



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

**E**

1/29/96

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DISTRICT COURT OF MARYLAND		ACCESSION NO. <b>96W1073</b>	DATE REC'D <b>3-11-96</b>
B. DIVISION/UNIT M.A.T.S. / MONEY ROOM			RM CODE <b>15.02.25</b>
C. MAILING ADDRESS 2661 RIVA Road, BLDG. 900 ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) <b>155 9-12</b>	NO. OF CU. FT. <b>80</b>
D. PHONE NO. 410-974-7181		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL EDWARD UTZ, CHIEF CLERK ANN CLINGERMAN, SUPERVISOR		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
891-T	94-005-024	# 989 # 1 1/98 Disposed Date 1/6/2000
892-T	94-006-041	
893-T	94-010-003	
894-T	94-011-016	
895-T	94-012-018	
896-T	94-013-024	
897-T	94-018-005	
898-T	94-018-047	
899-T	94-024-007	
900-T	94-025-011	
901-T	94-025-055	
902-T	94-026-019	
903-T	94-028-005	
904-T	94-031-033	
905-T	94-032-042	
906-T	94-034-020	
907-T	94-035-032	
908-T	94-039-018	
909-T	94-040-009	
910-T	94-045-001	
911-T	94-046-012	
912-T	94-046-066	
913-T	94-048-004	
914-T	94-049-029	
915-T	94-053-028	
916-T	94-054-046	
917-T	94-055-040	
918-T	94-059-002	
919-T	94-060-009	
920-T	94-061-001	
	94-006-040	
	94-010-002	
	94-011-015	
	94-012-017	
	94-013-023	
	94-018-004	
	94-018-046	
	94-024-006	
	94-025-010	
	94-025-054	
	94-026-018	
	94-028-004	
	94-031-022	
	94-032-041	
	94-034-019	
	94-035-031	
	94-039-017	
	94-040-008	
	94-041-031	
	94-046-011	
	94-046-065	
	94-048-003	
	94-049-021	
	94-053-027	
	94-054-045	
	94-055-039	
	94-059-001	
	94-060-008	
	94-060-065	
	94-062-010	

# Record Hall Boxes Payments

921-T	94-062-011	94-063-036
922-T	94-063-037	94-067-006
923-T	94-067-007	94-067-058
924-T	94-067-059	94-068-040
925-T	94-068-041	94-070-008
926-T	94-070-009	94-073-026
927-T	94-073-027	94-074-051
928-T	94-074-052	94-076-006
929-T	94-076-007	94-077-013
930-T	94-077-014	94-080-029
931-T	94-080-030	94-081-044
932-T	94-081-045	94-082-017
933-T	94-082-018	94-083-030
934-T	94-083-031	94-084-035
935-T	94-084-036	94-088-010
936-T	94-088-011	94-088-063
937-T	94-088-064	94-089-034
938-T	94-089-035	94-091-014
939-T	94-091-015	94-094-029
940-T	94-094-030	94-095-045
941-T	94-095-046	94-096-045
942-T	94-096-046	94-097-042
943-T	94-098-001	94-101-009
944-T	94-101-010	94-102-015
945-T	94-102-016	94-102-059
946-T	94-103-001	94-103-054
947-T	94-104-001	94-105-002
948-T	94-105-003	94-108-017
949-T	94-108-018	94-109-023
950-T	94-109-024	94-110-010

# Record Hall Boxes Payments

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94-111-030  
94-112-029  
94-116-011  
94-116-006  
94-119-021  
94-122-002  
94-123-022  
94-124-001  
94-124-056  
94-126-004  
94-129-008  
94-130-025  
94-131-008  
94-132-025  
94-133-034  
94-137-016  
94-138-020  
94-139-018  
94-140-039

94-111-029  
94-112-028  
94-116-010  
94-116-065  
94-119-020  
94-122-001  
94-123-021  
94-123-068  
94-124-055  
94-126-003  
94-129-007  
94-130-024  
94-131-007  
94-132-024  
94-133-033  
94-137-015  
94-138-019  
94-139-017  
94-140-038  
94-144-010

APR 19 1970

RECEIVED

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DISTRICT COURT OF MARYLAND		ACCESSION NO. <b>96W1658</b>	DATE REC'D <b>6-18-96</b>
B. DIVISION/UNIT M.A.T.S. / MONEY ROOM			RM CODE <b>15.0225</b>
C. MAILING ADDRESS 2661 RIVA ROAD BLDG 900 ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) <b>118 21-22</b>	NO. OF CU. FT. <b>50</b>
D. PHONE NO. 410-974-7181		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL EDWARD UTZ, CHIEF CLERK ANN CLINGERMAN, SUPERVISOR		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	
001-U -	94-192-001 - 94-192-021	SCH. #989	
050-U	94-262-020 - 94-263-037	ITEM #1	
		<b>1/98</b>	
		<b>Disposal 1-6-00</b>	

#

R-118 21

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20 empty

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# Record Hall Boxes Payments

001-U	94-192-001	94-192-021
002-U	94-142-022	94-193-026
003-U	94-193-027	94-194-019
004-U	94-194-020	94-195-016
005-U	94-195-017	94-190-018
006-U	94-196-019	94-194-032
007-U	94-199-033	94-200-049
008-U	94-200-050	94-201-021
009-U	94-201-022	94-202-030
010-U	94-202-031	94-206-001
011-U	94-206-002	94-207-014
012-U	94-207-015	94-208-013
013-U	94-208-014	94-208-060
014-U	94-208-061	94-210-006
015-U	94-210-007	94-213-012
016-U	94-213-013	94-214-030
017-U	94-214-031	94-215-013
018-U	94-215-014	94-216-039
019-U	94-216-040	94-217-037
020-U	94-217-038	94-220-049
021-U	94-220-050	94-221-041
022-U	94-221-042	94-222-031
023-U	94-222-032	94-223-026
024-U	94-223-027	94-224-035
025-U	94-224-036	94-227-040
026-U	94-227-041	94-228-054
027-U	94-228-055	94-229-032
028-U	94-229-033	94-230-037
029-U	94-230-038	94-231-034
030-U	94-231-035	94-235-011

# Record Hall Boxes Payments

031-U	94-235-012	94-235-066
032-U	94-235-067	94-236-026
033-U	94-236-027	94-237-044
034-U	94-237-049	94-238-043
035-U	94-238-044	94-242-014
036-U	94-242-015	94-242-081
037-U	94-243-001	94-244-006
038-U	94-244-007	94-245-010
039-U	94-245-011	94-249-022
040-U	94-249-023	94-250-039
041-U	94-250-040	94-251-001
042-U	94-251-002	94-252-020
043-U	94-252-021	94-255-018
044-U	94-255-019	94-256-031
045-U	94-256-032	94-257-027
046-U	94-257-028	94-257-086
047-U	94-257-087	94-258-020
048-U	94-258-021	94-259-030
049-U	94-259-031	94-262-019
050-U	94-262-020	94-263-037



