

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

23.06.01

MD STATE POLICE

AUTO SAFETY ENFORCEMENT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W1690	STATION RECORDS	971-23A1	2300	1991	8	1/96	RECYCLED


Signature
DGS 550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

E

DISPOSED
8/26/96
J

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. 93W1690	DATE REC'D 6-4-93
B. DIVISION/UNIT Automotive Safety Enforcement Division			RM CODE 23.06.01
C. MAILING ADDRESS 6601 Ritchie Highway, Room 122 Glen Burnie, Maryland 21062		LOCATION RANGE SECTION(S) 22 29	NO. OF CU. FT. 8
D. PHONE NO. 768-1735		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>R. Joel Underwood</i> Captain R. Joel Underwood		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1991 Station Records	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	4, 16, 20, 21, 41, 80, 93, 95, 100, 107, 123, 168, 176, 180, 184, 203, 225, 238, 247, 257, 328, 381, 492, 543, 630		971-23A-1 Item #2300 January 1996
2	636, 641, 675, 733, 901, 1104, 1243, 1681, 1715, 1847, 1854, 1873, 1892, 2105, 2173, 2231, 2405, 2446, 2582, 2735, 2767		
3	2783, 2876, 2940, 2982, 3011, 3025, 3065, 3128, 3138, 3273, 3287, 3297, 3329, 3372, 3449, 3523, 3528, 3533, 3536, 3587, 3697, 3740, 3908		
4	3913, 3922, 3931, 3940, 3956, 3981, 4027, 4220, 4270, 4292, 4318, 4364, 4436, 4461, 4478, 4492, 4497, 4560, 4580, 4594, 4607		
5	4611, 4627, 4645, 4666, 4690, 4751, 4778, 4791, 4848, 4873, 4899, 4913, 4925, 5033, 5052, 5072, 5074, 5223, 5229, 5256, 5265, 5268		
6	5290, 5312, 5315, 5322, 5324, 5330, 5339, 5405, 5444, 5478, 5482, 5489, 5501, 5512, 5522, 5536, 5537, 5541, 5547, 5552, 5562, 5564, 5568, 5574, 5575		
7	5579, 5583, 5593, 5594, 5599, 5610, 5612, 5616, 5628, 5633, 5637, 5641, 5643, 5648, 5651, 5653, 5654, 5658, 5663, 5664, 5665, 5669, 5671, 5673, 5680, 5695, 5697, 5700, 5704, 5709, 5716, 5719, 5722, 5726, 5732, 5738, 5740, 5742, 5745		
8	ADM 3-1 (1989), OPS 24 (Criminal Invest. Report) 1989		

W10 6/1

R-22
S-29

23 Empties

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

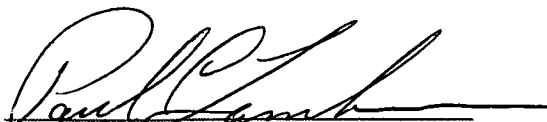
CERTIFICATE OF RECORDS DISPOSAL

23.06.05

MD STATE POLICE

CRIMINAL INVESTIGATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W823	INVESTIGATIONS		971-20-A OPS 24	1957	1	1/96	RECYCLED


Signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

E

AND RECEIPT

23.06.05

Accession No.

89W823

Date Received

2-15-89

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

Maryland State Police
Criminal Investigation Division
Pikesville, Maryland 21208

Signature

Title

2. Building and Room

G Building

3. Phone

653-4410

4. To: State Records Center

Jessup, Maryland

5. Signature: (Agency Official)

LJ Payne

D/Sgt. L. J. Payne

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-18
S-30

1

Criminal Investigation HQ-1403, 1957

971-20-A
OPS 24
25year rotation
Jan. 1996

GS
3-20-96
DISPOSAL

(Use Plain Unlined Paper For Continuation Pages)

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

23.06.07

MD STATE POLICE

PERSONNEL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W1161	CIVILIAN FILES	971-06	PER 6	1970-73	1	1/96	RECYCLED



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. 91W1161	DATE REC'D 4-17-91
B. DIVISION/UNIT Personnel Management Division		LOCATION RANGE SECTION(S) 37 13	RM CODE 23.06.07
C. MAILING ADDRESS Room 121-Building C 1201 Reisterstown Road Pikesville, Maryland 21208		NO. OF CU. FT. 1	
D. PHONE NO. 653-4335		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George H. Hall, Captain Personnel Management Division		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	Civilian Personnel Files 1970-1973 Carter, E. to Pedroline, J.J.	971-06, Per 6 12/31/95 Disposal 1/96 <i>Disposal 3/21/96</i>	

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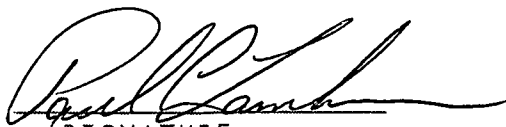
CERTIFICATE OF RECORDS DISPOSAL

23.06.08

MD STATE POLICE

PLANNING & RESEARCH
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
94W611	MAJOR PROJECTS	971-02A	0210,0207		2	1/96	RECYCLE



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

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 1. Maryland State Police		ACCESSION NO. 946611	DATE REC'D 12-1-93
B. DIVISION/UNIT Planning & Research Division			RM CODE 23.06.08
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, Md. 21208		LOCATION RANGE SECTION(S) 142 17	NO. OF CU. FT. 2
D. PHONE NO. (410) 653-4247		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Thomas L. Vondersmith, Jr.		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	Major Projects, Project Numbers are: P-594, P-629, P-631 P-632, , MA-18, MA-33	971-02A Items 0210 and 0207 January 1, 1996
2	Major Projects, Project Numbers are: P-616, P-617, P-625 and P-627	971-02A Item 0210 January 1, 1996

DEPARTMENT OF GENERAL SERVICES
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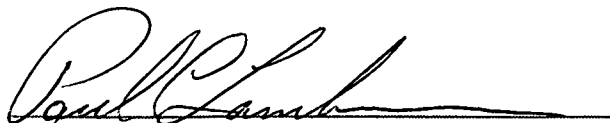
CERTIFICATE OF RECORDS DISPOSAL

23.07.04

MD STATE POLICE

AIRPORT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
94W789	BARRACK, RADIO LOG BOOKS	1209	ADMIN 9	1991-92	2	1/96	RECYCLED


Signature
DGS 550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

E

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 1. Maryland State Police	ACCESSION NO. 94W789	DATE REC'D 2-24-94
B. DIVISION/UNIT Airport Division		EM CODE 23.0704
C. MAILING ADDRESS P.O. Box 8766 Main Terminal Bldg. BWI Airport, MD 21240	LOCATION RANGE SECTION(S) 32 5	NO. OF CU. FT. 2
D. PHONE NO. 859-7040	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Capt. Gary F. Cox (ink)	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
X 1. X 2.	Daily Barrack Logs (1-92 - 12-92) Daily Radio Logs (1-91 - 8-92) These reports are being forwarded due to the disbanment of the Maryland State Police at the Airport.	Sch. #1209 1/95 Admin 9 1/95 1/96 GS 4-12-96 DISPOSAL

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
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PARTIAL


CERTIFICATE OF RECORDS DISPOSAL

23.07.10

MD STATE POLICE

GLEN BURNIE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
77W201	INCIDENT REPORTS	1209	OPS 23	1973	2	1/96	RECYCLED


Signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

Partial

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>mSP</i>		ACCESSION NO. <i>77W201</i>	DATE REC'D
B. DIVISION/UNIT <i>Glen Burnie - Brks</i>		<i>7726</i>	RM CODE <i>23.07.10</i>
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) <i>4 16</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>11-12</i>	<i>Incidents 1973 E65-4600 to E65-14099</i>	<i>1209 ops 23</i>

*Disposal
1/19/96
PLZ*

BKs left - 11

N/D -

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

23.07.11

MD STATE POLICE

HAGERSTOWN
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
90W374	COMPLAINT LEDGERS	1209	OPS 21	1972	1	1/96	RECYCLED



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
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. 35.06.01 23.07.11		ACCESSION NO. 90W374	DATE REC'D 10-18-89
b) AGENCY Maryland State Police		LOCATION - RANGE 34	SECTION(S) 2
c) DIVISION/UNIT 64-Hagerstown (Barrack "0")		NO. OF CU. FT. 1	
d) MAILING ADDRESS Rt. #9, Box 67-A Hagerstown, Maryland 21740		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL 1/Lt. Allen E. Swope (301) 739-2101		PHONE NO.	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Complaint Control Ledgers (March 1972 thru Dec. 1972)	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) 983 OPS-21 Jan. 1996	
		GS 4-12-96 DISPOSAL	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

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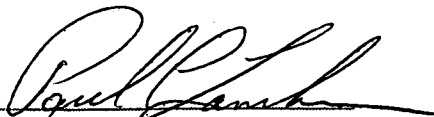
CERTIFICATE OF RECORDS DISPOSAL

23.07.12

MD STATE POLICE

WATERLOO/JESSUP
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W804	JUVENILE/CIVIL CITATIONS	1209	OPS 30,31	1987	1	1/96	RECYCLE



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
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 1. Maryland State Police	ACCESSION NO. 91W804	DATE REC'D 2-11-91
B. DIVISION/UNIT Barrack "A" Waterloo		RM CODE 23.07.12
C. MAILING ADDRESS 7777 Washington Boulevard Jessup, Maryland 20794	LOCATION RANGE 18 SECTION(S) 28	NO. OF CU. FT. 1
D. PHONE NO. 799-2101	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Sgt. R. D. Cassell	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	Juvenile Criminal/Civil Citation - 1987 Criminal/Civil Citation for Civil Offense - 1987	Sch. 1209, OPS 30 Sch. 1209, OPS 31 1/96

GS
3-20-96
DISPOSAL

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
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CERTIFICATE OF RECORDS DISPOSAL

23.07.23

MD STATE POLICE

WALDORF
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
78C116	CCR LEDGERS	1209	OPS 21	1959-74	1	1/96	RECYCLED
92W170	JUVENILE/CIVIL CITATIONS	1209	OPS 30,31	1987	1		


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

RECORDS TRANSMITTAL

AND RECEIPT

23.06.23

Complete at State Records Center

Accession No.

Date Received

78C116

6/13/78

Signature

Title

Service Specialist I

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

Maryland State Police
Barrack "H"
Waldorf, Maryland

2. Building and Room

3. Phone

645-1500

4. To: State Records Center

5. Signature: (Agency Official)

Wayne L. Pettit, First Lieutenant
Barrack Commander

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~R-29~~
S-1
R-184
S-1

1

CCR Ledger 1959-1971
Complaint Control Ledger 1972
Property Held Log 1971-1974
B. I. Assignment Log 1944-1971

983
ops 21
~~7/98~~
1/96

disposal
3-1-96
AW

(Use Plain Unlined Paper For Continuation Pages)

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 23.07.23		ACCESSION NO. 92W170	DATE REC'D 8-22-91
b) AGENCY MARYLAND STATE POLICE		LOCATION - RANGE 5	SECTION(S) 29
c) DIVISION/UNIT BARRACK "H", "57", WALDORF		NO. OF CU FT 1	
d) MAILING ADDRESS BOX 163, SUBSTATION ROAD WALDORF, MARYLAND 20601		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>R. Fischer</i> 1/Lt. R.W. Fischer	PHONE NO. (301) 645-1500	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)
8.	1987 Juvenile Civil Citations 1987 Adult Civil Citations	1209 OPS 30 1/1996 1209 OPS 31 1/1996

Disposal 1-16-96 RW

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

23.07.25

MD STATE POLICE

CUMBERLAND
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W1400	JUNVEILE CIVIL CITATIONS	1209	OPS 30	1987	1	1/96	RECYCLED
87W1162	CCR REPORTS	1209	OPS 24	6/69-8/70	1		
91W1401	CRIMINAL CIVIL CITATIONS	1209	OPS 31	1987	1		



Signature
DGS 550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. 91W1400	DATE REC'D 6-11-91
B. DIVISION/UNIT 52 - Barrack "C", Cumberland		LOCATION RANGE SECTION(S) 5 7	RM CODE 23.07.25
C. MAILING ADDRESS 1125 National Highway LaVale, MD 21502		NO. OF CU. FT. 1	
D. PHONE NO. 301-729-2101		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL 1/Lt. C. C. Bittinger Commander		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	OPS 30 - JUVENILE CRIMINAL/CIVIL CITATION 1987 - Allegany and Garrett County	#1209 OPS-30 1/96 Disposal 1-18-96 AW

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

4) AGENCY CODE
1 52 23.07.25

5) AGENCY
Maryland State Police

6) DIVISION/UNIT
Barrack C Cumberland

7) MAILING ADDRESS
1125 National Highway
LaVale, Maryland
21502

8) AGENCY OFFICIAL
1st. Lt. W. R. Rresley
Commander barrack C 729-2101

AGENCY SYMBOL: 87WN62 DATE REC'D: 6-12-87

SECTION: 35 SECTION: 12 NO OF COPIES: 1

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	C4270 * C4548 CCR. 6-14-69 - 8-11-70 Closed	25 Years Sch. #983 ^{A20} OPS-24 July 1998 #189 1/96 Disposal 4-11-96 JW

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. 91W1401	DATE REC'D 6-11-91
B. DIVISION/UNIT 52 - Barrack "C", Cumberland			RM CODE 23.07.25
C. MAILING ADDRESS 1125 National Highway LaVale, MD 21502		LOCATION RANGE SECTION(S) 5 7	NO. OF CU. FT. 1
D. PHONE NO. 301-729-2101		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL 1/Lt. C. C. Bittinger Commander		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	OPS 31 - CRIMINAL/CIVIL CITATION FOR CIVIL OFFENSE 1987 - Allegany and Garrett County	#1209 OPS-31 1/96 Disposal 1-16-96 JW

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

23.09.01

DEPT. OF PUBLIC SAFETY & CORRECTION

PRETRIAL DETENTION & SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W900	REJECTIONS	1622	1	1990	115	1/95	RECYCLED
91W523	REJECTIONS	1622	1	1989	140		
91W524	REGULAR RELEASES	1622	1	1989	33		
92W1241	ROR CASE FILES-CARDS	1622	1	1989	1		
92W1239	FTA-SVC/ROR FOLDERS	1622	1	1988	15		
92W1240	ROR CASE FILES-CARDS	1622	1	1988	1		
87W1026	BAIL REJECTS	1622	1	1985	60		
93W349	DIVERSION	1622	1	1989	2		


Signature

RECORDS CENTER MANAGER
Title

01/21/95
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 1. 35.03.03.01</p>	<p>ACCESSION NO. <i>92W900</i></p>	<p>DATE REC'D <i>2-12-92</i></p>
<p>B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION AND SERVICES</p>	<p>FORM CODE <i>23.0901</i></p>	
<p>C. MAILING ADDRESS 100 N. Calvert St. Room 508 Mitchell Courthouse Baltimore, Maryland 21202</p>	<p>LOCATION RANGE SECTION(S) <i>109 14-17</i></p>	<p>NO. OF CU. FT. <i>115</i></p>
<p>D. PHONE NO. (401) 333-3830</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL John R. Camou, Director</p>	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</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 through 115</p>	<p>January 1, 1990 through and including December 31, 1990. (rejections)</p>	<p><i>1622</i> schedule# 1222 Item # 1 Dispo. date; 10yrs from the date the case was closed. <i>[Signature]</i> <i>1/96</i> <i>[Signature]</i> <i>4-8-95</i></p>

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 766-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 35.03.03.01	ACCESSION NO. 91W523	DATE REC'D 11-21-90
B. DIVISION/UNIT PRETRIAL RELEASE SERVICES DIVISION	FM CODE 23.09.01	
C. MAILING ADDRESS 100 N. Calvert Street Room 508, Mitchell Courthouse Baltimore, Maryland 21202	LOCATION RANGE SECTION(S) 19 11-15	NO. OF CU. FT. 140
D. PHONE NO. (301) 333-3830	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John R. Camou, Director	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 through 140	January 1, 1989 through and including December 31, 1989. (Rejections)	schedule # 1222 ¹⁶²² Item # 1 Dispo. date: 10 yrs. from the date the case was closed. 1/00

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. 35.03.03.01</p> <p>B. DIVISION/UNIT PRETRIAL RELEASE SERVICES DIVISION</p> <p>C. MAILING ADDRESS 100 N. CALVERT STREET ROOM 508, MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202</p> <p>D. PHONE NO. (301) 333-3830</p> <p>E. AGENCY OFFICIAL John R. Camou, Director</p>	<p>ACCESSION NO. <i>91W524</i></p> <p>DATE REC'D <i>11-21-90</i></p> <p>FM CODE <i>23.09.01</i></p> <p>LOCATION RANGE SECTION(S) <i>19 15</i></p> <p>NO. OF CU. FT. <i>33</i></p> <p>RECORDS CENTER MANAGER</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS 1 through 33</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES January 1, 1989 through and including December 31, 1989: (Regular Releases)</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>1622</i> schedule # 1222 Item # <i>21</i> Dispo. date: 10 yrs. from the date the case was closed. <i>1/00</i> <i>Disposal</i> <i>4/11/95</i> <i>JRS</i></p>

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 92W1241	DATE REC'D 4-27-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVC			RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT ST ROOM 508 MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 19 23	NO. OF CU. FT. 1
D. PHONE NO. 333-3834- JACKIE FISHER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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
A through Z	ROR CASE FILES-CARDS (miscellaneous) total boxes-1 JANUARY 1, 1989 through and including DECEMBER 31, 1989	Schedule # ¹⁶²² 1222 ITEMS # 1 1 Dispo. date: 10 yrs from the date the case was closed 1/95 <i>Disposal</i> 4/13/95 <i>[Signature]</i>

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

E

A. AGENCY 35.15.00		ACCESSION NO. 92W1239	DATE REC'D 4-27-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVC		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT ST. ROOM 508 MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 27 28	NO. OF CU. FT. 15
D. PHONE NO. 333-3834 JACKIE FISHER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 15	JANUARY 1, 1988 through and including DECEMBER 31, 1988 (FTA-SVC/ROR Folders and call-in-cards)	Schedule # 1222 1622 ITEMS # 01 Dispo. date: 10 yr from the date the case was closed 1/95 <u>Disposal</u> 5-22-95 SPY



RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00	ACCESSION NO. 92W1240	DATE REC'D 4-27-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVC		FM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT ST. ROOM 508 MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202	LOCATION RANGE 27 SECTION(S) 28	NO. OF CU. FT. 1
D. PHONE NO. 333-3834- JACKIE FISHER	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
A through Z	ROR CASE FILES-CARDS (miscellaneous) total boxes-1 JANUARY 1, 1988 through and including DECEMBER 31, 1988	1622 Schedule # 1222 ITEMS # 01 Dispo. date: 10 yrs from the date the case was closed. 1/95 <u>Disposal</u> -5-22-95 Gps

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 23.09.01 35-03-02 23.04.46		ACCESSION NO. 87W1026	DATE REC'D 5-11-87
b) AGENCY DPSC Parole & Probation		LOCATION - RANGE: 108 SECTIONS: 27-28 NO. OF CU. FT.: 60	
c) DIVISION / UNIT Pre-Trial Release Services Program			
d) MAILING ADDRESS Room 508 100 N. Calvert Street Baltimore, Maryland 21202		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL William H. Martin, Jr. Assistant Administrator		PHONE NO. 333-3834	
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 60	January 1, 1985 thru and including 12/31/85 Bail Rejects in alphabetic order	142 # 1622 1/96 #1 191A Item #1 Jan 2006 ✓ 4-22-95	

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 1. 35.15.00		ACCESSION NO. 93W349	DATE REC'D 9-23-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS			RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 123 19	NO. OF CU. FT. 2
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 2	Diversion 1989	<p>1622 Schedule # 1222 Item # 21 Dispo date 10 yrs. from the date the case was closed.</p> <p>1/095 <u>Disposal</u> 5-12-95 APS</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

23.09.01

DEPT. OF PUBLIC SAFETY & CORRECTION

PRETRIAL RELEASE SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W440	BAIL REJECTIONS	1622	1	1988	88	1/95	RECYCLED
91W441	BAIL REJECTIONS/II	1622	1	1988	17		
89W574	RELEASES & DRUG CASES	1622	1	1984-85	37		
89W569	RELEASE CASES	1622	1	1984	24		
89W572	CALL-IN-CARDS	1622	1	1987	13		
94W525	FTA	1622	1	1989	2		
89W568	CLOSED ROR CASES	1622	1	1984	33		



Signature

RECORDS CENTER MANAGER
Title

01/21/95
Date

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>A. AGENCY 1. 35.03.03.01</p> <p>B. DIVISION/UNIT Department of Public Safety & Corr. Services - Pretrial Release Services</p> <p>C. MAILING ADDRESS 100 N. Calvert Street Room 508 Baltimore, Maryland 21202</p> <p>D. PHONE NO. (301) 333-3834</p> <p>E. AGENCY OFFICIAL William H. Martin, Jr., Deputy Director</p>	<p>ACCESSION NO. <i>91W440</i></p> <p>LOCATION RANGE SECTION(S) <i>114 1-3</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>11-2-90</i></p> <p>FM CODE <i>23.09.01</i></p> <p>NO. OF CU. FT. <i>88</i></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS 1 thru 88</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES January 1, 1988 thru and including December 31, 1988. "Bail Rejections in alphabetic order."</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # 1222 <i>1622</i> Item # 1 Dispo Date: 10 years from the date the case was closed. <i>1/99</i> <i>CF</i> <i>4-22-95</i></p>

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20784 (TELEPHONE - 766-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 35.03.03.01</p>	<p>ACCESSION NO. <i>Q1W241</i></p>	<p>DATE REC'D 11-2-90</p>
<p>B. DIVISION/UNIT Pretrial Release Services Division</p>	<p>FM CODE 2309.01</p>	
<p>C. MAILING ADDRESS 100 N. Calvert Street Room 508 Baltimore, Maryland 21202</p>	<p>LOCATION RANGE SECTION(S) 114 3</p>	<p>NO. OF CU. FT. 17</p>
<p>D. PHONE NO. (301) 333-3834</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL William H. Martin, Jr., Deputy Director</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 thru 17	<p>January 1, 1988 through and including December 31, 1988.</p> <p>"Bail Rejections/II" in alphabetic order.</p>	<p>Schedule # 1222 1622</p> <p>Item # 1</p> <p>Dispo. Date: 10 yrs from the date the case was closed.</p> <p style="text-align: center;">1/99</p> <p style="text-align: right; font-size: 2em;"><i>CF</i></p> <p style="text-align: right; font-size: 1.5em;">4-22-95</p>

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S-~~14~~-3

9 Empties

S-3-4

RECORDS TRANSMITTAL FORM
 DEPARTMENT OF CORRECTION SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 271, BALTIMORE, MD 21202

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL DATA

35.03.03 23.09.01	89W574	12-13-88
FORMERLY PAROLE & PROBATION Department of Public Safety and Correctional Services	LOCATED PAGES 40	EXTENSION 12
Pre-Trial Release Services Division	RECORD CENTER NUMBER 37	
Room 508 300 N. Calvert Street Baltimore, Maryland 21202	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
William H. Martin, Jr. ASSISTANT ADMINISTRATOR	PHONE NO. 333-3834	

3. INDEX CLASSIFICATION	4. DESCRIPTION OF RECORDS WITH BELIEVE DATES	5. DISPOSAL AUTHORITY AND/OR FULL ITEM NO., DISPOSAL DATE
1 thru 37	January 1, 1984/85 thru and including 12/31/84/85 Conditional Release and Drug cases in alphabetic order	Sch. # 1142 # 1622 # 1 1/96 Disposal 3/21/95 jps

RECORDS TRANSMITTAL AND REPORT

DEPARTMENT OF CORRECTIONAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 578, BALTIMORE, MD 21202 (TELEPHONE 333-3834)

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY AND IN INK

2309.01 35.03.02		89W569	12-13-88
FORMERLY: PAROLE & PROBATION Department of Public Safety and Correctional Services		41	27-28 24
Pre-Trial Release Services Division		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Room 508 100 N. Calvert Street Baltimore, Maryland 21202		WILLIAM H. CARTER, JR. Assistant Administrator 333-3834	
1 thru 24	January 1, 1984 thru and including 12/31/84 Conditional Release cases in alphabetic order	Sch. #142 #1622 #1 1/95 Disposal 3/21/95 YPS	

