

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


CERTIFICATE OF RECORDS DISPOSAL

06.03

DEPT. HOUSING & COMMUNITY DEV.

HOUSING MANAGEMENT  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W1377	CDA-HOUSING MANAGEMENT	922	13	1984-85	37	1/91	RECYCLED

  
signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 37.01.25.002.01 06.03		ACCESSION NO. 88W1377	DATE REC'D 6-17-88
b) AGENCY Dept. of Housing and Community Dev.			
c) DIVISION/UNIT Housing Management	LOCATION - RANGE 46	SECTIONS 4-5	NO. OF CU. FT. 37
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>Glenn H. Jacobs</i>	PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
1 of 36	CDA - Housing Management Branchwood Towers - 1984-1985 HUD 50059's	Sch. 922-13 Disposal Date	
2 of 36	Branchwood Towers - 1984-1985 HUD 50059's	1/31/91	
3 of 36	Bradford House - 1984-1985 HUD 50059's	" "	
4 of 36	Barclay Greenmount - 1984-1985 HUD 50059's	" "	
5 of 36	Bishop's Garth - 1984-1985 HUD 50059's	1/31/91	
6 of 36	Baldwin Manor and Bowie Commons '84-'85 "	" "	
7 of 36	Country Hill and Colony III '84-'85 50059's	" "	
8 of 36	Country Place and Cumberland Manor " "	" "	
9 of 36	Tomall Apts. and Federalsburg " "	" "	
10 of 36	Country Hill (2nd half) 1984-1985 HUD 50059's	" " <i>posad</i>	
11 of 36	Claiborne Place (2nd half) " "	" " <i>4/13/91</i>	
12 of 36	Claiborne Place (1st half) " "	" " <i>OK</i>	
13 of 36	Charles Landing - 1984-1985 HUD 50059's	" "	
14 of 36	Calvert Heights - 1984-1985 HUD 50059's	" "	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>
15 of 36	Friendship Arms - 84'85 50059's	1/31/91
16 of 36	Franklin Apts. - 84'85 50059's	"
17 of 36	Forest Oak Towers " "	"
18 of 36	Forest Oak Towers " "	"
19 of 36	Frostburg - 85-85 HUD 50059's	"
20 of 36	The Graw " "	"
21 of 36	Green Ridge House "	"
22 of 36	Greenwood Gardens "	"
23 of 36	Harvey Johnson Towers "	"
24 of 36	Hanover Square "	"
25 of 36	Hickory Ridge "	"
26 of 36	Locust House "	"
27 of 36	Heritage Park "	"
28 of 36	Owen Brown Pl. "	"
29 of 36	Owen Brown/Park Hgts. "	"
30 of 36	Parkwood/Pine Bluff "	"
31 of 36	Pine Bluff/Poppleton "	"
32 of 36	Riverview/Rock Hall "	"
33 of 36	Rosemary/Schoolhouse "	"
34 of 36	Londonderry Towers "	"
35 of 36	Londonderry "	"
36 of 36	Newtowne "	"
37 →	Ruscombe GARDENS H 50059	"

R-46

S-24-5

1 thru 37 - Total boxes

153 Empty's

R-46

S-5-9

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


CERTIFICATE OF RECORDS DISPOSAL

06.03.01

DEPT. HOUSING & COMMUNITY DEV.

~~MOTOR VEHICLE FUEL TAX~~  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W167	PROMISSORY NOTES PAID	1212	3		1	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

E - AND RECEIPT 06.03.01

Accession No.

87W167

Date received

9-8-86

1. From: (Name, Division, Address or Agency)  
Dept of Economic & Community Development  
45 CALVERT STREET ANNAPOLIS, MD 21401

Signature

Title

2. Building and Room  
Attman Glazer BLDG  
Room 388

3. Phone  
269-2795

4. To: State Records Center  
P.O. Box 275  
7275 Waterloo Rd Jessup Md

5. Signature: (Agency Official)  
NANCY S. RASE  
*Nancy S Rase*

6. No. of Cu.Ft.  
12 cu ft

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-34 S-32	1	Promissory notes paid in full, (closed files of loans )	<del>1029-3</del> Jan. 1991 <del>12/30/90</del> 1212 #3  <u>Disposal:</u> 2-15-91 GPR

(Use Plain Unlined Paper For Continuation Pages)

XXXXXX

2/24/75

DGS-550-5

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

CERTIFICATE OF RECORDS DISPOSAL

06.03

DEPT. HOUSING & COMMUNITY DEV.

HOUSING MGMT -CDA  
 DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W1382	CDA HOUSING MGMT	922	13	1985	8	1/91	RECYCLED
89W807	CDA HOUSING MGMT	922	12	1985	6		

  
 Signature

RECORDS CENTER MANAGER  
 Title

03/26/91  
 Date

**RECORDS TRANSMITTAL AND RECEIPT**

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

**E**

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

a) AGENCY CODE <b>06.03</b>	ACCESSION NO. <b>88W1382</b>	DATE REC'D <b>6-17-88</b>
b) AGENCY DEPT. OF HOUSING & COMMUNITY DEV.	LOCATION - RANGE      SECTION(S)      NO. OF CU. FT. <b>14                                  6                                  8</b>	
c) DIVISION/UNIT HOUSING MANAGEMENT - CDA		
d) MAILING ADDRESS 45 CALVERT STREET ANNAPOLIS, MD 21401	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL      PHONE NO. GLORIA H. JACKS      974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	CDA- HOUSING MANAGEMENT      1985	
1.	PARKSIDE VILLAGE, POPPELTON Co-op, SHARP LEADEN HALL II	SCH. #922
2.	SHADY GROVE	ITEM #13
3.	SOUTHERN HIGH, TIMOTHY APTS.	JAN. 1991
4.	SHADY GROVE, STONECRAFT, SUNSHINE VILLAGE, TRAPPE CREEK APTS.	
5.	UPTON COURT	
6.	WATERSIDE, UPTON CTS.	
7.	WALKER MEWS, WILSON GARDENS, WOODSEGE APTS., WOODS EDGE II, WOODS EDGE III	
8.	TANEY VILLAGE	
	HUD 50059	

Disposal  
2/16/91  
*[Signature]*

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)



1/26/89

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.25.006.001		ACCESSION NO. 89W807	DATE REC'D 2-14-89
b) AGENCY Dept. of Housing & Community Development.		LOCATION - RANGE 18 SECTION(S) 1	NO. OF CU. FT. 5
c) DIVISION/UNIT Housing Management			
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>[Signature]</i>		PHONE NO. 974-2178	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	CDA - Housing Management	922-12
5	1985 operating statements	<del>December, 1990</del>
6	1985 operating statements	<del>December, 1990</del>
7	1985 audits	" "
8	1985 audits	" "
9	1985 audits	" "
10	Audits	Jan. 1991
		DISPOSAL 1-14-91 28

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

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

CERTIFICATE OF RECORDS DISPOSAL

06.10

DEPT. HOUSING & COMMUNITY DEV.

PURCHASING & PROCUREMENT  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W1375	PURCHASE ORDERS	1204	2	6/82-6/83	3	10/90	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

11/16/90  
Date

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<p>1. AGENCY CODE 37.01.20.03.003</p> <p>2. AGENCY Department of Housing &amp; Community Development</p> <p>3. DIVISION/UNIT Purchasing &amp; Procurement</p> <p>4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401-1907</p> <p>5. AGENCY OFFICIAL Constance C. Schuyler</p>	<p>ACCESSION NO. <b>88W1375</b></p> <p>LOCATION - RANGE <b>147</b></p> <p>SECTIONS <b>72</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>6-17-88</b></p> <p>NO. OF CU. FT. <b>3</b></p> <p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 thru 3	Purchase Orders from 6/16/82 thru 12/29/82 - Box 1 Purchase Orders from 12/29/82 thru 5/18/83 - Box 2 Purchase Orders from 5/19/83 thru 6/10/83 - Box 3	<p style="text-align: right;"><i>Sh. 1204</i></p> <p style="text-align: right;"><del>#1048, item #2</del> <del>1990 Disposal</del></p> <p style="text-align: right; font-size: 2em;"><i>7/90</i></p> <p style="text-align: right;"><u>Disposal:</u> <i>11/16/90</i> <i>JPL</i></p>

USE PLAIN UNLINED PAPER FOR CONTINUATION (SEE)

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

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

06.01.01

DEPT. HOUSING & COMMUNITY DEV.

Reporting Agency

ADMIN.-FINANCE DIV.

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
86W414	TRANSMITTALS, VOUCHERS	1031	1	1982	37	7/90	RECYCLED
89W309	CD'S, WORKING FUND	1031	1E	FY 83	3		
89W505	MISC.-P.O.'S	1031	E	FY 83	2		
89W308	FEDERAL GRANTS, PROJECTS	1031	1E	FY 82	3		
86W417	CASH RECEIPTS	1031	1A	FY 83	5		
86W415	VOUCHERS, TRANSMITTALS, MISC.	1031	1E	1983	44		

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

  
Signature

RECORDS CENTER MANAGER \_\_\_\_\_ 09/20/90 \_\_\_\_\_  
Title Date

AND RECEIPT

06.01.01

Accession No.

Date Received

86W414

1-20-86

From: (Name, Division, Address or Agency)  
Dept. of Economic and Community Development  
Administrative Services-Finance Office RM151  
45 Calvert Street, Annapolis, MD 21401

Signature

Title

Building and Room  
Room 7-8

3. Phone **DHCD**  
269-3250

4. To: State Records Center  
Record Center - Annapolis

5. Signature: (Agency Official)  
*Debbie Tolson, Supervisor Internal Services*

6. No. of Cu.Ft.  
~~38~~  
<sup>37</sup>cu. ft.

*Disposal 7/20/89*

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)	
<i>R-32</i> <i>S-8</i>		<u>1982 Vouchers</u>		
		<u>1989 Max</u>		
	1	A-B	<del>788</del>	
	2	C-D	<del>788</del>	
	3	E-I	<del>788</del>	
	4	J-N	<del>788</del>	
	5	O-Sp	<del>788</del>	
	6	S-Z	<del>788</del>	
			<u>1982 Transmittals</u>	
			<u>1989 Max</u>	
	<del>7-1</del>	TR 1-26	<del>788</del>	
	<del>8-2</del>	TR 27-47	<del>788</del>	
	<del>9-3</del>	TR 48-65	<del>788</del>	
	<del>10-4</del>	TR 66-86	<del>788</del>	
	<del>11-5</del>	TR 87-107	<del>788</del>	
	<del>12-6</del>	TR 108-127	<del>788</del>	
	<del>13-7</del>	TR 128-146	<del>788</del>	
	<del>14-8</del>	TR 147-165	<del>788</del>	
	<del>15-9</del>	TR 166-187	<del>788</del>	
	<del>16-10</del>	TR 188-211	<del>788</del>	
<del>17-11</del>	TR 212-236	<del>788</del>		
<del>18-12</del>	TR 237-258	<del>788</del>		
<del>19-13</del>	TR 259-283	<del>788</del>		
<del>20-14</del>	TR 284-307	<del>788</del>		
<del>21-15</del>	TR 308-327	<del>788</del>		

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AND RECEIPT

Accession No.

Date Received

From: (Name, Division, Address or Agency)  
 Dept. of Economic and Community Development  
 Administrative Services-Finance Office RM 151  
 45 Calvert Street, Annapolis, MD 21401

Signature

Title

2. Building and Room  
 Room 7-8

3. Phone  
 269-3250

4. To: State Records Center  
 Record Center - Annapolis

5. Signature: (Agency Official)

*Dilly Tolson, Supervisor, Internal Services*

6. No. of Cu.Ft.  
 37 cu. ft.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
		<u>1982 Transmittals</u> (con't)	
	<del>22-16</del>	TR 328-352	1989 Max ↓ <del>788</del>
	<del>23-17</del>	TR 353-376	<del>788</del>
	<del>24-18</del>	TR 377-399	<del>788</del>
		<u>1982 Miscellaneous</u>	
	<del>25-1</del>	Gas Tickets	1989 Max ↓ <del>788</del>
		<u>1982 CD's</u>	
	<del>26-1</del>	7/81-6/82 370120-370121002 (Folder II)	1989 Max ↓ <del>788</del>
	<del>27-2</del>	7/81-6/82 370121002-370123004	<del>788</del>
	<del>28-3</del>	7/81-6/82 370123005-370125003	<del>788</del>
	<del>29-4</del>	7/81-6/82 370125-370127 (Aug. 81)	<del>788</del>
	<del>30-5</del>	9/81-2/82 370127	<del>788</del>
	<del>31-6</del>	3/82-6/82 370127	<del>788</del>
		<u>1982 Contracts</u>	
	<del>32-1</del>	A-COL	1989 Max ↓ <del>788</del>
	<del>33-2</del>	COO-HA	<del>788</del>
	<del>31-3</del>	HEA-Mc	<del>788</del>
	<del>35-4</del>	MEEN-TA	<del>788</del>
	<del>36-5</del>	TEL-2	<del>788</del>

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XXXXXX

2/24/75

DGS-550-5



86w414

R32

S8



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

**E**

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<p><b>a) AGENCY CODE</b> 1. 37.01.20 <span style="font-size: 1.5em; margin-left: 50px;">06.01.01</span></p>		<p><b>ACCESSION NO.</b> <span style="font-size: 2em;">89W309</span></p>		<p><b>DATE REC'D</b> <span style="font-size: 2em;">9-21-88</span></p>	
<p><b>b) AGENCY</b> Department of Housing &amp; Community Development</p>		<p><b>LOCATION RANGE</b> <span style="font-size: 2em;">9</span></p>		<p><b>SECTIONS</b> <span style="font-size: 2em;">19</span></p>	
<p><b>c) DIVISION/UNIT</b> Office of Finance/Accounting</p>		<p><b>NO. OF CU. FT.</b> <span style="font-size: 2em;">3</span></p>		<p><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>	
<p><b>d) MAILING ADDRESS</b> 45 Calvert Street Annapolis, Maryland 21401</p>		<p><b>RECORDS CENTER MANAGER</b></p>			
<p><b>e) AGENCY OFFICIAL</b> <i>DL Tolson</i> Deborah L. Tolson</p>		<p><b>PHONE NO.</b> 301/974-3250</p>			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
<p>1 2 3</p>	<p><u>Fiscal Year 1983</u> <span style="float: right;"><u>1990</u></span></p> <p>CD's</p> <p>Foreign Working Fund</p> <p>Corporate Files</p> <p style="text-align: center; font-size: 2em;">↓</p>			<p><i>sch # 1031</i></p> <p><i>Item # 1E</i></p> <p style="text-align: center; font-size: 2em;">↓</p> <p><i>7/90</i></p> <p style="margin-top: 20px;"><u>Disposal:</u></p> <p style="text-align: center; font-size: 1.5em;">7-12-90</p> <p style="text-align: center; font-size: 1.5em;"><i>JPR</i></p>	

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 703-1378)

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.20 <b>06.01.01</b>	ACCESSION NO. <b>89W505</b>	DATE REC'D <b>11-22-88</b>
2. AGENCY Department of Housing & Community Development	LOCATION RANGE <b>104</b>	SECTIONS <b>32</b>
3. DIVISION/UNIT Office of Finance - Accounting	NO. OF CU. FT. <b>2</b>	
4. MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL <i>Deborah L. Tolson</i> Deborah L. Tolson	PHONE NO. 301/974-3250	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
4	<u>Fiscal Year 1983 - Misc.</u>	<u>1990 FY</u> ↓
5	Personnel Apps <u>Fiscal Year 1983 - Purchase Orders</u> Accounting P.O's	<u>1031-E</u> ↓ <b>July 1990</b>  <i>Disposal 8/6/90 RL</i>

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**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.20		06.0101		ACCESSION NO. 89W308	DATE REC'D 9-21-88	
AGENCY Department of Housing & Community Development				LOCATION - RANGE 12	SECTIONS 6	NO. OF CU. FT. 3
DIVISION/UNIT Office of Finance/Accounting				RECORDS CENTER MANAGER		
MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401						
AGENCY OFFICIAL <i>D. L. Tolson</i> Deborah L. Tolson		PHONE NO. 301/974-3250		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)				
1	<u>Fiscal Year 1982</u>	1989		Sch. 1031		
2	Federal Grants	↓		Item # 1E		
3	Adjustments			<del>1031</del>		
3	Federal project					7/90 Disposal 7/18/90 ALZ

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 370120 004 06.01.01	ACCESSION NO. 86W417	DATE REC'D 1-20-86
b) AGENCY <del>D.E.C.D.</del> DHCD	LOCATION - RANGE 14	SECTION(S) 31
c) DIVISION/UNIT Admin, Services / Finance	NO. OF CU. FT. 5	RECORDS CENTER MANAGER
d) MAILING ADDRESS Rm 166 45 Calvert St Annapolis, MD 21401	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
e) AGENCY OFFICIAL Supervision, Internal Services	PHONE NO.	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Cash Receipts CD's, 120 Adjustments 370120-370121002 Fy 83	1031 item 1 R
2	CD's 370121.002-370123005 Fy 83	July 1990
3	CD's 370124-370126 Fy 83	Disposal 7/18/90 RLZ
4	CD's 370127 Fy 83	
5	CD's, Postage Due for 370127 Fy 83 1976-1983	

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AND RECEIPT

06.01.01

Accession No.

86W415

Date Received

1-20-86

From: (Name, Division, Address or Agency)  
Dept. of Economic and Community Development  
Administrative Services-Finance Office RM 151  
45 Calvert Street, Annapolis, MD 21401

Signature

Title

Building and Room

Room 7-8

Phone

269-3250

DHCD

4. To: State Records Center

Record Center - Annapolis

Signature: (Agency Official)

6. No. of Cu.Ft.

44 cu. ft.

Dolly Tolson, Supervisor, Internal Services

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-1 S-1-2	1	1983 Vouchers	1031 item 1
	2	A-BLUE	<del>788</del>
	3	BRADLEY-CUTTER	<del>788</del>
	4	D-F	<del>788</del>
	5	G-I	<del>788</del>
	6	J-MASK	<del>788</del>
	7	MASON-PLAZA	<del>788</del>
	8	PO-SNYDER	<del>788</del>
	9	SO-V	<del>788</del>
		W-Z	<del>788</del>
		1983 Miscellaneous	1990 Max
		Gas Tickets	1990 Max
		Centrex invoices	1990 Max
		1983 Transmittals	1990 Max
		TR 1-20	<del>788</del>
		TR 21-35	<del>788</del>
		TR 36-54	<del>788</del>
		TR 55-72	<del>788</del>
		TR 73-89	<del>788</del>
	TR 90-105	<del>788</del>	
	TR 106-122	<del>788</del>	
	TR 123-138	<del>788</del>	

DISPOSAL  
7-10-90  
JS

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL  
AND RECEIPT

Accession No.

Date Received

Name: (Name, Division, Address or Agency)  
Dept. of Economic and Community Development  
Administrative Services-Finance Office RM 151  
45 Calvert Street, Annapolis, MD 21401

Signature

Title

Building and Room

3. Phone

Room 7-8

269-3250

4. To: State Records Center

Record Center - Annapolis

Signature: (Agency Official)

6. No. of Cu.Ft.

44 cu. ft.

*Willy Tolson, Supervisor, Internal Services*

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
		1983 Transmittals (con't)	
	<del>20-9</del>	TR 139-154	
	<del>21-10</del>	TR 155-169	
	<del>22-11</del>	TR 170-184	
	<del>23-12</del>	TR 185-203	
	<del>24-13</del>	TR 204-216	
	<del>25-14</del>	TR 217-234	
	<del>26-15</del>	TR 235-250	
	<del>27-16</del>	TR 251-270	
	<del>28-17</del>	TR 271-286	
	<del>29-18</del>	TR 287-304	
	<del>30-19</del>	TR 305-321	
	<del>31-20</del>	TR 322-325 <i>322-335</i>	
	<del>32-21</del>	TR 336-352	
	<del>33-22</del>	TR 353-370	
	<del>34-23</del>	TR 371-385	
	<del>35-24</del>	TR 386-404	
	<del>36-25</del>	TR 405-417	
	<del>37-26</del>	TR 418-429	
		1990 Max	
		↓	
		1983 Pink Invoices	
	<del>38-1</del>	7/81-6/83	
		CM #591-812	
		PI # 6713-9105	
		1990 Max	
		↓	

(Use Plain Unlined Paper For Continuation Pages)

XXXXXXXXXX

2/24/75

DGS-550-5

AND RECEIPT

Accession No.

Date Received

(Name, Division, Address or Agency)

Signature

U.S. Dept. of Economic and Community Development  
Administrative Services-Finance Office RM 151  
45 Calvert Street, Annapolis, MD 21401

Title

Building and Room

3. Phone

4. To: State Records Center

Room 7-8

269-3250

Record Center - Annapolis

Signature: (Agency Official)

6. No. of Cu.Ft.

44 cu. ft.

*Dobby Tolson, Supervisor, Internal Services*

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
		<u>1983 Contracts</u>	
39	<del>38-1</del>	A-COMPUTER	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <del>DGS</del> ↓         </div> <div style="text-align: center;">           E ↓         </div> </div>
40	<del>39-2</del>	COMM-F	
41	<del>40-3</del>	G-L	
42	<del>41-4</del>	M-Q	
43	<del>42-5</del>	R-STEVENSON	
44	<del>43-6</del>	STINSON-Z	

(Use Plain Unlined Paper For Continuation Pages)

860 415

R1

S1-2



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

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

06.08

DEPT. HOUSING & COMMUNITY DEV.

Reporting Agency

WEATHERIZATION ASSISTANCE

---

DIVISION

---

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
89W478	WAP MONTHLY REPORTS	1023-5	36	1980-84	23	01/90	RECYCLED

---

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

  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90

Date

**RECORDS TRANSMITTAL**

**AND RECEIPT**

Complete at State Records Center

Accession No.

Date Received

89W478

11-15-88

06.08

From: (Name, Division, Address or Agency)

Signature

Department of Housing and Community Devel.  
Office of Weatherization Assistance  
45 Calvert St. Annapolis, Md. 21401

Title

2. Building and Room

3. Phone

4. To: State Records Center

Rm 268

(301)974-2955

Signature: (Agency Official)

6. No. of Cu.Ft.

Cheryl D. Grice/PS

46 cu Ft.

23

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-34 S-2	1	84 WAP Monthly Reports 8/84-8/84	1/90 Sch #1023-5
	2	81 WAP Monthly Reports 10/81-12/81	1/90 Item # 36
	3	WAP Monthly Reports 7/81-2/82	1/90
	4	WAP Monthly Reports 3/79-3/80	1/90
	5	1980 Monthly Reports 1/80-12/80	1/90
	6	1981-84 Program Correspondence and Subgrantee information (Carrol-Southern md.)	1/90
	7	1980-82 29c"s and monthly reports	1/90
	8	1981-83 Monthly reports (HHS/DOE)	1/90
	9	WAP monthly reports +29c's (Balt. City) 1/83-12/83	1/90
	10	198D-81- DOE Monthly reports (Fiscal +Programatic)	1/90
	11	1981-83 Program Reports, Price Water: Audit, Client Satisfaction survey	1/90
	12	29c's fpr Weatherization subgrantees 1/81-12/81	1/90
	13	1/83-12/83 DOE&HHS Monthly Reports Allegany CO. to Baltimore City	1/90
	14	1981-1983 Program Reports for Subgrantees	1/90
	15	1978-80 Contract for Subgrantees (Personnel & Service)	1/90

*Disposal:*  
2-10-90  
JPS/L

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date received

From: (Name, Division, Address or Agency)

Department of Housing and Community Devel.  
Office of Weatherization Assistance  
45 Calvert St. Annapolis Md. 21401

Signature

Title

2. Building and Room

Rm 268

3. Phone

(301)974-2955

4. To: State Records Center

5. Signature: (Agency Official)

*Cheryl A. Grice / AS*

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.)