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

July 2, 1996

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DISTRICT COURT OF MARYLAND		ACCESSION NO. <b>97W232</b>	DATE REC'D <b>8-28-96</b>
B. DIVISION/UNIT M.A.T.S. / MONEY ROOM			RM CODE <b>15.02.25</b>
C. MAILING ADDRESS 2661 RIVA Road, BLDG. 900 ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) <b>63 13-15</b>	NO. OF CU. FT. <b>80</b>
D. PHONE NO. 410-974-7181		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL EDWARD UTZ, CHIEF CLERK ANN CLINGERMAN, SUPERVISOR		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																																																																																																
* 51-54	<table border="0"> <tr><td>055-U</td><td>94-269-020</td><td>94-270-034</td></tr> <tr><td>056-U</td><td>94-270-035</td><td>94-271-044</td></tr> <tr><td>057-U</td><td>94-271-045</td><td>94-272-030</td></tr> <tr><td>058-U</td><td>94-272-031</td><td>94-273-011</td></tr> <tr><td>059-U</td><td>94-273-012</td><td>94-276-023</td></tr> <tr><td>060-U</td><td>94-276-024</td><td>94-276-100</td></tr> <tr><td>061-U</td><td>94-276-10</td><td>94-277-8</td></tr> <tr><td>062-U</td><td>94-277-8</td><td>94-278-7</td></tr> <tr><td>063-U</td><td>94-278-8</td><td>94-279-7</td></tr> <tr><td>064-U</td><td>94-279-8</td><td>94-280-7</td></tr> <tr><td>065-U</td><td>94-280-8</td><td>94-284-3</td></tr> <tr><td>066-U</td><td>94-284-4</td><td>94-284-9</td></tr> <tr><td>067-U</td><td>94-284-10</td><td>94-285-5</td></tr> <tr><td>068-U</td><td>94-285-6</td><td>94-286-3</td></tr> <tr><td>069-U</td><td>94-286-4</td><td>94-286-10</td></tr> <tr><td>070-U</td><td>94-286-11</td><td>94-287-8</td></tr> <tr><td>071-U</td><td>94-287-9</td><td>94-290-5</td></tr> <tr><td>072-U</td><td>94-290-6</td><td>94-291-2</td></tr> <tr><td>073-U</td><td>94-291-3</td><td>94-291-9</td></tr> <tr><td>074-U</td><td>94-291-9</td><td>94-292-6</td></tr> <tr><td>075-U</td><td>94-292-7</td><td>94-293-4</td></tr> <tr><td>076-U</td><td>94-293-5</td><td>94-294-2</td></tr> <tr><td>077-U</td><td>94-294-3</td><td>94-294-11</td></tr> <tr><td>078-U</td><td>94-297-2</td><td>94-297-11</td></tr> <tr><td>079-U</td><td>94-298-2</td><td>94-298-11</td></tr> <tr><td>080-U</td><td>94-299-2</td><td>94-299-8</td></tr> <tr><td>081-U</td><td>94-299-11</td><td>94-300-9</td></tr> <tr><td>082-U</td><td>94-300-10</td><td>94-301-11</td></tr> <tr><td>083-U</td><td>94-304-2</td><td>94-305-2</td></tr> <tr><td>084-U</td><td>94-305-2</td><td>94-305-8</td></tr> <tr><td>085-U</td><td>94-305-9</td><td>94-306-4</td></tr> <tr><td>086-U</td><td>94-306-6</td><td>94-306-11</td></tr> </table> <p>* Bx 51-94-263-38 - 94-264-013</p> <p>* Bx 52-94-264-14 - 94-265-003</p> <p>* Bx 53-94-265-04 - 94-266-007</p> <p>* Bx 54-94-266-08 - 94-269-019</p>	055-U	94-269-020	94-270-034	056-U	94-270-035	94-271-044	057-U	94-271-045	94-272-030	058-U	94-272-031	94-273-011	059-U	94-273-012	94-276-023	060-U	94-276-024	94-276-100	061-U	94-276-10	94-277-8	062-U	94-277-8	94-278-7	063-U	94-278-8	94-279-7	064-U	94-279-8	94-280-7	065-U	94-280-8	94-284-3	066-U	94-284-4	94-284-9	067-U	94-284-10	94-285-5	068-U	94-285-6	94-286-3	069-U	94-286-4	94-286-10	070-U	94-286-11	94-287-8	071-U	94-287-9	94-290-5	072-U	94-290-6	94-291-2	073-U	94-291-3	94-291-9	074-U	94-291-9	94-292-6	075-U	94-292-7	94-293-4	076-U	94-293-5	94-294-2	077-U	94-294-3	94-294-11	078-U	94-297-2	94-297-11	079-U	94-298-2	94-298-11	080-U	94-299-2	94-299-8	081-U	94-299-11	94-300-9	082-U	94-300-10	94-301-11	083-U	94-304-2	94-305-2	084-U	94-305-2	94-305-8	085-U	94-305-9	94-306-4	086-U	94-306-6	94-306-11	<p># 989</p> <p># 1</p> <p>1/98</p> <p>76</p> <p>DISPOSAL</p> <p>1-5-00</p>
055-U	94-269-020	94-270-034																																																																																																
056-U	94-270-035	94-271-044																																																																																																
057-U	94-271-045	94-272-030																																																																																																
058-U	94-272-031	94-273-011																																																																																																
059-U	94-273-012	94-276-023																																																																																																
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069-U	94-286-4	94-286-10																																																																																																
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071-U	94-287-9	94-290-5																																																																																																
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073-U	94-291-3	94-291-9																																																																																																
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086-U	94-306-6	94-306-11																																																																																																

# Record Hall Boxes Payments

087-U	94-307-2	94-307-11
088-U	94-308-2	94-308-11
089-U	94-311-2	94-311-8
090-U	94-311-10	94-313-7
091-U	94-313-8	94-314-4
092-U	94-314-6	94-318-3
093-U	94-318-4	94-318-11
094-U	94-319-1	94-319-6
095-U	94-319-8	94-320-2
096-U	94-320-3	94-320-8
097-U	94-320-8	94-321-3
098-U	94-321-3	94-321-11
099-U	94-321-11	94-322-4
100-U	94-322-6	94-322-11
101-U	94-325-2	94-325-11
102-U	94-326-2	94-326-8
103-U	94-326-9	94-327-6
104-U	94-327-7	94-327-11
105-U	94-329-2	94-329-9
106-U	94-329-11	94-332-6
107-U	94-332-7	94-333-3
108-U	94-333-3	94-333-11
109-U	94-334-2	94-334-8
110-U	94-334-9	94-335-4
111-U	94-335-6	94-336-8
112-U	94-336-9	94-339-9
113-U	94-339-10	94-340-8
114-U	94-340-9	94-341-2
115-U	94-341-3	94-341-11
116-U	94-342-2	94-342-9
117-U	94-342-11	94-343-9
118-U	94-343-10	94-346-9
119-U	94-346-10	94-347-6
120-U	94-347-7	94-348-3
121-U	94-348-4	94-348-11
122-U	94-349-2	94-349-11
123-U	94-350-3	94-350-11
124-U	94-353-3	94-353-11
125-U	94-354-2	94-354-9
126-U	94-354-10	94-355-6
127-U	94-355-7	94-356-11
128-U	94-356-9	94-361-3
129-U	94-361-4	94-361-8
130-U	94-361-8	94 362-4

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S-~~13-15~~ 13-15: E-19-5-15

Bx 51-94-263-38 - 94-264-013

52-94-264-14 - 94-265-003

54 ~~53~~-94-266-08 - 94-269-019

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53-94-265-04 - 94-266-007

RECORDS MANAGEMENT DIVISION

JUL 3 1996

RECEIVED

ADMIN. OFFICE OF THE CT. 15.02.04

Reporting Agency

DATA ENTRY DEPT- ANNAPOLIS

Division or Unit

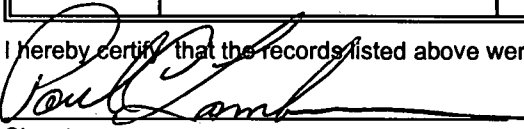
Department of General Services  
Records Management Division  
7275 Waterloo Road (Rte. 175)  
P.O. Box 275  
Jessup, Maryland 20794-0275

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.				
93W762	ACCOUNTING RECORDS	989	1	12/1/91-12/31/91	37	1/22/98	RECYCLE

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

 \_\_\_\_\_  
Signature Title Date  
DGS 550-2 (Rev. 1/93) Records Center Manager June 30, 1998

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ADMINISTRATIVE OFFICE OF THE COURTS		ACCESSION NO.  93W762	DATE REC'D 12-7-92
B. DIVISION/UNIT DATA ENTRY DEPARTMENT			RM CODE 04 15-02-92
C. MAILING ADDRESS JUDICIAL INFORMATION SYSTEMS 2661 RIVA RD BLDG 900 ANNAPOLIS MARYLAND 21401		LOCATION RANGE SECTION(S) 53 14-15	NO. OF CU. FT. - 39 37
D. PHONE NO. 410-841-1034		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James R. Demme Charlene C. Watkins		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
16	Dist Court Traffic Summaries 01-02-91 to 12-31-91 Circuit Court Summaries 01-02-91 to 12-31-91	# 989 # 1 11/1994
17	Deleted Segment Report 07-01-91 to 12-31-91	* No Box # 18+50
19	Dist Court Batch Balancing 10-01-91 to 10-31-91	
20	11-01-91 to 11-30-91	
21	12-01-91 to 12-31-91	
22	Dist Court Cit & Wit Error Listing 09-01-91 to 09-30-91	
23	08-01-91 to 08-30-91	
24	07-01-91 to 07-31-91	
25	10-01-91 to 10-31-91	
26	12-01-91 to 12-31-91	
27	11-01-91 to 11-30-91	

*disposal  
1/22/98  
fhw*

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ADMINISTRATIVE OFFICE OF THE COURTS		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA ENTRY DEPARTMENT			RM CODE
C. MAILING ADDRESS JUDICIAL INFORMATION SYSTEMS 2661 RIVA RD BLDG 900 ANNAPOLIS° MARYLAND 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-841-1034		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James R. Demme Charlene C. Watkins		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	
28	Payment & Mail Error Listing 08-01-91 to 08-30-91		
29	09-01-91 to 09-30-91		
30	12-01-91 to 12-31-91		
31	11-01-91 to 11-30-91		
32	10-01-91 to 10-31-91		
33	07-01-91 to 07-30-91		
34	Citation & Payment Batch Balancing 07-01-91 to 07-31-91		
35	06-01-91 to 06-30-91		
36	03-01-91 to 03-31-91		
37	04-01-91 to 04-30-91		
38	05-01-91 to 05-31-91		
39	08-01-91 to 08-30-91		
40	Payment & Mail Error Listing 09-01-91 to 09-30-91		

