

10.02 DEPT OF GENERAL SERVICES

Reporting Agency

FISCAL SERVICES

Division or Unit

Department of General Services

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

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
94W901	time sheets	1450	6	CY 91	12	7/96	RECYCLED
95W714	GENERAL ACCTG	1450	5	FY 90-93	2		
95W713	ACCTGS PAYABLE	1450	2	FY 93	13		
95W712	TIME SHEETS	1450	6	CY 92	10		

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

Signature

Title

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. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <b>94W901</b>	DATE REC'D <b>3-16-94</b>
B. DIVISION/UNIT FISCAL SERVICES DIVISION			RM CODE <b>10.02</b>
C. MAILING ADDRESS ROOM 1309 301 W. PRESTON STREET BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <b>32 14</b>	NO. OF CU. FT. <b>12</b>
D. PHONE NO. 225-4240		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL DENNIS FLYNN		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 2 3 4 5 6 7 8 9 10 11 12	Timesheets - Calendar Year 1991 Regular & Contractual A - G. Brown J. Brown - C D - F G - Hicks High - K L - Meyers Miller - P (No Q) R - Skrivanek Smith - T (No V) V - Y (No Z) Contractual, Sick Leave report Quarterly Leave Reports 89-6/91 Misc. OT Payroll Correction Auth Shift DIFF Asbestos - Misc. Memo's & Handouts	Sch. 1450 Item 6 1/95 - 10/95 Microfilm 7/96 Complete 7/95  Disposal 10/10/96 AR

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <b>95W714</b>	DATE REC'D <b>12-6-94</b>
B. DIVISION/UNIT FISCAL SERVICES DIVISION			RM CODE <b>10.02</b>
C. MAILING ADDRESS 301 W. PRESTON STREET SUITE 1309 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) <b>38 4</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 225-4240		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL DENNIS FLYNN		TO BE 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	GENERAL ACCOUNTING BUDGET DETAIL FY 90 FY 91 FY 92 FY 93 1993 COST CONTAINMENT	SCH. # 1450 ITEM # 5 7/1/96
2	CAFETERIA RECEIPT & BILLING FY 93	Disposal 9/9/96 PK

R-38

S-4

5 Empty

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. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <b>95W713</b>	DATE REC'D <b>12-6-94</b>
B. DIVISION/UNIT FISCAL SERVICES DIVISION			RM CODE <b>10.02</b>
C. MAILING ADDRESS 301 W. PRESTON STREET SUITE 1309 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) <b>38 4</b>	NO. OF CU. FT. <b>13</b>
D. PHONE NO. (410) 225-4240		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL DENNIS FLYNN		TO BE 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	FY 93 TRANSMITTALS - ACCOUNTS PAYABLE - OPERATING	#1450 Item #2 7/1/96
2	D93001T - D93018T	
3	D93019T - D93037T	
4	D93038T - D93056T	
5	D93057T - D93076T	
6	D93077T - D93097T	
7	D93098T - D93120T	
8	D93121T - D93143T	
9	D93144T - D93167T	
10	D93168T - D93190T	
11	D93191T - D93209T	
12	D93210T - D93231T	
13	D93232T - D93243T; R930017 - R930257 R930267 - R931107	

*Disposal  
9/9/96  
PL*

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. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <b>956712</b>	DATE REC'D <b>12-6-94</b>
B. DIVISION/UNIT FISCAL SERVICES DIVISION			RM CODE <b>10.02</b>
C. MAILING ADDRESS 301 W. PRESTON STREET SUITE 1309 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) <b>40 25</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. (410) 225-4240		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL DENNIS FLYNN		TO BE 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	TIMESHEETS - CALENDAR YEAR 1992	#1450
2	A-B	ITEM #6
3	C-D	<del>1/1/96</del>
4	E-G	Microfilm
5	H-J	Completed-
6	K-MAUK	9/28/95
7	MARSHALL - PATTERSON	7/96
8	PEAY - SKRIVANEK	
9	SMITH - V	
10	W-Z	
	CONTRACTUAL	7/10/96 ggs