	16	1980-81 Contracts (Agencies)	1/90
	17	1/82-12/82 Monthly Fiscal Reports	1/90
	18	1/84-12/84 Monthly Reports Anne Arundel-Fredrick	1/90
	19	1/82-12/82 Monthly Reports	1/90
	20	1981-83 Monthly Reports (Balt Co. to Dorchester)	1/90
	21	1981-83 Correspondence	1/90
	22	1982-83 General Subgrantee Files (Allegany- Balt Co.)	1/90
	23	1982-83 Fiscal & Program Reports for Subgrantees	1/90

(Use Plain Unlined Paper For Continuation Pages)

R-34.

S-2

1 Empty

S-2

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

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

06.03

DEPT. HOUSING & COMMUNITY DEV.

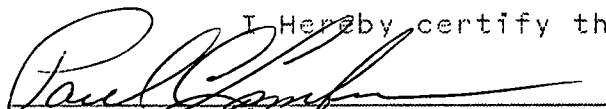
Reporting Agency

CDA RENTAL HOUSING PROG

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
87W651	ARCHITECTURAL FILES	922	5B		2	01/90	RECYCLED

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

  
Signature

RECORDS CENTER MANAGER \_\_\_\_\_  
Title Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 25.002.01 <span style="font-size: 1.5em; margin-left: 20px;">06.03</span>		ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">87W651</span>		DATE REC'D <span style="font-size: 2em; font-family: cursive;">2-20-87</span>	
b) AGENCY Department of Economic & Community Development (DECD)		LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">8</span>		SECTION(S) <span style="font-size: 2em; font-family: cursive;">23</span>	
c) DIVISION/UNIT Rental Housing Programs (RHP) Community Development Administration (CDA)		NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">2</span>		RECORDS CENTER MANAGER	
d) MAILING ADDRESS 45 Calvert Street Third Floor Annapolis, Maryland 21401		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
e) AGENCY OFFICIAL <span style="font-size: 1.5em; font-family: cursive;">Patricia J. Payne</span> Patricia J. Payne, Director RHP/CDA		PHONE NO. (301) 269-2122			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
201	Architectural Files Hanover Square Halfway Manor Forest Heights, Prince George County YMCA Walker Daniels House School 27 Apartments Rock Hall Redwood II	<span style="font-size: 1.5em; font-family: cursive;">Jan. 1990</span> <del>December 30, 1989</del> <span style="font-size: 1.5em; font-family: cursive;">Sch. 922 #5B</span>
204	Chester Arms Eutaw Place Bond Street Properties Bay Street Elderly Augsberg Lutheran Homes Patamoke Village Melwood Group Homes Lake in the Woods Lafayette Terrace Highland Manor House	<del>December 30, 1989</del>  <span style="font-size: 1.5em; font-family: cursive;">11/20/90</span> <span style="font-size: 1.5em; font-family: cursive;">Pl 2</span> <span style="font-size: 1.5em; font-family: cursive;">Disposal</span>

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

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

06.03.01

DEPT. HOUSING & COMMUNITY DEV.

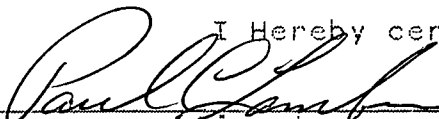
Reporting Agency

HOME IMPROVEMENTS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
87W166	PROMISSORY NOTES PAID	1212	3		1	01/90	RECYCLED

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

  
signature

RECORDS CENTER MANAGER  
Title

03/20/90  
Date

AND RECEIPT

06.03.01

Accession No.

87W166

Date received

9-8-86

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

Dept of Economic & Community Development  
45 Calvert Street Annapolis Md 21401

Signature

Title

2. Building and Room

Attman Glazer  
Bldg Room 388

3. Phone

269-2795

4. To: State Records Center

P.O. Box 275  
7275 Waterloo Rd, Jessup Md

5. Signature: (Agency Official)

Nancy S. Rase

*Nancy S Rase*

6. No. of Cu.Ft.

1 1/2 Cu Ft (1 Box Legal size)

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1

Promissory notes paid in full, closed files  
of loans

~~1029-3~~  
Jan. 1990  
12/31/89

1212 # 3

Disposal:  
1-27-90  
JPP

R-32  
S-32

(Use Plain Unlined Paper For Continuation Pages)

XXXXXX

2/24/75

DGS-550-5



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

CERTIFICATE OF RECORDS DISPOSAL

07.03.01

DEPT. OF EDUCATION

NON-PUBLIC CERT. & ACCRED.  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
77W26	YELLOW PERSONNEL BLANKS	1219	4	5/76	9	1/91	RECYCLED
79W25	YELLOW PERSONNEL BLANKS	1219	4	6/76-7/76	9		
80W116	YELLOW PERSONNEL BLANKS	1219	4	7/78	6		
80W118	INACTIVE FOLDERS, RPTS, LETTERS	1219	4	PRIOR TO 1972	2		

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. Ed.		ACCESSION NO. 77W26	DATE REC'D
B. DIVISION/UNIT Non-Public-Cert. Accred.		LOCATION RANGE SECTION(S) 7 13	RM CODE 07.03.01
C. MAILING ADDRESS		NO. OF CU. FT. 9	
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Yellow Personnel Records Blanks 5/1976	#1219 #4 1/91  Disposal 6/1/91 per [signature]

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept Ed.		ACCESSION NO. PW25	DATE REC'D
B. DIVISION/UNIT Non Public - Cert. & Accred.		LOCATION RANGE SECTION(S) 7 14	RM CODE 07.03.01
C. MAILING ADDRESS		NO. OF CU. FT. 9	
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	Yellow Personnel Record Blanks - 7/76 - 6/76	#1219 #4 1/91  Disposal 6/1/91 002	

**RECORDS TRANSMITTAL AND RECEIPT**

# 2

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept Ed.		ACCESSION NO. 80W116	DATE REC'D
B. DIVISION/UNIT Non-Public Cert. + Accred.		LOCATION RANGE SECTION(S) 9 8	RM CODE 07.03.01
C. MAILING ADDRESS		NO. OF CU. FT. 6	
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	Personnel Records Blanks 7/78	# 1219 # 4 1/91 Disposal 6/1/91 J.M.	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept Ed.		ACCESSION NO. 80W118	DATE REC'D
B. DIVISION/UNIT Non-Public		LOCATION RANGE SECTION(S) 9 8	RM CODE 07.03.01
C. MAILING ADDRESS Cent & Accred.			NO. OF CU. FT. 2
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1.	Non-Public - Inactive School Folders - 1972	#1219 #4 1/91
2.	Non-Public School Annual Reports & Letters Prior to 1972	Dispos w/ 6/1/91 [Signature]

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

CERTIFICATE OF RECORDS DISPOSAL

07.03.02

DEPT. OF EDUCATION

CERTIFICATION & ACCREDITATION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
LOT 367	CORRESPONDENCE	658	1	1930-55	16	1/91	RECYCLED
76B53	RETIRED & DECREASED CASES	1219	1	7/75	3		

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

16

07.03.02

F

RECORDS TRANSMITTAL SHEET

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

To be completed by  
 Record Center:  
 Date: 7/5/1961  
 Lot No.: 367  
 Range: 36 ~~30~~  
 Section(s) ~~30~~ 30  
 Shelves ~~30~~  
 Received by: J. Nink  
 Remarks:

- 1. Agency: STATE DEPARTMENT OF EDUCATION
- 2. Division: CERTIFICATION AND ACCREDITATION
- 3. Record Title: Certification Correspondence
- 4. Inclusive Dates: 1930-1955

5. Schedule No. <u>128 658</u>	6. Item No. <u>51</u>	7. Scheduled Disposal Date: <u>1959 7/05</u>	8. Actual Disposal Date:
-----------------------------------	--------------------------	---	--------------------------

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

Numerical listing (continued)

16 record center boxes arranged alphabetically by surname of individual

**all  
RASH  
AN**

Disposal  
6/1/91  
Per

3/77

- 10. Quantity and type of filing equipment released:
  - a. File drawers, letter-size 8
  - b. File drawers, legal-size \_\_\_\_\_
  - c. Transfiles \_\_\_\_\_
  - d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

William J. Putnam

5728-5743

K 070302

RECORDS TRANSMITTAL SHEET

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

To be completed by Record Center:  
Date: 2/13/76  
Lot No.: 76 B53  
Range: 2+33  
Section(s) 3-10  
shelf 5  
Received by:  
Remarks:

- 1. Agency: State Department of Education
- 2. Division: Certification & Accreditation
- 3. Record Title: Application for Certification
- 4. Inclusive Dates: Retired & Deceased cases as of July, 1975

1219	5. Schedule No. <u>658</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>7/25</u>	8. Actual Disposal Date:
------	----------------------------	----------------------	---	--------------------------

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

Numerical listing (continued)

3 Record Center boxes

Disposal  
2/11/91  
rhr

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

11. Signature of Agency representative:

[Signature] 1763-1765



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


CERTIFICATE OF RECORDS DISPOSAL

07.12

DEPT. OF EDUCATION

EDUCATIONAL DEVELOPMENT  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
90W165	NON-PUBLIC CHILDREN	952	1	1985	4	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A AGENCY CODE 36.01.01.13 07.12	ACCESSION NO 90W165	DATE REC'D 8-30-89
B AGENCY Education		
C DIVISION/UNIT Bureau of Educational Development	LOCATION RANGE 154	SECTIONS 23
D MAILING ADDRESS 200 West Baltimore Street Baltimore MD 21201	NO OF COPIES 4  RECORDS CENTER MANAGER	
E AGENCY OFFICIAL Mildred Sciukas Management Associate	PHONE NO 333-2489	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2 BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4 DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
---------------	---	--

1985

Schedule #952

- 1 Nonpublic Children-Greg Allison to Steven Adler to Cedarhurst School
- 2 Nonpublic Children to Nonpublic Placements
- 9 Critical Measurement Issues in Learning Disabilities to Information Management: Computers
- 16 States: Georgia to Wyoming

Item #1  
1/91

Disposal  
6/1/91  
[Signature]

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

CERTIFICATE OF RECORDS DISPOSAL

07.06

DEPT. OF EDUCATION

INSTRUCTION/LANGUAGE & LEARNING  
DIVISION

NO.	Description of Records	Dates of Records		Volume	Dates of Disposal	Method of Disposal
		Sched	Item No.			
89W732	PROGRAM FILES	1056	1K	4	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 36.01.01		07.06	ACCESSION NO. 89W732	DATE REC'D 1-23-89
AGENCY Maryland State Department of Education				
DIVISION/UNIT Instruction/Language and Learning Branch		LOCATION - RANGE 11	SECTION(S) 35	NO. OF CU. FT. 4
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		RECORDS CENTER MANAGER		
AGENCY OFFICIAL <i>James W. Latham, Jr.</i>		PHONE NO. 333-2328	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1.	Maryland Observation Screening Checklist for Kindergarten (MOSCK)	Schedule #1056, Item 1K 1991 - Jan.
2.	Early Identification Program Files	Schedule #1056, Item 1K 1991
3.	EEEP Data Forms - '86 - '87	Schedule #1056, Item 1K 1991
4.	EEEP - '86 - '87	Disposal 4/18/91 JWS

C-11/116

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

CERTIFICATE OF RECORDS DISPOSAL

07.05

DEPT. OF EDUCATION

FOOD & NUTRITION BRANCH  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
86W703	CHILD CARE FOOD PROGRAM	994	8	FY 85	2	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

RECORDS TRANSMITTAL

AND RECEIPT

07.05

Accession No.

86W 703

Date Received

5-28-86

Signature

Title

From: (Name, Division, Address or Agency)  
Food & Nutrition Branch  
Md. State Dept. of Education  
200 W. Baltimore St., Balt. Md. 21201

2. Building and Room

3rd Floor  
Food & Nutrition Branch

3. Phone

659-2600

4. To: State Records Center

Paul Lamberson  
Jessup, Maryland

5. Signature: (Agency Official)

Joan H. Weatherholtz

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-142  
S-18

One

Child Care Food Program Family Day Care Provider Records (Agreement, Application Preapproval and Registration) for FY 1985.

FY 1981  
October 1, 1980  
Schedule #994  
Item #8

Two

Same as above box

Jan. 1991

CS  
5-11-91

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

CERTIFICATE OF RECORDS DISPOSAL

07.12

DEPT. OF EDUCATION

SPECIAL EDUCATION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
89W158	INSTRUCTION, MANUALS	952	1	1985	12	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20754 (TELEPHONE - 739-1519)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 36.01.01.13	ACQUISITION NO. 07.12 89W158	DATE REC'D 8-2-88
b) AGENCY Education	LOCATION - RANGE 2	NO. OF COPIES 33   12
c) DIVISION/UNIT Bureau of Educational Development Div. Sp. Educ., Comp., & Sup. Serv.	RECORDS CENTER MANAGER	
d) MAILING ADDRESS 200 West Baltimore Street, 4th flr. Baltimore, MD 21201	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
e) AGENCY OFFICIAL Mildred Sciukas Management Associate	PHONE NO. 333-2489	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1985	Schedule #952
3 1	RRC to Division of Instruction	Item # 1
4 2	United Cerebral Palsy to PDA Regular Educators	Jan 1991  <u>Disposal:</u> 1-17-91 gpl
7 3	LCC/SCC Procedures Manual to Library Development	
8 4	Approved Associations Accounts to Senate Special Education Advisory Committee	
10 5	Complaint files T. Bethke to SCC Documentation Advisory Committee	
11 6	Nonpublic Schilchildren Lowery, C. to Klensorgen, B.	
12 7	SCC Children Adkins-Wright	
15 8	Branch Chief's Meetings to Parent Surrogate Children	
17 9	FY 86 Budget to Budget Resource Allocations	
18 10	Project Basic Block Grants to Budget 85	
19 11	Accounts Payable to Hearing Officers	
20 12	Transitioning to State Advisory Committee	

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DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
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CERTIFICATE OF RECORDS DISPOSAL

07.10

DEPT. OF EDUCATION

PERSONNEL  
 DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W1053	IN & ACTIVE TIME SHEETS	994	11D	1986	11	1/91	RECYCLED
86W633	INACTIVE PERSONNEL FILES	994	11D	1985	2		

  
 Signature

RECORDS CENTER MANAGER  
 Title

03/26/91  
 Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 769-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1 07.10		ACCESSION NO. 88W1053	DATE REC'D 4-6-88
b) AGENCY Maryland State Department of Education		LOCATION - RANGE 14	SECTION(S) 13
c) DIVISION/UNIT Office of Organization and Personnel 1st floor		NO. OF CU. FT. 11	
d) MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Victor E. Davila	PHONE NO. 333-2022	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<u>ACTIVE TIME SHEETS</u>	994 = 110
1 of 11	(Classified and Unclassified) - 1/1/86 to 12/31/86 (A - B)	1/1/93
2 of 11	1/1/86 to 12/31/86 (C - Dip)	1/1/93 1/91
3 of 11	1/1/86 to 12/31/86 (Dir - G)	1/1/93
4 of 11	1/1/86 to 12/31/86 (H - Keed)	1/1/93
5 of 11	1/1/86 to 12/31/86 (Keef - Miles)	1/1/93
6 of 11	1/1/86 to 12/31/86 (Mili - Rh)	1/1/93
7 of 11	1/1/86 to 12/31/86 (Rhoades - Smith)	1/1/93
8 of 11	1/1/86 to 12/31/86 (Smooth - Vorhees)	1/1/93
9 of 11	1/1/86 to 12/31/86 (Wade - Zeger)	1/1/93
	<u>INACTIVE TIME SHEETS</u>	
10 of 11	(Classified and Unclassified) - 1/1/86 to 12/31/86 (A - Miles)	1/1/93 2/16/91
11 of 11	1/1/86 to 12/31/86 (Mo - Z)	1/1/93

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AND RECEIPT

07.10

Accession No.

86W633

Date Received

5-5-86

From: (Name, Division, Address or Agency)  
 Dr. Kristin M. Williams  
 Organization and Personnel Office  
 State Department of Education

Signature

Title

Building and Room  
 200 W. Balto. St.  
 1st floor

3. Phone  
 659-2020

4. To: State Records Center  
 7275 Waterloo Road  
 P. O. Box 275  
 Jessup, Maryland 20794

Signature: (Agency Official)  
 Kristin M. Williams / (K)

6. No. of Cu.Ft.  
 2

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R-18 S-6	1 of 2	INACTIVE PERSONNEL FILES - 1-1-85 - 12-31-85 (A - I)	1-1-91
	2.	1-1-85 - 12-31-85 (J - Z)	1-1-91 994 Item 116

DISPOSAL  
 1-14-91  
 JS

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

CERTIFICATE OF RECORDS DISPOSAL

07.06

DEPT. OF EDUCATION

INSTRUCTION/LANGUAGE & LEARNING  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W18	FINANCE RECORDS	1056	2T	1983-84	4	1/91	RECYCLED
89W728	FIELD TEST	1056	4A	1984	3		

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

RECEIVED

AGENCY CODE 36.01.01	ACCESSION NO. 07.06 88W18	DATE REC'D 7-27-87
AGENCY EDUCATION	LOCATION - RANGE 9	NO. OF CU. FT. 4
DIVISION/UNIT Instruction/Language and Learning Improvement Branch	SECTION(S) 33	
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	RECORDS CENTER MANAGER	
AGENCY OFFICIAL <i>Nicholas Apperly</i>	PHONE NO. 333-2328	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL)
4	Division Finance Records, 1983 and 1984  Box 1 contains 1983 paid purchase orders, contracts and grants  Box 2 contains 1983 and 1984 financial reports from finance  Box 3 and 4 contain 1984 paid purchase orders, contracts and grants	Schedule #1056 Item #2t 1991 - <i>Jan.</i>  <div style="text-align: right; font-size: 1.5em; font-family: cursive;">                         Disposal                          2/9/91  <i>ALT</i> </div>

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 36.01.01	07.06	ACCESSION NO. <span style="font-size: 2em;">89W728</span>	DATE REC'D <span style="font-size: 2em;">1-23-89</span>
AGENCY Maryland State Department of Education		LOCATION - RANGE <span style="font-size: 2em;">17</span>	SECTION(S) <span style="font-size: 2em;">18</span>
DIVISION/UNIT Program Assessment, Evaluation and Instructional Support Branch		NO. OF CU. FT. <span style="font-size: 2em;">3</span>	
MAILING ADDRESS 5th Floor 200 W. Baltimore Street Baltimore, Md. 21202-2595		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Dr. Nicholas Hobar	PHONE NO. 333-2328	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	'84 Field Test: First Time, Valuable Lesson, Decision	1056 - 4a - <del>Dec. 1990</del>
2	'84 Field Test: Assembly Speaker, Unfair, Kindness	1056 - 4a - <del>Dec. 1990</del>
3	'84 Field Test: Future Job, Mall A, Mall B, Pay Off, Goal, Training Materials	1056 - 4a - <del>Dec. 1990</del>  <span style="font-size: 1.5em;">Jan. 1991</span>
		<span style="font-size: 1.5em;">Disposal:</span>  <span style="font-size: 1.5em;">1-8-91</span> <span style="font-size: 1.5em;">JNS</span>

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

CERTIFICATE OF RECORDS DISPOSAL

07.03.01

DEPT. OF EDUCATION

CERTIFICATION & ACCREDITATION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
LOT 1703	RETIRED TEACHERS	1219	4	1970	7	1/91	RECYCLED

Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

#3

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept Ed.		ACCESSION NO. Lot 1703	DATE REC'D
B. DIVISION/UNIT Cent & Accred.			RM CODE 07.03.01
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) 34 13-14	NO. OF CU. FT. 7
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Retired Teachers thru - 1970	#1219 #4 1/91  Disposal 2-16-91 JH



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

07.04

DEPT. OF EDUCATION

Reporting Agency

COMPENSATORY, URBAN & SUPPLEMENTARY PROGRAMS

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W495	TITLE IV PROJECT & FINANCIAL	640	2D	FY80-84	4	7/90	RECYCLED

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

Signature

RECORDS CENTER MANAGER \_\_\_\_\_ 09/20/90  
Title Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 36.01.01 <span style="float: right; font-size: 2em;">07.04</span>	ACCESSION NO. <span style="font-size: 2em;">85W495</span>	DATE REC'D <span style="font-size: 2em;">2-4-85</span>
b) AGENCY Maryland State Department of Education	LOCATION - RANGE <span style="font-size: 2em;">3</span>	SECTION(S) <span style="font-size: 2em;">35</span>
c) DIVISION/UNIT Compensatory, Urban, and Supplementary Programs--Migrant Branch	NO. OF CU. FT. <span style="font-size: 2em;">4</span>	
d) MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Sadie Grannison	PHONE NO. 659-2414	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 thru 4	Title IV Project and Financial Reports (FY 1980 - FY 1984)	640-2 D <del>1988</del> 7/90  <span style="font-size: 1.5em; font-family: cursive;">Disposal 7/17/90 OLZ</span>

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

07.06

DEPT. OF EDUCATION

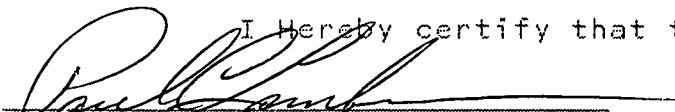
Reporting Agency

INSTRUCTION

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
88W17	PREKINDERGARTEN ENROLLMENT	1056	1J		2	01/90	RECYCLED
88W16	GIFTED/TALENTED ANNUAL RPTS	1056	1N	1985	4		
89W727	FINANCIAL RECORDS	1056	2T	1982-84	2		

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

  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 36.01.01	ACCESSION NO. 88W17	DATE REC'D 7-27-87
AGENCY EDUCATION	LOCATION - RANGE 113	
DIVISION/UNIT Instruction/Language and Learning Improvement Branch		
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	SECTION(S) 9	NO. OF CU. FT. 2
AGENCY OFFICIAL <i>Nicholas Hoban</i>	PHONE NO. 333-2328	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
2	Prekindergarten Enrollment Data	Schedule #1056 Item #1j 1990 - Jan.  <i>Disposal 3/8/90 [Signature]</i>

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 36.01.01	ACCESSION NO. 88W16	DATE REC'D 7-27-87
AGENCY EDUCATION	LOCATION - RANGE 9                      SECTIONS 33	
DIVISION/UNIT Instruction/Language and Learning Improvement Branch		
MAILING ADDRESS 200 West Baltimore Street - 5th Floor Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
AGENCY OFFICIAL <i>Nicholas Hoffman</i>	PHONE NO. 333-2328	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
4	Gifted/Talented Annual Report, 1985	Schedule #1056 Item #1n 1990 - Jan.

Disposal:  
 1-20-90  
*JP*

C.

