

RECEIVED

DEC 4

DIVISION OF BUSINESS
AND INDUSTRIAL
DEVELOPMENT

AND RECEIPT

Accession No.

Date Received

84W134

8-19-83

1. From: (Name, Division, Address or Agency)
Department of Economic & Community Development
Office of Business and Industrial Development

Signature

Title

2. Building and Room1748 Forest Drive
Annapolis, MD 214013. Phone

269-3514

4. To: State Records Center5. Signature: (Agency Official)

Michael A. Felt

6. No. of Cu.Ft.

24

7. Records
Location
(Center)8. Box
Numbers9. Description of Records
With Inclusive Dates10. Disposal Author
(Schedule and Item)

R-26

S-10

1	Administrative/Personnel Files
2	Personnel/Advertising & BID Activity Reports
3	Administrative/Personnel Files
4	Administrative/Finance Files
5	Administrative Files
6	Administrative Files

Jan. 1985

Sch. 854 Item 2

Sch. 854 Item 2

Sch. 854 Item 2

Sch. 854 Item 2

~~Sch. 854 Item 2~~~~Sch. 854 Item 2~~