

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

06.01.01

DEPT. HOUSING & COMMUNITY DEV.

FINANCE-ACCTG.  
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
89W312	TRANSMITTALS	1031	1E	FY 85	72	7/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

07/25/92  
Date

E

RECORDS TRANSFERENTIAL AND RECEIPT  
DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 780-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.20		ACCESSION NO. 06.01.01 89W312		DATE REC'D 9-21-88
2. AGENCY Department of Housing & Community Development		LOCATION - RANGE 106		SECTION(S) 1-3
3. DIVISION/UNIT Office of Finance - Accounting		NO. OF CU. FT. 72		RECORDS CENTER MANAGER
4. MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401		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)
	<u>Fiscal Year 1985 - Transmittals</u> 1992	
1	1 - 22	<i>sch. 1031-6</i> <i>Item # 1E</i> <i>July 1992</i> <hr/> <i>Disposal</i> <i>10/8/92</i> <i>GRV</i>
2	23 - 32	
3	33 - 47	
4	48 - 60	
5	61 - 75	
6	76 - 93	
7	94 - 101	
8	102 - 113	
9	114 - 125	
10	126 - 140	
11	141 - 160	
12	161 - 177	
13	178 - 198	
14	199 - 219	
15	220 - 237	
16	238 - 261	
17	262 - 282	
18	283 - 308	
19	309 - 337	
20	338 - 365	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37 01.20	ACCESSION NO.	DATE REC'D
2. AGENCY Department of Housing & Community Development		
3. DIVISION/UNIT Office of Finance - Accounting	LOCATION - RANGE	SECTION(S) NO. OF CU. FT.
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)
21 22 23 24 25 26 27 28	<p style="text-align: center;"><u>Fiscal Year 1985 - Transmittals (con't)</u> 1992</p> 366 - 395 396 - 420 421 - 445 446 - 474 475 - 506 507 - 526 528 - 545 546 - 550	1031-G
29 30 31 32 33 34 35	<p style="text-align: center;"><u>Fiscal Year 1985 - Vouchers</u></p> A - B C - D E - I J - M N - R S - V W - Z	

USE PLAIN 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 - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 37.01.20</p> <p>2. AGENCY Department of Housing &amp; Community Development</p> <p>3. DIVISION/UNIT Office of Finance - Accounting</p> <p>4. MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401</p> <p>5. AGENCY OFFICIAL <i>Deborah L. Tolson</i> Deborah L. Tolson</p>	<p>ACCESSION NO.</p>	<p>DATE REC'D</p>	
	<p>LOCATION - RANGE</p>	<p>SECTION(S)</p>	<p>NO. OF CU. FT.</p>
	<p>RECORDS CENTER MANAGER</p>		
<p><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DA)
36	<u>Fiscal Year 1985 - Contracts</u>	
37	A - B	1992
38	C - D	1031-E
39	E - J	
40	K - O	
41	P - Sp	
42	St - Z	
43	<u>Fiscal Year 1985 - Allocations</u> (SUI EK) All Divisions Gas/Supplies All Divisions	
44	<u>Fiscal Year 1985 - Contractual Contracts</u> Contractual Employee	
45	Contractual Employee	
46	<u>Fiscal Year 1985 - Adjustment</u> Disbursement/Cash Transmittal	
<p>47 to 72 See Next Sheet</p>		



R-~~Q~~ 106

S-~~106~~ 1-3

① Empty Space  
R 106 53

RECEIVED

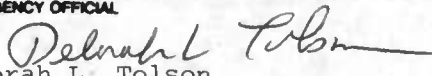
AUG 26 1988

RECORDS MANAGEMENT  
DIVISION

# RECORDS TRANSMITTAL AND RECEIPT

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

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

a) AGENCY CODE 1. 37.01.20	ACCESSION NO.	DATE REC'D
b) AGENCY Department of Housing & Community Development		
c) DIVISION/UNIT Office of Finance - Accounting	LOCATION - RANGE      SECTION(S)	NO. OF CU. FT.
d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL  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)
<del>46</del>	<u>FY 1985 - Adjustments</u> <u>Disbursement/Cash Transmittal</u>	
47	<u>FY 1985 - W/F</u> W/F Check stubs etc.	
48	<u>FY 1985 - CD's</u> Division 20 Check returns	
49	Division 20	
50	Division 21	
51	Division 21	
52	Division 21 & 23	
53	Varions	
54	Cash list (verified)	
55	Cash list	
56	Check Receipts Clearance form	
57	Divison 23 - 24 - 25	
58	Receipt Books	
59	Receipt Books	

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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**

<p>a) AGENCY CODE 1. 37.01.20</p>	<p>ACCESSION NO.</p>	<p>DATE REC'D</p>
<p>b) AGENCY Department of Housing &amp; Community Development</p>		
<p>c) DIVISION/UNIT Office of Finance - Accounting</p>	<p>LOCATION - RANGE</p>	<p>SECTION(S)</p>
<p>d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401</p>	<p>NO. OF CU. FT.</p>	
<p>e) AGENCY OFFICIAL <i>Deborah L Tolson</i> Deborah L Tolson</p>	<p>PHONE NO. 301/974-3250</p>	<p>RECORDS CENTER MANAGER</p>
<p><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
<p>65</p>	<p><u>FY 1985 - Centrex</u> July - June</p>	
<p>66</p>	<p><u>FY 1985 - Inventory Control</u> July 84 - June 85</p>	
<p>67</p>	<p><u>Fy 1985 - Misc.</u> Capital project</p>	
<p>68</p>	<p>W/F Mileage Report</p>	
<p>69</p>	<p>Travel Advance</p>	
<p>70</p>	<p><u>Correspondence</u> <u>FY 1985 - Adjustments</u></p>	
<p>60</p>	<p>20 25 (119's)</p>	
<p>61</p>	<p>119's &amp; 120's misc.</p>	
<p>62</p>	<p>119's</p>	
<p>63</p>	<p>119's</p>	
<p>64</p>	<p>119's &amp; 120's MIDFA Enc. Rept.</p>	
<p>71</p>	<p><u>FY 1985 - Misc. (add on)</u> Monthly Enc.</p>	

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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

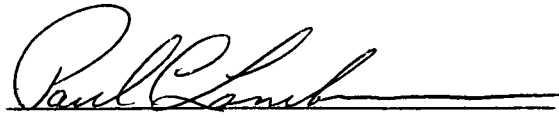
CERTIFICATE OF RECORDS DISPOSAL

06.03

DEPT. HOUSING & COMMUNITY DEV.

HOUSING MANAGEMENT  
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
91W1152	OPERATING STATEMENTS	1210	12	1989	4	7/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

07/21/92  
Date

# RECORDS TRANSLITTAL 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 37. 01. 25. 06. 01      06. 03		ACCESSION NO. <b>91W1152</b>	DATE REC'D <b>4-16-91</b>
b) AGENCY Department of Housing and Community Development		LOCATION - RANGE <b>34</b>	SECTIONS <b>18</b>
c) DIVISION/UNIT Housing Management			
d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>Kenneth G. Minor</b>		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)	
	CDA - Housing Management	Schedule #1210-#12	
1	1989 Operating Statements - Letter A to D	7/92	
2	1989 Operating Statements - Letter E to H	<u>Disposal:</u> 10/29/92 gpg	
3	1989 Operating Statements - Letter H to R		
4	1989 Operating Statements - Letter R to W		

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R-34

S-18

4 Empties

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
89W812	PURCHASE ORDERS	1204	2	FY 85	3	7/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

07/25/92  
Date

DGS-550-2

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.20.03.003		ACCESSION NO. 89W812	DATE REC'D 2-14-89
b) AGENCY Department of Housing & Community Develop		LOCATION - RANGE 8	SECTIONS(S) 28
c) DIVISION/UNIT Purchasing & Procurement			
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401-1907		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Dale A. Dorsch	PHONE NO. 974-3707	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 3	Purchase Orders from 7/1/84 thru 6/30/85 -- FY '85	1204 Sch. #1048, item #2 July 1992 Disposal  <i>Disposal</i> <i>8/12/92</i> <i>gpe</i>



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 MGT. -CDA  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
89W1041	VOUCHERS-HAP REQUESTS	922	13		9	1/92	RECYCLED
89W808	AUDITS, OPERATING STATEMENTS	922	12	1986	4		

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
Date

E

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 700-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.25.006.001 . 06.03. <del>06.03.</del>		ACCESSION NO. 89W1041	DATE REC'D 4-11-89
b) AGENCY Dept. of Housing & Community Development		LOCATION - RANGE 34	SECTION 19
c) DIVISION/UNIT Housing Management - CDA		NO. OF CU. FT. 9	
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>Glenn H. Jael</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	Monthly Vouchers - HAP requests	922-13	1992 / Jan.  Disposal 4/4/92 PK
2	Monthly vouchers - HAP requests	1992	
3	Monthly Vouchers - HAP requests	1992	
4	" "	"	
5	" "	"	
6	" "	"	
7	" "	"	
8	" "	"	
9	" "	"	

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# RECORDS TRANSMITTAL AND RECEIPT

4/24/89

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1370)

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

<p>1. AGENCY CODE 37.01.25.06.01      <i>06.03</i></p> <p>2. AGENCY Dept. of Housing &amp; Community Development</p> <p>3. DIVISION/UNIT Housing Management</p> <p>4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401</p> <p>5. AGENCY OFFICIAL      PHONE NO. <i>Howe</i>      974-2178</p>	<p>ACCESSION NO. <i>89W808</i></p> <p>LOCATION - RANGE      SECTION(S) <i>18</i>      <i>12</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE RECD <i>2-14-89</i></p> <p>NO. OF CU. FT. <i>4</i></p> <p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p> <p>CDA - Housing Management</p> <p>1 of 9      1986 audits</p> <p>2 of 9      1986 operating Statements</p> <p>3 of 9      1986 audits</p> <p>4 of 9      1986 operating statements</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p> <p>922- 12</p> <p><del>December, 1991</del></p> <p><del>December, 1991</del></p> <p>"      "</p> <p>"      "</p> <p><i>Jan. 1992</i></p> <p><i>Disposal</i></p> <p><i>3/30/92</i></p> <p><i>RR</i></p>

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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

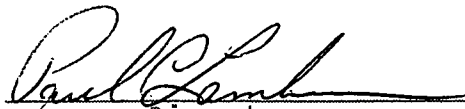
06.03.01

DEPT. HOUSING & COMMUNITY DEV.

HOUSING MGMT.  
DIVISION

---

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W169	CLOSED FILES & PAID OFF LOANS	1212	3		2	1/92	RECYCLED

  
\_\_\_\_\_  
Signature

RECORDS CENTER MANAGER  
Title

01/25/92  
Date

AND RECEIPT

06.03.01

Accession No.

87W/69

Date received

9-8-86

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

Dept of Economic & Communtiy Development  
45 Calvert St, Annapolis, Md 21401

Signature

Title

2. Building and Room

Attman Glazer Bldg  
390

3. Phone

269-2795

4. To: State Records Center

5. Signature: (Agency Official)

Nancy S. Rase

6. No. of Cu.Ft.

2 cu ft needed for storage

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1 of 2  
2 of 2

closed files & paid off loans

~~1029-3 10/30/91~~

~~9/31/91~~

Jan. 1992

1212 #3

Disposal

3/30/92

R-20  
S-2

(Use Plain Unlined Paper For Continuation Pages)

XXXXXXXX

2/24/75

DGS-550-5

87W169

R20

S2

Bates 1-2

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
89W809	OPERATING STATEMENTS	922	13	1987	4	1/92	RECYCLED
89W1142	SINGLE FAMILY	922	13	1986	4		

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
Date

# RECORDS TRANSLITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 760-1379)

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

1. AGENCY CODE 37.01.25.06.01      06.03	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">89W809</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">2-14-89</span>
2. AGENCY Dept. of Housing & Community Development	LOCATION - RANGE      SECTIONS <span style="font-size: 2em; font-family: cursive;">18      7</span>	
3. DIVISION/UNIT Housing Management		
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">4</span>	
5. AGENCY OFFICIAL <span style="font-size: 1.5em; font-family: cursive;">Dorinda H. Jack</span>	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 4	1987 Operating Statements	<del>December, 1991</del>
2 of 4	1987 Operating Statements	<del>December, 1991</del>
3 of 4	1987 Operating Statements	<del>December, 1991</del>
4 of 4	1987 Operating Statements	<del>December, 1991</del>
		Jan. 1992 Sch. #922-13 Disposal 3/21/92 <span style="font-size: 1.5em; font-family: cursive;">PR</span>

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**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 376, JESSUP, MD. 20794 (TELEPHONE - 796-1879)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.002.01		ADMISSION NO. 89W1K42	DATE REC'D 5-11-89
2. AGENCY Department of Housing and Community Dev.		LOCATION RANGE 122	NO. OF DU. PT. 4
3. DIVISION/UNIT Housing Management (Single Family)		SECTION NO. 22	
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		RECORDS CENTER NUMBER	
5. AGENCY OFFICIAL <i>Glenn Taylor</i>		PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

6. BOX NUMBERS	7. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	8. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 4	69013040 - Cordero, Francisco (Janice) 08-27-86	Schedule 922-13 1991 1192
1 of 4	64085020 - Conrad, Larry R. (Lillian M.) 08-11-86	"
1 of 4	64544803 - Constantine, Pearl K. 11-18-86	"
1 of 4	84013702 - Dennis, Brian (Debora) 09-19-86	"
1 of 4	76234902 - Disney, Clifton (Karen) 09-12-86	"
1 of 4	83855824 - Dolch, John (Stacey) 10-17-86	"
1 of 4	83199603 - Densuk, Scott (Kathleen) 07-22-86	"
1 of 4	56020090 - Downs, Katherine (Nutter, David) 06-17-86	"
1 of 4	76156104 - Eichner, Charles (Suzanne) 09-02-86	"
1 of 4	60007- Flerlage, Frederick (Majorie) 09-19-86	"
1 of 4	83842404 - Foor, Mark (Hentz, Patricia) 08-21-86	"
1 of 4	7618002104 - Folker, Jr. John E. (Cora) 10-01-86	"
1 of 4	71515403 - Flickinger, George W. 08-06-86	"
1 of 4	87157804 - Fox, Ronnie (Beth) 08-26-86	"
1 of 4	1391031 - Franey, Woodland 11-05-86	"

*3-21-92*

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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>		<u>Disposal Date</u>
1 of 4	76015040 - Frey, David (Rebecca)	08-29-86	1991
1 of 4	71834704 - Fox, Victor (Cynthia)	10-27-86	"
1 of 4	33599507 - Fitzgerald, Darren	02-19-86	"
1 of 4	83534604 - Fitch, Steven, (Debra)	07-21-86	"
1 of 4	80538024 - Foxwell, Gary (Lois)		no date in file
1 of 4	83861903 - Fox, Elizabeth A.	06-02-86	"
1 of 4	91366502 - Fugini, Richard L.	09-19-86	"
1 of 4	8210040 - Grauer, Renee	06-18-86	"
1 of 4	78589612 - Green, Lavinia	09-18-86	"
1 of 4	87181515 - Gregor, Bret (Brenda)	08-14-86	"
1 of 4	5016701312 - Grimes, Daniel (Rebecca)	09-??-86	"
1 of 4	#12 - Grimes, James	06-26-86	"
1 of 4	73900713 - Groves, Elwood	09-19-86	"
1 of 4	64885107 - Grimm, James (Cathy)	06-02-86	"
1 of 4	5354077 - House, Larry (Suzanne)	08-18-86	"
1 of 4	78805912 - Houck, Charles (Sheri)	06-03-86	"
1 of 4	83103719 - Harper, Andrew	10-07-86	"
1 of 4	100008140 - Hammer, Randy (Karen)	09-19-86	"
1 of 4	5189141 - Hammel, Steven L. (Kimberly)	08-18-86	"
1 of 4	71491424 - Hastings, John (Mamie)	06-09-86	"
1 of 4	85040090 - Hartley, David J.	08-19-86	"
1 of 4	64866502 - Heck, Douglas (Susan)	08-27-86	"
1 of 4	8037030 - Harris, Lee (Janice)	12/01/86	"
1 of 4	97020020 - Harris, Sylvia Jeanne	07/03/86	"

## RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 278, JESUP, MD. 20794 (TELEPHONE • 700-1278)

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

a) AGENCY CODE 1. 37.01.25.002.01	ACCESSION NO.	DATE RECD
b) AGENCY Department of Housing and Community Dev		
c) DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	NO. OF CU. FT.
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>Gloria H. Jacob</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)
		Schedule 922-13
2 of 4	7815800515 - Hart, James	1991
2 of 4	83945304 - Hentz, Robert (Katherine)	"
2 of 4	78974602 - Holbrook, Guy F.	"
2 of 4	5258031 - Hodges, George D.	"
2 of 4	83023603 - Hisey, Richard C.	"
2 of 4	8303030 - Higgins, Kevin	"
2 of 4	64876804 - Haak, Darlene B.	"
2 of 4	73009120 - Ison, Betty J.	"
2 of 4	84028805 - Irving, Robert M.	"
2 of 4	3581031 - Jackson, Marlana	"
2 of 4	1579031 - Judd, Thomas P.	"
2 of 4	847007403 - Jones, David (Teresa)	"
2 of 4	106053070 - Kunkel, Francis (Kathleen)	"
2 of 4	5121040 - Kusick, Michael D. (Donna L.)	"
2 of 4	480052040 - Kuhnke, Terry	"

(USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

page 2 of 2

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>		<u>Disposal Date</u>
2 of 4	83011140 - Knepper, Gary (Ruth)	07-11-86	1991
2 of 4	68726504 - Kivitz, Marc	09-19-86	"
2 of 4	7816300514 - Klapaska, Harry E.	06-27-86	"
2 of 4	5672231 - Kline, Guy S. (Theresa Marie)	07-17-86	"
2 of 4	96012020 - Korb, Betty L.	09-19-86	"
2 of 4	5663 - Kakwacki, Chris	10-03-86	"
2 of 4	64862015 - Kaiser, Terri (Dale)	10-28-86	"
2 of 4	71498406 - Kalmanowicz, Thaddeus	06-12-86	"
2 of 4	78262904 - Kalathas, Nicholas (Kathleen)	10-20-86	"
2 of 4	5649 - Kaikko, Wayne	12-08-86	"
2 of 4	5383051 - Kelly, Mark E.	06-17-86	"
2 of 4	109028220 - Keiper, Robert (Laurie)	01-29-86	"
2 of 4	121014120 - Kent, Jr. Seth (Sharon)	09-08-86	"
2 of 4	84975303 - Kidd, Clifford J.	08-29-86	"

## RECORDS TRANSMITTAL AND RECEIPT

**DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER**  
**P.O. BOX 875, JESSUP, MD. 20794 (TELEPHONE • 703-1675)**

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

<b>1. AGENCY CODE</b> 37.01.25.002.01		<b>ACCESSION NO.</b>	<b>DATE REC'D</b> <b>F</b>
<b>2. AGENCY</b> Department of Housing and Community Dev.			
<b>3. DIVISION/UNIT</b> Housing Management (Single Family)		<b>LOCATION - RANGE</b>	<b>SECTION(S)</b>
<b>4. MAILING ADDRESS</b> 45 Calvert Street Annapolis, MD 21401		<b>NO. OF CU. FT.</b>	
<b>5. AGENCY OFFICIAL</b> <i>Don H. Jack</i>		<b>PHONE NO.</b> 974-2178	
		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
1. BOX NUMBERS	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
		Schedule 922-13	
3 of 4	110005090 - Lindner, Craig (Ludwig, Tina)	09-25-86	1991
3 of 4	5166071 - Lippy, Rickey L. (Judy D.)	11-10-86	"
3 of 4	090063 - Long, Shirleyanne	11-07-86	"
3 of 4	5228140 - Luckey, Sr. Harry E. (Evelyn)	08-18-86	"
3 of 4	64431422 -- Ludwig, David	09-19-86	"
3 of 4	566804 - Lewis, Calvin (Marie)	07-07-86	"
3 of 4	000021 - Lewis, Barbara J.	11-11-86	"
3 of 4	62015020 - Lewes, Mark A. (Pamela G.)	06-13-86	"
3 of 4	52017040 - Leyboldt, Robert	09-19-86	"
3 of 4	000012 - Lochner, Anthony	09-22-86	"
3 of 4	77573803 - Lehman, Robert (Denise)	07-30-86	"
3 of 4	90021040 - Lee, Richard (Sandra)	09-19-86	"
3 of 4	8253020 - Leek, Robert	08-13-86	"
3 of 4	71304412 - Leiter, Michael	10-27-86	"
3 of 4	56802004336 - Lemieux, James	06-30-86	"

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>		<u>Disposal Date</u>
3 of 4	84051124 - Lamboni, Patrick (Grace)	06-??-86	1991
3 of 4	64862503 - Laniewski, Joseph (Briggs, Diane)	07-23-86	"
3 of 4	8084251 - Lankford, William (Regina)	10-03-86	"
3 of 4	101013020 - Lancaster, Dale (Robin)	09-19-86	"
3 of 4	83840304 - Morley, John (Kathryn)	07-07-86	"
3 of 4	84941122 - Mullins, Thomas	08-27-86	"
3 of 4	78172903 - Munley, Michael	10-09-86	"
3 of 4	81543320 - Meinn, Arthur	10-20-86	"
3 of 4	3222050 - Murphy, Robert P.	06-26-86	"
3 of 4	78483302 - Miller, Jr. Richard	07-31-86	"
3 of 4	60010 - Minarcik, Lawrence (Dianna M.)	07-22-86	"
3 of 4	31398403 - Minnick, Larry (Linda S.)	11-13-86	"
3 of 4	83006304 - Mason, Keith (Stephanie)	09-19-86	"
3 of 4	78004602 - Manning, Jr. Francis K.	08-01-86	"
3 of 4	3469040 - Monk, Paul	06-06-86	"
3 of 4	3488040 - Moore, Larry (Karen)	09-30-86	"
3 of 4	324778 - MacPherson, Andrew	07-10-86	"
3 of 4	71726214 - Miller, Gary (Dina)	07-01-86	"
3 of 4	78160204 - McKenzie, Riker J.	07-31-86	"
3 of 4	85009090 - McDonald, Paul I.	09-02-86	"
3 of 4	3347040 - McDonald, William	08-05-86	"
3 of 4	64237918 - Masters, GEorge	09-19-86	"
3 of 4	94029090 - McDonald, Michael (Moirá)	09-19-86	"
3 of 4	84936418 - Mayes, Gerald (Juanita)	09-26-86	"
3 of 4	64237918 - Masters, George M.	09-19-86	"

## RECORDS TRANSMITTAL AND RECEIPT

**DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER**  
**P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 730-1575)**

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

1. AGENCY CODE 37.01.25.002.01	ACCESSION NO.	DATE RECD  F
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	SECTION(S)  NO. OF CL. PT.
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL <i>Glenn H. Jack</i>	PHONE NO. 974-2178	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>

2. BOX NUMBER(S)	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
		Schedule 922-13
4 of 4	8181040 - Nice, Wilton	06-02-86 1991
4 of 4	3247030 - Norman, Verliisa M.	10-28-86 "
4 of 4	65003 - Nichols, Donald (Cherly L.)	06-24-86 "
4 of 4	93035-020 - O'Brien, Patricia	10-02-86 "
4 of 4	3556140 - Ostrowski, Joseph (Barbara)	10-28-86 "
4 of 4	2134031 - Owen, Hugh	07-11-86 "
4 of 4	7816302414 - Parrish, Richard	10-03-86 "
4 of 4	64156402 - Parker, George (Lisa)	10-14-86 "
4 of 4	8009040 - Proescher, Michael	07-11-86 "
4 of 4	51050170 - Prescott, Jonathan	07-28-86 "
4 of 4	828241 - Propper, David	08-21-86 "
4 of 4	64134204 - Potter, II William (Janice)	07-22-86 "
4 of 4	83904503 - Poole, Bruce (Teresa)	09-19-86 "
4 of 4	3257031 - Porcella, Joseph	06-02-86 "
4 of 4	71261604 - Patrick, Jr. Jack (Regina)	09-30-86 "

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>		<u>Disposal Dates</u>
4 of 4	63575004 - Payne, David (Brenda)	06-30-86	1991
4 of 4	51072170 - Pecovaro, Michael J.	06-12-86	"
4 of 4	59026020 - Perkins, Christine	09-18-86	"
4 of 4	6500110004 - Peters, Diana	04-24-86	"
4 of 4	78013170 - Pierce, III Wilbur F.	09-22-86	"
4 of 4	2157030 - Phoebus, Sr. Michael	06-02-86	"
4 of 4	84037904 - Poehler, Daniel	11-10-86	"
4 of 4	71144804 - Plunkett, Brian (Janet)	06-27-86	"
4 of 4	83158504 - Phillips, Jr. Raymond	06-13-86	"
4 of 4	78751704 - Pennington, David	07-03-86	"
4 of 4	8110041 - Quelet, Kevin	08-18-86	"
4 of 4	3434190 - Reynolds, William (Kim)	09-30-86	"
4 of 4	73492901 - Ricewick, Jr. James (Patricia)	07-15-86	"
4 of 4	7816301514 - Raniere, Glenn	07-08-86	"
4 of 4	78163807 - Ranck, David	07-02-86	"
4 of 4	48617 - Rodgers, James	10-08-86	"
4 of 4	94032090 - Roberts, Jr. Edward	09-03-86	"
4 of 4	3592040 - Rodahaver, Thomas		no date in file
4 of 4	65513218 - Ross, Wayne (Vanessa)	09-04-86	"
4 of 4	78825312 - Rust, Mark (Dorothy)	08-26-86	"
4 of 4	110028090 - Schler, Lorane	08-27-86	"
4 of 4	84217612 - Sheffler, Brian (Brady, R.)	08-14-86	"
4 of 4	83729702 - Shutty, Frank R.	05-28-86	"
4 of 4	485656 - Shrout, William	09-30-86	"
4 of 4	8055030 - Sirbaugh, Calvin (Barbara)	09-10-86	"
4 of 4	901278 - Shelor, George (Carolyn)	12-23-86	"



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


CERTIFICATE OF RECORDS DISPOSAL

06.03.01

DEPT. HOUSING & COMMUNITY DEV.