# 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. 36.01.01 <i>07.06</i>		ACCESSION NO. <i>89W727</i>	DATE REC'D <i>1-23-89</i>
b) AGENCY Maryland State Department of Education		LOCATION - RANGE <i>101</i>	SECTION(S) <i>29</i>
c) DIVISION/UNIT General Curriculum Branch			
d) MAILING ADDRESS 5th Floor 200 West Baltimore Street Baltimore, Maryland 21201-1595		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>MB Howard</i> Dr. Nicholas Hobar		PHONE NO. 333-2328	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Financial Records for 1982-1984	1056 - 2T - January 1990
2	Financial Records for 1982-1984	1056 - 2T - January 1990
		<i>Disposed 3/3/90 PLZ</i>

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

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

07.12

DEPT. OF EDUCATION


Reporting Agency

SPECIAL EDUCATION

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal.
88W438	ADMINISTRATION FILES	952	1	1984	6	01/90	RECYCLED
89W150	REPORTS & FINANCIAL STATUS	952	1	1984	5		

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

  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 36.01.01, 13 - 07.12	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">88W438</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">12-8-87</span>
b) AGENCY Maryland State Dept. of Education	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
c) DIVISION/UNIT Division of Special Education & Support Services		
d) MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">38</span>	SECTIONS <span style="font-size: 2em; font-family: cursive;">34</span>
e) AGENCY OFFICIAL Mildred Sciukas Management Associate	PHONE NO. 333-2489	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">6</span>
2. BOX NUMBERS 3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)

- |    |   |
|----|---|
| 2  | Nonpublic Children to Association files 1984          |
| 3  | PDA files to Library Development files 1984           |
| 4  | Complaint files 1984                                  |
| 10 | Parent Surrogate files 1984                           |
| 13 | Administration files to Nonpublic children files 1984 |
| 15 | ICC files to MANSEF files 1984                        |

Schedule #952  
Item 1  
Jan. 1990

Disposal  
2/16/90  
REZ



RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20754 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 36.01.01, 13 <span style="font-size: 2em; margin-left: 20px;">07.12</span>	ACCESSION NO. <span style="font-size: 3em; font-family: cursive;">89W150</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">8-2-88</span>
b) AGENCY Education	LOCATION RANGE      SECTIONS      NO. OF CL. F. <span style="font-size: 3em; font-family: cursive;">3</span> <span style="font-size: 3em; font-family: cursive;">21</span> <span style="font-size: 3em; font-family: cursive;">5</span>	
c) DIVISION/UNIT Bureau of Educational Development Div. Sp. Educ., Comp., & Sup. Serv.		
d) MAILING ADDRESS 200 West Baltimore Street, 4th fl. Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Mildred Sciukas Management Associate	PHONE NO. 333-2489	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSED DATE)
	1984	Schedule #952
# 1	State Superintendent's Meetings 9/7/84 to SIG Final Progress Report & Financial Status Report	Item # 1
# 2	Maryland Commission for Women to SCC Manual	Jan. 1990
# 3	State Advisory Committee to Health: Physicians Training Project	
# 4	MSDE: OEO to IMS: ART 1984	
# 5	State Board 1/25/84 to State files	

Disposal:  
1-13-90  
JRL

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R-3

S-21

one (1) Empty

R-3 S-21

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

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

07.10

DEPT. OF EDUCATION

Reporting Agency

PERSONNEL

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
86W632	INACTIVE PERSONNEL FILES	994	11B	1984	2	01/90	RECYCLED
87W1083	TIME SHEETS	994	11B	1983-85	11		

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

  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90

Date

E

AND RECEIPT

07.10

Accession No.

86W632

Date Received

5-5-86

Signature

Title

From: (Name, Division, Address or Agency)

Dr. Kristin M. Williams  
Organization and Personnel Office  
State Department of Education

Building and Room  
200 W. Balto. St.  
1st floor

3. Phone  
659-2020

4. To: State Records Center  
7275 Waterloo Road  
P. O. Box 275  
Jessup, Maryland 20794

Signature: (Agency Official)

Kristin M. Williams / (KW)

6. No. of Cu.Ft.

2

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R-12 S-5	1 of 2	<u>INACTIVE PERSONNEL FILES</u> - 1-1-84 - 12-31-84 (A - L)	1-1-90
	2 of 2	1-1-84 - 12-31-84 (MC - Z)	1-1-90 994 Item 115  11/20/90 AL Disposal

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# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1376)

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

a) AGENCY CODE <div style="font-size: 2em; text-align: center;">07.10</div>	ACCESSION NO. <div style="font-size: 2em; text-align: center;">87W1083</div>	DATE REC'D <div style="font-size: 2em; text-align: center;">5-26-87</div>
b) AGENCY Maryland State Department of Education		
c) DIVISION/UNIT Office of Organization and Personnel 1st floor	LOCATION - RANGE                      SECTION(S) <div style="font-size: 2em; text-align: center;">22                      14</div>	NO. OF CU. FT. <div style="font-size: 2em; text-align: center;">11</div>
d) MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Victor E. Davila	PHONE NO. 333-2022	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<u>ACTIVE TIME SHEETS</u>	
1 of 11	(Classified and Unclassified) - 12-31-84 to 12-31-85 (A to Carp)	Sch. # 994 1-1-90
2 of 11	12-31-84 to 12-31-85 (Cart to D)	Item # 11-B 1-1-90
3 of 11	12-31-84 to 12-31-85 (E to G)	1-1-90
4 of 11	12-31-84 to 12-31-85 (H to Kimmel)	1-1-90
5 of 11	12-31-84 to 12-31-85 (Kirby to M)	1-1-90
6 of 11	12-31-84 to 12-31-85 (N to Sc)	1-1-90
7 of 11	12-31-84 to 12-31-85 (Se to Thompson, P)	1-1-90
8 of 11	12-31-84 to 12-31-85 (Thompson, R to Z)	1-1-90
	<u>INACTIVE TIME SHEETS</u>	
9 of 11	(Classified and Unclassified) - 1-1-83 to 12-31-85 (A to G)	1-1-90
10 of 11	1-1-83 to 12-31-85 (H to Spence)	1-1-90
11 of 11	1-1-83 to 12-31-85 (Spencer to Z)	1-1-90

Disposal:  
1-27-90

JAB

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

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

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

07.13

DEPT. OF EDUCATION

Reporting Agency

VOCATIONAL REHAB

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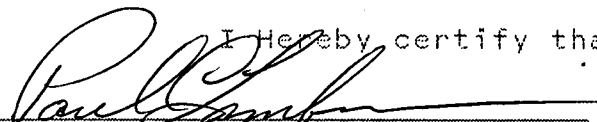
DIVISION

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NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
88W439	CLIENT ASSIST PROJECT	628	1A		5	01/90	RECYCLED

---

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

  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90

Date

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 36.01.01		ACCESSION NO. 07.13 88W439	DATE REC'D 12-8-87
AGENCY Maryland State Department of Education		LOCATION - RANGE 116	SECTIONS 8
DIVISION/UNIT Division of Vocational Rehabilitation		NO. OF CU. FT. 5	
MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL ERNEST W. LAREAU	PHONE NO. 333-2269	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1-3 4-5	Client Assistance Project - Closed Cases Cooperative Agreements  Disposal 3/10/90 RLZ	Sch. #628 Item # 1A Jan. 1990

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

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV.

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W800	DET/UIA 16'S	991-4	3A		65	1/91	RECYCLED
89W1153	UCFE CLAIMS	991-4	5	1987	8		
89W1149	MISC. FILES	991-4	3B	1987	25		
88W1232	CORRESPONDENCE	991-4	1		15		
89W1150	CLOSED CASES	991-4	23	1986	38		

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date




RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE <del>830410316</del> 08-01 08.04	ACCESSION NO. 87W800	DATE REC'D 4-7-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE 140      SECTION(S) 22-24      NO. OF CU. FT. 65	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: John Head Jim Boyd	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	85/4	DET/UIA 16's	Schedule 991-4
			Item 3 A
			Date of Disposal:
			1/91
1		001 - 014	
2		015 - 030	
3		031 - 043	
4		044 - 065	
5		066 - 077	
6		078 - 092	
7		093 - 113	
8		114 - 122	
9		123 - 136	
10		137 - 146	
11		147 - 162	
12		163 - 176	
13		177 - 191	
14		192 - 210	
15		211 - 218	
16		219 - 226	
17		227 - 239	
18		240 - 251	
19		252 - 262	
20		263 - 273	

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21	274 - 293
22	294 - 302C
23	302D - 308
24	309 - 320
25	321 - 334
26	335 - 343
27	344 - 357
28	358 - 369
29	370 - 378
30	379 - 387
31	388 - 397
32	398 - 404
33	405 - 419
34	420A - 427
35	428 - 443
36	444 - 453
37	454A - 461
38	462 - 467
39	468 - 475
40	476 - 483
41	484 - 493
42	494 - 510
43	511 - 539
44	540 - 576
45	577 - 620
46	621 - 662
47	663 - 701
48	702 - 728
49	729 - 748
50	749 - 773
51	774 - 795
52	796 - 821
53	822 - 842
54	843 - 861
55	862 - 876
56	878 - 897
57	898 - 911
58	912 - 928
59	929 - 948
60	949 - 960
61	961 - 982
62	983 - 994
63	995 - 5482
64	5484 - amended 16's
65	Mixed batches & old quarters

87W800  
R140  
S22-24

65 Boxes

One (1) Empty Spaces

R-140

S-24

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 380410316 <span style="font-size: 2em; margin-left: 20px;">08.04</span>	ACCESSION NO. <span style="font-size: 2em;">89W1153</span>	DATE REC'D <span style="font-size: 2em;">5-12-89</span>
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING <span style="font-size: 1.5em; margin-left: 20px;">DEED</span>	LOCATION - RANGE <span style="font-size: 2em;">37</span> SECTIONS(S) <span style="font-size: 2em;">10</span>	
DIVISION/UNIT General Services Division		
MAILING ADDRESS 1100 North Eulaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 2em;">8</span>	
AGENCY OFFICIAL John Head For: <span style="font-size: 1.2em;">Jim Boyd</span>	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 2 3 4 5 6 7 8	1987 UCFE CLAIMS  0000 - 1686 1687 - 2999 3000 - 4313 4317 - 5394 5400 - 6688 6694 - 7899 7900 - 9194 9197 - END	Schedule 991-4  Item 85  Date of Disposal: <span style="font-size: 1.2em;">242 1/91</span>  <div style="font-size: 2em; font-family: cursive; transform: rotate(-15deg); opacity: 0.5;">                     Disposal                      4/13/91                      [Signature]                 </div>

**RECEIVED**

APR 11 1989

OFFICE OF  
GENERAL SERVICES

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE  380410316	08.04	ACCESSION NO.  89W1149	DATE REC'D  5-12-89
b) AGENCY  DEPARTMENT OF EMPLOYMENT AND TRAINING PEED		LOCATION - RANGE 108      SECTION(S) 3-4      NO. OF CU. FT. 25	
c) DIVISION/UNIT  General Services Division			
d) MAILING ADDRESS  1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL  For: John Head Jim Boyd		PHONE NO.  383-2532	

TO BE COMPLETED AT  
STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1987	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1987		1987	
1		001-30-9920 - 118-58-5724		Schedule 991-4  Item 3 b  Date of Disposal: <del>2/92</del> 1/91  Disposal 4/10/91
2		121-58-7710 - 175-40-3594		
3		176-46-6651 - 200-38-9071		
4		200-42-6587 - 212-46-7830		
5		212-46-8420 - 212-82-9065		
6		212-84-2046 - 213-64-8127		
7		213-64-8265 - 214-26-4495		
8		214-26-6514 - 214-72-8738		
9		214-72-9995 - 215-50-8632		
10		215-52-1756 - 215-94-4945		
11		215-94-6584 - 216-64-2092		
12		216-64-8005 - 217-36-3352		
13		217-36-4788 - 216-76-2485		
14		217-76-2729 - 218-42-4391		
15		218-42-4428 - 218-76-0911		
16		218-76-1227 - 219-30-7265		
17		219-52-0315 - 219-80-5436		
18		219-80-6722 - 220-58-3832		
19		220-58-3878 - 220-92-6630		
20		220-94-3949 - 230-58-9382		
21		230-62-2988 - 241-92-0440		
22		242-34-7058 - 294-56-6508		
23		295-62-9234 - 447-48-5865		
24		449-92-2153 - 578-06-3983		
25		578-08-7477 - 910-78-4069		

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OFFICE OF  
GENERAL SERVICES

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# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE 38.04.85.101 <i>08.04</i>		ACCESSION NO. <i>88W/232</i>	DATE REC'D <i>5-23-88</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>37</i>	SECTION(S) <i>20</i>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>15</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: James N. Boyd, Chief of Benefits		PHONE NO. <i>383-2532</i>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Correspondence	January, 1991
2	"	<i>Sch. # 991-4</i>
3	"	<i>Item # 1</i>
4	"	
5	"	
6	"	
7	"	
8	"	
9	"	
10	"	
11	"	
12	"	
13	"	
14	"	
15	"	
<del>16</del>	<del>"</del>	<i>*Missing Box #16</i> <i>Disposal</i> <i>4/13/91</i> <i>R 2</i>

**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 38.00.03 <del>08-04</del> 08.04	ACCESSION NO. 89W1150	DATE REC'D 5-12-89
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT	LOCATION - RANGE: 108 SECTION(S): 4-5 NO. OF CU. FT.: 38	
c) DIVISION/UNIT. General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL William Merriman March 30, 1989	PHONE NO. 333-5040	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1986 Closed Cases	
1	04100 - 04149	Schedule 991-4 Item 23 Disposal Date 1/91  <i>Disposal 4/10/91</i>
2	04150 - 04199	
3	04200 - 04249	
4	04250 - 04299	
5	04300 - 04349	
6	04350 - 04399	
7	04400 - 04449	
8	04450 - 04499	
9	04500 - 04549	
10	04550 - 04599	
11	04600 - 04649	
12	04650 - 04699	
13	04700 - 04749	
14	04750 - 04799	
15	04800 - 04849	
16	04850 - 04899	
17	04900 - 04949	
18	04950 - 04999	
19	05000 - 05049	
20	05050 - 05099	
21	05100 - 05149	
22	05150 - 05199	
23	05200 - 05249	
24	05250 - 05299	
25	05300 - 05349	
26	05350 - 05399	
27	05400 - 05449	
28	05450 - 05499	
29	05500 - 05549	
30	05550 - 05599	
31	05600 - 05649	

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32 05650 - 05699  
33 05700 - 05749  
34 05750 - 05799  
35 05800 - 05849  
36 05850 - 05899  
37 05900 - 05949  
38 05950 - 05999

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NOV 1 1988



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


CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & EMPLOYMENT DEV.

GENERAL SERVICES  
DIVISION

NO:	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
89W447	ENDS DAILIES	991-3	25	1985-86	65	1/91	RECYCLED
90W577	VA RELATED RECORDS	991-3	18	12/85	1		
86W249	TJTC APPLICANT	991-3	27	1982-83	25		
89W186	511 UPS	991-3	29	12/87	1		
89W1154	ENDS DAILIES	991-3	25		7		
89W1152	ENDS DAILIES	991-3	25		8		
89W1160	JS, VI WAIVERS	991-3	29, 34	1985-86	5		

  
signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. 380310206</p> <p>b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING <i>DEED</i></p> <p>c) DIVISION/UNIT General Services Division</p> <p>d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201</p> <p>e) AGENCY OFFICIAL John Head For: Paul Gilden</p>	<p>ACCESSION NO <i>08.03</i> <i>89W447</i></p> <p>LOCATION - RANGE <i>36</i></p> <p>SECTIONS <i>22-23</i></p> <p>NO. OF CU. FT. <i>65</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>11-7-88</i></p> <p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ENDS dailies Mar 30-Apr 7, weekly Mar 31	<p>Schedule 991-3</p> <p>Item 25</p> <p>Date of Disposal: 1/91</p> <p><i>Disposal</i> <i>4/13/91</i> <i>ML</i></p>
2	ENDS dailies Apr 8-15	
3	ENDS dailies Apr 18-21	
4	ENDS dailies Apr 22-29	
5	ENDS dailies May 2-9	
6	ENDS dailies May 10-16, weeklies Apr 8 & 15	
7	ENDS dailies May 17-23, weekly Apr 22	
8	ENDS dailies May 24-31, weekly Apr 29	
9	ENDS dailies Jun 1-7, weeklies May 6 & 13	
10	ENDS dailies Jun 8-14, weekly May 20	
11	ENDS dailies Jun 15-20, weekly May 31	
12	ENDS dailies Jun 22-28, weekly Jun 10	
13	ENDS dailies Jun 29-Jul 7, weeklies Jun 17 & 24	
14	ENDS dailies Jul 8-14, weekly Jun 30	
15	ENDS dailies Jul 15-20, weeklies Jul 8, 15 & 22	
16	ENDS dailies Jul 22-27, weekly Jul 29 pt.	
17	ENDS dailies Jul 28-Aug 2, weeklies Jul 29, Aug 5 & 12	
18	Job Bank Aged Order Nov 85	
19	" " " " Nov-Dec 85	
20	" " " " Dec 85	
21	" " " " Jan 86	
22	" " " " Jan-Feb 86	
23	" " " " Feb-Mar 86	
24	" " " " Mar 86	
25	" " " " Mar-Apr 86	
26	" " " " Apr-May 86	
27	" " " " May 86	
28	" " " " May-Jun 86	
29	" " " " Jun 86	
30	" " " " Jun-Jul 86	
31	" " " " Jul-Aug 86	

# RECORDS TRANSMITTAL AND RECEIPT

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

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
32	Job Bank Aged Order Aug 86	Schedule 991-3  Item 25  Date of Disposal: 1 /91
33	" " " " Aug-Sep 86	
34	" " " " Sep 86	
35	" " " " Sep-Oct 86	
36	" " " " Oct-Nov 86	
37	" " " " Nov 86	
38	" " " " Nov-Dec 86	
39	" " " " Dec 86	
40	" " " " Dec 86-Jan 87	
41	" " " " Jan-Feb 87	
42	" " " " Feb 87	
43	" " " " Mar 87	
44	" " " " Mar-Apr 87	
45	" " " " Apr 87	
46	" " " " Apr-May 87	
47	" " " " May 87	
48	" " " " May-Jun 87	
49	" " " " Jun-Jul 87	
50	" " " " Jul 87	
51	" " " " Jul-Aug 87	
52	" " " " Aug 87	
53	" " " " Aug-Sep 87	
54	" " " " Sep-oct 87	
55	" " " " Oct 87	
56	" " " " Oct-Nov 87	
57	" " " " Nov 87	
58	" " " " Nov-Dec 87	
59	" " " " Dec 87-Jan 88	
60	" " " " Jan 88-Feb 88	
61	" " " " Feb-Mar 88	
62	" " " " Mar 88	

# RECORDS TRANSMITTAL AND RECEIPT

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

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
63 64 65	Job Bank Aged Order Mar-Apr 88 " " " " Apr-May 88 " " " " May 88	Schedule 991-3  Item 25  Date of Disposal: 1/91

R-36  
S-22-23

R36  
S23

1 empty

**RECORDS TRANSFER**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

A. AGENCY Dept. of Economic & Employment Development 0804

B. DIVISION/UNIT  
Division of Administration  
Office of General Services

C. MAILING ADDRESS  
1100 N. Eutaw Street  
Room 616  
Baltimore, Maryland 21201

D. PHONE NO.  
333-7532

E. AGENCY OFFICIAL Gerri Cooper  
For: <sup>X5718</sup> JOHN HUGELMYER ROOM 310

ACCESSION NO. <b>90W577</b>		DATE REC'D <b>12-4-89</b>
RANGE <b>42</b>		SECTION(S) <b>30</b>
NO. OF CU. FT. <b>1</b>		
RECORDS CENTER MANAGER		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>✓ 1</b>	<b>VA RELATED RECORDS / MATERIAL</b> <b>JTPA - MONITORING &amp; EVALUATION UNIT</b> MAY 1-82 / 12-85	<b>991-3-18 -192</b> <b>1-91</b>

*Disposal  
5/11/91  
[Signature]*

EA

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER,  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE <b>08.03</b> <del>380320200</del> <b>08.01</b>		ACCESSION NO. <b>86W249</b>	DATE REC'D <b>10-15-85</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		LOCATION - RANGE <b>116</b>	SECTION(S) <b>33</b>
c) DIVISION / UNIT <b>General Services Division</b>			
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>John Head</b>		PHONE NO. <b>383-2532</b>	
For: <b>Ed Lorenz</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	TJTC Applicant Characteristics Forms, 10/1/82-12/31-83 A-Bri	<b>Schedule 991-3</b> <b>Item 27</b> <b>Date of Disposal:</b> <del>12/31/90</del> <b>Jan. 1991</b>  <b>4-13-91</b>
2	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 Bro-Com	
3	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 Con-E	
4	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 F-G	
5	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 H-Ji	
6	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 JO-L	
7	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 M-N	
8	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 O-R	
9	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 S-Stewart	
10	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 Stey-Wa	
11	TJTC Applicant Characteristics Forms 10/1/82-12/31/83 We-Z	
12	TJTC Certification Files 10/1/82-12/31/83 A-B1	
13	TJTC Certification Files 10/1/82-12/31/83 Bo-Ce	
14	TJTC Certification Files 10/1/82-12/31/83 Ch-De (see second page, attached, for additional boxes)	

USE PLAIN LINED PAPER FOR CONTINUATION PAGES)

TJTC Records Transmittal and Receipt Listing, page 2

Box Number	Description of Records with Inclusive Dates	
15	TJTC Certification Files 10/1/82-12/31/83	Di-fra
16	TJTC Certification Files 10/1/82-12/31/83	Fre-Han
17	TJTC Certification Files 10/1/82-12/31/83	Har-I
18	TJTC Certification Files 10/1/82-12/31/83	J-Kin
19	TJTC Certification Files 10/1/82-12/31/83	Kir-Mar
20	TJTC Certification Files 10/1/82-12/31/83	Mas-Mz
21	TJTC Certification Files 10/1/82-12/31/83	N-Q
22	TJTC Certification Files 10/1/82-12/31/83	R-Sez
23	TJTC Certification Files 10/1/82-12/31/83	Sha-Sz
24	TJTC Certification Files 10/1/82-12/31/83	T-Warp
25	TJTC Certification Files 10/1/82-12/31/83	Warr-Z



**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 38.03.82		0803		ACCESSION NO. 89W186	DATE REC'D 8-12-88
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT					
c) DIVISION/UNIT General Services Division				LOCATION - RANGE 143	SECTIONS) 35
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201				NO. OF CU. FT. 1	
e) AGENCY OFFICIAL Dennis W. Lanahan		PHONE NO. 333-5187		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 5 1.	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES THE FOLLOWING 511 UPS RECORDS WERE CLOSED: 12/87	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) Schedule 991-3 DESTRUCT DATE <del>12/90</del> Item 29 1/91  5-11-91
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USE PAPER UNLINED PAPER FOR CONTINUATION PAGES)

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE <b>380310206</b>	ACCESSION NO. <b>08.03</b> <b>89W1154</b>	DATE REC'D <b>5-12-89</b>
b) AGENCY <del>DEPARTMENT OF EMPLOYMENT AND TRAINING</del> <b>DEED</b>	LOCATION - RANGE <b>143</b> SECTION(S) <b>14</b>	
c) DIVISION/UNIT <b>General Services Division</b>		
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <b>7</b>	
e) AGENCY OFFICIAL <b>John Head</b>	PHONE NO. <b>383-2532</b>	RECORDS CENTER MANAGER  
For: <b>Paul Gilden</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ENDS dailies AUG 3-9 & Weekly AUG 19	Schedule 991-3
2	ENDS dailies AUG 10-17	Item 25
3	ENDS dailies AUG 18-24 & Weekly AUG 26	Date of Disposal:
4	ENDS dailies AUG 25-SEP 1	1-91
5	ENDS dailies SEP 2-12	
6	ENDS dailies SEP 13-20	
7	ENDS dailies SEP 21-28	

*Handwritten:*  
5-11-91

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380310206		08.03	ACCESSION NO. 89W1152	DATE REC'D 5-12-89
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT			LOCATION RANGE 43	SECTION(S) 10
c) DIVISION/UNIT General Services Division			NO. OF CU. FT. 8	
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201			RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL		PHONE NO.	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Ends dailies Oct 3-6, weekly Sep 2	SCHEDULE # 991-3 ITEM 25 DATE OF DISPOSAL: 1/91  <i>D. J. Sal</i> 5/11/89 <i>[Signature]</i>
2	Ends dailies Oct 7-13, weeklies Aug 31 & Sep 9	
3	Ends dailies Oct 14-18, weeklies Sep 16 & 23	
4	Ends dailies Oct 20-25, weeklies Sep 28 & Oct 7	
5	Ends dailies Oct 27-31, weeklies Oct 14, 21 & 31	
6	Ends dailies Nov 4-14, weeklies Nov 4 & 10	
7	Ends dailies Nov 3, 15-16, weeklies Nov 18 & 25	
8	Ends dailies Nov 17-28	

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

RS2

A. AGENCY 1. DEED		ACCESSION NO. 89W 1160	DATE REC'D 5-15-89
B. DIVISION/UNIT GENERAL SERVICES			RM CODE 08.03
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 113 5	NO. OF CU. FT. 5
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <u>BERRI COOPER</u> FOR: J. CALLENDER X 5773-ROOM 209		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	DEED/JS VI WAIVERS, APPROVED TRAINING WORK SEARCH WAIVERS - 1/86-12/86	991-3-29 - 1/91
2	DEED/JS VI WIN TRAINING CONTRACTS, BB4'S - 8/85-12/86	991-3-34 - 1/91
3	<del>DEED/JS</del> DEED/OES WIN INSTITUTIONAL TRAINING CONTRACTS & INVOICES 1/85-12/86	991-3-34 - 1/91
4	DEED/JS WIN TRAINING CONTRACTS WITH SCHOOLS & SDAS 1/86-12/86	991-3-34 - 1/91
5	DEED/OES INSTITUTIONAL TRAINING CONTRACTS & INVOICES 1/85-12/86	991-3-34 - 1/91
	ITEM 991-3-29 - 3 YRS. 991-3-34 - 3 YRS + 1 AUDIT	CF 4-13-91

R113

SS

3 Empty Spaces

S-5-

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


CERTIFICATE OF RECORDS DISPOSAL

08.06

DEPT. ECONOMIC & EMPLOYMENT DEV.