R-41

S-27-28

4 Empties

S-28

R-22

S-32

2 Empties

S-32

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 94W525	DATE REC'D 10-20-93
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 2309.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 26 23	NO. OF CU. FT. 2
D. PHONE NO. 333-3834 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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	1989 FTA (2 boxes)	Schedule # ¹⁶²² 1222 Item # 3 1 Dispo Date: 10 years from the date case was closed 100 1/95 <u>Disposal</u> 5-22-95 yph	

RECORDS TRANSFERENTIAL

DEPARTMENT OF PUBLIC SAFETY - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 574 JESSUP, MD. 21751 (PLANS) 301-574

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL DATA

23.09.01 25.09.02		89W568	12-13-88
FORMERLY: PAROLE & PROBATION Department of Public Safety and Correctional Services		7	26
Pre-Trial Release Services Division		33	
Room 508 300 N. Calvert Street Baltimore, Maryland 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
William H. Martin, Jr. ASSISTANT ADMINISTRATOR		333-3834	

1. BOX NUMBER	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
1 thru 33	January 1, 1984 thru and including 12/31/84 Closed ROR (Regular Release) in alphabetic order	Sch. # 1142 # 1622 #1 1/95 Disposal 4/5/95 yps

R-7

S-26

2 Empties

S-26

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

23.09.01

DEPT. PUBLIC SAFETY & CORRECTION

PRE TRAIL RELEASE SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W571	BAIL REJECTS	1622	1	1986	74	1/95	RECYCLED
91W746	RELEASES/ALCOHOL/DRUG	1622	1	1989	111		
93W71	CLOSED MISC I	1622	1	1988-89	1		
87W1028	BAIL REJECTS	1622	1	1984	64		
92W1238	ROR CASE FILES-CARDS	1622	1	1987	1		


SIGNATURE

RECORDS CENTER MANAGER
Title

01/21/95
Date

RECORDS TRANSMITTAL

DEPARTMENT OF PUBLIC SAFETY - BUREAU OF PAROLE & PROBATION SERVICES
100 N. CALVERT STREET BALTIMORE, MARYLAND 21202

OPERATIONS PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

2309.01 35.03.03		89W571	12-13-88
FORMERLY : PAROLE & PROBATION Department of Public Safety and Correctional Services		10	27-28
Pre-Trial Release Services Division		74	
Room 508 100 N. Calvert Street Baltimore, Maryland 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
William H. Martin, Jr. ASSISTANT ADMINISTRATOR 333-3834		SPECIAL AUTHORITY FEDERAL FBI NO. DISPOSAL DATE	
1 thru 74	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES January 1, 1986 thru and including 12/31/86 Bail Rejects in alphabetic order		Ach. #1142 #2 #1622 1/97 #1 Disposal 4/6/95 JPK

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 376, JESSUP, MD. 20794 (TELEPHONE - 706-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. 35.03.03.01</p> <p>B. DIVISION/UNIT PRETRIAL RELEASE SERVICES DIVISION</p> <p>C. MAILING ADDRESS 100 N. CALVERT ST. ROOM 508, MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202</p> <p>D. PHONE NO. (301) 333-3830</p> <p>E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR</p>	<p>ACCESSION NO. <i>91W746</i></p> <p>LOCATION RANGE SECTION(S) <i>22 10-13</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE RECD <i>2-1-91</i></p> <p>RM CODE <i>23.09.01</i></p> <p>NO. OF CU. FT. <i>111</i></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS <i>1 through 111</i></p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES January 1, 1989 through and including 12/31/89 Conditional Release/Alcohol/Drug file folders. Mixed in with the above are a few 1986, 87 & 88 file folders.</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # <i>1622</i> 1222 Item # <i>1</i> Disposal Date: 10 years from the date the case was closed. <i>Jan 2000</i> <i>Disposal</i> <i>4/20/95</i> <i>yps</i></p>

R-22

S-10-13

3 Empties

S-13

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W71	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 40 33	NO. OF CU. FT. 1
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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	1988 - 1989 Closed Misc I	Schedule # ¹⁶²² 1222 Item # 1 1 Dispo Date: 10 years from the date case was closed <i>1/95</i> <u>Disposal</u> <i>3/21/95</i> <i>eps</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

<p>a) AGENCY CODE 23.09.01 35.03.02 230411</p> <p>b) AGENCY Parole & Probation DPSC</p> <p>c) DIVISION/UNIT Pre-Trial Release Services Program</p> <p>d) MAILING ADDRESS Room 508 100 N. Calvert Street Baltimore, Maryland 21202</p> <p>e) AGENCY OFFICIAL William H. Martin, Jr. Assistant Administrator</p> <p style="text-align: right;">PHONE NO. 333-3834</p>	<p>ACCESSION NO. 87W1028</p>	<p>DATE REC'D 5-11-87</p>
		<p>LOCATION - RANGE 11</p>
		<p>SECTIONS 28-31</p>
		<p>NO. OF CU. FT. 64</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)
<p>1 thru 64</p>	<p>January 1, 1984 thru and including 12/31/84 Bail Rejects in alphabetic Order</p>	<p>#1622 #1 191-A Jan. 2005 442 #2 1/95 Disposed 1/9/95 JPS</p>

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35-15-00	ACCESSION NO. 92W1238	DATE REC'D 4-27-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVC	RM CODE 23-09-01	
C. MAILING ADDRESS 100 N. CALVERT ST. ROOM 508 MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202	LOCATION RANGE SECTION(S) 18 1	NO. OF CU. FT. 1
D. PHONE NO. 333-3834	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR	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
A through Z	ROR CASE FILES-CARDS (miscellaneous) total boxes-1 JANUARY 1, 1987 through and including DECEMBER 31, 1987	Schedule # 1622 1222 ITEMS # 1 Dispo. date: 10 yrs from the date the case was closed. 1/98 1/95 Disposal 4/7/95 SPS

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

23.09.01

DEPT. OF PUBLIC SAFETY & CORRECTION

PRE-TRIAL RELEASE SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W520	RELEASE CASES	1622	1	1985	17	1/95	RECYCLED
89W575	RELEASE CASES	1622	1	1986	21		
89W576	REGULAR RELEASES	1622	1	1986	44		
89W577	REGULAR RELEASES	1622	1	1987	45		
90W655	REGULAR RELEASES	1622	1	1988	30		
90W656	CONDITIONAL RELEASES	1622	1	1987	13		



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/95
Date

23.09.01

89W570

12-13-88

FORMERLY PAROLE & PROBATION
Department of Public Safety
and Correctional Services

Pre-Trial Release Services Division

53 23 17

Room 508
100 N. Calvert Street
Baltimore, Maryland 21202

William H. Martin, Jr.
Assistant Administrator 333-3834

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

1 thru
17

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

January 1, 1985 thru and including 12/31/85
Conditional Release cases in
alphabetic order

6. SPECIAL AUTHORITY
SCHEDULE #17 NO. DISPOSAL DATE

sch. #1142
#11622
*1
1/96
Disposal
6-5-95
ygs

RECORDS TRANSFERAL RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P. O. BOX 274, ANNE ARD, MARYLAND 21404 (TELEPHONE 301-261-1000)

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL DATA

E

35.03.03 23.09.01		89W575		12-13-88	
FORMERLY: PAROLE & PROBATION Department of Public Safety and Correctional Services		43		33-34	
Pre-Trial Release Services Division		21			
Door 508 300 N. Calvert Street Baltimore, Maryland 21202					
William H. Charlton, Jr. ASSISTANT ADMINISTRATOR		333-3834		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE #) AND DATE
1 thru 21	January 1, 1986 thru and including 12/31/86 Conditional Release cases in alphabetic order	Sch. # #42 # 1620 # 1 1/97 <u>Disposal</u> 6-1-95 pp8

E

RECORDS TRANSMITTAL FORM
DEPARTMENT OF PUBLIC SAFETY - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 574 JESSUP MD 20794 (301) 221-1070

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY AND EXACTLY

35.03.03 230901		89W576	12-13-88
FORMERLY : PAROLE & PROBATION Department of Public Safety and Correctional Services		53	23-24
Pre-Trial Release Services Division		44	
Room 506 100 N. Calvert Street Baltimore, Maryland 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
William H. Martin, Jr. ASSISTANT ADMINISTRATOR		333-3834	

A. BOX NUMBER	B. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	C. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
1 thru 44	January 1, 1986 thru and including 12/31/86 Closed ROR (Regular Release) in alphabetic order	Sch. # 1142 # 1622 1/97 #1 Disposal 6-5-95 yps

R-53

S-23-24

462 Empties

S-25-35

RECORDS TRANSMITTAL FORM
 DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 576, JESSUP, MD. 20794 (TELEPHONE - 301-278)

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

35.03.03 2309.01		89W577	DATE REC'D 12-13-88
FORMERLY: PAROLE & PROBATION Department of Public Safety and Correctional Services		43	34.35
Pre-Trial Release Services Division		45	
Room 508 100 N. Calvert Street Baltimore, Maryland 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
William H. Martin, Jr. Assistant Administrator		333-3834	

1. BOX NUMBER	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 thru 45	January 1, 1987 thru and including 12/31/87 Closed ROR (Regular Release) in alphabetic order	Del. # 142 #1622 #1 1/98 Disposal 6-1-95 JPS

R-43

S-34-35

2 Empty^{ies}

S-35

E

RECORDS TRANSFERAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 578 JENKINS, MD. 21764 (TELEPHONE 286-5774)

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 35-03-03 23.09.01		2. AGENCY NAME 90W655		3. DATE 12-15-89	
4. AGENCY ADDRESS FORMERLY PAROLE & PROBATION Department of Public Safety and Correctional Services		5. LOCATION ROOM 141		6. SECTION 16-17	
7. DIVISION Pre-Trial Release Services Division		8. RECORDS CENTER NUMBER 30		9. TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
10. OFFICE ADDRESS Room 506 100 N. Calvert Street Baltimore, Maryland 21202		11. CONTACT PERSON William H. Martin, Jr. ASSISTANT ADMINISTRATOR		12. CONTACT NUMBER 333-3834	

1. BOX NUMBER	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1 thru 30	January 1, 1988 thru and including December 31, 1988. ROR (REGULAR RELEASE FILES) in alphabetic order.	Sch. # 1142 1622 Item # 1 1/99 Disposal 6-1-95 ggs

E

RECORDS TRANSFERAL REPORT
DEPARTMENT OF PUBLIC SAFETY - STATE RECORDS MANAGEMENT CENTER
PA BOX 571 JERAP, MD 274
TELEPHONE 786-1878

DIRECTOR: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 23.09.01	2. AGENCY NAME FORMERLY : PAROLE & PROBATION Department of Public Safety and Correctional Services	3. AGENCY ADDRESS Room 508 100 N. Calvert Street Baltimore, Maryland 21202	4. AGENCY OFFICIAL William H. Martin, Jr. Assistant Administrator	5. RECORD NO. 90W656	6. DATE 12-15-89
7. DIVISION UNIT Pre-Trial Release Services Division			8. LOCATION 141 17-18		9. RECORD CENTER NUMBER 13
			10. TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

1. BOX NUMBER	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1 thru 13	January 1, 1987 thru and including December 31, 1987, Conditional Release Files in alphabetic order.	Sch. # 1142-1622 Item # 1 1/98 <u>Disposal</u> 6-1-95 gpg

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

23.09.01

DEPT. OF PUBLIC SAFETY & CORRECTION

PRETRIAL RELEASE SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W70	DIVERSION	1622	1	1987-88	2	1/95	RECYCLED
90W657	BAIL REJECTS	1662	1	1987	6		
90W658	BAIL REJECTS	1622	1	1987	102		


SIGNATURE

RECORDS CENTER MANAGER
Title

01/21/95
D

DGS-550-2

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 1. 35.15.00		ACCESSION NO. 93W70	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09:01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 54 32	NO. OF CU. FT. 2
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 2	1987 - 1988 Diversion	Schedule # 1222 ¹⁶²² Item # 2 ¹ Dispo Date: 10 years from the date the case was closed. 1/95 109 <u>Disposal</u> 6-5-95 epg

RECORDS TRANSFERAL RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 571 JENKINS, MD. 21274 (TELEPHONE 301-574)

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 35.03.03 23.09.01	2. AGENCY NAME FORMERLY: PAROLE & PROBATION Department of Public Safety and Correctional Services	3. DATE 90W657 12-15-89
4. DIVISION Pre-Trial Release Services Division	5. LOCATION ROOM: 141 SECTION: 78	6. RECORD CENTER NUMBER 6
7. ADDRESS Room 508 100 N. Calvert Street Baltimore, Maryland 21202	8. TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
9. AGENCY OFFICIAL William H. Martin, Jr. 333-3834 ASSISTANT ADMINISTRATOR		

1. BOX NUMBER	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1 thru 6	January 1, 1987 thru and including December 31, 1987, Bail Rejects/II in alphabetic order.	Sch. 4142 1622 Item # 1 1/98 Disposal 6-1-95 JPS

RECORDS TRANSMITTAL REPORT

DEPARTMENT OF PUBLIC SAFETY - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 574 JENKINS, MD. 21763 (TELEPHONE 301-574)

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. REPORT DATE 35.03.03 23.09.01		2. CASE NO. 90W658	3. DATE REC. 12-15-89
5. AGENCY FORMERLY : PAROLE & PROBATION Department of Public Safety and Correctional Services		6. LOCATION 141	7. SECTION 18-21
8. DIVISION UNIT Pre-Trial Release Services Division		9. RECORD CENTER NUMBER 102	
10. OFFICE ADDRESS Room 508 100 N. Calvert Street Baltimore, Maryland 21202		11. TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
12. AGENCY OFFICIAL William H. Martin, Jr. ASSISTANT ADMINISTRATOR		13. PHONE NO. 333-3834	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1 thru 102	January 1, 1987 thru and including December 31, 1987, Bail Rejects/I in alphabetic order.	Sch. 1142 ¹⁶²² Item # 1 1/98 Disposal 6-1-95 [Signature]

R-141

S-18-21

282 Empties

S-21-28

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

23.09.01

DEPT PUBLIC SAFETY CORRECTION

PRETRIAL DETENTION & SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W901	REJECTION	1622	1	1990	17	1/96	RECYCLED
93W79	ASSST I & II CLOSED	1622	1	1989-90	2		
93W80	CLOSED CASES	1622	1	1989-90	1		
93W81	ALCOHOL CLOSED	1622	1	1989-90	1		
93W82	MISC CASES	1622	1	1990	1		
93W83	REGULAR RELEASES	1622	1	1990	1		
93W85	FTA CLOSED	1622	1	1989-90	1		



Signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
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 1. 35.03.03.01</p>	<p>ACCESSION NO. 92W901</p>	<p>DATE REC'D 2-2-92</p>
<p>B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION AND SERVICES</p>	<p>FORM CODE 23.09.01</p>	
<p>C. MAILING ADDRESS 100 N. Calvert St. Room 508 Mitchell Courthouse Baltimore, Maryland 21202</p>	<p>LOCATION RANGE SECTION(S) 109 17</p>	<p>NO. OF CU. FT. 17</p>
<p>D. PHONE NO. (401) 333-3830</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL John R. Camou, Director</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	
<p>2. BOX NUMBERS 1 through 17</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES January 1, 1990 through and including December 31, 1990. (Rejection)</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE scheduled # ¹⁶²²1222 Item # 1 Dispo. date; 10 yrs from the date the case was closed. 1/96 1/96 <i>Disposal 5-26-96</i></p>

R-109

S-17

11 empty

R-109

S17

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W79	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS			RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 35 18	NO. OF CU. FT. 2
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 2	1989-1990 Asst I & II Closed	Schedule # 1622 Item # 1 Dispo Date: 10 years from the date case was closed 1/96 <i>Disposal 4-11-96</i>

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W80	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS			RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 35 18	NO. OF CU. FT. 1
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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.	1989-1990 Abel-Ireland	<p>Schedule # 1222 ¹⁶²² Item # 31</p> <p>Dispo Date: 10 years from the date case was closed</p> <p>1/96</p> <p><i>Ok disposal 4-11-96 [Signature]</i></p>

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 1. 35.15.00		ACCESSION NO. 93W81	DATE REC'D 7-30-92	
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS			RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 35 18	NO. OF CU. FT. 1	
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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	1989 - 1990 Alcohol Closed.	Schedule # 1222 ¹⁶²² Item # 1 Dispo Date: 10 years from the date case was closed 1/09/96 <i>Disposal 9-11-96 AW</i>

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 1. 35.15.00		ACCESSION NO. 93W82	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 35 18	NO. OF CU. FT. 1
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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	Closed 1990 Misc	Schedule # 1222 1622 Item # 1 1 Dispo Date: 10 years from the date case was closed 1/96 <i>Disposal 4-11-ab AW</i>

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W83	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 35 18	NO. OF CU. FT. 1
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Regular Releases Closed 1990	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # ¹⁶²² 1222 Item # 2 1 Dispo Date: 10 years from the date case was closed 1/96 <i>Disposal 7-11-96 tw</i>	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W85	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09:01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 28 14	NO. OF CU. FT. 1
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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	FTA Closed 1989-1990 A-Z	Schedule # ¹⁶²² 1222 Item # ³ 1 Dispo Date: 10 years from date case was closed 1/19/96 disposal 4-11-96 for

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

23.09.01

DEPT PUBLIC SAFETY & CORRECTION

PRETRIAL DETENTION & SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
94W526	FTA MISC	1622	1	1989-90	1	1/96	RECYCLED
94W527	FTA	1622	1	1990	2		
93W350	DIVERSION	1622	1	1990	2		
93W72	ROR CLOSED	1622	1	1990	27		
93W84	DWI CLOSED	1622	1	1990	1		
92W1242	CALL-IN-CARDS	1622	1	1990	3		
93W76	ROR	1622	1	1990	5		
93W74	SVS/ROR MISC	1622	1	1989-90	8		



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

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 1. 35.15.00		ACCESSION NO. 94W526	DATE REC'D 10-20-93
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09:01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 27 4	NO. OF CU. FT. 1
D. PHONE NO. 333-3834 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES FTA Misc. 1989 - 1990 (various files and cards)	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # ¹⁶²² 1222 Item # 31 Dispo Date: 10 years from the date case was closed 1/96	

Disposal
4/1/96
[Signature]

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 1. 35.15.00		ACCESSION NO. 94W527	DATE REC'D 10-20-93
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 32 24	NO. OF CU. FT. 2
D. PHONE NO. 333- 3834 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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	1990 FTA (2 boxes)	Schedule # ¹⁶²² 1222 Item # 3 1 Dispo Date: 10 years from the date case was closed 1/1996 GS 4-12-96 DISPOSAL	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W350	DATE REC'D 9-23-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		LOCATION RANGE SECTION(S) 123 19	RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MD. 21202		NO. OF CU. FT. 2	
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 thru 2	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Diversion 1990	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # ¹⁶²² 1222 Item # 2 1 Dispo Date: 10 years from the date the case was closed. 11/96	

*disposal
4-10-96
AW*

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 1. 35.15.00		ACCESSION NO. 93W72		DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		LOCATION RANGE SECTION(S) 13 14		RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		NO. OF CU. FT. 27		
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 27	1990 ROR Closed Cases	Schedule # ¹⁶²² 1222 Item # 81 Dispo Date: 10 years from the date case was closed 1/096 Disposal 2-26-ab AW

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W84	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 43 27	NO. OF CU. FT. 1
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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	DWI Closed 1990 A-Z	<p>Schedule # ¹⁶²² 4222 Item # ¹ 3 1</p> <p>Dispo Date: 10 years from date case was closed.</p> <p>1/096</p> <p><i>disposal 3-5-96 AW</i></p>

R-43

S-27

5 Empties

RECORDS TRANSMITTAL AND RECEIPT

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

CORRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 135.15.00		ACCESSION NO. 92W1242	DATE REC'D 4-27-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVC		RANGE 43	SECTION(S) 24
C. MAILING ADDRESS 100 N. CALVERT ST. ROOM 508 MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		NO. OF CU. FT. 3	RM CODE 23.09.01
D. PHONE NO. 333-3834- JACKIE FISHER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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
2 / through 3	<p>CLOSED CALL-IN-CARDS</p> <p>JANUARY 1, 1990 through and including DECEMBER 31, 1990</p> <p>(Regular Release)</p>	<p align="right">1622</p> <p>Schedule # 1222</p> <p>ITEMS # 2 /</p> <p>Dispo. date: 10 yrs from the date the case was closed.</p> <p align="right">1/096</p> <p align="right"><i>disposal 3-5-96 AW</i></p>

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W76	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS			RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 1 14	NO. OF CU. FT. 5
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 5	1990 - ROR	Schedule # 1222 ¹⁶²² Item # 81 Dispo Date: 10 years from the date case was closed. 1/096 Dispo 1/3/95 AN

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DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W74	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 3 1	NO. OF CU. FT. 8
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 8	SVS/ROR 1989-1990 Misc.	Schedule # 1222 ¹⁶²² Item # 1 ¹ Dispo Date: 10 years from the date case was closed 1/1996 <i>Disposal 1-11-96</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

23.09.01

DEPT PUBLIC SAFETY CORRECTION

PRETRIAL DENTENTION & SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W75	SERVICES	1622	1	1989-90	8	1/96	RECYCLE
93W78	MISC CLOSED	1622	1	1989-90	2		
93W77	ROR CASES	1622	1	1990	2		
93W73	CLOSED CASES	1622	1	1990	27		


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

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 1. 35.15.00		ACCESSION NO. 93W75	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		LOCATION RANGE SECTION(S) 3 1	RM CODE 23.09:01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		NO. OF CU. FT. 8	
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 8	1989-1990 Services	Schedule # ¹⁶²² 4222 Item # 1 Dispo Date: 10 years from the date the case was closed. 1/1996 Disposal 1-11-96 AW	

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. Q3W78	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS			RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 4 5	NO. OF CU. FT. 2
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 2	1989 - 1990 Miscellaneous Closed I & II	Schedule # 1222 ¹⁶²² Item # 1 Dispo Date: 10 years from the date case was closed 1/09/0

Disposal
1-11-96
AW

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DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W77	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS			RM CODE 23.09.01
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 1 14	NO. OF CU. FT. 2
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 2	1990 ROR Cases	Schedule # ¹⁶²² 1222 Item # 3 1 Dispo Date: 10 years from the date case was closed. 1/96 Disposal 1/3/95 AN

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 35.15.00		ACCESSION NO. 93W73	DATE REC'D 7-30-92
B. DIVISION/UNIT DIVISION OF PRETRIAL DETENTION & SVCS		RM CODE 23.09.01	
C. MAILING ADDRESS 100 N. CALVERT STREET, ROOM 508 CLARENCE MITCHELL COURTHOUSE BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 54 17-18	NO. OF CU. FT. 27
D. PHONE NO. 333-3831 CAROL COPPINGER		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN R. CAMOU, DIRECTOR		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 through 27	January, 1990 - December, 1990 Closed 1990 Files	Schedule# ¹⁶²² 1222 Item # 2 1 Dispo. date 10 yrs from the date the case was closed <i>1/96</i> <u>Disposal</u> <i>1-16-96</i> <i>[Signature]</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

24.01

MD AUTOMOBILE INSURANCE FUND

PRIVATE PRIVATE, ACCTG, EXECUTIVE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W1027	GENERAL CORR. & MISC REPTS	1226	28C	1/90	1	1/95	RECYCLED
91W1346	PREM REFUND CHECK	1226	11A	11/89-12/89	4		
93W487	INTERNAL AUDITING	1226	29	1989	3		
92W611	ACCOUNTING	1226	6,12	1980-84	2		
91W1030	GEN ACCTG, PREM REFUND	1226	1,5,6,11,22,29	1983-89	22		
92W313	EXEC/INTERNAL AUDIT	1226	29	1989	4		
92W1026	GEN CORR & MISC REPTS	1226	28C	1989	2		
91W1064	GEN CORR & MISC REPTS	1226	28C	1990	1		