HOUSING MGMT-HOME IMPROVEMENTS  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W168	CLOSED FILES & PAID OFF LOANS	1212	3		1	1/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
Date

E

AND RECEIPT

06.03.01

Accession No.

87W168

Date received

9-8-86

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

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

Signature

Title

2. Building and Room

Attman Glazer Bldg  
390

3. Phone

269-2795

4. To: State Records Center

2 cu ft needed for storage

5. Signature: (Agency Official)

Nancy S. Rase

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.)

1 of 1

closed files & paid off loans

Jan 1992  
1029-3 12/20/91

1212 # 3

Disposal  
2/8/92  
[Signature]

R-30  
S-34  
R-43  
S-18

(Use Plain Unlined Paper For Continuation Pages)

XXXXXXXX

2/24/75

DGS-550-5

87W168

R 30

S 34

Box 1

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

06.03.02

DEPT. HOUSING & COMMUNITY DEV.

CDA-ADMINISTRATION & FINANCE  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W341	SINGLE FAMILY PROGRAMS	1208	4		6	1/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.25.001.02		ACCESSION NO. 06.03.02 88W342	DATE REC'D 11-5-87
b) AGENCY Department of Housing and Community Development		LOCATION - RANGE 3	SECTION 23
c) DIVISION/UNIT Community Development Administration (Finance and Administration)		NO. OF CU. FT. 6	
d) MAILING ADDRESS 45 Calvert Street Annapolis, Md. 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Leslie A. Campbell		PHONE NO. (301) 974-2942	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 -6	<u>SINGLE FAMILY PROGRAMS</u>  File contains single-family program descriptions, income limits, proposed single-family programs and potential insurance programs.	1208 Jan. 937, item #4, 1992  DISPOSED 2-5-92 JS

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

06.06

DEPT. HOUSING & COMMUNITY DEV.

LOCAL & REGIONAL PLANNING  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W622	RTPS, STUDY-BUDGET MISC	1028	1	1975-81	11	1/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

01/25/92  
Date

E AND RECEIPT

06.06

Accession No.

87W622

Date Received

2-9-87

1. From: (Name, Division, Address or Agency)  
Dept. of Community Development  
DECD/DLRD/OCA/LGA

Signature

Title

2. Building and Room  
437

3. Phone  
269-2129

4. To: State Records Center  
P.O. Box 275  
Jessup, MD 20794

5. Signature: (Agency Official)

Agnes M. Barr

6. No. of Cu.Ft.

11 ~~28~~ cu. ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-6  
S-2

- 1 ✓ Early ARC 202 1975 - 1981
- 2 ✓ Mandel & Lee Correspondence 1974-1977
- 4 ✓ Early ARC misc. papers. Budget Plan
- 6 ✓ ARC Qtrly. Rpts. & Mkt. Study-1977-1980
- 7 ✓ ARC Form for Access Year 01 - 1977-1981
- 9 ✓ Early ARC - 1972 - 1977
- 10 ✓ ARC Guidelines - 1975-1979
- 12 ✓ ARC - 1975 - 1979
- 15 ✓ ARC - TCCWM Genrl. Corresp. 1972-1975
- 20 ✓ Vacation schedules & personnel info. for DLRD 1979 - 1981
- 21 ✓ ARC Project Files - 1972-1973

Retain for ten (10) years and destroy

Sch. #1028

Item # 1

Jan. 1992

Disposal  
1/18/92  
[Signature]

Retain for ten (10) years, then destroy

Disposal authority for all of above items is Schedule No. 1028, Item 1.

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XXXXXXXX

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

06.01.01

DEPT. HOUSING & COMMUNITY DEV.

ADMIN. SERVICES FINANCE  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
86W4 16	TRANSMITTALS	1031	1E	FY 84	33	7/91	RECYCLED
89W3 10	CD'S, MISCELLANEOUS	1031	1E	FY 84	16		

Signature

RECORDS CENTER MANAGER  
Title

07/26/91  
Date



**RECORDS TRANSMITTAL AND RECEIPT**

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

5017

EA

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.20.004-06.01.01		ACCESSION NO. 86W416	DATE REC'D 1-20-86
b) AGENCY <del>DEED</del> DHCD		LOCATION - RANGE 14	SECTION(S) 30-31
c) DIVISION/UNIT Admin Services/Finance		NO. OF CU. FT. 33	
d) MAILING ADDRESS Rm 166 45 Calvert St. Annapolis, MD 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Supervisor Internal Services		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)
	TRANSMITTALS 8454	1031 Item 1
	1991 max	<del>200 E</del>
1	TR# 1-25	<div style="font-size: 2em;">7/90</div> <div style="font-size: 1.5em;"><del>July 1991</del></div> <div style="font-size: 1.5em;"><u>Disposal</u></div> <div style="font-size: 1.5em;">7/18/91</div> <div style="font-size: 1.5em;">GTS</div>
2	# 26-49	
3	# 50-65	
4	# 66-85	
5	# 86-100	
6	# 101-122	
7	# 123-139	
8	# 140-158	
9	# 159-173	
10	# 174-188	
11	# 189-208	
12	# 209-224	
13	* 225-239	
14	# 240-259	
15	* 260-277	
16	* 278-293	

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Continue

Transmittals 84 fy

Box #

Item

Inclusive Date

Disposal Authority

17

Tkt 294-309

1991 max

~~17~~

E

18

" 310-322

19

" 323-340

20

" 341-360

21

" 361-378

22

" 379-396

23

" 397-413

24

" 414-431

25

" 432-454

26

Gas tickets



...



# 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	ACCESSION NO.	DATE REC'D
b) AGENCY D.E.C.D.		
c) DIVISION/UNIT Admin. Services / Finance	LOCATION - RANGE SECTION(S)	NO. OF CU. FT.
d) MAILING ADDRESS Rm 166 45 Calvert St. Annapolis, Md 2401	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Supervisor, Internal Services	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)
27 ✓ 28 ✓ 29 ✓ 30 ✓ 31 ✓ 32 ✓ 33 ✓  ✓	<p style="text-align: center;"><u>Vouchers 84 Fy</u></p> <p style="text-align: center;">A - B      1991 MAY</p> <p style="text-align: center;">C - D      ↓</p> <p style="text-align: center;">E - G      ↓</p> <p style="text-align: center;">H - L      ↓</p> <p style="text-align: center;">M - PE    ↓</p> <p style="text-align: center;">Ph - S     ↓</p> <p style="text-align: center;">T - Z     ↓</p>	<p style="text-align: center;">1031 item 1</p> <p style="text-align: center;"><del>D</del> E</p> <p style="text-align: center;">↓            ↓</p> <p style="text-align: center;">July 1991</p>

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# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 790-1379)


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

<p>a) AGENCY CODE 1. 37.01.20</p>		<p>ACCESSION NO. <b>89W310</b></p>		<p>DATE REC'D <b>9-21-88</b></p>	
<p>b) AGENCY Department of Housing &amp; Community Development</p>		<p>LOCATION RANGE <b>9</b></p>		<p>SECTIONS <b>19</b></p>	
<p>c) DIVISION / UNIT Office of Finance - Accounting</p>		<p>NO. OF CU. FT. <b>16</b></p>		<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	
<p>d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401</p>		<p>RECORDS CENTER MANAGER</p>			
<p>e) AGENCY OFFICIAL <i>Deborah L. Tolson</i> Deborah L. Tolson</p>		<p>PHONE NO. 301/974-3250</p>			
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p>			<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p>	
<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p>	<p style="text-align: center;"><u>Fiscal Year 1984</u></p> <p style="text-align: center;"><u>CD'S</u></p> <p>370124/25</p> <p>23/24</p> <p>21/22</p> <p>20/21</p> <p>25/27</p> <p>27</p> <p>27</p> <p>27</p> <p>cash list - Stars 120</p> <p style="text-align: center;"><u>Miscellaneous</u></p> <p>Inventory</p> <p>DAS - 119'2</p> <p>Centrex</p> <p>Adjustment</p> <p>C/R Invoices</p>			<p style="text-align: center;">1991</p> <p><i>Sch. 1031 &amp;</i></p> <p><i>Item # 1E</i></p> <p><i>July 1991</i></p> <p><i>Disposal</i></p> <p><i>7/10/91</i></p> <p><i>gpg</i></p>	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 780-1379)

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

a) AGENCY CODE 1. 37.01.20		ACCESSION NO.	DATE REC'D
b) AGENCY Department of Housing & Community Development		LOCATION - RANGE                      SECTIONS)                      NO. OF CU. FT.	
c) DIVISION/UNIT Office of Finance - Accounting			
d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL  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)	
15 16	Miscellaneous Inventory Gas Tickets	1991 ↓ 10316 ↓	

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
88W1376	P O'S	1204	2	3/84-7/84	3	7/91	RECYCLED

  
\_\_\_\_\_  
Signature

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

10/21/91  
\_\_\_\_\_  
Date

E

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.20.03.003 <i>06.10</i>		ACCESSION NO. <i>88W1376</i>	DATE REC'D <i>6-17-88</i>
b) AGENCY Department of Housing & Community Development		LOCATION - RANGE <i>147</i> SECTION(S) <i>12</i>	NO. OF CU. FT. <i>3</i>
c) DIVISION/UNIT Purchasing & Procurement		RECORDS CENTER MANAGER	
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401-1907		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
e) AGENCY OFFICIAL Constance C. Schuyler	PHONE NO. 974-2924		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 thru 3	Purchase Orders from 3/6/83 - 11/29/83 - Box 1 Purchase Orders from 5/29/83 - 5/1/84 - Box 2 Purchase Orders from 5/1/84 - 7/6/84 - Box 3	<i>Sch. 1204</i> <del>#1048, item #2</del> <del>1991 Disposal</del> <i>7/91</i> <i>11-20-91</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION (IF ANY)

R-147

S-12

One (1) Empty

R-147

S-12



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

07.01

DEPT. OF EDUCATION

ACCOUNTING  
 DIVISION

NO.	Description of Records	Dates of Records		Volume	Dates of Disposal	Method of Disposal
		Sched	Item No.			
88W19	BUDGET, STARS	994A	5B	35	1/92	RECYCLED

  
 Signature

RECORDS CENTER MANAGER  
 Title

01/21/92  
 Date

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE	36.01.01	<i>07.01</i>	ACCESSION NO	
AGENCY	Department of Education		88W19	7-27-87
SECTION/UNIT	A&F - Accounting Office			
LOCATION ADDRESS	200 West Baltimore Street Baltimore, MD 21201		LOCATION RANGE	NO OF SECTIONS
AGENCY OFFICIAL	Ruth Johnson	PHONE NO	333-2181	35
			RECORDS CENTER MANAGER	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

LINE NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DIS)
<b>FISCAL YEAR 1982</b>		
1	A&F - Accounts Payable Transmittals #'s 820014 - TL #74	994A-5B <i>Jan. 1992</i>  <i>CS</i> <i>4-4-92</i> 
2	82003 - 82009 & TL #'s 78 - 105	
3	Missing	
4	Missing	
5	Missing 185-220	
6	TL #'s 222 - 249	
7	Missing	
8	286 - 316	
9	317 - 345	
10	346 - 367	
11	368 - 398	
12	399 - 429	
13	430 - 463	
14	464 - 491	
15	492 - 500	
16	Yellow PO's A-G	
17	Grants; BB4's 81 and 82 Closed Yellows	
18	Missing	
19	1982 Baltimore Data Center Bills	
20	State Use Industry Bills FY 79 thru FY 81	
21	Budget Credits; Encumbrance Lists	
22	Headquarters Stars Monthly <i>4-6/82</i>	
23	Headquarters STARS Monthly A30414 & A30415 <i>7/82</i>	
24	Headquarters STARS Monthly A30414 <i>7/81-3/82</i>	
25	Headquarters STARS Monthly <i>7/81-12/81</i>	
26	Headquarters STARS Monthly A30401 <i>7/81-6/82</i>	
27	Aid In-House Runs	
	Headquarters Accounts 01, 02, 14 and 17 and Monthly Control Aid 1 Report	

PAGE 2 - Records Retention A&F - Accounting Office  
FISCAL YEAR 1982

Box Numbers

✓28	Certificate of Deposits - Aid and Headquarters STARS 120, ED 1 thru 142 AE 1 - 48; Budget Amendments 80, 81 and 82 GAD FY 81, A30431	994A-5B - 1992
✓29	Aid to Education - Monthly STARS A30414 and 130404	7/81 - 6/82
✓30	Aid Tape and Hand Transmittals with Backup	7/1/81 - 6/30/82
✓31	Regular Payroll - Check Registers 7-7-81 to 1-19-82	994A-6 - 1992
✓32	Regular Payroll - Check Registers 2-2-82 to 6-22-82	
✓33	Cancellations and Reversals; End of the Year FY 1982 TL #650085 TL #650086 TL #650099	994A-5B - 1992
✓34	Manual Transmittals - Headquarters 550001 - 550036	
✓35	Payroll Reports 3, 4, 8, 9, 15, 16 and Payroll #'s 16, 17, 21, 22, 23	994A-6 - 1992
✓36	Cancelled Checks and Bank Statements	7/1/81 - 6/30/82 994A-5B - 1992
✓37	HP Runs Fringes for Payroll 17 - 23	994A-6 - 1992
✓38	Payroll Master File by PIN and SS#	
✓39	1982 1099's Voc Rehab	994A-5B - 1992

88W19

R-~~3~~ 103

S-~~3~~ 14

(1) EMPTY SPACE

{ 35 } BOXES.

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

PROGRAM ASSESS, EVALUATION & INSTRUTIONAL  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
89W729	FIELD TEST	1056	4A	1984-1985	3	1/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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		ACCESSION NO. 0706	DATE REC'D 1-23-89
AGENCY Maryland State Department of Education		LOCATION - RANGE 89W729 139	SECTION(S) 24
DIVISION/UNIT Program Assessment, Evaluation and Instructional Support Branch		NO. OF CU. FT. 3	
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	'85 Field Test: Helpful Community Problem; Training Materials; Depended On, Spring Fair, Friendship, Celebration, Event, Blame, Mistake, Worked Hard, Afraid, Kindness, Admire, Job, Help, Courage, Guest Speaker, Change, Decision, Valuable Lesson, Assembly Speaker, School Activity, Shopping Trip, School Change	1056 - 4a - <del>Dec. 1991</del>
2	'85 Field Test; School Activity, School Change, Community Problem, 2-4 Day	1056 - 4a - <del>Dec. 1991</del>
3	'85 Field Test: Valuable Lesson, Mistake, Worked Hard; '84 Prompt, Decision, Friendship, Admire, Job, Courage	1056 - 4a - <del>Dec. 1991</del> Jan. 1992

4-4-92

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

07.10

DEPT. EDUCATION

ORGANIZATION & PERSONNEL  
DIVISION

NO.	Description of Records	Dates of Records		Volume	Dates of Disposal	Method of Disposal
		Sched	Item No.			
88W1051	INACTIVE PERSONNEL FILES	994	11B	2	1/92	RECYCLED

  
\_\_\_\_\_  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
Date

E

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

a) AGENCY CODE 07.10		ACCESSION NO. 88W1051	DATE REC'D 4-6-88
b) AGENCY Maryland State Department		LOCATION - RANGE 19	SECTION(S) 7
c) DIVISION/UNIT Office of Organization and Personnel 1st floor		NO. OF CU. FT. 2	
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)
1 of 2	<u>INACTIVE PERSONNEL FILES</u> - 1-1-86 - 12-31-86 (A - L)	1-1-92
2 of 2	1-1-86 - 12-31-86 (M - Z)	1-1-92 994 = 11B  Disposal 3/30/92 JPS

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

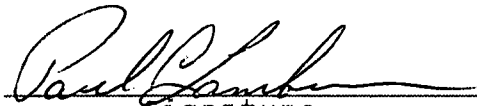
07.12

DEPT. OF EDUCATION

EDUCATIONAL DEV.  
DIVISION

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NO.	Description of Records	Dates of Records		Volume	Dates of Disposal	Method of Disposal
		Sched	Item No.			
91W136	TASK FORCES & COMMITTEES RPTS	952		2	1/92	RECYCLED
91W135	RPTS, BUDGET	952		10		
90W166	NONPUBLIC CHILDREN	952	1	8		

  
signature

RECORDS CENTER MANAGER  
Title


01/25/92  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 708-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Dept. of Education		<b>ACCESSION NO.</b> 91W136	<b>DATE REC'D</b> 8-7-90
<b>B. DIVISION/UNIT</b> Bureau of Educational Development			<b>RM CODE</b> 07.12
<b>C. MAILING ADDRESS</b> MSDE/Bureau of Educational Development 4th floor, 200 West Baltimore Street, Baltimore MD 21201		<b>LOCATION</b> RANGE SECTION(S) 104 23	<b>NO. OF CU. FT.</b> 2
<b>D. PHONE NO.</b> 333-2489 or 333-2488		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Mildred Sciukas, Management Associate		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 Administration Task Forces and Committees to Personal Report	Schedule #952  Retain five(5) years and follow guidelines and requirements established by the state and federal government, and other agencies as appropriate.  1/92   4-4-92
2	Budget: Audits - County to PDA Inservice	

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 1. Dept. of Education		ACCESSION NO. <b>91W135</b>	DATE REC'D <b>8-7-90</b>
B. DIVISION/UNIT Bureau of Educational Development			RM CODE <b>07.12</b>
C. MAILING ADDRESS MSDE/Bureau of Educational Development 4th floor, 200 West Baltimore Street, Baltimore MD 21201		LOCATION RANGE SECTION(S) <b>104 23</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. 333-2489 or 333-2488		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mildred Sciukas, Management Associate		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		Schedule #952
1	DOE Gramm-Rudman - Learning Disabled Report	Retain five(5) years and follow guidelines and requirements established by the state and federal government, and other agencies as appropriate.  1/92  <i>CS</i> 4-4-92
2	DOE Reports to State Plan - Supplement 2	
3 5	State Plan Supplement 1 to SEP M7E Visit	
4 12	NASDSE Board Meetings to Special Net	
5 15	State Board Minutes and Meetings	
6 16	University of MD Evaluations to JSA General	
7 17	Monitoring and Evaluation Reports	
8 23	State Plan Supplement 1 to University of Maryland	
9 26	Grade Study - Key Instruction Program	
10 27	Budget to Developmental Disabilities MRDDAA/A. Hull State Board Resolutions to Regional Resource Ctr.	

RECORDS TRANSMITTAL AND RECEIPT

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

199-8532

Ruth Roachme

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A1 AGENCY CODE 35.01.01.15		ACCESSION NO. 90W166		DATE REC'D 8-30-89
B1 AGENCY Education		LOCATION RANGE 104		NO. OF COPIES 8
C1 DIVISION UNIT Bureau of Educational Development		SECTIONS 2-3		
D1 MAILING ADDRESS 200 West Baltimore Street Baltimore MD 21201		RECORDS CENTER MANAGER		
E1 AGENCY OFFICIAL Mildred Sciukas Management Associate		PHONE NO. 333-2489		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

3 BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4 DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1986	Schedule #952
4	Nonpublic Children-J. Brubaker to John Hughes	Item #1 1/92
5	Nonpublic children-Harold Jones to Suzanne Poole	
6	Nonpublic Children to Cristina Foundation	
8	Nonpublic Schools: Behavior Research Institute to Wood School	
10	Associations to Administration: Telecommunication Master Plan	
11	Cristina Foundation - Transition: Report to the Legislature	
12	Confidentiality to Administration files	
17	Associations to States: Alabama to Wyoming	

4-4-92

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. EDUCATION

CERT & ACCREDITATION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
83W346	NONPUBLIC PERSONNEL RECORDS	1219	4	1979-80	6	1/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
Date

AND RECEIPT

07.03.01

Accession No.

83W346

Date Received

11-24-82

Signature

Title

From: (Name, Division, Address or Agency)  
 Maryland State Department of Education  
 Division of Certification & Accreditation  
 200 W. Baltimore St., Baltimore, Md. 21201

Building and Room  
 Certification  
 (6th Floor)

3. Phone  
 659-2169

4. To: State Records Center  
 Waterloo

Signature: (Agency Official)

*[Handwritten Signature]*

6. No. of Cu.Ft.  
 6

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R-120 S-16	1-6	Nonpublic Personnel Record Blanks of Teachers Who Left Schools 1979 and 1980	Schedule <del>658</del> - 1219 Item # <del>7</del> 4 (PERMANENT)  Jan. 2031 1/92  <i>[Signature]</i> 3-21-92

(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

07.10

DEPT. EDUCATION

PERSONNEL  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
89W1192	ACTIVE TIME SHEETS-INACTIVE	994	11D	1987	12	1/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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. 36.01.01.02 <span style="font-size: 2em; margin-left: 20px;">07.10</span>	ACCESSION NO. <span style="font-size: 3em; font-family: cursive;">89W1192</span>	DATE REC'D <span style="font-size: 3em; font-family: cursive;">5-24-89</span>
b) AGENCY Maryland State Department of Education	LOCATION - RANGE                      SECTION(S)                      NO. OF CU. FT. <span style="font-size: 3em; font-family: cursive;">16                      5                      12</span>	
c) DIVISION/UNIT Office of Organization and Personnel 1st floor		
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 12	(Classified and Unclassified) - 1/1/87 to 12/31/87 (A to B)	<del>1-1-93</del> Sch. #994
2 of 12	1/1/87 to 12/31/87 (C to Dill)	<del>1-1-93</del> Item #11D
3 of 12	1/1/87 to 12/31/87 (Dip to G)	<del>1-1-93</del>
4 of 12	1/1/87 to 12/31/87 (H to J)	<del>1-1-93</del> 1/92
5 of 12	1/1/87 to 12/31/87 (K to Mc)	<del>1-1-93</del>
6 of 12	1/1/87 to 12/31/87 (M to O)	1-1-93
7 of 12	1/1/87 to 12/31/87 (Q)	1-1-93
8 of 12	1/1/87 to 12/31/87 (R to Sow)	1-1-93
9 of 12	1/1/87 to 12/31/87 (Smith to Spa)	1-1-93
10 of 12	1/1/87 to 12/31/87 (T to Winf)	1-1-93
11 of 12	1/1/87 to 12/31/87 (Wint to Z)	1-1-93
	<u>INACTIVE TIME SHEETS</u>	
11 of 12	(Classified and Unclassified) 1/1/87 to 12/31/87 A to Z)	1-1-93
12 of 12	1/1/87 to 12/31/87 (A to Z)	1-1-93

Disposed:  
 1-8-92  
 JPB



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. EDUCATION

EDUCATIONAL DEVELOPMENT  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
90W167	NONPUBLIC CHILD-BUDGET	952	1	1987	5	1/92	RECYCLED
89W151	COMMITTEE, ADMIN.	952	1	1986	5		

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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

A1 AGENCY CODE 36.01.01.13 07.12	ACCESSION NO. 906167 DATE RECD 8-30-89
B1 AGENCY Education	
B2 DIVISION/UNIT Bureau of Educational Development	LOCATION RANGE 108 SECTION 24 NO OF CU FT 5
B3 MAILING ADDRESS 200 West Baltimore Street Baltimore MD 21201	RECORDS CENTER MANAGER
B4 AGENCY OFFICIAL Mildred Sciukas Management Associate PHONE NO 333-2489	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

C1 BOX NUMBERS	C2 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	C3 DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
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1987

- 3 Nonpublic Children: Ryan Adams to Jennifer Longley
- 7 Nonpublic Children: Catherine Manzer to Tood Ziman
- 13 Budget 3/10/87 to State Board Digest
- 14 Complaints Log to Maryland Association of the Deaf
- 15 Coordinating Center for Home and Community Care

Schedule #952

Item # 11  
 1/92

2-8-92

# 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.	36.01.01.13	07.12	ACCESSION NO. 89W151	DATE REC'D 8-2-88
b) AGENCY Education			LOCATION - RANGE 3	SECTIONS 10
c) DIVISION/UNIT Bureau of Educational Development Div. Sp. Educ., Comp., & Sup. Serv.			NO. OF CL. P. 5	
d) MAILING ADDRESS 200 West Baltimore Street, 4th flr. Baltimore, MD 21201			RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Mildred Sciukas Management Associate	M. Sciukas	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)
	1986		Schedule #952
1		SCC Program Review Committee to Complaints (Yaakov BOND-Brian Wood)	Item # 1
2		Administration: Crenson files to Awaiting Doc. from Phil Holmes (SCC)	1/92
<del>14</del> 3.		Approved Association Accounts to Pending Indv. Accounts	
<del>16</del> 4.		Parent Surrogate Children (Adams to Woodson)	
<del>21</del> 5.		Special Education Transportation Issue to SEP 504 (Removal of Architectural Barriers)	Disposed 2-5-92 JS

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.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
90W692	WAGE RECORDS	991-4	3	4/87-6/87	4		

  
Signature

RECORDS CENTER MANAGER  
Title

07/21/92  
Date



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

AGENCY Dept. of Economic & Employment Development 0804

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: WALT KRYSIAK ROOM 512 X 5340

ACCESSION NO. <b>90W692</b>		DATE REC'D <b>1-5-90</b>
RANGE SECTION(S) <b>46 19</b>		RM CODE <b>08.04</b>
LOCATION		NO. OF CU. FT. <b>4</b>
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 4	<p><b>WAGE RECORDS</b>  <b>4/1/87-6/30/87</b></p> <p>ADP Listings            ADP Listings            ADP Listings            ADP Listings</p>	<p>Schedule 991-4            Item 3            Date of Disposal:  <del>6/30/92</del>  <b>7/92</b></p> <p><i>[Signature]</i>  <b>11-26-92</b></p>

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

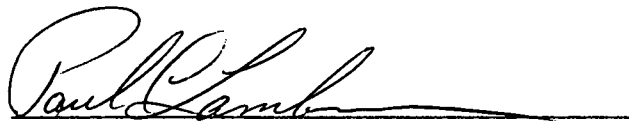
CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & EMPLOYMENT DEV.