MIDFA  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W1304	INACTIVE PROSPECTS	1164	IIB	4/88	6	1/91	RECYCLED

  
\_\_\_\_\_  
signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

**E**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 38.06.00.02 <i>08.06</i>	ACCESSION NO. <i>88W1304</i>	DATE REC'D <i>6-1-88</i>
b) AGENCY Maryland Industrial Development Financing Authority ("MIDFA")	LOCATION - RANGE      SECTIONS <i>21      16-17</i>	
c) DIVISION / UNIT Department of Economic and Employment Development ("DEED")		
d) MAILING ADDRESS Suite 2226 Redwood Tower 217 E. Redwood Street Baltimore, Maryland 21202	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Richard W. Young	PHONE NO. (301) 333-4265	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1.	<p><u>INACTIVE PROSPECTS (4/88)</u></p> Acu-Vinyl Window Corp. American Cancer Society Baltimore Marine Industry/Swimow Caldwell Casting Controlled Environment Systems, Inc. Crown Tool & Circuit Danish Medical/Amber International Duralite E.J. Fennell, Inc. Fairhill Corp. Goldwell GmbH Erwin Greenberg Homecall, Inc. Maryland Shipbuilding & Dry Dock Co. Moyer & Sons Mellin Ice Cream National Film & Video Center Packaging Services, Inc./PSI Regency Printing Co., Inc. Rice Trailers Ltd. Rigbie Hotel/Betterton Rotorex Company Solomons Inn Terumo Corp. S.H. Tevis & Sons, Inc. Toyota Motor Sales Unique Gift Express Western Electric Employees	Schedule #1164 Item II B. Date 1/91  <i>Disposal:-</i> <i>1-14-91</i> <i>GPS</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

MARYLAND INDUSTRIAL DEVELOPMENT FINANCING AUTHORITY

Suite 2226 Redwood Tower  
217 E. Redwood Street  
Baltimore, Maryland 21202

Prospect Files

Box #2

Advanced Computer Environmental Systems Support  
Inc./ACCESS  
Airpax Electronics  
Advanced Recovery, Inc.  
Analytical Processes, Inc.  
Automated Sciences Group, Inc.  
Avanti  
Baltimore Electronics, Inc.  
Baltimore Launch & Marine Services  
Bel Air Glass & Mirror Co., Inc.  
Bradford Communications  
Brighton Dam  
BSI Temporaries, Inc.  
CSA Publicity  
Cameron Rental Linens & Uniforms  
Cardinal Industries

---

Box #3

Chesapeake Clay Products  
Church Square Group/Community Foods, Inc.  
Clear Cast Productions, Inc.  
Coldspring Executive Conference Center  
Colony Seven Motor Inn  
Comfort Inn/Laurel  
Council Press  
Danum U.S.A.  
Daycon Products Co., Inc.  
David Denbow  
Deer Creek Learning & Leisure Center  
Diversified Signs, Inc.  
Dutcher Industries  
Eastern Maryland Wood Treating Co., Inc.  
Esskay  
Executive Jet Transportation



MARYLAND INDUSTRIAL DEVELOPMENT FINANCING AUTHORITY

Suite 2226 Redwood Tower  
217 E. Redwood Street  
Baltimore, Maryland 21202

Prospect Files

Box #4

G & M Auto Services, Inc.  
Glasgow Project  
GBMC Hospital  
Hagerstown Development Corp./  
Martin's Supermarket  
International Wildlife Parks  
Jefferson Millwork & Door Co.  
Jyker, Inc.  
Kahn Paper Company  
Kern Distributing Company  
Kop-Flex

---

Box #5

Kreig-Taylor Lithograph Co., Inc.  
Lebow Clothes  
Lincoln Ladders  
Logan Inn  
Linganore Egg Producers, Inc.  
T/A Carroll County Foods  
Macey's Trophies  
Medaglia Engineering Corp.  
Edward W. Minte Company  
Nevamar  
Ocean City Seafood Parks  
Old Dominion Juice Products, Inc.  
Method Plastics  
Press Net Systems, Inc.  
Pharmoplastics, Inc.  
Printers II, Inc.  
Purification Engineering, Inc.  
Resource Technology, Inc.  
Royal Quality Foods, Inc.  
Shearwater, Inc.

MARYLAND INDUSTRIAL DEVELOPMENT FINANCING AUTHORITY

Suite 2226 Redwood Tower  
217 E. Redwood Street  
Baltimore, Maryland 21202

Prospect Files  
Box #6

F. Bowie Smith  
Smith Lithograph Corp.  
Spencer Lee Farms  
Stewart Funeral Home.  
Specialties Bindery, Inc.  
Speed's Barber & Beauty Shops  
System Engineering & Design Corp.  
Technology Centers International  
Telesaver, Inc.  
Timby Corp.  
Toltec Corp.  
Transmission Engineering, Inc.  
Truckland

Records Retention & Disposal Schedule #1164  
Items stored at State Records Center

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


CERTIFICATE OF RECORDS DISPOSAL

08.05

DEPT ECONOMIC & EMPLOYMENT DEV.

RESEARCH  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
84W217	PERSONNEL	835	1	1975-80	1	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

E

AND RECEIPT

08.05  
~~06.07~~

ACCESSION NO.

84W217

DATE RECEIVED

10-28-83

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

Cecelia P. Clark, Research *Employment*  
Department of Economic & ~~Community~~ Development

Signature

*[Signature]*

Title

2. Building and Room

2525 Riva Road Suite Q

3. Phone

301-269-3629

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

*Cecelia P. Clark*

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Waterloo

R-103  
S-20

~~1~~  
1

Personnel 1975-1980

Schedule 835 Item 1

*January 1991*

(Use Plain Unlined Paper For Continuation Pages)

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

CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & EMPLOYMENT DEVELOPMENT

GENERAL SERVICES DIVISION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
89W180	511 RECORDS	991-3	29	8/87-12/87	10	1/91	RECYCLED
90W356	ESARS	991-3	36	1985	6		

Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <span style="font-size: 2em; margin-left: 100px;">08.03</span> 38.03.02 b) AGENCY DEPARTMENT OF <b>ECONOMIC AND EMPLOYMENT DEVELOPMENT</b> c) DIVISION/UNIT General Services Division d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201 e) AGENCY OFFICIAL Dennis W. Lanahan PHONE NO. 333-5187	ACCESSION NO. <span style="font-size: 3em;">896180</span>	DATE REC'D <span style="font-size: 2em;">8-12-88</span> LOCATION - RANGE 15      SECTION(S) 1 NO. OF CU. FT. 10 RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<b>THE FOLLOWING 511 RECORDS WERE CLOSED:</b>	<b>Schedule 991-3</b> <b><u>DESTRUCT DATE</u></b>
21	" " " " " " 8/87	1/91
22	" " " " " " 8/87	1/91
23	" " " " " " 9/87	1/91
24	" " " " " " 9/87	1/91
25	" " " " " " 10/87	1/91
26	" " " " " " 10/87	1/91
27	" " " " " " 11/87	1/91
28	" " " " " " 11/87	1/91
29	" " " " " " 12/87	1/91
30	" " " " " " 12/87	1/91
		Item 29 <i>Dispose!</i> 2/16/91

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development		0804	ACCESSION NO. <b>90W356</b>	DATE REC'D <b>10-12-89</b>
B. DIVISION/UNIT Division of Administration Office of General Services				RM CODE <b>08.03</b>
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201			LOCATION RANGE SECTION(S) <b>18 4</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Gerri Cooper For: <b>PAUL GILDEN (ALHAURANEK X 7574)</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ESARS Aged Order Status Jul 1985-Aug 1985	SCHEDULE #991-3 ITEM 36 DATE OF DISPOSAL: 1/91  DISPOSAL 1-14-91 <i>[Signature]</i>
2	ESARS Aged Order Status Aug 1985	
3	ESARS Aged Order Status Aug 1985-Sep 1985	
4	ESARS Aged Order Status Sep 1985	
5	ESARS Aged Order Status Oct 1985	
6	ESARS Aged Order Status Oct 1985	

R-18

S-~~4~~ 4

21 Empties

S-4-5



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

CERTIFICATE OF RECORDS DISPOSAL

08.02

DEPT. ECONOMIC & EMPLOYMENT DEV.

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
86W533	T/L TIME DISTRIBUTION	991-2A	38-41	12/85	29	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380210505 <i>08.02</i>	ACCESSION NO. <i>86W533</i>	DATE REC'D <i>4-4-86</i>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION RANGE <i>6</i>	SECTION(S) <i>10</i>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <i>29</i>	
e) AGENCY OFFICIAL <b>John Head</b> For: <b>Dennis Morton</b>	PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Working Fund Signatures (12/83 to 12/84)	Schedule #991-2A Item 38-41 Date of Disposal: 1/91  <i>Disposal 2/9/91 pdz</i>
2	Working Fund Signatures (1/85 to 11/85)	
3	Mileage Logs (FY '83 and FY '84)	
4	Training Contracts 330400 ESA (6/83 to 9/83)	
5	Monthly Manual Ledger Documentation (1/83 to 8/83)	
6	Intermittants - Contracts, Check Registers, PTR's (FY '83)	
7	T/L #001-83 to #030-83 (FY '83)	
8	T/L #031-83 to #060-83 (FY '83)	
9	T/L #061-83 to #085-83 (FY '83)	
10	T/L #086-83 to #110-83 (FY '83)	
11	T/L #111-83 to #132-83 (FY '83)	
12	T/L #133-83 to #158-83 (FY '83)	
13	T/L #159-83 to #185-83 (FY '83)	
14	T/L #186-83 to #201-83 (FY '83)	
15	Vendor Accumulative Reports (8/83 - 11/83)	
16	Fiscal Payments - Centrex, DGS, etc. (FY '83)	
17	Manual Appropriations Ledgers (FY '84 and FY '85)	
18	Time Distribution - Oct. 1984	
19	Time Distribution - Nov. 1984	
20	Time Distribution - Dec. 1984	
21	Time Distribution - Jan. 1985	
22	Time Distribution - Feb. 1985	
23	Time Distribution - March 1985	
24	Time Distribution - April 1985	
25	Time Distribution - May 1985	
26	Time Distribution - June 1985	
27	Time Distribution - July 1985	
28	Time Distribution - August 1985	
29	Time Distribution - Sept. 1985	
The above records were closed 12/85		

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


CERTIFICATE OF RECORDS DISPOSAL

08.01

DEPT. ECONOMIC & EMPLOYMENT DEV.

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
90W578	MITP CONTRACTS	976	1	1984-87	3	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Dept. of Economic & Employment Development DIVISION/UNIT Division of Administration Office of General Services MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201 PHONE NO. 333-7532 AGENCY OFFICIAL Gerri Cooper For: JOHN HUGELMYER ROOM 312 X5718	0804	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">90W578</span>	DATE REC'D <span style="font-size: 1.5em; font-family: cursive;">12-4-89</span> RM CODE <span style="font-size: 1.5em; font-family: cursive;">08.01</span> NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">3</span>
		LOCATION RANGE SECTION(S) <span style="font-size: 2em; font-family: cursive;">53</span> <span style="font-size: 2em; font-family: cursive;">22</span>	
RECORDS CENTER MANAGER  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 2 3	MITP CONTRACTS 1986-1987 " " 1984-1987 " " 1984-1987  (DEED SCHEDULES)	976-1- 1/91 " " " " " "  <div style="text-align: center; font-family: cursive; font-size: 1.5em;">                         Disposal:                          1-10-91                          JPS                     </div>

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


CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT ECONOMIC & EMPLOYMENT DEV.

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Dates of Records		Volume	Dates of Disposal	Method of Disposal	
		Sched	Item No.				
90W124	CLOSED CASES	991-4	23	1986	38	1/91	RECYCLED
88W446	BATCHES	991-4	23	12/87	38		
87W1186	COMPUTER PRINTOUTS	991-4	3		7		
89W1155	UCX CLAIMS	991-4	6	1987	3		
87W521	ESA16 COMPUTER PRINTOUTS	991-4	3A	85/3	4		
90W103	HISTORY JACKETS	991-4	19	1987	29		
90W561	HISTORY JACKETS	991-4	19	1987	140		

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 08.04		ACCESSION NO. 906124	DATE REC'D 8-18-89
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT		LOCATION - RANGE 17	SECTION(S) 19
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 38	
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL GERRI COOPER 01-89 FOR: William Merriman LINDA COOK x 7311 ROOM 511		PHONE NO. 333-7532 333-5040	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
	1986 Closed Cases	Schedule 991-4	
1	12600 - 12649	Item 23	
2	12650 - 12699	Disposal Date	
3	12700 - 12749	1/91	
4	12750 - 12799	<u>Disposal:</u> 1-8-91 GJS	
5	12800 - 12849		
6	12850 - 12899		
7	12900 - 12949		
8	12950 - 12999		
9	13000 - 13049		
10	13050 - 13099		
11	13100 - 13149		
12	13150 - 13199		
13	13200 - 13249		
14	13250 - 13299		
15	13300 - 13349		
16	13350 - 13399		
17	13400 - 13449		
18	13450 - 13499		
19	13500 - 13549		
20	13550 - 13599		
21	13600 - 13649		

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

22	13650 - 13699
23	13700 - 13749
24	13750 - 13799
25	13800 - 13849
26	13850 - 13899
27	13900 - 13949
28	13950 - 13999
29	14000 - 14049
30	14050 - 14099
31	14100 - 14149
32	14150 - 14199
33	14200 - 14249
34	14250 - 14299
35	14300 - 14349
36	14350 - 14396
37	00902 - 00975
38	00976 - 01049

R-17

S-19-~~10~~

4 Empty - S-19

1 Empty - S-20



E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE	08.04	ACCESSION NO.	88W446	DATE REC'D	12-8-87
b) AGENCY	DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION / UNIT	General Services Division		LOCATION - RANGE	SECTION(S)	NO. OF CU. FT.
d) MAILING ADDRESS	1100 North Eutaw Street Room 312 Baltimore, MD 21201		35	9-10	38
e) AGENCY OFFICIAL	John Head	PHONE NO.	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
	For: Mark R. Wolf-Room 511	333-7532			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	1984 11700 - 11799	Schedule 991-4 Item 23 Disposal Date 1/91  Disposal 3/16/91 PZ
2	" 11800 - 11899	
3	" 11900 - 11999	
4	" 12000 - 12099	
5	" 12100 - 12199	
6	" 12200 - 12299	
7	" 12300 - 12399	
8	" 12400 - 12499	
9	" 12500 - 12599	
10	" 12600 - 12699	
11	" 12700 - 12799	
12	" 12800 - 12899	
13	" 12900 - 12999	
14	" 13000 - 13099	
15	" 13100 - 13199	
16	" 13200 - 13299	
17	" 13300 - 13399	
18	" 13400 - 13499	
19	" 13500 - 13599	
20	" 13600 - 13699	
21	" 13700 - 13799	
22	" 13800 - 13899	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

23	1984	13900 - 13999
24	"	14000 - 14099
25	" "	14100 - 14199
26	"	14200 - 14299
27	""	14300 - 14399
28	""	14400 - 14499
29	""	14500 - 14599
30	UCF - 1984	01 - 99
31	""""	100 - 199
32	""""	200 - 299
33	""""	300 - 399
34	FSC - 1984	01 - 99
35	""""""	100 - 199
36	""""""	200 - 299
37	""""""	300 - 399
38	""""""	400 - 499

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE 380410316		ACCESSION NO. 08.04 87W1186		DATE REC'D 6-24-87
2) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 22		NO. OF CU. FT. 7
3) DIVISION / UNIT General Services Division		SECTIONS 32		
4) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
5) AGENCY OFFICIAL For: John Head Jim Boyd		PHONE NO. 383-2532		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	COMPUTER PRINTOUTS  JOHNS HOPKINS UNIVERSITY PENTAMATION BALTIMORE COUNTY B.O.E. A A CO. B.O.E. MONTGOMERY COUNTY GOVERNMENT MONTGOMERY COUNTY B.O.E. BENDIX FIELD ENG. PRINCE GEORGE B.O.E. HOUSING AUTHORITY OF BALTIMORE THE BANK OF BALTIMORE BALTIMORE COUNTY GOVERNMENT & LIBRARY	Schedule 991-4  Item 3  Date of Disposal: 1/91  <i>Disposal 1/12/91</i>

2

SOUTH BALTIMORE GENERAL HOSPITAL  
C & P OF MARYLAND  
C & P OF WASHINGTON  
REVIEW 7 HERALD  
JOHNS HOPKINS HOSPITAL  
BETH STEEL  
SEARS & ROEBUCK  
SEARS & ROEBUCK  
CATONSVILLE COMMUNITY COLLEGE  
J C PENNY  
BALTIMORE CITY  
BLACK & DECKER  
UNIVERSITY OF MARYLAND MEDICAL SYSTEMS  
FREDERICK COUNTY GOVERNMENT  
FREDERICK COUNTY B.O.E.  
BELL ATLANTIC 85-3 DELINQUENT  
BELL ATLANTIC 85-4  
C & P OF WASHINGTON  
HARFORD COUNTY GOVERNMENT SUSQUEHANA REG.  
HARFORD COUNTY GOVERNMENT  
FAIRCHILD INDUSTRIES  
HOWARD COUNTY GOVERNMENT & WATER SEWER  
HOWARD COUNTY LIBRARY

3

EASTMET  
MARYLAND CUP  
GIANT FOOD  
I B M  
BLUE CROSS & BLUE SHIELD  
WATKINS & JOHNSON  
HOWARD COUNTY B.O.E.  
A. A. COUNTY LIBRARY  
HOWARD COMMUNITY COLLEGE  
ESSEX COMMUNITY COLLEGE  
BALTIMORE GAS & ELECTRIC  
LOCK INSULATION

4

STATE OF MARYLAND

5

MONTGOMERY B.O.E.  
MONTGOMERY COLLEGE  
MONTGOMERY GOVERNMENT  
P. G. COMMUNITY COLLEGE  
P. G. B.O.E.  
CARROLL COUNTY B.O.E.  
CATONSVILLE COMMUNITY COLLEGE

6

DEPARTMENT OF TRANSPORTATION  
STAE OF MARYLAND  
UNIVERSITY OF MARYLAND MEDICAL SYSTEMS  
MONTGOMERY COUNTY B.O.E.  
CARROLL COUNTY B.O.E.  
FREDERICK COUNTY GOVERNMENT  
HARFORD COUNTY GOVERNMENT SUSQUEHANA REQ.  
HARFORD COUNTY B.O.E.  
HOWARD COUNTY GOVERNMENT & WATER SEWER  
HOWARD COUNTY COMMUNITY COLLEGE

7

C & P OF MARYLAND

**RECORDS TRANSMITTAL AND RECEIPT**

*E.*

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 709-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE <b>380410316</b>	ACCESSION NO. <b>08.04 89W/155</b>	DATE REC'D <b>5-12-89</b>
AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING DEED</b>		
DIVISION/UNIT <b>General Services Division</b>		NO. OF CU. FT. <b>3</b>
MAILING ADDRESS <b>1100 North Eulaw Street Room 312 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER
AGENCY OFFICIAL <b>John Head</b>	PHONE NO. <b>383-2532</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>
For: <b>Jim Boyd</b>		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 2 3	<p align="center"><b>1987 UCX CLAIMS</b></p> <p>0000 - 4550 4501 - 8462 8463 - END &amp; MABS PRIOR TO 4-6-87</p>	<p>Schedule 991-4</p> <p>Item # 6</p> <p>Date of Disposal: <del>2/92</del> 1/91</p> <p><i>Disposal 1/12/91 ALZ</i></p> <p align="center"><b>RECEIVED</b></p> <p align="center">APR</p> <p align="center">OFFICE OF GENERAL SERVICES</p>

R-54

S-3

Box #3 - Missing

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE <i>08-01 08.04</i>		ACCESSION NO. <i>87W521</i>	DATE REC'D <i>12-18-86</i>
2) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>8</i>	SECTION(S) <i>13</i>
3) DIVISION / UNIT General Services Division		NO. OF CU. FT. <i>4</i>	
4) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
5) AGENCY OFFICIAL John Head For: <i>Jim Boyd</i>		PHONE NO. 383-2532	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	<p><i>85/3</i> ESA16 Computer Printouts</p> <p>Black &amp; Decker Harford Co. B.O.E. Howard Co. Library Giant Food IBM Board of Educ. of Wash. County Montgomery Co. B.O.E. Essex Community College Dundalk Community College Housing Authority of Balto. City Locke Insulation City of Hagerstown</p>	<p>Schedule 991-4 Item 3A Date of Disposal: <del>10/90</del> <i>Jan. 1991</i></p> <p><i>Disposal:</i> <hr/><i>2-9-91</i> <i>JPH</i></p>



2

Johns Hopkins University  
Prince George's B.O.E.  
Anne Arundel B.O.E.  
Harford Co. Gov't  
Susquehanna Region P/C  
Parton Harford Co. Gov't  
University of Maryland Medical System  
Allegany Community College  
Frederick Community College  
Catonsville Community College  
Pentamation  
Prince George's Community College  
State of Maryland Dept of Transportation Pt.I

3

State of Maryland Dept of Transportation Pt.II  
Anne Arundel Co. Gov't  
Maryland Cup  
J C Penny  
Eastmet  
Sears & Roebuck  
Bendix Field Ing.  
Blue Cross & Blue Shield  
Anne Arundel Co. Library  
Watkins & Johnson  
The Bank of Baltimore  
Howard Co. Community College  
Carroll Co. B.O.E.  
Review of Herald  
Frederick Co. B.O.E.  
Bethlehem Steel

4

Balto. Gas & Electric  
Montgomery Community College  
Balto. Co. B.O.E.  
Howard Co. B.O.E.  
Frederick Co. Gov't  
City of Baltimore  
Balto. Co. Gov't & Library  
Howard Co. Gov't Water & Sewer  
South Balto. General Hospital