10.08 DEPT GENERAL SERVICES

Reporting Agency

PERSONNEL

Division or Unit

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W278	PERSONNEL FILES	1488	1-3	1993	3	7/96	RECYCLED
95W279	ABOLISHED PIN	1488	1	1991	1		
95W280	PERSONNEL FILES	1488	1-2	1993	2		

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

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

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. <i>General Services</i></p> <p>B. DIVISION/UNIT <i>Personnel Division</i></p> <p>C. MAILING ADDRESS <i>301 West Preston St. Rm 1212 BALTO. 21201</i></p> <p>D. PHONE NO. <i>225-4985</i></p> <p>E. AGENCY OFFICIAL <i>Nancy Shagogue</i></p>	<p>ACCESSION NO. <i>95W278</i></p> <p>LOCATION RANGE SECTION(S) <i>33 12</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>8-23-94</i></p> <p>FORM CODE <i>10.08</i></p> <p>NO. OF CU. FT. <i>3</i></p> <p 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><i>1</i></p>	<p><i>Personnel Files A-HE 7/93 - 12/93</i></p>	<p><i>#1488 #1-3 7/96</i></p>
<p><i>2</i></p>	<p><i>Personnel Files HU-TA 7/93 - 12/93</i></p>	
<p><i>3</i></p>	<p><i>Personnel Files T-Y 7/93 - 12/93</i></p> <p><i>80 of 92 cut-offs</i></p> <p><i>R. Hill      A. McIlmendon      N. Dorsey C. Summers      R. Stearns      D. Greene C. Walkins      J. Summers W. Groome</i></p>	<p><i>disposal 10/10/96 AR</i></p>



**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>General Services</i>		ACCESSION NO. <i>95W279</i>	DATE REC'D <i>8-23-94</i>
B. DIVISION/UNIT <i>Personnel Division</i>		LOCATION RANGE SECTION(S) <i>34 27</i>	RM CODE <i>10.08</i>
C. MAILING ADDRESS <i>301 West Preston Street Rm 1212 Balto. MD 21201</i>		NO. OF CU. FT. <i>1</i>	
D. PHONE NO. <i>225-4985</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Nancy Shagoguee</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>1</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>Abolished PIN Files - 1990</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>#1488 #1 7/96</i>	
		<i>Disposal 10/4/96 AW</i>	

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>General Services</i>		ACCESSION NO. <i>95W280</i>	DATE REC'D <i>8-23-94</i>
D. DIVISION/UNIT <i>Personnel Division</i>		LOCATION RANGE SECTION(S) <i>35 2</i>	RM CODE <i>10.08</i>
C. MAILING ADDRESS <i>301 West Preston Street Rm 1212 BALTO. MD 21201</i>		NO. OF CU. FT. <i>2</i>	
D. PHONE NO. <i>(410) 225-4985</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Mary Shazgauer</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	
<i>1</i>	<i>Personnel Files A-K 1/93 - 6/93</i>	<i>#1488 #1-2 7/96</i>	
<i>2</i>	<i>Personnel Files L-Y 1/93 - 6/93</i>		

*Disposal  
10/1/96  
AM*

10.10 DEPT OF GENERAL SERVICES

Reporting Agency

PRINTING& PUBLICATION

Division or Unit

Department of General Services

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

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
92W1476	PO'S	943	1	FY 90	21	7/96	RECYCLED