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ADMINISTRATIVE OFFICE OF THE COURTS		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA ENTRY DEPARTMENT			RM CODE
C. MAILING ADDRESS JUDICIAL INFORMATION SYSTEMS 2661 RIVA RD BLDG 900 ANNAPOLIS MARYLAND 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-841-1034		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James R. Demme Charlene C. Watkins		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
41	Payment & Mail Error Listing 02-01-91 to 02-28-91	
42	06-01-91 to 06-30-91	
43	05-01-91 to 05-31-91	
44	04-01-91 to 04-30-91	
45	03-01-91 to 03-31-91	
46	Citation & Witness Error Listing 01-02-91 to 01-31-91	
47	Payment & Mail Error Listing 01-02-91 to 01-31-91	
48	03-01-91 to 03-31-91	
49	Deleted Report 01-02-91 to 06-30-91	
51	Citation & Witness Error Listing 03-31-91 to 03-31-91	
52	Citation & Payment Batch Balancing 02-01-91 to 02-28-91 01-15-91 to 02-08-91	
53	01-15-91 to 09-08-91	
54	Citation & Witness Error Listing 02-01-91 to 02-28-91	

R53

S14-15

3 EmTies

S-15

Total Boxes - 37

# 18 + 50 = NOT included

E-12-15 - 103

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NOV 2 1992

RECORDS MANAGEMENT  
DIVISION

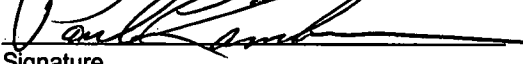


DISTRICT COURT OF MD. 15.02.25	<b>Department of General Services</b> <b>Records Management Division</b> <b>7275 Waterloo Road (Rte. 175)</b> <b>P.O. Box 275</b> <b>Jessup, Maryland 20794-0275</b>	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
MATS- ANNAPOLIS		
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.				
96W72	DISTRICT COURT - MATS	989	1	1993	80	11/6/97	RECYCLE
96W502	DISTRICT COURT- MATS	989	1	1993	80	1/22/98	
90W865	DISTRICT COURT OF MD.	989	1	1988	19	11/19/97	
92W135	DISTRICT COURT OF MD.	989	1	1990	6	2/18/97	
94W637	DISTRICT COURT - MATS	989	1	1990	6	5/4/98	

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


Records Center Manger
June 30, 1997  
 Signature Title Date  
 DGS 550-2 (Rev. 1/93)

**RECORDS TRANSMITTAL AND RECEIPT**

E

DIRECTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

6/28/95

A. AGENCY 1. DISTRICT COURT OF MARYLAND		ACCESSION NO. <b>96W72</b>	DATE REC'D <b>8-22-95</b>
B. DIVISION/UNIT MATS/MONEY ROOM			RM CODE <b>15.02.25</b>
C. MAILING ADDRESS 2661 RIVA ROAD, BLDG 900 ANNAPOLIS MD. 21401		LOCATION RANGE SECTION(S) <b>141 18-20</b>	NO. OF CU. FT. <b>80</b>
D. PHONE NO. 410-974-7181		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL EDWARD UTZ, CHIEF CLERK ANN CLINGERMAN, SUPERVISOR		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
651-T	93-035-016	# 989 # 1 1/97 Dispose 11/2/97 C/L [Signature]
652-T	93-036-009	
653-T	93-036-043	
654-T	93-039-005	
655-T	93-039-046	
656-T	93-041-018	
657-T	93-041-054	
658-T	93-042-025	
659-T	93-042-059	
660-T	93-043-014	
661-T	93-047-014	
662-T	93-048-009	
663-T	93-048-051	
664-T	93-049-024	
665-T	93-050-002	
666-T	93-050-041	
667-T	93-053-024	
668-T	93-054-027	
669-T	93-055-005	
670-T	93-055-045	
671-T	93-056-026	
672-T	93-057-024	
673-T	93-061-019	
674-T	93-061-058	
675-T	93-062-014	
676-T	93-062-053	
677-T	93-063-012	
678-T	93-064-019	
679-T	93-064-058	
680-T	93-067-033	

# Record Hall Boxes Payments

681-T  
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93-068-027  
93-069-004  
93-069-040  
93-070-021  
93-071-017  
93-074-010  
93-075-010  
93-075-045  
93-077-001  
93-077-039  
93-078-036  
93-082-007  
93-082-045  
93-083-015  
93-083-054  
93-084-034  
93-084-030  
93-088-025  
93-089-036  
93-090-036  
93-091-009  
93-092-001  
93-095-007  
93-095-039  
93-096-021

93-069-003  
93-069-039  
93-070-020  
93-071-016  
93-074-009  
93-075-009  
93-075-044  
93-076-038  
93-077-038  
93-078-035  
93-082-006  
93-082-044  
93-083-014  
93-083-053  
93-084-033  
93-085-029  
93-088-024  
93-089-035  
93-090-035  
93-091-008  
93-091-042  
93-095-006  
93-095-038  
93-096-020  
93-097-008

Record Hall Boxes  
Payments

706-T	93-097-009	93-097-046
707-T	93-097-047	93-099-009
708-T	93-099-010	93-102-004
709-T	93-102-005	93-102-044
710-T	93-102-045	93-104-002
711-T	93-104-003	93-104-033
712-T	93-104-034	93-104-066
713-T	93-104-067	93-106-004
714-T	93-106-005	93-106-043
715-T	93-106-044	93-109-030
716-T	93-109-031	93-110-038
717-T	93-110-039	93-111-031
718-T	93-111-032	93-112-009
719-T	93-112-010	93-112-046
720-T	93-112-047	93-113-020
721-T	93-113-021	93-116-025
722-T	93-116-026	93-117-005
723-T	93-117-006	93-117-043
724-T	93-117-044	93-118-020
725-T	93-118-021	93-119-003
726-T	93-119-004	93-119-040
727-T	93-119-041	93-120-035
728-T	93-120-036	93-123-040
729-T	93-123-041	93-124-030
730-T	93-124-031	93-125-021

R-141

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15 EMPTIES 20-21

**RECEIVED**

JUN 29 1995

**RECORDS MANAGEMENT  
DIVISION**

**E**

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

9/16/95

A. AGENCY 1. DISTRICT COURT OF MARYLAND		ACCESSION NO. <b>96W502</b>	DATE REC'D <b>11-16-95</b>
B. DIVISION/UNIT MATS/MONEY ROOM			RM CODE <b>15.02.25</b>
C. MAILING ADDRESS 2661 RIVA ROAD, BLDG 900 ANNAPOLIS MD. 21401		LOCATION RANGE SECTION(S) <b>55 22-23</b>	NO. OF CU. FT. <b>80</b>
D. PHONE NO. 410-9747181		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL EDWARD UTZ-CHIEF CLERK ANN GLINGERMAN SUPERVISOR		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
731-T	93-125-022	<p>#989 #1 1/97</p> <p>disposal 1/22/98 AW</p>
732-T	93-125-059	
733-T	93-127-017	
734-T	93-130-011	
735-T	93-131-011	
736-T	93-132-006	
737-T	93-132-014	
738-T	93-133-006	
739-T	93-133-041	
740-T	93-137-001	
741-T	93-137-039	
742-T	93-138-022	
743-T	93-139-002	
744-T	93-139-044	
745-T	93-140-026	
746-T	93-141-032	
747-T	93-144-014	
748-T	93-145-019	
749-T	93-146-010	
750-T	93-146-051	
751-T	93-147-030	
752-T	93-148-025	
753-T	93-152-028	
754-T	93-153-033	
755-T	93-154-034	
756-T	93-154-076	
757-T	93-155-047	
758-T	93-159-006	
759-T	93-159-060	
760-T	93-160-052	

# Record Hall Boxes Payments

761-T	93-161-026	93-162-034
762-T	93-162-035	93-165-028
763-T	93-165-029	93-166-029
764-T	93-166-030	93-167-017
765-T	93-167-018	93-168-021
766-T	93-168-022	93-169-012
767-T	93-169-013	93-172-020
768-T	93-172-021	93-173-031
769-T	93-173-032	93-174-029
770-T	93-174-030	93-175-023
771-T	93-175-024	93-176-030
772-T	93-176-031	93-179-036
773-T	93-179-037	93-181-005
774-T	93-181-006	93-181-056
775-T	93-181-057	93-183-002
776-T	93-183-003	93-187-020
777-T	93-187-021	93-188-040
778-T	93-188-041	93-189-028
779-T	93-189-029	93-190-041
780-T	93-190-042	93-193-044
781-T	93-193-045	93-194-037
782-T	93-194-038	93-195-008
783-T	93-195-009	93-196-011
784-T	93-196-012	93-197-008
785-T	93-197-009	93-200-010
786-T	93-200-011	93-201-016
787-T	93-201-017	93-202-005
788-T	93-202-006	93-203-027
789-T	93-203-028	93-204-043
790-T	93-204-044	93-207-030