R-8

S-13

BOXES - 1 thru 4 \*  
\*

# 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 Dept. of Economic & Employment Development B. DIVISION/UNIT Division of Administration Office of General Services C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201 D. PHONE NO. 333-7532 E. AGENCY OFFICIAL Gerri Cooper For: ELAINE STEVENS ROOM 108-X5311	0804	ACCESSION NO. <span style="font-size: 2em;">90W561</span>	DATE REC'D <span style="font-size: 1.5em;">11-30-89</span>
		LOCATION RANGE SECTION(S) <span style="font-size: 1.5em;">7-10</span>	RM CODE <span style="font-size: 1.5em;">08.04</span>
			NO. OF CU. FT. <span style="font-size: 2em;">140</span>
		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-140	HISTORY JACKETS 1987- SEE ATTACHED LISTING	991-4-19-1/91  * Box # 45 Missing  <u>Disposal:</u> 2-9-91 JPS

# 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. 38.03.81.801 b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT c) DIVISION/UNIT General Services Division d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201 e) AGENCY OFFICIAL Gerri Cooper for U.I. B.L.O. #01 (ELAINE STEEDS XS31)	08.04 90W103 LOCATION - RANGE 9 SECTION(S) 22 NO. OF CU. FT. 29 RECORDS CENTER MANAGER	DATE REC'D 8-10-89
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 29  2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	History Jackets 1987  4594-0212 0212-0550 0550-0897 0897-0925 0925-1502 1502-1836 1837-2199 220-2584 2586-3002 3004-3399 3401-3698 3701-4060 4060-4397 4400-4758 4762-4999 5000-5326 5327-5649 5650-5965 5966-6299 6300-6625 6626-6999 7000-7320 7321-7699 7700-8099 8100-8499 8500-8899 8900-9299 9300-9699 9700-9999	Schedule #991-4 Items 19 - <del>60</del> JAN. 1991  <div style="text-align: right; font-size: 2em; font-family: cursive;">                     Disposal                      2/9/91                      [Signature]                 </div> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 20px;">                     RECEIVED                      JUN 21 1989                      OFFICE OF                      GENERAL SERVICES                 </div>
CC: RECORDS CENTER Glziler PAUL CAMBERSON approved for shipment to Jessup on 7/18/89 glz 7/18/89		

R-9

S-22

1 - Empty

# History Tickets 1987

① 0001 to 0059	28. 2130 To 2199	55. 4126 To 4199	82. 5880 To 5945
② 0061 to 0125	29. 2200 To 2279	56. 4200 To 4265	83. 5946 To 6110
③ 0126 To 0189	30. 2280 To 2359	57. 4266 To 4345	84. 6011 To 6080
④ 0190 To 0254	31. 2360 To 2438	58. 4346 To 4399	85. 6081 To 6130
⑤ 0255 To 0425	32. 2440 To 2515	59. 4400 To 4460	86. 6131 To 6199
⑥ 0426 To 0499	33. 2516 To 2589	60. 4461 To 4535	87. 6200 To 6250
⑦ 0500 To 0585	34. 2590 To 2650	61. 4536 To 4610	88. 6267 To 6330
⑧ 0586 To 0659	35. 2651 To 2719	62. 4611 To 4690	89. 6331 To 6399
⑨ 0660 To 0730	36. 2720 To 2799	63. 4692 To 4759	90. 6400 To 6470
⑩ 0731 To 0829	37. 2800 To 2870	64. 4761 To 4825	91. 6471 To 6545
⑪ 0830 To 0899	38. 2871 To 2959	65. 4826 To 4910	92. 6546 To 6610
⑫ 0900 To 0970	39. 2961 To 3020	66. 4911 To 4985	93. 6611 To 6669
⑬ 0972 To 1039	40. 3021 To 3079	67. 4986 To 5040	94. 6670 To 6730
⑭ 1040 To 1117	41. 3080 To 3158	68. 5041 To 5099	95. 6731 To 6799
⑮ 1120 To 1199	42. 3160 To 3240	69. 5100 To 5160	96. 6802 To 6870
⑯ 1200 To 1264	43. 3241 To 3310	70. 5161 To 5218	97. 6871 To 6925
⑰ 1266 To 1338	44. 3312 To 3379	71. 5219 To 5280	98. 6926 To 6990
⑱ 1340 To 1410	45. 3380 To 3462	72. 5280 To 5340	99. 6991 To 7050
⑲ 1411 To 1475	46. 3463 To 3540	73. 5341 To 5399	100. 7056 To 7115
⑳ 1476 To 1559	47. 3541 To 3610	74. 5400 To 5460	101. 7117 To 7180
㉑ 1560 To 1624	48. 3611 To 3690	75. 5461 To 5515	102. 7182 To 7245
㉒ 1625 To 1699	49. 3691 To 3770	76. 5516 To 5575	103. 7246 To 7299
㉓ 1700 To 1775	50. 3771 To 3845	77. 5576 To 5635	104. 7300 To 7355
㉔ 1776 To 1855	51. 3846 To 3919	78. 5636 To 5684	105. 7356 To 7425
㉕ 1856 To 1939	52. 3920 To 3999	79. 5685 To 5740	106. 7426 To 7489
㉖ 1940 To 2039	53. 4000 To 4050	80. 5741 To 5799	107. 7490 To 7565
㉗ 2040 To 2128	54. 4051 To 4125	81. 5800 To 5859	108. 7567 To 7640

109. 7641-TO-7710

110. 7712-TO-7775

111. 7776-TO-7840

112. 7841-TO-7910

113. 7911-TO-7980

114. 7981-TO-8045

115. 8046-TO-8105

116. 8106-TO-8175

117. 8176-TO-8240

118. 8241-TO-8325

119. 8327-TO-8399

120. 8400-TO-8470

121. 8471-TO-8539

122. 8540-TO-8620

123. 8621-TO-8699

124. 8700-TO-8790

125. 8791-TO-8870

126. 8876-TO-8945

127. 8946-TO-9029

128. 9030-TO-9120

129. 9122-TO-9209

130. 9211-TO-9299

131. 9300-TO-9374

132. 9376-TO-9445

133. 9447-TO-9522

134. 9526-TO-9610

135. 9611-TO-9699

136. 9700-TO-9783

137. 9786-TO-9860

138. 9861-TO-9930

139. 9931-TO-9999

140. 0014-9940

R-7

S-7-10

13 Empties

S-10-11

RECEIVED

NOV 16 1989

RECORDS MANAGEMENT  
DIVISION

Box 45 missing



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

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEVELOPMENT

GENERAL SERVICES DIVISION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W526	ESA16'S	991-4	3A	85/3	64	1/91	RECYCLED
89W1269	CLOSED CASES	991-4	23	1986	76		
89W1260	CLOSED CASES	991-4	23	1986	56		
89W1151	CLOSED CASES	991-4	23	1986	62		
88W1075	BATCHES	991-4	3	12/87	93		
87W134	WIN-HISTORY CARDS	991-4	22	1985	10		
90W104	NONMONETARY DETERMINATION	991-4	20	1987	17		
*PARTIAL-88W1209-UN-EMPLOYMENT RECORDS		991-4	7	1/88	139		

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY, ALL ENTRIES

1) AGENCY CODE  2) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING  3) DIVISION / UNIT General Services Division  4) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201  5) AGENCY OFFICIAL John Head For: <i>Jim Boyd</i>  PHONE NO. 383-2532	ACCESSION NO.  <div style="font-size: 2em; font-family: cursive;">87W526</div>	DATE REC'D  <div style="font-size: 2em; font-family: cursive;">12-18-86</div>
	LOCATION - RANGE <div style="font-size: 2em; font-family: cursive;">105</div>	SECTION(S) <div style="font-size: 2em; font-family: cursive;">19-20</div>
	NO. OF CU. FT.  <div style="font-size: 2em; font-family: cursive;">64</div>	
RECORDS CENTER MANAGER  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	ESA16's 85/3	Schedule 991-4
		Item 3A
		Date of Disposal:
		<i>10/90</i>
		<i>Jan. 1991</i>
		<i>Disposal</i>
		<i>3-25-91</i>
		<i>JB</i>
1	001 - 009	
2	010 - 017	
3	018 - 028	
4	029 - 038	
5	039 - 050	
6	051 - 064	
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9	089 - 095B	
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39	643 - 662
40	663 - 681
41	682 - 703
42	704 - 721
43	722 - 732
44	733 - 750
45	751 - 768
46	769 - 783
47	784 - 798
48	799 - 818A
49	818B - 838
50	839 - 855
51	856 - 871
52	872 - 885
53	886 - 894
54	895 - 911
55	912 - 920
56	921 - 928
57	929 - 939
58	940 - 958
59	959 - 972
60	973 - 989
61	990 - 5212
62	5213 - 5664
63	5665 - 6117 mixed batches
64	Mixed batches only

87W526

R-105

S-19-20

64 Boxes.

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 08.04	ACCESSION NO.  <span style="font-size: 2em; font-family: cursive;">89W1269</span>	DATE REC'D  <span style="font-size: 2em; font-family: cursive;">6-19-89</span>
b) AGENCY  <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b>		
c) DIVISION/UNIT  <b>General Services Division</b>	LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">105</span>	SECTION(S) <span style="font-size: 2em; font-family: cursive;">1-3</span>
d) MAILING ADDRESS  <b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b>	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">76</span>  RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL FOR: William Merriman (LINDA COOK 333-7311 room 511)	PHONE NO. 333-7532 333-5040	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	1986 Closed Cases	Schedule 991-4
1	06000 - 06049	Item 23
2	06050 - 06099	Disposal Date
3	06100 - 06149	1/91
4	06150 - 06199	
5	06200 - 06249	
6	06250 - 06299	
7	06300 - 06349	
8	06350 - 06399	
9	06400 - 06449	
10	06450 - 06499	
11	06500 - 06549	
12	06550 - 06599	
13	06600 - 06649	
14	06650 - 06699	
15	06700 - 06749	
16	06750 - 06799	
17	06800 - 06849	
18	06850 - 06899	
19	06900 - 06849	
20	06950 - 06999	
21	07000 - 07049	
22	07050 - 07099	
23	07100 - 07149	
24	07150 - 07199	
25	07200 - 07249	
26	07250 - 07299	
27	07300 - 07349	
28	07350 - 07399	
29	07400 - 07449	
30	07450 - 07499	

Disposal:  
3/25/91  
JRS

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

31	07500 - 07549
32	07550 - 07599
33	07600 - 07649
34	07650 - 07699
35	07700 - 07749
36	07750 - 07799
37	07800 - 07849
38	07850 - 07899
39	07900 - 07949
40	07950 - 07999
41	08000 - 08049
42	08050 - 08099
43	08100 - 08149
44	08150 - 08199
45	08200 - 08249
46	08250 - 08299
47	08300 - 08349
48	08350 - 08399
49	08400 - 08449
50	08450 - 08499
51	08500 - 08549
52	08550 - 08599
53	08600 - 08649
54	08650 - 08699
55	08700 - 08749
56	08750 - 08799
57	08800 - 08849
58	08850 - 08899
59	08900 - 08949
60	08950 - 08999
61	09000 - 09049
62	09050 - 09099
63	09100 - 09149
64	09150 - 09199
65	09200 - 09249
66	09250 - 09299
67	09300 - 09349
68	09350 - 09399
69	09400 - 09449
70	09450 - 09499
71	09500 - 09549
72	09550 - 09599
73	09600 - 09649
74	09650 - 09699
75	09700 - 09749
76	09750 - 09799

R-105

S-1-3

R105

S3 empty

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. 08.04</p> <hr/> <p>b) AGENCY <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p> <hr/> <p>c) DIVISION/UNIT <b>General Services Division</b></p> <hr/> <p>d) MAILING ADDRESS <b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b></p> <hr/> <p>e) AGENCY OFFICIAL <i>GERRI COOPER</i> <i>333-7532</i> PHONE NO. <i>15.30.81</i> <b>William Merriman</b> <i>333-5040</i> <i>(LINDA COOK - 333-7311 - ROOM 511)</i></p>	<p>ACCESSION NO. <b>89W1260</b></p> <hr/> <p>LOCATION - RANGE <b>105</b> SECTION(S) <b>16-18</b></p> <hr/> <p>NO. OF CU. FT. <b>56</b></p> <hr/> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>6-19-89</b></p> <hr/> <p>NO. OF CU. FT. <b>56</b></p> <hr/> <p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <b>1986 Closed Cases</b></p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p>
<p>1 2 3 14 5 6 7 8 9 9a 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>09800 - 09849 09850 - 09899 09900 - 09949 09950 - 09999 10000 - 10049 10050 - 10099 10100 - 10149 10150 - 10199 10200 - 10249 10250 - 10299 10300 - 10349 10350 - 10399 10400 - 10449 10450 - 10499 10500 - 10549 10550 - 10599 10600 - 10649 10650 - 10699 10700 - 10749 10750 - 10799 10800 - 10849 10850 - 10899 10900 - 10949 10950 - 10999 11000 - 11049 11050 - 11099 11100 - 11149 11150 - 11199 11200 - 11249 11250 - 11299 11300 - 11349</p>	<p>Schedule 991-4 Item 23 Disposal Date 1/91 <i>Disposal:</i> <i>GPS</i> <i>3/25/91</i></p>

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31	11350 - 11399
32	11400 - 11449
33	11450 - 11499
34	11500 - 11549
35	11550 - 11599
36	11600 - 11649
371	11650 - 11699
38	11700 - 11749
39	11750 - 11799
40	11800 - 11849
41	11850 - 11899
42	11900 - 11949
43	11950 - 11999
44	12000 - 12049
45	12050 - 12099
46	12100 - 12149
47	12150 - 12199
48	12200 - 12249
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50	12300 - 12349
51	12350 - 12399
52	12400 - 12449
53	12450 - 12499
54	12500 - 12549
55	12550 - 12599

R-105  
S-16-18

R105  
S18  
13 empty

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**UNIVERSITY OF MICHIGAN**

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE <del>08.00.03</del> 38.0003 08.04</p> <p>b) AGENCY <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p> <p>c) DIVISION/UNIT <b>General Services Division</b></p> <p>d) MAILING ADDRESS <b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b></p> <p>e) AGENCY OFFICIAL <b>William Merriman</b></p>	<p>ACCESSION NO. <b>89W1151</b></p> <p>LOCATION - RANGE <b>108</b></p> <p>SECTION(S) <b>5-7</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>5-12-89</b></p> <p>NO. OF CU. FT. <b>62</b></p> <p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
<p>PHONE NO. <b>333-5040</b></p>		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<b>1986 Closed Cases</b>	<b>Schedule 991-4</b>
1	00001 - 00074	Item 23
2	00075 - 00149	Disposal Date
3	00150 - 00224	1/91
4	00225 - 00299	<p><i>Disposal:</i> <b>3/25/91</b> <i>JPS</i></p>
5	00300 - 00374	
6	00375 - 00449	
7	00450 - 00525	
8	00526 - 00601	
9	00602 - 00676	
10	00677 - 00751	
11	00752 - 00828	
12	00829 - 00901	
13	00902 - 00975	
14	00976 - 01049	
15	01050 - 01123	
16	01124 - 01197	
17	01198 - 01271	
18	01272 - 01344	
19	01345 - 01418	
20	01419 - 01492	
21	01493 - 01566	
22	01567 - 01640	
23	01641 - 01715	
24	01716 - 01790	
25	01791 - 01865	
26	01866 - 01941	
27	01942 - 02016	
28	02017 - 02091	
29	02092 - 02166	
30	02167 - 02242	



USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

31 02243 - 02317  
32 02318 - 02392  
33 02393 - 02467  
34 02468 - 02542  
35 02543 - 02617  
36 02618 - 02692  
37 02693 - 02767  
38 02768 - 02842  
39 02843 - 02917  
40 02918 - 02992  
41 02993 - 03067  
42 03068 - 03142  
43 03143 - 03217  
44 03218 - 03292  
45 03293 - 03367  
46 03368 - 03442  
47 03443 - 03517  
48 03518 - 03592  
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50 03668 - 03742  
51 03743 - 03817  
52 03818 - 03892  
53 03893 - 03967  
54 03968 - 04042  
55 04043 - 04117  
56 UCF01 - UCF74  
57 UCF75 - UCF149  
58 UCF150 - UCF224  
59 UCF225 - UCF252  
60 UCX01 - UCX60  
61 TRA01 - TRA58  
62 WSP01 - WSP09  
FSC01 - FSC03



R-108

S-5-7

Boxes # 13 + 14 - Missing

E

RECORDS TRANSMITTAL AND RECEIPT

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

*[Handwritten mark]*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 380410316- <i>08.04</i>	ACCESSION NO. <i>88W1075</i>	DATE REC'D <i>4-11-88</i>
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION RANGE <i>101</i>	SECTION(S) <i>33-35</i>
DIVISION/UNIT General Services Division	NO OF CU. FT. <i>93</i>	MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201
AGENCY OFFICIAL <i>John Head</i> For: Jim Boyd	PHONE NO. 333-7532 <i>383-2522</i>	RECORDS CENTER MANAGER
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)																																																																																				
	The following records were closed 12/87	Schedule 991-4																																																																																				
	<table border="1"> <thead> <tr> <th>Date</th> <th>Serial# From</th> <th>Serial # To</th> </tr> </thead> <tbody> <tr><td>01</td><td>1/12 - 1/14</td><td>701200003</td></tr> <tr><td>02</td><td>1/19 - 1/27</td><td>701900002</td></tr> <tr><td>03</td><td>1/28 - 2/4</td><td>702800001</td></tr> <tr><td>04</td><td>2/5 - 2/13</td><td>703600001</td></tr> <tr><td>05</td><td>2/17 - 2/24</td><td>704800001</td></tr> <tr><td>06</td><td>2/25 - 3/3</td><td>705600001</td></tr> <tr><td>07</td><td>3/4 - 3/10</td><td>706300001</td></tr> <tr><td>08</td><td>3/11 - 3/17</td><td>707000001</td></tr> <tr><td>09</td><td>3/18 - 3/23</td><td>707700001</td></tr> <tr><td>10</td><td>3/24 - 3/30</td><td>708300001</td></tr> <tr><td>11</td><td>3/31 - 4/6</td><td>709000001</td></tr> <tr><td>12</td><td>4/7 - 4/10</td><td>709700001</td></tr> <tr><td>13</td><td>4/13 - 4/14</td><td>710300001</td></tr> <tr><td>14</td><td>4/14 - 4/15</td><td>710400501</td></tr> <tr><td>15</td><td>4/15 - 4/20</td><td>710501501</td></tr> <tr><td>16</td><td>4/20 - 4/20</td><td>711000101</td></tr> <tr><td>17</td><td>4/20 - 4/20</td><td>711002701</td></tr> <tr><td>18</td><td>4/20 - 4/21</td><td>711005593</td></tr> <tr><td>19</td><td>4/21 - 4/21</td><td>711101801</td></tr> <tr><td>20</td><td>4/21 - 4/22</td><td>711105443</td></tr> <tr><td>21</td><td>4/23 - 4/27</td><td>711300001</td></tr> <tr><td>22</td><td>4/27 - 4/28</td><td>711701852</td></tr> <tr><td>23</td><td>4/28 - 4/30</td><td>711803101</td></tr> <tr><td>24</td><td>4/30 - 4/30</td><td>712000903</td></tr> <tr><td>25</td><td>5/1 - 5/4</td><td>712100001</td></tr> <tr><td>26</td><td>5/4 - 5/5</td><td>712402901</td></tr> <tr><td>27</td><td>5/5 - 5/5</td><td>712501201</td></tr> </tbody> </table>	Date	Serial# From	Serial # To	01	1/12 - 1/14	701200003	02	1/19 - 1/27	701900002	03	1/28 - 2/4	702800001	04	2/5 - 2/13	703600001	05	2/17 - 2/24	704800001	06	2/25 - 3/3	705600001	07	3/4 - 3/10	706300001	08	3/11 - 3/17	707000001	09	3/18 - 3/23	707700001	10	3/24 - 3/30	708300001	11	3/31 - 4/6	709000001	12	4/7 - 4/10	709700001	13	4/13 - 4/14	710300001	14	4/14 - 4/15	710400501	15	4/15 - 4/20	710501501	16	4/20 - 4/20	711000101	17	4/20 - 4/20	711002701	18	4/20 - 4/21	711005593	19	4/21 - 4/21	711101801	20	4/21 - 4/22	711105443	21	4/23 - 4/27	711300001	22	4/27 - 4/28	711701852	23	4/28 - 4/30	711803101	24	4/30 - 4/30	712000903	25	5/1 - 5/4	712100001	26	5/4 - 5/5	712402901	27	5/5 - 5/5	712501201	Item 3 Date of Disposal: January, 1991
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26	5/4 - 5/5	712402901																																																																																				
27	5/5 - 5/5	712501201																																																																																				

<u>Box</u>	<u>Date</u>	<u>Serial # From</u>	<u>Serial # To</u>
28	5/5 - 5/6	712504490	712602579
29	5/6 - 5/8	712602580	712800644
30	5/11 - 5/11	713100001	713102870
31	5/12 - 5/12	713200001	713204326
32	5/13 - 5/14	713300002	713401400
33	5/14 - 5/18	713401401	713801900
34	5/18 - 5/18	713801901	713805261
35	5/19 - 5/19	713900001	713904375
36	5/19 - 5/20	713904376	714003734
37	5/21 - 5/25	714100001	714501600
38	5/25 - 5/26	714501602	714601975
39	5/27 - 5/27	714700001	714703654
40	5/28 - 6/1	714800002	715202199
41	6/1 - 6/2	715202201	715301600
42	6/2 - 6/2	715301601	715305272
43	6/2 - 6/3	715305274	715401400
44	6/3 - 6/5	715401401	715600832
45	6/8 - 6/8	715900001	715904274
46	6/9 - 6/9	716000001	716005042
47	6/10 - 6/12	716100001	716301192
48	6/15 - 6/15	716600001	716604076
49	6/16 - 6/16	716700001	716704997
50	6/17 - 6/17	717400001	716901215
51	6/19 - 6/22	717000001	717304637
52	6/23 - 6/23	717400001	717403800
53	6/23 - 6/25	717403801	717601456
54	6/26 - 6/30	717700003	718103200
55	6/30 - 6/30	718103202	718107072
56	7/1 - 7/1	718202656	718206453
57	7/1 - 7/6	718206454	718700500
58	7/6 - 7/6	718700502	718703857
59	7/7 - 7/7	718800001	718803900
60	7/7 - 7/9	718803901	719000898
61	7/9 - 7/13	719000901	719402500
62	7/13 - 7/14	719402501	719501300
63	7/14 - 7/14	719501300	719505000
64	7/14 - 7/15	719505001	719602157
65	7/16 - 7/20	719700003	720101500
66	7/20 - 7/21	720101501	720200799
67	7/21 - 7/21	720200802	720204600
68	7/21 - 7/24	720204601	720500652
69	7/27 - 7/28	720800001	720903099
70	7/27 - 7/28	720903101	720906722
71	7/29 - 7/29	721000001	721003700
72	7/29 - 7/30	721003701	721100600
73	7/30 - 8/3	721100601	721502399
74	8/3 - 8/4	721502401	721601900
75	8/4 - 8/5	721601901	721703522
76	8/6 - 8/7	721800021	721900701
77	8/10 - 8/10	722200001	722204457
78	8/10 - 8/11	722204523	722303000
79	8/11 - 8/12	722303002	722401500
80	8/12 - 8/17	722401502	722901502
81	8/17 - 8/18	722901503	723001100
82	8/18 - 8/18	723001101	723003831

83	8/18 - 8/19	723003832	723101877
84	8/20 - 8/24	723200001	723602000
85	8/24 - 8/25	723602001	723703000
86	8/25 - 8/25	723703001	723706900
87	8/25 - 8/28	723106901	724006000
88	8/31 - 8/31	724300001	724304100
89	8/31 - 9/1	724304101	724403298
90	9/1 - 9/3	724403299	724600942
91	9/4 - 9/8	724700001	725103200
92	9/8 - 9/8	725103201	725106163
93	9/9 - 9/9	725200001	
94	4/5 - 5/22 & 12/29 - 4/3/87 Last 4 SS# 0000-6764		statewide unserl.
95	4/5 - 5/22 (Statewide)	6764 - 7999	Pilot/statewide
96	12/29 - 4/3/87 (PO Uncer. certs)	6445 - 9999	
97	4/5 - 5/22 (Statewide certs)	8000 - 9999	
98	5/1 - 11/6/87	0001 - 2599	unserl. certs.
99	5/1 - 11/6/87	2601 - 5699	"
100	5/1 - 11/6/87	5702 - 8797	"
101	5/1 - 11/6/87	8800 - 9999	"



R-101

S-33-35

25 } EMPTY SPACES \*  
          } SECTION # 35 \*  
          } " " " " }

94 thru 101  
ARE MISSING!