Signature

RECORDS CENTER MANAGER
Title

01/25/95
Date

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 92W1027	DATE REC'D 3-16-92
2. DIVISION/UNIT EXECUTIVE — MARK MCMURDY		RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 7 32	NO. OF CU. FT. 1
4. PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 BOX	GENERAL CORR. & MISC. REPORTS UCJ LIABILITY OF MEMBERS OF THE BOARD OF TRUSTEES JANUARY 1990	1226 - ITEM 28 (c) JANUARY 1995 <i>Disposal</i> <i>4/5/95</i> <i>[Signature]</i>

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>91W1346</i>	DATE REC'D <i>6-3-91</i>
B. DIVISION/UNIT FISCAL DEPARTMENT - RUSTY WATSON			RM CODE <i>24.01</i>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>41 34</i>	NO. OF CU. FT. <i>4</i>
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4	PREMIUM REFUND CHECK " COPIES " NOVEMBER - DECEMBER 1989	#1226 - 11 (a) JANUARY 1995 <i>Disposed</i> <i>3/21/95</i> <i>mpg</i>

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	4 OF	4
CONSOLIDATED TOTAL :		4	OF	4

TRANSMIT
TRANSDATE: 05/10/91

MARYLAND AUTOMOBILE INSURANCE FUND

SCHEDULED DESTRUCTION
DATE: 01/01/1995
PAGE NO: 1

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	DESCRIPTION	RESPONSIBLE INDIVIDUAL	ITEM #
1 OF4	171	PREMIUM REFUND CHECK " COPIES " NOVEMBER 1989	WATSON FISCAL	11 (a)
2 OF4	172	PREMIUM REFUND CHECK " COPIES " NOVEMBER 1989 & DECEMBER 1989	WATSON FISCAL	11 (a)
3 OF4	173	PREMIUM REFUND CHECK " COPIES " DECEMBER 1989	WATSON FISCAL	11 (a)
4 OF4	174	PREMIUM REFUND CHECK " COPIES " DECEMBER 1989	WATSON FISCAL	11 (a)

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 4 OF 4 BOXES

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	DESCRIPTION	RESPONSIBLE INDIVIDUAL	ITEM #
1 OF4	171	PREMIUM REFUND CHECK " COPIES " NOVEMBER 1989	WATSON FISCAL	11 (a)
2 OF4	172	PREMIUM REFUND CHECK " COPIES " NOVEMBER 1989 & DECEMBER 1989	WATSON FISCAL	11 (a)
3 OF4	173	PREMIUM REFUND CHECK " COPIES " DECEMBER 1989	WATSON FISCAL	11 (a)
3 OF4	174	PREMIUM REFUND CHECK " COPIES " DECEMBER 1989	WATSON FISCAL	11 (a)

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 4 OF 4 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

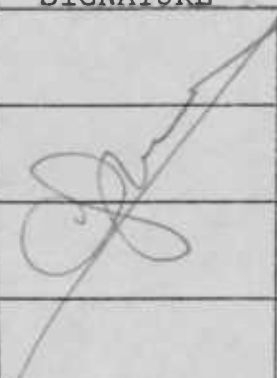
DEPARTMENT: Fiscal - Agency Accounting

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Rusty Watson
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Rusty Watson
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
171	Negotiable Instrument premium refund "copies" check "copies" 11/89	(11) (a)	5-13-91 Transmitted prepared and mailed		1/95
172	" " " 11/89 & 12/89	(11) (a)			1/95
173	" " " 12/89	(11) (a)			1/95
174	" " " 12/89	(11) (a)			1/95

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W487	DATE REC'D 10-14-92
DIVISION/UNIT SHIRLEY EMBREY - INTERNAL AUDITING		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 26 9	NO. OF CU. FT. 3
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	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
03 BOXES	INTERNAL AUDITING - EXECUTIVE DEPARTMENT AUDIT PAPERS - JANUARY 1989 - DECEMBER 1989	# 1226 - ITEM 29 JANUARY 1995 <i>Disposal</i> <i>5-22-95</i> <i>[Signature]</i>

REPORT: CONTRANS
TRANSDATE:09/01/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1995

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME ROXFS	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXEC/INTERNAL AUDIT	INTERNAL AUDITING	29	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

E DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W611	DATE REC'D 12-12-91
B. DIVISION/UNIT FISCAL / TOM BURNHAM		LOCATION RANGE SECTION(S) 120 /	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		NO. OF CU. FT. 2	
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 BOX	INSURANCE ACCOUNTING RECORDS CASH REGISTERS 1982 - 1984	# 1226 - ITEM 6	
1 BOX	MISCELLANEOUS ACCOUNTING RECORDS MISC. WORKPAPERS 1980-1984	# 1226 - ITEM #12	
=====			
2 BOXES	TOTAL	JANUARY 1995 <i>Disposal</i> <i>5-26-95</i> <i>lps</i>	

Typewrite

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 91W1030	DATE REC'D 4-1-91
DIVISION/UNIT FISCAL, CLAIMS & EXECUTIVE DEPARTMENTS		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 103 24	NO. OF CU. FT. 22
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	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 - 22	FISCAL _ GENERAL ACCOUNTING RECORDS 1983-1984	# 1226 - # 1 JANUARY 1995
12 - 22	FISCAL _ PREMIUM REFUND CHECK COPIES 1988-1989	# 1226 - # 11 (a) JANUARY 1995
4 - 22	CLAIMS MISCELLANEOUS FILES 1987 - 1989	# 1226 - # 22 JANUARY 1995
3 - 22	EXEC_INTERNAL AUDITING 1989	# 1226 - # 29 JANUARY 1995
1 - 22	FISCAL _ NEGOTIABLE INSTRUMENTS 1984	# 1226 - # 5 JANUARY 1995
1 - 22	FISCAL _ INSURANCE ACCOUNTING RECORDS 1984	# 1226 - # 6 JANUARY 1995

2-18-95

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
22	OF22 172	EXPENSE STATEMENTS JANUARY 1983 - NOVEMBER 1984	SMITH FISCAL	1 DEPART.
1	OF22 157	PREMIUM REFUND CHECK COPIES OCTOBER 1989 123250 THRU 126499	WATSON FISCAL	11 (a) DEPART.
10	OF22 154	PREMIUM REFUND CHECK COPIES SEPTEMBER 1989 108250 THRU 113499	WATSON FISCAL	11 (a) DEPART.
11	OF22 151	PREMIUM REFUND CHECK COPIES AUGUST 1989 092942 THRU 097999	WATSON FISCAL	11 (a) DEPART.
17	OF22 100	PREMIUM REFUND CHECK COPIES 964250 - 968499 JULY 1988	WATSON FISCAL	11 (a) DEPART.
18	OF22 147	PREMIUM REFUND CHECK COPIES JULY 1989 091750 THRU 092941	WATSON FISCAL	11 (a) DEPART.
2	OF22 158	PREMIUM REFUND CHECK COPIES OCTOBER 1989 123500 THRU 128999	WATSON FISCAL	11 (a) DEPART.
21	OF22 146	PREMIUM REFUND CHECK COPIES JULY 1989 086250 THRU 091749	WATSON FISCAL	11 (a) DEPART.
3	OF22 101	PREMIUM REFUND CHECK COPIES 968500 - 971072 JULY 1988	WATSON FISCAL	11 (a) DEPART.
4	OF22 155	PREMIUM REFUND CHECK COPIES SEPT - OCT 1989 113500 THRU 118249	WATSON FISCAL	11 (a) DEPART.
6	OF22 156	PREMIUM REFUND CHECK COPIES OCTOBER 1989 118250 THRU 123249	WATSON FISCAL	11 (a) DEPART.
7	OF22 152	PREMIUM REFUND CHECK COPIES AUGUST 1989 098000 THRU 102999	WATSON FISCAL	11 (a) DEPART.
8	OF22 153	PREMIUM REFUND CHECK COPIES AUG - SEPT 1989 193000 THRU 106999	WATSON FISCAL	11 (a) DEPART.

TRANSMITTAL
TRANSDATE: 11/19/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 01/01/1995

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	GENERAL ACCOUNTING RECORDS	1	1 OF	22
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	12 OF	22
CLAIMS/HOME OFFICE	MISCELLANEOUS CLAIM FILES	22	4 OF	22
EXEC/INTERNAL AUDIT	INTERNAL AUDITING	29	3 OF	22
FISCAL	NEGOTIABLE INSTRUMENTS	5	1 OF	22
FISCAL	INSURANCE ACCOUNTING RECORDS	6	1 OF	22
CONSOLIDATED TOTAL :		22	OF	22

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
13 OF22	161	CL-9 RESERVE CORRECTIONS JUNE 1989 - JULY 1989	BARTELL CLAIMS/HOME OFFICE	22 DEPART.
15 OF22	170	CL-9 RESERVE CORRECTIONS JUNE 1987 - DECEMBER 1987	BARTELL CLAIMS/HOME OFFICE	22 DEPART.
20 OF22	178	MISC DRAFT PRINTOUTS & MEMO'S JUNE 1989 - AUGUST 1989	BARTELL CLAIMS/HOME OFFICE	22 DEPART.
5 OF22	171	CLM-275 RESERVE CORRECTIONS AUGUST 1989 - OCTOBER 1989	BARTELL CLAIMS/HOME OFFICE	22 DEPART.
12 OF22	238	AUDIT PROJECTS EXECUTIVE - INTERNAL AUDITING	EMBREY EXEC/INTERNAL AUDIT	29 DEPART.
14 OF22	236	CLAIM CONFIRMATION EXECUTIVE - INTERNAL AUDITING	EMBREY EXEC/INTERNAL AUDIT	29 DEPART.
9 OF22	239	INTERNAL AUDITING	EMBREY EXEC/INTERNAL AUDIT	29 DEPART.
16 OF22	55	BAD CHECKS JANUARY 1983 - DECEMBER 1984	WATSON FISCAL	5 DEPART.
19 OF22	42	COMMISSION PAYMENTS JANUARY 1984 - DECEMBER 1984	WATSON FISCAL	6 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 22 OF 22 BOXES

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>92W313</i>	DATE REC'D <i>9-20-91</i>
2. DIVISION/UNIT EXECUTIVE/INTERNAL AUDITING			RM CODE <i>24.01</i>
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>118 27</i>	NO. OF CU. FT. <i>4</i>
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4 BOXES	EXEC/INTERNAL AUDIT AUDIT WORK PAPERS & PRINTOUTS JAN - DEC 1989.	#1226 - ITEM # 29 JANUARY 1995 <i>Disposal</i> <i>5-12-95</i> <i>MPB</i>

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1026	DATE REC'D 3-16-92
3. DIVISION/UNIT EXECUTIVE DEPARTMENT DAVID C. TRAGESER, DEPUTY EXEC. DIRECTOR			RM CODE 24.01
2. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 101 12	NO. OF CU. FT. 2
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 2 BOXES	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES GENERAL CORR. & MISC REPORTS 1989	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE #1226 - ITEM 28 (c) JANUARY 1995 Disposal 3/20/95 PL	

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1064	DATE REC'D 4-2-91
B. DIVISION/UNIT DAVID C. TRAGESER - EXECUTIVE DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 103 10	NO. OF CU. FT. 1
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 BOX	GENERAL CORRESPONDANCE AND MISC. REPORTS - 1990	#1226 - 28 (c) JANUARY 1995

CS
2-18-95

TRANSMITTAL .
TRANSDATE:02/05/91

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 01/01/1995

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
EXECUTIVE	GENERAL CORR. & MISC REPORTS	28 (c)		1 OF 1

CONSOLIDATED TOTAL : 1 OF 1

TRANSDATE: 02/05/91
PAGE NO: 1

MARYLAND AUTOMOBILE INSURANCE FUND

SCHEDULED DESTRUCT
DATE: 01/01/1995

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
1 OF 1	T3	GENERAL CORRESPONDANCE A-Z	1990 TRAGESER, DAVID C. EXECUTIVE	28 (c) DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 1 OF 1 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

24.01

MD AUTOMOBILE INSURANCE FUND

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W44	MISC CLAIMS FILES	1226	22	1988-89	1	1/95	RECYCLED
91W1056	LEAVE, FISCAL	1226	34,5,	1983-84	10		
93W1569	TIME CARDS	1226	35	1991	6		
93W1125	JOB POSTING	1226	32	1991	8		


Signature

RECORDS CENTER MANAGER
Title

01/21/95
Date

RECORDS TRANSMITTAL AND RECEIPT

E

04/02/92

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W44	DATE REC'D 7-28-92
DIVISION/UNIT RICHARD KRAFT - LOSS REPORTS			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 54 15	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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
01 BOX	MISCELLANEOUS CLAIM FILES DECEMBER 1988 - AUGUST 1989	# 1226 - 22 JANUARY 1995 <i>Disposal</i> <i>6-5-95</i> <i>YPS</i>

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1056	DATE REC'D 4-2-91
B. DIVISION/UNIT FISCAL & PERSONNEL DEPARTMENTS			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 132 29	NO. OF CU. FT. 10
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Total Bxs - 9	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
2 of 9	PERSONNEL DEPT - LEAVE RECORDS 1983 - 1984	# 1226 - # 34 JANUARY 1995	
7 of 9	FISCAL - NEGOTIABLE INSTRUMENTS 1984	# 1226 - # 5 JANUARY 1995 <i>Disposal</i> <i>6-6-95</i> <i>SPS</i>	

TRANSMITTAL
TRANSDATE: 12/02/90

TRANSFERRED AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

COMPLETED BY: [unclear]
DATE: 01/01/1995

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
PERSONNEL	LEAVE RECORDS	34	2	9
FISCAL	NEGOTIABLE INSTRUMENTS	5	7	9
CONSOLIDATED TOTAL :		9	9	9

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
① OF9	35	PREMIUM REFUND CHECKS 682500 - 687099 1984	ALVANOS FISCAL	5 DEPART.
② OF9	39	PREMIUM REFUND CHECKS 701148 - 706060 1984	ALVANOS FISCAL	5 DEPART.
③ OF9	50	PREMIUM REFUND CHECKS 755000 - 760379 1984	ALVANOS FISCAL	5 DEPART.
④ OF9	51	PREMIUM REFUND CHECKS 760380 - 765732 1984	ALVANOS FISCAL	5 DEPART.
⑤ OF9	40	PREMIUM REFUND CHECKS 706061 - 710793 1984	ALVANOS FISCAL	5 DEPART.
⑥ OF9	48	PREMIUM REFUND CHECKS 745400 - 749999 1984	ALVANOS FISCAL	5 DEPART.
⑦ OF9	49	PREMIUM REFUND CHECKS 750000 - 754999 1984	ALVANOS FISCAL	5 DEPART.
⑧ OF9	43A	LEAVE RECORDS 1983 - 1984	DENNIS PERSONNEL	34 DEPART.
⑨ OF9	43B	LEAVE RECORDS 1983 - 1984	DENNIS PERSONNEL	34 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 9 OF 9 BOXES

RB 2

S ~~30~~ 29

10 cu ft

E DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>93W1569</i>	DATE REC'D <i>5-17-93</i>
DIVISION/UNIT MICHELLE HETTENHOUSER PERSONNEL		LOCATION RANGE SECTION(S) <i>54 8</i>	RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		NO. OF CU. FT. <i>6</i>	
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Munn RECORDS/PROPERTY ADMINISTRATOR		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
06	TIME CARDS 1991	#1226 - ITEM # 35 JANUARY 1995 <i>Disposal</i> <i>6-5-95</i> <i>pps</i>

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
PERSONNEL	TIME CARDS	35	6	OF 06	

CONSOLIDATED TOTAL : 6 OF 06

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 06	000001	TIME CARDS 1991	HETTENHOUSER	35	1226	WAIT TRANS
	RECORD #:	07050 SOC SEC # 000 - 212	PERSONNEL			
02 OF 06	000002	TIME CARDS 1991	HETTENHOUSER	35	1226	WAIT TRANS
	RECORD #:	07051 SOC SEC # 213 - 214	PERSONNEL			
03 OF 06	000003	TIME CARDS 1991	HETTENHOUSER	35	1226	WAIT TRANS
	RECORD #:	07052 SOC SEC # 215 - 216	PERSONNEL			
04 OF 06	000004	TIME CARDS 1991	HETTENHOUSER	35	1226	WAIT TRANS
	RECORD #:	07053 SOC SEC # 217 - 219	PERSONNEL			
05 OF 06	000005	TIME CARDS 1991	HETTENHOUSER	35	1226	WAIT TRANS
	RECORD #:	07054 SOC SEC # 219 - 295	PERSONNEL			
06 OF 06	000006	TIME CARDS 1991	HETTENHOUSER	35	1226	WAIT TRANS
	RECORD #:	07055 SOC SEC # 300 - 579	PERSONNEL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 6 OF 06 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

#20-93

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Mail/Personnel

RESPONSIBLE INDIVIDUAL: Michelle Hettenhouser
(Print Name)

Michelle Hettenhouser
Signature

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
1	1991 June Cards SS# 000-212	35	# 7050	1 of 6	1994 1-1995
2	1991 June Cards SS# 213-214	35	# 7051	2 of 6	1994 1-1995
3	1991 June Cards SS# 215-216	35	7052	3 of 6	1994 1-1995
4	1991 June Cards SS# 217-219	35	7053	4 of 6	1994 1-1995
5	1991 June Cards SS# 219-295	35	7054	5 of 6	1994 1-1995
6	1991 June Cards SS# 300-579	35	7055	6 of 6	1994 1-1995

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	AC 93W1125	DATE REC'D 3-16-93
DIVISION/UNIT SUE EVANS / PERSONNEL		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 43 22-23	NO. OF CU. FT. 8
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	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
8 BOXES	JOB POSTING RECORDS 1991	# 1226 - ITEM 32 JANUARY 1995 <i>Disposal</i> <i>6-1-95</i> <i>JPS</i>

REPORT: CONTRANS
TRANSDATE:02/16/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1995

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
PERSONNEL	JOB POSTING RECORDS	32	8	OF 08	

CONSOLIDATED TOTAL : 8 OF 08

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAJF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 08	✓ 000030 RECORD #: 06866	JOB POSTINGS (A - RJ) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
02 OF 08	✓ 000031 RECORD #: 06867	JOB POSTINGS (RU - CU) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
03 OF 08	✓ 000032 RECORD #: 06868	JOB POSTINGS (O - L) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
04 OF 08	✓ 000033 RECORD #: 06869	JOB POSTINGS (M - PD) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
05 OF 08	✓ 000034 RECORD #: 06870	JOB POSTINGS (PD) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
06 OF 08	✓ 000035 RECORD #: 06871	JOB POSTINGS (PD) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
07 OF 08	✓ 000036 RECORD #: 06872	JOB POSTINGS (PE - SU) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
08 OF 08	✓ 000037 RECORD #: 06873	JOB POSTINGS (SU - Z) 1991	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 8 OF 08 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

2/1/93

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MAIF/PERSONNEL OFFICE

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: SUE EVANS

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

(Print Name)

Sue Evans
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
30 ✓	JOB POSTINGS 1991 A - BI	32	10F8	<i>W 6868 # 6866</i>	JANUARY 1995 ✓
31 ✓	JOB POSTINGS 1991 BU - CU	32	20F8	<i>* 6867</i>	JANUARY 1995 ✓
32 ✓	JOB POSTINGS 1991 D - L	32	30F8	<i>6868</i>	JANUARY 1995 ✓
33 ✓	JOB POSTINGS 1991 M - PD	32	40F8	<i>6869</i>	JANUARY 1995 ✓
34 ✓	JOB POSTINGS 1991 PD	32	50F8	<i>6870</i>	JANUARY 1995 ✓
35 ✓	JOB POSTINGS 1991 PD	32	60F8	<i>6871</i>	JANUARY 1995 ✓
36 ✓	JOB POSTINGS 1991 PE - SU	32	70F8	<i>6872</i>	JANUARY 1995 ✓
37 ✓	JOB POSTINGS 1991 SU - Z	32	80F8	<i>6873</i>	JANUARY 1995 ✓

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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

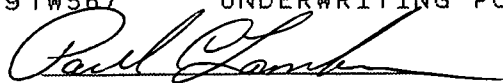
CERTIFICATE OF RECORDS DISPOSAL

24.01

MD AUTO INSURANCE FUND

CLAIMS & FISCAL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W1031	CLAIMS FILES	1226	22,6	1984-85	3	7/95	RECYCLED
92W1319	CLAIMS FILES	1226	22		1		
91W1347	PREM REFUND CHECK	1226	11A	1990	12		
94W1157	AUDIT REPORTS	1226	29	1990	1		
91W565	UNDERWRITING POLICY	1226	13	2/89	51		
91W556	UNDERWRITING POLICY	1226	13	3/89	68		
91W567	UNDERWRITING POLICY	1226	13	4/89	69		


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/95
Date

DGS-550-2

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1031	DATE REC'D 4-1-91
B. DIVISION/UNIT CLAIMS & FISCAL DEPARTMENTS		LOCATION RANGE SECTION(S) 103 35	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		NO. OF CU. FT. 3	
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 - 3	CLAIMS _ MISCELLANEOUS CLAIM FILES 1985	# 1226 - # 22 JULY 1995	
2 - 3	FISCAL _ INSURANCE ACCOUNTING RECORDS 1984-1985	# 1226 - # 6 JULY 1995	
		Disposal 9/13/95 <i>[Signature]</i>	

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1319	DATE REC'D 5-13-92
2. DIVISION/UNIT CLAIMS SYSTEMS & CONTROL - CHERYL SCHUETT			RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 23 18	NO. OF CU. FT. 1
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 BOX	MISCELLANEOUS CLAIM FILES RESERVE CORRECTIONS	1226 - ITEM 22 JULY 1995 <i>11/10/95</i> <i>[Signature]</i>

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

RECORDS TRANSMITTAL AND RECEIPT

E

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INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1347	DATE REC'D 6-3-91
B. DIVISION/UNIT FISCAL DEPARTMENT - RUSTY WATSON			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 123 3	NO. OF CU. FT. 12
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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
12	PREMIUM REFUND CHECK " COPIES " JANUARY - JUNE 1990	#1226 - 11 (a) JULY 1995 <i>11/9/95</i> <i>[Signature]</i>

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	12 OF	12

CONSOLIDATED TOTAL : 12 OF 12

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	DESCRIPTION	RESPONSIBLE INDIVIDUAL	ITEM #
1 OF12	175	PREMIUM REFUND CHECK " COPIES " JANUARY 1990	WATSON FISCAL	11 (a)
10 OF12	184	PREMIUM REFUND CHECK " COPIES " MAY 1990 & JUNE 1990	WATSON FISCAL	11 (a)
11 OF12	185	PREMIUM REFUND CHECK " COPIES " JUNE 1990	WATSON FISCAL	11 (a)
12 OF12	186	PREMIUM REFUND CHECK " COPIES " JUNE 1990	WATSON FISCAL	11 (a)
2 OF12	176	PREMIUM REFUND CHECK " COPIES " JANUARY 1990	WATSON FISCAL	11 (a)
3 OF12	177	PREMIUM REFUND CHECK " COPIES " FEBRUARY 1990	WATSON FISCAL	11 (a)
4 OF12	178	PREMIUM REFUND CHECK " COPIES " FEBRUARY 1990 & MARCH 1990	WATSON FISCAL	11 (a)
5 OF12	179	PREMIUM REFUND CHECK " COPIES " MARCH 1990	WATSON FISCAL	11 (a)
6 OF12	180	PREMIUM REFUND CHECK " COPIES " MARCH 1990 & APRIL 1990	WATSON FISCAL	11 (a)
7 OF12	181	PREMIUM REFUND CHECK " COPIES " APRIL 1990	WATSON FISCAL	11 (a)
8 OF12	182	PREMIUM REFUND CHECK " COPIES " MAY 1990	WATSON FISCAL	11 (a)
9 OF12	183	PREMIUM REFUND CHECK " COPIES " MAY 1990	WATSON FISCAL	11 (a)

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 12 OF 12 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: Fiscal - Agency Accounting