ADMINISTRATION-GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
90W1150	DET/JTPA 511'S APPS	991-3	21	9/89-12/88	14	7/92	RECYCLED
89W444	CLOSED CASES-QUARTERS	991-4	3A	87/2	5		



Signature

RECORDS CENTER MANAGER  
Title

07/21/92  
Date

DGS 550-2

# 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

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. <b>90W1150</b>	DATE REC'D <b>4-26-90</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>36 12</b>	NO. OF CU. FT. <b>14</b>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper XS187 For: DENNIS LANAHAN ROOM 200	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
	DET/JTPA 511'S - APPLICATIONS (REGISTRATION CARDS)	991-3-21 DISPOSE ALL-7/92
1	PURGED (INACTIVE) CARDS - 9/89	Disposal 11/8/92 <i>PLZ</i>
2	" " " - 7/88	
3	" " " - 8/88	
4	" " " - 9/88	
5	" " " - 3/88	
6	" " " - 12/88	
7	" " " - 2/89	
8	" " " - 2/89	
9	" " " - 6/88	
10	" " " - 3/88	
11	" " " - 5/88	
12	" " " - 11/88	
13	" " " - 6/88	
14	" " " - 12/88	

R-36

S-12

2 Empties

RECEIVED

MAR 29 1990

RECORDS MGT. TAG-MENT  
DIVISION



**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	ACCESSION NO. 89W444	DATE REC'D 11-7-88
AGENCY DEED <del>DEPARTMENT OF EMPLOYMENT AND TRAINING</del>		
DIVISION/UNIT General Services Division	LOCATION - RANGE 33	SECTIONS(S) 11
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. 5	
AGENCY OFFICIAL John Head	PHONE NO. 383-2532	RECORDS CENTER MANAGER Paul C Lamberson/in
For: Jim Boyd		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	87/2  WATKINS & JOHNSON BLACK & DECKER HOWARD CO. LIBRARY JOHNS HOPKINS HOSPITAL SEARS & ROEBUCK ALLEGANY COMMUNITY COLLEGE HARFORD CO. B.O.E. EASTMET JOHN HOPKINS UNIVERSITY BENDIX FIELD ENGINEERING ANNE ARUNDEL LIBRARY AETNA LIFE INSURANCE BALTIMORE GAS & ELECTRIC STATE OF MARYLAND PT. II NEW JERSEY BELL MCDONNELL DOUGLAS J. C. PENNY FREDERICK CO. GOV'T CATONSVILLE COMMUNITY COLLEGE HOWARD CO. GOV'T WATER & SEWER BLUE CROSS & BLUE SHIELD SEARS & ROEBUCK UNIVERSITY OF MD. MEDICAL SYSTEM ANNE ARUNDEL CO. GOV'T	Schedule 991-4  Item 3-A  Date of Disposal: 8/92  <u>Disposal</u> 10/29/92 JCP

2

BETHLEHEM STEEL  
I. B. M.  
REVIEW & HERALD  
NEW JERSEY BELL (87/1 DELINQ.)  
AETNA LIFE INSURANCE (87/1 DELINQ.)  
PENTAMATION  
ANNE ARUNDEL B.O.E.  
FREDERICK COMMUNITY COLLEGE  
CARROLL CO. B.O.E.  
DUNDALK COMMUNITY COLLEGE  
DART DRUG  
PRINCE GEORGE'S B.O.E.  
MONTGOMERY CO. B.O.E.

3

AUTOMATIC DATA PROCESSING PT. II  
AUTOMATIC DATE PROCESSING PT. I  
ESSEX COMMUNITY COLLEGE  
HOWARD CO. B.O.E.  
FREDERICK B.O.E.  
MONTGOMERY COLLEGE  
BLAKE CONSTRUCTION  
BALTIMORE CO. B.O.E.  
CITY OF HAGERSTOWN  
NATIONAL GEOGRAPHIC SOCIETY  
HOWARD COMMUNITY COLLEGE  
LOCHE INSALATION

4

STATE OF MARYLAND PT. I  
CITY OF BALTIMORE  
HOUSING AUTHORITY OF BALTIMORE CITY  
SUSQUEHANA REGION P.I.C.  
HARFORD CO. GOV'T  
ALLSTATE INSURANCE  
GIANT FOODS  
BELL ATLANTIC

5

UNIVERSITY OF MD. MEDICAL SYSTEMS  
BOARD OF EDUCATION OF WASHINGTON  
MONTGOMERY COUNTY GOV'T  
BANK OF BALTIMORE  
C & P TELEPHONE

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  
ADMINISTRATION-GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W173	CLOSED CASES-QUARTERLY	991-4	3	87/1	67		

  
Signature

RECORDS CENTER MANAGER  
Title

07/21/92  
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 380410316		08.04	ACCESSION NO. 89W173	DATE REC'D 8-12-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 22	SECTIONS(S) 22-23	NO. OF CU. FT. 67
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)
	87/1	
1	001 - 025	Schedule 991-4 Item 3 Date of Disposal: 7/92  <i>Disposal 10/24/92</i> <i>PLZ</i>
2	026 - 034	
3	035 - 042	
4	043 - 054	
5	055 - 065	
6	066 - 076	
7	077 - 100	
8	101 - 107	
9	108 - 116	
10	117 - 120	
11	121 - 134	
12	134B - 151	
13	152 - 184	
14	185 - 206	
15	207 - 239	
16	240 - 271	
17	272 - 301	
18	302 - 339	
19	340 - 365	
20	366 - 378	

21	379 - 407
22	408 - 429
23	430 - 440
24	441 - 459
25	460 - 470
26	471 - 495
27	496 - 518
28	519 - 530
29	531 - 552
30	553 - 574
31	575 - 597
32	598 - 608
33	609 - 617
34	618 - 642
35	643 - 653
36	654 - 664
37	665 - 672
38	673 - 690
39	691 - 713
40	714 - 726
41	727 - 735
42	736 - 759
43	760 - 774
44	775 - 786
45	787 - 794
46	795 - 803
47	804 - 827
48	828 - 839
49	840 - 849
50	850 - 855
51	856 - 862
52	862B - 869
53	870 - 879
54	880 - 887
55	888 - 894
56	895 - 900
57	901 - 912
58	913 - 919
59	920 - 925
60	927 - 938
61	939 - 952
62	953 - 966
63	967 - 976
64	977 - 989
65	990 - 6601
66	6602 - 7207
67	7208 - 7522 & mixed batches

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


CDEPT. ECONOMIC & EMPLOYMENT DEV

GENERAL SERVICES  
DIVISION

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NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
91W498	GRANTS, AGREEMENTS, CONTRACTS	991-2	3	FY 87	6	7/92	RECYCLED

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Signature

RECORDS CENTER MANAGER  
Title

07/21/92  
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. 38.02.00.120/08.02 <del>08.02</del> 08.02		ACCESSION NO. 916498	DATE REC'D 11-20-90
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT		LOCATION - RANGE 47	SECTION(S) 29
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 6	
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Geraldine Cooper For Office of Contracts & Procurement Rm. 613		PHONE NO. 333-7352 Cathy Spanglo	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)	
Box 1	Old DECD Departmental Contracts 7/1/86 - 6/30/87 (38.05 thru 38.08)	991-2 (3)	7/92 6/92
Box 2	MITP and Individual Referrals 7/1/86 - 6/30/87 (38.03)	" "	" "
Box 3	Individual Referrals 7/1/86 - 6/30/87 (38.03)	" "	" "
Box 4	DET Grants and Agreements 7/1/86 - 6/30/87 "A thru K" (38.03)	" "	" "
Box 5	DET Grants and Agreements 7/1/86 - 6/30/87 "L thru Z" (38.03)	" "	" "
Box 6	DEED Departmental Contracts 7/1/86 - 6/30/87 (38.01 thru 38.08)	" "	" "

Disposal  
7/18/92  
PJS

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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

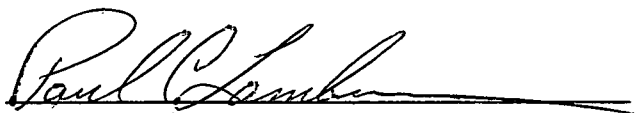
CERTIFICATE OF RECORDS DISPOSAL

08.03

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
90W1344	ENDS DAILIES	991-3	25	1990	6	7/92	RECYCLED
88W214	ESARS LISTINGS	991-3	36	1985-87	7		
91W888	ENDS DAILIES	991-3	25	1990	4		
91W887	ENDS DAILIES	991-3	25	1990	10		
91W499	ENDS DAILIES	991-3	25	1990	5		
91W334	ENDS DAILIES	991-3	25	1989-90	4		
91W182	ENDS DAILIES	991-3	25	1990	6		

  
Signature

RECORDS CENTER MANAGER  
Title

07/21/92  
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

<b>A. AGENCY</b> Dept. of Economic & Employment Development 0804	<b>ACCESSION NO.</b> 90W1344	<b>DATE REC'D</b> 6-28-90
<b>B. DIVISION/UNIT</b> Division of Administration Office of General Services	(Continuation of Accession No.)	<b>RM CODE</b> 08.03
<b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	<b>LOCATION</b> <b>RANGE SECTION(S)</b> 101 4	<b>NO. OF CU. FT.</b> 6
<b>D. PHONE NO.</b> 333-7532	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Gerri Cooper For: AL HAVRANEK X7574 ROOM 207	<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
1	ENDS dailies Feb 1-7, 1990	Schedule # 991-3 Item 25  Date of Disposal 7/92
2	ENDS dailies Feb 8-14, 1990 & weekly Jan 31, 1990	
3	ENDS dailies Feb 15-23, 1990	
4	ENDS dailies Feb 26-Mar 2, 1990	
5	ENDS dailies Mar 3-8, 1990 & weekly Feb 9, 1990	
6	ENDS dailies Mar 9-12, 1990 & weeklies Feb 16, 23, 28 & Mar 9, 1990	

CS  
7-18-92

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 380310206 <i>08.01</i> <sup>03</sup>		ACCESSION NO. <i>88W214</i>	DATE REC'D <i>9-28-87</i>
b) AGENCY <i>Economics</i> <i>Dev.</i> DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>20</i>	SECTION(S) <i>2</i>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>7</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: <b>John Head</b> Paul Gilden		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	ESARS 345 listings Dec 1985- Jan 1987	SCHEDULE #991-3 ITEM 36 DATE OF DISPOSAL: 7/92 <i>Disposed</i> <i>9-18-92</i> <i>[Signature]</i>
2	ESARS Jun 1985, Jul 1986 & Aug 1986 state-4450	
3	ESARS Aug 1986 end of & Sep 1986	
4	ESARS Oct 1986, Nov 1986 & Dec 1986 state-4450	
5	ESARS Dec 1986 end of, Jan 1987 & Mar 1987 state-4450	
6	ESARS Feb 1987(2) orig. Mar 10 & rerun Mar 13, Apr 1987 state-4640	
7	ESARS Mar 1987 end of, Apr 1987 end of & May 1987	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1378)

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<p>A. AGENCY Dept. of Economic &amp; Employment Development 0804</p>	<p>ACCESSION NO. <b>91W888</b></p>	<p>DATE REC'D <b>2-22-91</b></p>
<p>B. DIVISION/UNIT Division of Administration Office of General Services</p>	<p>RM CODE <b>08.03</b></p>	
<p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p>LOCATION RANGE SECTION(S) <b>9 30</b></p>	<p>NO. OF CU. FT. <b>4</b></p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Gerri Cooper For: <b>ALHAURANEK ROOM 207 X 7574</b></p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Jul 2-5, 1990 & weekly Jul 3, 1990	Schedule #991-3 Item 25  Date of Disposal 7/92  <b>Disposal</b> <b>9-18-92</b> <b>gpg</b>
2	ENDS dailies Jul 6-12, 1990	
3	ENDS dailies Jul 13-19, 1990	
4	ENDS dailies Jul 20-26, 1990	

# 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 Dept. of Economic &amp; Employment Development <span style="float: right;">0804</span></p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: AL HAURNER ROOM 207 X 7574</p>	<p>ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">91W887</span></p>	<p>DATE REC'D <span style="font-size: 1.5em; font-family: cursive;">2-22-91</span></p> <p>FORM CODE <span style="font-size: 1.5em; font-family: cursive;">08.03</span></p>
	<p>LOCATION RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">15 8</span></p>	<p>NO. OF CU. FT. <span style="font-size: 1.5em; font-family: cursive;">10</span></p>
	<p>RECORDS CENTER MANAGER</p> <p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Aug 10-16, 1990	<p>Schedule # 991-3 1990 Item 25</p> <p>Date of Disposal 7/92</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;"><u>Disposal</u></p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">9-18-92</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">JPS</p>
2	ENDS dailies Aug 17-22, 1990 & weeklies 8-10 & 8-17,	
3	ENDS dailies Aug 23-28, 1990	
4	ENDS dailies Aug 29-Sep 6, 1990	
5	ENDS dailies Sep 7-13, 1990	
6	ENDS dailies Sep 14-18, 1990 & weeklies 8-24, 8-31, 9-7 & 9-14, 1990	
7	ENDS dailies Sep 19-25, 1990	
8	ENDS dailies Sep 26-Oct 1, 1990 & weeklies 9-21 & 9-28, 1990	
9	ENDS dailies Oct 2-9, 1990 & weekly 10-5, 1990	
10	ENDS dailies Oct 10-16, 1990	

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>91W499</b>	DATE REC'D <b>11-20-90</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>39 29</b>	NO. OF CU. FT. <b>5</b>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: AL HAURANEK ROOM 203X7570		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 Jun 1-7, 1990	Schedule # 991-3 Item 25 Date of Disposal 7/92  <i>Disposal</i> <i>9-18-92</i> <i>JPG</i>
2	ENDS Dailies Jun 8-14, 1990	
3	ENDS Dailies Jun 15-20, 1990 & Weekly Jun 15, 1990	
4	ENDS Dailies Jun 21-27, 1990	
5	ENDS Weeklies 6/22/90, 6/27/90, 7/20/90, 7/27/90 and 7/31/90	

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>91W334</b>	DATE REC'D <b>10-15-90</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>33 19</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: AL HAURANEK ROOM 207 X7574	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies May 30-31, 1990; Monthly Purge July 1989-June 1990	Schedule # 991-3 Item 25
2	ENDS monthly Purge Listing Feb-May 1990, Auto-inactivations Applicants May-July 1989	Date of Disposal 7/92
3	ENDS monthly Auto-inactivations Aug-Dec 1989	
4	ENDS monthly Auto-inactivations Jan-Apr 1990	<u>Disposal</u> <b>9-18-92</b> <i>[Signature]</i>

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1371)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p><b>A. AGENCY</b> Dept. of Economic &amp; Employment Development 0804</p>	<p><b>ACCESSION NO.</b> <i>91W182</i></p>	<p><b>DATE REC'D</b> <i>8-16-90</i></p>
<p><b>B. DIVISION/UNIT</b> Division of Administration Office of General Services</p>	<p><b>RM CODE</b> <i>08.03</i></p>	
<p><b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p><b>LOCATION</b> <b>RANGE</b> <i>12</i>      <b>SECTION(S)</b> <i>3</i></p>	<p><b>NO. OF CU. FT.</b> <i>6</i></p>
<p><b>D. PHONE NO.</b> 333-7532</p>	<p><b>RECORDS CENTER MANAGER</b></p>	
<p><b>E. AGENCY OFFICIAL</b> Gerri Cooper For: <i>AL HAURANEK ROOM 207 X 7574</i></p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Apr 23-26,1990 & weeklies Apr 12 & 20	<p>Schedule # 991-3 Item 25</p> <p>Date of Disposal 7/92</p> <p style="font-size: 1.5em; font-family: cursive;"><i>Disposal</i></p> <p style="font-size: 1.5em; font-family: cursive;"><i>9-18-92</i></p> <p style="font-size: 1.5em; font-family: cursive;"><i>GR</i></p>
2	ENDS dailies Apr 30-May 3,1990 & weekly Apr 30	
3	ENDS dailies May 4-9,1990 & weeklies May 4 & 11	
4	ENDS dailies May 10-15,1990 & weeklies May 18 & 25	
5	ENDS dailies May 16-21,1990 & weekly May 31	
6	ENDS dailies May 22-29,1990 & weekly Jun 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

08.03

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
91W143	ENDS DAILIES	991-3	25	1990	6	7/92	RECYCLED
90W1233	ENDS DAILIES	991-3	25	1990	5		
90W583	JTPA RECORDS	991-3	7	FY 87	1		

  
Signature

RECORDS CENTER MANAGER  
Title

07/21/92  
Date



# 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**

<b>A. AGENCY</b> Dept. of Economic & Employment Development <span style="float: right;">0804</span>	<b>ACCESSION NO.</b>  <span style="font-size: 2em; font-family: cursive;">91W143</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">8-9-90</span>
<b>B. DIVISION/UNIT</b> Division of Administration Office of General Services	<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">08.03</span>	
<b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">108 19</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">6</span>
<b>D. PHONE NO.</b> 333-7532	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Gerri Cooper For: <span style="font-family: cursive;">AL HAURANEK ROOM 207 X 7574</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
1	ENDS dailies Mar 13 - 19,1990	Schedule # 991-3 Item 25  Date of Disposal 7/92
2	ENDS dailies Mar 20 - 26,1990	
3	ENDS dailies Mar 27 - 30,1990, ENDS weekly Mar 23,1990	
4	ENDS dailies Apr 2 - 5,1990, ENDS weekly Mar 30,1990	
5	ENDS dailies Apr 6 - 12,1990	
6	ENDS dailies Apr 16 - 20,1990, ENDS weekly Apr 6,1990	

9-12-92

E

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development		0804	ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Division of Administration Office of General Services			90W1233	5-30-90
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201				FM CODE
D. PHONE NO. 333-7532			LOCATION RANGE SECTION(S)	NO. OF CU. FT.
E. AGENCY OFFICIAL Gerri Cooper For: Al Havranek x7574 room 207			40 35	5
			RECORDS CENTER MANAGER	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Dec. 26- Jan 2, 1990, Weeklies Jan. 5 & 12, 1990.	Schedule #991-3 Item 25
2	ENDS dailies Jan. 3-9, 1990	Date of Disposal
3	ENDS dailies Jan. 10-17, 1990	1/92
4	ENDS dailies Jan. 18-24, 1990	7/92
5	ENDS dailies Jan. 25-31, 1990, Weekly Jan. 19, 1990	
		<u>Disposal</u> 9-18-92 JTB

R-40

S-35

1 Empty

RECORDS TRANSMITTAL FORM

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

AGENCY Dept. of Economic & Employment Development	0804	ACCESSION NO. <b>90W583</b>	DATE REC'D <b>12-4-89</b>
DIVISION/UNIT Division of Administration Office of General Services			RM CODE <b>08-03</b>
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>54 15</b>	NO. OF CU. FT. <b>1</b>
PHONE NO. 333-7532		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Gerri Cooper For: <b>JOHN HUGELMYER ROOM 312X5718</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>051</b>	<b>JTPA Records - Balto Consortium - 7-86 → 6-87 BOS SUBGRANT RECORDS</b>	<b>991-3-7 7-92 Disposal 7/18/92 [Signature]</b>

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

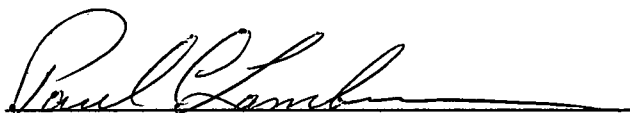
CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposed	Volume	Date of Disposal	Method of Disposal
89W205	QUARTER REPORTS	991-4	3	87/1	5	7/92	RECYCLED
91W883	CLOSED CASES	991-4	23	1988	30		
91W884	CLOSED CASES	991-4	23	1988	30		
91W885	CLOSED CASES	991-4	23	1988	30		
91W886	CLOSED CASES	991-4	23	1988	30		
91W347	TRA FILES KELLY SPRINGFIELD PETITIONS	991-4	9	6/86-6/89	23		
89W1035	CLOSED CASES	991-4	3	1988	27		
88W1217	CLOSED CASES	991-4	23	4/88	41		

  
Signature

RECORDS CENTER MANAGER  
Title

07/25/92  
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		ACCESSION NO. 0804 89W205	DATE REC'D 8-15-88
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 8	NO. OF CU. FT. 5
DIVISION/UNIT General Services Division		SECTIONS 10	RECORDS CENTER MANAGER
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201			
AGENCY OFFICIAL John Head	PHONE NO. 383-2532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
For: Jim Boyd			

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	87/1 GIANT FOOD BALTIMORE GAS & ELECTRIC WATKINS & JOHNSON J. C. PENNY C & P TELEPHONE OF WASHINGTON LOCHE INSULATION EASTNET BLAKE CONSTRUCTION SEARS & ROEBUCK HARFORD CO. B.O.E. BETHLEHEM STEEL FREDERICK CO. B.O.E. BALTIMORE CO. B.O.E. MONTGOMERY CO. B.O.E.	Schedule 991-4  Item 3  Date of Disposal: 7/92  <i>Disposal</i> <i>8/12/92</i> <i>gpg</i>

2

FREDERICK CO. GOVERNMENT  
CATONSVILLE COMMUNITY COLLEGE  
JOHNS HOPKINS HOSPITAL  
PRINCE GEORGE'S B.O.E.  
HOWARD CO. COMMUNITY COLLEGE  
HOUSING AUTHORITY OF BALTIMORE CITY  
BENDIX FIELD ENGINEERING  
NATIONAL GEOGRAPHIC SOC.  
BLUE CROSS & BLUE SHIELD  
BANK OF BALTIMORE  
C & P OF MARYLAND  
CITY OF BALTIMORE  
BELL ATLANTIC  
MCCONNELL DOUGLAS  
MERCY HOSPITAL  
I.B.M.

3

CITY OF HAGERSTOWN  
HARFORD CO. GOVERNMENT  
ALLEGANY COMMUNITY COLLEGE  
HOWARD CO. GOVERNMENT & WATER SEWER  
HOWARD CO. LIBRARY  
ANNE ARUNDEL B.O.E.  
HOWARD CO. B.O.E.  
ANNE ARUNDEL LIBRARY  
MONTGOMERY CO. GOVERNMENT  
CARROLL CO. B.O.E.  
MERCY HOSPITAL  
REVIEW & HERALD  
MONTGOMERY COLLEGE  
PRINCE GEORGE'S COMMUNITY COLLEGE  
FREDERICK COMMUNITY COLLEGE  
UNIVERSITY OF MD. MEDICAL SYSTEM  
ESSEX COMMUNITY COLLEGE  
PENTAMATION  
STATE OF MARYLAND PT. II  
DART DRUGS  
DUNDALK COMMUNITY COLLEGE  
SEARS & ROEBUCK  
JOHNS HOPKINS UNIVERSITY  
ANNE ARUNDEL CO. GOVERNMENT

4

BALTIMORE CO. GOVERNMENT & LIBRARY  
BLACK AND DECKER  
STATE OF MARYLAND PT. I  
BOARD OF EDUCATION OF WASHINGTON CO. ESA16  
WASHINGTON ADVENTIST HOSPITAL ESA16  
BOARD OF EDUCATION WASHINGTON CO. ESA16 86/1

86/4  
HOUSING AUTH. OF BALTIMORE CITY  
BENDIX FIELD ENGI.  
REVIEW & HERALD  
PENTAMATION  
JOHNS HOPKINS UNIVERSITY  
HARFORD CO. B.O.E.  
PRINCE GEORGE B.O.E.  
ALLSTATE ENG.  
MARYLAND CUP  
FREDERICK CO. B.O.E.  
BLACK & DECKER  
NEW JERSEY BELL PART OF C&P TELEPHONE  
NATIONAL GEOGRAPHIC SOCIETY  
ANNE ARUNDEL B.O.E.