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 376, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. DEPARTMENT OF GENERAL SERVICES		<b>ACCESSION NO.</b> 92W1476	<b>DATE REC'D</b> 6-26-92
<b>B. DIVISION/UNIT</b> PRINTING AND PUBLICATION BUYING UNIT 25		<b>LOCATION</b> RANGE SECTION(S) 141 27-28	<b>FORM CODE</b> 10.10
<b>C. MAILING ADDRESS</b> 301 W PRESTON STREET ROOM M8 BALTIMORE MD 21201		<b>NO. OF CU. FT.</b> 21	
<b>D. PHONE NO.</b> 225-4426		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> MICHAEL HALOSKEY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
<b>2. BOX NUMBERS</b> 1 - 21	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b> FY 90 PO #20000 through PO #20951	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b> <del>FY 97</del> 943 II 7/96	

disposal  
GL AN  
12/26/96

10.11 DEPT OF GENERAL SERVICES	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
PURCHASING BUREAU		
Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
92W216	PO's	1798	1	FY 91	76	7/96	RECYCLED
91W678	PO'S	1798	1	FY 91	75		
92W462	PO'S	1798	1	FY 91	30		
92W1484	PO's	1798	1	FY 91	8		
94W334	PO's	1798	1	FY 91	4		

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

\_\_\_\_\_

Signature
Title
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Dept. of General Services	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">92W216</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">8-27-91</span>
<b>B. DIVISION/UNIT</b> Purchasing Bureau	<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">10.11</span>	
<b>C. MAILING ADDRESS</b> Room M-2 301 W. Preston Street Baltimore, MD 21201	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">17 14-16</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">76</span>
<b>D. PHONE NO.</b> 225-4623	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Anton Griczin, III	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-174 to 1-176	3rd Copy Requisitions FY 91	Disposal Dates indicated on boxes  <span style="font-size: 1.5em; font-family: cursive;">#251 1798</span>
1-177 to 1-246	P O's FY 91	<span style="font-size: 1.5em; font-family: cursive;">#1-3</span>
1-247 to 1-249	MBE Reports	<span style="font-size: 2em; font-family: cursive;">7/96</span>

Disposal 9/8/96  
 RW

R-17

S-14-~~15~~ 16

R17      26 empty

S16-17

# 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. DEPT. OF GENERAL SERVICES		ACCESSION NO. 91W678	DATE REC'D 1-18-91
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS ROOM M-2 301 W. PRESTON STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 32 1-2	NO. OF CL' - 75
D. PHONE NO. 225-4623		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ANTON GRICZIN, III		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-100 to 117-B 1-164	P O'S FY 91	# 2511798 # 1-3 7/96
1-165 to 1-167	3RD COPIES UNSCHEDULED REQ'S	
1-168 to 1-170	P O's FY 91	DISPOSAL DATE INDICATED ON BOX
1-171 to 1-173	PB 7's SOLE SOURCE, MD REGISTER, SINGLE BIDS, REG. PB7's BPW - DPRB, SOLICITATIONS & AWARDS, WAREHOUSE DELIVERY LOGS PB7's APPROVALS	

*Disposal  
10/10/96  
AW*



R. 32

S. 1-2

50 Empties

S-2-3

✓ 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. Dept of General Services		ACCESSION NO. <b>92W462</b>	DATE REC'D <b>11-5-91</b>
B. DIVISION/UNIT Purchasing Bureau			FM CODE <b>10.11</b>
C. MAILING ADDRESS 301 West Preston Room M-4 Baltimore, Md. 21201		LOCATION RANGE SECTION(S) <b>23 1</b>	NO. OF CU. FT. <b>30</b>
D. PHONE NO. 255-4623		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL A. Griczin III		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-256 to 1-284	PO'S FY 91	SCH #251 <b>1798</b> ITEM #1/1996
1-299	WAREHOUSE REQ.	1996  *Missing Box #299  <i>Disposal 10/11/96 AW</i>