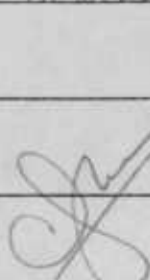
RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Rusty Watson

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

(Print Name)

Rusty Watson
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
183	Negotiable Instrument "copies" Premium refund check "copies" 5/90	(11) (a)	5-1391. <i>Transmittal prepared and mailed</i>		7/95
184	" " " 5/90 & 6/90	(11) (a)			7/95
185	" " " 6/90	(11) (a)			7/95
186	" " " 6/90	(11) (a)			7/95

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E
Dink

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

10/29/93

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 94W1157	DATE REC'D 5-13-94
DIVISION/UNIT De Sousa-Exec.-Clms. Auditing		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 162 23	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	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 Boxes	Audit Reports W/Supporting Docu. January 1990 to June 1990	#1226-Item #29 July 1995 <i>11/9/95</i> <i>eps</i>

REPORT: CONTRANS
TRANSDATE: 10/29/93

MARYLAND AUTOMOTIVE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1995

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXEC - CLMS AUDITING	INTERNAL AUDITING	29	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RIN DATE: 10/29/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1995

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000001	AUDIT REPORTS W/ SUPPORTING DOCU. RECORD #: 07682 01/01/90 TO 06/30/90	DE SOUSA EXEC - CLAIMS ADJUTING	29	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

10-29-93 (1)

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: EXECUTIVE DEPT. CLAIMS AUDITING UNIT

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

RESPONSIBLE INDIVIDUAL: JOHN A. de Sousa
(Print Name)

John A. de Sousa
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
# 1	(1-1-90 TO 6-30-90) AUDIT REPORTS & SUPPORTING WORK-SHEETS	29	1081	7682	JULY 1995

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

11/02/90
ANNAPOLIS

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W565	DATE REC'D 11-29-90
B. DIVISION/UNIT UNDERWRITING DEPARTMENT		RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4230		LOCATION RANGE SECTION(S) 149 25-27	NO. OF CU. FT. 51
D. PHONE NO. 301- 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ms. C J Mumme Records/Property Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 - 51	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING POLICY FILES: PRIVATE PASSENGER POLICY FILES ONLY FEBRUARY 1989	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM # 13 95 JULY 1994 <i>Disposed</i> <i>8/25/95</i> <i>egz</i>	

11/02/90

ANNAPOLIS

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W566	DATE REC'D 11-29-90
B. DIVISION/UNIT UNDERWRITING DEPARTMENT		RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4230		LOCATION RANGE SECTION(S) 149 27-28	NO. OF CU. FT. 68
D. PHONE NO. 301- 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ms. C J Mumme Records/Property Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 - 68	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING POLICY FILES: PRIVATE PASSENGER POLICY FILES ONLY MARCH 1989	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM # 13 JULY 1994 95 <i>Disposed</i> <i>8/25/95</i> <i>gjs</i>	

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W567	DATE REC'D 11-29-90
B. DIVISION/UNIT UNDERWRITING DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4230		LOCATION RANGE SECTION(S) 149 28-30	NO. OF CU. FT. 69
D. PHONE NO. 301- 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ms. C J Mumme Records/Property Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 - 69	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING POLICY FILES: PRIVATE PASSENGER POLICY FILES ONLY APRIL 1989	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM # 13 JULY 1994 1995 <i>Disposal</i> <i>8/25/95</i> <i>gpg</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

24.01

MD AUTOMOBILE INSURANCE FUND

LOSS REPORTS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W45	MISC CLAIMS FILES	1226	22	1989-90	1	7/95	RECYCLED


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

07/21/95
Date

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W45	DATE REC'D 7-28-92
2. DIVISION/UNIT RICHARD KRAFT - LOSS REPORTS			RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 40 33	NO. OF CU. FT. 1
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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
01 BOX	MISCELLANEOUS CLAIM FILES DAILY LOG SHEETS AUGUST 1989 - MARCH 1990	# 1226 - 22 JULY 1995 <i>Disposed</i> <i>8/21/95</i> <i>MS</i>

R-40
S-33

1 empty

R40

S33

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

24.01

MD AUTO INSURANCE FUND

UNDERWRITING, CLAIMS, FISCAL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W307	PRIVATE PASSENGER	1226	13	12/89	51	1/96	RECYCLED
93W46	MISC CLAIM FILES	1226	22	1990-91	2		
92W50	PRIVATE PASSENGER	1226	13	11/89	61		
94W1011	AUDIT PROJECTS	1226	29	1990	1		
92W612	REFUND CHECKS	1226	11A	1990	9		
93W860	MISC CLAIM FILES	1226	22	1991	1		
91W1509	PRIVATE PASSENGER	1226	13	9/89	65		
92W49	PRIVATE PASSENGER	1226	13	10/89	69		


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W307	DATE REC'D 9-20-91
B. DIVISION/UNIT UNDERWRITING DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 7 5-6	NO. OF CU. FT. 51
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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	
51 BOXES	UNDERWRITING POLICY FILES PRIVATE PASSENGER POLICY FILES ONLY DECEMBER 1989	#1226 - ITEM # 13 JANUARY 1995 1996 Disposal 1-17-96 AW	

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W46		DATE REC'D 7-28-92
2. DIVISION/UNIT RICHARD KRAFT - LOSS REPORTS				RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 6 28		NO. OF CU. FT. 2
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER		
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
6. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
02 BOXES	MISCELLANEOUS CLAIM FILES DAILY LOG SHEETS MARCH 1990 - JANUARY 1991	# 1226 - 22 JANUARY 1996		
Disposal. 1-15-96 AW				

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 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W50	DATE REC'D 7-29-91
B. DIVISION/UNIT UNDERWRITING DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 1 20-22	NO. OF CU. FT. 61
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 61	UNDERWRITING POLICY FILES PRIVATE PASSENGER POLICY FILES ONLY NOVEMBER 1989	# 1226 ITEM # 13 1996 JANUARY 1995 <i>Disposal 1/31/95 #N</i>

E
DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

10/28/93

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>Q4W1011</i>	DATE REC'D <i>4-18-94</i>
DIVISION/UNIT <i>Kapler-Exec./Internal Audit</i>			RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>12 5</i>	NO. OF CU. FT. <i>1</i>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 Boxes	Audit Projects January to December 1990	#1226-Item #29 January 1996 <i>Disposal 2-26-96 ASN</i>

REPORT: CONTRANS
TRANSDATE:10/28/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1996

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXEC/INTERNAL AUDIT	INTERNAL AUDITING	29	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
- RUN DATE: 10/28/93

MARYLAND AUTOMOTIVE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1996

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAJF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000285	AUDIT PROJECTS	KAPLER	29	1226	WAIT TRANS
	RECORD #:	07676 JANUARY - DECEMBER 1990	EXEC/INTERNAL AUDIT			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

10-28-93 (1)

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Internal Auditing Department

RESPONSIBLE INDIVIDUAL: Shirley J. Embrey KAPLEN
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Shirley Embrey
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
285	1990 (Jan - Dec) Audit Projects	29	1081	7676	Jan. 1996

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W860	DATE REC'D 1-18-93
DIVISION/UNIT BARBARA HAYNIE - LOSS REPORTS		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 32 15	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	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 BOX	MISCELLANEOUS CLAIM FILES 1991	1226 - ITME 22 JANUARY 1996 GS 4-12-96 Disposal

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME ROXFS	TOTAL ROXFS	SPECIAL INSTRUCTIONS
LOSS REPORTS	MISCELLANEOUS CLAIM FILES	22	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 11/27/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1996

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01 RECORD #: 06302	000213	CL 1'S T025586 - 149776	HAYNE LOSS REPORTS	22	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

3 of 3

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: _____

RESPONSIBLE INDIVIDUAL: Sherry Butler Barbara Haynes
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Signature

11-27-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
213	CL 1's T025586 149776	22	141	G302	1/96

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1509	DATE REC'D 6-27-91
B. DIVISION/UNIT UNDERWRITING DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 46 19-21	NO. OF CU. FT. 65
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 65.	UNDERWRITING POLICY FILES PRIVATE PASSENGER POLICY FILES ONLY SEPT 1989	# 1226 - ITRM #13 1996 JANUARY 1995
		disposal 3-1-ab AW

R-46

S-~~20~~ 19-21

26 Empties

S-21

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W49	DATE REC'D 7-29-91
B. DIVISION/UNIT UNDERWRITING DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 41 4-6	NO. OF CU. FT. 69
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 69	UNDERWRITING POLICY FILES PRIVATE PASSENGER POLICY FILES ONLY OCT 1989	# 1226 - ITEM # 13 1994 JANUARY 1995

*disposal 9-7-96
AW*

C-7/17

R-41

S-4-6

90 Empties

R-41 S-6-8

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

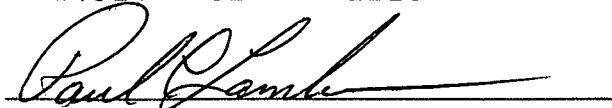
CERTIFICATE OF RECORDS DISPOSAL

24.01

MD AUTO INSURANCE FUND

UNDERWRITING, FISCAL, CLAIMS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W1348	REFUND CHECK	1226	11A	1990	5	1/96	RECYCLED
91W1057	NEGOTIABLE INSTRUMENT	1226	5	1985	12		
94W1105	JOB POSTING	1226	32	1992	8		
92W613	ACCOUNTING	1226	1,7	1984-85	2		
91W1396	PRIVATE PASSENGER	1226	13	7/89	60		
91W1397	PRIVATE PASSENGER	1226	13	8/89	67		
93W489	INTERNAL AUDITING	1226	29	1990	7		
92W1321	CLAIM FILES	1226	22	1991	1		


Signature
DGS 550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1348	DATE REC'D 6-3-91
B. DIVISION/UNIT FISCAL DEPARTMENT - RUSTY WATSON			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 32 28	NO. OF CU. FT. 5
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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
5	PREMIUM REFUND CHECK " COPIES " JULY - AUGUST 1990	#1226 - 11 (a) JANUARY 1996 GS 44296 DISPOSAL

TRANSDATE:05/10/91

RETENTION SCHEDULE: 1226

DATE: 01/01/1996

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	5	OF 5
CONSOLIDATED TOTAL :		5	OF	5

TRANSMIT
TRANSDATE: 05/10/91

MARYLAND AUTOMOBILE INSURANCE FUND

SCHEDULED DESTRUCTION
DATE: 01/01/1996
PAGE NO: 1

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	DESCRIPTION	RESPONSIBLE INDIVIDUAL	ITEM #
1 OF5	187	PREMIUM REFUND CHECK " COPIES " JULY 1990	WATSON FISCAL	11 (a)
2 OF5	188	PREMIUM REFUND CHECK " COPIES " JULY 1990	WATSON FISCAL	11 (a)
3 OF5	189	PREMIUM REFUND CHECK " COPIES " AUGUST 1990	WATSON FISCAL	11 (a)
4 OF5	190	PREMIUM REFUND CHECK " COPIES " AUGUST 1990	WATSON FISCAL	11 (a)
5 OF5	191	PREMIUM REFUND CHECK " COPIES " AUGUST 1990	WATSON FISCAL	11 (a)

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 5 OF 5 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: Fiscal - Agency Accounting


RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Rusty Watson

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

(Print Name)

Rusty Watson
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
187	Negotiable Instrument "copies" Premium refund check "copies" 7/90	(11) (a)	<i>5-13 91. etc. Transmitted prepared and marked</i>		1/96
188	" " " 7/90	(11) (a)			1/96
189	" " " 8/90	(11) (a)			1/96
190	" " " 8/90	(11) (a)			1/96
191	" " " 8/90	(11) (a)			1/96

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1057	DATE REC'D 4-2-91
B. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 132 14-15	NO. OF CU. FT. 12
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	Total Exs - 14	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
14 of 14	NEGOTIABLE INSTRUMENTS 1985		# 1226 - # 5 JANUARY 1996

Proposal
4/24/96
AW

TRANSMITTAL
TRANSDATE: 12/01/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 01/01/1996

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	NEGOTIABLE INSTRUMENTS	5	14 OF	14

CONSOLIDATED TOTAL : 14 OF 14

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
1	OF14 108 ✓	CLAIM DRAFTS 1985 I 56000 - I 59999	SMITH FISCAL	5 DEPART.
10	OF14 99 ✓	CLAIM DRAFTS 1985 I 20000 - I 23999	SMITH FISCAL	5 DEPART.
11	OF14 95 ✓	CLAIM DRAFTS 1985 I 04000 - I 07999	SMITH FISCAL	5 DEPART.
12	OF14 101 ✓	CLAIM DRAFTS 1985 I 28000 - I 31999	SMITH FISCAL	5 DEPART.
13	OF14 97 ✓	CLAIM DRAFTS 1985 I 12000 - I 15999	SMITH FISCAL	5 DEPART.
14	OF14 96 ✓	CLAIM DRAFTS 1985 I 08000 - I 11999	SMITH FISCAL	5 DEPART.
4	OF14 105 ✓	CLAIM DRAFTS 1985 I 44000 - I 47999	SMITH FISCAL	5 DEPART.
3	OF14 106 ✓	CLAIM DRAFTS 1985 I 48000 - I 51999	SMITH FISCAL	5 DEPART.
4	OF14 100 ✓	CLAIM DRAFTS 1985 I 24000 - I 27999	SMITH FISCAL	5 DEPART.
5	OF14 94 ✓	CLAIM DRAFTS 1985 I 00001 - I 03999	SMITH FISCAL	5 DEPART.
6	OF14 102 ✓	CLAIM DRAFTS 1985 I 32000 - I 35999	SMITH FISCAL	5 DEPART.
7	OF14 98 ✓	CLAIM DRAFT 1985 I 16000 - I 19999	SMITH FISCAL	5 DEPART.
8	OF14 104 ✓	CLAIM DRAFTS 1985 I 40000 - I 43999	SMITH FISCAL	5 DEPART.

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
9 OF 14	103	CLAIM DRAFTS 1985 I 36000 - I 39999	SMITH FISCAL	5 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 14 OF 14 BOXES

R132

S 14-15

12 cu ft

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 94W1105	DATE REC'D 5-10-94
DIVISION/UNIT SUE EVANS - PERSONNEL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 33 33	NO. OF CU. FT. 8
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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
8 BOXES	JOB POSTING RECORDS 1992	1226 - ITEM 32 JANUARY 1996 GS 4-12-96 DISPOSAL

REPORT: CONTRANS
ANS DATE: 01/10/94

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/1996

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
PERSONNEL	JOB POSTING RECORDS	32	8	OF 08	

CONSOLIDATED TOTAL : 8 OF 08

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 08	000038	JOB POSTINGS (A-D) 1992 RECORD #: 08075	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
02 OF 08	000039	JOB POSTINGS 1992 RECORD #: 08076 F - MAIF CLAIM MGR	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
03 OF 08	000040	JOB POSTINGS 1992 RECORD #: 08077 MAIF CLAIM MGR-MAIF CLAIM REP BI	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
04 OF 08	000041	JOB POSTINGS 1992 RECORD #: 08078 MAIF CLAIM REP CU & PD	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
05 OF 08	000042	JOB POSTINGS 1992 RECORD #: 08079 MAIF CLAIM REP PD & CLAIM SIU REP	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
06 OF 08	000043	JOB POSTINGS 1992 RECORD #: 08080 MAIF CLAIM REP T & MAIF SUB	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
07 OF 08	000044	JOB POSTINGS 1992 RECORD #: 08081 MAIF UNDERWRITER	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS
08 OF 08	000045	JOB POSTINGS (O-Z) 1992 RECORD #: 08082	EVANS, SUE PERSONNEL	32	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 8 OF 08 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

12/20/93

1-10-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MAIF/PERSONNEL OFFICE

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: SUE EVANS

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

(Print Name)

Sue Evans
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
38	JOB POSTINGS 1992 A - D	32	188	8075	JANUARY 1996
39	JOB POSTINGS 1992 F - MAIF Claim Mgr.	32	289	8076	JANUARY 1996
40	JOB POSTINGS 1992 MAIF Claim Mgr. - MAIF Claim Rep. BI	32	389	8077	JANUARY 1996
41	JOB POSTINGS 1992 MAIF Claim Rep. CU - PD	32	488	8078	JANUARY 1996
42	JOB POSTINGS 1992 MAIF Claim Rep. PD - Claim Rep. SIU	32	588	8079	JANUARY 1996
43	JOB POSTINGS 1992 MAIF Claim Rep. T - MAIF Sub.	32	688	8080	JANUARY 1996
44	JOB POSTINGS 1992 MAIF Und.	32	788	8081	JANUARY 1996
45	JOB POSTINGS 1992 O - Z	32	888	8082	JANUARY 1996

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W613	DATE REC'D 12-12-91
3. DIVISION/UNIT FISCAL / TOM BURNHAM			RM CODE 24.01
5. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 139 13	NO. OF CU. FT. 2
7. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
9. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 BOX	GENERAL ACCOUNTING RECORDS INTERIM FINANCIAL REPORTS 1984 - 1985	# 1226 ITEM 1
1 BOX	BUDGET & FISCAL PLANNING RECORDS INFORMATIONAL BUDGET 1984 - 1985	# 1226 - ITEM 7
=====		
2 BOXES	TOTAL	JANUARY 1996

*Disposal
4-10-96
AW*

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1396	DATE REC'D 6-10-91
DIVISION/UNIT UNDERWRITING DEPARTMENT			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 148 7-9	NO. OF CU. FT. 60
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 THRU 60	UNDERWRITING POLICY FILES: PRIVATE PASSENGER POLICY FILES ONLY JULY 1989	# 1226 - ITEM #13 1996 JANUARY 1995

Disposal 3-26-96 AN

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1397	DATE REC'D 6-10-91
DIVISION/UNIT UNDERWRITING DEPARTMENT			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 148 9-10	NO. OF CU. FT. 67
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 thru 67	UNDERWRITING POLICY FILES PRIVATE PASSENGER POLICY FILES ONLY AUGUST 1989	# 1226 - ITEM # 13 1996 JANUARY 1995 <i>Disposal 325-96</i>

R-148

S-~~7-10~~ 9-10

4 empty

R148 S10

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W489	DATE REC'D 10-14-92
DIVISION/UNIT SHIRLEY EMBREY - INTERNAL AUDITING			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 26 34	NO. OF CU. FT. 7
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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
07 BOXES	INTERNAL AUDITING - EXECUTIVE DEPARTMENT AUDITING PRINTOUTS AND WORKPAPERS JANUARY - DECEMBER 1990	#1226 - ITEM 29 JANUARY 1996 GS 4-12-96 DISPOSAL

REPORT: CONTRANS
TRANSDATE:09/01/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1996

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXEC/INTERNAL AUDIT	INTERNAL AUDITING	29	7	OF 07	

CONSOLIDATED TOTAL : 7 OF 07

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 07	000278	AUDIT PRINTOUTS RECORD #: 05957 JANUARY - DECEMBER 1990	EMBREY EXEC/INTERNAL AUDIT	29	1226	WAIT TRANS
02 OF 07	000279	AUDIT PRINTOUTS RECORD #: 05958 JANUARY - DECEMBER 1990	EMBREY EXEC/INTERNAL AUDIT	29	1226	WAIT TRANS
03 OF 07	000280	AUDIT WORKPAPERS RECORD #: 05959 JANUARY - DECEMBER 1990	EMBREY EXEC/INTERNAL AUDIT	29	1226	WAIT TRANS
04 OF 07	000281	AUDIT WORKPAPERS RECORD #: 05960 JANUARY - DECEMBER 1990	EMBREY EXEC/INTERNAL AUDIT	29	1226	WAIT TRANS
05 OF 07	000282	AUDIT WORKPAPERS RECORD #: 05961 JANUARY - DECEMBER 1990	EMBREY EXEC/INTERNAL AUDIT	29	1226	WAIT TRANS
06 OF 07	000283	AUDIT WORKPAPERS RECORD #: 05962 JANUARY - DECEMBER 1990	EMBREY EXEC/INTERNAL AUDIT	29	1226	WAIT TRANS
07 OF 07	000284	AUDIT WORKPAPERS RECORD #: 05963 JANUARY - DECEMBER 1990	EMBREY EXEC/INTERNAL AUDIT	29	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 7 OF 07 BOXES

9/1/92

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: Internal Auditing

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Shirley Embrey

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

(Print Name)

Shirley J. Embrey
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
278	1990 (Jan - Dec) Audit Printouts	29	5959	1 of 7	Jan. 1996
279	1990 (Jan - Dec) Audit Printouts	29	5958	2 of 7	Jan. 1996
280	1990 (Jan - Dec) Audit Workpapers	29	5959	3 of 7	Jan. 1996
281	1990 (Jan - Dec) Audit Workpapers	29	5960	4 of 7	Jan. 1996
282	1990 (Jan - Dec) Audit Workpapers	29	5961	5 of 7	Jan. 1996
283	1990 (Jan - Dec) Audit Workpapers	29	5962	6 of 7	Jan. 1996
284	1990 (Jan - Dec) Audit Workpapers	29	5963	7 of 7	Jan. 1996

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

R-26

S-34

1 empty

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1321	DATE REC'D 5-13-92
DIVISION/UNIT CLAIMS SYSTEM & CONTROL-CHERYL SCHUETT			RM CODE 24-01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 18 28	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 BOX	MISCELLANEOUS CLAIM FILES RESERVE CORRECTIONS JAN 1991	1226 - ITEM 22 JANUARY 1996 GS 3-20-96 DISPOSAL

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

24.01

MD AUTO INSURANCE FUND

UNDERWRITING, CLAIMS, ACCOUNTING
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W1320	INTERNAL AUDIT	1226	29	1990	6	1/96	RECYCLED
95W582	FINANCIAL WORKPAPERS	1226	12	1985	1		
91W1032	GENERAL ACCTG	1226	1,6,29	1985	8		
94W1158	AUDIT REPORTS	1226	29	1990	1		


Signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1320	DATE REC'D 5-13-92
DIVISION/UNIT INTERNAL AUDITING - SHIRLEY EMBREY			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 18 28	NO. OF CU. FT. 6
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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
6 BOXES	INTERNAL AUDITING UCJ AUDIT PRINTOUTS AND MICROFILMS JAN _ DEC 1990	1226 - # 29 JANUARY 1996 CS 3-20-96 DISPOSAL

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 95W582	DATE REC'D 11-7-94
DIVISION/UNIT KEVIN WOOD - FISCAL		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 34 11	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558	RECORDS CENTER-MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	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 BOX	FINANCIAL STATEMENT WORKPAPERS 1985	ITEM 12 - 1226 JANUARY 1996 GS 4-12-96 DISPOSAL

REPORT: CONTRANS
TRANSDATE: 09/12/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1996

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 09/12/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1996

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000034	✓ FINANCIAL STATEMENT WORKPAPERS RECORD #: 09086 1985	WOOD, KEVIN FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

9-12-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: Kevin Wood
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kevin Wood
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
34	1985 Fin. Stmt. Workpapers	12		9086	JANUARY 1996 DECEMBER 1995

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1032	DATE REC'D 4-1-91
B. DIVISION/UNIT FISCAL & INTERNAL AUDITING DEPTS			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 15 19	NO. OF CU. FT. 8
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 - 8	FISCAL _ GENERAL ACCOUNTING RECORDS 1985	# 1226 - # 1 JANUARY 1996
1 - 8	EXEC-INTERNAL AUDITING 1985	# 1226 - # 29 JANUARY 1996
6 - 8	FISCAL _ INSURANCE ACCOUNTING RECORDS 1985	# 1226 - # 6 JANUARY 1996

*GS
3-5-96
DISPOSAL*

TRANSMITTAL
TRANSDATE:11/17/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 01/01/1996

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	GENERAL ACCOUNTING RECORDS	1	1	OF 8
EXEC/INTERNAL AUDIT	INTERNAL AUDITING	29	1	OF 8
FISCAL	INSURANCE ACCOUNTING RECORDS	6	6	OF 8
CONSOLIDATED TOTAL :		8	OF	8