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**RECORDS TRANSMITTAL AND RECEIPT**

RECEIVED

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DEC 11 AM 9 48

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <b>91W883</b>	DATE REC'D <b>2-22-91</b>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		CONTRACTS & PROCUREMENT	RM CODE <b>08.04</b>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <b>7 16-17</b>	NO. OF CU. FT. <b>30</b>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR:</u> Linda Cook Room 511 Ext 7311		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
	1988 Closed Cases	Schedule 991-4 Item No. 23 Disposal Date 7/92
1	06600-06649	<p><i>Disposal</i></p> <p><i>8/12/92</i></p> <p><i>GR</i></p>
2	06650-06699	
3	06700-06749	
4	06750-06799	
5	06800-06849	
6	06850-06899	
7	06900-06949	
8	06950-06999	
9	07000-07049	
10	07050-07099	
11	07100-07149	
12	07150-07199	
13	07200-07249	
14	07250-07299	
15	07300-07349	
16	07350-07399	
17	07400-07449	
18	07450-07499	
19	07500-07549	
20	07550-07599	
21	07600-07649	
22	07650-07699	
23	07700-07749	
24	07750-07799	
25	07800-07849	
26	07850-07899	
27	07900-07949	
28	07950-07999	
29	08000-08049	
30	08050-08099	

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4 empty

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**RECORDS TRANSMITTAL AND RECEIPT**

RECEIVED

'91 JAN 28 AM 8 49

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <b>91W884</b>	DATE REC'D <b>2-22-91</b>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE <b>08.04</b>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <b>8 17-18</b>	NO. OF CU. FT. <b>30</b>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR</u> : Linda Cook Room 511 Ext 7311		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
	1988 Closed Cases	Schedule 991-4 Item No.23 Disposal Date 7/92
1	08100 - 08149	<p><i>Disposal</i></p> <p><i>8/12/92</i></p> <p><i>ggs</i></p>
2	08150 - 08199	
3	08200 - 08249	
4	08250 - 08299	
5	08300 - 08349	
6	08350 - 08399	
7	08400 - 08449	
8	08450 - 08499	
9	08500 - 08549	
10	08550 - 08599	
11	08600 - 08649	
12	08650 - 08699	
13	08700 - 08749	
14	08750 - 08799	
15	08800 - 08849	
16	08850 - 08899	
17	08900 - 08949	
18	08950 - 08999	
19	09000 - 09049	
20	09050 - 09099	
21	09100 - 09149	
22	09150 - 09199	
23	09200 - 09249	
24	09250 - 09299	
25	09300 - 09349	
26	09350 - 09399	
27	09400 - 09449	
28	09450 - 09499	
29	09500 - 09549	
30	09550 - 09599	

R-8

S-17-18

2 Empties

S-18

**RECORDS TRANSMITTAL AND RECEIPT**

RECEIVED

'91 JAN 28 AM 8 40

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>91W885</i>		DATE REC'D <i>2-22-91</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		LOCATION RANGE SECTION(S) <i>7 14-15</i>		RM CODE <i>08.04</i>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		NO. OF CU. FT. <i>30</i>		
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR:</u> Linda Cook Room 511 Ext 7311		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
	1988 Closed Cases	
1	09600 - 09649	Schedule 991-4 Item No. 23 Disposal Date 7/92  <i>Disposal</i> <i>8/12/92</i> <i>gpg</i>
2	09650 - 09699	
3	09700 - 09749	
4	09750 - 09799	
5	09800 - 09849	
6	09850 - 09899	
7	09900 - 09949	
8	09950 - 09999	
9	10000 - 10049	
10	10050 - 10099	
11	10100 - 10149	
12	10150 - 10199	
13	10200 - 10249	
14	10250 - 10299	
15	10300 - 10349	
16	10350 - 10399	
17	10400 - 10449	
18	10450 - 10499	
19	10500 - 10549	
20	10550 - 10599	
21	10600 - 10649	
22	10650 - 10699	
23	10700 - 10749	
24	10750 - 10799	
25	10800 - 10849	
26	10850 - 10899	
27	10900 - 10949	
28	10950 - 10999	
29	11000 - 11049	
30	11050 - 11099	

E

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <b>91W886</b>	DATE REC'D <b>2-22-91</b>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE <b>08.04</b>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <b>6 10</b>	NO. OF CU. FT. <b>30</b>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Room 511 Ext7311		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
	1988 Closed Cases <i>(1/1/88-12/31/88)</i>	Schedule 991-4 Item No. 23 Disposal Date 7/92
1	11100 - 11149	<u>Disposal</u> 8/12/92 <i>SPS</i>
2	11150 - 11199	
3	11200 - 11249	
4	11250 - 11299	
5	11300 - 11349	
6	11350 - 11399	
7	11400 - 11449	
8	11450 - 11499	
9	11500 - 11549	
10	11550 - 11599	
11	11600 - 11649	
12	11650 - 11699	
13	11700 - 11749	
14	11750 - 11799	
15	11800 - 11849	
16	11850 - 11899	
17	11900 - 11949	
18	11950 - 11999	
19	12000 - 12049	
20	12050 - 12099	
21	12100 - 12149	
22	12150 - 12199	
23	12200 - 12249	
24	12250 - 12299	
<i>26 25</i>	12300 - 12349	
<i>27 26</i>	12350 - 12399	
<i>28 27</i>	12400 - 12449	
<i>29 28</i>	12450 - 12499	
<i>30 29</i>	12500 - 12549	
<i>30</i>	<i>12550 - 12599</i>	

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Dept. of Economic & Employment Development	0804	ACCESSION NO. <b>91W347</b>	DATE REC'D <b>10-15-90</b>
DIVISION/UNIT Division of Administration			RM CODE <b>08.04</b>
Office of General Services		LOCATION RANGE SECTION(S) <b>9 10-11</b>	NO. OF CU. FT. <b>23</b>
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201		RECORDS CENTER MANAGER	
PHONE NO. 333-7532		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
AGENCY OFFICIAL Gerri Cooper For: Olivia Owens 333-7963 <b>ROOM 522</b>			

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	TRA Files Kelly Springfield Petition #18885	991-4, Item #9 Disposal Date: <del>3/93</del> <b>7/92</b>
	<b>6/5/87 - 6/4/89</b>	
1	163-22-9723	185-26-2362
2	185-26-2826	212-24-1559
3	212-24-1637	212-38-6997
4	212-38-7103	213-40-4187
5	213-40-4196	214-34-1437
6	214-34-1440	214-42-0298
7	214-42-0481	215-26-6866
8	215-26-7167	215-36-9222
9	215-36-9372	215-58-7125
10	216-18-1345	216-38-1766
11	216-38-1819	217-28-0627
12	217-28-0645	217-54-6736
13	218-12-5273	218-38-0089
14	218-38-0098	218-68-2603
15	218-74-1270	219-44-0195
16	219-44-0206	219-46-0570
17	219-46-0602	220-28-9803
18	220-28-9856	220-32-4272
19	220-32-4388	220-40-1345
20	220-40-1597	233-68-1475
21	233-70-0011	234-68-2543
22	(Denials) 233-72-2274	236-54-9105
23	236-54-9436	728-01-2855

**RECEIVED**  
**90 JUL 12 AM 9 39**  
**CONTRACTS & PROCUREMENT**

*Disposal*  
**8/14/92**  
*gpg*

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <b>38.03.00.801 08.04</b>	ACCESSION NO. <b>89W1035</b>	DATE REC'D <b>4-11-89</b>
b) AGENCY <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b>		
c) DIVISION/UNIT <b>General Services Division</b>	LOCATION - RANGE <b>54</b>	SECTION(S) <b>17-18</b>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b>	NO. OF CU. FT. <b>27</b>	
e) AGENCY OFFICIAL <b>Dominic Spangola</b>	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)
	<u>Date</u>	<u>From Serial # to SERIAL</u>
1	04-22-88	811300002
2	07-06-88	818800001
3	07-20-88	820200001
4	07-26-88	820800001 (Bx. 1 of 2)
5	07-26-88 to 07-29-88	820803001 (Bx. 2 of 2)
6	08-16-88	822900301
7	10-03-88	827700001
8	10-24-88	829800003
9	11-07-88	831200001
10	11-18-88	832300001
11	11-20-88 to 11-22-88	832400001
12	11-7-88	830600001
13	10-17-88 to 10-18-88	829100001
		811300831 818804166 820201649 820802999 821100683 822904899 827703406 829802812 831402934 832300495 832702025 830604731 839103080
		Schedule 991-4 Item 3 Date of Disposal MARCH, 1992 7/92 Disposal 7/18/92 

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)



<u>by</u>	<u>Date</u>	<u>From Serial #</u>	<u>to Serial #</u>
14	12-05-88	834000001	834002663
15	01-03-89	900300001	900302258
16	01-04-89	900400001	900407415
17	01-04-89	900407416	90041030
18	01-05-89	900500001	900503336
19	01-09-89	900900001	900905402
20	01-10-89	901000001	901006553
21	01-19-89	901901031	901902152
22	12-20-88	835500001	835504059
23	12-21-88	835600001	835603050
24	08-05-88 to 09-07-88	Unsearchables - CPS	
25	09-27-88 to 11-29-88	Unsearchables - CPS	
26	12-01-88 to 01-19-89	Unsearchables - Local Offices	
27	08-01-87 to 08-26-88	Unsearchables - Local Offices	

R-54

S-17-18

17 - Empties

S-18

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. <b>88W1217</b>	DATE REC'D <b>5-16-88</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>		LOCATION - RANGE <b>55</b>	SECTION(S) <b>29-30</b>
c) DIVISION/UNIT <b>General Services Division</b>		NO OF CU FT <b>41</b>	
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>For:</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	1985 05840 - 05919	Schedule 991- 4 Item 23 Disposal Date- 4/92  7/92  Disposal 7/18/92 RL
2	" 05920 - 05994	
3	" 05995 - 06072	
4	" 06073 - 06137	
5	" 06138 - 06220	
6	" 06221 - 06302	
7	" 06303 - 06382	
8	" 06383 - 06457	
9	" 06458 - 06533	
10	" 06534 - 06612	
11	" 06613 - 06687	
12	" 06688 - 06765	
13	" 06766 - 06849	
14	" 06850 - 06930	
15	" 06931 - 07010	
16	" 07011 - 07092	
17	" 07093 - 07180	
18	" 07181 - 07258	
19	" 07259 - 07345	
20	" 07346 - 07423	
21	" 07424 - 07506	
22	" 07507 - 07590	
23	" 07591 - 07671	
24	" 07672 - 07778	
25	" 07779 - 07837	
26	" 07838 - 07914	
27	" 07915 - 07794	
28	" 07995 - 08068	
29	" 08069 - 08148	
30	" 08149 - 08224	
31	" 08225 - 08301	
32	" 08302 - 08383	

USE PLAIN UNLINED PAPER FOR CONTINUATION (S)

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08384 - 08468  
08469 - 08548  
08549 - 08628  
08629 - 08710  
08711 - 08786  
08787 - 08868  
08869 - 08943  
08944 - 09030  
09031 - 09099

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

MD INDUSTRIAL DEV. FINANCING AUTH. (MIDEA)  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposed	Volume	Date of Disposal	Method of Disposal
89W1264	PAID OUT CREDIT FILES	1164	1B1	CY 1987	3	7/92	RECYCLED

\_\_\_\_\_  
Signature

RECORDS CENTER MANAGER  
Title

07/25/92  
Date

DGS-550-2

**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**

a) AGENCY CODE 38.06.00 <span style="font-size: 2em; margin-left: 20px;">08.06</span>	ACCESSION NO. <span style="font-size: 3em; font-family: cursive;">89W1264</span>	DATE REC'D <span style="font-size: 3em; font-family: cursive;">6-19-89</span>
b) AGENCY Maryland Industrial Development Financing Authority (MIDFA)	<span style="font-size: 2em; font-family: cursive;">RECEIVED</span> <span style="font-size: 1.5em; font-family: cursive;">MAR 30 1989</span>	
c) DIVISION/UNIT Department of Economic and Employment Development (DEED)		
d) MAILING ADDRESS Suite 2226, Redwood Tower 217 E. Redwood Street Baltimore, Maryland 21202-3316	LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">104</span>	D.E.E. SECTION(S) CONTRACTS & PROCUREMENT <span style="font-size: 2em; font-family: cursive;">277</span>
e) AGENCY OFFICIAL Richard W. Young PHONE NO. (301) 333-4265	NO OF CU. FT. <span style="font-size: 3em; font-family: cursive;">3</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)
	PAID OUT CREDIT FILES STORED AT RECORD RETENTION For Calendar Year 1987	
# 1	#328 Personalities, Inc. #136 Potomac Metal & Supply Co., Inc. #105 Sterling Radiator #142/#152 Warner Fruehauf Trailer Co., Inc.	Schedule #1164 Item # 1 B1 Disposal <del>Feb. 1992</del>
# 2	#C1012(6) Blue Ridge Fuel Co., Inc. #C1034(21) Mallet Corporation #C1040(29) Rhee Bros., Inc.	<span style="font-size: 2em; font-family: cursive;">7/92</span>
# 3	#235 McNamara Fabricators, Inc. #C1011(4) McNamara Fabricators, Inc. (revolving working capital line) #195 Schapiro & Whitehouse, Inc.	<span style="font-size: 2em; font-family: cursive;">Disposal</span> <span style="font-size: 2em; font-family: cursive;">10/6/92</span> <span style="font-size: 2em; font-family: cursive;">JRS</span>

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

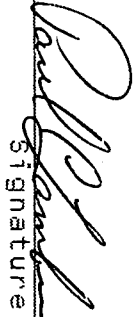
CERTIFICATE OF RECORDS DISPOSAL

08.02

DEPT. OF ECONOMIC & EMPLOYMENT

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
87W799	T/D BATCHES	991-2A	38-41	FY 86-87	14	1/92	RECYCLED
88W449	WIN LOCAL OFFICES	991-3A	36	1979-86	8		
90W582	JTPA TITLE III	991-3	7	1986	1		
90W580	CANCELLED APPR. AGREEMENTS	791-3	7	1986	2		
91W332	UCFE 931'S	991-4	5	1988	12		
90W1147	CLAIMS HISTORY	991-4	19	1988	14		

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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.  <div style="font-size: 2em; text-align: center;"><i>87W799</i></div>	DATE REC'D  <div style="font-size: 2em; text-align: center;"><i>4-7-87</i></div>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE      SECTION(S) <div style="font-size: 2em; text-align: center;"><i>12</i>      <i>3</i></div>	
c) DIVISION/UNIT General Services Division	NO. OF CU. FT. <div style="font-size: 2em; text-align: center;"><i>14</i></div>	
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>10/86</u>	Schedule # 991-2 A																																													
		Item # 38-41																																													
		Date of Disposal <del>10/91</del>																																													
		<i>Jan. 1992</i>																																													
		<i>Disposal</i>																																													
		<i>3/30/92</i>																																													
		<i>JPS</i>																																													
1 2 3 4 5 6 7 8 9 10 11 12 13 14	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: center;">AGENCY</th> <th style="text-align: center;">FISCAL YEAR</th> </tr> </thead> <tbody> <tr> <td>Manual Appropriation Ledgers</td> <td style="text-align: center;">380000</td> <td style="text-align: center;">1986</td> </tr> <tr><td>T/D Batches 483 to 492</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 493 to 502</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 503 to 512</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 513 to 522</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 523 to 532</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 533 to 542</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 543 to 552</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 553 to 562</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 563 to 572</td><td style="text-align: center;">"</td><td style="text-align: center;">1987</td></tr> <tr><td>T/D Batches 573 to 582</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 583 to 592</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 593 to 602</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> <tr><td>T/D Batches 503 to 612</td><td style="text-align: center;">"</td><td style="text-align: center;">"</td></tr> </tbody> </table>	DESCRIPTION	AGENCY	FISCAL YEAR	Manual Appropriation Ledgers	380000	1986	T/D Batches 483 to 492	"	"	T/D Batches 493 to 502	"	"	T/D Batches 503 to 512	"	"	T/D Batches 513 to 522	"	"	T/D Batches 523 to 532	"	"	T/D Batches 533 to 542	"	"	T/D Batches 543 to 552	"	"	T/D Batches 553 to 562	"	"	T/D Batches 563 to 572	"	1987	T/D Batches 573 to 582	"	"	T/D Batches 583 to 592	"	"	T/D Batches 593 to 602	"	"	T/D Batches 503 to 612	"	"	
DESCRIPTION	AGENCY	FISCAL YEAR																																													
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T/D Batches 493 to 502	"	"																																													
T/D Batches 503 to 512	"	"																																													
T/D Batches 513 to 522	"	"																																													
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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 <b>08.03</b>		ACCESSION NO <b>88W449</b>	DATE REC'D <b>12-8-87</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>			
c) DIVISION/UNIT <b>General Services Division</b>		LOCATION - RANGE <b>35</b>	SECTIONS <b>534</b> <del>1</del>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO. OF CU. FT. <b>8</b>	
e) AGENCY OFFICIAL <b>John Head</b>		PHONE NO. <b>383-2532</b>	
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	WIN Local Office Tables Sep 79, 80, 81, 82 & 83	SCHEDULE #991-3A
2	WIN Local Office Tables Jan, Feb, Mar, Apr & May 84 Dec 83	ITEM #36
3	WIN Local Office Tables & SMSA Jun, Jul & Aug 84	DATE OF DISPOSAL:
4	WIN Local Office & SMSA Tables Sep, Oct, Nov & Dec 84 Jan & Feb 85	<del>1/92</del> <b>1/92</b>
5	WIN Local Office & SMSA Tables Mar, Apr, May, Jun, Jul & Aug 85	<i>Disposal</i> <b>4/4/92</b> <i>[Signature]</i>
6	WIN Local Office & SMSA Tables Sep, Oct, Nov & Dec 85 Jan & Feb 86	
7	WIN Local Office & SMSA Tables Mar, Apr, May, Jun, Jul & Aug 86	
8	WIN Local Office Tables & SMSA Sep, Oct, Nov & Dec 86 FS report FY 84	

R-35

S-11

4 Empty Spaces

R-35

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# RECORDS TRANSMITTAL AND RECEIPT

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

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 HUBELMYER ROOM 312 X 5 718	0804	ACCESSION NO. <span style="font-size: 2em;">90W582</span>	DATE REC'D <span style="font-size: 1.5em;">12-4-89</span> FM CODE <span style="font-size: 1.5em;">08.03</span>
		LOCATION RANGE SECTION(S) <span style="font-size: 1.5em;">54 15</span>	NO. OF CU. FT. <span style="font-size: 1.5em;">1</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	JTPA FIRE III BOS 1/1/86 - 12/31/86 SUBGRANT RECORDS	991-3-7 1-92  <div style="text-align: right; font-size: 1.5em; margin-top: 20px;">                         Disposal                          4/4/92                          ML                     </div>

**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 Dept. of Economic & Employment Development 0804	ACCESSION NO. <span style="font-size: 2em;">90W580</span>	DATE REC'D <span style="font-size: 1.5em;">12-4-89</span>
		RM CODE <span style="font-size: 1.5em;">08-03</span>
DIVISION/UNIT Division of Administration Office of General Services	LOCATION RANGE SECTION(S) <span style="font-size: 1.5em;">45 29</span>	NO. OF CU. FT. <span style="font-size: 2em;">2</span>
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
PHONE NO. 333-7532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
AGENCY OFFICIAL Gerri Cooper For: JOHN AUGELIMYER ROOM 212 X 5718		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
✓ 1	CANCELLED APPR. AGREEMENTS THROUGH 12/31/86	991-3-7 1-92
✓ 2	CANCELLED/COMPLETED APPR. AGREEMENTS JTPA - BOS SUBGRANT RECORDS	- -

Disposal  
 4/4/92  
 RLL

RECORDS TRANSMITTAL AND RECEIPT

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	ACCESSION NO. 91W332	DATE REC'D 10-15-90
B. DIVISION/UNIT Division of Administration Office of General Services		FM CODE 08.04
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 141 3	NO. OF CU. FT. 12
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK ROOM 512 X5340		

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
	UCFE 931's 1/1-12/31/1988	
1	0006-0708	Schedule 991-4 Item 5 Disposal Date <del>12/31/91</del> 1/92  [Signature] 4-4-92
2	0804-1694	
3	1700-2498	
4	2500-3397	
5	3404-4093	
6	4100-4899	
7	4903-5795	
8	5801-6799	
9	6802-7695	
10	7706-8493	
11	8503-9299	
12	9308-9987	

# 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 0804	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">90W1K7</span>	DATE REC'D <span style="font-size: 1.5em; font-family: cursive;">4-26-90</span>
DIVISION/UNIT Division of Administration Office of General Services	RM CODE <span style="font-size: 1.5em; font-family: cursive;">08.04</span>	
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">18 22</span>	NO. OF CU. FT. <span style="font-size: 1.5em; font-family: cursive;">14</span>
PHONE NO. 333-7532	RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
AGENCY OFFICIAL Gerri Cooper For: DEED/COLUMBIA LOCAL OFFICE #23 MARGARET-D. ASKEW, TEL# 992-2602		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>CLAIMS HISTORY RECORDS, 1988</u>	991-4-19- DECEMBER, 1991  <span style="font-size: 1.5em; font-family: cursive;">1/92</span>
1 of 14	0667 thru 1365	<div style="font-size: 2em; font-family: cursive; margin-bottom: 10px;">Disposal</div> <div style="font-size: 1.5em; font-family: cursive; margin-bottom: 10px;">3/30/92</div> <div style="font-size: 1.5em; font-family: cursive;">JPS</div>
2 of 14	1380 thru 2075	
3 of 14	2076 thru 2698	
4 of 14	2702 thru 3292	
5 of 14	3300 thru 4122	
6 of 14	4124 thru 4823	
7 of 14	4825 thru 5489	
8 of 14	5496 thru 6113	
9 of 14	6114 thru 6797	
10 of 14	6801 thru 7454	
11 of 14	7458 thru 8151	
12 of 14	8152 thru 8891	
13 of 14	8899 thru 9445	
14 of 14	9447 thru 9997	

R-18

S-22

2 Empties

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
90W125	UCF CLOSED CASES	991-4	23	1987	59	1/92	RECYCLED
87W1185	WIN HISTORY CARDS, FOLDERS	991-4	22	1987	5		
87W1182	CETA PAYMENTS REGISTERS	991-4	8	1987	3		
87W1183	CETA PAYMENTS REGISTERS	991-4	8	1987	3		
87W1184	WIN HISTORY CARDS, FOLDERS	991-4	22	1987	5		
88W1073	ESA 16 COMPUTERS PRINTOUTS	991-4	3	86/3	4		

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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. <b>90W125</b>	DATE REC'D <b>8-18-89</b>
b) AGENCY <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b>		LOCATION - RANGE <b>19</b>	SECTION(S) <b>8-9</b>
c) DIVISION/UNIT <b>General Services Division</b>		NO. OF CU. FT. <b>59</b>	
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <b>GERALD COOPER</b> 01-89 FOR: William Merriman <b>WINDA COOK - X7311</b>		PHONE NO. <b>333-7532</b> <b>333-5040</b> <b>ROOM 511</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)
	1987 Closed Cases	Schedule 991-4
1	UCF 01 - 49	Item 23
2	UCF 50 - 100	Disposal Date
3	UCF 101 - 161	1/92
4	CWC 01 - 56	<i>DISPOSAL</i> <hr/> <i>3/30/92</i> <i>GR</i>
5	TRA 01 - 56    CSI 01    WSP 01 - 03	
6	UCX 01 - 43	
7	00001 - 00049	
8	00050 - 00099	
9	00100 - 00149	
10	00150 - 00199	
11	00200 - 00249	
12	00250 - 00299	
13	00300 - 00349	
14	00350 - 00399	
15	00400 - 00449	
16	00450 - 00499	
17	00500 - 00549	
18	00550 - 00599	
19	00600 - 00649	
20	00650 - 00699	
21	00700 - 00749	

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22	00750 - 00799
23	00800 - 00849
24	00850 - 00899
25	00900 - 00949
26	00950 - 00999
27	01000 - 01049
28	01050 - 01099
29	01100 - 01149
30	01150 - 01199
31	01200 - 01249
323	01250 - 01299
33	01300 - 01349
34	01350 - 01399
35	01400 - 01449
36	01450 - 01499
37	01500 - 01549
38	01550 - 01599
39	01600 - 01649
40	01650 - 01699
41	01700 - 01749
42	01750 - 01799
43	01800 - 01849
44	01850 - 01899
45	01900 - 01949
46	01950 - 01999
47	02000 - 02049
48	02050 - 02099
49	02100 - 02149
50	02150 - 02199
51	02200 - 02249
52	02250 - 02299
53	02300 - 02349
54	02350 - 02399
55	02400 - 02449
56	02450 - 02499
57	02500 - 02549
58	02550 - 02599
59	02600 - 02649