R-23

S-1-

30 Empties

R-23

S-1-2

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of General Services		ACCESSION NO. <b>92W1484</b>	DATE REC'D <b>6-26-92</b>
B. DIVISION/UNIT Purchasing Bureau			RM CODE <b>10.11</b>
C. MAILING ADDRESS 301 W Preston St Rm M-4 Baltimore, Md. 21201		LOCATION RANGE SECTION(S) <b>28 11</b>	NO. OF CU. FT. <b>8</b>
D. PHONE NO. 225-4623		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL A. Griczin 111		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<del>1-279</del>  1-303 to 1-304	PO's FY 91	SCH <del>251</del> 1798 ITEM 1 1996 -
1-346 to 1-347	" " "	
1-349 to 1-352	" " "	

*disposal*  
*9/26/96*  
*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. D.G.S.		ACCESSION NO. 94W334	DATE REC'D 9-21-93
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON ST - Rm M-6 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 47 18	NO. OF CU. FT. 4
D. PHONE NO. 225-4600		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FRANK RICHARDSON		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 17-100 to 17-103	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PURCHASE ORDERS, FY-91	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1798 SCH 251 ITEM 1 7/1996	
		disposal 8-22 ab AW	

10.12 DEPT OF GENERAL SERVICES
Reporting Agency
TELECOMMUNICATIONS MGT
Division or Unit

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

Prepare in duplicate  
  
 Retain one (1) copy and forward original to address at left.

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
93W405	MV TOLL CALLS	1627	2	FY 92	1	7/96	RECYUCLED
95W400	MISC BILLINGS	1627	2,3	FY 92	35		

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

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

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. <b>93W405</b>	DATE REC'D <b>10-1-92</b>
B. DIVISION/UNIT Office of Telecommunications Management		LOCATION RANGE SECTION(S) <b>110 28-29</b>	RM CODE <b>10.12</b>
C. MAILING ADDRESS 301 West Preston Street Room 1304 Baltimore, MD 21201		NO. OF CU. FT. <b>18</b>	
D. PHONE NO. 225-4202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Louis V. LaRicci		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	

*FY 92*

SEE ATTACHED

~~859-2~~  
7/96  
1627 #2

*disposal  
12/27/96  
AN*

Records Transmittal and Receipt-FY92

Disposal Authority: 859-2

<u>BOX NUMBERS</u>	<u>DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</u>
35	FY92 333-1000 MV Toll Calls, SCS Bills 7/20/91
37	FY92 333-1000 MV Toll Calls, SCS Bills 2/20/92
38	FY92 333-1000 MV Toll Calls, SCS Bills 12/20/91
39	FY92 333-1000 MV Toll Calls, SCS Bills 3/20/92
40	FY92 333-1000 MV Toll Calls, SCS Bills 1/20/92
53	FY92 333-1000 Telephone Bills 2/20/92 - 3/20/92
54	FY92 333-1000 Telephone Bills 9/20, 10/20 & 11/29/91
55	FY92 333-1000 Telephone Bills 6/20/91 - 7/20/91
56	FY92 333-1000 Telephone Bills 1/20/92 - 12/20/91
57	FY92 333-1000 Telephone Bills 8/20/91 - 7/20/91
59	FY92 333-1000 Telephone Bills 4/20/92
62	FY92 333-1000 MV Toll Calls, Megacom Calls 9/20/91
63	FY92 333-1000 MV Toll Calls, Megacom Calls 8/20/91
64	FY92 333-1000 MV Toll Calls, Megacom Calls 10/20 - 11/20/91
65	FY92 333-1000 Telephone Bills 9/20/91 - 8/20/91
90	FY92 GTAJ Jobs, August & September 1991
91	FY92 Detail Reports 9/91 - 12/91
92	FY92 GTAJ Jobs, 10/91 - 12/91



R-110

S-28-29

11 Empties

S-29

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 1. Department of General Services		ACCESSION NO. <b>95W400</b>	DATE REC'D <b>9-26-94</b>
B. DIVISION/UNIT Assistant Secretariat for Telecommunications			RM CODE <b>10.12</b>
C. MAILING ADDRESS 301 West Preston Street Room 1304 Baltimore, MD 21201		LOCATION RANGE SECTION(S) <b>46 35</b>	NO. OF CU. FT. <b>35</b>
D. PHONE NO. 225-4176		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Laura L. Berg		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	See Attached FY92	Sch. #1627 #2+3  July 1996  Disposal 8/7/96 gpc