# Record Hall Boxes Payments

791-T	93-207-031	93-208-050
792-T	93-208-051	93-209-036
793-F	93-209-037	93-211-004
794-T	93-211-005	93-211-051
795-T	93-211-052	93-215-027
796-T	93-215-028	93-216-010
797-T	93-216-010	93-216-056
798-T	93-216-057	93-217-057
799-T	93-217-058	93-221-007
800-T	93-221-008	93-222-012
801-T	93-222-013	93-222-064
802-T	93-222-065	93-223-034
803-T	93-223-035	93-225-010
804-T	93-225-010	93-228-023
805-T	93-228-024	93-229-035
806-T	93-229-036	93-230-018
807-T	93-230-019	93-231-031
808-T	93-231-032	93-232-039
809-T	93-235-001	93-236-006
810-T	93-236-007	93-236-054



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E

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 377, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY	ACCESSION NO.	DATE REC'D
DIVISION/UNIT	90W865	12-14-90
DISTRICT COURT OF MARYLAND		FBI CODE
MAILING ADDRESS	LOCATION	NO. OF CU. FT.
DISTRICT COURT OF MARYLAND	RANGE SECTION(B)	19
1748 Forest Drive	32 3	
Annapolis, Maryland 21401	RECORDS CENTER MANAGER	
PHONE NO.	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
301-974-2656		
AGENCY OFFICIAL		
Penny Kostritsky		
Joan T. Federkowitz		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY: SCHEDULE, ITEM NO., DISPOSAL DATE
	TRANSMITTALS	
4245T	Feb. 88' District 01 Thru District 10-02	889-1 Jan. 1992  Disposal 11/19/97 AW
4246T	Feb. 88' District 11 Thru March 88' Dist. 07	
4247T	March 88' District 08 Thru April 88' Dist. 4-2	
4248T	April 88' District 4-3 Thru April 88' Dist. 12	
4249T	May 88' District 01 Thru May 88' District 07	
4250T	May 88' District 08 Thru June 88' District 3-4	
4251T	June 88' District 3-5 Thru June 88' District 12	
4252T	July 88' District 01 Thru District 07	
4253T	July 88' District 08 Thru District 12	
4254T	Aug. 88' Districts 01 Thru District 06	
4255T	Aug. 88' District 07 Thru District 12	
4256T	Sept. 88' District 01 Thru District 06	
4257T	Sept. 88' District 07 Thru District 12	
4258T	Oct. 88' District 01 Thru District 06	
4259T	Oct. 88' District 07 Thru District 12	
4260T	Nov. 88' District 01 Thru District 06	
4261T	Nov. 88' District 07 Thru District 12	
4262T	Dec. 88' District 01 Thru District 06	
4263T	Dec. 88' District 07 Thru District 12	

E

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 271, JESSUP, MD. 20794 (TELEPHONE -799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY	ACCESSION NO.	DATE REC'D
DIVISION/UNIT DISTRICT COURT OF MARYLAND	92W135	8-13-91
MAILING ADDRESS DISTRICT COURT OF MARYLAND 1748 Forest Drive Annapolis, Maryland 21401	LOCATION RANGE SECTION(S)	NO. OF CU. FT.
PHONE NO. 301-974-2656	8 31	6
AGENCY OFFICIAL Penny Kostriksy Joan T. Federkowitz	RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY: SCHEDULE, ITEM NO., DISPOSAL DATE
	3. TRANSMITTALS	889-1
4781T	Jan. 90' Balto., City 01 Thru 12-2 Garrett Co.	1/94 Disposal 2/18/97 [Signature]
4782T	Feb. 90' Balto., City 01 Thru 12-2 Garrett Co.	
4783T	Mar. 90' Balto., City 01 Thru 12-2 Garrett Co.	
4784T	Apr. 90' Balto., City 01 Thru 12-2 Garrett Co.	
4785T	May 90' Balto., City 01 Thru 12-2 Garrett Co.	
4786T	Jun. 90' Balto., City 01 Thru 12-2 Garrett Co.	

R-8

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**RECEIVED**

JUL 9 1991

RECORDS MANAGEMENT  
DIVISION

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DISTRICT COURT OF MARYLAND		ACCESSION NO. <b>94W637</b>		DATE REC'D <b>12-6-93</b>																												
B. DIVISION/UNIT M. A. T. S./TICKET ROOM		LOCATION RANGE SECTION(S) <b>46 6</b>		RM CODE <b>15.02.25</b>																												
C. MAILING ADDRESS 2661 RIVA RD. BLDG. 900 ANNAPOLIS, MD 21401		RECORDS CENTER MANAGER		NO. OF CU. FT. <b>6</b>																												
D. PHONE NO. 410-974-7177		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER																														
E. AGENCY OFFICIAL EDWARD UTZ, CHIEF CLERK JOAN T. FEDORKOWICZ, SUPERVISOR																																
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE																														
	<table border="1"> <thead> <tr> <th></th> <th>CITATIONS</th> <th>TRANSMITTALS</th> <th></th> </tr> </thead> <tbody> <tr> <td>5239T</td> <td>BALTIMORE CITY</td> <td>GARRETT CO.</td> <td>JULY 1990</td> </tr> <tr> <td>5240T</td> <td>BALTIMORE CITY</td> <td>GARRETT CO.</td> <td>AUG. 1990</td> </tr> <tr> <td>5241T</td> <td>BALTIMORE CITY</td> <td>GARRETT CO.</td> <td>SEPT! 1990</td> </tr> <tr> <td>5242T</td> <td>BALTIMORE CITY</td> <td>GARRETT CO.</td> <td>OCT. 1990</td> </tr> <tr> <td>5243T</td> <td>BALTIMORE CITY</td> <td>GARRETT CO.</td> <td>NOV. 1990</td> </tr> <tr> <td>5244T</td> <td>BALTIMORE CITY</td> <td>GARRETT CO.</td> <td>DEC. 1990</td> </tr> </tbody> </table>		CITATIONS	TRANSMITTALS		5239T	BALTIMORE CITY	GARRETT CO.	JULY 1990	5240T	BALTIMORE CITY	GARRETT CO.	AUG. 1990	5241T	BALTIMORE CITY	GARRETT CO.	SEPT! 1990	5242T	BALTIMORE CITY	GARRETT CO.	OCT. 1990	5243T	BALTIMORE CITY	GARRETT CO.	NOV. 1990	5244T	BALTIMORE CITY	GARRETT CO.	DEC. 1990	<p><b>#989</b> <b>#1</b></p> <p><del>OCTOBER</del> <b>1/97</b> <del>1996</del></p> <p><b>DISPOSAL</b> <b>5-4-98</b></p>		
	CITATIONS	TRANSMITTALS																														
5239T	BALTIMORE CITY	GARRETT CO.	JULY 1990																													
5240T	BALTIMORE CITY	GARRETT CO.	AUG. 1990																													
5241T	BALTIMORE CITY	GARRETT CO.	SEPT! 1990																													
5242T	BALTIMORE CITY	GARRETT CO.	OCT. 1990																													
5243T	BALTIMORE CITY	GARRETT CO.	NOV. 1990																													
5244T	BALTIMORE CITY	GARRETT CO.	DEC. 1990																													

ADMIN. OFFICE OF COURTS 15.03.01	<p align="center"><b>Department of General Services</b>  <b>Records Management Division</b>          7275 Waterloo Road (Rte. 175)          P.O. Box 275          Jessup, Maryland 20794-0275</p>	<p align="center">Prepare in duplicate</p> <p align="center">Retain one (1) copy and          forward original to          address at left.</p>
Reporting Agency		
ST. BOARD LAW EXAM.-CROWNSVL		
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.				
93W698	MD. BAR EXAM.	1409	9	2/92	15	7/22/97	RECYCLE
93W1106	MD. BAR EXAM.	1409	9	7/92	37	7/21/97	
95W811	COMPUTER RECD's	1409	1-B	7/94	8	7/10/97	

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

Signature \_\_\_\_\_ Title Records Center Manager Date June 30, 1998  
DGS 550-2 (Rev. 1/93)