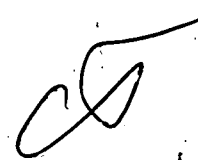
# RECORDS TRANSMITTAL AND RECEIPT

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 380410310 <span style="font-size: 2em; margin-left: 20px;">08.0x</span>	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">87W1185</span>	DATE REC'D <span style="font-size: 2em; font-family: cursive;">6-24-87</span>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION RANGE <span style="font-size: 2em; font-family: cursive;">114</span>	SECTION(S) <span style="font-size: 2em; font-family: cursive;">19</span>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">5</span>	
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)
	W.I.N. History Cards, Folders, 762's 754's - 1986 Records closed as of January 1, 1987	Schedule 991-4 Item 22 Date of Disposal: 1/1/92
1	000-00-0001 - 214-78-9999	
2	214-79-0000 - 217-69-9999	
3	217-70-0000 - 220-99-9999	
4	221-00-0000 - End	
5	Disbursement sheets and green print outs 1985 and 1986	

  
 4-4-92

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. 380410310 <i>08.04</i>		ACCESSION NO. <i>87W1182</i>	DATE REC'D <i>6-24-87</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE <i>114</i>	SECTION(S) <i>19</i>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. <i>3</i>	
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)
1	C.E.T.A. Payment Registers	Schedule 991-4
2	Records closed as of January 1, 1987	Item 8
3	January, February, March, April, 1982	Date of Disposal:
	May, June, July, August, 1982	1/1/92
	September, October, November, December, 1982	

*OK*  
*4-4-92*

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# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380410310	ACCESSION NO. 87W1183	DATE REC'D 6-24-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		
c) DIVISION/UNIT General Services Division	LOCATION - RANGE 114	SECTION(S) 19
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. 3	
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)
1	C.E.T.A. Payment Registers Records closed as of January 1, 1987 January, February, March, 1983	Schedule 991-4 Item 8 Date of Disposal: 1/1/92
2	April, May, June, 1983	
3	July, August, September, October, 1983 program ended 9/30/83	

*[Signature]*  
4-4-92

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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 380410310 <i>08.04</i>		ACCESSION NO. <i>87W1184</i>	DATE REC'D <i>6-24-87</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE <i>114</i>	SECTION(S) <i>19</i>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. <i>5</i>	
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)
	W.I.N. History Cards, Folders, 762's 754's - 1984 Records closed as of January 1, 1987	Schedule 991-4 Item 22 Date of Disposal: 1/1/92
1	000-00-0001 - 214-62-9999	
2	214-63-0000 - 217-86-9999	
3	217-87-0000 - End	
4	Jessups Records - Auditor's Report 1985 1980-1981-1982	
5	Green Print Outs - Win Distribution Sheets 1982 - 1983 - 1984	

*4-4-92*

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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)

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380410316	08.04	ACCESSION NO. 88W1073	DATE REC'D 4-11-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 103	SECTIONS 35
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	ESA 16 COMPUTER PRINTOUTS  JOHN HOPKINS UNIVERSITY DUNDALK COMMUNITY COLLEGE ALLSTATE INSURANCE LOCH INSULATION MONTGOMERY COMMUNITY COLLEGE ANNE ARUNDEL CO. GOV'T ANNE ARUNDEL CO. LIBRARY BELL ATLANTIC MARYLAND CUP MONTGOMERY CO. GOV'T I B M J. C. PENNY ESSEX COMMUNITY COLLEGE FREDERICK COMMUNITY COLLEGE BALTIMORE CO. B.O.E. NATIONAL GEOGRAPHIC SOCIETY CATONSVILLE COMMUNITY COLLEGE BLUE CROSS & BLUE SHIELD SUSQUEHANA REGION P.I.C. PART OF HARFORD CO. GOV'T	Schedule 991-4  Item 3  Date of Disposal: <del>10/91</del> Jan. 1992  Disposal 3/24/92 JRS

ANNE ARUNDEL B.O.E.  
HARFORD CO. GOV'T  
CITY OF HAGERSTOWN  
PRINCE GEORGE'S COMMUNITY COLLEGE

2  
STATE OF MARYLAND  
UNIVERSITY OF MD. MED. SYSTEM  
FREDERICK CO. B.O.E.  
BLAKE CONSTRUCTION  
FAIRCHILD MD.  
MERCY HOSPITAL  
MONTGOMERY CO. B.O.E.

3  
CITY OF BALTIMORE  
EASTMET  
BLACK & DECKER REV. 2/10/87  
WATKINS & JOHNSON  
HOWARD CO. GOV'T WATER & SEWER  
CARROLL CO. B.O.E.  
BALTIMORE CO. GOV'T & LIBRARY  
SEARS & ROEBUCK  
C & P TELEPHONE

4  
BART DRUGS  
BETHLEHEM STEEL  
GIANT FOOD  
HOWARD CO. COMMUNITY COLLEGE  
FREDERICK CO. GOV'T  
HARFORD CO. B.O.E.  
REVIEW & HERALD  
C & P OF WASHINGTON  
BENDIX FIELD INGR.  
JOHNS HOPKINS HOSPITAL  
BALTIMORE GAS & ELECTRIC



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-FINANCE AUTH  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W1303	INACTIVE CREDIT FILES-PAID OFF	1164	I.B.1	1987	4	1/92	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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

<p>a) AGENCY CODE 1. 38.06.00.02      <i>08.06</i></p>	<p>ACCESSION NO. <i>88W1303</i></p>	<p>DATE REC'D <i>6-1-88</i></p>
<p>b) AGENCY Maryland Industrial Development Financing Authority ("MIDFA")</p>	<p>LOCATION - RANGE      SECTION(S)      NO. OF CU. FT. <i>21</i>                      <i>16</i>                      <i>4</i></p>	
<p>c) DIVISION/UNIT Department of Economic &amp; Employment Development ("DEED")</p>		
<p>d) MAILING ADDRESS Suite 2226 Redwood Tower 217 E. Redwood Street Baltimore, Maryland 21202</p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL Richard W. Young</p>	<p>PHONE NO. (301) 333-4265</p>	<p align="center">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	INACTIVE CREDIT FILES - PAID OFF (1987)	
1.	# 246 AquaFoods International 330 Harold Ruff Enterprises, Inc. 239 Reading & Whitehall/ Md. Paper Box 230 Renewable Natural Resources 193 Visu-Com	Schedule #1164 Item I B.1 Date <del>1/91</del> <i>1/92</i>
2.	# C1015(12) American Iron Works, Inc. 200 Chem Clear of Baltimore 200a Chem Clear of Baltimore 106 & 121 Gabriel Industries, Inc. 203 Sheet Metal Coating & Litho Co. 165 Specialty Plastics, Inc.	(Same)
3.	# 331 Charles Plaza Limited Partnership 168 Harbor Sales Company 223 Precise Metals & Plastics, Inc. C1004(3) Roadnet Systems 187 Tramel Crow Distributors, Inc.	(Same)
4.	# 283 Computer Data Systems, Inc. 284 Frank Parsons Paper Co. C1043(27) Hosho Somerset Corp.	(Same)  <i>DISPOSAL</i> <i>3/30/92</i> <i>gpg</i>

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R-21

S-16.

6 Empties  
S-16

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
90W581	JTPA/TAA	991-3	7	10/85-9/86	4	1/92	RECYCLED
90W691	ENDS DAILIES	991-3	25	8/89-9/89	6		
89W446	CANC.	991-3	16	1979-85	21		
89W1159	JS WIN CONTRACTS & INVOICES	991-3	28,34	1983-87	6		
90W876	ENDS DAILIES	991-3	25	9/89-10/89	7		
90W1050	ENDS DAILIES	991-3	25	11/89-12/89	7		
87W1191	ACF'S	991-3	27	1984	62		
89W445	JTPA, ATTENDANCE, TRAINING	991-3	2		28		

  
Signature

RECORDS CENTER MANAGER  
Title

01/25/92  
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 X578	0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">90W581</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">12-4-89</div>
		LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">55 21-22</div>	RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.03</div>
		RECORDS CENTER MANAGER	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">4</div>
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	TAA : ABRIE - COMPUTER TECH 10/1/85 - 9/30/86	991-3-7 1-92
2	" : CONTROL DATA - BUNOALK Com. Col.	- - - - -
3	" : EASTERN OCCUPATIONAL CTR - N.W. BEAUM	- - - - -
4	" : PTC CAREER - YORKTOWNE BUSINESS	- - - - -
		<div style="font-size: 1.5em; font-family: cursive;">Disposal</div> <hr style="width: 50%; margin: 0 auto;"/> <div style="font-size: 1.2em; font-family: cursive;">1-8-92</div> <div style="font-size: 1.5em; font-family: cursive;">JPS</div>

# 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**

<b>A. AGENCY</b> Dept. of Economic & Employment Development 0804	<b>ACCESSION NO.</b> <div style="font-size: 2em; font-family: cursive;">90W691</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em;">1-5-90</div>
<b>B. DIVISION/UNIT</b> Division of Administration Office of General Services	<b>RM CODE</b> <div style="font-size: 1.5em;">08.03</div>	
<b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	<b>LOCATION</b> <b>RANGE SECTION(S)</b> <div style="font-size: 1.5em;">46 19</div>	<b>NO. OF CU. FT.</b> <div style="font-size: 2em;">6</div>
<b>D. PHONE NO.</b> 333-7532	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Gerri Cooper For: ALHAURANEK X7574	<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
1	ENDS dailies Aug. 3-9, 1989	Schedule 991-3-25
2	ENDS dailies Aug. 10-16, 1989	
3	ENDS dailies Aug. 17-23, 1989, ENDS weekly Aug. 4	Date of Disposal 1/92
4	ENDS dailies Aug. 24-29, 1989, ENDS weeklies Aug. 11 & 18, 1989	
5	ENDS dailies Aug. 30-Sep. 5, 1989, ENDS weeklies Aug. 25 & 31, 1989	
6	ENDS dailies Sep. 6-11, 1989, ENDS weeklies Sep. 8, 15 & 22, 1989	

Disposal  
1-14-92  
JPP

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <b>08.03</b>		ACCESSION NO. <b>89W446</b>	DATE REC'D <b>11-7-88</b>
b) AGENCY <del>DEPARTMENT OF EMPLOYMENT AND TRAINING</del> <b>DEED</b>			
c) DIVISION/UNIT <b>General Services Division</b>		LOCATION - RANGE <b>9</b>	SECTION(S) <b>10</b>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO. OF CU. FT. <b>21</b>	
e) AGENCY OFFICIAL <b>John Head</b>		PHONE NO. <b>383-2532</b>	
For:		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)
1000	ATLAS ROOFING CANC. 12/22/80 AUTO CUSTOM SPEC CANC. 5/10/84 AUTOHAUS TISCHER CANC. 6/13/85 AUTO VILLAGE INC. CANC. 8/17/81 B&B WELDING CANC. 1/12/81 B&H ELECTRIC CANC. 4/25/83 BLW ROOFING CANC. 7/27/81 BALTIMORE GLASSWORKERS CANC. 8/14/84 B-Z VENDING CANC. 9/18/81 BALTIMORE IMPR. ASSOC. CANC. 1/16/82 BALTIMORE INS. INC. CANC. 1/28/82 BALTIMORE MAILERS JAC CANC. 1/14/81 BALTIMORE AREA SIGN CANC. 2/22/84 BALTIMORE THERMOGRAPHERS CANC. 4/5/82 BALZER SUNOCO CANC. 8/6/81 BARCLAY'S ELECTRICAL CANC. 7/9/82	Schedule 991-3 Item 16 Date of Disposal: 9/91 <i>Jan. 1992</i>  Disposal 3/21/92 <i>[Signature]</i>
<i>Return to agency Boxes 1007-1015</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 1.		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>For: John Head</b>		PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER																																																									
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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 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:	PHONE NO. <b>383-2532</b>	TO BE COMPLETED AT <b>STATE RECORDS MANAGEMENT CENTER</b>

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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)

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P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

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For:		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

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1006	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">T.W. MARINE ENGR</td><td style="width: 20%;">CANC.</td><td style="width: 40%;">7/16/81</td></tr> <tr><td>TAYLOR PRINTING CO.</td><td>CANC.</td><td>1/27/82</td></tr> <tr><td>TENCO MASONRY</td><td>CANC.</td><td>10/10/84</td></tr> <tr><td>20th CENTURY PRINTING</td><td>CANC.</td><td>1/27/83</td></tr> <tr><td>TOWN/COUNTY PONTIAC</td><td>CANC.</td><td>7/28/81</td></tr> <tr><td>TOWSON VALLEY MOTOR</td><td>CANC.</td><td>1/12/81</td></tr> <tr><td>TRI CITY VENDORS, INC.</td><td>CANC.</td><td>9/29/81</td></tr> <tr><td>J. TRUDEN CO.</td><td>CANC.</td><td>8/24/81</td></tr> <tr><td>TYPESETTERS, INC.</td><td>CANC.</td><td>17/12/81</td></tr> <tr><td>W.K. TRUNNELL, INC.</td><td>CANC.</td><td>4/5/82</td></tr> <tr><td>TIEVY ELECTRIC</td><td>CANC.</td><td>10/28/80</td></tr> <tr><td>TODD/ALLAN PRINTING</td><td>CANC.</td><td>12/12/80</td></tr> <tr><td>TIME, INC.</td><td>CANC.</td><td>11/23/82</td></tr> <tr><td>TOME AC CO.</td><td>CANC.</td><td>5/10/83</td></tr> <tr><td>TRI-STATE VEHICLE</td><td>CANC.</td><td>4/8/83</td></tr> <tr><td>TURF INN</td><td>CANC.</td><td>11/27/84</td></tr> <tr><td>TURNER ELECTRIC</td><td>CANC.</td><td>12/2/80</td></tr> <tr><td>UNGAR CHEVROLET</td><td>CANC.</td><td>8/20/84</td></tr> </table>	T.W. MARINE ENGR	CANC.	7/16/81	TAYLOR PRINTING CO.	CANC.	1/27/82	TENCO MASONRY	CANC.	10/10/84	20th CENTURY PRINTING	CANC.	1/27/83	TOWN/COUNTY PONTIAC	CANC.	7/28/81	TOWSON VALLEY MOTOR	CANC.	1/12/81	TRI CITY VENDORS, INC.	CANC.	9/29/81	J. TRUDEN CO.	CANC.	8/24/81	TYPESETTERS, INC.	CANC.	17/12/81	W.K. TRUNNELL, INC.	CANC.	4/5/82	TIEVY ELECTRIC	CANC.	10/28/80	TODD/ALLAN PRINTING	CANC.	12/12/80	TIME, INC.	CANC.	11/23/82	TOME AC CO.	CANC.	5/10/83	TRI-STATE VEHICLE	CANC.	4/8/83	TURF INN	CANC.	11/27/84	TURNER ELECTRIC	CANC.	12/2/80	UNGAR CHEVROLET	CANC.	8/20/84	Schedule 991-3  Item 16  Date of Disposal:  9/91
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USE IN 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 1.		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:		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)
1007	CANCELLED APPRENTICESHIP AGREEMENTS 1/79 - 9/79	Schedule 991-3  Item #16 Disposition:
1008	CANCELLED APPRENTICESHIP AGREEMENTS 11/79 - 6/80	Permanent retention
1009	CANCELLED APPRENTICESHIP AGREEMENTS 8/80 - 3/81	
1010	CANCELLED APPRENTICESHIP AGREEMENTS 3/81 - 7/82	
1011	CANCELLED APPRENTICESHIP AGREEMENTS 1/83 - 6/85	

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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.	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>	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)
1012	COMPLETED APPRENTICESHIP AGREEMENTS 4/78 - 11/79	Schedule 991-3
1013	COMPLETED APPRENTICESHIP AGREEMENTS 11/79 - 6/80	Item #16
1014	COMPLETED APPRENTICESHIP AGREEMENTS 4/81 - A-L/83	Disposition
1015	COMPLETED APPRENTICESHIP AGREEMENTS M-Z/83 - 7/1/85	Permanent retention

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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

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1017	Inactive Veterans Administration On-the-Job Training Programs Associates Financial Services Company through American Finance Corporation.	Schedule 991-3 Item #16 Date of Disposal: 9/91
1018	Veterans Administration On-the-Job Training Programs Inactive Prior to 7/1/85: Finance America to May's Upholstering Co., Inc.	
1019	Veterans Administration On-the-Job Training Programs Inactive Prior to 7/1/85: Metropolitan Maint. Co., Inc.	
1016	Veterans Administration On-the-Job Training Programs Inactive prior to July 1, 1985: Academy Ford Sales Inc. to Ferro Boat Builders, Inc.	
<p><i>Box #1020</i></p>	<p><i>Robert Appliance - H.L. Zimlin</i></p>	

R-9

S-10

RECEIVED  
OCT 10 1988  
RECORDS DIVISION  
MANAGEMENT

1020 Robert Appliance - H.L. Zimlin

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

ps!

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEED		ACCESSION NO. 89W1159	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) 5 12	NO. OF CU. FT. 6
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: J. CALLENDER X-5773 RM. 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 WIN CONTRACTS & INVOICES, 762'S PAYMENT, FORMS 754'S, PAYMENT QUESTIONNAIRES - 11/85-10/87	991-3-34-1/92
2 -	DEED/JS/DET/JTPA WIN 762 FOR WORK EXPERIENCE INSTITUTIONAL TRAINING SUSPENSE, OJT, JOB CLUB - 1985-1987	991-3-34-1/92
3 -	DEED/JS MSFW COMPLAINTS - 1983-1985 + LAWSUITS	991-3-28-1/92
4 -	DEED/JS MSFW COMPLAINTS - 1983-1985 + LAWSUITS	991-3-28-1/92
5 -	DEED/JS MSFW COMPLAINTS & LAWSUITS 1983-1985	991-3-28-1/92
6 -	DEED/JS MSFW COMPLAINTS & LAWSUITS 1983-1985	991-3-28-1/92
ITEMS 991-3-34-34RS. + 1 AUDIT 991-3-28-54RS. + 1 COURT DECISION		Disposal 11/18/92 jez

# 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 Dept. of Economic &amp; Employment Development 0804</p>	<p>ACCESSION NO. <b>90W876</b></p>	<p>DATE REC'D <b>2-16-90</b></p>
<p>B. DIVISION/UNIT Division of Administration Office of General Services</p>	<p>FORM CODE <b>08.03</b></p>	
<p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p>LOCATION RANGE SECTION(S) <b>7 12</b></p>	<p>NO. OF CU. FT. <b>7</b></p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Gerri Cooper For: <b>ALHAURANEK ROOM 207 X 7574</b></p>	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Sep 12 - 19, 1989	<p>Schedule 991 - 3 Item 25  Date of Disposal 1/92</p> <p style="font-size: 1.2em; font-weight: bold; margin-top: 20px;"><u>DISPOSAL</u> 2/5/92 GPS</p>
2	ENDS dailies Sep 20 - 27, 1989	
3	ENDS dailies Sep 28 - Oct 4, 1989	
4	ENDS dailies Oct 5 - 12, 1989	
5	ENDS dailies Oct 13 - 20, 1989	
6	ENDS dailies Oct 23 - 27, 1989 & weekly Sep 29/89	
7	ENDS dailies Oct 30 - 31, 1989 & weeklies Oct 6, 13, 20, 27 & 31, 1989	

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.	DATE REC'D
B. DIVISION/UNIT Division of Administration Office of General Services			90W1050	3-15-90
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201				FM CODE
D. PHONE NO. 333-7532			LOCATION RANGE SECTION(S)	NO. OF CU. FT.
E. AGENCY OFFICIAL Gerri Cooper For: AL HAUBANEK X7574 ROOM 207			12 5	7
			RECORDS CENTER MANAGER	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS Dailies Nov 1-6, 1989, Weeklies Nov 3 & 9, 1989	Schedule #991-3
2	ENDS Dailies Nov 8-14, 1989, Weekly Nov 17, 1989	Item # 25
3	ENDS Dailies Nov 15-21, 1989	Date of Disposal
4	ENDS Dailies Nov 22-29, 1989, Weekly Nov 24, 1989	1/92
5	ENDS Dailies Nov 30-Dec 5, 1989, Weeklies Nov 30 & Dec 15, 1989	
6	ENDS Dailies Dec 11-14, 1989, Weekly Dec 22, 1989	
7	ENDS Dailies Dec 15-22, 1989, Weekly Dec 29, 1989	

DISPOSAL  
2/5/92  
gpg

R-12

S-5

1 Empty



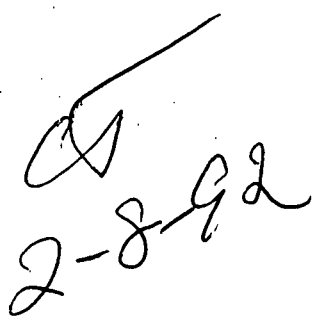
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**RECORDS TRANSMITTAL AND RECEIPT**

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      0803		ACCESSION NO. 87W1191	DATE REC'D 6-24-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 108	SECTIONS 34-35
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 62	
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	ACF 's 1/1/84-2/10/84	Schedule 991-3  Item 27  Date of Disposal: January, 1992   
2	ACF 's 2/10/84-3/3/84	
3	ACF 's 3/3-4/2/84	
4	ACF 's 4/3-4/29/84	
5	ACF 's 4/30-5/23/84	
6	ACF 's 5/24-6/4/84	
7	ACF 's 8/1-8/15/84	
8	ACF 's 7/18-7/31/84	
9	ACF 's 7/4/84-7/17/84	
10	ACF 's 6/26-7/3/84	
11	ACF 's 6/19-6/25/84	
12	ACF 's 6/14-6/18/84	
13	ACF 's 6/5-6/13/84	
14	ACF 's 8/16-8/31/84	
15	ACF 's 9/1-9/24/84	
16	ACF 's 9/25-10/3/84	
17	ACF 's 10/7-10/18/84	
18	ACF 's 10/19-11/2/84	
19	ACF 's 11/3-11/26/84	
20	ACF 's 11/27-12/31/84	
(list continued on next page)		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES
21	Certifications 1/1-1/31/84
22	Certifications 2/1-2/29/84
23	Certifications 3/1-4/11/84
24	Certifications 4/11-5/25/84
25	Certifications 5/28/84-6/14/84
26	Certifications 6/18-6/29/84
27	Certifications 6/29-7/10/84
28	Certifications 7/6-7/24/84
29	Certifications 7/25-8/25/84
30	Certifications 8/26/84-9/11/84
31	Certifications 9/13/84-10/4/84
32	Certifications 10/5-10/23/84
33	Certifications 10/24-11/14/84
34	Certifications 11/15-12/31/84
35	Letters of Request E-M (1983-1984)
36	Letters of Request Mixed 1984
37	Letters of Request A-Denny's, 1984
38	Letters of Request Mixed, 1984
39	Letters of Request Mixed, 1984
40	Letters of Request Mixed, 1984
41	Letters of Request Mixed, 1984
42	Letters of Request Mixed, 1984
43	Letters of Request Mixed, 1984
44	Letters of Request Mixed, 1984
45	Letters of Request, I-L, 1985, July-Dec.
46	Letters of Request, M-Mont., July-Dec, 1985
47	Co-op education forms, 1983-1984
48	Letters of Request, Moore-P, July-Dec., 1985
49	Letters of Request, S..., July-Dec., 1985
50	Letters of Request, V-Z, July-Dec., 1985
51	Letters of Request, E-Go, July-Dec., 1985
52	Letters of Request, Gr-H, July-Dec., 1985
53	Letters of Request, Mont. Ward, July-Dec., 1985
54	Letters of Request, Q-R, July-Dec., 1985
55	Letters of Request, T-U, July-Dec., 1985
56	Letters of Request, GC-Peoples, Jan-June, 1985
57	Letters of Request, A-GC, Jan-June, 1985
58	Letters of Request, Peoples-Telesec, Jan-June 1985
59	Letters of Request, Telesec-Zayre, Jan-June, 1985
60	Letters of Request, C-D, July-Dec., 1985
61	Letters of Request, A-B, July-Dec., 1985

Box # 43A *LETTERS OF REQUEST, A-Z, JAN. 1983-DEC. 1983*

87 W-1191

R-108

S-34-35

{62} Boxes. / Hau {43A} 61 \*

~~44, 44 & 54~~

# 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;">0803</span>	ACCESSION NO. <span style="font-size: 2em; margin-left: 10px;">89W445</span>	DATE REC'D <span style="font-size: 2em; margin-left: 10px;">11-7-88</span>
b) AGENCY <p style="text-align: center;"><b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p>		
c) DIVISION/UNIT <p style="text-align: center;"><b>General Services Division</b></p>	LOCATION - RANGE                      SECTION(S) <span style="font-size: 2em; margin-left: 10px;">40                      23-24</span>	NO. OF CU. FT. <span style="font-size: 2em; margin-left: 10px;">28</span>
d) MAILING ADDRESS <p style="text-align: center;"><b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b></p>	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 # 2 # 3 # 4 # 5 # 6 # 7 # 9 #10 #11 #12 #13 #14 #15 #16 #17 #18 #18 #19 #20 #21 #22 #23 #24 #25 #26 #27  28.	JTPA Title #3 Participant Attendance Forms Participant Training Participant Training Participant Attendance Forms Participant Training Participant attendance Forms Participant Training Attendance Forms Participant Training Airco Technical - Coppin state College Data Processing Institute National Training Systems RETS Electronic Schools RETS Electronic Schools Attendance Forms Attendance Forms Training Files Participant Attendance Forms Attendance Forms Re-location Trade Act Journals JTPA Title #10c JTPA Title #3 JTPA Title #3 Manpower Consortium Grants Manpower Consortium Grants Frederick County Job Training  <i>Dislocated Employees Asst. Program AFK-C10</i>	Disposal 2/8/92  Item #2 <i>per</i>  Schedule 991 - 3  Disposal date <del>9/91</del> 1/92

R-40

S-23-24

B28

Dislocated Employees Assit Program  
AFL-CIO

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

GENERAL SERVICES  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
88W1210	CLOSED CASES	991-4	23	1/88	65	1/92	RECYCLED
88W1209	TRA	991-4	7	1987	3		
88W1218	BATCHES	991-4	3	86/4	61		
90W1148	DISPUTED CLAIMS	991-4	3B	1988	22		
88W1222	DISPUTED CLAIMS	991-4	3B	1986	24		
89W1156	BATCHES	991-4	3A	87/4	70		
90W106	WORKSHARING FILES	991-4	3BC	1987-88	5		
88W1226	COMPUTER PRINTOUTS	991-4	3	86/4	4		

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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. <b>88W1210</b>	DATE REC'D <b>5-16-88</b>
b) AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>			
c) DIVISION/UNIT <b>General Services Division</b>		LOCATION RANGE <b>55</b>	SECTION(S) <b>28-29</b>
d) MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO OF CU FT <b>65</b>	
e) AGENCY OFFICIAL <b>For: MARK R. WOLF - ROOM 511</b>		PHONE NO <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)
1	1985 00001 - 00099	Closed 01/88
2	" 00100 - 00199	"
3	" 00200 - 00299	"
4	" 00300 - 00399	"
5	" 00400 - 00499	"
6	" 00500 - 00599	"
7	" 00600 - 00699	"
8	" 00700 - 00799	"
9	" 00800 - 00899	"
10	" 00900 - 00999	"
11	" 01000 - 01099	"
12	" 01100 - 01199	"
13	" 01200 - 01299	"
14	" 01300 - 01399	"
15	" 01400 - 01499	"
16	" 01500 - 01599	"
17	" 01600 - 01699	"
18	" 01700 - 01799	"
19	" 01800 - 01899	"
20	" 01900 - 01999	"
21	" 02000 - 02099	"
22	" 02100 - 02199	"
23	" 02200 - 02279	"
24	" 02280 - 02349	"
25	" 02350 - 02399	"
26	" 02400 - 02499	"
27	" 02500 - 02599	"
28	" 02600 - 02699	"
29	" 02700 - 02799	"
30	" 02800 - 02899	"

Disposal  
1-7-92  
GRV

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGE

CLOSED APPEALS CASES.