FY92

FY92 Trial Bal (Rem) Aging Rep 2/92-6/92	No. 1
FY92 728; 321, 548 & 461 Bills 6/91-5/92	No. 2
FY92 554; 535; 760; 838 Bills 6/91-5/92	No. 3
FY92 SCS Bills 12/91-5/92	No. 4
FY92 Trial Balances 7/91-1/92	No. 5
FY92 Daily Posting, Overdue 7/91-1/92	No. 6
FY92 Misc Billing 7/91-6/92	No. 7
FY92 Misc. Bills 11/90-6/92	No. 8
FY92 Transmittals G92002-G92043 7/90-6/91	No. 9
FY92 Trans G92044-G92095 7/91-6/92	No. 10
FY92 Trans G92096-G92104 7/91-6/92	No. 11
FY92 STARS 120 RF001-RF105 7/91-6/92	No. 12
FY92 STARS 120's RF105-RF210 7/91-6/92	No. 13
FY92 STARS 120's RF211-RF313 7/91-6/92	No. 14
FY92 Reconc, Ledgers, Stars 7/91-6/92	No. 15
FY92 535-Telephone Bills-4/8; 5/8 & 6/8/92	No. 16
FY92 535-Telephone Bills-12/92-6/8/93	No. 17
FY92 225 AT&T SCS 6/92	No. 18
FY92 225 AT&T SCS 5/92	No. 19
FY92 225 AT&T SCS 5/92	No. 20
FY92 225 AT&T SCS 5/92 & 6/92	No. 21
FY92 225 AT&T SCS 6/92	No. 22

Page 2 FY92

FY92 225 AT&T SCS 5/92	No. 23
FY92 225 AT&T SCS 4/92 & 5/92	No. 24
FY92 333 AT&T SCS 5/1/92	No. 25
FY92 333 AT&T SCS 4/1 & 5/1/92	No. 26
FY92 333 C&P 5/20 - 7/20/92	No. 27
FY92 974 Telephone Bills 4/1-5/1/92	No. 28
FY92 333 Telephone Bill 5/20/92	No. 29
FY92 321 Telephone Bill 4/28-5/28/92	No. 30
FY92 548 Telephone Bills 4/29-6/29/92	No. 31
FY92 Gen Correspondence 7/91-6/92	No. 32
FY92 Gen Correspondence 7/91-6/92	No. 33
FY92 Pay Phone Commission 7/91-6/92	No. 34
FY92 Pay Phone Commission 1/92-6/92	No. 35

R-46  
S-35

2 Empties

10.13 - DEPT GENERAL SERVICES	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
RECORDS MANAGEMENT		
Division or Unit		

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W38	COM WORK-ORDER	912	15	FY 93	1	7/96	RECYCLED

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

\_\_\_\_\_

Signature

Title

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. Dept. of General Services		ACCESSION NO. <b>95W38</b>	DATE REC'D <b>7-11-94</b>
B. DIVISION/UNIT Records Management Division Fiscal Service			RM CODE <b>10.13</b>
C. MAILING ADDRESS 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794		LOCATION RANGE SECTION(S) <b>41 11</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 799-1728		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Marie Turner		TO BE 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	Copies of Com work-order forms that have been completed and billed for FY/93	Schedule 912 item 15 dispose 7/96 (interim)  <b>7/13/96</b> <i>ggs</i>	

10.13.01 DEPT OF GENERAL SERVICES
Reporting Agency
RECORDS MANAGEMENT DIV.
Division or Unit

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

Prepare in duplicate  
 Retain one (1) copy and forward original to address at left.