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. Administrative Office of the Courts		ACCESSION NO. <b>98W698</b>	DATE REC'D <b>11-19-92</b>
B. DIVISION/UNIT State Board of Law Examiners			RM CODE <b>15.03.01</b>
C. MAILING ADDRESS People's Resource Center, Room 1.210 100 Community Place Crownsville, MD 21032-2026		LOCATION RANGE SECTION(S) <b>120 13-14</b>	NO. OF CU. FT. <b>15</b>
D. PHONE NO. (410) 514-7044		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bedford T. Bentley, Jr. Secretary, State Board of Law Examiners		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
	Maryland Bar Examination Essay Books, February 1992	Schedule 1409 Item #9 Disposal Date: July 1997
1.	Exam Books 1 - 35	<p style="text-align: center;"><i>Disposal</i> <i>7/22/97</i></p> <p style="text-align: center;"><i>[Signature]</i></p>
2.	Exam Books 36 - 79	
3.	Exam Books 81 - 125	
4.	Exam Books 126 - 160	
5.	Exam Books 161 - 200	
6.	Exam Books 201 - 245	
7.	Exam Books 246 - 287	
8.	Exam Books 288 - 320	
9.	Exam Books 321 - 359	
10.	Exam Books 360 - 399	
11.	Exam Books 400 - 442	
12.	Exam Books 443 - 485	
13.	Exam Books 486 - 526	
14.	Exam Books 527 - 552	
15.	Attorney Exam Books A-1 - A-114	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Administrative Office of the Courts		ACCESSION NO. <b>93W1106</b>	DATE REC'D <b>3-10-93</b>
B. DIVISION/UNIT State Board of Law Examiners			RM CODE <b>15.03.01</b>
C. MAILING ADDRESS People's Resource Center, Room 1.210 100 Community Place Crownsville, MD 21032-2026		LOCATION RANGE SECTION(S) <b>101 30</b>	NO. OF CU. FT. <b>37</b>
D. PHONE NO. (410) 514-7044		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bedford T. Bentley, Jr. Secretary, State Board of Law Examiners		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
	Maryland Bar Examination Essay Books, July 1992	Schedule #1409 Item #9
1.	Exam Books 1 - 45	Disposal 7/21/97 <i>[Signature]</i>
2.	Exam Books 46 - 85	
3.	Exam Books 86 - 120	
4.	Exam Books 121 - 155	
5.	Exam Books 156 - 190	
6.	Exam Books 191 - 230	
7.	Exam Books 231 - 270	
8.	Exam Books 271 - 310	
9.	Exam Books 311 - 350	
10.	Exam Books 351 - 390	
11.	Exam Books 391 - 430	
12.	Exam Books 431 - 475	
13.	Exam Books 476 - 520	
14.	Exam Books 521 - 560	
15.	Exam Books 561 - 595	
16.	Exam Books 596 - 635	
17.	Exam Books 636 - 675	
18.	Exam Books 676 - 715	
19.	Exam Books 716 - 755	
20.	Exam Books 756 - 790	
21.	Exam Books 791 - 825	
22.	Exam Books 826 - 860	
23.	Exam Books 861 - 900	
24.	Exam Books 901 - 935	
25.	Exam Books 936 - 965	
26.	Exam Books 966 - 1000	
27.	Exam Books 1001 - 1035	
28.	Exam Books 1036 - 1070	
29.	Exam Books 1071 - 1105	



Box Numbers	Description of Records with Inclusive Dates	Disposal Authority
	Maryland Bar Examination Essay Books, July 1992	Schedule #1409 Item #9
30.	Exam Books 1106 - 1140	Disposal Date:
31.	Exam Books 1141 - 1175	July 1997
32.	Exam Books 1176 - 1210	
33.	Exam Books 1211 - 1245	
34.	Exam Books 1246 - 1274	
35.	Exam Books 1316 - 1344	
36.	Exam Books 1356 - 1374 + 1500, 1501	
37.	Exam Books, Attorney 1-117	

101  
R-~~101~~  
S-30

2 empty  
R101  
S30

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Admin. Office of the Courts	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">95W811</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">1-20-95</span>
<b>B. DIVISION/UNIT</b> State Board of Law Examiners	<b>RANGE</b> <span style="font-size: 1.5em; font-family: cursive;">14</span>	<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">15.03.01</span>
<b>C. MAILING ADDRESS</b> People's Resource Center 100 Community Place, Room 1.210 Crownsville, MD 21032-2026	<b>LOCATION</b> <span style="font-size: 1.5em; font-family: cursive;">12</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">8</span>
<b>D. PHONE NO.</b> (410) 514-7044	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Bedford T. Bentley, Jr., Sec.	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	July 1994 Computer Records  Computer Records Computer Records Computer Records Computer Records Computer Records Computer Records Computer Records	Schedule #1409 Item #1B  Disposal Date July 1997  <span style="font-size: 1.5em; font-family: cursive;">Disposal</span> <span style="font-size: 1.5em; font-family: cursive;">7/10/97</span> <span style="font-size: 1.5em; font-family: cursive;">JPM</span>

JUDICIARY 15.03.02	<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		
SENTENCING GUIDELINES-ANNAP.		
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.				
93W768	WORKSHEETS	655	1	7/1/84-6/30/85	9	7/21/97	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 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 1. JUDICIARY		ACCESSION NO. <b>Q3W768</b>	DATE REC'D <b>12-8-92</b>
B. DIVISION/UNIT Sentencing Guidelines/AOC			FM CODE <b>15.03.02</b>
C. MAILING ADDRESS 2661 Riva Road, Suite 900 Annapolis, Maryland 21401		LOCATION RANGE SECTION(B) <b>110 19</b>	NO. OF CU. FT. <b>9</b>
D. PHONE NO. (410) 974-2061		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Roxanne P. McKagan		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
SGL-1	WORKSHEETS (7/1/85-6/30/85) (A-GREEN)	Schedule 655, Section III, Criminal Records, Item 1  July 1997
SGL-2	WORKSHEETS (7/84-6/30/85) (A-HIG)	
SGL-3	WORKSHEETS (7/1/84-6/30/85) (HIL-R)	
SGL-4	WORKSHEETS (7/1/84-6/30/85) (PG/8ALT. CITY)	
SGL-5	WORKSHEETS (7/1/84-6/30/85) (ALLEG., A.A., 8ALT. CITY)	
SGL-6	WORKSHEETS (7/1/84-6/30/85) (8ALT. CITY)	
SGL-7	WORKSHEETS (7/84-6/30/85) (S-YO)	
SGL-8	WORKSHEETS (7/1/84-6/30/85) (8ALT. CO., FREDERICK, DORCHESTER, ALLEG., A.A., CECIL, BALT. CITY)	
SGL-9	WORKSHEETS (7/1/84-6/30/85) (WASHINGTON, WICOMICO, CAROLINE, P.G., CECIL, CARROLL, MONT., HOWARD, KENT, GARRETT, HARFORD)	

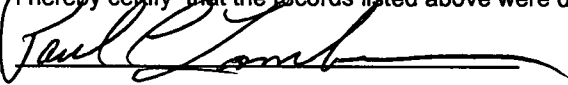
*7/21/92  
Disposal  
AW*

JUD 15.03.03	<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
Reporting Agency		Retain one (1) copy and forward original to address at left.
COURT OF APPEALS -PERSONNEL		
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.				
93W1533	PERSONNEL RECORDS	750	7	1990-93	15	10/21/97	RECYCLE

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

	Records Center Manger	June 30, 1997	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**

*Partial*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Jud.</i>		ACCESSION NO. <i>93W1533</i>	DATE REC'D
B. DIVISION/UNIT <i>Personnel</i>		LOCATION RANGE SECTION(S) <i>54 1</i>	RM CODE <i>15.03.03</i>
C. MAILING ADDRESS <i>Court of Appeal Bldg.</i>		NO. OF CU. FT. <i>15</i>	
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Karen Kotschenreuther/M. Lang</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>1-2</i>	<i>Computer Printouts 1990-93</i>	<i>750 # 7</i>	
<i>4</i>	<i>Training materials and Staffing 1990-93</i>	<i>1/97</i>	
<i>5</i>	<i><del>Resumes 1990-93</del> Correspondence</i>		
<i>6-7</i>	<i>Resumes 1990-93</i>		
<i>8</i>	<i>AOC sick leave slips</i>		
<i>9</i>	<i>Misc. Resumes</i>		
<i>11</i>	<i>Gen'l CORR.</i>		
<i>12-13</i>	<i>Doctor <del>slip</del> slips</i>		
<i>14-16</i>	<i>Resumes 1990-93</i>		
		<i>Disposal 10/21/97 PZ</i>	

ADMINISTRATIVE OFFICE 15.03.04	<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
Reporting Agency		Retain one (1) copy and forward original to address at left.
DATA ENTRY DEPT. - ANNAPOLIS		
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.				
95W1150	CITATION & PAYMENT	989	1	1994	27	7/15/97	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 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**

<b>A. AGENCY</b> ADMINISTRATIVE OFFICE OF THE COURTS	<b>ACCESSION NO.</b> <i>95W1150</i>	<b>DATE REC'D</b> <i>3-7-95</i>
<b>B. DIVISION/UNIT</b> DATA ENTRY DEPARTMENT		<b>RM CODE</b> <i>15.03.04</i>
<b>C. MAILING ADDRESS</b> JUDICIAL INFORMATION SYSTEMS 2661 RIVA RD BLDG 900 ANNAPOLIS MD 21401	<b>LOCATION RANGE SECTION(S)</b> <i>37 28</i>	<b>NO. OF CU. FT</b> <i>27</i>
<b>D. PHONE NO.</b>  410-841-1034	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> JAMES M. VASELECK CHARLENE C. WATKINS	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY
1	CITATION & PAYMENT ERROR LISTING 01-01 TO 01-31-94	<i>7/ 989-1 1997  Disposal 7/15/97  jps</i>
2	" " " 02-01 TO 02-28-94	
3	" " " 03-01 TO 03-28-94	
4	" " " 03-29 TO 04-26-94	
5	" " " 04-27 TO 05-20-94	
6	" " " 05-23 TO 06-15-94	
7	" " " 06-16 TO 07-13-94	
8	" " " 07-14 TO 07-29-94	
9	" " " 08-01 TO 08-23-94	
10	" " " 08-24 TO 09-15-94	
11	" " " 09-16 TO 10-06-94	
12	" " " 10-07 TO 11-04-94	
13	" " " 11-05 TO 12-07-94	
14	" " " 12-08 TO 12-31-94	
15	TRAFFIC DELETE REPORT 01-01 TO 08-31-94	
16	" " " 09-01 TO 12-31-94	
17	MVA VERIFICATION LISTING 01-01 TO 07-30-94	
18	" " " 08-01 TO 12-31-94	
19	CITATION & PAYMENT BATCH BALANCING 01-01 TO 02-17-94	
20	" " " 02-18 TO 03-31-94	
21	" " " 04-01 TO 05-09-94	
22	" " " 05-10 TO 06-20-94	
23	" " " 06-21 TO 07-26-94	
24	" " " 07-27 TO 08-30-94	
25	" " " 09-01 TO 09-30-94	
26	" " " 10-01 TO 12-31-94	
27	TRAFFIC SUMMARY 01-01 TO 12-31-94	