31	1985	02900 - 02999
32	"	03000 - 03099
33	"	03100 - 03199
34	"	03200 - 03299
35	"	03300 - 03399
36	"	03400 - 03499
37	"	03500 - 03599
38	"	03600 - 03699
39	"	03700 - 03799
40	"	03800 - 03899
41	"	03900 - 03999
42	"	04000 - 04099
43	"	04100 - 04199
44	"	04200 - 04299
45	"	04300 - 04399
46	"	04400 - 04499
47	"	04500 - 04599
48	"	04600 - 04699
49	"	04700 - 04799
50	"	04800 - 04899
51	"	04900 - 04999
52	"	05000 - 05099
53	"	05100 - 05199
54	"	05200 - 05299
55	"	05300 - 05399
56	"	05400 - 05499
57	"	05500 - 05599
58	"	05600 - 05699
59	"	05700 - 05799
60	"	05800 - 05899

61	1985	05900 - 05999
62	"	06000 - 06099
63	"	06100 - 06199
64	"	06200 - 06299
65	"	06300 - 06399



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 3804 10304		08.04	ACCESSION NO. 88W1209	DATE REC'D 5-16-88
b) AGENCY ECONOMIC & EMPLOYMENT DEV. DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 55	SECTION(S) 25-28	NO. OF CU. FT. <del>3142</del>
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL John Head For: Olivia Owens		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)
	These records were closed 01/88	Schedule 991-4
1	000-00-0001 - 155-62-4010	Item 7
2	156-34-5660 - 195-60-3910	Disposal Date 1/91
3	196-42-9330 - 213-44-1120	<i>Partial</i> <i>* Box 1739-1/91</i>  <i>Box - 140-142</i> <i>Disposal -</i> <i>1-8-92</i> <i>JFB</i>
4	213-52-7150 - 216-42-1030	
5	216-44-2240 - 219-44-5190	
6	219-46-7980 - 223-36-9860	
7	223-56-8440 - 232-72-9700	
8	234-74-4620 - 247-32-8120	
9	248-66-9510 - 307-20-4480	
10	307-22-9660 - 459-52-9000	
11	460-34-6630 - 577-68-2210	
12	577-68-7300 - 578-88-0400	
13	578-88-4490 - 579-90-6070	
14	579-92-4170 - 587-80-0010	
15	003-22-1441 - 159-62-2351	
16	160-28-5411 - 186-50-1861	
17	186-54-1001 - 212-52-4181	
18	212-58-0271 - 214-78-2981	
19	214-78-7851 - 218-84-6311	
20	218-86-5531 - 223-52-6921	

Box Number	Description	Disposal
21	223-60-6601 - 232-64-1201	Schedule 991-4 Item 7 Disposal 1/91
22	232-64-4221 - 246-06-2351	
23	246-13-8221 - 366-54-4011	
24	369-50-9261 - 465-98-8771	
25	478-78-4821 - 577-78-2771	
26	577-78-2901 - 579-08-6181	
27	579-26-3291 - 587-46-2111	
28	001-38-9302 - 136-42-0812	
29	138-28-9182 - 186-54-1742	
30	187-42-9102 - 212-62-8322	
31	212-64-0352 - 216-42-9922	
32	216-48-4682 - 219-60-4882	
33	219-62-2302 - 223-44-1772	
34	223-46-0062 - 233-36-7412	
35	233-58-3102 - 245-25-9312	
36	245-40-9902 - 377-76-1192	
37	380-62-9722 - 546-46-3652	
38	548-70-8612 - 578-54-3982	
39	578-56-3172 - 579-82-1832	
40	579-82-5642 - 707-01-6822	
41	002-36-5433 - 115-46-1233	
42	116-32-3963 - 174-50-0623	
43	174-50-0623 - 208-24-1223	
44	208-40-2703 - 214-84-7223	
45	214-94-5483 - 218-14-7783	
46	218-20-5123 - 221-52-9093	
47	221-54-8653 - 230-68-9843	
48	230-75-5493 - 242-32-7003	
49	242-33-7203 - 285-50-2333	
50	286-32-4773 - 427-51-3433	
51	427-80-4003 - 577-74-7803	
52	577-75-7523 - 578-76-4623	
53	578-78-7123 - 595-26-4053	
54	001-58-0244 - 154-52-740	
55	160-24-9084 - 189-58-8764	
56	190-32-0494 - 213-84-0874	
57	213-88-3564 - 215-80-2154	
58	215-80-8834 - 219-52-0104	
59	219-52-4064 - 223-86-1814	
60	223-86-2274 - 233-40-9764	

Box Number

Description

Disposal

Box Number	Description	Disposal
61	233-40-9764 - 257-17-2484	Schedule 991-4
62	257-94-6404 - 412-86-6624	Item 7
63	413-11-3944 - 577-44-9994	Disposal 1/91
64	577-46-4364 - 579-62-6264	
65	579-64-0434 - 587-50-7424	
66	006-16-4345 - 152-36-4855	
67	152-40-8445 - 185-48-0315	
68	185-52-6165 - 212-68-3825	
69	212-68-6665 - 215-66-9205	
70	215-72-2025 - 218-76-1675	
71	218-76-7745 - 222-76-7555	
72	222-32-1585 - 233-11-6525	
73	233-21-2415 - 246-78-4695	
74	247-38-6005 - 331-54-8815	
75	333-48-8165 - 505-84-8495	
76	507-82-8395 - 577-82-1395	
77	577-82-2985 - 579-66-3515	
78	579-66-3595 - 595-14-7505	
79	004-58-8346 - 141-18-6626	
80	141-26-0786 - 180-34-9236	
81	180-50-3036 - 209-56-0886	
82	210-24-9476 - 214-90-7866	
83	214-92-3016 - 217-66-9346	
84	217-70-5996 - 221-12-0996	
85	221-13-2876 - 227-02-8936	
86	227-08-4566 - 236-23-1286	
87	236-66-3216 - 261-02-6546	
88	261-31-8116 - 408-80-0186	
89	409-86-7846 - 546-88-2636	
90	547-78-0486 - 578-70-0586	
91	578-72-1726 - 725-07-5726	
92	003-48-2247 - 155-42-6577	
93	155-30-1167 - 185-36-9657	
94	185-48-1447 - 212-40-2567	
95	212-50-1527 - 215-72-6667	
96	215-74-3317 - 219-02-5457	
97	219-26-3637 - 224-04-2037	
98	224-23-0417 - 233-92-8527	
99	233-98-5177 - 249-29-5137	

Box Number	Description	Disposal
100	249-30-9157 - 409-48-0677	Schedule 991-4 Item 7 Disposal 1/91
101	409-66-2587 - 548-50-2807	
102	548-64-9307 - 578-72-0337	
103	578-72-3317 - 587-20-9717	
104	001-32-1108 - 160-40-8088	
105	160-48-8008 - 196-58-6158	
106	196-58-6248 - 213-96-1958	
107	214-28-3298 - 217-08-1768	
108	217-20-6598 - 220-52-6138	
109	220-54-9508 - 228-13-9978	
110	228-36-2548 - 243-20-4708	
111	243-27-4708 - 283-70-8068	
112	284-32-2148 - 438-96-1938	
113	450-41-1458 - 577-90-7498	
114	577-90-7928 - 579-74-1188	
115	579-74-2848 - 597-02-1538	
116	005-76-6629 - 158-30-5299	
117	159-58-3659 - 194-36-7739	
118	194-48-1989 - 213-80-5279	
119	213-84-4619 - 217-86-2989	
120	217-86-4069 - 221-20-7009	
121	221-22-6109 - 229-44-5629	
122	229-48-1139 - 240-84-1089	
123	241-19-1319 - 299-44-6149	
124	301-54-8409 - 470-52-4279	
125	473-28-4329 - 577-88-3809	
126	577-88-9209 - 579-74-2259	
127	579-74-2359 - 591-12-7079	
128	86 Determinations	
	IB-2's	
129	10-01-87 to 10-30-87	
130	11-02-87 to 12-03-87	
131	12-04-87 to 12-31-87	
132	01-04-88 to 01-19-88	

Box Number

Description

Disposal

Schedule 991-4

IB-2's

Item 7

Disposal 1/91

133	01-20-88 to 02-16-88
134	02-17-88 to 02-29-88
135	03-01-88 to 04-08-88
136	04-11-88 to 05-11-88
137	07-15-87 to 08-05-87
138	08-06-87 to 08-31-87
139	09-01-87 to 09-30-87

TRA

140	08-06-87 to 09-17-87
141	09-24-87 to 10-22-87
142	10-27-87 to 11-12-87

# 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 <b>380410316</b>	<i>08.04</i>	ACCESSION NO. <b>88W1218</b>	DATE REC'D <b>5-17-88</b>
AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b>			
DIVISION/UNIT <b>General Services Division</b>		LOCATION RANGE <b>55</b>	SECTIONS <b>30-32</b>
MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO. OF CU. FT. <b>61</b>	
AGENCY OFFICIAL <b>John Head</b>		PHONE NO. <b>383-2532</b>	
For: <b>Jim Boyd</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)
	86/4 Batches	Schedule 991-4
1	001 - 035	Item 3
2	036 - 062	
3	063 - 087	Date of Disposal:
4	088 - 104	1/92
5	105 - 129	
6	130 - 145	
7	146 - 179	
8	180 - 204	
9	205 - 228	
10	229 - 241	
11	242 - 251	
12	252 - 270	
13	271 - 294	
14	295 - 309	
15	310 - 326	
16	327 - 340	
17	341 - 358	
18	360 - 375	
19	376 - 388	
20	389 - 400	

*Disposal*  
*1-7-92*  
*[Signature]*

21	401 - 413
22	414 - 426
23	427 - 447
24	448 - 458
25	459 - 466
26	467 - 475
27	476 - 484
28	485 - 499
29	500 - 508
30	509 - 518
31	519 - 533
32	534 - 541
33	542 - 550
34	551 - 562
35	563 - 576
36	577 - 585
37	586 - 593
38	594 - 611
39	612 - 623
40	624 - 635
41	636 - 644
42	645 - 654
43	655 - 668
44	669 - 680
45	681 - 692
46	693 - 709
47	710 - 721
48	722 - 731
49	732 - 743
50	744 - 755
51	756 - 769
52	770 - 796
53	797 - 821
54	822 - 864
55	865 - 908
56	909 - 949
57	950 - 975
58	976 - 6351
59	6352 - 6847
60	6875 - 7216
61	mixed quarters

88 W 1218

R-#55

S-#30 THRU 32 \*

61 } BOXES?



# 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

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: <i>WACT KRYSIAK ROOM 512 X 5340</i>	0804	ACCESSION NO.  <div style="font-size: 2em; font-family: cursive;">90W1148</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">4-27-90</div> RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.04</div>
		LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">122 23</div>	NO. OF CU. FT.  <div style="font-size: 2em; font-family: cursive;">22</div>
		RECORDS CENTER MANAGER  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. 1988	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1988	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		1988. DISPUTED CLAIMS	
1	001 42 5058 - 160 38	9324	Schedule 991-4 Item 3, <i>B</i> Disposal Date 12/31/91  <div style="font-size: 2em; font-family: cursive;">1/92</div>  <div style="font-size: 3em; font-family: cursive;">3-21-92</div>
2	160 60 2711 - 189 38	5393	
3	189 44 4529 - 212 30	9288	
4	212 30 9698 - 212 70	7162	
5	212 72 0066 - 213 62	5892	
6	213 62 7528 - 214 34	9085	
7	214 36 7110 - 214 84	4912	
8	214 84 5187 - 215 66	2166	
9	215 66 2280 - 216 42	0092	
10	216 42 0572 - 216 82	4593	
11	216 82 4595 - 217 60	4561	
12	217 60 8571 - 218 26	6456	
13	218 28 3350 - 218 76	0441	
14	218 76 3772 - 219 42	5681	
15	219 42 8005 - 219 92	7766	
16	219 94 3674 - 220 72	8955	
17	220 74 1921 - 221 44	1203	
18	227 60 3762 - 240 82	3886	
19	241 15 6693 - 293 36	2754	
20	293 42 0700 - 455 69	2367	
21	456 23 5673 - 578 52	8803	
22	578 54 9576 - 601 09	0654	

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 380410316	08-04	ACCESSION NO. 88W1222	DATE REC'D 5-17-88
2) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 55	NO OF CU. FT. 24
3) DIVISION/UNIT General Services Division		SECTIONS 32	
4) MAILING ADDRESS 1100 North Eulaw 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)
	DISPUTED CLAIMS 1986	Schedule 991-4
1	001-40-0202 - 167-58-8169	Item 3
2	186-36-6721 - 186-36-8511	Date of Disposal: 1/92
3	186-48-0054 - 209-58-8220	<u>Disposal</u> 1-8-92 JPS
4	210-52-5183 - 312-58-3400	
5	212-96-9112 - 212-52-5587	
6	212-86-8717 - 231-84-5945	
7	213-76-1012 - 213-68-6774	
8	214-86-8660 - 214-66-4651	
9	215-60-0571 - 215-16-4719	
10	215-98-2581 - 215-74-2554	
11	216-56-7721 - 216-50-0621	
12	216-88-3393 - 216-82-2682	
13	218-54-2943 - 218-16-6683	
14	218-74-4815 - 218-54-2878	
15	219-40-8080 - 218-84-5043	
16	219-66-3925 - 219-50-3697	
17	219-92-0272 - 219-76-1822	
18	220-54-5950 - 220-32-7788	
19	220-80-6028 - 220-76-6945	
20	245-38-4332 - 234-76-3388	
21	270-26-8332 - 246-70-1440	
22	407-76-0072 - 539-30-0709	
23	326-46-9944 - 578-76-7235	
24	518-78-4340 - 932-88-7732	

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE <b>380410316</b>	<i>08.04</i>	ACCESSION NO. <b>89W1156</b>	DATE REC'D <b>5-12-89</b>
AGENCY <b>DEPARTMENT OF EMPLOYMENT AND TRAINING</b> <i>DEED</i>			
DIVISION/UNIT <b>General Services Division</b>		LOCATION - RANGE <b>45</b>	SECTIONS <b>32-34</b>
MAILING ADDRESS <b>1100 North Eutaw Street Room 312 Baltimore, MD 21201</b>		NO. OF CU. FT. <b>70</b>	
AGENCY OFFICIAL <b>John Head</b>		PHONE NO. <b>383-2532</b>	
For: <b>Jim Boyd</b>		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	87/4	
1	001 - 020	Schedule 991-4  Item 3 A  Date of Disposal: <del>292</del> 1192  <i>Disposal:</i> <u>1-7-92</u> <i>JPB</i>
2	021 - 030	
3	031 - 039	
4	040 - 051	
5	052 - 061	
6	062 - 072	
7	073 - 089	
8	090 - 101	
9	102 - 118	
10	119 - 127	
11	128 - 135	
12	136 - 144	
13	145 - 157	
14	158 - 164	
15	165 - 182B	
16	182C - 189	
17	190 - 199	
18	200 - 210	
19	211 - 221	
20	222 - 228	

**RECEIVED**

APR 24 1989

OFFICE OF  
GENERAL SERVICES

21 229 - 242  
22 243 - 265  
23 266 - 276  
24 277 - 286  
25 287 - 299  
26 300 - 308  
27 309A - 318  
28 319 - 328  
29 329 - 354  
30 355 - 370  
31 371 - 382  
32 383 - 393  
33 394 - 401  
34 402 - 412  
35 413 - 425  
36 426 - 451  
37 452 - 460  
38 461 - 467  
39 468 - 482  
40 483 - 505A  
41 505B - 530  
42 531 - 556B  
43 557 - 570  
44 571 - 592  
45 593 - 622  
46 623 - 641  
47 642 - 675  
48 676 - 699  
49 700 - 715  
50 716 - 730  
51 731 - 750  
52 751 - 762  
53 763 - 802  
54 803 - 814  
55 815 - 838  
56 839 - 851  
57 852 - 864  
58 865 - 878  
59 879 - 889  
60 890 - 906  
61 907 - 922  
62 923 - 935A  
63 935B - 952  
64 953 - 974  
65 974 - 983  
66 984 - 999  
67 7110 - 7291  
68 7296 - 7667  
69 7625 - 8399  
70 mixed quarters

**RECEIVED**

APR 24 1989

OFFICE OF  
GENERAL SERVICES

R-45

S-32-34

64 Empties

S-34-35

# 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. 38.03.85.801 <b>08.04</b></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>Gerry Cooper</b> <b>FOR: OLIVIA OWENS X7963 RM. 518</b></p>	<p>ACCESSION NO. <b>90W106</b></p> <p>LOCATION - RANGE <b>17</b></p> <p>SECTION(S) <b>7</b></p> <p>NO. OF CU. FT. <b>5</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>8-10-89</b></p> <p>NO. OF CU. FT. <b>5</b></p>																				
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>																						
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p> <p style="text-align: center;"><b>Worksharing Files 1987-1988</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1</td> <td style="width: 30%;">005-42-1322</td> <td style="width: 5%;">to</td> <td style="width: 60%;">213-46-0841</td> </tr> <tr> <td>2</td> <td>213-46-1613</td> <td>to</td> <td>215-84-2410</td> </tr> <tr> <td>3</td> <td>215-86-4359</td> <td>to</td> <td>218-44-1593</td> </tr> <tr> <td>4</td> <td>218-44-1593</td> <td>to</td> <td>220-36-5027</td> </tr> <tr> <td>5</td> <td>220-36-5027</td> <td>ti</td> <td>597-01-6228</td> </tr> </table>	1	005-42-1322	to	213-46-0841	2	213-46-1613	to	215-84-2410	3	215-86-4359	to	218-44-1593	4	218-44-1593	to	220-36-5027	5	220-36-5027	ti	597-01-6228	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p> <p style="text-align: center;">Schedule 991-4 Item 3 B+C Date of Disposal 1/92</p> <p style="text-align: center; font-size: 1.5em;"><i>Disposal</i></p> <p style="text-align: center; font-size: 1.5em;"><i>1-9-92</i></p> <p style="text-align: center; font-size: 1.5em;"><i>gpc</i></p> <p style="text-align: right; font-size: 0.8em; margin-top: 20px;"><i>Approved for shipment to Jessup on 7/18/89</i></p> <p style="text-align: right; font-size: 0.8em; margin-top: 5px;"><i>8/27/89</i></p>
1	005-42-1322	to	213-46-0841																			
2	213-46-1613	to	215-84-2410																			
3	215-86-4359	to	218-44-1593																			
4	218-44-1593	to	220-36-5027																			
5	220-36-5027	ti	597-01-6228																			

*cc: Jessup 4/24/87*

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380410316		08.04	ACCESSION NO. 88W1226	DATE REC'D 5-17-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING				
c) DIVISION / UNIT General Services Division		LOCATION - RANGE 41	SECTION(S) 10	NO. OF CU. FT. 4
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Ballimore, 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)
	86/41	
1	Computer printouts BOARD OF EDUCATION OF WASH. COUNTY DUNDALK COMMUNITY COLLEGE MONTGOMER CO. B.O.E. BALTIMORE CO. B.O.E. CARROLL CO. B.O.E. ANNE ARUNDEL CO. LIBRARY HOWARD CO. GOVT. & WATER & SEWER BALTIMORE CO. GOVT. & LIBRARY	Schedule 991-4 Item 3 Date of Disposal: 1/92
2	HOWARD CO. COMMUNITY COLLEGE GIANT FOODS C & P TELEPHONE HOWARD CO. B.O.E. HOWARD CO. LIBRARY SUSQUEHANA REGION P.I.C. CITY OF HAGERSTOWN ESSEX COMMUNITY COLLEGE THE BANK OF BALTIMORE PRINCE GEORGE'S COMMUNITY COLLEGE FREDERICK COMMUNITY COLLEGE ALLEGANY COMMUNITY COLLEGE BALTIMORE GAS & ELECTRIC ANNE ARUNDEL CO. GOVT. DART DRUGS FAIRCHILD IND.	<u>DISPOSAL</u> 2/5/92 GPF

3

CITY OF BALTIMORE  
EASTMET  
IBM  
UNIVERSITY OF MARYLAND MEDICAL SYSTEM  
BANK OF BALTIMORE  
LOCK INSULATION  
FREDERICK CO. GOVT.  
CATONSVILLE COMMUNITY COLLEGE  
BLUE CROSS & BLUE SHIELD  
WATKINS & JOHNSON  
SEARS & ROEBUCK  
BLAKE CONSTRUCTION  
JOHNS HOPKINS HOSPITAL  
C & P OF WASHINGTON

4

STATE OF MARYLAND  
MONTGOMERY COMMUNITY COLLEGE  
MONTGOMERY CO. GOVT.  
BELL ATLANTIC  
BETHLEHEM STEEL  
J. C. PENNY



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

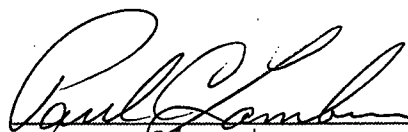
CERTIFICATE OF RECORDS DISPOSAL

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
90W1146	CASSETTES	991-4	23	1988	30	1/92	RECYCLED
88W1076	DET/UIA 16'S	991-4	3	86/3	68		
90W1149	QUALITY CONTROL CASES	991-4		1988	30		

  
Signature

RECORDS CENTER MANAGER  
Title

01/21/92  
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 380410316 - 08.04	ACCESSION NO. 88W1076	DATE REC'D 4-11-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE 143	SECTIONS 1-2
c) DIVISION/UNIT General Services Division	NO. OF CU. FT. 68	RECORDS CENTER MANAGER
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	AGENCY OFFICIAL <i>John Head</i> John Head	PHONE NO. 383-2532
e) AGENCY OFFICIAL For: Jim Boyd	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)
	86/3	
	DET/UIA 16's	Schedule 991-4
1	001 - 008	Item 3
2	009 - 018	Date of Disposal:
3	019 - 030	<del>10/91</del>
4	031 - 047	Jan. 1992
5	048 - 056	
6	057 - 079A	
7	079B - 088	
8	087 - 096	
9	097 - 104	
10	105 - 126	
11	127 - 136	
12	137 - 144	
13	145 - 153A	
14	153B - 167	
15	168 - 187	
16	188 - 192	
17	193 - 204	
18	205 - 212	
19	213 - 225	
20	226 - 238	
		<i>[Signature]</i> 3-7-92