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
7	OF8 75	BANK RECONCILIATIONS 1985	ALVANOS FISCAL	1 DEPART.
2	OF8 260	MISCELLANEOUS AUDIT WORKPAPERS	EMBREY EXEC/INTERNAL AUDIT	29 DEPART.
1	OF8 43	COMMISSION PAYMENTS JANUARY 1985 - DECEMBER 1985	WATSON FISCAL	6 DEPART.
3	OF8 110	PRODUCER UPDATES / 1985	WATSON FISCAL	6 DEPART.
4	OF8 63	COMMISSION STATEMENTS COPIES 1985 02400 THRU 04829	WATSON FISCAL	6 DEPART.
5	OF8 18	PRODUCER STATEMENTS JUL 1985 - OCT 1985	WATSON FISCAL	6 DEPART.
6	OF8 120	SUMMARY OF BUSINESS FOR AGENT JANUARY THRU DECEMBER 1985	WATSON FISCAL	6 DEPART.
8	OF8 62	COMMISSION STATEMENTS COPIES 1985 00001 - 02399	WATSON FISCAL	6 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 8 OF 8 BOXES

E

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

10/30/93

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 94W1158	DATE REC'D 5-13-94
DIVISION/UNIT De Sousa-Exec.-Clms. Auditing		RM CODE 24.01	
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 162 23	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		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 Boxes	Audit Reports w/Supporting Docu. July 1990 to December 1990	#1226-Item #29 January 1996 disposal 2-26-96 AW

REPORT: TRANSMIT
RUN DATE: 10/30/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1996

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000002	AUDIT REPORTS W/ SUPPORTING DOCU. RECORD #: 07683 07/01/90 TO 12/31/90	DF SOUSA EXEC -CLMS AUDITING	29	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

10-30-93 (1)

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: EXECUTIVE DEPT. CLAIMS AUDITING UNIT

RESPONSIBLE INDIVIDUAL: JOHN A. DE SOUSA
(Print Name)

John A. De Sousa
Signature

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
#2	(7-1-90 to 12-31-90) AUDIT REPORTS & SUPPORTING ^{WORK-SHEETS}	29	1 of 1	7693	JANUARY 1996

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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

CERTIFICATE OF RECORDS DISPOSAL

25.02

MD STATE RETIREMENT AGENCY

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
88W984	ACCTG OF DAILY TRANSACTION	980	2B	7/82-12/84	4	1/95	RECYCLED
88W993	PURCHASES & SALES-STIF ACCTS	980	3CC,2A,2H	FY 84	4		


Signature

RECORDS CENTER MANAGER
Title

01/25/95
Date

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 26.10.00.02</p> <p>b) AGENCY STATE INVESTMENT AGENCY</p> <p>c) DIVISION / UNIT MARYLAND STATE RETIREMENT AND PENSION SYSTEMS</p> <p>d) MAILING ADDRESS 301 W. PRESTON STREET ROOM 901A BALTIMORE, MARYLAND 21201</p> <p>e) AGENCY OFFICIAL <i>Lewis D. Ceter</i></p>	<p>25.02</p> <p>88W984</p> <p>LOCATION RANGE: 37</p> <p>SECTION(S): 10</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 3-29-88</p> <p>NO. OF CU. FT. 4</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</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 of 4</p> <p>2 of 4</p> <p>3 of 4</p> <p>4 of 4</p>	<p>Accounting Records of Daily Transaction Summaries of Commerical Paper Trade Tickets July 1982 - Dec. 1982</p> <p>Accounting Records of Daily Transaction Summaries of Commerical Paper Trade Tickets Jan. 1983 - Oct. 1983</p> <p>Accounting Records of Daily Transaction Summaries of Commerical Paper Trade Tickets Nov. 1983 - June 1984</p> <p>Accounting Records of Daily Transaction Summaries of Commerical Paper Trade Tickets July 1984 - Dec. 1984</p>	<p>980, 2B, 12/31/94</p> <p>1/95</p> <p>"Disposal"</p> <p>3/3/95</p> <p>" JPS "</p> <p>" "</p>

USE UNLINED PAPER FOR CONTINUATION PAGES)

R-37

S-10

3-28-88

JP67

E

RECORDS TRANSMITTAL AND REC.

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.10.00.02		25.02	ACCESSION NO. 88W993	DATE REC'D 3-29-88
b) AGENCY STATE INVESTMENT AGENCY				
c) DIVISION/UNIT			LOCATION RANGE 15	SECTION(S) 21
d) MAILING ADDRESS 301 W. Preston Street Room 901A Baltimore, MD 21201				NO. OF CU. FT. 4
e) AGENCY OFFICIAL <i>Linda W. Citro</i> Linda W. Citro (301) 225-1022		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.	Managers purchases & sales-STIF Accts. 6/84-10/84	#980 12/31/94 3CC 1/95
2.	Managers purchases & sales-STIF Accts. 12/83 - 5/84	3CC
3.	Cash Receipts Listings 1/83-12/84	2A
4.	Charge & Credit Advices 8/82-5/84	2H
		1/10/95 <i>[Signature]</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

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


CERTIFICATE OF RECORDS DISPOSAL

25.01

MD STATE RETIREMENT

TEACHERS SYSTEM
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
LOT 577	WITHDRAWN ACCTS	945	5	8/27-9/57	14	7/95	RECYCLED
LOT 640	WITHDRAWN ACCTS	945	5	8/27-9/57	10		
LOT 657	WITHDRAWN ACCTS	945	5	8/27-9/57	10		
LOT 689	WITHDRAWN ACCTS	945	5	8/27-9/57	10		
LOT 789	WITHDRAWN ACCTS	945	5	8/27-9/57	5		
LOT 819	WITHDRAWN ACCTS	945	5	8/27-9/57	4		


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

07/21/95
Date

CB E

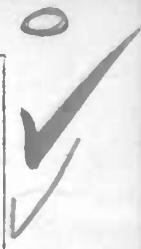
25.01

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 11/8/62

Lot No.: 577
 Range: 34
 Section(s) 1-2
~~Shelver 57~~
 Received by: J. Hunk
 Remarks:



- 1. Agency: Teachers Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File *
- 4. Inclusive Dates: 8/1/27 - 9/1/57

5. Schedule No. <u>690-1054-945</u>	6. Item No. <u>5</u>	7. Scheduled Disposal Date: <u>Permanant 2017/1/95</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

14 record center boxes arranged numerically by enrollment number.

* Enrollment File and History Cards
 1- ~~35,679~~
 7199

945 #5
 11/10/95
 JPS
 JAN 1 2017

3/77

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) 14 RECORD CENTER BOXES

11. Signature of Agency representative:

Edgar Pfaff - TRS 3140-3153

C.B.

25.01

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: 4/3/63

Lot No.: 640

Range: 34

Section(s) 1/2
~~Shelley 4-5~~

Received by: J. Husil

Remarks: See Lot number 577



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

- 1. Agency: Teachers Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File *
- 4. Inclusive Dates: 8/1/27 to 9/1/57

5. Schedule No. 69070 847 945	6. Item No. 9 5	7. Scheduled Disposal Date: Permanent 2017/7/95	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)



10 record center boxes arranged numerically by enrollment number.

* numbers — 7201 — 11,399

11/10/95
ggs

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

11. Signature of Agency representative:

Edgar J. Raff

3130 - 3139

3/77

CB E

25.01

0

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 5/15/63

Lot No.: 657

Range: 34

Section(s) 1

Received by: J. Hirsch

Remarks: SEE LOT 577

- 1. Agency: Teacher's Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Account File *
- 4. Inclusive Dates: 8/1/27 to 9/1/57

5. Schedule No. <u>680-6-847-945</u>	6. Item No. <u>5-5</u>	7. Scheduled Disposal Date: <u>Permanent 2017/15</u>	8. Actual Disposal Date:
--------------------------------------	------------------------	--	--------------------------

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

Numerical listing (continued)

10 record center boxes arranged numerically by enrollment number.

ENROLLMENT NUMBERS --- 11,400 -- 15,399

11/10/95
JPH

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

11. Signature of Agency representative:

Edgar J. Paff - TRS 3120 - 3129

3/77

CIB

E

25.01



RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 7/29/63

Lot No.: 689

Range: 34 7

Section(s) 2 1 +
~~Shelving 6 7 2~~

Received by: J. Hunk

Remarks:
 R34
 S1

- 1. Agency: Teacher's Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File
- 4. Inclusive Dates: 8/1/27 to 9/1/57

- 5. Schedule No. 690-10-547-945
- 6. Item No. 205
- 7. Scheduled Disposal Date: Permanent
- 8. Actual Disposal Date: 2017/10

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

Numerical listing (continued)

11/10/95
JFS

10 record center boxes arranged numerically by enrollment number.

ENROLLMENT NUMBERS: 15,400 to 20,598

3/77

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

11. Signature of Agency representative:

Edgar T. Bluff 3100 - 3119

enrollment history cards

C.B.

2501 E

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 2/19/64
 Lot No.: 789
 Range: 34
 Section(s) 21
 Received by: J. Hirsch
 Remarks:



- 1. Agency: Teacher's Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File
- 4. Inclusive Dates: 8/1/27 - 9/1/57

5. Schedule No. <u>690-10-347-945</u>	6. Item No. <u>5</u>	7. Scheduled Disposal Date: <u>7/95 Permanent 2017</u>	8. Actual Disposal Date:
---------------------------------------	----------------------	--	--------------------------

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

Numerical listing (continued)

5 record center boxes arranged by enrollment number.

11/10/95
ggs

ENROLLMENT NUMBERS * 20,600 - 23,798

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

11. Signature of Agency representative:

J. Katz 3103 - 3109

3/77

25.01 E

UB

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 3/16/64

Lot No.: 819

Range: 34

Section(s): 21
~~shelf 5~~

Received by: J. Hines

Remarks:

1. Agency: Teacher's Retirement System
2. Division: _____
3. Record Title: Withdrawn Accounts File
4. Inclusive Dates: 8/1/27 - 9/1/57

5. Schedule No. <u>690-10847-945</u>	6. Item No. <u>2-5</u>	7. Scheduled Disposal Date: <u>Permanent 2017/15</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

4 record center boxes arranged by enrollment number.

11/10/95
JPS

ENROLLMENT NUMBERS * 23,800 - 26,799

317

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) cardboard box

11. Signature of Agency representative:

J. Hines 3099-3102

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

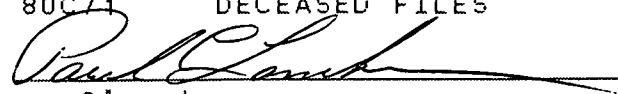
CERTIFICATE OF RECORDS DISPOSAL

25.01

MD STATE RETIREMENT

TEACHER SYSTEM
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
LOT 828	WITHDRAWN ACCTS	945	5	8/27-9/57	5	7/95	RECYCLED
LOT 847	WITHDRAWN ACCTS	945	5	8/27-9/57	6		
LOT 901	AMMITY CARDS	945	5	8/27-9/57	7		
LOT 902	OLD HISTORY CARDS	945	5	8/27-9/57	1		
LOT 927	OLD HISTORY CARDS	945	5	8/27-9/57	1		
80C71	DECEASED FILES	945	6	1975-76	21		


Signature
DGS 550-2

RECORDS CENTER MANAGER
Title

07/21/95
Date

C.B. -

2 copies 25.01

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 4/14/64

Lot No.: 828

Range: 34

Section(s) 21
~~Boxes 4-5~~

Received by: J. Hirsch

Remarks:

- 1. Agency: Teacher's Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File
- 4. Inclusive Dates: 8/1/27 - 9/1/57

5. Schedule No. <u>690-10-547-945</u>	6. Item No. <u>5-5</u>	7. Scheduled Disposal Date: <u>Permanent 2017</u>	8. Actual Disposal Date:
---------------------------------------	------------------------	---	--------------------------

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

Numerical listing (continued)

11/10/95
egs

5 record center boxes arranged by enrollment number.

ENROLLMENT NUMBERS 26,800 - 32,091

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) cardboard box

11. Signature of Agency representative:

[Signature] 3094-3098

317

2 copies

25.01

C.B.

C

RECORDS TRANSMITTAL SHEET

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

To be completed by Record Center:
Date: 6/16/64

Lot No.: 847

Range:

34

Section(s)

21

Received by

J. Husch

Remarks:

1. Agency: Teacher's Retirement System

2. Division: _____

3. Record Title: Withdrawn Accounts File

4. Inclusive Dates: 8/1/27 - 9/1/57

5. Schedule No. 945

6. Item No. 5

7. Scheduled Disposal Date: 1/1/80 permanent 2017

8. Actual Disposal Date:

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

6 Boxes Total

5 record center boxes arranged by enrollment number.

+ 1 Catch all box

ENROLLMENT NUMBERS 32,100 - 35,679

Box 62 & 63 HISTORY CARDS 28 - 15,994

Numerical listing (continued)

11/10/95
JPS

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Edgar J. Hoff 3089- 3093

3177

C.B.E

25.01

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 9/30/64
 Lot No.: 901 ✓
 Range: # 10
 Section(s) # 2
Shelves
 Received by: J. Hirsch
 Remarks: R34
 522

- 1. Agency: Teacher's Retirement System
- 2. Division: _____
- 3. Record Title: Annuity Cards
- 4. Inclusive Dates: 8/1/27 - 9/1/57

5. Schedule No. <u>690-70-347</u>	6. Item No. <u>3-5</u>	7. Scheduled Disposal Date: <u>2017</u> <i>Retain Until member retires</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

and until audited, then destroy

7 record center arranged numerically by enrollment number

reco

59-36, 518

945 #5

JAN - 2017

11/10/95
eps

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

11. Signature of Agency representative:

Edgar J. Hoff 4115 - 4121

3/77

CB

E 25-01

RECORDS TRANSMITTAL SHEET

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

To be completed by Record Center:
Date: 9/30/64

Lot No.: 902

Range:

Section(s)

Shelf 7
Received by: J. Hirsch

Remarks:

* IN BACK
R34
S24

1. Agency: Teacher's Retirement System

2. Division: _____

3. Record Title: Old History Cards

4. Inclusive Dates: 8/1/27 - 9/1/57 2017

5. Schedule No. 69-10-527-945

6. Item No. 5

7. Scheduled Disposal Date: 5 years after date withdrawn

8. Actual Disposal Date:

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

Numerical listing (continued)

1 record center box

52-1037

11/10/95
ggs

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Edgar J. Puff 4192

3/7

CB-

E 25.01

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 10/29/64

Lot No.: 927

Range: ~~1-10~~

Section(s) ~~1~~
 Shelf 7

Received by: J. Hirsch

Remarks:
 R 34
 S 24

- 1. Agency: Teacher's Retirement System
- 2. Division: _____
- 3. Record Title: Old History Cards
- 4. Inclusive Dates: 8/1/27 - 9/1/57

5. Schedule No. <u>690-10-847 945</u>	6. Item No. <u>5</u>	7. Scheduled Disposal Date: <u>7/95</u> 2017	8. Actual Disposal Date: _____
---------------------------------------	----------------------	---	--------------------------------

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

Numerical listing (continued)

11/10/95
SPS

1 record center box

32-1023

11/27-1954

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

11. Signature of Agency representative:

Edgar T. Puff 4193

3/77

CB

RECEIPT

25.01

Accession No.

Date Received

80071

8-23-79 ✓

1. From: (Name, Division, Address or Agency)
Maryland State Retirement System
301 West Preston Street
Baltimore, Maryland 21201

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

Rm 704

383-2412

5. Signature: (Agency Official)

6. No. of Cu.Ft.

J. Jura

21

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~R-17~~
~~S-25-26~~

1-21

MSRS withdrawn Deceased Files For Years 1975 and 1976 - All Systems

~~Retain in State Records Center for 56 years, then destroy.~~

~~670-70~~

~~Item 9~~

~~Jan 1984~~

945# 6

~~2030~~
7/95

11/10/95

[Signature]

(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

25.01

MD STATE RETIREMENT

TEACHERS SYSTEM
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
LOT 1805	WITHDRAWN ACCTS	945	5	1927-50	9	7/95	RECYCLED
LOT 1920	WITHDRAWN ACCTS	945	5	PRIOR TO 1948	4		
LOT 17	WITHDRAWN ACCTS	945	5	1941-56	89		
LOT 866	WITHDRAWN ACCTS	945	5	1957-60	71		
LOT 1470A	WITHDRAWN ACCTS	945	5	1965-67	7		
LOT 1608	WITHDRAWN ACCTS	945	5	1940-51	2		


Signature

RECORDS CENTER MANAGER
Title

07/21/95
Date

Signature

DGS-550-2

C.B. E 25.01

RECORDS TRANSMITTAL SHEET

To be completed by
 Record Center:
 Date: 6/7/71 ✓
 Lot No.: 1805
 Range: ~~10~~ 34
 Section(s) ~~23~~ 9
~~shelves 56~~
 Received by: J. Hirsch
 Remarks:
 R34
 S9

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

- 1. Agency: Teachers' Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File
- 4. Inclusive Dates: 1927 - 1950 7/25

5. Schedule No. <u>69070 347945</u>	6. Item No. <u>2 & 5</u>	7. Scheduled Disposal Date: <u>Permanent 2076</u>	8. Actual Disposal Date:
-------------------------------------	------------------------------	---	--------------------------

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

Numerical listing (continued)

2000

11/10/95
JPS

9 record center boxes
 12 - 18,711
 Annuity Cards

3478-3486

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

11. Signature of Agency representative: 33
Ray Town 3478-3486

CB

E

25-01

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 11/19/71

Lot No.: 1920 ✓

Range: ~~17~~ 35

Section(s) ~~1~~ 17/18

Received by: J. Hirsch

Remarks:

- 1. Agency: Teachers' Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File. *
- 4. Inclusive Dates: Prior to 1948 7/95

5. Schedule No. 690-20 247 945	6. Item No. 1 & 5	7. Scheduled Disposal Date: Permanent	8. Actual Disposal Date:
--------------------------------	-------------------	---------------------------------------	--------------------------

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

Numerical listing (continued)
~~2002~~

- 4 record center boxes
- * 15 - 18,236 Military - 1125 - 18,494
- Annuity Cards and Military Credit

11/10/95
ggs

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

11. Signature of Agency representative:
May Town 5397-5400

3/77

CP E 25.01

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 6/17/59
 Lot No.: 17
 Range: 25 ~~X~~ 10
 Section(s) 2-12 ~~X~~ 3
 Received by: J. Saunders
 Remarks: R32
 S12

- 1. Agency: Employee Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File
- 4. Inclusive Dates: 1941 - 1956

5. Schedule No. <u>696-70345-945</u>	6. Item No. <u>5</u>	7. Scheduled Disposal Date: <u>7/95</u> 2010	8. Actual Disposal Date: _____
--------------------------------------	----------------------	---	--------------------------------

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

Numerical listing (continued)

89 record center boxes, numerical by file number

1-53,039

Disposal
9-18-95
MPS

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles 45
 - d. Other (specify) _____

11. Signature of Agency representative:

C. Bauer

(transfiles destroyed)

CPB E

25.01

RECORDS TRANSMITTAL SHEET

To be completed by
 Record Center:
 Date: 7/21/64 ✓
 Lot No.: 866
 Range: ~~11-12~~
 Section(s) ~~2 5~~
 Shelves 2-7 1-6
 Received by J. Husel
 Remarks:
 R-32
 S-18-20

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

- 1. Agency: EMPLOYEES' RETIREMENT SYSTEM
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File *
- 4. Inclusive Dates: 1957 - 1960

- 5. Schedule No. 690-10 545945
- 6. Item No. 5
- 7. Scheduled Disposal Date: permanent 20/4/8
- 8. Actual Disposal Date: _____

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

Numerical listing (continued)

	R	Sect	Shel.
36 Boxes - 11	2	2-7	
35 Boxes - 12	5	1-6	

71 record center boxes arranged numerically by file number

* Enrollment History & Annuity Cards for Withdrawn members
 1 - 80362

Disposal
 9-18-95
 JPH

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size 0
 - b. File drawers, legal-size 0
 - c. Transfiles 0
 - d. Other (specify) 0

11. Signature of Agency representative:

Stanley Katz

63 boxes Range 29 1-4
29

671-742

377

CP

E 25-01

RECORDS TRANSMITTAL SHEET

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

To be completed by Record Center:
 Date: 12/19/68
 Lot No.: 1470A
 Range: ~~13-10~~ ~~4-10~~
 Section(s) ~~5-6~~ 10
 Received by: J. Hirsch
 Remarks:
 R33
 S10



- 1. Agency: Teacher's Retirement System
- 2. Division: _____
- 3. Record Title: Withdrawn Accounts File
- 4. Inclusive Dates: 1965 - 1967

5. Schedule No. <u>690-70</u> 49-945	6. Item No. <u>2-5</u>	7. Scheduled Disposal Date: <u>1/00</u> 2023	8. Actual Disposal Date: _____
---	------------------------	---	--------------------------------

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

Numerical listing (continued)

7 record center boxes
 Boxes 128 - 134
 59,020 - 68,489

Disposal
 9/18/95
 JPH

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

11. Signature of Agency representative:
1773-1779

3/77

C.B.E

25.01

20

RECORDS TRANSMITTAL SHEET

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

To be completed by
 Record Center:
 Date: 11/7/69 ✓
 Lot No.: 1608 ✓
 Range: 3 8 32 ✓
 Section(s) 7 7 ✓
 Received by: J. Hirsch
 Remarks:

- 1. Agency: Employees Retirement System -----
- 2. Division: -----
- 3. Record Title: Withdrawn Accounts File * -----
- 4. Inclusive Dates: 1940-1951 ----- 7/85

5. Schedule No. <u>690-10-345-945</u>	6. Item No. <u>5</u>	7. Scheduled Disposal Date: <u>Permanent 2008</u>	8. Actual Disposal Date:
---------------------------------------	----------------------	---	--------------------------

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

Numerical listing (continued)

2 record center boxes

* Annuitys & History Cards
Terminated Accounts

R32
 S 7 TOP
Disposal
 9-18-95
 JPH

3/77

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

11. Signature of Agency representative:

188-189

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

25.02

MD STATE RETIREMENT

INVESTMENT AGENCY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
88W994	MANAGERS PURCHASES	980	3CC,2H	1984-85	5	7/95	RECYCLED
88W996	STOCK LOAN	980	3Q	1984-85	11		


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/95
Date

DGS-550-2

E

RECORDS TRANSMITTAL AND RETURN

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.10.00.02		25.02	ACCESSION NO. 88W994	DATE REC'D 3-29-88
b) AGENCY STATE INVESTMENT AGENCY				
c) DIVISION/UNIT			LOCATION - RANGE 33	SECTION(S) 6
d) MAILING ADDRESS 301 W. Preston Street Room 901A Baltimore, MD 21201				NO. OF CU. FT. 5
e) AGENCY OFFICIAL Linda W. Citro (301) 225-1022			PHONE NO.	RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1.	Managers purchases & sales-STIF Accts. 3/85-6/85	#980 6/30/95 7/95 3CC
2.	Managers purchases & sales-STIF Accts. 11/84 - 2/85	3CC
3.	Charge & Credit Advices 6/84-6/85	2H
4.	Daily Repurchase Agreements 7/1/79-6/30/80 7/1/83-6/30/85	3DD
	Cash Dividend Reports 10/20/82-9/5/84	3q
5.	Cash Dividend Reports 9/27/83-6/28/85	3q
		9/18/95 gpg

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

RECORDS TRANSMITTAL AND REC PT

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 26.10.00.02		25.02		ACCESSION NO. 88W996	DATE REC'D 3-29-88
b) AGENCY STATE INVESTMENT AGENCY					
c) DIVISION/UNIT		LOCATION - RANGE 108	SECTION(S) 13	NO. OF CU. FT. 1	
d) MAILING ADDRESS 301 W. Preston Street Room 901A Baltimore, MD 21201		RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL <i>Linda W. Citro</i> Linda W. Citro (301) 225-1022		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.	Dividend Interest-Stock Loan 11/84-6/85	#980 7/1/95 3g <i>Disposal</i> <i>9/22/95</i> <i>gll</i>

USE PLAIN LEANED PAPER FOR CONTINUATION PAGES)