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
94M6	COM- WORK			1993	3	7/96	RECYCLED
94M7	COM-WORK			1994	5		

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

\_\_\_\_\_

Signature Title 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. <i>M.A.O.A.</i>		ACCESSION NO. <i>94M6</i>	DATE REC'D <i>5-19-94</i>
B. DIVISION/UNIT		LOCATION RANGE SECTION(S) <i>27 7</i>	RM CODE <i>10.13.01</i>
C. MAILING ADDRESS			NO. OF CU. FT. <i>5</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>1.</i>	<i>Jan. 93 thru March 93 assorted Monthly</i>	<i>7/96</i>
<i>2.</i>	<i>June 93 - assorted Monthly</i>	
<i>3.</i>	<i>Oct. 93 thru Nov. 93 - assorted Monthly</i>	
<i>4.</i>	<i>Dec. 93 - assorted Monthly</i>	
<i>5.</i>	<i>Nov. 93 thru Jan. 94 - assorted Monthly</i>	

*Disposal  
7-9-96  
paw*

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. <i>M.A.O.A.</i>		ACCESSION NO. <i>94M7</i>	DATE REC'D <i>5-19-94</i>
B. DIVISION/UNIT			RM CODE <i>10.13.01</i>
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) <i>27 7</i>	NO. OF CU. FT. <i>5</i>
D. PHONE NO.		<input checked="" type="checkbox"/> 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.	<i>Jan. 94 thru March 94 - assorted Monthly</i>	<i>7/96</i>
2.	<i>March 94 - assorted Monthly</i>	
3.	<i>April 94 - " " "</i>	
4.	<i>FY94 <del>1/2</del> year 7/93 - 12/93 Cont # A5573 Annual</i>	
5.	<i>FY94 1/2 year 7/93 - 12/93 Annual (April 94) Cont # A5616 16 CR pts</i>	

*Disposal  
7-9-96  
AW*

10.15 DEPT OF GENERAL SERVICES
Reporting Agency
ENGINEERING & CONSTRUCTION
Division or Unit

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

Prepare in duplicate  
  
 Retain one (1) copy and forward original to address at left.

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
91W429	CAPITAL BUDGET BOOKS	808	12	FY 81	8	7/96	RECYCLED

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

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

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of General Services		ACCESSION NO. 91W429	DATE REC'D 11-1-90
B. DIVISION/UNIT Engineering & Construction			RM CODE 10.15
C. MAILING ADDRESS 301 W. Preston St Balt, MD 21201 RM 1402		LOCATION RANGE SECTION(S) 37 20	NO. OF CU. FT. 8
D. PHONE NO. 225-4359		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Stacey Nicholson		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
11+A 12+A 13+A 14+A	Capital Budget Books FY 81	303/12/5YRS 7/96  disposal 9/30/26 rw

10.19 DEPT OF GENERAL SERVICES
Reporting Agency
SURPLUS PROPERTY
Division or Unit

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

Prepare in duplicate  
  
 Retain one (1) copy and forward original to address at left.

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
94W	72 FEDERAL BASES	1459	1c,	CD 1988-91	26	7/96	RECYCLED