R-37

S-28

2-Empties

JUDICIARY / 2200100 15.03.05	<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		
ADMINISTRATIVE OFFICE - ANNAP.		
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.				
96W1056	GAD DAILY & CLOSE	751	1-A	1994	24	7/14/97	RECYCLE
96W1057	INVENTORY	751	1-C	7/1/93-6/30/94	6	7/10/97	

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 Date

E

TO JESSUP

**RECORDS TRANSMITTAL AND RECEIPT**

PAGE 1 OF 2

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. JUDICIARY / 220100		ACCESSION NO. 9661056		DATE REC'D 3-6-96
B. DIVISION/UNIT ADMINISTRATIVE OFFICE OF THE COURTS		RANGE 43		FM CODE 15.03.05
C. MAILING ADDRESS 361 ROWE BLVD. ANNAPOLIS, MD 21401		LOCATION 28	SECTION(S)	NO. OF CL. FT. 24
D. PHONE NO. 410-974-2141 ext. 322		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL ROXANNE MCKAGAN		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	SEE ATTACHED	# 751 # 1A SEE ATTACHED  7/97  *Missing Boxes No. # REV-1 + SES-19  Disposal 7-18-97 AW		

BOX NUMBERS	DESCRIPTION OF RECORDS W/INCLUSIVE DATES	DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE.
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<u>REV-1</u> <i>missmy</i>	STARS 101 & 102 ALLEG-HARF FY94	7/97 m
REV-8	CD'S ALLEG TO HARFORD FY94	7/97
REV-9	CD'S HOWARD TO BALT FY94	7/97
REV-16	STARS EOM REV OCT-DEC FY94	7/97
REV-17	STARS EOM JAN-MAR FY94	7/97
REV-19	? OK	7/97
REV-20	STARS EOM REP JAN-SEPT FY94	7/97
JES-15	940/SUI/ARCHS/CENTREX/DHCD/TAX OFFSET	7/97
JES-16	SUI/CENTREX/DHCD	7/97
JES-17	BA'S/BC JUV GRANT/NETWORK/CLASS STUDY/ OBLIGATED FUNDS/POSTAGE/SJI GRANT/MISC	7/97
<u>JES-19</u> <i>missmy</i>	FY94 ? OK	7/97 m
AUD-9	AOC EOM AUG & SEPT FY94	7/97
AUD-10	AOC EOM OCT & DEC FY94	7/97
AUD-10A	AOC EOM NOV & JULY FY94	7/97
AUD-11	AOC EOM JAN & FEB FY94	7/97
AUD-12	AOC EOM MAR & APR FY94	7/97
AUD-13	AOC EOM MAY & JUNE FY94	7/97
AUD-14	GAD DAILY AND CLOSE JULY & AUG FY94	7/97
AUD-15	GAD DAILY AND CLOSE SEPT & OCT FY94	7/97
AUD-16	GAD DAILY AND CLOSE NOV & DEC FY94	7/97
AUD-17	GAD DAILY AND CLOSE JAN & FEB FY94	7/97
AUD-18	GAD DAILY AND CLOSE MAR & APR FY94	7/97
AUD-19	GAD DAILY AND CLOSE MAY & JUNE FY94	7/97
AUD-44	CLERKS COV LETTS/WEST PACK SLIPS FY94	7/97
AUD-44	940'S/RETIREED JUDGES SITTING LIST FY94	7/97

**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. Judiciary		ACCESSION NO. <b>96W1057</b>	DATE RECD <b>3-6-96</b>
B. DIVISION/UNIT Administrative Office of the Courts		RANGE <b>416</b> LOCATION <b>4</b> SECTION(S)	RM CODE <b>15.03.05</b>
C. MAILING ADDRESS Courts of Appeal Building 361 Rowe Blvd., Annapolis, MD 21401		RECORDS CENTER MANAGER	NO. OF CL. FT. <b>6</b>
D. PHONE NO. (410) 974-2141 x322		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL Roxanne McKagan			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE	
		Schedule 751 Section C	
INV-7	Inventory, Allegany - Carroll County, FY 94, 7/1/93-6/30/94	7/1/97	
INV-8	Inventory, Cecil-Talbot, 7/1/93-6/30/94	7/1/97	
INV-9	Inventory, Washington-Worcester, AOC, Excess, 7/1/93-6/30/94	7/1/97	
INV-10	JIS FATEMP Listing 7/1/93-6/30/94	7/1/97	
INV-11	JIS FATEMP Listing 7/1/93-6/30/94	7/1/97	
INV-12	JIS FATEMP Listing 7/1/93-6/30/94	7/1/97	
<del>INV-13</del>	<del>Receive forms 93-94 (binders from Gene)</del>	<del>7/1/97</del>	
		Disposal 7/18/97 <i>[Signature]</i>	

STATE TREASURER'S OFFICE 27.01	<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		
INSURANCE DIVISION- ANNAPOLIS		
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.				
94W888	INSURANCE CLAIM FILES	1529	4B	1990	80	7/22/97	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY State Treasurer's Office	ACCESSION NO. <b>94W888</b>	DATE REC'D <b>3-14-94</b>
2. DIVISION/UNIT Insurance Division	RM CODE <b>27.01</b>	
3. MAILING ADDRESS 80 Calvert Street, RM 109 Annapolis, MD 21401	LOCATION RANGE SECTION(S) <b>139 4-5</b>	NO. OF CU. FT. <b>80</b>
4. PHONE NO. 410-974-3533	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Judy Smith	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	1990 - INSURANCE CLAIM FILES	1529, 4B, <del>6/30/97</del>
2	1990 - INSURANCE CLAIM FILES	1529, 4B <del>6/30/97</del>
3	1990 - INSURANCE CLAIM FILES	<b>7/197</b> 1529, 4B <del>6/30/97</del>
4	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
5	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
6	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
7	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
8	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
9	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
10	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97

disposal  
7/22/97  
AW

Fig. 2



11	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
12	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
13	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
14	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
15	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
16	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
17	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
18	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
19	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
20	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
21	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
22	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
23	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
24	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
25	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
26	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
27	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
28	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97

29	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
30	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
31	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
32	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
33	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
34	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
35	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
36	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
37	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
38	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
39	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
40	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
41	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
42	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
43	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
44	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
45	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
46	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97

47	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
48	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
49	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
50	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
51	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
52	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
53	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
54	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
55	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
56	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
57	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
58	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
59	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
60	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
61	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
62	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
63	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
64	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97

65	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
66	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
67	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
68	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
69	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
70	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
71	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
72	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
73	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
74	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
75	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
76	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/96
77	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
78	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
79	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97
80	1990 - INSURANCE CLAIM FILES	1529, 4B 6/30/97

R-139

S-4-5

1 empty

S-5

STATE TREASURER'S OFFICE 27.01  
Reporting Agency  
INSURANCE DIVISION-ANNAPOLIS  
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				
95W319	INSURANCE CLAIM FILES	1529	4B	1991	39	9/23/98	RECYCLE

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

\_\_\_\_\_  
Signature  
DGS 550-2 (Rev. 1/93)

Records Center Manager  
Title

June 30, 1998  
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

<b>A. AGENCY</b> 1. State Treasurer's Office		<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">95W319</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">8-29-</span>
<b>B. DIVISION/UNIT</b> Insurance Division		<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">27.01</span>	
<b>C. MAILING ADDRESS</b> 80 Calvert Street - Room 109 Annapolis, Maryland 21401		<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">155 24-25</span>	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 410-974-3533		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Judy Smith		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	1991 - INSURANCE CLAIM FILES	1529, 4B, 7/30/98	
2	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
3	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
4	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
5	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
6	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
7	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
8	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
9	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
10	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	

9-23-98  
 Disposed  
 E

Fig. 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

<b>A. AGENCY</b> 1. State Treasurer's Office		<b>ACCESSION NO.</b>	<b>DATE REC'D.</b>
<b>B. DIVISION/UNIT</b> Insurance Division		<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> 80 Calvert Street, Room 109 Annapolis, Maryland 21401		<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 410-974-3533		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Judy Smith		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	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
12	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
13	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
14	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
15	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
16	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
17	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
18	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
19	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
20	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	



## RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. State Treasurer's Office		<b>ACCESSION NO.</b>	<b>DATE REC'D.</b>
<b>B. DIVISION/UNIT</b> Insurance Division		<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> 80 Calvert Street, Room 109 Annapolis, Maryland 21401		<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 410-974-3533		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Judy Smith		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
31	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
32	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
33	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
34	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
35	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
36	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
37	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
38	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	
39	1991 - INSURANCE CLAIM FILES	1529, 4B 7/30/98	

R-155

S-24-25

7 Emptyies

S-25

<b>CHARLES COUNTY COMMUNITY COLLEGE</b>	<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		
COLLEGE SERVICES/FINANCIAL ASSISTANCE		
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.				
95W1029	STUDENT FINANCIAL ASSISTANCE	1531	1	7/91-6/92	6	7/98	RECYCLE

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

\_\_\_\_\_  
 Signature  
 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 Dec. 30, 1998  
 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. Charles County Community College		ACCESSION NO. <b>95W1029</b>	DATE REC'D <b>2-16-95</b>
B. DIVISION/UNIT College Services/Financial Assistance			RM CODE <b>28.03.01</b>
C. MAILING ADDRESS P.O. Box 910 La Plata, Maryland 20646-0910		LOCATION RANGE SECTION(S) <b>33 11</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. (301) 934-2251 ext. 531		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Chad A. Norcross, Director of Financial Asst.		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	STUDENT FINANCIAL ASSISTANCE RECORDS, 1991-92 SCHOOL YEAR; INCLUSIVE DATES 7/1/91 - 6/30/92 BOX # 1 IS ALPHA A - Coombs,	Schedule #1531 Item #1 Disposal Date: <b>7/1/98</b>
2	SAME AS ABOVE, ALPHA COOPER thru GILBERT, J.	SAME AS ABOVE
3	SAME AS ABOVE, ALPHA GILL, G. thru LEIB, A.	SAME AS ABOVE
4	SAME AS ABOVE FOR LENHART, J. thru PERISHO, C.	SAME AS ABOVE
5	SAME AS ABOVE FOR PERKINS, L. thru SYRING, S.	SAME AS ABOVE
6	SAME AS ABOVE FOR TABOR, C. thru ZIMMERMAN, L.	SAME AS ABOVE <b>DISPOSAL</b> <b>11-5-98</b>



**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**

<b>A. AGENCY</b> 1. STATE HIGHWAY ADMINISTRATION		<b>ACCESSION NO.</b> 97W658	<b>DATE REC'D</b> 1-27-97
<b>B. DIVISION/UNIT</b> MOTOR CARRIER - HAULING PERMITS			<b>RM CODE</b> 26.03.06
<b>C. MAILING ADDRESS</b> OFFICE OF TRAFFICE AND SAFETY 7491 CONNELLY DRIVE HANOVER, MARYLAND 21076		<b>LOCATION</b> <b>RANGE</b> 26 <b>SECTION(S)</b> 7-8	<b>NO. OF CU. FT.</b> 32
<b>D. PHONE NO.</b> 410-582-5729		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> DARLENE EIDE		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	EXPIRED BLANKETS ( 92 thru 93)      \$schedule #1829)	DISPOSAL DATE July 1998
2	SPECIALS ( A - BR JULY 94 - JUNE 95)	<i>Disposed 10/6/98 [Signature] [Signature]</i>
3	SPECIALS ( BR - CQ JULY 94 - JUNE 95)	
4	SPECIALS (CQ - D JULY 94 - JUNE 95)	
5	SPECIALS (E - GREENWAY JULY 94 - JUNE 95)	
6	SPECIALS ( GROVE - I JULY 94 - JUNE 95)	
7	SPECIALS ( J - WILLIAM N. MASON JULY 94 - JUNE 95)	
8	SPECIALS ( MB - Q JULY 94 - JUNE 95)	
9	SPECIALS (R - S JULY 94 - JUNE 95)	
10	SPECIALS ( T - Z JULY 94 - JUNE 95)	
11	SPECIALS BUDS PERMIT SERVICE - JAN 95 - JUNE 95)	
12	SPECIALS BUD'S PERMIT SERVICE APRIL 95 - JUN 95)	
13	SPECIALS EDS PERMIT SERVICE (JULY 94 - JUNE 95), DAILY SPECIALS	
14	SPECIALS DAILY EXPRESS , PERMIT EXPRESS, STATE PERMITS (JULY 94 - JUNE 95)	
15	SPECIALS INTERSTATE PERMIT SVC, NANTICOKE HOMES (7-94/6-95)	
16	SPECIALS MARYLAND PERMIT SERVICE (JULY 94 - JUNE 95)	
17	SPECIALS HOME RUN - TRANSCOM (JAN - 95 - 2-95)	
18	SPECIALS TRANSCOM (MAR 95 - JUNE 95)	
19	SPECIAL TUI (JAN 95 - FEB 95)	

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
20	SPECIALS TRANSCEIVER UNITED (FEB 95 - MAR 95)	DISPOSAL DATE JULY (1998)
21	SPECIALS TRANSCEIVER UNITED (MAR 95 - APRIL 95)	
22	SPECIALS TRANSCEIVER UNITED (APRIL 95 - MAY 95)	
23	SPECIALS TRANSCEIVER UNITED (MAY - JUNE 95)	
24	SPECIALS IPS, DAILY, GOV'T PERMITS (JULY 94- JUNE 95)	
25	PINK COPIES TRANSCEIVER UNITED (JUNE 95), TRANSCOM	
26	SPECIALS TRANSCOM - XERO-FAX (JULY 94 - JUNE 95)	
27	SPECIAL, BLANKETS ( APRIL - JUNE 95)	
28	CHECK LOGS, CD SLOPS, ENG FEES (JAN - DEC 93)	
29	SPECIALS, BLANKETS, BOOKS (JULY - MAR 94-95)	
30	INDIVIDUAL ACCT. ADDRESS FILE, CROSS REFERENCE FILES/ACCOUNT LEDGERS)	
31	PERMIT SERVICES, ADDRESS FILED, CROSS - REFERENCE FILES, ACCOUNT LEDGER	
32	RUN 42, HISTORY REPORTS, CASH RECEIPTS, CC PERMITS, MONTHLY REPORTS, JOURNALS (APRIL 95 - JUNE 95) specials, blankets, books	

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

Date

Signature

Title

Date

State Archivist

MARYLAND HIGHER EDUCATION COMMISSION 28.04	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		
PLANNING AND ACADEMIC AFFAIRS		
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.				
95W240	ACADEMIC COMMON MARKET APPLICANTS	611	3	1993	2	7/98	RECYCLE
95W241	TOLBERT MEMORIAL GRANT PROGRAM	1206A-1	1	1987-1988, 1992- 1993	9	7/98	RECYCLE
95W242	FINANCIAL AID FORMS	1206A-1	1	1992-1993	45	7/98	RECYCLE
95W244	TEACHER SCHOLARSHIP PROGRAM	1206A-1	4	1986-87, 1988-89	4	7/98	RECYCLE
95W245	VERIFICATION PROCESS LETTERS	1206A-1	1	1985-86, 1990-91	5	7/98	RECYCLE
98W381	TRANSMITTALS	1885	1F	1995	5	7/98	RECYCLE
98W631	TIMESHEETS	1885	1D	1995	2	7/98	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 Dec. 30, 1998  
 Date



E

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. <b>95W240</b>	DATE REC'D <b>8-19-94</b>
B. DIVISION/UNIT Planning & Academic Affairs			RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S) <b>37 9</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 E	Academic Common Market Applicants (Summer & Fall 1993) A thru M	Schedule # 611 Item # 3 July 1998
Box 2 E	Academic Common Market Applicants (Summer & Fall 1993) N thru Z	Schedule # 611 Item # 3 July 1998 <i>Disposed 11/19/98 WH 2 copies</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 1. Maryland Higher Education Commission	ACCESSION NO. <b>95w241</b>	DATE REC'D <b>8-19-94</b>
B. DIVISION/UNIT State Scholarship Administration		RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <b>37</b> <b>15</b>	NO. OF CU. FT. <b>9</b>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	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
<ul style="list-style-type: none"> <li>✓1 J</li> <li>✓2</li> <li>✓3</li> <li>✓4</li> <li>✓5</li> <li>✓6</li> <li>✓7</li> <li>✓8</li> <li>✓9</li> </ul>	<p>Tolbert Memorial Grant Program [AY87-88 thru AY92-93]</p> <p>Student Award Information</p> <ul style="list-style-type: none"> <li>1987</li> <li>1989</li> <li>Spring 1991</li> <li>Summer 91-92</li> <li>Spring 1992</li> <li>Summer 1992</li> <li>Fall 1992</li> <li>Fall 1992</li> <li>Spring 1993</li> </ul>	<p>Schedule 1206A-1 Item #1 Disposal Date: 07/01/98</p> <p><i>Disposed</i> <i>11/9/98</i> <i>WRK</i> <i>9 Encls</i></p>