~~R-2~~ R-108

~~S-2~~ S-4

3-28-88

JPL

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

25.03

MD STATE RETIREMENT AGENCY

PROCUREMENT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
95W359	CONTRACTS, PO'S	945	14C	1986-90	2	7/95	RECYCLED


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

07/21/95
Date

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD STATE RETIREMENT AGENCY		ACCESSION NO. 95W359	DATE REC'D 9-15-94
B. DIVISION/UNIT PROCUREMENT			RM CODE 25.03
C. MAILING ADDRESS 301 W. PRESTON STREET BALTIMORE, MARYLAND 21202		LOCATION RANGE SECTION(S) 3 5	NO. OF CU. FT. 2
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL, DIRECTOR, OFFICE 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	
✓ 1	Dates: 1986 - 1989, Contracts and Purchase Orders	Schedule 945, Item #14,c 1997 7/95	
✓ 2	Dates: 1989 - 3/90, Purchase Orders	1997 <u>Disposal</u> 9-2-95	

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

25.01

MD STATE RETIREMENT

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
95W829	PERSONNEL, TIME SHEETS	945	15	1992-93	4	1/96	RECYCLED



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 95W829	DATE REC'D 1-26-95
B. DIVISION/UNIT			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 14 29	NO. OF CU. FT. 4
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office 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
1	1/92 - 7/92 Off Serv. Personnel Records - Leave Time Sheets	ALL SCHEDULE # 943 ITEM # 15 1/96 12/95 12/95 12/95
2	7/92 - 12/92 Off Serv. Personnel Records - Leave Time Sheets	
	7/92-7/93 BP- Corr. officer Listings and Reporting to the Wrong System Listing	
3	6/92 - 11/93 BP VALIDATIONS (BENEFICIARIES) BATCHES (12.92) #1,2,4,5,2,6	12/95
4	11/30/88 ACCT. EFT CHECK REGISTER	12/95

GS
35-96
DISPOSAL

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

25.02

MD STATE RETIREMENT

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
88W995	INTEREST STOCK LOAN	980	3Q	1983-84	1	1/96	RECYCLE


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

E

RECORDS TRANSMITTAL AND REC'D

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.10.00.02	25.02	ACCESSION NO. 88W995	DATE REC'D 3-29-88
b) AGENCY STATE INVESTMENT AGENCY			
c) DIVISION / UNIT		LOCATION RANGE 2	SECTION(S) 29
d) MAILING ADDRESS 301 W. Preston Street Room 901A Baltimore, MD 21201			NO. OF CU. FT. 1
e) AGENCY OFFICIAL Linda W. Citro (301) 225-1022	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.	Dividend Interest-Stock Loan 12/83-10/84	#980 10/1/95 3g 1/96

Disposal
1-11-96
AW

R-2

S-29

3-28-88
GPL

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

26.01.06

DEPT. OF TRANSPORTATION

MASS TRANSIT ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W55	OFFICE RECORDS	1001	1-3	1984-85	14	1/95	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/21/95
Date

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.01.06	ACCESSION NO. 89W55	DATE REC'D 7-5-88
b) AGENCY Mass Transit Administration	LOCATION - RANGE SECTION(S) 14 10	
c) DIVISION / UNIT Program Control		
d) MAILING ADDRESS 300 West Lexington Street Baltimore, MD 21201	NO. OF CU. FT. 15 14	
e) AGENCY OFFICIAL J. F. Griffin	PHONE NO. 333-3420	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	Office Records #415 Sect. B. Traction Power XO 4-01 Office Records #418 Sect. B, Highway Encroachment Alarm B-698-522-472 Office Records #419 Sect. B., Ancilliary Construction & Maintenance Service MTA 23-91-14	Sch. #1001 Items #1-3
2	Owings Mills Station	Jan. 1995
3	Office Records #001 Scheduling - Originated files Jan '85 Office Records #422 General SHA Contracts 1/84 thru 12/85 Office Records #050 Sect. B Status Meeting 1/82 thru 12/85 Office Records #202 Vehicles XO-06-02, 1/82 thru 12/85 Office Records #401 Milford Mill Line & Site NW08-02 Grading, 1/84 thru 12/85 Office Records #424 Gwynnvale Landscaping XO-40-11 1/85 thru 12/85 Office Records #426 Sudbrook Landscaping XO-40-01, 1/85 thru 12/85 Office Records #427 McDonogh Road Service Bldg. NW-09-02, 1/84 thru 12/86 Office Records #404 Sudbrook Line, 1/84 thru 12/85 NW-08-03 Office Records #416 Rail Procurement, XO-30-01, 1/83 thru 12/86 Office Records #417 Contact Rail Procurement, XO-30-02 1/84 to 12/85 Office Records #420 Concrete Tie Procurement, XO-30-04, 1/84 to 12/85	* Box #15 Returned 12/88 1/9/95 jps

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RECORDS TRANSMITTAL AND RECEIPT

Box Numbers	Description of Records	Disposal
4	Office Records #429 Sect. B, Communications XO-40-05 Office Records #433 Sect. B, Milford Mill/Old Court Landscaping, XO-40-12 Office Records #434 Sect. B, Milford Mill South Parking Lot, NW-08-06 Office Records #435 Sect. B, Electronic Sign System XO-40-09 Office Records #436 Sect. B, Ballast Tamper, MTA-23-91-73 Office Records #437 Sect. B, VACP, MTA 90-7-21 Office Records #438, Sect B, Rogers Ave. Parking Lot Expansion, MTA 90-15-15	
5	Old Court Line and Station	
6	Office Records, Sect. B, Sudbrook Line NW-08-03 Miscellaneous Network Diagrams, Print-outs & Correspondence	
7	Office Records, Sect. B - Sect. B Status Meetings thru 1986 - SCM Discussions with and/or about - Design Schedule - Sect. B Schedule Progress - Sect. B Information - CPM Revision 12 - Sect. B Inspection @ SCM - Line Sect. - Beltway to McDonogh - Document File #408 - Mr. Wilson Lane Bridge #407	
8	Office Records, Sect. B, Old Court Line & Station NW-08-07	
9	Office Records #403, Sect. B, Milford Mill Sta. & Finish, NW-08-05	
10	Office Records #403, Sect. B, Milford Mill Sta. & Finish NW-08-05	
11	Train Control	
12	Office Records #425, Sect. B, CSCS XO-40-06 Office Records #412, Sect. B, Artwork Office Records #411, Sect. B, Owings Mills Site Development Office Records #421, Sect. B, Trackwork Install- ation, XO 40-02	

RECORDS TRANSMITTAL AND RECEIPT

Box Numbers	Description of Records	Disposal
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13	Office Records, Sect. B, #430, Relocation of House - 753 Howard Road, NW-08-10, 1/83 thru 12/84 Office Records, Sect. B., #431, Yard Trackwork, NW-08-11, 1/83 thru 12/86 Office Records, Sect. B., #204, Fare Collection XO-07-02 Office Records, Sect. B., #301, Reisterstown Station Site Expansion, MTA 3-4-38	
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14	Office Records, Sect. A, TC&C - Miscellaneous Dwgs. & Correspondence Office Records, Sect. B, Old Court Line & Station, Miscellaneous Dwgs. & Correspondence Base Line Schedule Updates, Weather Delay Days	
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15	Office Records, Sect. B, #432, Line Section Painters Mill to Terminus (SHA 6B) B-698-507-472, 1/84 thru 12/86 Office Records, Sect. B., #602, Site Construction - Wabash Div., MTA 3-32-3, 1/85 thru 12/86	
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Returned to Agency 12/88

602.1	N.W. Bus	General
602.2	"	- Status Meeting
602.3	"	- Contractors Meeting
602.4	"	- Sched. Correspondence/Time
602.5 #1	"	- Sched. Documents-Prel. & Misc.
602.5 #2	"	- Sched. Documents CPM as of 1/22/85

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


CERTIFICATE OF RECORDS DISPOSAL

26.01.06.01

DEPT. OF TRANSPORTATION

MASS TRANSIT ADMINISTRATION - FINANCE/PAYROLL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W1208	PAYROLL CHECKS, REPORTS	992	1D	1983-89	6	1/95	RECYCLED
91W1071	PAYROLL CHECKS, TIMECARDS	992	1D	1989	65		
90W264	PAYROLL, SICK LEAVE	992	1D	1987	39		


SIGNATURE

RECORDS CENTER MANAGER
Title

01/21/95
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 1. Mass Transit Administration 26.01.06.01	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W1208</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">4-20-92</div>
B. DIVISION/UNIT Finance/Payroll	RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.01</div>	
C. MAILING ADDRESS 1515 Washington Blvd. Baltimore, Md. 21230	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">35 20</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">86</div>
D. PHONE NO. 333-3578	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	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
03	Cancelled Payroll Checks Nov 1989	Schedule # 992 Item # 1-D January, 1995 <div style="font-size: 1.5em; font-family: cursive;">Disposal</div> <div style="font-size: 1.5em; font-family: cursive;">2/14/95</div> <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>
04	Direct Deposit Reports 1987 - 1989	
05	Payroll Tax Records 1983 - 1984	
06	Quarterly Earnings Report 1983 - 1987	
07	Staff Payroll Records 1986 - 1987	
08	Workers Comp Reports 1986 - 1987	

R-35
S-20

2 Empties

Total boxes - 6

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20704 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Mass Transit Administration 26.01.06.01	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">91W1071</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">4-3-91</div>
B. DIVISION/UNIT Finance/Payroll	RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.01</div>	
C. MAILING ADDRESS 1515 Washington Blvd. Baltimore, Md. 21230	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">107 24-25</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">65</div>
D. PHONE NO. 333-3578	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	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 thru 20	Cancelled Payroll Checks Jan, 89 - Oct, 89	Schedule # 992 Item # 1-D January, 1995
21 thru 24	ETR1 Staff/Mgt timesheets 11/02/88 - 12/12/89	
25 thru 70	Police/Nonop timecards 12/25/88 - 12/30/89	
71	Weekly Adjustments Jan, 89 - Dec, 89	


 4-22-95

R-107

S-24-25

2 empty

R107 S25

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.01.06.01	ACCESSION NO. 90W264	DATE REC'D 9-28-89
b) AGENCY Mass Transit Administration	LOCATION - RANGE: 106 SECTION(S): 4-5 NO. OF CU. FT.: 39	
c) DIVISION/UNIT Finance/Payroll		
d) MAILING ADDRESS 1515 Washington Boulevard Baltimore, Md. 21230	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Frank J. Taylor	PHONE NO. 333-3566	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)
71 thru 72	Payroll Updating Balances - Jan - Oct 1987	Schedule # 992 Item # 1-D January, 1995
73 thru 75	Operator Payroll Records - 1987 except June, Aug, & Dec.	
76 thru 79	Non-Op Seven Day Summary - 1987	
80 thru 91	Operator Seven Day Summary - 1987	
92	Sick Leave Forms - 1987	
93 thru 94	Off./Off. Tran Time Sheets - June & Dec. 1986, Jan-Dec 87	
95 thru 109	PB 90's - 11/30/86, 12/7/86, & Jan-Dec 1987	


 2-18-95

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

26.01.06.03

DEPT. OF TRANSPORTATION

MASS TRANSIT ADMIN. - POLICE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
89W617	APPLICANT INVESTIGATIONS	1163	3	1984	3	1/95	RECYCLED
89W618	SECURITY GUARD APPS INVEST	1163	1	1984	3		
91W1405	TIME SHEETS	1163	6	1989	7		


Signature

RECORDS CENTER MANAGER
Title

01/25/95
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. 26.01.06.03	ACCESSION NO. 89W617	DATE REC'D 12-23-88
b) AGENCY	LOCATION - RANGE 26	SECTION(S) 27
c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION	NO. OF CU. FT. 3	
d) MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MD. 21230	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL E. W. BRAUER, JR	PHONE NO. 333-3550	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 3	Police Applicant Investigations (Rejections) This file contains application for employment personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data.84-001 - 84-064	1163,3,21/31/1994 1/95
2 of 3	Same as above 84-065 - 84-114	-do-
3 of 3	Same as above 84-115 - 84-183	-do-
		<u>Disposal</u> 5-22-95 jps

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1.	26.01.06.03	ACCESSION NO.	89W618	DATE REC'D	12-23-88
b) AGENCY	DOT	LOCATION - RANGE	26	SECTION(S)	27
c) DIVISION/UNIT	MASS TRANSIT ADMINISTRATION			NO. OF CU. FT.	3
d) MAILING ADDRESS	1515 WASHINGTON BLVD BALTIMORE, MARYLAND 21230	RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL	E. W. BRAUER, JR. CHIEF OF POLICE	PHONE NO.	333-3550 21230	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 3	Security Guard Application Investigations (Rejections) - This file contains application for employment, personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data. (84-001 - 84-070)	1163, 1, 12/31/1994 1/95
2 of 3	Same as above 84-0 70 ⁷¹ - 84-120	-do-
3 of 3	Same as above 84-121 - 84-144	-do-
		<u>Disposal</u> 5-22-95 [Signature]

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 1. DOT	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">91W1405</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">6-11-91</div>
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION	FM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.03</div>	
C. MAILING ADDRESS 301 N. EUTAW STREET BALTIMORE, MARYLAND 21201	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">35 6</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">7</div>
D. PHONE NO. 333-8141	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL E. W. BRAUER, JR. CHIEF OF POLICE	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 7	Daily Time Sheets - Contains detailed log of officers' duties on a daily bases January - April 1989 (Bus)	1163, 6, 12/31/1994
2 of 7	Same as above May - August 1989 (Bus)	-do-
3 of 7	Same as above September - December 1989 (Bus)	-do- 1/95
4 of 7	Same as above January - March 1989 (Rail)	-do-
5 of 7	Same as above April - June 1989 (Rail)	-do-
6 of 7	Same as above July - September 1989 (Rail)	-do-
7 of 7	Same as above October - December 1989 (Rail)	-do-
		<div style="font-size: 1.5em; font-family: cursive;">2/13/95</div> <div style="font-size: 1.5em; font-family: cursive;">HJB</div>

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

CERTIFICATE OF RECORDS DISPOSAL

26.01.07.01

DEPT. OF TRANSPORTATION

STATE HIGHWAY ADMIN- EMPLOYEE RELATIONS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W527	GRIEVANCES, REJECTIONS,	1479	2-4	1983-88	4	1/95	RECYCLED
92W564	GRIEVANCE & DISMISSAL	1479	2-4	1987	2		
92W398	GRIEVANCES, REJECTIONS	1479	2	1981-87	6		


Signature

RECORDS CENTER MANAGER
Title

01/25/95
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 1. Maryland Department of Transportation State Highway Administration	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W527</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">11-22-91</div>
B. DIVISION/UNIT Employee Relations	FM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.07.01</div>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Maryland (as of 12/1/91)	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">153 5</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">4</div>
D. PHONE NO. 859-7317	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <div style="font-family: cursive; font-size: 1.2em;">Anthony G. Griffith</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	Closed grievances, rejections, suspensions, charges, etc.	1479
1	Armstrong, Bernice #3-195-84 through Diggs, Emma et al. (CASHIERS) #3-187-84	1984-1987
2	Dixon, Anthony (Charges for Removal) through Sellman, Craig #S-4466	1983-1987
3	Sellman, Craig (Charges for Removal) through Wells, Joseph A. H-4383 & S-4418	1986-1988
4	White, Christine #0-929 through Zeller, Charles W. S#3-059-A-85	1985-1988

3-4-95

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 Maryland Department of Transportation 1. State Highway Administration	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W564</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">12-2-91</div>
B. DIVISION/UNIT Employee Relations	FM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.07.01</div>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore MD (As of 12/1/91)	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">40 12</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">2</div>
D. PHONE NO. 859-7317	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL <div style="font-size: 1.5em; font-family: cursive;">Anthony Duffel</div>		

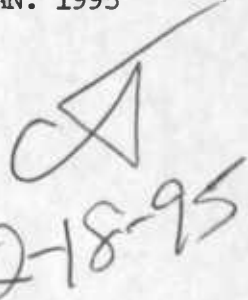
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	DOP Grievance and Dismissal Decisions Grievances 1987 DOP Grievance Decisions #G-502 - #G-643	1479 792-5 , Item 2,3,&4 January 1995
2	DOP Suspension Decisions #S-175 - #S-655 DOP Grievance Decisions #V-2133 - #G-4718	"

Disposal
 3/21/95
 JPS

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 92W398	DATE REC'D 10-17-91
B. DIVISION/UNIT EMPLOYEE RELATIONS			RM CODE 26.01.0701
C. MAILING ADDRESS 707 N. CALVERT ST. BALTIMORE, MD (AS OF 12/1/91)		LOCATION RANGE SECTION(S) 105 18	NO. OF CU. FT. 6
D. PHONE NO. 859-7317		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ANTHONY E. GIOFFRE		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
	CLOSED GRIEVANCES, REJECTIONS, SUSPENSIONS, CHARGES, ETC.	
1.	W. ADKINS, ET AL. G #5-023-87 THROUGH W. HICKEY G#-6425 1984-87	¹⁴⁷⁹ Sch. #792-5 ITEM #2
2.	W. HICKEY G#-4-001-87 THROUGH D. POWELL G#6-194-86 1984-86	JAN. 1995
3.	W. RANKIN G#5-478-86 THROUGH ZINKHAM, THOMAS ET AL. 1982-87	
4.	D. AIELLO #H-3585 THROUGH R. DRUMMOND #2-016-87 1982-87	SCH. # 792-5 , ITEMS 3, 4
5.	T. ERMER #Hs-4661 THROUGH J. SCOGGINS #5-001-87 1981-87	SCH. 792-5A ITEM #1
6.	A. SERBECK #5-505-B-84 THROUGH R. YATES #5-002-87 1984-87	JAN. 1995
		 2-18-95

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

26.01.07

DEPT. OF TRANSPORTION

PERSONNEL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W388	PERSONNEL FOLDERS	1517	7	1985-86	2	1/95	RECYCLED
93W973	GRIEVANCES, REJECTIONS	1479	1-4	1988-89	10		


Signature

RECORDS CENTER MANAGER
Title

01/21/95
Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland Department of Transportation/TSO 1.	ACCESSION NO. 93W388	DATE REC'D 9-28-92
B. DIVISION/UNIT Management Services & Audit/Human Resources Section		RM CODE 26-01-07
C. MAILING ADDRESS Md. Department of Transportation P.O. BOX 8755 BWI Airport MD 21240-0755	LOCATION RANGE 18 SECTION(S) 15	NO. OF CU. FT. 2
D. PHONE NO. 859-7154	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Hutchinson/Personnel Officer	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	Employee's Personnel Folders, Inactive (A to H) 1985-1986	#79 1517 7 792-2-Item 8 Date 1/95
2	Employee's Personnel Folders, Inactive (J to S) 1985-1986	792-2-Item e Date 1/95 <i>Disposal</i> <i>4/7/95</i> <i>SPS</i>

E

RECORDS TRANSMITTAL AND RECEIPT

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

sent 1/6/93

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

n) AGENCY CODE 1. 29.02.01 26-01.07.01 26-03.03		ACCESSION NO. 93W973	DATE REC'D 2-10-93
b) AGENCY State Highway Administration		LOCATION - RANGE 42	SECTION(S) 6
c) DIVISION/UNIT Employee Relations Division		NO. OF CU. FT. 10	
d) MAILING ADDRESS 707 North Calvert Street, Room 111 Baltimore, Maryland 21202		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>Anthony E. Gioffre</i> Anthony E. Gioffre		PHONE NO. (410)333-6340	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>Closed grievances, rejections, suspensions, charges, etc.</u>	
1.	Avery, Paul CFR '88 through Kimble, Robert CFR	1479, Items#1,3,4 January 1995
2.	Lacey, Charles CFR through Thaxton, Frederic S#5281	1479, Items#1,3,4 January 1995
3.	Thomas, Alice S#5-225-88 through Yates, Richard S#5-301-88	1479, Items#1,3,4 January 1995
4.	Archer, Christopher CFR through Jones, Allen CFR	1479, Items#1,3,4 January 1995
5.	King, Eugene CFR through Smith, Benjamin S#5-372-88	1479, Items#1,3,4 January 1995
6.	Smith, Wayne S#5-375-88 through Young, Vernon CFR	1479, Items#1,3,4 January 1995
7.	Bianca, Dorothy G#3-001-88 through Williams, Thomasena G#3-013-88	1479, Item##2 January 1995
8.	Barber, Susan G#6-015-89 through McCall, Benjamin G#1-009-89	1479, Item#2 January 1995
9.	Owens, Richard G#5-078-89 through Wilson, Blake G#5-074-89	1479, Item#2 January 1995
10.	Reading File 88 - 89 and Step One 87 - 88	1479, Items#1,2,3,4 January 1995

Disposal
3/21/95
JPS

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

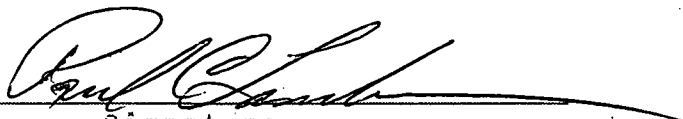
CERTIFICATE OF RECORDS DISPOSAL

26.01.10

DEPT. OF TRANSPORTATION

PROCUREMENT & CONTRACTS, OASA
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W601	CONSTRUCTION CONTRACTS	719	1		3	1/95	RECYCLED
91W602	SERVICE CONTRACTS	719	1		2		


Signature

RECORDS CENTER MANAGER
Title

01/21/95
Date

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 - 29.01.96.8 1. Dept. of Transportation	ACCESSION NO.. 91W601	DATE REC'D 12-12-90
B. DIVISION/UNIT Procurement and Contracts, OASA	RM CODE 26.01.10	
C. MAILING ADDRESS P.O. Box 8755 BWI Airport, MD 20755	LOCATION RANGE SECTION(S) 19 1	NO. OF CU. FT. 3
D. PHONE NO. 859-7140	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL 	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<u>Box #1</u>	<u>CLOSED CONSTRUCTION CONTRACTS (3 BOXES)</u>	#719-1 Disposal Date
	Alta/CGA (J.V.) MPA 686207	Jan., 1995
	Anchor Construction Corp. MTA MTA-3-25-24	
	Asphalt Services Co. MPA 287214	
	Baltimore Asphalt Co. MTA NW-08-02	
	Brawner, John W., Inc. SHA AW-188-716-429	
	Centex Construction Co. MTA MTA-3-32-3	
	<u>Continued</u>	

*Disposed
4/13/95
BPS*

<u>Box #1</u>	<u>CLOSED CONSTRUCTION CONTRACTS</u>	<u>Contract No.</u>
	Cherry Hill Construction Co. MPA	287904
	Corman Construction, Inc. MTA	MTA-5-10-1
	Crouse Construction Co., Inc. MPA	286024
<u>Box #2</u>	Cummings, Inc. MTA	XO-40-03
	Emjay Engineering & Constr. Co. MTA	MTA-90-1-19
	Emjay Engineering & Constr. Co. MTA	MTA-5-4-12
	Furman Builders, Inc. SHA	CH-523-501-529
	Genstar Stone Products Co. MTA	NW-08-06
	Great Lakes Dredge & Dock Co. MPA	287201
	H.A. Harris Co., Inc. MTA	NW-09-01
	International Crane Co. MPA	287216
	Jolly Co., Inc. MPA	287909
	Jolly Co., Inc. MPA	287908
	JRC Construction Co. MPA	287937

Box #3
Cont'd.

CLOSED CONSTRUCTION CONTRACTS

Contract No.