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE 08.04 380410310 <del>08.01</del>		ACCESSION NO. 87W134	DATE REC'D 8-27-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 15	SECTION(S) 20
c) DIVISION/UNIT General Services Division			
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: John Head Gloria Morris		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1985 - W.I.N. - History Cards, 754's - 762's - Folders	Schedule 991-4
1	000-00-0001 - 212-69-9999	Item 22
2	212-70-0000 - 213-99-9999	Date of Disposal:
3	214-00-0000 - 215-60-9999	1 - 91
4	215-61-0000 - 216-79-9999	<i>Disposal</i> <i>2/16/91</i> <i>ALZ</i>
5	216-80-0000 - 217-99-9999	
6	218-00-0000 - 218-99-9999	
7	219-00-0000 - 220-69-9999	
8	220-70-9999 - 240-99-9999	
9	241-00-0000 - 577-79-9999	
10	577-80-0000 - End	

87 W 134

R 15

S 20

Baxes

1<sup>st</sup> Nov 10

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. 38.03.81.801</p> <p>b) AGENCY <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p> <p>c) DIVISION/UNIT <b>General Services Division</b></p> <p>d) MAILING ADDRESS <b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b></p> <p>e) AGENCY OFFICIAL Gerri Cooper for U.I. B.L.O. #01</p>	<p>ACCESSION NO. <b>90W104</b></p> <p>LOCATION - RANGE <b>18</b></p> <p>SECTIONS <b>31</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>8-10-89</b></p> <p>NO. OF CU. FT. <b>17</b></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
		NONMONETARY DETERMINATION (221) 1987	
1 of 17	Jan 1987	0001-2499	<p>Schedule #991-4 Items <del>1-17</del> - 20 <b>JAN/1991</b></p> <p><b>DISPOSAL</b> <b>1-14-91</b> <b>XX</b></p>
2		2500-4999	
3		5000-7499	
4		7500-9990	
5	Feb. 1987	0001-1699	
6		1700-3399	
7		3400-4999	
8		5000-6499	
9		6500-8299	
10		8300-9999	
11	Mar. 1987	0001-1399	
12		1400-5299	
13		5300-6299	
14		6300-9999	
15	87-3	7500-8999	
16	87-3	9000-9999	
17	1987	Penalty Folders	

~~1/1991~~  
**RECEIVED**  
**JUN 21 1989**  
**OFFICE OF GENERAL SERVICES**

cc: RECORDS CENTER 6/21/89 Paul (anderson)

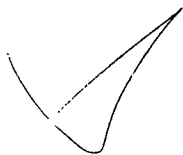
Approved for  
Shipment to  
Jessup  
7/1/89

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGE

R-18

S-31

2 Empties



\*Partial

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEED		ACCESSION NO. 88W1209	DATE REC'D
B. DIVISION/UNIT		LOCATION RANGE SECTION(S) 55 25-28	RM CODE 08.04
C. MAILING ADDRESS		NO. OF CU. FT. 139	
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-139	Un-Employment Records 1/88	991-4 #7 1/91  Disposal: 1-4-91 GJS

528

Bx-3

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

CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & EMPLOYMENT DEV.

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W523	ESARS TABLES	991-3A	36	1986	6	1/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380310206		08.03	ACCESSION NO. 87W523	DATE REC'D 12-18-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 105	SECTIONS 20	NO. OF CU. FT. 6
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL John Head For: Paul Gilden		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	March - April 1986 ESARS Tables	Schedule 991-3 A Item 36 Date of Disposal: 1/91  <i>Disposal</i> <i>3/25/91</i> <i>gpf</i>
2	January - February 1986 ESARS Tables	
3	November - November 1985 ESARS Tables	
4	September - October 1985 ESARS Tables	
5	July - August 1985 ESARS Tables (part of May 86)	
6	May 1986 (part), JCL's January - May 1986	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES



87 W 523

R-105

S-~~1~~20

BOXES - 1 thru 6 \*  
\*

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


CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Dates of Records		Volume	Dates of Disposal	Method of Disposal	
		Sched	Item No.				
86W111	CLOSED RECORDS	991-4	25	7/85	15	10/90	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

11/16/90  
Date



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

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

08.02

DEPT. ECONOMIC & COMMUNITY DEV.

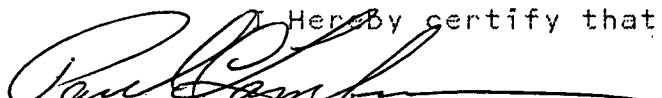
Reporting Agency

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
89W1262	BUDGET & FINANCE	991-2	26	FY 87	4	7/90	RECYCLED
87W798	T/L'S	991-2A	38-41	FY 85	16		
89W1261	T/L'S	991-2	21	FY 87	13		
89W185	511 UPS	991-3	29	2/87	2		
89W179	511	991-3	29	1987	20		
89W160	ENDS DAILIES	991-3	25	JAN.-MARCH	10		
87W136	BATCHES	991-4	3A	85/1	54		

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

  
Signature

RECORDS CENTER MANAGER  
Title

09/20/90  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY <b>DEED</b>	ACCESSION NO. <b>89W1262</b>	DATE REC'D <b>6-19-89</b>
DIVISION/UNIT <b>OFFICE OF GENERAL SERVICES</b>	FM CODE <b>08.02</b>	
MAILING ADDRESS <b>1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201</b>	LOCATION RANGE SECTION(S) <b>115 15</b>	NO. OF CU. FT. <b>4</b>
PHONE NO. <b>333-7532</b>	RECORDS CENTER MANAGER	
AGENCY OFFICIAL <b>GERRI COOPER OR: VICKI ZIMMERMAN X-7718 ROOM</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	BUDGET AND FINANCE - FISCAL RECORDS TIME DISTRIBUTION RUNS - JAN + FEB 1987 - F487	991-2 ITEM 26-7/1/90  <div style="text-align: center;">↓</div> Disposal! 8/14/90 BL
2	" " " - NOV + DEC 1986 - F487	
3	" " " - JUL + AUG 1987 - F487	
<del>4</del>	<del>" " " - MAR + APR 1987 - F487</del>	
4 5	" " " - MAY + JUN 1987 - F487	

CC: JESSOP 5/26/89

R-115

S-15

1 Empty

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380210505 <i>08.02</i>	ACCESSION NO. 87W 798	DATE REC'D 4-7-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE 29 54 18-19 <sup>21</sup>	
c) DIVISION/UNIT General Services Division	NO OF CU FT 16	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Dennis Morton	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	The following records were closed <u>6/30/85</u> Fiscal Year	Schedule # 991-2A Item # 38-41 Date of Disposal 7/90
1	T/L's 1 to 30      38.00.00      1985	<i>Disposal 7/10/90 NCP</i>
2	T/L's 31 to 60      "      "	
3	T/L's 61 to 85      "      "	
4	T/L's 86 to 115      "      "	
5	T/L's 116 to 150      "      "	
6	T/L's 151 to 180      "      "	
7	T/L's 181 to 205      "      "	
8	T/L's 206 to 230      "      "	
9	T/L's 231 to 260      "      "	
10	T/L's 261 to 285      "      "	
11	T/L's 286 to 315      "      "	
12	T/L's 316 to 346      "      "	
13	T/L's 347 to 380      "      "	
14	T/L's 381 to 414      "      "	
15	T/L's 415 to 436      "      "	
16	Mileage Log - F.Y. '85	

USE PLAIN UNLINED PAPER FOR CONTINUATION (2 PAGES)

87W 798

R29

S18-19

16 Boxes



# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380000 <span style="font-size: 2em; margin-left: 20px;">08.02</span>	ACCESSION NO. <span style="font-size: 3em;">89W1261</span>	DATE REC'D <span style="font-size: 3em;">6-19-89</span>
b) AGENCY DEVELOPMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT	LOCATION - RANGE      SECTION(S) <span style="font-size: 2em;">17</span> <span style="font-size: 2em;">11</span>	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 3em;">13</span>	
e) AGENCY OFFICIAL <i>CERRI COOPER</i> FOR: Robert H. West	PHONE NO. 333-7532 333-5988	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	DESCRIPTION      AGENCY      FISCAL YEAR	
1	Misc Pymts ADC -SUD      38.00.00      FY 87	991-2, 21, 7/31/90  <i>Disposal:</i> <hr style="width: 50%; margin: 0 auto;"/> <span style="font-size: 1.5em;">7-18-90</span> <span style="font-size: 2em; margin-top: 10px;">JRC</span>
2	Thomas B. Frances Center 001-025      FY 87	
3	TL26 - TL 070      FY 87	
4	TL071 - 120	
5	TL121 - 161	
6	TL162 - 205	
7	TL206 - 250	
8	TL251 - TL295	
9	TL295 - 345	
10	TL346 - 395	
11	TL396 - 440	
12	TL441 - 485	
13	TL486 - 525	
<span style="font-size: 1.5em; opacity: 0.5;">will take</span>  <span style="font-size: 1.5em; opacity: 0.5;">5/26/89</span> <span style="font-size: 1.5em; opacity: 0.5;">CC: JESSUP 5/26/89 (RUTA)</span>		

USE UNLINED PAPER FOR CONTINUATION PAGES)

R-17

S-11 ~~11~~

R17

S12

3 empty

**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 38.03.82 <span style="font-size: 2em; margin-left: 20px;">08.03</span>	ACCESSION NO. <span style="font-size: 2em;">89W185</span>	DATE REC'D <span style="font-size: 2em;">8-12-88</span>
b) AGENCY <p align="center"><b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p>	LOCATION - RANGE <span style="font-size: 2em;">8</span> SECTION(S) <span style="font-size: 2em;">28</span>	
c) DIVISION/UNIT <p align="center"><b>General Services Division</b></p>		
d) MAILING ADDRESS <p align="center">1100 North Eutaw Street Room 616 Baltimore, MD 21201</p>	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Dennis W. Lanahan	PHONE NO. 333-5187	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)																		
1 2	<p align="center"><b>THE FOLLOWING 511 UPS RECORDS WERE CLOSED:</b></p> <table style="width:100%; border: none;"> <tr> <td style="width:10%;">"</td><td style="width:10%;">"</td><td style="width:10%;">"</td><td style="width:10%;">"</td><td style="width:10%;">"</td><td style="width:10%;">"</td><td style="width:10%;">"</td><td style="width:10%;">"</td><td style="width:10%;">2/87</td> </tr> <tr> <td>"</td><td>"</td><td>"</td><td>"</td><td>"</td><td>"</td><td>"</td><td>"</td><td>2/87</td> </tr> </table>	"	"	"	"	"	"	"	"	2/87	"	"	"	"	"	"	"	"	2/87	<p align="center"><b>Schedule 991-3 DESTRUCT DATE</b></p> <p align="center">2/90 2/90      7/90 <b>Item 29</b></p> <p align="center"><i>Disposal</i> 7-18-90 gpc</p>
"	"	"	"	"	"	"	"	2/87												
"	"	"	"	"	"	"	"	2/87												

**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Page 1 of 2

a) AGENCY CODE 1. <b>38.03.82</b>	ACCESSION NO. <b>89W179</b>	DATE REC'D <b>8-12-88</b>
b) AGENCY <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b>	LOCATION - RANGE <b>3</b> SECTION(S) <b>29</b> NO. OF CU. FT. <b>20</b>	
c) DIVISION/UNIT <b>General Services Division</b>		
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b>	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>Dennis W. Lanahan</b>	PHONE NO. <b>333-5187</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<b>THE FOLLOWING 511 RECORDS WERE CLOSED:</b>	<b>Schedule 991-3 DESTRUCT DATE</b>
1	" " " " " "	1/87 7/90
2	" " " " " "	1/87 7/90
3	" " " " " "	1/87 7/90
4	" " " " " "	2/87 7/90
5	" " " " " "	2/87 7/90
6	" " " " " "	2/87 7/90
7	" " " " " "	3/87 7/90
8	" " " " " "	3/87 7/90
9	" " " " " "	3/87 7/90
10	" " " " " "	4/87 7/90
11	" " " " " "	4/87 7/90
12	" " " " " "	4/87 7/90
13	" " " " " "	5/87 7/90
14	" " " " " "	5/87 7/90
15	" " " " " "	5/87 7/90

Disposal  
7/17/90  
KCC

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# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380310206		ACCESSION NO. 89W160		DATE REC'D 8-10-88	
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 8		SECTION(S) 19	
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 10		RECORDS CENTER MANAGER	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		e) AGENCY OFFICIAL John Head		PHONE NO. 383-2532	
For: Paul Gilden		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Ends dailies Jan 11-18 & weekly Jan 29	Schedule 991-3  Item 25  Date of Disposal: 7/90  <i>Disposal:</i> 7-17-98 JRE
2	Ends dailies Jan 19-25	
3	Ends dailies Jan 26- Feb 2	
4	Ends dailies Feb 3-9	
5	Ends dailies Feb 10-19	
6	Ends dailies Feb 22-26 & weeklies Feb 5 & 11	
7	Ends dailies Feb 29-Mar 7	
8	Ends dailies Mar 8-11 & weeklies Feb 19,29 & Mar 4	
9	Ends dailies Mar 14-21 & weekly Mar 11	
10	Ends dailies Mar 22-29 & weeklies Mar 18 & 24	

R-8

S-19

5 empties

R-8 S-19

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <u>08.01 08.04</u>	ACCESSION NO. <u>87W136</u>	DATE REC'D <u>8-27-86</u>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <u>19</u>	SECTION(S) <u>11-12</u>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	NO. OF CU. FT. <u>54</u>	
e) AGENCY OFFICIAL <b>John Head</b> For: <u>Jam Boyd</u>	PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	001 - -08	Schedule 991-4  Item 3-A  Disposal Date <del>4/90</del> <u>July 1990</u>  Disposal <u>7/19/90</u> PLZ
2	085 - 159	
3	160 - 198	
4	199 - 228	
5	229 - 260	
6	261 - 280	
7	281 - 298	
8	299 - 320	
9	321 - 349	
10	350 - 369	
11	370 - 381	
12	382 - 396	
13	397 - 419	
14	420 - 441	
15	442 - 455	
16	456 - 475	
17	476 - 493B	
18	494 - 500	
19	501A - 514	
20	515 - 534	
21	535 - 542	
22	543 - 555	
23	556 - 569	
24	570 - 586	
25	287 - 597	
26	598 - 612	
27	613 - 624	
28	625 - 640	
29	641 - 654A	
30	654B - 666	
31	667 - 680	



BOX  
NUMBER

32 681A - 691  
33 692 - 704  
34 705 - 718  
35 719 - 736  
36 737 - 749  
37 750 - 761  
38 762 - 775  
39 776 - 791  
40 792 - 804  
41 805 - 819  
42 820 - 833  
43 834 - 841  
44 842 - 850  
45 851 - 864  
46 865 - 878  
47 879 - 892  
48 893 - 900  
49 901 - 910  
50 911 - 919  
51 920 - 935  
52 936 - 958  
53 959 - 4617  
54 4619 - 5735 and mixed batch

87 3W 136

R-19

S-11-12

Boxes-1 thru 54

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

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

08.02

DEPT. ECONOMIC & COMMUNITY DEV.

Reporting Agency

GENERAL SERVICES

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
87W1178	80-80'S FOR CHECKS	991-4	3	FY 87	3	7/90	RECYCLED
87W1179	ORIGINAL CLAIMS	991-4	3	10/86-3/87	3		
87W1181	RERUNS	991-4	3	2/85-7/86	4		
88W1231	ENDS DAILIES	991-3	25	OCT-JAN	8		
87W217	COMPUTER PRINTOUTS	991-4	3	85/1-85/2	7		
87W218	BATCHES	991-4	3A	85/2	63		

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

  
Signature

RECORDS CENTER MANAGER \_\_\_\_\_  
Title Date

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 380410316	0804	ACCESSION NO. 87W1178	DATE REC'D 6-24-87
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION: RANGE 12	SECTIONS(S) 3
DIVISION/UNIT General Services Division		NO. OF CU. FT. 3	
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL For: John Head Jim Boyd	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 2 3*	80-80's for Checks 11/13/86 to 01/07/87 01/08/87 to 03/03/87 03/04/87  * Missing Box #3	Schedule 991-4 Item 3 Date of Disposal: 7/90  Disposal 7/18/90 RZ

87 W 1178

R-12

S-3

{ 2 } BOXES 1 & 2 \*

Box No. #3 is MISSING!

**RECORDS TRANSMITTAL AND RECEIPT**

**E**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 380410316 <i>08.04</i>	ACCESSION NO. <i>8761179</i>	DATE REC'D <i>6-24-87</i>
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
DIVISION/UNIT General Services Division	LOCATION - RANGE <i>12</i>	SECTION(S) <i>3</i>
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <i>3</i>	
AGENCY OFFICIAL For: <i>John Head</i> <i>Jim Boyd</i>	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 2 3	Orininal Claims  10/06/86 to 12/31/86 01/02/87 to 03/18/87 03/19/87	Schedule 991-4  Item 3  Date of Disposal: 7/90  <i>Disposa!</i> <i>7/18/90</i> <i>RCZ</i>

USE UNLINED PAPER FOR CONTINUATION PAGES)

**RECORDS TRANSMITTAL AND RECEIPT**

**E**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE <b>380410316</b>		AGENCY NO. <b>08-04</b>	ACCESSION NO. <b>87W1181</b>	DATE REC'D <b>6-24-87</b>
AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>				
DIVISION/UNIT <b>General Services Division</b>		LOCATION - RANGE <b>109</b>	SECTION(S) <b>3</b>	NO. OF CU. FT. <b>4</b>
MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER		
AGENCY OFFICIAL <b>John Head</b>		PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT <b>STATE RECORDS MANAGEMENT CENTER</b>	
For: <b>Jim Boyd</b>				

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<b>RERUNS</b>	Schedule 991-4 Item 3 Date of Disposal: 7/90
1	02/28/85 TO 04/30/85	<p align="center"><i>Disposal</i> <b>8/8/90</b> <i>[Signature]</i></p>
2	11/04/85 TO 02/10/86	
3	02/11/86 TO 04/15/86	
4	04/16/86 TO 07/17/86	

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380310206 <span style="float: right; font-size: 1.5em;">08.04</span>	ACCESSION NO. <span style="font-size: 2em;">88W1231</span>	DATE REC'D <span style="font-size: 2em;">5-23-88</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION RANGE <span style="font-size: 2em;">37</span> SECTIONS(S) <span style="font-size: 2em;">20</span> NO. OF CU. FT. <span style="font-size: 2em;">8</span>	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Starkloff For: Paul Gilden	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ENDS dailies Oct 30, Nov 3-4, weekly Oct 30	Schedule 991-3 Item 25 Date of Disposal: 7/90  <span style="font-size: 1.5em; font-family: cursive;">D 8-90 wcb</span>
2	ENDS dailies Nov 6-13, weekly Nov 7	
3	ENDS dailies Nov 16-20, weeklies Nov 13 & 20	
4	ENDS dailies Nov 23-30, Dec 2	
5	ENDS dailies Dec 4-9, weeklies Nov 30 & Dec 4 & 11	
6	ENDS dailies Dec 11-18, weekly Dec 18	
7	ENDS dailies Dec 21-30, weekly Dec 30 & Jan 8	
8	ENDS dailies Jan 4-8, weeklies Jan 14 & Jan 22	



E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE <b>08.04</b>		ACCESSION NO <b>87W217</b>	DATE REC'D <b>9-15-86</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>			
c) DIVISION/UNIT <b>General Services Division</b>		LOCATION RANGE <b>37</b>	SECTION(S) <b>18</b>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO OF CU FT <b>7</b>	
e) AGENCY OFFICIAL <b>John Head</b>		PHONE NO <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
For: <i>Jim Boyd</i>			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 85/1	COMPUTER PRINTOUTS  BALTIMORE CO. B.O.E. JOHNS HOPKINS UNIVERSITY EASTMET REVIEW & HERALD KOCKE INSULATION WAKINS & JOHNSON BLACK & DECKER BETHLEHAM STEEL MARYLAND CUP CORP BENDIX FIELD ENGR. FAIRCHILD INDUSTRIES WESTERN ELECTRIC BELL ATLANTIC STATE OF MARYLAND DEPT. OF TRANSPORTATION STATE OF MARYLAND PT. 2	Schedule 991-4 Item 3 Date of Disposal: <del>4/90</del> <i>July 1990</i>

*D 8-90  
NOB*

2

85/1

ANNE ARUNDEL CO. B.O.E.  
 ANNE ARUNDEL CO. GOVERNEMENT  
 ANNE ARUNDEL CO. LIBRARY  
 CITY OF HAGERSTOWN  
 ESSEX COMMUNITY COLLEGE  
 DUNDALK COMMUNITY COLLEGE  
 HARFORD COUNTY GOVERNMENT  
 BOARD OF EDUCATION  
 WASHINGTON COUNTY  
 C & P  
 C & P WASHINGTON  
 SEARS & ROEBUCK 67  
 SEARS & ROEBUCK 68  
 MONTGOMERY COMMUNITY COLLEGE  
 MONTGOMERY GOVERNMENT  
 CATONSVILLE COMMUNITY COLLEGE  
 ALLEGANY COMMUNITY COLLEGE  
 SOUTH BALTIMORE GENERAL  
 GIANT  
 J C PENNY  
 I.B.M.  
 PETAMATION  
 BLUE CROSS AND BLUE SHIELD  
 BANK OF BALTIMORE

3

85/1

BALTIMORE CITY GAS & ELECTRIC  
 BALTIMORE CITY HOUSING AUTHORITY  
 BALTIMORE CITY  
 PRINCE GEORGE'S CO. B.O.E.  
 PRINCE GEORGE'S COMMUNITY COLLEGE  
 BALTIMORE CO. GOVERNMENT AND LIBRARY  
 CITY OF BALTIMORE

4

85/2

BOARD OF EDUCATION OF WASHINGTON CO.  
 HOWARD CO. GOVERNMENT  
 HOWARD CO. LIBRARY  
 HOWARD CO. B.O.E.  
 HOWARD CO. COMMUNITY COLLEGE  
 A.A. B.O.E.  
 A.A. LIBRARY  
 A.A. GOVERNMENT  
 HARFORD CO. GOVERNMENT  
 FREDERICK COMMUNITY COLLEGE  
 FREDERICK B.O.E.  
 FREDERICK CO. GOVERNMENT  
 ALLEGANY COMMUNITY COLLEGE  
 DUNDALK COMMUNITY COLLEGE  
 ESSEX COMMUNITY COLLEGE  
 CITY OF HAGERSTOWN  
 PENTAMATION  
 FALLSTON GENERAL  
 A.A. GENERAL HOSPITAL  
 BON SECOURS HOSPITAL  
 CHURCH HOSPITAL  
 CHURCH HOME  
 HOWARD CO.  
 CHH MEDICAL SERVICE CORP  
 MEMORIAL HOSPITAL  
 PENISULA GENERAL  
 PHYSICIANS MEN. HOSPITAL  
 PROVIDENT HOSPITAL

5

85/2

CITY OF BALTIMORE  
 CITY OF BALTIMORE HOUSING AUTHORITY  
 BALTIMORE GAS & ELECTRIC  
 JOHNS HOPKINS UNIVERSITY  
 SAVINGS BANK  
 UNIVERSITY OF MARYLAND MEDICAL SYSTEMS  
 BLUE CROSS AND BLUE SHIELDS  
 GIANT  
 EASTMET CORP  
 BLACK AND DECKER  
 BETHLEHEM STEEL

6

85/2

STATE OF MARYLAND

7

85/2

BALTIMORE CO. B.O.E.  
 BALTIMORE CO. GOVERNMENT  
 LIBRARY  
 SEARS 65  
 SEARS 66  
 C & P OF MARYLAND  
 C & P OF WASHINGTON  
 SOUTH BALTIMORE GENERAL HOSPITAL  
 WATKINS & JOHNSONS  
 I B M  
 BELL ATLANTIC  
 WESTERN ELECTRIC  
 LOCK INSULATION  
 MARYLAND CUP  
 BENDIX FIELD

87 W 217

R-37

S-18

Boxes - 1 thru 7

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE 380410316		08.04	ACCESSION NO. 87W218	DATE REC'D 9-15-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION RANGE 37	SECTION(S) 26-27	NO. OF CU. FT. 63
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL For: John Head Jim Boyd		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	85/2	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	001 - 015		Schedule 991-4 Item 3A Date of Disposal: 7/90  D 8-90 WCB
2	016 - 026		
3	027 - 037		
4	038 - 044		
5	045 - 054		
6	054B - 064		
7	065 - 073B		
8	073C - 082		
9	083 - 092		
10	093 - 101		
11	102 - 117		
12	118 - 124		
13	125 - 152		
14	153 - 195		
15	196 - 255		
16	256 - 311		
17	312 - 360		
18	361 - 385		
19	386 - 418		
20	419 - 437		
21	438 - 461		
22	462 - 480		
23	481 - 498		
24	499 - 515		
25	516 - 537		
26	538 - 559		
27	560 - 575		
28	576 - 588		
29	589 - 614A		
30	614B - 635		

31	636 - 654
32	655 - 667
33	668 - 683
34	684 - 700B
35	701 - 716
36	717 - 733
37	734 - 744
38	745 - 752
39	753 - 758
40	759 - 767
41	768 - 784
42	785 - 797
43	798 - 809
44	810 - 819
45	820 - 834
46	835 - 845D
47	846 - 854
48	855 - 868
49	869 - 877
50	878 - 889
51	890 - 901
52	902 - 911
53	912 - 920
54	921 - 927
55	928 - 938
56	939 - 953
57	954 - 962
58	963 - 972
59	973 - 981
60	982 - 991
61	992 - 999
	4801B - 4923
62	4930 - 5735
63	5791 - 99999
	mixed batches

87W218

R37

S 26-27

BNCes 1-63

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

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

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV.