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

\_\_\_\_\_

Signature Title Date

E

**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. Maryland State Agency for Surplus Property

**B. DIVISION/UNIT**

**C. MAILING ADDRESS**  
P.O. Box 122  
Jessup MD 20794

**D. PHONE NO.**  
799-0440

**E. AGENCY OFFICIAL**  
Avon J. Evans, Director

**ACCESSION NO.**  
94W172

**DATE REC'D**  
8-10-93

**RM CODE**  
10.19

**LOCATION**  
RANGE SECTION(S)  
147 1

**NO. OF CU. FT.**  
26

**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
028	Federal cases 1988 0001-0220	1459-1C Destroy 1996 (6/1)
029	Federal cases 1988 0221-0430	1459-1C Destroy 1996 (6/1)
030	Federal cases 1988 0431-0533, 1989 0001-0100	1459-1C Destroy 1996 (6/1)
031	Federal cases 1989 0101-0320	1459-1C Destroy 1996 (6/1)
032	Federal cases 1989 0321-0573	1459-1C Destroy 1996 (6/1)
033	Terminated Accounts, Incomplete Applications (list in box)	1459-3 Destroy 1996 (6/1)
034	State Declarations FY90	1459-1D Destroy 1996 (6/1)
035	State Declarations FY90-91	1459-1D Destroy 1996 (6/1)
036	State Declarations FY91	1459-1D Destroy 1996 (6/1)
037	Bills up to 4/92 A-G	1459-1D Destroy 1996 (6/1)
038	Bills up to 4/92 H-S	1459-1D Destroy 1996 (6/1)
039	Bills up to 4/92 T-Z	1459-1D Destroy 1996 (6/1)
040	Billing up to 5/90 A/C.0009-0263	1459-1D Destroy 1996 (6/1)
041	Billing up to 5/90 A/C 0265-0698	1459-1D Destroy 1996 (6/1)
042	Billing up to 5/90 A/C 0699-1363	1459-1D Destroy 1996 (6/1)
043	Billing up to 5/90 A/C 1366-9999, State Declarations FY91, Personnel Records	1459-1D, 2A Destroy 1996 (6/1)

*Disposal 9-24-96*

*Disposal 9/24/96*

RECORDS TRANSMITTAL AND RECEIPT

A. Maryland State Agency for Surplus Property      ACCESSION NO.

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority
044A	State & Public Sales Receipts 8/87-9/90	1459-1D Destroy 1996 (6/1)
044B	Federal W/R 1/89-2/90	1459-1D Destroy 1996 (6/1)
045	Federal W/R 2/88-12/88	1459-1D Destroy 1996 (6/1)
046	Federal W/R 1/87-1/88	1459-1D Destroy 1996 (6/1)
047	University of MD W/R 10/86-5/90	1459-1D Destroy 1996 (6/1)
048	Donee Utilization Reports	1459-1D Destroy 1996 (6/1)
049	Correspondence	1459-3 Destroy 1996 (6/1)
050	State Vehicle Folders S-0001 - 0250	1459-1C Destroy 1996 (6/1)
051	State Vehicle Folders S-0251 - 0550	1459-1C Destroy 1996 (6/1)
052	State Vehicle Folders S-0551-0799	1459-1C Destroy 1996 (6/1)

R-147

S-1~~1~~

57 empty

R147

S1-2



10.02 DEPT OF GENERAL SERVICES

Reporting Agency

FISCAL SERVICES - ACCOUNTING

Division or Unit

Department of General Services

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

DISPOSAL 1/97

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
92W296	ETR-CHECK REGISTERS	777	30	6/87-12/89	1	11/97	RECYCLED

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

Paul Lamb  
Signature

Administrative Officer II  
Title

11/14/97  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>92W296</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services—Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>142 2726</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE 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>1</i>	<i>BAKTO. PUBLIC BLDG &amp; GRDS (ETR) CHECK REGISTERS 6/30/87 - 12/12/89</i>	<i>777 - ITEM #30 <del>12/31/96</del>  1/97  Disposal 11/12/97 <i>[Signature]</i></i>	

10.04 DEPT. OF GENERAL SERVICES

Reporting Agency

CONSTRUCTION

Division or Unit

Department of General Services

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

Disposal 1/97  
Prepare in duplicate

Retain one (1) copy and forward original to address at left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
89W344	Construction	875	1	1982-86	10	12/97	RECYCLED