Kiewit Eastern Co.
MTA

NW-08-07

Lashley Construction Co., Inc.
SHA

AW-824-513-629

Long Construction Co.
SHA

AW-824-506-729

P. Flanigan & Sons, Inc.
MTA

MTA-90-15-8

Paco Contractors
SHA

AW-755-502-029

R.L. Strock, Inc.
MTA

MTA-3-25-25

Smith Inca, JV
MTA

XO-40-02

Utilcom, Inc.
MTA

XO-40-07

Voegele Co., Inc.
MTA

MTA-90-1-11

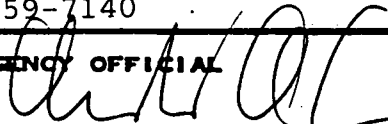
Wolfe Brothers, Inc.
SRA

SRA-2151-006

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 - 29.01.96.8 1. Dept. of Transportation		ACCESSION NO. 91W602	DATE REC'D 12-12-90
B. DIVISION/UNIT Procurement and Contracts, OASA			RM CODE 26.01.10
C. MAILING ADDRESS P.O. Box 8755 BWI Airport, MD 20755		LOCATION RANGE SECTION(S) 34 22	NO. OF CU. FT. 2
D. PHONE NO. 859-7140		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL 		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>CLOSED SERVICE CONTRACTS (2 BOXES)</u>	
Box #1	Action Janitorial Svcs. Inc. MPA 16063-S	#719-1 Disposal Date Jan., 1995
	Ara Maintenance Mgmt. Svcs., Inc. MPA 16040-SA1	2/13/95 MPG
	Atec Associates, Inc. MTA MTA-5-10-2	
	Baltimore Uniform Rental Svcs. MTA MTA-0183	
	Blind Industries & Svcs. of MD MVA DS-1	
	Central Medical Center, P.A. MTA MTA-0069	
	Cresap. McCormick & Paget, Inc. MPA 16041-S	
	<u>Continued</u>	

Box #1
Cont'd.

CLOSED SERVICE CONTRACTS

Contract No.

Cresap, McCormick & Paget, Inc.
MPA

17002-S

Daniel, Mann, Johnson &
Mendenhall/R. Kaiser Engineers
SRA

SRA-2108-0040

EA Engineering Science &
Technology
MPA

16059-S

Eisner & Associates, Inc.
MTA

MTA-0179

Gahagan Bryant Assoc.
MPA

16064-S

Group II, Inc. (Not Numbered)

Harford Sanitation Svc., Inc.

SUSJFK87.TRS

Interaction, Inc.
OASA (3 Folders)

DOT-OASA-86-1

Interaction, Inc.
MTA

MTA-0102

Interaction Corp
OASA

AW-854-901-029

Maryland Maintenance Svcs., Inc.
SHA

526-10-13-714-87

Box # 2

Maryland Maintenance Svcs., Inc.
SHA

526-10-13-714-88

Maryland Maintenance Svcs., Inc.
SHA

526-10-714-86

CLOSED SERVICE CONTRACTS**Contract No.**

Box #2
Cont'd.

Maryland Maintenance Svcs., Inc. SHA	526-13-714-86
Maryland Maintenance Svcs., Inc. SHA	526-10-13-714-87
Thomas D. McKewen MPA	16061-S
Nat. Foundation Engineering MPA	286227
Ockman & Borden Associates MTA	MTA-3-4-45
Ockman & Borden Associates MPA	287029
Pettit & Martin MTA	A00000PAG00
Price Waterhouse MVA	MVA-ARIRS-85-1
Safety-Kleen Corporation MTA	MTA-0114
Security Admin. Services MAA	SAA-SV-86-005
Sentry Security Services FDC	FDC-0586-001
Seyforth, Shaw, Fairweathers & Geraldson MTA	MTA-3-4-44
Shirley Arnowitz Advertising MPA	16066-S

CLOSED MAINTENANCE CONTRACTS

Box #2 Cont'd.	National Door, Inc. MAA	SAA-MC-87-002
	Petro-Chemical Assoc., Inc. MTA	MTA-0154
	Petroleum Services, Inc. MPA	7-8061
	RPC Corporation MPA	6-7038
	Stump Electric Co. FDC	P.O. #E-1792

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

26.01.14

DEPT. OF TRANSPORTATION

MD TRANSPORTATION AUTHORITY- FINANCE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W1548	EQUIPMENT INVENTORY	1592	15	FY 88	1	1/95	RECYCLED
89W231	M&O RESERVE FUND VOUCHERS	1592	2D	1982	2		
92W370	VOUCHERS, STATEMENTS	1592	1,10	FY 89	14		
91W42	OPERATING VOUCHERS	1592	1	1988	9		
91W581	MONTHLY REPORT FILES	1592	5,16	1982-84	2		


SIGNATURE

RECORDS CENTER MANAGER
Title

01/21/95
Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Md Transportation Authority		ACCESSION NO. 93W1548	DATE REC'D 5-13-93
B. DIVISION/UNIT Finance		LOCATION RANGE SECTION(S) 26 31	FM CODE 26.01.14
C. MAILING ADDRESS P.O. Box 9088 Dundalk, Md 21222		NO. OF CU. FT. 1	
D. PHONE NO. 288-8454		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frederic Baaron		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
312	Equipment Inventory FY'88	Item # 14 1592 15 April 1995 Disposal 5-22-95 yps

R-26

S-31

6 empties

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.01.14	ACCESSION NO. 89W231	DATE REC'D 8-25-88
b) AGENCY Dept. of Transportation Maryland Transportation Authority		
c) DIVISION/UNIT Finance	LOCATION - RANGE 8	SECTION(S) 4
d) MAILING ADDRESS P.O. Box 9088 Dundalk, MD 21222	NO. OF CU. FT. 4 2	
e) AGENCY OFFICIAL Fredric J. Barron	PHONE NO. 563-7110	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)
122 123	Capital Fund Vouchers 1377-1674; 1/5/82-10/14/82 Capital Fund Vouchers 1675-1774; 10/18/82-12/22/82	1592 747-11, Item 3, 1/95 Per 747-11, Item 3, 1/95
124 125	M&O Reserve Fund Vouchers 2743-3250; 1/4/82-7/15/82 M&O Reserve Fund Vouchers 3251- 3743; 7/16/82-12/28/82	747-11, Item 2, 1/95 747-11, Item 2, 1/95

*Partial BX
 Returned to #122
 Agency - 123
 6/6/94

 Disposal
 4/5/95
 yps

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES.

A. AGENCY 1. Md. Transportation Authority		ACCESSION NO. 92W370		DATE REC'D 10-3-91	
B. DIVISION/UNIT Finance Division		LOCATION RANGE SECTION(S) 35 5		RM CODE 26.01.14	
C. MAILING ADDRESS P.O. Box 9088 Oundalk md 21222		RECORDS CENTER MANAGER		NO. OF CU. FT. 14	
D. PHONE NO. 563-7116		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL Fredric Barron					

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
✓ 229	OPERATING FUND VOUCHERS 17810-18300 7/1/88 - 7/14/88	74741, Item 1, 1995
✓ 230	" " " 18301 - 18700 7/14 - 8/2/88	1592 " "
✓ 231	" " " 18701 - 19150 8/2 - 9/6/88	" " "
✓ 232	" " " 19151 - 19650 9/6 - 10/4/88	" " "
✓ 233	" " " 19651 - 20100 10/4 - 10/24/88	" " "
✓ 234	" " " 20101 - 20500 10/24 - 11/11/88	" " "
✓ 235	" " " 20501 - 20950 11/11 - 12/2/88	" " "
✓ 236	" " " 20951 - 21355 12/2 - 12/31/88	" " "
✓ 237	Investment Statements 1/1/89 - 3/31/89	1592 " 1 " 1995
✓ 238	" " " 4/1/89 - 5/31/89	74741, Item 15 " 1995
✓ 239	" " " 6/1/89 - 7/31/89	" " " "
✓ 240	" " " 8/1/89 - 9/30/89	" " " "
✓ 241	" " " 10/1/89 - 11/30/89	" " " "
✓ 242	" " " 12/1/89 - 12/31/89	" " " "

2/13/95
PPS

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 Md. Transportation Authority	ACCESSION NO. 91W42	DATE REC'D 7-24-90
B. DIVISION/UNIT Finance	RM CODE 26.01.14	
C. MAILING ADDRESS P.O. Box 9088 Dundalk Md. 21222	LOCATION RANGE SECTION(S) 117 32	NO. OF CU. FT. 9
D. PHONE NO. 563-7116	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Fredric Barron	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
195 196 197 198 199 200 201 202 203	Operating Fund Vouchers# 13864-14350 1/4/88-1/22/88 14351-14800 1/22/88-2/17/88 14801-15200 2/17/88-3/7/88 15201-15650 3/7/88-3/24/88 15651-16100 3/24/88-4/14/88 16101-16550 4/14/88-5/5/88 16551-16930 5/5/88-5/17/88 16931-17400 5/17/88-6/10/88 17401-17809 6/10/88-6/30/88	Sch. # 747-11 Item # 1 1592 " " 1/95 " " 1/95 " " 1/95 " " 1/95 " " 1/95 " " 1/95 " " 1/95 " " 1/95 " " 1/95 " " 1/95

CJ
 4-22-95

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transportation Authority	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">91W581</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">12-3-90</div>
B. DIVISION/UNIT Finance Division	RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.14</div>	
C. MAILING ADDRESS P.O. Box 9088 Dundalk, MD 21222	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">103 22</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">2</div>
D. PHONE NO. 563-7116	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Fredric J. Barron	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
223	Monthly Report Files 1/1/84-12/31/84	<div style="font-size: 1.2em; font-family: cursive;">1592</div> 747-11, Item ⁵ 7, 1/95
224	Authorizations for Expenditures 1/1/82-12/31/82	<div style="font-size: 1.2em; font-family: cursive;">16</div> 747-11, Item ¹⁶ 17, 1/95

CS
2-18-95

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

26.01.01

DEPT. TRANSPORTATION

MD AVIATION ADMIN.- AIRPORT OPERATIONS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W1669	BWI CHARTER, CARRIER	1162	A1	1990	1	1/95	RECYCLED
89W1241	PMI AUDIT DOCUMENTS	1159	C2	1981-84	9		


Signature

RECORDS CENTER MANAGER
Title

01/21/95
Date

Signature

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 1. Maryland Aviation Administration		ACCESSION NO. 93W1669	DATE REC'D 6-1-93
B. DIVISION/UNIT Airport Operations Center			RM CODE 26.01.01
C. MAILING ADDRESS Terminal Building P.O. Box 8766 BWI Airport MD 21240		LOCATION RANGE SECTION(S) 51 19	NO. OF CU. FT. 1
D. PHONE NO. 410-859- 7024 7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Peggie L. Barnes Administrative Specialist <i>Peggie L. Barnes</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	BWI Charter & Supplemental Carrier Operations January 1990 thru December 1990	1162-A1 January 1995 <i>Disposal</i> <i>6-5-95</i> <i>JPS</i>

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. 29.09.00		26.01.01	ACCESSION NO. 89W1241	DATE REC'D 6-15-89
b) AGENCY State Aviation Administration			LOCATION - RANGE 43	SECTION(S) 1-2
c) DIVISION/UNIT Office of Business Administration Division of Finance/Audit Section			NO. OF CU. FT. 9	
d) MAILING ADDRESS P.O. Box 8766 Baltimore/Washington International Airport, Maryland 21240-0766			RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Evelyn M. Kellner		PHONE NO. 859-7228	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)
1C	Concessionaire Audits - Misc. 1984	SCH. 1159 12/94 Sec. C2
2C	PMI Audit Documents - 1983 - 1984	12/94
3C	PMI " " - 1984	12/94
4C	PMI " " - 1984	12/94
5C	PMI " " - 1981	1/95 12/94
6C	PMI " " - 1984	12/94
7C	PMI " " - 1984	12/94
8C	PMI " " - 1983	12/94
9C	PMI " " - 1984	SCH. 1159 12/94 Sec. C2

Disposal
6-1-95
APB

USE IN 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

26.01.06.01

DEPT. OF TRANSPORTATION

MASS TRANSIT ADMINISTRATION-FINANCE/PAYROLL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W251	PAYROLL RECORDS	992	1D	1987	5	1/95	RECYCLED


SIGNATURE

RECORDS CENTER MANAGER
Title

01/21/95
Date

DGS-550-2

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 1. Mass Transit Administration 26.01.06.01	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">91W251</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">9-25-90</div>
B. DIVISION/UNIT Finance/Payroll	RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.01</div>	
C. MAILING ADDRESS 1515 Washington Blvd. Baltimore, Md. 21230	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">117 35</div>	NO. OF CU. FT. <div style="font-size: 3em; font-family: cursive;">5</div>
D. PHONE NO. 333-3578	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	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
55	Payroll Records NonOp 1987	Schedule # 992 Item # 1-D January, 1995 <div style="font-size: 1.5em; font-family: cursive;"> Disposed 6-6-95 GPS </div>
56	Payroll Records Operator June, 1987 & December, 1987	
57	Payroll Records Office/Police 1987	
58	Updating Balances Mgt/Staff 1984 - 1987	
59	Updating Balances Union July - Dec, 1985 & Nov - Dec, 1987	

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

26.01.13

DEPT. OF TRANSPORTATION

OFC OF ASSST. SECRETARY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W603	OASA FILES	948	1	1986	6	1/95	RECYCLED



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/95
Date

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD Department of Transportation	ACCESSION NO. 91W603	DATE REC'D 12-12-90
B. DIVISION/UNIT Office of the Asst. Secretary, Administration	RM CODE 26.01.13	
C. MAILING ADDRESS P.O. Box 8755 BWI Airport, MD 21240-0755	LOCATION RANGE SECTION(S) 143 8-9	NO. OF CU. FT. 6
D. PHONE NO. 859-7563	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Roberts Webbon	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>1986 OASA Files</u>	
1	Fair Practices, Functional Data Center, MIS	948, Item 1 Jan. 1995
2	Procurement & Contracts, Operating Services	948, Item 1 Jan. 1995
3	Division of Personnel Services	948, Item 1 Jan. 1995
4	TSO General and TSO Division Files (Internal Audit, Legal, OPPA, OTP, OFPB)	948, Item 1 Jan. 1995
5	Modal Administration -- MPA, MdTA, MVA, SAA SHA, SRA, MTA	948, Item 1 Jan. 1995
6	OASA General Files and Radiological Files	948, Item 1 Jan. 1995
		<u>Disposal</u> 6-6-95

MRS

R-143

S-8-9

11 Empties

S-9

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


CERTIFICATE OF RECORDS DISPOSAL

26.01.15

DEPT. OF TRANSPORTATION

EQUAL OPPORTUNITY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W1657	COMPANY FILES	1422	10	1991	13	1/95	RECYCLED


SIGNATURE

RECORDS CENTER MANAGER
Title

01/21/95
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 - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND DEPARTMENT OF TRANSPORTATION		ACCESSION NO. 93W1657	DATE REC'D 5-25-93
B. DIVISION/UNIT MBE/EO			RM CODE 26.01.15
C. MAILING ADDRESS P.O. BOX 8755 BWI AIRPORT, MARYLAND 21240-0755		LOCATION RANGE SECTION(S) 26 8	NO. OF CU. FT. 13
D. PHONE NO. (410) 859-7327		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert L. Keeley		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
1-13	<u>PLEASE SEE ATTACHED</u>	SCHEDULE # 1422 ITEM # 10 Jan. 1995 <u>Disposal</u> 5-22-95 GPS

BOXES AND BUSINESS FOR JESSUP STORAGE
1993/04/22

<u>ADDRESS</u>	<u>NAME</u>	<u>CITY</u>
Box 12	PIEDMONT GEOTECHNICAL, INC. S.M.G., INC. SOMYR	1991/08/21 1991/08/21 1991/08/21
Box 13	ARUNDEL ENGINEERING CORPORATION J & P EXCAVATING CO., INC. SYSTEMS ENGINEERING & MANAGEMENT ASSOCIATION	1991/10/31 1991/10/31 1991/10/31
<hr/>		
Count:	13	158
<hr/>		

R-26

S-8

3 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

26.01.01

DEPT. OF TRANSPORTION

MD AVIATION ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W315	VEHICLE PERMITS	1162A2	D2,D6	1988-91	1	1/95	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/21/95
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

A. AGENCY 1. TRANSPORTATION		ACCESSION NO. 93W315	DATE REC'D 9-14-92
B. DIVISION/UNIT MD AVIATION, TRANS. + TERM. SERV.		RANGE 2	FM CODE 26.01.01
C. MAILING ADDRESS P.O. BOX 8766 BWI AIRPORT, MD 21240		LOCATION SECTION(S) 3	NO. OF CU. FT. 1
D. PHONE NO. 859-9228		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL William M. Zelina 9-3-92		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	Record of Temporary Parking Sales (MAA-039) and Applications for Courtesy / Commercial Vehicle Permits (MAA-204) 1989 - 1991 Taxicab Hearings 1988-1991	1162 D. 2 Dec. 31, 1994 1/95 1162 - A2 D.6 Dec. 31, 1994 1/13/95 gps	

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

26.01.06

DEPT. OF TRANSPORTATION

MASS TRANSIT ADMIN.
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W327	REVISED FILES-MTA	1001	1	1987-88	3	7/95	RECYCLED
92W1120	SYSTEMS & EQUIP ENG.	1001	1-3	19884-87	10		



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

07/21/95
Date

* Partial

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Admin.		ACCESSION NO. 896327	DATE REC'D 9-26-88
B. DIVISION/UNIT Document Control			RM CODE 26.01.06
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) 18 5	NO. OF CU. FT. 3
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
9-10 + 11	9.) (Revised) Files - 2.1-2.37 MTA - 90-21-2 4/87-5/88	# 100/ # 1 7/95
	10.) MTA - 90-21-11 Files - 2.1-2.37- 8/87 - 2/88	Disposal 11/15/95 [Signature]
	11.) MTA - 90-27-3 Files - 2.1-2.37 9/87 - 11/87	

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

A. AGENCY 26.01.06 1-Mass Transit Administration	ACCESSION NO. 92W1120	DATE REC'D 4.7.92
B. DIVISION/UNIT Systems & Equipment Eng.		FM CODE 26.01.06
C. MAILING ADDRESS 300 W. Lexington Street Baltimore, Maryland 21201-3415	LOCATION RANGE SECTION(S) 103 28	NO. OF CU. FT. 10
D. PHONE NO. (410) 333-3430/2762	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John W. von Briesen Deputy - AGM - TDD	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
		Item No. 1-3 Sched. No. 1001
27.	Systems & Equip. Eng. Reading files 1984-1986 (Chronological file)	July, 1995
28.	Systems & Equip. Eng. Reading files 12/86-1/87 (chronological file)	<i>Disposal</i> <i>9/13/95</i> <i>PL 2</i>
29.	Rail systems cntr. Carnegie Mellon Info./Hyw encroachment (RAM) 1986-1989	
30.	SCM - Budgeting info, funding obligations & reading file 1989-1990	
31.	Communications files XO-40-09, Pesis No. 40 (Patel)	
32.	Communications files - SCS/MTA-0277 (Patel)	
33.	Communications files MTA 3-32-22/XO-40-05 (Patel)	
34.	Communications files Bus Comm, Section B (Patel)	
35.	SCM mo. reports, change orders, consultant selection info. 1989-1990	
36.	SCM Contract Info. LR Veh. negotiation info.	

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

26.01.06.02

DEPT. OF TRANSPORTATION

MASS TRANSIT ADMIN.-PURCHASING
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W569	QUOTATIONS	1061	B		5	7/95	RECYCLED
92W397	PURCHASE ORDERS	1061	C		16		


Signature
DGS 550-2

RECORDS CENTER MANAGER
Title

07/21/95
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. 29.08.01		26.01.06.02	ACCESSION NO. 93W569	DATE REC'D. 10-22-92
b) AGENCY Mass Transit Administration				
c) DIVISION/UNIT Purchasing Department			LOCATION - RANGE 55	SECTION(S) 28
d) MAILING ADDRESS 300 W. Lexington Street Baltimore, MD 21201				NO. OF CU. FT. 5
e) AGENCY OFFICIAL David R. Taylor, C.P.M. Manager of Purchasing		PHONE NO. 333-1920	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)
	REQUEST OF QUOTATIONS	SCHEDULE 1061
1 of 10	6117 to 7017	Item B
2 of 10	7097 to 8107	July 1995
3 of 10	8117 to 9287	
4 of 10	9297 to 11317	
5 of 10	10207 to 11137	
		<i>Disposal</i> <u>10/27/95</u> <i>BPS</i>

DIRECTORS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 29.08.01	26.01.06.02	ACCESSION NO. 92W397	DATE REC'D 10-17-91
b) AGENCY Mass Transit Administration		LOCATION - RANGE 47	SECTION(S) 26
c) DIVISION/UNIT Purchasing Department			NO. OF CU. FT. 16
d) MAILING ADDRESS 300 W. Lexington Street Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL David R. Taylor, C.P.M. Manager of Purchasing	PHONE NO. 333-1920	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	Purchase Order A- Baltimore	SCHEDULE 1061 Item C Disposal Date 7-1-95 <i>Disposal</i> 9-8-95 <i>[Signature]</i>
2	Barber -BU	
3	C-DA	
4	DE - FLX	
5	FLX -G	
6	H-Johnson Towers	
7	J&T- MX-4	
8	MAACO-Multiparts	
9	Mungie-RA	
10	RE- Source Comp	
11	Southern Coach -TA	
12	TE - Z	
13	Acknowledgements Receiving Copies To M56799 M56800-M60399 M60400-M63699	

R-47

S-~~25-27~~ 26

13 empty

R47

S26-27

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

26.01.10

DEPT. OF TRANSPORTATION

PROCUREMENT & CONTRACTS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W1248	CONSULTANT CONTRACTS	719	1		10	7/95	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/95
Date

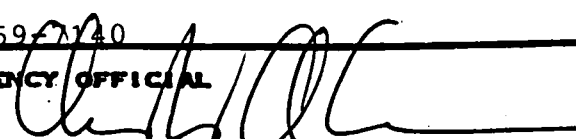
Signature

DGS-550-2


RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 709-1279)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES:

A. AGENCY - 29.01.96.8 1. Dept. of Transportation		ACCESSION NO. 91W1248	DATE REC'D 5-2-91
B. DIVISION/UNIT Procurement and Contracts, OASA			FM CODE 26.01.10
C. MAILING ADDRESS P.O. Box 8755 BWI Airport, MD 20755		LOCATION RANGE SECTION(S) 38 2	NO. OF CU. FT. 10
D. PHONE NO. 859-7740		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL 		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 10	CLOSED CONSULTANT CONTRACTS (10 BOXES)	#719-1 DISPOSAL DATE JULY, 1995
	A/EGroup, Inc. SHA	No Contract #
	Associated Engineering Sciences, Inc. SHA	BCS-85-14
	Associated Engineering Sciences, Inc. SHA	BCS-85-19A
	Associated Engineering Sciences, Inc. SHA	BCS-85-25G
	Associated Engineering Sciences, Inc. SHA	BCS-86-11C
	Wilson T. Ballard Company SHA	B-546-251-471
	Wilson T. Ballard Company SHA	BCS-83-07
	Wilson T. Ballard Company SHA	BCS-85-18C

Disposal
8/25/95


Box No. 1 (Cont'd)

Wilson T. Ballard Company SHA	BCS-85-26B
Wilson T. Ballard Company SHA	BCS-85-27A
Wilson T. Ballard Company SHA	BCS-85-36
Wilson T. Ballard Company SHA	BCS-85-38C
Wilson T. Ballard Company SHA	BCS-86-03C
Wilson T. Ballard Company SHA	BCS-86-07B
Wilson T. Ballard Company SHA	BCS-86-12B
Wilson T. Ballard Company SHA	BCS-86-15
Wilson T. Ballard Company SHA	BCS-86-17D
Wilson T. Ballard Company SHA	BCS-87-01E
B & E Engineers SHA	BCS-85-25B
B & E Engineers SHA	BCS-85-25E
Beck, Powell & Parsons, Inc. OASA	DOT-OASA-88-002
Bellomo-McGee, Inc. SHA	BCS-86-04A

Box No. 10 (Cont.d)

Whitney, Bailey, Cox & Magnani SHA	BCS-84-10B
Whitney, Bailey, Cox & Magnani SHA	BCS-84-13
Whitney, Bailey, Cox & Magnani SHA	BCS-85-36
Whitney, Bailey, Cox & Magnani SHA	BCS-85-38B
Whitney, Bailey, Cox & Magnani SHA	BCS-86-09A
Whitney, Bailey, Cox & Magnani SHA	BCS-86-09F
Whitney, Bailey, Cox & Magnani SHA	BCS-86-13A
Whitney, Bailey, Cox & Magnani SHA	BCS-86-17C
Whitney, Bailey, Cox & Magnani SHA	BCS-89-14A
Whitney, Bailey, Cox & Magnani SHA	H-706-000-477

R-38

S-2

12 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

26.01.12

DEPT OF TRANSPORTATION

TSO/ EXEC DIV.
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
90W826	ACTIVITY REPORTS	715	1	1986-87	14	7/95	RECYCLED


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/95
Date

DGS-550-2

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Dept. of Transportation - TSO	ACCESSION NO. 90W826	DATE REC'D 2-5-90
B. DIVISION/UNIT Exec. Div. 92.0	FM CODE 26.01.12	
C. MAILING ADDRESS P.O. Box 8755 BWI Airport, MD 21240	LOCATION RANGE SECTIONS 9 26	NO. OF CU. FT. 14
D. PHONE NO. 859-7397	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bonnie Carter <i>Bonnie V. Carter</i>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	AASHTO General July 87 - Dec 87 April 87 - June 87 Jan 87 - March 87 AASHTO Interstate Highway Research Dec 86 - July 87 AASHTO 2020 (Md. Transportation Public Forum) Jan. 87 - Dec. 87 AASHTO Reauthorization Task Force Jan 87 - April 87 AASHTO (Standing Committee on Planning) 1987 AASHTO-SHRP (Strategic Hwy. Research Program) 1987 AASHTO Trucking Industry Task Force 1987 Activity Reports MAA 1987 1986 Activity Reports MTA 1987 Activity Reports MVA 1987 1986	715-1 July 1995 <div style="font-size: 1.5em; font-family: cursive; text-align: center;"> Disposed 10/27/95 <i>[Signature]</i> </div>

715-1
July 1995

Box 1	Activity Reports SHA	1987
Cont.	Activity Reports SRA	1987
	Air Polution	1987
	Airline Schedules & Service	1987 1986
	Airports Authority	1987
	Airports General	1987
	Airports - Small Airports Financial Asst. Program	1987
	Amtrak	1985-1987
	Appointments	1987
	Architects/Engineers	1986 - 1987
	Audits General	1987
	Audits MPA	1987
	Audits MTA	1987
	Audits MVA	1987
2	Audits MAA	1986 - 1987
	Audits SHA	1986 - 1987
	Audits SRA	1986 - 1987
	Auto - State Owned	1986 - 1987
	Baltimore Harbor Tunnel	1987
	Bicycles	1987
	Boards & Commissions	1987
	BPW (Board of Public Works)	1987 1986

Box 13
Cont.