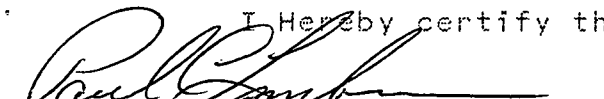
Reporting Agency

UNEMPLOYMENT INSURANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
88W1230	ENDS DAILIES	991-3	25		14	01/90	RECYCLED
87W211	LISTINGS FOR CHECKS	991-4A	30	1986	10		
88W223	BATCH IB-2'S	991-4	7	1/87	28		
87W1188	WORK SHARING	991-4	20	12/86	4		
87W1187		991-4	11	12/86	14		
89W740	LOWER APPEALS	991-4	23	1985	42		

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

  
Signature

RECORDS CENTER MANAGER \_\_\_\_\_  
Title Date



E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380310206		08.04	ACCESSION NO. 8861230	DATE REC'D 5-23-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 37	SECTION(S) 19-20	NO. OF CU. FT. 14
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL For: John Head Paul Gliden		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ENDS dailies Jul 10-15, weekly Jul 10	Schedule 991-3 Item 25 Date of Disposal: 1/90  <i>Disposal 2/10/91</i>
2	ENDS dailies Jul 17-22, weekly Jun 26	
3	ENDS dailies Jul 24-29, weeklies Jul 17&24	
4	ENDS dailies Jul 31-Aug 5, weekly Jul 31	
5	ENDS dailies Aug 7-14	
6	ENDS dailies Aug 17-21, weeklies Aug 7,14&21	
7	ENDS dailies Aug 24-28, weekly Aug 28	
8	ENDS dailies Aug 31-Sep 4, weekly Aug 31	
9	ENDS dailies Sep 9-16, weekly Sep 4	
10	ENDS dailies Sep 18-23, weeklies Sep 18&25	
11	ENDS dailies Sep 25-Oct 5	
12	ENDS dailies Oct 7-14, weekly Sep 30	
13	ENDS dailies Oct 16-21, weeklies Oct 9&16	
14	ENDS dailies Oct 23-28, weekly Oct 23	

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380410316		080A	ACCESSION NO. 87W211	DATE REC'D 9-15-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 37	SECTION(S) 2	NO. OF CU. FT. 10
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL John Head For: Jim Boyd		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	80-80 Listings for Checks(BO1)	Schedule 991-4 Item 30 Date of Disposal: <del>10/89</del> Jan. 1990
1	5-13-86 to 5-28-86	<p>Disposal 2/10/90 RC</p>
2	6-2-86 to 6/12/86	
3	6-13-86 to 6-25-86	
4	6-26-86 to 7-8-86	
5	7-9-86 to 7-22-86	
6	7-23-86 to 8-5-86	
7	8-6-86 to 8-18-86	
8	3-20-86 to 5-12-86	
9	5-13-86 to 6-20-86	
10	6-21-86 to 7-31-86	

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380410304		ACCESSION NO. 08.04 88W223	DATE REC'D 9-28-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION RANGE 26	SECTION(S) 11-12
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 28	
e) AGENCY OFFICIAL John Head For: Monwill Gibson		PHONE NO. 383-2532	RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	The following interstate records were closed 1/87.	Schedule 991-4
	Batch IB-2's "86"	Item 7
1	002 - 024	Disposal Date 1/90
2	027 - 045	
3	049 - 073	
4	076 - 105	
5	106 - 142	
6	143 - 181	
7	183 - 227	
8	230 - 273	
9	274 - 314	
10	316 - 345	
11	346 - 014	
12	016 - 041	
13	042 - 065	
14	068 - 090	
15	091 - 157	
	Batch SR-3-219	
16	235 - 365	
17	002 - 045	

Disposal  
1/27/90  
[Signature]

Box Numbers	Description	Disposal
18	002 - 050	
19	051 - 077	Schedule 991-4
20	049 - 091	Item 7
21	092 - 148	Disposal Date 1/90
22	149 - 214	
23	216 - 279	
24	280 - 339	
25	342 - 365	
26	Overpayment History Cards	
27	Overpayment History Cards	

# 28      *Out of States Claims*  
 DATES ; 070 + 099    To    090 - 100  
 Title ;    SR-3    219

88W223

~~R-7~~  
~~S-18~~

R-26

S-11-12

28 Boxes

one (1) Empty Space

R-26

S-12

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380410316 08-01 0804		ACCESSION NO. 87W1188	DATE REC'D 6-24-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 32	SECTION(S) 5
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 4	
e) AGENCY OFFICIAL John Head For: Jim Boyd		PHONE NO. 383-2532	RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 2 3 4	<p style="text-align: center;"><u>WORK SHARING</u></p> <p>221's Non-Monetary Determinations (these records were closed 12/31/86)</p> <p>0000 to 4865 4866 to 9999 0000 to 9999 Batch warrent cards and disbursements sheets for 1985 and 1986</p>	<p>Schedule 991-4</p> <p>Item X 20</p> <p>Date of Disposal: 1/90</p> <p style="font-size: 2em; font-family: cursive;">Disposal 1/27/90 AL</p>

# RECORDS TRANSMITTAL AND RECEIPT

**E**

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

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

a) AGENCY CODE 1. <del>08-01</del> 08.04	ACCESSION NO. 87W1187	DATE REC'D 6-24-87
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>	LOCATION - RANGE 32      SECTION(S) 4-5	
c) DIVISION/UNIT <b>General Services Division</b>		
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>John Head</b> For: Thelma Taylor	PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	The following records were closed 12/86.	
1.	Jan.85 to Feb.5/85	Schedule
2.	Feb.6,85 to April 8,85	991-4
3.	April 10,85 to June 6,85	ITEM-11
4.	June 7,85 to July 29,85	
5.	July 30,85 to Sept.25,85	
6.	Sept 26,85 to Nov. 21,85	
7.	Nov.22,85 to Jan.6,86	
8.	Jan.7,86 to Feb. 18,86	
9.	Feb.19,86 to April 18,86	Date of
10.	April 20,86 to June 23,86	Destruction
11.	June 25,86 to Aug.13,86	1/90
12.	Aug.14,86 to Oct.15,86	
13.	Oct. 16,86 to Dec. 9.86	
14.	Dec. 10,86 to Dec. 31,86	
<u>ALL THE BOXES ARE EXPERIENCE RATING</u>		

Disposal!  
12/27/90  
GC

# RECORDS TRANSMITTAL AND RECEIPT

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

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

a) AGENCY CODE 1. <span style="font-size: 2em; margin-left: 100px;">08.04</span> 08-01	ACCESSION NO. <span style="font-size: 2em;">89W740</span>	DATE REC'D <span style="font-size: 2em;">1-24-89</span>	
b) AGENCY <del>DEPARTMENT OF EMPLOYMENT AND TRAINING</del> DEPT. ECONOMIC & EMPLOYMENT DEVELOPMENT	LOCATION - RANGE <span style="font-size: 2em;">19</span>		
c) DIVISION/UNIT General Services Division			SECTIONS) <span style="font-size: 2em;">7-8</span>
d) MAILING ADDRESS 1100 North Eulaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL For: William R. Merriman	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1985 Closed Cases- Lower Appeals	
1	11151 - 11199	SCHEDULE 991-4
2	11200 - 11274	ITEM <i>DB</i>
3	11275 - 11349	DISPOSAL DATE
4	11350 - 11424	1/90
5	11425 - 11500	<i>1/27/90</i>
6	11501 - 11575	<i>Disposal</i>
7	11576 - 11650	<i>[Signature]</i>
8	11651 - 11725	
9	11726 - 11800	
10	11801 - 11875	
11	11876 - 11950	
12	11951 - 12025	
13	12026 - 12100	
14	12101 - 12175	
15	12176 - 12250	
16	12251 - 12325	
17	12326 - 12400	
18	12401 - 12475	
19	12476 - 12550	
20	12551 - 12625	
21	12626 - 12700	



1985 CLOSED CASES - LOWER APPEALS DIVISION

22	12701 - 12775
23	12776 - 12850
24	12851 - 12925
25	12926 - 13000
26	13001 - 13075
27	13076 - 13150
28	13151 - 13225
29	13226 - 13300
30	13301 - 13375
31	13376 - 13450
32	13451 - 13525
33	13526 - 13600
34	13601 - 13675
35	13676 - 13750
36	13751 - 13825
37	13826 - 13900
38	13901 - 13975
39	13976 - 14050
40	14051 - 14125
41	14126 - 14200
42	14201 - 14275

R-19

S-7-8

One (1) Empty

S-8

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

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

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV.

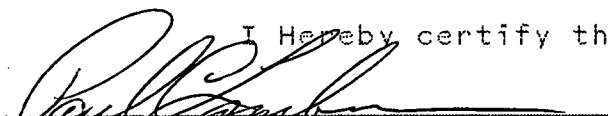
Reporting Agency

UNEMPLOYMENT INSURANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
87W519	LISTINGS FOR CHECKS	991-4A	30	1986	4	01/90	RECYCLED
87W520	LISTINGS FOR CHECKS	991-4A	30	1986	6		
87W522	ORIGINAL CLAIMS	991-4A	30	1986	4		
86W591	BATCHES ESA 16S	991-4	3A	12/84	52		
89W47	HISTORY JACKETS	991-4	19-20	1985	131		
89W45	PENALTY FOLDERS	991-4	19-20	1986	71		
88W,1233	TRA HISTORY CARDS	991-4	7	1987	1		

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

  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90  
Date

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE <i>08.01 08.04</i>		ACCESSION NO. <i>87W519</i>	DATE REC'D <i>12-18-86</i>
2) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>			
3) DIVISION/UNIT <b>General Services Division</b>		LOCATION - RANGE <i>8</i>	SECTION(S) <i>19</i>
4) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO. OF CU. FT. <i>4</i>	
5) AGENCY OFFICIAL <b>John Head</b>		RECORDS CENTER MANAGER	
6) For: <b>Jim Boyd</b>		PHONE NO. <b>383-2532</b>	
<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
<i>1</i>	80-80 Listings for Checks (B08's)	Schedule 991-4A
<i>2</i>	09-22-86 to 11-12-86	Item 30
<i>3</i>	08-01-86 to 09-19-86	Date of Disposal:
<i>4</i>	Supervisor's files A to Z Supervisor's files A to Z (Individual people)	<i>1/90</i>
		<i>1/20/90 R-Z Disposal</i>

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE  AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING  DIVISION / UNIT General Services Division  MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201  AGENCY OFFICIAL John Head  For: Jim Boyd  PHONE NO. 383-2532	ACCESSION NO.  87W520  LOCATION RANGE 7  SECTION(S) 12  NO. OF CU. FT. 6  RECORDS CENTER MANAGER	DATE REC'D  12-18-86  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
---	---	---

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	80-80 Listings for Checks (B01's)	Schedule 991-4A
1	08-19-86 to 08-29-86	Item 30  Date of Disposal: 1/90  <div style="text-align: right; font-family: cursive;">                         1/20/90                          PEZ                          Disposal                     </div>
2	09-02-86 to 09-16-86	
3	09-17-86 to 09-30-86	
4	10-01-86 to 11-05-86	
5	10-18-86 to 11-05-86	
6	10-06-86 to 11-21-86	



# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <span style="font-size: 2em; margin-left: 100px;">08.04</span> 380410316  b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>  c) DIVISION/UNIT <b>General Services Division</b>  d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>  e) AGENCY OFFICIAL <b>John Head</b> For: <b>James N. Boyd</b>  PHONE NO <b>383-2532</b>	ACCESSION NO. <span style="font-size: 3em; font-family: cursive;">86W591</span>	DATE REC'D <span style="font-size: 3em; font-family: cursive;">4-18-86</span>
LOCATION - RANGE <span style="font-size: 3em; font-family: cursive;">19</span>		SECTION(S) <span style="font-size: 3em; font-family: cursive;">5-6</span>
RECORDS CENTER MANAGER		NO. OF CU. FT. <span style="font-size: 3em; font-family: cursive;">52</span>
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<span style="font-size: 2em; font-family: cursive;">84/4</span> The following regular batches of ESA 16'S were closed <span style="font-size: 1.5em; font-family: cursive;">12/84</span>	
1	001-092	<div style="font-size: 2em; font-family: cursive; margin-bottom: 20px;">Disposal</div> <div style="font-size: 2em; font-family: cursive; margin-bottom: 20px;">1/27/90</div> <div style="font-size: 2em; font-family: cursive; margin-bottom: 20px;">PPZ</div> Schedule 991-4 Item 3-A Date of Disposal 1/90
2	093-129	
3	130-153	
4	154-180	
5	181-200	
6	201-222	
7	223-245	
8	246-270	
9	271-289	
10	290-303	
11	304-328	
12	329-345	
13	346-363 Missing 364	
14	365-382	
15	383-396	
16A	397-414	
16B	415-428C	
17	429-441	
18	442-453	
19	454-470	
20A	471-487	
20B	488-507B	
21	508-519	
22	520-533	
23	534-546B	
24	547-560	
25	561-573	
26	574-584	
27	585-599A	
28	599B-615	

29	616-626
30	627-640
31	641-656
32	657-672A
33	672B-675
34	676-686
35	687-698E
36	698F-713
37	714A-726
38	727-743B
39	744-749
40	750-761
41	762-771
42	772-783
43	784-794
44	795-809
45	810-819
46	820-834
47	835-856
48	857-890
49	891-950
50	951-4319
51	4320-4682
52	4683-5181 no batch, mixed batch, old mixed quarters



# 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 <div style="font-size: 2em; font-family: cursive; text-align: center;">08.04</div>	ACCESSION NO.  <div style="font-size: 2em; font-family: cursive; text-align: center;">89W47</div>	DATE REC'D  <div style="font-size: 2em; font-family: cursive; text-align: center;">6-30-88</div>
b) AGENCY  DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT	LOCATION - RANGE <div style="font-size: 2em; font-family: cursive; text-align: center;">50</div>	
c) DIVISION/UNIT  General Services Division		
d) MAILING ADDRESS  1100 North Eutaw Street Room 616 Baltimore, MD 21201	SECTION(S) <div style="font-size: 2em; font-family: cursive; text-align: center;">15-18</div>	NO. OF CU. FT.  <div style="font-size: 2em; font-family: cursive; text-align: center;">131</div>
e) AGENCY OFFICIAL John Starkloff  for U.I. B.L.O. #01	PHONE NO. 333-7532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	History Jackets 1985 0001 - 0076	Item # 991-4 9-1-89
2	0077 - 0147	Item # 19-20
3	0148 - 0220	" " 1/90
4	0221 - 0303	" "
5	0304 - 3969	" "
6	0370 - 0447	9-1-89
7	0448 - 0521	" "
8	0522 - 0591	" "
9	0592 - 0664	" "
10	0665 - 0734	" "
11	0735 - 0810	" "
12	0811 - 0894	9-1-89
13	0895 - 0972	" "
14	0973 - 1056	" "
15	1057 - 1126	" "
16	1127 - 1196	" "
17	1197 - 1270	" "
18	1271 - 1353	9-1-89
19	1354 - 1439	" "
20	1440 - 1515	" "
21	1516 - 1593	" "

Dispose  
2/10/90  
REZ



**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 08.04		ACCESSION NO. 88W1233	DATE REC'D 5-23-88
b) AGENCY DET		LOCATION - RANGE 41 SECTION(S) 11	NO. OF CU. FT. 1
c) DIVISION/UNIT TRA			
d) MAILING ADDRESS		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL		PHONE NO.	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 OF 1	<p>AGENCY; DET Jan 1, 1987</p> <p>DIVISION; TRA</p> <p>DATES; UNKNOWN</p> <p>RECORD TITLE; TRA History CARDS</p> <p>218-00      218-60-9574</p>	<p>991-4</p> <p>II 7</p> <p>1/90</p> <hr/> <p>Disposal:</p> <p>2-10-90</p> <p>GPL</p>

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

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

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV.

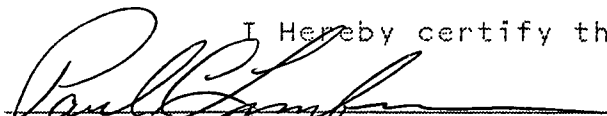
Reporting Agency

UNEMPLOYMENT INSURANCE

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
89W43	PENALTY FOLDERS	991-4	19-20	1985	37	01/90	RECYCLED
89W442	LOWER APPEALS	991-4	23	1985	89		
86W455	BATCH'S	991-4	3	84/3	51		
87W1196	HISTORY CARDS, TRA	991-4	9	1987	91		
89W48	LOWER APPEALS	991-4	23	1986	88		
89W1148	COMPUTER PRINTOUTS	991-4	30	87/4	5		
87W518	RERUNS	991-4A	30	1985	2		

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

  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90  
Date



# RECORDS TRANSMITTAL AND RECEIPT

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

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

a) AGENCY CODE 1.	ACCESSION NO.	DATE REC'D
b) AGENCY  <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b>		
c) DIVISION/UNIT  General Services Division	LOCATION - RANGE	SECTION(S)  NO. OF CU. FT.
d) MAILING ADDRESS  1100 North Eutaw Street Room 616 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Starkloff for UI B.L.O. #01	PHONE NO. 333-7532	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
20	Penalty Folders 221/222 October, 1985	0001 - 1299 9-1-89
21	" "	1300 - 2499 9-1-89
22	" "	2500 - 4028 9-1-89
23	" "	4037 - 4999 9-1-89
24	" "	5002 - 6560 9-1-89
25	" "	6564 - 8031 9-1-89
26	" "	8034 - 9999 9-1-89
27	November, 1985	0001 - 2499 9-1-89
28	" "	2500 - 4999 9-1-89
29	" "	5000 - 6992 9-1-89
30	" "	7028 - 9998 9-1-89
31	December, 1985	0001 - 1699 9-1-89
32	" "	1700 - 3099 9-1-89
33	" "	3100 - 4999 9-1-89
34	" "	5003 - 6019 9-1-89
35	" "	6052 - 7489 9-1-89
36	" "	7565 - 8744 9-1-89
37	" "	9274 - 9999 9-1-89

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E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 08.04		ACCESSION NO. 89W442	DATE REC'D 11-7-88
b) AGENCY <del>DEPARTMENT OF EMPLOYMENT AND TRAINING</del> DEED			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 36	SECTION(S) 6-8
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 89	
e) AGENCY OFFICIAL For: William R. Merriman		PHONE NO. 333 868-2532	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1985 Closed Cassettes- Lower Appeals	SCHEDULE 991-4
1	0001 - 0100	ITEM 23
2	0101 - 0200	Disposal Date 1/90
3	0201 - 0299	<i>Disposed</i> 2/13/90
4	0300 - 0398	
5	0433 - 0498	
6	0499 - 0598	
7	0599 - 0697	
8	0698 - 0796	
9	0797 - 0893	
10	0894 - 0992	
11	0993 - 1025	
12	1092 - 1187	
13	1188 - 1288	
14	1289 - 1388	

15	1389 - 1485
16	1486 - 1585
17	1586 - 1685
18	1686 - 1784
19	1785 - 1883
20	1884 - 1982
21	1983 - 2081
22	2082 - 2180
23	2181 - 2279
24	2280 - 2377
25	2378 - 2476
26	2477 - 2574
27	2575 - 2673
28	2674 - 2773
29	2774 - 2874
30	2875 - 2973
31	2974 - 3073
32	3074 - 3175
33	3176 - 3275
34	3276 - 3382
35	3383 - 3486
36	3487 - 3574
37	3575 - 3686
38	3687 - 3789
39	3790 - 3896
40	3897 - 4002



41	4003 - 4101
42	4102 - 4190
43	4191 - 4289
44	4290 - 4388
45	4389 - 4487
46	4488- 4586
47	4587 - 4685
48	4686 - 4785
49	4786 - 4884
50	4885 - 4985
51	4986 - 5084
52	5085 - 5184
53	5185 - 5283
54	5284 - 5381
55	5382 - 5479
56	5480 - 5575
57	5576 - 5674
58	5675 - 5773
59	5774 - 5872
60	5873 - 5971
61	5972 - 6071
62	6072 - 6170
63	6171 - 6269
64	6270 - 6368
65	6369 - 6467

66	6468 - 6566
67	6567 - 6664
68	6665 - 6763
69	6764 - 6863
70	6864 - 6963
71	6964- 7062
72	7063 - 8032
73	8033 - 8131
74	8132 - 8230
75	8231 - 8329
76	8330 - 8428
77	8429 - 8530
78	8531 - 8628
79	8629 - 8750
80	8751 - 8900
81	8901 - 9050
82	9051 - 9200
83	9201 - 9350
84	9351 - 9500
85	9501 - 9650
86	9651 - 9800
87	(DUPLICATES) 6141 - 9684 + 8009 - 9767
88	(DUPLICATES) 0005 - 8799
89	(DUPLICATES) 1076 - 6140

EA

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1 380410316		08.04		86W455		2-20-86			
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				LOCATION - RANGE 1		SECTION(S) 3-4			
c) DIVISION/UNIT General Services Division				NO OF CU FT 51		RECORDS CENTER MANAGER			
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201				e) AGENCY OFFICIAL John Head For: <i>Jim Boyd</i>				PHONE NO 383-2532	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER									