21	239 - 246
22	247 - 255
23	256 - 260
24	261 - 270
25	271 - 276
26	277 - 281
27	282 - 289
28	290 - 298
29	299 - 309
30	311 - 320
31	321 - 330
32	331 - 342
33	343 - 350A
34	350B - 259
35	360 - 368
36	369 - 380
37	381 - 392A
38	392B - 408
39	409 - 416
40	417 - 428
41	426 - 436
42	437 - 447
43	448 - 461
44	462 - 504
45	507 - 548
46	549 - 576
47	577 - 614
48	615 - 648
49	649 - 677
50	578 - 711
51	712 - 740
52	741 - 761
53	762 - 786
54	787 - 805
55	806 - 826
56	827 - 840
57	841 - 855
58	856 - 874
59	875 - 887
60	888 - 913
61	915 - 926
62	927 - 944
63	945 - 958
64	959 - 979
65	980 - 994
66	995 - 6241
67	6251 - 6936
68	mixed batches

**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

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:

ACCESSION NO. <b>90W1149</b>	DATE REC'D <b>4-27-90</b>
	RM CODE <b>08.04</b>
LOCATION RANGE SECTION(S) <b>38 8-9</b>	NO. OF CU. FT. <b>30</b>
RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. <u>Quality Control Cases JAN-88-DEC-1988</u> DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Batches	88017-88057	Schedule - 991-4 Section 19 Dec 91 Jan. 1992  3-7-92
2	Batches	88067-88117	
3	Batches	88127-88187	
4	Batches	88197-88227	
5	Batches	88237-88267	
6	Batches	88267-88317	
7	Batches	88317-88357	
8	Batches	88357-88407	
9	Batches	88407-88447	
10	Batches	88447-88497	
11	Batches	88497-88527	
12	Batches	8801-8803	
13	Batches	8804-8808	
14	Batches	8809-8811	
15	Batches	8811-8814	
16	Batches	8815-8818	
17	Batches	8818-8821	
18	Batches	8821-8825	
19	Batches	8824-8827	
20	Batches	8827-8830	
21	Batches	8830-8832	
22	Batches	8833-8835	
23	Batches	8835-8836	
24	Batches	8838-8840	
25	Batches	8837-8838	
26	Batches	8840-8842	
27	Batches	8843-8845	
28	Batches	8845-8847	
29	Batches	8849-8850	
30	Batches	8851-8853	

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
90W357	ENDS DAILIES	991-3	25	5/89	5	7/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

10/21/91  
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><b>A. AGENCY</b> Dept. of Economic &amp; Employment Development 0804</p> <p><b>B. DIVISION/UNIT</b> Division of Administration Office of General Services</p> <p><b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p><b>D. PHONE NO.</b> 333-7532</p> <p><b>E. AGENCY OFFICIAL</b> Gerri Cooper For: PAUL GILDEN (ALHAURANEK X 7574)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">90W357</span></td> <td style="width: 40%;"><b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">10-12-89</span></td> </tr> <tr> <td colspan="2"><b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">08-03</span></td> </tr> <tr> <td style="width: 60%;"><b>LOCATION</b> <b>RANGE</b> <span style="font-size: 1.5em; font-family: cursive;">123</span>      <b>SECTION(S)</b> <span style="font-size: 1.5em; font-family: cursive;">28</span></td> <td style="width: 40%;"><b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">5</span></td> </tr> <tr> <td colspan="2"><b>RECORDS CENTER MANAGER</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></td> </tr> </table>	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">90W357</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">10-12-89</span>	<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">08-03</span>		<b>LOCATION</b> <b>RANGE</b> <span style="font-size: 1.5em; font-family: cursive;">123</span> <b>SECTION(S)</b> <span style="font-size: 1.5em; font-family: cursive;">28</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">5</span>	<b>RECORDS CENTER MANAGER</b>		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">90W357</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">10-12-89</span>										
<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">08-03</span>											
<b>LOCATION</b> <b>RANGE</b> <span style="font-size: 1.5em; font-family: cursive;">123</span> <b>SECTION(S)</b> <span style="font-size: 1.5em; font-family: cursive;">28</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">5</span>										
<b>RECORDS CENTER MANAGER</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
1	ENDS Dailies May 1-5, 1989	<p>SCHEDULE # 991-3</p> <p>ITEM 25</p> <p>DATE OF DISPOSAL:  7/91</p> <p style="font-size: 2em; font-family: cursive; margin-top: 20px;">&amp;</p> <p style="font-size: 2em; font-family: cursive; margin-top: 20px;">12-7-91</p>
2	ENDS Dailies May 8-12, 1989 & Weekly Apr 21, 1989	
3	ENDS Dailies May 15-18, 1989 & Weekly Apr 29, 1989	
4	ENDS Dailies May 19-23, 1989 & Weeklies May 5-19, 1989.	
5	ENDS Dailies May 24-31, 1989	

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
90W352	CLOSED CASES	991-4	23	1987	62	7/91	RECYCLED
90W353	CLOSED CASES	991-4	23	1987	97		
90W559	CLOSED CASES	991-4	23	1987	40		
90W558	CLOSED CASES	991-4	23	1987	20		
89W44	ELIGIBILITY REVIEW	991-4	19-20	1985-88	17		
87W1189	DET/UIA 16'S	991-4	3A	86/1	64		

  
Signature

RECORDS CENTER MANAGER  
Title

10/21/91  
Date



**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

<p>A. AGENCY Dept. of Economic &amp; Employment Development <span style="float:right">0804</span></p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper ROOM 511 For: WILLIAM MERRIMAN (LINDA COOK X 731)</p>		<p>ACCESSION NO. <b>90W352</b></p> <p>LOCATION RANGE SECTION(S) <b>123 19-20</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>10-12-89</b></p> <p>FM CODE <b>08.04</b></p> <p>NO. OF CU. FT. <b>62</b></p> <p align="center">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	1987 Closed Cases	Schedule 991-4 Item 23 Disposal Date <del>1/91</del> <b>7/91</b>	
1	02650 - 02699	<b>11-23-91</b>	
2	02700 - 02749		
3	02750 - 02799		
4	02800 - 02849		
5	02850 - 02899		
6	02900 - 02949		
7	02950 - 02999		
8	03000 - 03049		
9	03050 - 03099		
10	03100 - 03149		
11	03150 - 03199		
12	03200 - 03249		
13	03250 - 03299		
14	03300 - 03349		
15	03350 - 03399		
16	03400 - 03449		
17	03450 - 03499		
18	03500 - 03549		
19	03550 - 03599		
20	03600 - 03649		
21	03650 - 03699		

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

22 03700 - 03749  
23 03750 - 03799  
24 03800 - 03849  
25 03850 - 03899  
26 03900 - 03949  
27 03950 - 03999  
28 04000 - 04049  
29 04050 - 04099  
30 04100 - 04149  
31 04150 - 04199  
32 04200 - 04249  
33 04250 - 04299  
34 04300 - 04349  
35 04350 - 04399  
36 04400 - 04449  
37 04450 - 04499  
38 04500 - 04549  
39 04550 - 04599  
40 04600 - 04649  
41 04650 - 04699  
42 04700 - 04749  
43 04750 - 04799  
44 04800 - 04849  
45 04850 - 04899  
46 04900 - 04949  
47 04950 - 04999  
48 05000 - 05049  
49 05050 - 05099  
50 05100 - 05149  
51 05150 - 05199  
52 05200 - 05249  
53 05250 - 05299  
54 05300 - 05349  
55 05350 - 05399  
56 05400 - 05449  
57 05450 - 05499  
58 05500 - 05549  
59 05550 - 05599  
60 05600 - 05649

61 05650 - 05699

62 05700 - 05749

# 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**

<b>A. AGENCY</b> Dept. of Economic & Employment Development 0804	<b>ACCESSION NO.</b> 90W353	<b>DATE REC'D</b> 10-12-89
<b>B. DIVISION/UNIT</b> Division of Administration Office of General Services	<b>RM CODE</b> 0804	
<b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	<b>LOCATION</b> RANGE SECTION(S) 111 27-32	<b>NO. OF CU. FT.</b> 97
<b>D. PHONE NO.</b> 333-7532	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Gerri Cooper For: WILLIAM MERRIMAN (LINDA COOK x7311 ROOM 511)	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
	1987 Closed Cases	Schedule 991-4 Item 23 Disposal Date <del>1/91</del>
1	05750 - 05799	7/91 per Paul Lamberson [Signature] Disposal 11/20/91 [Signature]
2	05800 - 05849	
3	05850 - 05899	
4	05900 - 05949	
5	05950 - 05999	
6	06000 - 06049	
7	06050 - 06099	
8	06100 - 06149	
9	06150 - 06199	
10	06200 - 06249	
11	06250 - 06299	
12	06300 - 06349	
13	06350 - 06399	
14	06400 - 06449	
15	06450 - 06499	
16	06500 - 06549	
17	06550 - 06599	
18	06600 - 06649	
19	06650 - 06699	
20	06700 - 06749	
21	06750 - 06799	
22	06800 - 06849	
23	06850 - 06899	
24	06900 - 06949	
25	06950 - 06999	
26	07000 - 07049	
27	07050 - 07099	
28	07100 - 07149	
29	07150 - 07199	
30	07200 - 07249	
31	07250 - 07299	

32	07300 - 07349
33	07350 - 07399
34	07400 - 07449
35	07450 - 07499
36	07500 - 07549
37	07550 - 07599
38	07600 - 07649
39	07650 - 07699
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43	07850 - 07899
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54	08400 - 08449
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57	08550 - 08599
58	08600 - 08649
59	08650 - 08699
60	08700 - 08749
61	08750 - 08799
62	08800 - 08849
63	08850 - 08899
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69	09150 - 09199
70	09200 - 09249
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72	09300 - 09349
73	09350 - 09399
74	09400 - 09449
75	09450 - 09499
76	09500 - 09549
77	09550 - 09599
78	09600 - 09649
79	09650 - 09699
80	09700 - 09749
81	09750 - 09799
82	09800 - 09849
83	09850 - 09899
84	09900 - 09949
85	09950 - 09999
86	10000 - 10049
87	10050 - 10099
88	10100 - 10149
89	10150 - 10199
90	10200 - 10249
91	10250 - 10299
92	10300 - 10349

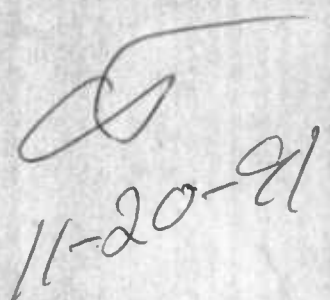
93	10350 - 10399
94	10400 - 10449
95	10450 - 10499
96	10500 - 10549
97	10550 - 10599

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 375, JESSUP, MD. 20794 (TELEPHONE - 706-1375)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY Dept. of Economic &amp; Employment Development</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: LINDA COOK 10/16/89 X.5040 RM.511</p>	<p>0804</p> <p>ACCESSION NO. <b>90W559</b></p> <p>LOCATION RANGE SECTION(S) <b>1477 18-19</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>11-29-89</b></p> <p>RM CODE <b>08.04</b></p> <p>NO. OF CU. FT. <b>40</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
	1987 Closed Cases	
1	11600 - 11649	Schedule 991-4 Item 23 Disposal Date 7/91  <div style="text-align: right; font-size: 2em; font-family: cursive;">   <b>11-20-91</b> </div>
2	11650 - 11699	
3	11700 - 11749	
4	11750 - 11799	
5	11800 - 11849	
6	11850 - 11899	
7	11900 - 11949	
8	11950 - 11999	
9	12000 - 12049	
10	12050 - 12099	
11	12100 - 12149	
12	12150 - 12199	
13	12200 - 12249	
14	12250 - 12299	
15	12300 - 12349	
16	12350 - 12399	
17	12400 - 12449	
18	12450 - 12499	
19	12500 - 12549	
20	12550 - 12599	
21	12600 - 12649	
22	12650 - 12699	
23	12700 - 12749	
24	12750 - 12799	
25	12800 - 12849	
26	12850 - 12899	
27	12900 - 12949	
28	12950 - 12999	
29	13000 - 13049	
30	13050 - 13099	
31	13100 - 13149	
32	13150 - 13199	

- 33- 13200 - 13249
- 34- 13250 - 13299
- 35- 13300 - 13349
- 36- 13350 - 13399
- 37- 13400 - 13449
- 38- 13450 - 13499
- 39- 13500 - 13549
- 40- 13550 - 13599



R-147

S-18-19

102 empty

R147

S19-22

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE: 700-1370)

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: LINDA COOK 10/14/89 X5040 BMSII

ACCESSION NO. <b>90W558</b>		DATE REC'D <b>11-29-89</b>
LOCATION RANGE SECTION(S) <b>147 18</b>		RM CODE <b>08.04</b>
RECORDS CENTER MANAGER		NO. OF CU. FT. <b>20</b>
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES
	Closed Cases - 1987
1	10600 - 10649
2	10650 - 10699
3	10700 - 10749
4	10750 - 10799
5	10800 - 10849
6	10850 - 10899
7	10900 - 10949
8	10950 - 10999
9	11000 - 11049
10	11050 - 11099
11	11100 - 11149
12	11150 - 11199
13	11200 - 11249
14	11250 - 11299
15	11300 - 11349
16	11350 - 11399
17	11400 - 11449
18	11450 - 11499
19	11500 - 11549
20	11550 - 11599

**4. DISPOSAL AUTHORITY**  
 SCHEDULE, ITEM NO.,  
 DISPOSAL DATE

Schedule 991-4  
 Item 23  
 Disposal Date  
~~1/92~~  
 7/91

11-20-91

# 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**

<p>a) AGENCY CODE 1. <span style="font-size: 2em; margin-left: 100px;">0804</span></p>	<p>ACCESSION NO. <span style="font-size: 2em; margin-left: 20px;">89W44</span></p>	<p>DATE REC'D <span style="font-size: 2em; margin-left: 20px;">6-30-88</span></p>
<p>b) AGENCY <b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p>	<p>LOCATION RANGE SECTION(S) NO. OF CU. FT. <span style="font-size: 2em; margin-left: 20px;">143 35 17</span></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>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL John Starkloff for UI B.L.O. #01</p>	<p>PHONE NO. 333-7532</p>	<p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	ELIGIBILITY REVIEW FORMS	<i>Sch. #991-4</i>
1	August 1985	<i>9-1-89 #19-20</i>
2	September 1985	9-1-89
3	October 1985	9-1-89
4	November 1985	9-1-89
5	December 1985	9-1-89
6	January 1986	9-1-89
7	March 1986	9-1-89
8	April 1986	9-1-89
9	May 1986	9-1-89
10	June 1986	9-1-89
11	July 1986	9-1-89
12	October 1986	11-1-89
13	December 1986	1-1-90
14	January 1987	2-1-90
15	November 1987	12-1-90
16	December 1987	1-1-91
17	January 1988	2-1-91

*July 1991*

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

R-143

S-~~35~~ 35

16 Empties

R-143

S-35

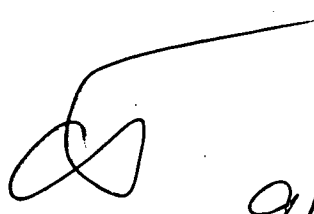
E

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		ACCESSION NO. 87W1189	DATE REC'D 6-24-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 154 <del>28</del> 9-11 <del>16-17</del>	NO. OF CU. FT. 64
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. 86/1 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	DET/UIA 16'S	Schedule 991-4 Item 3A Date of Disposal: 4/91
1	001-027	 11-20-91
2	028-064	
3	065-101	
4	102-117	
5	118-151	
6	152-171	
7	172-189	
8	190-208	
9	209-220	
10	221-241	
11	242-257	
12	258-276	
13	277-286	
14	287-297	
15	298-318	
16	319-330	
17	331-342	
18	343-355	
19	356-370	
20	371-381	

21	382-389
22	390-397
23	398-413
24	414-431
25	432-441
26	442-453
27	454-467
28	468-484
29	485-494
30	495-503
31	504-511
32	512-519
33	520-531
34	532-542
35	543-556
36	557-574
37	575-584
38	585-596
39	597-609
40	610-624
41	625-636
42	637-653
43	654-661
44	662-670
45	671-679
46	680-692
47	693-705
48	706-716
49	717-728
50	729-739
51	740-748
52	749-767
53	768-775A
54	775B-779
55	780-785
56	786-796
57	797-823
58	824-863
59	864-913
60	914-946
61	947-978
62	979-5704A
63	5704B-6298
64	6339-mixed batches

R-28

~~S-16-18~~

873N1189

R-28

S-16 thru 17\*

{64} BOXES - 1 thru 64\*

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	Dates of Records		Volume	Dates of Disposal	Method of Disposal	
		Sched	Item No.				
89W1263	BUDGET & FINANCE	991-2	26,30A	FY 88	5	7/91	RECYCLED
89W1270	CONTRACTS, GRANTS	991-2	3	FY 85	10		

  
Signature

RECORDS CENTER MANAGER  
Title

10/21/91  
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 <b>DEED</b>	ACCESSION NO. <b>89W1263</b>	DATE REC'D <b>6-19-89</b>
DIVISION/UNIT <b>OFFICE OF GENERAL SERVICES</b>	RM CODE <b>08.02</b>	
MAILING ADDRESS <b>1100 N. EUTAW ST. ROOM 6016 BALTIMORE, MD. 21201</b>	LOCATION RANGE <b>104</b> SECTION(S) <b>27</b>	NO. OF CU. FT. <b>5</b>
PHONE NO. <b>333-7532</b>	RECORDS CENTER MANAGER	
AGENCY OFFICIAL <b>GERRI COOPER</b> <b>OR: UICKI ZIMMERMAN X7718 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
	<b>BUDGET AND FINANCE - FISCAL RECORDS</b>	
<del>1</del>	TIME DISTRIBUTION RUNS - <del>NOV + DEC 1987</del> NOV + DEC 1987 - FY 88	991-2-ITEM 26-7/1/91  ↓  991-2-ITEM 30A-7/1/91  <b>11-23-91</b>
2	" " " - JAN + FEB 1988 - FY 88	
<del>3</del>	<del>" " " - SEP + OCT 1988 - FY 88</del>	
3 #	" " " - MAR + APR 1988 - FY 88	
4 #	" " " - MAY + JUN 1988 - FY 88	
5 #	MONTHLY MANUAL LEDGER DOCUMENTATION FY 88	

CC: JESSUP 5/26/89

# 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. 38.02.00.120	ACCESSION NO. 08.02 89W1270	DATE REC'D 6-19-89
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT	LOCATION - RANGE SECTION(S) NO. OF CU. FT. 143 15 10	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Geraldean Cooper For Office of Contracts & Procurement (333-7882)	PHONE NO. 333-7352	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)
Box 1	FY' 85 thru FY'86 Contracts, Grants (7/1/84 thru 6/30/86)	991-2 (3) 7/91
Box 2	" " " "	" " "
Box 3	" " " "	" " "
Box 4	" " " "	" " "
Box 5	" " " "	" " "
Box 6	" " " "	" " "
Box 7	" " " "	" " "
Box 8	" " " "	" " "
Box 9	" " " "	" " "
Box 10	" " " "	" " "
Box 11	" " " "	" " "

CT  
11-20-91

RECEIVED

R-143

5-15

1 Empty

**RECEIVED**

JUN 07 1989

RECORDS MANAGEMENT  
DIVISION

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
89W1158	ENDS DAILIES	991-3	25	11/88-2/89	12	7/91	RECYCLED
90W579	JTPA RECORDS	991-3	7	10/83-6/86	3		
89W187	511 UPS	991-3	29	3/88	1		
90W358	ENDS DAILIES	991-3	25	6/89	6		

  
Signature

RECORDS CENTER MANAGER  
Title

10/21/91  
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 <b>08.03</b>	ACCESSION NO. <b>89W1158</b>	DATE REC'D <b>5-15-89</b>
d) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT	LOCATION - RANGE <b>107</b> SECTIONS <b>23</b>	NO. OF CU. FT. <b>12</b>
c) DIVISION/UNIT General Services Division	RECORDS CENTER MANAGER	
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201		
e) AGENCY OFFICIAL <b>GERRI COOPER</b> PHONE NO. <b>333-7532</b> <b>FOR: AL HAURANEK X7574 (Rm. 207)</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 Nov 29- Dec 6, 1988	SCHEDULE # 991-3 ITEM 25 DATE OF DISPOSAL: <b>7-84</b> <i>Disposal 11/20/91</i> <i>[Signature]</i>
2	ENDS Dailies Dec 7-14, 1988	
3	ENDS Dailies Dec 15-27, 1988	
4	ENDS Dailies Dec 28- Jan 5, 1989	
5	ENDS Dailies Jan 6-13, 1989	
6	ENDS Dailies Jan 17-23, 1989 & Weekly Nov 30, 1988	
7	ENDS Dailies Jan 24-30, 1989 & Weekly Dec 9, 1988	
8	ENDS Dailies Jan 31- Feb 6, 1989 & Wkly Dec 16, 1988	
9	ENDS Weeklies Dec 23, 1988- Feb 3, 1989	
10	ENDS Dailies Feb 7-13, 1989 & Weekly Feb 10, 1989	
11	ENDS Dailies Feb 14-21, 1989 & Weekly Feb 17, 1989	
12	ENDS Dailies Feb 22-28, 1989 & Weekly Feb 20, 1989	

RECORDS TRANSFER AND

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 0804	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">90W579</span>	DATE REC'D <span style="font-size: 1.5em; font-family: cursive;">12-4-89</span>
DIVISION/UNIT Division of Administration Office of General Services	RM CODE <span style="font-size: 1.5em; font-family: cursive;">08.03</span>	
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">53 22</span>	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">3</span>
PHONE NO. 333-7532	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Gerri Cooper For: JOHN HUGELMEYER ROOM 312 X5718	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
07 ✓ 03 ✓ 04 ✓	JTA Records - Balto. Co. - 10-83 → 6-86 " " - Susquehanna - 10-83 → 6-86 " " - W. Maryland <sup>Region</sup> - 10-83 → 6-86 Consortium BOS SUBGRANT RECORDS	991-3-7 7-91 991-3-7 7-91 991-3-7 7-91
		<p align="center"><u>DISPOSAL</u> 11-15-91 JPC</p>

**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="float: right; font-size: 2em;">08.03</span>	ACCESSION NO. <span style="font-size: 2em;">89W187</span>	DATE REC'D <span style="font-size: 2em;">8-12-88</span>
b) AGENCY DEPARTMENT OF <b>ECONOMIC AND EMPLOYMENT DEVELOPMENT</b>	LOCATION - RANGE SECTION(S) <span style="font-size: 2em;">107 20</span>	
c) DIVISION/UNIT General Services Division		
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Dennis W. Lanahan	PHONE NO. 333-5187	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
41.	THE FOLLOWING 511 UPS RECORDS WERE CLOSED:  <div style="text-align: right; margin-right: 100px;">3/88</div>	Schedule 991-3 <u>DESTRUCT DATE</u> <del>3/91</del> Item 29 7/91  Disposa 11/20/91 

USE FRONT UNLINED PAPER FOR CONTINUATION PAGES)



E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> Dept. of Economic & Employment Development 0804	<b>ACCESSION NO.</b> 90W358	<b>DATE REC'D</b> 10-12-89
<b>B. DIVISION/UNIT</b> Division of Administration Office of General Services		<b>RM CODE</b> 08.03
<b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	<b>LOCATION</b> <b>RANGE</b> III <b>SECTION(S)</b> 32	<b>NO. OF CU. FT.</b> 6
<b>D. PHONE NO.</b> 333-7532	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Gerri Cooper For: Al Havranek x 7574	<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
1	ENDS dailies Jun 1-7, 1989	
2	ENDS dailies Jun 8-14, 1989	
3	ENDS dailies Jun 15-21, 1989, ENDS weekly May 15, 1989	
4	ENDS dailies Jun 22-26, 1989	
5	ENDS dailies Jun 27- Jul 3, 1989	
6	ENDS dailies Jul 5, ENDS weeklies May 31-Jun 28, 1989	<p>Disposal 11/20/91</p> <p>Schedule # 991-3 Item 25 Date of Disposal 7/91</p>



R-111

S-~~32~~-32

5 Empty's

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. OF ECONOMIC & EMPLOYMENT DEV.