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

  
Signature

  
Title

  
Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.02.01 <span style="float: right; font-size: 2em;">10.04</span>	ACCESSION NO. <span style="font-size: 3em;">896344</span>	DATE REC'D <span style="font-size: 2em;">10-4-88</span>
b) AGENCY Department of General Services	LOCATION RANGE <span style="font-size: 3em;">37</span>	SECTIONS <span style="font-size: 3em;">5</span>
c) DIVISION/UNIT Construction	NO. OF CU FT <span style="font-size: 3em;">10</span>	
d) MAILING ADDRESS 301 W. Preston Street Baltimore, Md. 21201 Room 1307	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <span style="font-size: 1.5em;">Linda Betel</span>	PHONE NO. <span style="font-size: 1.5em;">225-4361</span>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
#43 #44 #45 #46 #47 #48 #49 #50 #51 #52	Bldgs & Grounds, Annapolis, Frostburg 1983-1986 Univ. of Md., Rosewood, Bowie, Salisbury 1983-1985 St. Mary, UMES, DHMH, MSP, Eastern Shore, Crownsville 1982-1985 DHMH, DNR, 1982-1986 Towson, Morgan, DHMH, Distr Courts 1983-1985 UMCP, Public Broadcasting 1976-1984 MSP, St. Marys, Bowie, Annapolis 1980 - 1984 Frostburg, DHMH 1982-1984 BPB&G, MS/D, Frostburg, Bowie, DNR 1978-1985 Diag Center, Functional Data 1982-1983	<span style="font-size: 2em;">Sch. # 875</span> <span style="font-size: 2em;">Item # 1</span> <span style="font-size: 2em;">1/97</span> <hr style="width: 50%; margin: 10px auto;"/> <span style="font-size: 1.5em;">Disposal</span> <span style="font-size: 1.5em;">12/23/97</span> <span style="font-size: 1.5em;">gpy</span>

10.04.01 DEPT OF GENERAL SERVICES

Reporting Agency

OFFICE DIVISION

Division or Unit

Department of General D Services  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275


DISPOSAL 1/97  
 Prepare in duplicate  
 Retain one (1) copy and forward original to address at left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
79B10	A/E PROPOSAL PROJECTS	1484	1	5/ 75-12/76	1	1/97	RECYCLED

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

  
 Signature

  
 Title

  
 Date

CB-E

RECORDS TRANSMITTAL AND RECEIPT

100401

To Be Completed At State Records Center ✓

Accession No.  
79B10

Date Records Received  
7/20/78

1. FROM: (Name and Division of Transferring Agency)  
Department of General Services  
Office Division

Signature

Title

Service Specialist I

2. Address of Agency:  
301 W. Preston Street  
Baltimore, Maryland 21201

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

*Florence Bryson*

5. Building & Room No.  
State Office Building  
Room 1402

6. Telephone No.  
383-3944  
383-3945

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R  
S  
A

R35  
529

297

Md. Veteran's Cemeteries - A/E Proposal for Various Projects.  
5/2/75 to 12/31/76

1484  
1 99-01 778/11  
Jan., 1997

298

Payrolls for Construction Projects  
1/1/77 to 3/17/78

2 99-01 778/9  
12/31/83  
Jan.

299

Payrolls for Construction Projects  
12/1/74 to 4/7/78

99-01 1982  
12/31/83

\* Partial Bxs. 298-299 3/86

10.05 DEPT OF GENERAL SERVICES

Reporting Agency

GENERAL PROFESSIONSL SER SELECTION BRD

Division or Unit

### Department of General Services

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

DISPOSAL 1/97

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

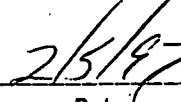
## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
93W739	CASE FILES	843-5	2		3	1/97	RECYCLED

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

  
Signature

  
Title

  
Date

\*Partial

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. DGS -		ACCESSION NO. 93W739	DATE REC'D
B. DIVISION/UNIT Gen. Professional Ser. Selection		RM CODE 10.05	
C. MAILING ADDRESS Board		LOCATION RANGE SECTION(S) 41 11	NO. OF CU. FT. 3
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wm Davis		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 3, 7 + 8	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Bx - 3, 7 + 8	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 843-5 # 2 1/97  Disposal 3/27/97 BPS	

Bks - 10