2 BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4 DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	84/3	
1	001-151	Schedule 991-4 Item 3 Date of Disposal: <del>10-89</del> <i>Jan. 1990</i>  <u>Disposal:</u> <i>1-10-90</i> <i>JK</i>
2	152-183	
3	184-202	
4	203-231	
5	232-249	
6	250-273	
7	274-296	
8	297-317	
9	318-338	
10	339-355	
11	356-378	
12	379-401	
13	402-421	
14	422-437	
15	438-456	
16	456-471	
17	472-486A	
18	486-B&C-500	
19	501-512	
20	513-525C	
21	526-535	
22	536-549	
23	550-563	
24	564-573B	
25	573C-584	
26	585-597	
27	598-609	
28	610-625	
29	626-638	
30	639-653	

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31 654-663A  
32 663B-671  
33 672-688  
34 689-704  
35 705-709  
36 710-721  
37 722-734  
38 735-749  
39 750-761  
40 762-776 B  
41 766C-787A  
42 787B-800  
43 801-816  
44 817-833  
45 834-859  
46 862-928  
47 929-3880A  
48 3880B-4002  
49 4003-4110  
50 4111-4658  
51 4675-5096-No Batch- Mixed Batch-660's

# 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 <p style="text-align: center;">380410310 <i>08.04</i></p>	ACCESSION NO. <p style="text-align: center; font-size: 2em;"><i>87W1196</i></p>	DATE REC'D <p style="text-align: center; font-size: 2em;"><i>6-24-87</i></p>
b) AGENCY <p style="text-align: center;">DEPARTMENT OF EMPLOYMENT AND TRAINING</p>		
c) DIVISION/UNIT <p style="text-align: center;">General Services Division</p>	LOCATION - RANGE <p style="text-align: center; font-size: 2em;"><i>3</i></p>	SECTION(S) <p style="text-align: center; font-size: 2em;"><i>3-5</i></p>
d) MAILING ADDRESS <p style="text-align: center;">1100 North Eutaw Street Room 312 Baltimore, MD 21201</p>	NO OF CU. FT. <p style="text-align: center; font-size: 2em;"><i>91</i></p>	
e) AGENCY OFFICIAL For: <b>John Head</b> <b>Gloria Morris</b>	PHONE NO <p style="text-align: center;">383-2532</p>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	13094 Bethlehem Steel - T.R.A. - History Cards, folders, etc.  Records closed as of January 1, 1987	Schedule 991-4  Item 9  Date of Disposal:  1/1/90
1	000-00-0001 - 212-32-9999	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <i>Disposal:</i>   <i>1-11-90</i>  <i>GPS</i> </div>
2	212-33-0001 - 212-48-9999	
3	212-49-0000 - 212-60-5999	
4	212-60-6000 - 213-34-9999	
5	213-35-0001 - 213-62-9999	
6	213-63-0001 - 213-70-3999	
7	213-70-4000 - 214-44-4999	
8	214-44-5000 - 214-62-9999	
9	214-63-0000 - 215-39-9999	
10	215-40-0000 - 215-60-5999	
11	215-60-6000 - 216-34-3999	
12	216-34-4000 - 216-54-2999	
13	216-54-3000 - 216-62-9999	
14	216-63-0000 - 217-26-9999	
15	217-27-0000 - 217-54-9999	
16	217-55-0000 - 217-68-9999	
17	217-69-0000 - 218-42-9999	
18	218-43-0000 - 218-56-9999	
19	218-57-0000 - 218-62-3999	
20	218-62-4000 - 218-99-9999	
21	219-00-0000 - 219-40-9999	
22	219-41-0000 - 219-60-9999	
23	219-61-0000 - 220-40-9999	
24	220-41-0000 - 220-72-9999	
25	220-73-0000 - 231-99-9999	
26	232-00-0000 - 242-99-9999	
27	243-00-0000 - 243-99-9999	
28	410-00-0000 - E	

Petition 15054

29 000-00-0001 - End

Petition 13552

30 000-00-0001 - 215-99-9999  
31 216-00-0000 - 219-50-9999  
32 219-51-0000 - End

Petition 13270

33 000-00-0001 - 212-99-9999  
34 213-00-0001 - 214-69-9999  
35 214-70-0000 - 216-99-9999  
36 217-00-0000 - 218-99-9999  
37 219-00-0000 - 230-99-9999  
38 231-00-0000 - End

Petition 15149

39 000-00-0001 - End

Petition 14990

40 000-00-0001 - End

Petition 14479

41 000-00-0001 - 218-99-9999  
42 219-00-0000 - End

Petition 15473

43 000-00-0001 - 216-99-9999  
44 217-00-0000 - 219-60-9999  
45 219-61-0000 - End

Petition 15433

46 000-00-0001 - End

Petition 15415

47 000-00-0001 - 219-50-9999  
48 219-51-0000 - End

Petition 15625

49 000-00-0001 - 218-99-9999  
50 219-00-0000 - End

Petition 14493

51 000-00-0001 - 213-30-9999  
52 213-31-0000 - 214-99-9999  
53 215-00-0000 - 217-30-9999  
54 217-31-0000 - 218-45-9999  
55 218-46-0000 - 220-99-9999  
56 221-00-0000 - 244-99-9999  
57 245-00-0000 - End

Petition 14412

58 000-00-0001 - End

Petition 14471

59 000-00-0001 - End

Petition 15620

60 000-00-0001 - End

Old History Cards - all petitions

61 000-00-0001 - 212-99-9999  
62 213-00-0000 - 213-99-9999  
63 214-00-0001 - 214-99-9999  
64 215-00-0001 - 215-99-9999  
65 216-00-0001 - 216-65-9999  
66 216-66-0000 - 217-99-9999

Petition 15661

67 000-00-0001 - 217-99-9999  
68 218-00-0001 - End

Petition 16074

69 000-00-0001 - 219-99-9999  
70 220-00-0000 - End

Miscellaneous

71 6783-4747-9051-11837-old  
72 Front of room by door - all s.s.#'s  
Same as above  
73 11837 and denials 9051 - all s.s.#'s  
74 same as above - misc. H/C 400-00-000

- 75      Miscellaneous continued  
          H/C - Old petitions - all s.s.#'s - off floor between  
          tall metal shelves
- 76      Job search and relocation  
          All petitions - 6783 - 4747 - 2316 - front of room in  
          file cabinets
- 77      Job Search and relocation continued  
          same as above  
          Old TRA overpayments - All Petitions - 6783 - 4747- etc.  
          000-00-0001 - 214-60-9999 -front of room files
- 78      Old TRA overpayments continued  
          214-61-0000 - 219-99-9999
- 79      OP same as above 220-00-0000 - END

Petition 15647

- 80      000-00-0001 - 217-99-9999  
81      218-00-0001 - END

Petition 16691

- 82      000-00-0001 - 217-99-9999  
83      218-00-0000 - 230-99-9999  
84      231-00-0000 - END

Petition 15832

- 85      000-00-0001 - 217-99-9999  
86      218-00-0000 - END

Petition 15869

- 87      000-00-0001 - END
- 88      Petition # 16331 - all ss#'s  
          Petition # 16342 - all ss#'s  
          Petition # 15829 - all ss#'s
- 89      Old TRA overpayments - All petitions - 6783 - 4747 - etc.  
          217-00-0000 - END - from front of room file cabinets  
          Misc. Files - All Petitions (same as above)  
          000-00-0001 - 216-49-9999
- 90      Misc. Files - same as above  
          216-50-0000 - End
- 91      Misc. Files - Win - Tra



87-N-1196

R-3

S-3-5

{ 91 } Boxes - 1 thru 91 \*  
\*

# 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  08-01 <b>0804</b>	ACCESSION NO  <b>89W48</b>	DATE REC'D  <b>6-30-88</b>
b) AGENCY  <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>	LOCATION RANGE  <b>113</b>	
c) DIVISION/UNIT  <b>General Services Division</b>		
d) MAILING ADDRESS  <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>	SECTION(S)  <b>11-14</b>	
e) AGENCY OFFICIAL  <b>For: William R. Merriman</b>	PHONE NO  <b>383-2532</b>	NO. OF CU. FT.  <b>88</b>
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1986 CLOSED CASSETTES- LOWER APPEALS	
1	0001 - 0101	SCHEDULE 991-4  ITEM 23  Disposal Date 1/90  <i>Disposal 3/8/90 PRZ</i>
2	0102 - 0199	
3	0200 - 0297	
4	0298 - 0395	
5	0396 - 0494	
6	0495 - 0593	
7	0594 - 0693	
8	0694 - 0793	
9	0794 - 0892	
10	0893 - 0991	
11	0992 - 1090	
12	1091 - 1194	
13	1195 - 1292	
14	1293 - 1392	
15	1393 - 1491	
16	1492 - 1590	
17	1591 - 1689	
18	1690 - 1788	
19	1789 - 1887	
20	1888 - 1986	
21	1987 - 2085	
22	2086 - 2184	
23	2185 - 2283	
24	2284 - 2382	
25	2383 - 2481	
26	2482 - 2581	
27	2582 - 2682	
28	2683 - 2786	
29	2787 - 2886	
30	2887 - 2985	

1986 CLOSED CASSETTES- LOWER APPEALS DIVISION

61.	6007- 6105	SCHEDULE	991-4
62.	6106- 6206		
63.	6207- 6304	ITEM 23	
64.	6305- 6403		
65.	6404- 6502	DISPOSAL DATE	1/90
66.	6503- 6602		
67.	6603- 6701		
68.	6702- 6800		
69.	6801- 6899		
70.	6900- 6998		
71.	6999- 7098		
72.	7099- 7197		
73.	7198- 7296		
74.	7297- 7396		
75.	7397- 7495		
76.	7496- 7692		
77.	7693- 7795		
78.	7796- 7905		
79.	7906- 8004		
80.	8005- 8103		
81.	8104- 8202		
82.	8203- 8301		
83.	8302- 8397		
84.	8398- 8431		
85.	0041- 4738	(RETURNED CASSETTES)	
86.	04891- 7560	(RETURNED CASSETTES)	
87.	07661- 8426	(RETURNED CASSETTES)	

#75A 7496-7594

R113  
S11-14

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JUN 23 1988  
RECORDS MANAGEMENT DIVISION

EMATY spaces = R113 S14-17

137

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 790-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE 380410316	<i>08.04</i>	ACCESSION NO. <i>89W1148</i>	DATE REC'D <i>5-12-89</i>
2) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>54</i>	SECTION(S) <i>18</i>
3) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>5</i>	
4) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
5) AGENCY OFFICIAL John Head For: <i>Jim Boyd</i>		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<i>87/4</i>	
	Computer Printouts	Schedule 991-4
1	AUTOMATIC DATA PROCESSING I AUTOMATIC DATA PROCESSING II STATE OF MARYLAND I STATE OF MARYLAND II	Item 30 Date of Disposal: <del>2/92</del> <i>1/90</i>
2	AETNA LIFE PRINCE GEORGE BOARD OF EDUCATION AUTOMATIC DATA PROCESSING ESSEX COMMUNITY COLLEGE BENDIX FIELD ENGINEERING DENNYS INC CARROLL CO. BOARD OF EDUCATION ANNE ARUNDEL BOARD OF EDUCATION BLAKE CONTRACTORS CITY OF BALTIMORE	<i>Disposal 3/3/98 RZ</i>

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APR 24 1989  
OFFICE OF  
GENERAL SERVICES

3- NATIONAL GEOGRAPHIC SOCIETY  
BLACK AND DECKER  
UNIVERSITY OF MARYLAND MEDICAL  
BETHLEHAM STEEL CORP.  
BLUE CROSS & BLUE SHIELD  
K-MART  
J.C. PENNY  
HOWARD CO. COMMUNITY COLLEGE  
HARFORD CO. BOARD OF EDUCATION  
MONTGOMERY CO. COMMUNITY COLLEGE  
LOCKE INSULATION  
PENTAMATION  
HOWARD CO. LIBRARY BOARD  
HARFORD CO. GOVERNMENT  
K-MART  
NEW JERSEY BELL  
KELLY SPRINGFIELD TIRE  
BALTIMORE CO. BOARD OF EDUCATION  
HOWARD CO. BOARD OF EDUCATION  
SUSQUEHANA REGION P.I.C.  
CITY OF HAGERSTOWN

4 BALTIMORE CO. GOVERNMENT  
HOUSING AUTHORITY OF BALTIMORE CITY  
ALEXANDER AND ALEXANDER  
CATONSVILLE COMMUNITY COLLEGE  
WATKINS JOHNSON CO.  
DART DRUGS  
SEARS ROEBUCK CO.  
BOARD OF EDUCATION OF WASHINGTON COUNTY  
JOHNS HOPKINS HOSPITAL  
SAVINGS BANK OF BALTIMORE  
ANNE ARUNDEL CO. GOVERNMENT  
C & P TELEPHONE OF MARYLAND  
C & P TELEPHONE OF WASHINGTON  
BELL ATLANTIC MANAGEMENT SERVICE  
MERCY HOSPITAL  
I B M  
WASHINGTON ADVENTIST HOSPITAL  
SOPCO (REVCO/ODD-LOT)

5 MCDONNELL DOUGLAS  
BALTIMORE GAS & ELECTRIC  
JOHNS HOPKINS UNIVERSITY  
ALLSTATE INSURANCE CO.  
ALLEGANY COMMUNITY COLLEGE  
GIANT FOOD INC.  
FREDERICK COMMUNITY COLLEGE  
PRINCE GEORGE COMMUNITY COLLEGE  
FREDERICK CO. GOVERNMENT  
MONTGOMERY CO. GOVERNMENT  
REVIEW AND HERALD PUB.  
FREDERICK CO. BOARD OF EDUCATION  
MONTGOMERY CO. BOARD OF EDUCATION

RECEIVED

APR 24 1983

OFFICE OF  
GENERAL SERVICES

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE		ACCESSION NO.	DATE REC'D
08 07 08.04		87W518	12-18-86
2) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
3) DIVISION/UNIT General Services Division		LOCATION - RANGE 105	SECTION(S) 20
4) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 2	
5) AGENCY OFFICIAL John Head		RECORDS CENTER MANAGER	
For: Jim Boyd		PHONE NO. 383-2532	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	RERUNS 05-01-85 to 08-05-85	Schedule 991- <del>AA</del> Item 30 Date of Disposal: 1/90
2	08-06-85 to 11-01-85	

Disposal  
3/3/90  
RJR

87-W-5.18

R-105

S-~~10~~20

TWO 2, BOXES ONLY \*

\*



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

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

08.02

DEPT. ECONOMIC & EMPLOYMENT DEV.

Reporting Agency

ADMINISTRATION

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
85W649	TIME DISTRIBUTION	991-2A	38	1984	12	01/90	RECYCLED

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

\_\_\_\_\_  
Signature

RECORDS CENTER MANAGER  
Title

03/20/90

\_\_\_\_\_  
Date

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380210505 <i>08.02</i>		ACCESSION NO. <i>85W649</i>	DATE REC'D <i>4-11-85</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>10</i>	SECTIONS <i>10</i>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>12</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Dennis Morton	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)																																																				
	The following records were closed <u>12/84</u>	Schedule # 991-2 A Item # 38 Date of Disposal 1/90																																																				
	<table border="1"> <thead> <tr> <th></th> <th>DESCRIPTION</th> <th>AGENCY</th> <th>FISCAL YEAR</th> </tr> </thead> <tbody> <tr><td>1</td><td>Time Distribution - Oct. '83</td><td>380200</td><td>1984</td></tr> <tr><td>2</td><td>Time Distribution - Nov. '83</td><td>"</td><td>"</td></tr> <tr><td>3</td><td>Time Distribution - Dec. '83</td><td>"</td><td>"</td></tr> <tr><td>4</td><td>Time Distribution - Jan. '84</td><td>"</td><td>"</td></tr> <tr><td>5</td><td>Time Distribution - Feb. '84</td><td>"</td><td>"</td></tr> <tr><td>6</td><td>Time Distribution - March '84</td><td>"</td><td>"</td></tr> <tr><td>7</td><td>Time Distribution - April '84</td><td>"</td><td>"</td></tr> <tr><td>8</td><td>Time Distribution - May '84</td><td>"</td><td>"</td></tr> <tr><td>9</td><td>Time Distribution - June '84</td><td>"</td><td>"</td></tr> <tr><td>10</td><td>Time Distribution - July '84</td><td>"</td><td>"</td></tr> <tr><td>11</td><td>Time Distribution - August '84</td><td>"</td><td>"</td></tr> <tr><td>12</td><td>Time Distribution - Sept. '84</td><td>"</td><td>"</td></tr> </tbody> </table>		DESCRIPTION	AGENCY	FISCAL YEAR	1	Time Distribution - Oct. '83	380200	1984	2	Time Distribution - Nov. '83	"	"	3	Time Distribution - Dec. '83	"	"	4	Time Distribution - Jan. '84	"	"	5	Time Distribution - Feb. '84	"	"	6	Time Distribution - March '84	"	"	7	Time Distribution - April '84	"	"	8	Time Distribution - May '84	"	"	9	Time Distribution - June '84	"	"	10	Time Distribution - July '84	"	"	11	Time Distribution - August '84	"	"	12	Time Distribution - Sept. '84	"	"	<p><i>Disposed</i></p> <p><i>1-20-90</i></p> <p><i>[Signature]</i></p>
	DESCRIPTION	AGENCY	FISCAL YEAR																																																			
1	Time Distribution - Oct. '83	380200	1984																																																			
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11	Time Distribution - August '84	"	"																																																			
12	Time Distribution - Sept. '84	"	"																																																			

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

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

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

08.03

DEPT. ECONOMIC & EMPLOYMENT DEV.


Reporting Agency

JOB TRAINING & PLACEMENT

DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
87W133	ESARS	991-3A	25	1984-85	9	01/90	RECYCLED
89W184	511 UPS RECORDS	991-3	29	12/86-1/87	3		
87W1195	VOUCHERS & CERTIFICATIONS	991-3	27	1982	15		
86W392	ESARS	991-3A	25	1983-84	7		

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

  
Signature

RECORDS CENTER MANAGER \_\_\_\_\_  
Title Date

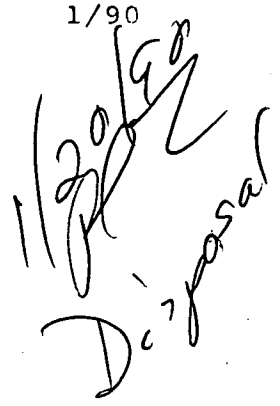
03/20/90  
Date

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 08.03 380310206 <del>08.01</del>		ACCESSION NO. 87W133	DATE REC'D 8-27-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 14	SECTION(S) 15
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 9	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: John Head Paul Gilden		PHONE NO. 383-2532	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
1	ESARS July & August 1984	SCHEDULE #991-3A	
2	ESARS September, October & November 1984	ITEM 25	
3	ESARS December 1984 & January 1985	DATE OF DISPOSAL:	
4	ESARS February & March 1985	1/90	
5	ESARS April & May 1985		
6	ESARS JCL's for November 1984-December 1985		
7	ESARS JCL's for September-October 1984, SMSA Report for September 1985 and various Obt Employment and E Vet reports		
8	ESARS SMSA reports for December 1985-March 1986 and various Obt Employment and E Vet reports		
9	Validation reports 1984 and 1985		

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**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 38.03.82		ACCESSION NO. 89W184		DATE REC'D 8-12-88
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT		LOCATION - RANGE 2		SECTION(S) 33
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 3		RECORDS CENTER MANAGER
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
e) AGENCY OFFICIAL Dennis W. Lanahan	PHONE NO. 333-5187			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<b>THE FOLLOWING 511 UPS RECORDS WERE CLOSED:</b>	<b>Schedule 991-3 DESTRUCT DATE</b>
8 1	" " " " " " " 12/86	<del>12/89</del>
8 2	" " " " " " " 12/86	<del>12/89</del>
8 3	" " " " " " " 1/87	1/90
		<b>Item 29</b>
		<i>Disposal:</i> 1-11-90 JPL

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**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380310206      0801      08.03		ACCESSION NO. 87W1195	DATE REC'D 6-24-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 3	SECTION(S) 5
c) DIVISION/UNIT General Services Division		NO OF CU. FT. 15	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Edward Lorenz		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Vouchers and Certifications, 1982 Verification Study	Schedule 991-3  Item 27  Date of Disposal:  January, 1990  <i>Disposal:</i> 1-13-90 JPS
2	Vouchers and Certifications, General Assembly Study	
3	Certifications, 1982, Li-Rn	
4	Certifications, 1982, Ri-T	
5	Certifications, 1982, U-Z	
6	Certifications, 1982, A-CI	
7	Certifications, 1982, Co-Gri	
8	Certifications, 1982, Gri-Lew	
9	Vouchers/ACF's, 1982, Cr-Ha	
10	Vouchers/ACF's, 1982, He-Mc	
11	Vouchers/ACF's, 1982, A-Co	
12	Vouchers/ACF's, 1982, Me-Smith	
13	Vouchers/ACF's, 1982, Sn-Z	
14	Invalid Forms	
15	Cooperative Education Forms, FY 1982	

EA

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380310206		08.03	ACCESSION NO. 86W392	DATE REC'D 1-16-86
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 2	SECTION(S) 27	NO. OF CU. FT. 7
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL John Head For: Paul Gilden		PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ESARS march & Sept. 1984 (SMSA & SDA)	Schedule 991-3 A Item 25 Date of Disposal: 9/89 1/90  Disposal: 1-11-90 GPT
2	ESARS Dec 83 LO(duplicate) Dec 84 (SMSA & SDA)	
3	ESARS Dec 83 & Oct 84 (LO and State)	
4	ESARS Dec 83 (LO, SMSA & SDA) and June 84 SMSA	
5	ESARS May, June and Sept 83 (LO & State)	
6	ESARS Feb, Mar and Jan 84 (LO & State)	
7	ESARS Apr and June 84 (LO & State)	

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

CERTIFICATE OF RECORDS DISPOSAL

09.08

EXECUTIVE-FORMERLY-DGS

CASUALTY CLAIMS  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W830	CLAIMS	882	4	1984-86	9	1/91	RECYCLED

Signature

RECORDS CENTER MANAGER  
Title

03/26/91  
Date



E

RECEIVED

RECORDS TRANSMITTAL AND RECEIPT

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

JUN 12 1987

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DEPARTMENT OF GENERAL SERVICES  
CASUALTY CLAIMS DIVISION

a) AGENCY CODE 1. 280101 <del>10150908</del>		ACCESSION NO. 87W830	DATE REC'D 4-20-87
b) AGENCY Department of General Services		LOCATION - RANGE 33	SECTION(S) 25
c) DIVISION/UNIT Casualty Claims		NO. OF CU. FT. 9	RECORDS CENTER MANAGER
d) MAILING ADDRESS Mr. W. Baker Harward Chief, Casualty Claims 301 W. Preston St. Rm. #1211 Baltimore, Maryland 21201		e) AGENCY OFFICIAL Mr. W. Baker Harward (301) 225-4980	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<u>Policy</u> <u>Year</u> <u>Claim Numbers</u>	
1	Auto 1985	Sch. # 882
2	Auto 1985-86	<del>December 1990</del>
3	Blanket 1985	"
	Special Blanket 1985-86	Item # 4
4	Spec. Equip. 1985	"
	Crane 1985	Jan. 1991
	Bus 1984-85	"
	Boiler 1985	"
5	Blanket 1985	"
	Auto 1985	"
6	Railroad 1985	"
	Spec. Equip. 1985	"
7	Construction projcets 1981-1985	"
8	Blanket 1984	"
	Blanket 1985	"
9	Construction papers 1982-1985	"

Disposal  
2/9/91  
022

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