ADMINISTRATION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
90W553	TL'S	991-2	30A	FY 88	11	7/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

10/21/91  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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**

<p><b>A. AGENCY</b> Dept. of Economic &amp; Employment Development</p> <p><b>B. DIVISION/UNIT</b> Division of Administration Office of General Services</p> <p><b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p><b>D. PHONE NO.</b> 333-7532</p> <p><b>E. AGENCY OFFICIAL</b> Gerri Cooper For: Ben Rudo—Room 607 x7718</p>	<p style="text-align: right;">0804</p> <p style="text-align: center;">ACCESSION NO. <b>90W553</b></p> <p style="text-align: center;">DATE REC'D. <b>11-29-89</b></p> <p style="text-align: center;">FM CODE <b>08.02</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">LOCATION RANGE SECTION(S) <b>45 29</b></td> <td style="width: 50%; text-align: center;">NO. OF CU. FT. <b>11</b></td> </tr> </table> <p style="text-align: center;">RECORDS CENTER MANAGER</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	LOCATION RANGE SECTION(S) <b>45 29</b>	NO. OF CU. FT. <b>11</b>
LOCATION RANGE SECTION(S) <b>45 29</b>	NO. OF CU. FT. <b>11</b>		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		Sch.#      Item      Date
1	TL's 383-428      FY88      7/1/87-6/30/88	991-2      30A      1/30/92
2	TL's 041-176      "	991-2      30A      1/30/92
3	TL's 800-964      "	991-2      30A      1/30/92
4	TL's 478-530      "	991-2      30A      1/30/92
5	TL's 1-48      "	991-2      30A      1/30/92
6	TL's 227-283      "	991-2      30A      1/30/92
7	TL's 873-906      "	991-2      30A      1/30/92
8	TL's 284-337      "	991-2      30A      1/30/92
9	TL's 946-954      "	991-2      30A      1/30/92
10	TL's 551-570      "	991-2      30A      1/30/92
11	TL's 657-697      "	991-2      30A      1/30/92

*Disposal*  
*9/4/91*  
*per*

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.

ADMINISTRATION  
DIVISION

NO.	Description of Records	Sched	Item No.	Dates of Records Disposal of	Volume	Dates of Disposal	Method of Disposal
90W690	JTPA RECORDS	991-3	7	FY 86	1	7/91	RECYCLED
89W1161	CONTRACTS/FISCAL	991-3	34	FY 87	2		
89W181	511'S CLOSED	991-3	29	1988	11		
90W554	ENDS DAILES	991-3	25	1989	5		

  
Signature

RECORDS CENTER MANAGER  
Title

10/21/91  
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 Dept. of Economic &amp; Employment Development 0804</p>	<p>ACCESSION NO. <b>90W690</b></p>	<p>DATE REC'D <b>1-5-90</b></p>
<p>B. DIVISION/UNIT Division of Administration <del>Office of General Services</del></p>	<p>RM CODE <b>08.03</b></p>	
<p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p>LOCATION RANGE SECTION(S) <b>46 19</b></p>	<p>NO. OF CU. FT. <b>1</b></p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Gerri Cooper ROOM 312 For: <b>JOHN HUEGELMEYER X5718</b></p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<p>JTPA RECORDS - BALTO. CO. CONSORTIUM - 10/83-6/86</p> <p>BOS SUBGRANT RECORDS</p>	<p>991-3-7-7/91</p> <p style="font-size: 2em; font-family: cursive;">Disposal 9/5/91 JH</p>

E

# 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

PS3

A. AGENCY 1. DEED		ACCESSION NO. 89W 1161	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		RANGE 37	LOCATION SECTION(S) 5
D. PHONE NO. 333-7532		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL GERRI COOPER FOR: J. CALLENDER X 5773 RM. 209		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	DEED/OES - WIN WORK EXPERIENCE & OST CONTRACTS/FISCAL RECORDS 1/85-6/87	991-3-34-7/91
2	DEED/OES - WIN/SDA & INSTITUTIONAL TRAINING CONTRACTS 1/85-3/87	991-3-34-7/91
	ITEM 991-3-34-34RS + 1 AUDIT	Disposal 10/7/91 JPC

**RECORDS TRANSMITTAL AND RECEIPT**

8/12/88

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <span style="font-size: 2em; margin-left: 100px;">08.03</span> 38.03.82 b) AGENCY <p align="center"><b>DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT</b></p> c) DIVISION/UNIT <p align="center"><b>General Services Division</b></p> d) MAILING ADDRESS <p align="center"><b>1100 North Eutaw Street Room 616 Baltimore, MD 21201</b></p> e) AGENCY OFFICIAL Dennis W. Lanahan PHONE NO. 333-5187	ACCESSION NO. <span style="font-size: 3em;">89W181</span>	DATE REC'D <span style="font-size: 3em;">8-12-88</span>
LOCATION - RANGE <span style="font-size: 3em;">33</span>		SECTION(S) <span style="font-size: 3em;">20</span>
NO. OF CU. FT. <span style="font-size: 3em;">11</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)
	<b>THE FOLLOWING 511 RECORDS WERE CLOSED:</b>	<b>Schedule 991-3 DESTRUCT DATE</b>
31	" " " " " " 1/88	7/91
32	" " " " " " 1/88	7/91
33	" " " " " " 2/88	7/91
34	" " " " " " 2/88	7/91
35	" " " " " " 3/88	7/91
36	" " " " " " 3/88	7/91
37	" " " " " " 4/88	7/91
38	" " " " " " 4/88	7/91
39	" " " " " " 4/88	7/91
40	" " " " " " 4/88	7/91
41	" " " " " " 4/88	7/91
		Item 29 <i>Disposal:</i> <span style="font-size: 1.5em;">10/7/91</span> <span style="font-size: 2em;">[Signature]</span>

USE ONLY UNLINED PAPER FOR CONTINUATION PAGES)

# RECORDS TRANSMITTAL AND RECEIPT

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**

<p><b>A. AGENCY</b> Dept. of Economic &amp; Employment Development <span style="float: right;">0804</span></p>	<p><b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">90W554</span></p>	<p><b>DATE REC'D</b> <span style="font-size: 1.5em;">11-29-89</span></p>
<p><b>B. DIVISION/UNIT</b> Division of Administration Office of General Services</p>	<p><b>RM CODE</b> <span style="font-size: 1.5em;">08.03</span></p>	
<p><b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p><b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em;">45 29</span></p>	<p><b>NO. OF CU. FT.</b> <span style="font-size: 2em;">5</span></p>
<p><b>D. PHONE NO.</b> 333-7532</p>	<p><b>RECORDS CENTER MANAGER</b></p>	
<p><b>E. AGENCY OFFICIAL</b> Gerri Cooper For: <span style="font-family: cursive;">ALHAJRAWEK X7574</span></p>	<p><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies July 6-11, 1989 & weekly July 7, 1989	<p>Schedule 991-3-25</p> <p>Date of Disposal 7/91</p>
2	ENDS dailies July 12-17, 1989 & weekly July 14, 1989	
3	ENDS dailies July 18-21, 1989 & weekly July 21, 1989	
4	ENDS dailies July 24-27, 1989 & weekly July 28, 1989	
5	ENDS dailies July 28-Aug 2, 1989 & weekly July 31, 1989	



R-45  
S-29

12 Empties

RECEIVED  
NOV 16 1989  
RECORDS MANAGEMENT  
DIVISION

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
87W527	TRA HISTORY CARDS, CLAIMS	991-4	9	7/86	45	7/91	RECYCLED
88W447	COMPUTER PRINTOUTS	991-4	3A	86/2	5		
88W448	DET/UIA 16'S	991-4	3A	86/2	67		

  
Signature

RECORDS CENTER MANAGER  
Title

10/21/91  
Date



16	214-57-0000	-	214-99-9999
17	215-00-0000	-	215-40-9999
18	215-41-0000	-	215-60-9999
19	215-61-0000	-	216-30-9999
20	216-31-0000	-	216-42-3099
21	216-42-3100	-	216-52-9999
22	216-53-0000	-	216-69-9999
23	216-70-0000	-	217-37-9999
24	216-38-0000	-	217-40-9999
25	217-41-0000	-	217-59-9999
26	217-60-0000	-	217-99-9999
27	218-00-0000	-	218-37-9999
28	218-38-0000	-	218-44-9999
29	218-45-0000	-	218-60-9999
30	218-61-0000	-	218-99-9999
31	219-00-0000	-	219-38-3599
32	219-38-3600	-	219-49-9999
33	219-50-0000	-	219-62-9999
34	219-63-0000	-	220-34-9999
35	220-35-0000	-	230-59-9999
36	220-60-0000	-	220-79-9999
37	220-80-0000	-	226-99-9999
38	227-00-0000	-	230-99-9999
39	231-00-0000	-	233-99-9999
40	234-00-0000	-	236-99-9999
41	237-00-0000	-	242-99-9999
42	243-00-0000	-	249-99-9999
43	250-00-0000	-	399-99-9999
44	400-00-0000	-	499-99-9999
45	500-00-0000	-	End

Denials in back of box - All in s.s. order

87W527

R-106

S-32-33

45 Boxes

SECTION - 33 ; SEVEN 7, EMPTY SPACES.

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE · 790-1379)

DIRECTIONS · PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380410316	08.04	ACCESSION NO. 88W447	DATE REC'D 12-8-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division	LOCATION - RANGE 35	SECTION(S) 10	NO. OF CU. FT. 5
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)
1	COMPUTER PRINTOUTS 86/2 FAIRCHILD IND. REVIEW & HERALD THE BANK OF BALTIMORE ALLEGANY COMMUNITY COLLEGE JOHNS HOPKINS HOSPITAL MONTGOMERY COMMUNITY COLLEGE BALTIMORE COUNTY GOV'T LIBRARY I B M JOHNS HOPKINS UNIVERSITY DART DRUGS STORES C & P TELEPHONE ALLSTATE INSURANCE BELL ATLANTIC UNIVERSITY OF MARYLAND MED. SYSTEMS FREDERICK COMMUNITY COLLEGE FREDERICK CO. B.O.E. C & P TELEPHONE OF WASHINGTON EASTMET BETHLEHEM STEEL FAIRCHILD IND.	Schedule 991-4 Item 3A Date of Disposal: 7/91 ✓ 9/5/91 NOB

2

SEARS & ROEBUCK  
J. C. PENNY  
MARYLAND CUP  
HOWARD COUNTY GOV'T WATER  
& SEVER  
ANNE ARUNDEL CO. GOV'T  
FREDERICK CO. GOV'T  
MONTGOMERY CO. B.O.E.  
BALTIMORE CO. B.O.E.  
NATIONAL GEOGRAPHIC SOCIETY  
ANNE ARUNDEL CO. B.O.E.  
BALTIMORE GAS & ELECTRIC

3

DUNDALK COMMUNITY COLLEGE  
HOWARD COMMUNITY COLLEGE  
CARROLL CO. B.O.E.  
MONTGOMERY CO. GOV'T  
THE BANK OF BALTIMORE  
BALTIMORE CITY  
MERCY HOSPITAL  
CATONSVILLE COMMUNITY COLLEGE  
BLACK & DECKER  
86/1 DELINQUENT  
REVIEW & HERALD  
HOUSING AUTHORITY OF BALTIMORE  
CITY  
  
CITY OF HAGERSTOWN  
HOWARD CO. B.O.E.  
HARFORD COUNTY GOV'T  
SUSQUEHANA REGION P.I.C., PARTS  
OF HARFORD CO. GOV'T  
ESSEX COMMUNITY COLLEGE  
ANNE AURNDEL CO.  
PRINCE GEORGE COMMUNITY COLLEGE  
PENTAMATIAN  
LOCHE INSULATION  
HOWARD CO. LIBRARY  
WATKINS & JOHNSON

4

STATE OF MARYLAND  
BOARD OF EDUCATION OF WASHINGTON  
CO.

5

ALLEGANY COMMUNITY COLLEGE  
ANNE ARUNDEL CO. GOV'T  
CARROLL CO. B.O.E.  
PRINCE GEORGE COMMUNITY COLLEGE  
HARFORD CO. B.O.E.  
MONTGOMERY COMMUNITY COLLEGE  
DUNDALK COMMUNITY COLLEGE  
FREDERICK COMMUNITY COLLEGE

5  
CONT.

GIANT  
BLUE CROSS & BLUE SHIELD  
PRINCE GEORGE'S B.O.E.  
BENDIX FIELD ENGINEERING



E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 380410316	08.04	ACCESSION NO. 88W448	DATE REC'D 12-8-87
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 35	SECTIONS(S) 10-11
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201			NO. OF CU. FT. 67
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)
	DET/UIA 16's 86/2	Schedule 991-4
1	001 - 009A	Item 3 A
2	009B - 019	Date of Disposal:
3	020 - 029	7/91
4	030 - 048	9/5/91 disposed
5	049 - 058	NCB
6	059 - 064	
7	065 - 073	
8	074 - 081	
9	082 - 090	
10	091 - 098	
11	099 - 118	
12	119 - 168	
13	169 - 218	
14	219 - 263	
15	264 - 303	
16	304 - 334	
17	335 - 358	
18	359 - 382	
19	383 - 403	
20	404 - 424	

21	425 - 444	
22	445 - 463	
23	464 - 479	
24	480 - 500	
25	501 - 524	
26	525 - 538	
27	539 - 558	
28	559 - 569	
29	570 - 588	
30	589 - 614	
31	615 - 625	
32	626 - 646	
33	647 - 654	
34	655 - 665	
35	666 - 687	
36	688 - 698	
37	699 - 706	
38	707 - 716	
39	717 - 725	
40	726 - 745	
41	746 - 756	
42	757 - 767	
43	768 - 778	
44	779 - 788	
45	789 - 795	
46	796 - 808	
47	809 - 815	
48	816 - 822	
49	823 - 841	
50	842 - 854	
51	855 - 861	
52	862 - 875	
53	876 - 882	
54	883 - 894	
55	895 - 904	
56	905 - 914	
57	915 - 921	
58	922 - 930	
59	931 - 936	
60	937 - 948	
61	949 - 959	
62	960 - 971	
63	972 - 981	
64	982 - 991	
65	992 - 5895	
66	5900 - 6416	
67	6417 - 6694	MIXED BATCHES

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	Dates of Records		Volume	Dates of Disposal	Method of Disposal	
		Sched	Item No.				
90W105	ENDS DAILIES	991-3	25	1989	8	7/91	RECYCLED

  
Signature

RECORDS CENTER MANAGER  
Title

07/26/91  
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. 380310206 <span style="float: right; font-size: 2em;">08.03</span>	ACCESSION NO. <span style="font-size: 3em;">90W105</span>	DATE REC'D <span style="font-size: 3em;">8-10-89</span>
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT	LOCATION - RANGE <span style="font-size: 3em;">7 28-29</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;">8</span>	
e) AGENCY OFFICIAL GERRI COOPER 333-7532 FOR: AL HAVRANEK x7574	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 March 1-8, 1989	SCHEDULE # 991-3  ITEM 25  DATE OF DISPOSAL: <span style="font-size: 1.5em;">7/91</span>  <i>Disposal</i> <span style="font-size: 1.5em;">7/9/91</span> <i>JP</i>  Approved for Shipment to Jessup 7/18/89 BK 7/5/89
2	ENDS dailies March 9-15, 1989	
<del>3</del>	<del>ENDS dailies March 16-22, 1989</del>	
4	ENDS dailies March 23-30, 1989	
5	ENDS dailies March 31-April 7, 1989	
6	ENDS dailies April 10-13, 1989, & Weekly Feb. 28	
7	ENDS dailies April 14-20, 1989	
8	ENDS dailies April 21-28, 1989	
9	ENDS weeklies March 3-April 14, 1989	

*Mr Paul Samberson Jessup 6/22/89*

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.				
90W555	CASSETTE	991-4	23	1987	50	7/91	RECYCLED
90W556	CASSETTES	991-4	23	1987	18		
90W557	CASSETTES	991-4	23	1987	14		
89W162	BATCHES	991-4	56	5/88	56		

  
Signature

RECORDS CENTER MANAGER  
Title

07/26/91  
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 Dept. of Economic & Employment Development	0804	ACCESSION NO. <b>90W555</b>	DATE REC'D <b>11-29-89</b>
DIVISION/UNIT Division of Administration Office of General Services			FORM CODE <b>08.04</b>
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>147 15-17</b>	NO. OF CU. FT. <b>50</b>
PHONE NO. 333-7532 <i>10/24/89</i>		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Gerri Cooper For: Linda Cook 333-5040 Rm. 511		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
	CASSETTE 1987	Schedule 991-4 Item 23 Disposal Date 7/91
1	1887 - 1985	<i>*Missing Box #17</i>  <i>Disposal 7/22/91 RL</i>
2	1986 - 2084	
3	2085 - 2183	
4	2184 - 2282	
5	2283 - 2381	
6	2382 - 2480	
7	2481 - 2580	
8	2581 - 2679	
9	2680 - 2778	
10	2779 - 2878	
11	2879 - 2977	
12	2978 - 3074	
13	3075 - 3173	
14	3174 - 3272	
15	3273 - 3371	
16	3372 - 3470	
17	3471 - 3569	
18	3570 - 3668	
19	3669 - 3767	
20	3768 - 3866	
21	3867 - 3966	
22	3967 - 4065	
23	4066 - 4164	
24	4165 - 4263	
25	4264 - 4362	
26	4363 - 4461	
27	4462 - 4562	
28	4563 - 4661	
29	4662 - 4760	
30	4761 - 4861	
31	4862 - 4960	
32	4961 - 5061	

- 33 5062 - 5160
- 34 5161 - 5260
- 35 5261 - 5359
- 36 5360 - 5458
- 37 5459 - 5557
- 38 5558 - 5656
- 39 5657 - 5756
- 40 5757 - 5857
- 41 5858 - 5956
- 42 5957 - 6052
- 43 6053 - 6151
- 44 6152 - 6250
- 45 6251 - 6349
- 46 6350 - 6448
- 47 6449 - 6547
- 48 6548 - 6646
- 49 6647 - 6745
- 50 6746 - 6845

RECEIVED  
MAY 19 1954

MAY 19 1954

RECEIVED

RECEIVED

Q

RECEIVED

R-1247

S-15-17

Box 17 missing



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 706-1376)

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

<p><b>A. AGENCY</b> Dept. of Economic &amp; Employment Development <span style="float: right;">0804</span></p> <p><b>B. DIVISION/UNIT</b> Division of Administration Office of General Services</p> <p><b>C. MAILING ADDRESS</b> 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p><b>D. PHONE NO.</b> 333-7532</p> <p><b>E. AGENCY OFFICIAL</b> Gerri Cooper For: <u>LINDA COOK X5040 RM.511</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> <b>ACCESSION NO.</b>  90W556             </td> <td style="width: 40%;"> <b>DATE REC'D</b> 11-29-89             </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <b>FM CODE</b> 08.04             </td> </tr> <tr> <td style="width: 60%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>RANGE</b></td> <td style="width: 30%;"><b>LOCATION</b></td> <td style="width: 40%;"><b>NO. OF CU. FT.</b></td> </tr> <tr> <td>147</td> <td>17</td> <td>18</td> </tr> </table> </td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <b>RECORDS CENTER MANAGER</b> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b> </td> </tr> </table>	<b>ACCESSION NO.</b>  90W556	<b>DATE REC'D</b> 11-29-89	<b>FM CODE</b> 08.04		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>RANGE</b></td> <td style="width: 30%;"><b>LOCATION</b></td> <td style="width: 40%;"><b>NO. OF CU. FT.</b></td> </tr> <tr> <td>147</td> <td>17</td> <td>18</td> </tr> </table>	<b>RANGE</b>	<b>LOCATION</b>	<b>NO. OF CU. FT.</b>	147	17	18		<b>RECORDS CENTER MANAGER</b>		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
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<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
	CASSETTES 1987	
1a	0100 - 0198	Schedule 991-4 Item 23 Disposal Date 7/91  <i>Disposal</i> <i>7/22/91</i> <i>RLZ</i>
1	0001 - 0099	
2	0199 - 0297	
3	0298 - 0397	
4	0398 - 0496	
5	0497 - 0595	
6	0596 - 0694	
7	0695 - 0793	
8	0794 - 0892	
9	0893 - 0991	
10	0992 - 1090	
11	1091 - 1189	
12	1190 - 1289	
13	1290 - 1391	
14	1392 - 1490	
15	1491 - 1589	
16	1590 - 1688	
17	1689 - 1787	
18	1788 - 1886	

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 708-1370)

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 For: Linda Cook	0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">90W557</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">11-29-89</div> FM CODE <div style="font-size: 1.5em; font-family: cursive;">08.04</div>
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">147 17-18</div>		NO. OF CU. FT. <div style="font-size: 1.5em; font-family: cursive;">14</div>
PHONE NO. 333-7532	RECORDS CENTER MANAGER		
AGENCY OFFICIAL For: Linda Cook		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
	CASSETTES 1987	Schedule 991-4 Item No. 23 Disposal Date 7/91
1	6846 - 6944	<div style="font-size: 1.5em; font-family: cursive;">Disposal</div> <div style="font-size: 1.5em; font-family: cursive;">7/22/91</div> <div style="font-size: 1.5em; font-family: cursive;">PL 2</div>
2	6945 - 7043	
3	7044 - 7142	
4	7143 - 7241	
5	7242 - 7350	
6	7351 - 7450	
7	7451 - 7554	
8	7555 - 7653	
9	7654 - 7765	
10	7766 - 7873	
11	7874 - 7972	
12	7973 - 8071	
13	8072 - 8170	
14	8171 - 8185	

RECEIVED

OCT 31 1989

D.E.D.  
CONTRACTS & PROCUREMENT

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. 38.04.10.316 <i>08.04</i>	ACCESSION NO <i>89W162</i>	DATE REC'D <i>8-10-88</i>
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT	LOCATION - RANGE <i>3</i>	SECTION(S) <i>28-29</i>
c) DIVISION/UNIT General Services Division	NO OF CU FT <i>56</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Starkloff	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)
	The following records were closed May, 1988	Schedule 991-14 Item #3 Date of Disposal: <del>May, 1991</del>
BOX #	DATE	FROM SERIAL #
TO SERIAL #		
1	9/10 - 9/10/87	725300001
2	9/14 - 9/15/87	725700001
3	9/15 - 9/16/87	725804102
4	9/16 - 9/16/87	725901801
5	10/19 - 10/19/87	729200002
6	11/12 - 11/12/87	731600003
7	12/12 - 12/22/87	735600001
8	12/22 - 12/22/87	735600001
9	12/31 - 01/04/88	736500001
10	01/04 - 01/04/88	800402722
11	01/06 - 01/06/88	800660001
12	01/07 - 01/18/88	800700001
13	01/13 - 01/14/88	801300002
14	01/13 - 01/14/88	801304601
15	01/19 - 01/19/88	801900001
16	01/19 - 01/19/88	801903601
17	01/20 - 01/19/88	802000001
18	01/20 - 01/20/88	802003801
		7/91
		<u>Disposal:</u> 7/3/91 JPS

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19	01/20	- 01/20/88	802007601	802009864
20	01/22	- 01/22/88	802200002	802202548
21	02/04	- 02/05/88	803500001	803601255
22	02/08/88	- 02/08/88	803900001	804007687
23	02/17/88	- 02/17/88	804800002	804804298
24	02/17/88	- 02/18/88	804804301	804900598
25	02/18/88	- 02/18/88	804900601	804905069
26	02/18/88	- 02/19/88	804905020	80500400
27	02/19/88	- 02/23/88	805004002	805402700
28	02/23/88	- 02/23/88	805402701	805407100
29	02/23/88	- 02/23/88	805407302	805410243
30	02/25/88	- 02/26/88	805502301	805700783
31	03/03/88	- 03/07/88	806300003	806702700
32	03/07/88	- 03/07/88	806702702	806705874
33	03/15/88	- 03/15/88	807500001	807504500
34	03/15/88	- 03/16/88	807504501	807602200
35	03/16/88	- 03/21/88	807602201	808101300
36	03/21/88	- 03/21/88	808101301	808105295
37	03/21	- 03/22/88	808105297	808204100
38	03/22	- 03/22/88	808204101	808208445
39	03/23	- 03/28/88	808300005	808801342
40	03/28	- 03/29/88	80801404	808900798
41	03/29	- 03/29/88	808905201	809002002
42	03/29	- 03/29/88	808900801	808905200
43	03/31	- 04/04/88	809100001	809503300
44	04/04	- 04/05/88	809503301	809601900
45	04/05	- 04/05/88	809601902	809605940
46	04/06	- 04/08/88	809700002	809900801
47	04/11	- 04/11/88	810200007	810204502
48	04/18	- 04/18/88	810900005	810903900

## IN ORDER OF LAST FOUR(4) SSN

49	04/05/87	- 05/22/87	0000 to 6764	STATEWIDE UNSERIALIZED CERTS
50	12/29/86	- 04/03/87	0000 to 6444	UNSERIALIZED PILOT OFFICE
	04/05/87	- 05/27/87	6764 to 7999	UNSERIALIZED STATEWIDE

51	12/29/86 - 04/03/87	6445 - 9999	PILOT OFFICE UNSERIALIZED
52	04/05 - 05/22/87	8000 - 9999	STATEWIDE UNSERIALIZED
53	05/01 - 11/06/87	0001 - 9999	CPS UNSERIALIZED
54	05/01 - 11/06/87	2601 - 5699	" " " "
55	05/01 - 11/06/87	5702 - 8797	" " " "
56	05/01 - 11/06/87	8800 - 9999	" " " "

MICROFILMED  
ON  
11/13/87

R-3

S-2829

30 Empty Spaces

R-3 S-29