Woodrow Wilson Bridge

1987

715-1
July 1995

World Trade Center

1987

14

Kelly Springfield

1987

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

26.01.15

DEPT. OF TRANSPORTATION

MINORITY BUSINESS/EQ
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
94W322	CLOSED CASES	1422	10	1993	6	7/95	RECYCLED
94W682	CLOSED CASES	1422	10	1993	11		



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

07/21/95
Date

RECORDS TRANSMITTAL AND RECEIPT

file

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 1. MARYLAND DEPARTMENT OF TRANSPORTATION		ACCESSION NO. 94W322	DATE REC'D 9-20-93
B. DIVISION/UNIT MBE/EO			FM CODE 26-01-15
C. MAILING ADDRESS P.O. BOX 8755 BWI AIRPORT, MARYLAND 21240-0755		LOCATION RANGE SECTION(S) 33 20	NO. OF CU. FT. 6
D. PHONE NO. (410) 859-7327		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ROBERT L. KEELEY		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
1-06	<u>PLEASE SEE ATTACHED</u>	SCHEDULE # 1422 ITEM # 10 <i>July-1995</i> <i>9/18/95</i> <i>ygs</i>

BOXES 01 THRU 06 STORAGE JESSUP SEP 93
1993/09/10

ADDRESS	NAME	CITY
BOX 01 JESSUP SEP 93	BALTIMORE LIGHTING SUPPLY, INC.	1993/09/10
	BOB & BOB ASSOCIATES, INC	1993/09/10
	BROWN, J.W., CONSTRUCTION	1993/09/10
	CARTRIDGE TECHNOLOGIES	1993/09/10
	CLARK, RALPH & ASSOCIATES	1993/09/10
	COBEY CONSTRUCTION COMPANY, INC.	1993/09/10
	COMMPHOTO	1993/09/10
	COMPUTER HELP, INC.	1993/09/10
	CPS OFFICE PRODUCTS, INC.	1993/09/10
	TRAINING DYNAMICS INSTITUE, INC.	1993/09/10
	TRI-CONTINENTAL INDUSTRIES, INC.	1993/09/10
	TROPF, CHERYL G.	1993/09/10
	VGB ENTERPRISES, INC.	1993/09/10
	VICENTE & SON, INC.	1993/09/10
	WE WANT WORK	1993/09/10
	BOX 02 JESSUP SEP 93	ALEXIS NURSING AGENCY, INC. (CLOSED)
ALLEN CONCRETE & MASONRY (CLOSED)		1993/09/10
ATLANTIC SPECIALTY ADVEARTISING, INC. (CLOSED)		1993/09/10
AUTO COOLING CENTER (CLOSED)		1993/09/10
COOLEX PETROLEUM INTERNATIONAL, INC. (CLOSED)		1993/09/10
COP SHOP, THE (CLOSED)		1993/09/10
EARTHLY PURSUITS, INC. (CLOSED)		1993/09/10
EMERGE, INC. (CLOSED)		1993/09/10
ENTERPRISE DEVELOPMENT INTERNATIONAL, INC. (CLOSED)		1993/09/10
EVERLASTING FENCE (CLOSED)		1993/09/10
FAIRVIEW FINANCIAL SERVICES (CLOSED)		1993/09/10
FLOOR COVERING INTERNATIONAL (CLOSED)		1993/09/10
GMG CONTRACTORS, INC. (CLOSED)		1993/09/10
KIRBY'S FURNITURE (CLOSED)		1993/09/10
LEE'S CONTRACTING, INC. (CLOSED)		1993/09/10
LYNCH SECURITY (CLOSED)		1993/09/10
LYNX, INC. (CLOSED)		1993/09/10
M.B.D. SERVICES OF WASHINGTON, INC. (CLOSED)		1993/09/10
MICROMETRICS, INCORPORATION (CLOSED)		1993/09/10
MINORITY BUSINESS DIRECTORY (CLOSED)		1993/09/10
MR. V'S CLEANING SERVICE (CLOSED)		1993/09/10
MTECH, INC. (CLOSED)		1993/09/10
OEHRLEIN & ASSOCIATES		1993/09/10
ONUMA & ASSOCIATES, INC. (CLOSED)		1993/09/10
OXENDINE TRANSPORTATION		1993/09/10
PEARMON, A.S. CORPORATION		1993/09/10
RICHARDSON'S LOCK & KEY		1993/09/10
ROGERS, LEE V (CLOSED)		1993/09/10
SACT, THE CORPORATION (CLOSED)		1993/09/10
SDRC, INC. (CLOSED)		1993/09/10
SOUTHWEST DENTAL MEDICAL SUPPLY		1993/09/10
BOX 03 JESSUP SEP 93		A & S JANITORIAL SERVICES CORP (CLOSED)
	A.B. CONSOLIDATED WASTE MANAGEMENT, INC. (CLOSED)	1993/09/10
	ACCENT BUSINESS ENTERIORS (CLOSED)	1993/09/10

BOXES 01 THRU 06 STORAGE JESSUP SEP 93
1993/09/10

ADDRESS	NAME	CITY	
BOX 04 JESSUP SEP 93	PLANNERS ASSOCIATES	1993/09/10	
	PMS PARKING, INC.	1993/09/10	
	ROYALTY CLEANING SERVICE (CLOSE)	1993/09/10	
	SPEEDY PAINTING (CLOSED)	1993/09/10	
	SYSCOM SERVICES, INC.	1993/09/10	
	T.C. WILLIAMS & CO. (CLOSED)	1993/09/10	
	TAKENO STUDIO KANJI TAKENO	1993/09/10	
	TASK MASTERS	1993/09/10	
	TECHNICAL SERVICES..	1993/09/10	
	TECHNIGRAPHIX, INC.	1993/09/10	
	TELWAR INTERNATIONAL, INC.	1993/09/10	
	UNITED ENVELOPE CHARLES KILKARD, JR	1993/09/10	
	URBAN PSYCHOLOGICAL SERVICES GRADY DOLE, JR	1993/09/10	
	VICFAM ASSOCIATES	1993/09/10	
	W & W COMPANY (WIGHTMAN & WIGHTMAN) (CLOSED)	1993/09/10	
	W.P. TRUCKING, INC.	1993/09/10	
	WAYNE WATTS & ASSOCIATES (CLOSED)	1993/09/10	
	WEIDMAN & SON CONTRACTING CO., INC. (CLOSE)	1993/09/10	
	WILLIAM'S TRUCKING & EXCAVATING, INC. (CLOSED)	1993/09/10	
	WILSON, J. P. & COMPANY (CLOSED)	1993/09/10	
WOMACK TRUCKING & EXCAVATING (CLOSED)	1993/09/10		
WYNFRED C. SIBLEY (CLOSED)	1993/09/10		
YESROD K.E. INDUSTRIES, INC. (CLOSED)	1993/09/10		
BOX 05 JESSUP SEP 93	BANKS AIR FREIGHT SERVICE	1993/09/10	
	BRANCH OFFICE SUPPLY CO., INC.	1993/09/10	
	COLUMBIA ARCHITECTURAL METALS CO. OF MARYLAND	1993/09/10	
	DAVIDSONVILLE SERVICE COMPANY	1993/09/10	
	GARVEY & SON'S TRUCKING, INC.	1993/09/10	
	METRO-ENVIRONMENTAL SERVICES	1993/09/10	
	REMEDY PERSONNEL SERVICES	1993/09/10	
	STEVENS TILE & MARBLE CO., INC.	1993/09/10	
	BOX 06 JESSUP SEP 93	A & K WATER CONDITIONING, INC.	1993/09/10
		ANGELA FERRI	1993/09/10
ANNAPOLIS SERVICE CENTER, INC.		1993/09/10	
ASBESTOS SAFETY CONTROL, CO.		1993/09/10	
CC DESIGN & ASSOCIATES		1993/09/10	
CHARACTERS, LTD.		1993/09/10	
CLOSE ASSOCIATES, INC.		1993/09/10	
COMPUTER SOLUTIONS AND SERVICES		1993/09/10	
CONWELL, E.L. & CO., INC.		1993/09/10	
FRANKLIN, BENJAMIN		1993/09/10	
GENERAL TRANSPORT CORPORATION		1993/09/10	
HUNTER RESEARCH SYSTEMS		1993/09/10	
IMPEX TECHNOLOGY SERVICES, INC.		1993/09/10	
J.P. COMPANY		1993/09/10	
JESSAMY FORT OGLETREE & BOTTS		1993/09/10	
UNIQUE A SERVICE COMPANY		1993/09/10	
WRITING COMPANY, THE	1993/09/10		

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND DEPARTMENT OF TRANSPORTATION		ACCESSION NO. 94W682	DATE REC'D 2-2-94
B. DIVISION/UNIT MBE/EO		FM CODE 26.01.15	
C. MAILING ADDRESS P.O. BOX 8755 BWI AIRPORT, MARYLAND 21240-0755		LOCATION RANGE SECTION(S) 1 24	NO. OF CU. FT. 11
D. PHONE NO. (410) 858-7327		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ROBERT L. KEELEY		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
1-11	PLEASE SEE ATTACHED	SCHEDULE # 1422 ITEM # 10 7/95 <i>Disposal</i> 8/18/95 <i>ggs</i>

JESSUP STORAGE LIST FOR JANUARY 1994

ADDRESS	NAME
BOX 09 JESSUP JAN 94	DENT'S TRUCKING & EXCAVATION GILLIS GILKERSON, INC. (CLOSED) JP MECHANICAL CONTRACTORS, INC. LENTON TECHNICAL SERVICES SILK ROAD TRANSPORT, INC. SMITH, L.A. WINCHESTER & SON, LTD
BOX 10 JESSUP JAN 94	A.J.B. CO A.M.P.S. SERVICES ACCURATE TYPING SERVICE ANTIQUE ALLEY, INC. ASCOT COMMUNICATIONS, INC. AUTOMATION WONDERS TECHNOLOGY, INC. CLIFF'S UNITED DEVELOPMENT, INC. COSMOS CORPORATION CTB ASSOCIATES D2 & ASSOCIATES DIMICK, DEBORAH ASSOCIATES, INC. FINANCIAL SYSTEMS CONSULTING, INC. FIRST MUNICIPAL CAPITAL CORP GRAHAM'S CLEANING SERVICE.. LIBERTY OFFICE FURNITURE & SUPPLY REECE, PATRICIA A., CPA RESEARCH AND DATA SYSTEMS, CORP. S & S MEDIA, INC. WILSON LAWN CARE
BOX 11 JESSUP JAN 94	IMAGEX, INC. KUMAR ENTERPRISES MANAGEMENT TECHNOLOGY, INC. NEAL/TERRY MAGNUM, INC. NEAT NIKS, INC. PRO-TYPE PROFESSIONAL MANAGEMENT ASSOCIATE, INC. PROFESSIONAL RESOURCES, INC. RTNT, INC. SHUB, DIRKSEN, YATES, & MCALLISTER, INC. SISAS INDUSTRIES, INC. SRS NETWORK, INC. SUPREME CLEANERS TIME OUT FOR SPORTS UNIQUE JANITORIAL SERVICES, INC.

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

26.01.01

DEPT. OF TRANSPORTATION

STATE AVIATION ADMIN
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W1242	AUDITS	1159	C2	1985	7	1/96	RECYCLED
93W834	APCOA CORRESPONDENCE	1159	C1,2	1984-85	10		
94W809	BWI CHARTER	1162A1		1991	1		



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
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. 29.09.00	26.01.01	ACCESSION NO. 89W1242	DATE REC'D 6-15-89
b) AGENCY State Aviation Administration		LOCATION - RANGE 43	SECTION(S) 19
c) DIVISION/UNIT Office of Business Administration Division of Finance/Audit Section		NO. OF CU. FT. 7	
d) MAILING ADDRESS P.O. Box 8766 Baltimore/Washington International Airport, Maryland 21240-0766		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Evelyn M. Kellner 859-7228		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)
1A	Concessionaire (APCOA) Audits - from Jan., 1985	SCH. 1159, 12/95 Sec. C2
2A	Concessionaire (APCOA) Audits - from Jan., 1985	12/95
3A	APCOA Credit Card Receipts - 1985	12/95
4A	PMI Audit Documents - 1985	12/95
5A	" " " " " " - 1985	05/95
6A	" " " " " " - 1985	07/95
7A	APCOA Audit Documents - 1985	09/95

disposal
3-5-96
AW

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration		ACCESSION NO. 93W834	DATE REC'D 1-4-93
B. DIVISION/UNIT Office of Business Administration Division of Finance/Audit Section			FM CODE 26-01.01
C. MAILING ADDRESS P.O. Box 8766 BWI Airport MD 21240		LOCATION RANGE SECTION(S) 38 14	NO. OF CU. FT. 10
D. PHONE NO. (410) 859-7263 <i>7646</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Debbie D. Davis</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	APCOR Correspondence - 1984-1985	1159C2	12/95
2.5	APCOA Monthly Activity Report - 11/85	1159C1	12/95
3.X	APCOA Revenue Audit - 2/85	1159C1	12/95
4.10	APCOA Courtesy Tickets - 8/84-12/84, 4/85, 6/85 7/86, 2/85 Voids and Overrings	1159C1	12/95
5.17	APCOA Courtesy Tickets 11/85-12/85	1159C1	12/95
6.31	APCOA Courtesy Tickets 9/85-10-85	1159C1	12/95
7.32	Audit Records - 1985	1159C2	12/95
8.37	Audit Reports - 1985	1159C1	12/95
9.38	APCOA Revenue & Credit Card Discount Review - 12/85	1159C1	12/95
10.43	APCOA Report & Parking Information - 1985	1159C1	12/95

1/96

*Disposal
3-20-96
AW*

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 780-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">94W809</div>	DATE REC'D <div style="font-size: 1.5em;">3-1-94</div>
B. DIVISION/UNIT Airport Operations Center	FM CODE <div style="font-size: 1.5em;">26.01.01</div>	
C. MAILING ADDRESS Terminal Building P.O. Box 8766 BWI Airport MD 21240	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">11 35</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">1</div>
D. PHONE NO. 410-859-7024	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Evelyn M. Kellner Manager, Administrative Svcs <i>2-18-94</i>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	BWI Charter and Supplemental Carrier Operations January 1, 1991 thru December 31, 1991	1162-A1 January 1996

Disposal
 2-26-96
 AW

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

26.01.06.01

DEPT OF TRANSPORTATION

MASS TRANSIT ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W1209	PAYROLL, TIME SHEETS	992	1D	1989-90	61	1/96	RECYCLED
91W1072	TIME SHEETS	992	1D	1988	1		
91W252	TIME SHEETS	992	1D	1987-88	19		
91W253	PAYROLL, LEAVE	992	1D	1988	28		



Signature
DGS 550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration 26.01.06.01	ACCESSION NO. 92W1209	DATE REC'D 4-20-92
B. DIVISION/UNIT Finance/Payroll		RM CODE 26.01.06.01
C. MAILING ADDRESS 1515 Washington Blvd. Baltimore, Md. 21230	LOCATION RANGE SECTION(S) 48 12-14	NO. OF CU. FT. 61 0
D. PHONE NO. 333-3578	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	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
09	Cancelled Payroll Checks Nov, 89 - April, 90	Schedule #992
10 thru 13	etrl Mgt/Staff timesheets 12/13/89 - 12/25/90	Item # 1-D
14	misc Staff/Pen/Unemployment thru 12/31/88	January, 1996
15	Monthly Labor Reports thru 6/30/88	
16	Payroll Dist. Reports 1/84 - 6/88	
17 thru 68	Police/Nonop timecards 10/21/90 - 12/29/90	
69	Weekly Adjustments 1990	

Disposal
2-29-96
AN

R-48

S-12-14

1 Empty

S-14

Total boxes - 61

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 1. Mass Transit Administration 26.01.06.01</p>	<p>ACCESSION NO. <i>91W1072</i></p>	<p>DATE REC'D <i>4-3-91</i></p>
<p>B. DIVISION/UNIT Finance/Payroll</p>	<p>RM CODE <i>26.01.06.01</i></p>	
<p>C. MAILING ADDRESS 1515 Washington Blvd. Baltimore, Md. 21230</p>	<p>LOCATION RANGE SECTION(S) <i>105 17</i></p>	<p>NO. OF CU. FT. <i>1</i></p>
<p>D. PHONE NO. 333-3578</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Frank J. Taylor</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
72	Office/Office Trans timesheets July, 88 - Dec, 88	Schedule #992 Item # 1-D January, 1996

AN
Disposal
2-15-96

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 1. Mass Transit Administration 26.01.06.01	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">91W 252</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">9-25-90</div>
B. DIVISION/UNIT Finance/Payroll	RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.01</div>	
C. MAILING ADDRESS 1515 Washington Blvd. Baltimore, Md. 21230	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">37 17</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">19</div>
D. PHONE NO. 333-3578	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	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
36 thru 47 48 thru 51 52 thru 53 54	PB 90's 12/27/87 - 6/18/88 Seven Day Summary Operator 1/2/88 - 6/11/88 Seven Day Summary NonOp 1/1/88 - 6/30/88 Office/Office Tran Timesheets 1/1/88 - 6/30/88	Schedule # 992 Item # 1-D January, 1996

Disposal
 3-21-96
 AN

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. Mass Transit Administration 26.01.06.01</p>	<p>ACCESSION NO. 91W253</p>	<p>DATE REC'D 9-25-90</p>
<p>B. DIVISION/UNIT Finance/Payroll</p>	<p>FM CODE 26.01.06.01</p>	
<p>C. MAILING ADDRESS 1515 Washington Blvd. Baltimore, Md. 21230</p>	<p>LOCATION RANGE SECTION(S) 37 16-17</p>	<p>NO. OF CU. FT. 28</p>
<p>D. PHONE NO. 333-3578</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Frank J. Taylor</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
83	Updating Balances Union 1988	Schedule # 992 Item # 1-D January, 1996
84 thru 97	PB90's 6/19/88 - 12/31/88	
98 thru 100	Payroll Records Operator 1988	
101	Payroll Records NonOp 1988	
102	Payroll Records office/police 1988	
103 thru 107	Seven Day Summary Operator 6/18/88 - 12/24/88	
108 thru 109	Seven Day Summary NonOp 7/1/88 - 12/31/88	
110	Sick Leave Forms 1988	

*disposal
3-21-96
AN*

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

26.01.06.03

DEPT. OF TRANSPORTATION

MASS TRANSIT ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W619	POLICE APPS INVESTIGATIONS	1163	3	1985	2	1/96	RECYCLED
91W1406	DAILY TIME SHEETS	1163	6	1990	12		
89W620	SECURITY GUARD APPS	1163	1	1985	1		



Signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/96
Date

RECORDS TRANSMITTAL AND RECEIPT

E

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 26.01.06.03		ACCESSION NO. 89W619	DATE REC'D 12-23-88
b) AGENCY		LOCATION - RANGE 142	SECTION(S) 18
c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION		NO. OF CU. FT. 2	
d) MAILING ADDRESS 1515 WASHINGTON BLVD. BALTIMORE, MARYLAND 21230		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL E. W. BRAUER, JR	PHONE NO. 333-3550	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)
of 2	Police Applicant Investigations (Rejections) This file contains application for employment personal history statements, fingerprint cards, authorization for disclosure of information forms, education records, employment records, copy of personal information data. 85-001 - 85-061	1163, 3, 12/31/1995 1/96
of 2	Same as above 85-062 - 85-087	-do- <i>Disposal 4/11/96</i> <i>[Signature]</i>

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 1. DOT		ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">91W1406</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">6-11-91</div>
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION		RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.03</div>	
C. MAILING ADDRESS 301 N. Eutaw Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">43 18</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">12</div>
D. PHONE NO. 333-8141		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ewald W. Brauer, Jr. Chief of Police		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 12	Daily Time Sheets - Contains detailed log of officers' duties on a daily bases January 1990	1163,6,12/31/1995
2 of 12	Same as above February 1990	-do-
3 of 12	Same as above March 1990	-do-
4 of 12	Same as above April 1990	-do-
5 of 12	Same as above May 1990	-do-
6 of 12	Same as above June 1990	-do-
7 of 12	Same as above July 1990	-do-
8 of 12	Same as above August 1990	-do-
9 of 12	Same as above September 1990	-do-
10 of 12	Same as above October 1990	-do-
11 of 12	Same as above November 1990	-do-
12 of 12	Same as above December 1990	-do-

Disposal
 3-5-96
 AW

R-43

S-18

1 Empty

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.01.06.03	ACCESSION NO. 89W620	DATE REC'D 12-23-88
b) AGENCY DOT	LOCATION - RANGE #10 SECTION(S) 34 NO. OF CU. FT. 1	
c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION		
d) MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MARYLAND 21230	RECORDS CENTER MANAGER R-1535-8	
e) AGENCY OFFICIAL E. W. BRAUER, JR. CHIEF OF POLICE	PHONE NO. 333-3550 21230	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 1	Security Guard Application Investigations (Rejections) - This file contains application for employment, personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data. (85-001 - 85-065)	1163, 1, 12/31/1995 1/96 disposal 3-1-96 AW

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 26.01.06.03	ACCESSION NO. 89W620	DATE REC'D 12-23-88
b) AGENCY DOT	LOCATION - RANGE 140 SECTION(S) 34 NO. OF CU. FT. 1	
c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION		
d) MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MARYLAND 21230	RECORDS CENTER MANAGER R-1535-8	
e) AGENCY OFFICIAL E. W. BRAUER, JR. CHIEF OF POLICE	PHONE NO. 333-3550 21230	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 1	Security Guard Application Investigations (Rejections) - This file contains application for employment, personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data. (85-001 - 85-065)	1163, 1, 12/31/1995 1/96 disposal 3-1-96 AW