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. Maryland Higher Education Commission	ACCESSION NO. 95W 242	DATE REC'D 8-19-94
B. DIVISION/UNIT State Scholarship Administration		RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) 1 12-13	NO. OF CU. FT. 45
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	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
L  ✓1 ✓2 ✓3 ✓4 ✓5 ✓6 ✓7 ✓8 ✓9 ✓10 ✓11 ✓12 ✓13 ✓14 ✓15 ✓16 ✓17 ✓18 ✓19 ✓20 ✓21 ✓22 ✓23 ✓24 ✓25 ✓26 ✓27 ✓28 ✓29 ✓30	Financial Aid Forms (FAF) [AY92-93]  Alphabetical Student Files  A A-B B B B-C C C D D E-F F-G G-H G H H-I J J-K K-L L L-M M M M-N N-O O-P P P-Q-R R S S	Schedule 1206A-1 Item #1 Disposal Date: 07/01/98  <i>Disposal</i> <i>9/8/98</i> <i>PC</i>

FINANCIAL AID FORMS (FAF) [AY92-93] continued

✓31	S
✓32	S-T
✓33	T-V
✓34	V-W
✓35	W
✓36	W-Z

LATE FINANCIAL AID FORMS (FAF) [AY92-93]

✓37	05/92-07/92
✓38	05/92-06/92
✓39	06/92
✓40	07/92
✓41	08/92
✓42	09/92
✓43	11/92-1/93
✓44	Out-of-State
✓45	SSA-15

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. Maryland Higher Education Commission	ACCESSION NO. <b>95 W 244</b>	DATE REC'D <b>8-19-94</b>
B. DIVISION/UNIT State Scholarship Administration		RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <b>13 14</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>R</b>	Sharon Christa McAuliffe Teacher Scholarship Program [AY86-87 and AY88-89]  Student Files  <ul style="list-style-type: none"> <li>✓1 86-87</li> <li>✓2 88-89</li> <li>✓3 Never Awarded</li> <li>✓4 1990</li> <li><del>1991</del></li> </ul>	Schedule 1206A-1 Item #1 Disposal Date: 07/01/98  <i>Disposed</i> <i>9/29/98</i> <i>HR</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 1. Maryland Higher Education Commission	ACCESSION NO. <b>95W245</b>	DATE REC'D <b>8-19-94</b>
B. DIVISION/UNIT State Scholarship Administration	RM CODE <b>28.04</b>	
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <b>8</b> <b>10</b>	NO. OF CU. FT. <b>5</b>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	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
<p style="text-align: center;"><b>T</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>Verification Process Letters [AY85-86 thry AY90-91]</p> <p>Alphabetical Student Files</p> <p>A-G                      -</p> <p>Ha-M                    -</p> <p>N-R                      -</p> <p>Sa-Z                     -</p> <p>S-Z                      -</p>	<p>Schedule 1206A-1 Item #1 Disposal Date: 07/01/98</p> <p><i>Disposal</i> <i>10/4/98</i></p> <p><i>[Signature]</i></p>

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. MARYLAND HIGHER EDUCATION COMMISSION	<b>Accession No.</b>  98W381	<b>Date Rec'd</b> 10-23-97
<b>B. Division/Unit</b> ACCOUNTING/MANAGEMENT SERVICES	<b>Location</b> Range                  Section(s)  32                      8	<b>RM Code</b> 28.04
<b>C. Mailing Address</b> 16 Francis Street Annapolis, MD 21401	<b>No. of Cu. Ft.</b>  5	
<b>D. Phone No.</b> 410-974-2971	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Carla M. Rich	<b>To Be Completed At</b> <b>State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No.: Disposal Date
# 1	FY 95 Transmittals 7/1/94 - 6/30/95	Schedule 1885, Item 1F
# 2	FY 95 Transmittals 7/1/94 - 6/30/95	" " " "
# 3	FY 95 Transmittals 7/1/94 - 6/30/95	" " " "
# 4	FY 95 Transmittals 7/1/94 - 6/30/95 Staus & Interagency (Reg "G") Accruals	" " " "
# 5	FY 95 Adj. (Staus 120) / Return Stop Payment R Staus Checks Central charges / inter agency chgs.	" " " " Disposal Date 06/30/98

DISPOSAL  
11-5-98

E

DEPARTMENT OF GENERAL SERVICES  
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. Higher Education Commission		Accession No. <b>98W631</b>	Date Rec'd <b>3-12-98</b>
B. Division/Unit <i>Accounting/mgmt Services Payroll</i>		Location Range Section(s) <b>48 5</b>	RM Code <b>28.04</b>
C. Mailing Address <i>16 Francis St. Annapolis MD 21404</i>		No. of Cu. Ft. <b>2</b>	
D. Phone No. <i>410-974-2971</i>		Records Center Manager	
E. Agency Official <i>William M. Rick</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
01-02	Timesheets for 01/01/95 to 12/31/95	Schedule 1885-1D Disposal Date 12/31/98  Disposed 1/10/2000 <i>[Signature]</i>



UNIV. OF MD. COLL. PARK 28.01.03	<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		
AEROSPACE ENG.- COLLGE PARK MD		
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				
93W619	PERSONNEL RECORDS	780	3	1985-1989	1	5/6/98	RECYCLE

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

	Records Center Manager	June 30, 1998
Signature	Title	Date
DGS 550-2 (Rev. 1/93)		

# 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. University of Maryland at College Park

**B. DIVISION/UNIT** Aerospace Engineering  
Glenn L. Martin Wind Tunnel

**C. MAILING ADDRESS**  
Glenn L. Martin Wind Tunnel

University of Maryland  
Bldg. 081 - Room 2102  
College Park, Maryland 20742 3215

**D. PHONE NO.**

(301) 405-6861

**E. AGENCY OFFICIAL**

Jewel B. Barlow

ACCESSION NO.

93W619

DATE REC'D

11-2-92

RM CODE

28.01.03

LOCATION

RANGE SECTION(S)

32 26

NO. OF CU. FT.

1

RECORDS CENTER MANAGER

TO BE COMPLETED AT  
STATE RECORDS MANAGEMENT CENTER

**2. BOX NUMBERS**

1

**3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES**

Personnel Records  
'85 to '89

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

Schedule #780  
Item #3  
Disposal Date  
Jan. '98

*Disposal  
5-6-98  
JK*

UNIV. OF MD. BALTO. 28.01.05.01
Reporting Agency
HUMAN RESOURCES MGMT.- BALTO.
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.				
95W937	PAYROLL BENEFITS	1527	2 & 3	12/31/97	31	5/7/98	RECYCLE

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

\_\_\_\_\_

Records Center Manager  
Title

June 30, 1998  
Date

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**

<b>A. AGENCY</b> 1. University of Maryland @ Baltimore	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">95W937</span>	<b>DATE RECD</b> <span style="font-size: 1.5em; font-family: cursive;">1-30-95</span>
<b>B. DIVISION/UNIT</b> Office of Human Resources Management	<b>RM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">28.01.05.01</span>	
<b>C. MAILING ADDRESS</b> 737 W. Lombard Street Baltimore, Maryland 21201	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">12 9-10</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">31</span>
<b>D. PHONE NO.</b> (410) 706-7171	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Beverly Bell / <i>Beverly Bell</i>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
33 - <sup>63</sup> 66	Payroll Benefits & Records (1527) FY 1992 Disposal Date 12/31/97 Agency Code - 36.02.21 See attached schedule  Classification/Compensation Records (1527) FY 1992 Disposal Date 12/31/97 Agency Code - 36.02.21 See attached schedule	#1527 #2+3  <span style="font-size: 2em; font-family: cursive;">1/98</span>  <span style="font-size: 1.5em; font-family: cursive; transform: rotate(-15deg);">DISPOSAL 5-7-98</span>

R-12

S-9-10

7 Empties

S-10

MD. HIGHER ED. COMM. 28.04	<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
Reporting Agency		Retain one (1) copy and forward original to address at left.
ACCOUNTING-ANNAPOLIS		
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.				
95W246	ACCOUNTING RECD's	623	1	1993	11	9/18/98	RECYCLE

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

Records Center Manager
June 30, 1998
Signature

Title
Date

E

### 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 36.09.00 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT		95W246	8-19-94
C. MAILING ADDRESS The Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S) 6 17	NO. OF CU. FT. 11
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington		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
BB	FY 1993 - Accounting Records	Schedule No. 623 Item 1 Disposal Date 7/1/98
1	Transmittals T063092B-T102392B	<i>Thompson</i> <i>9/18/98</i> <i>JK</i>
2	" T103092B-T022593B	
3	" T022693B-T052793B, FICA	
4	" T052893B-T062393B, CD's, Interagency invoices	
5	" G072892B-G062293B, TIAA-CREF, Working fund, Bank statements, misc.	
6	MHEC Balance sheets, Payroll, Purchasing	
7	SSA Billing Rosters - Fall '92, Firemen, 9301, 9304	
8	" " " - Spring '93, Tolbert, LARP, Misc.	
9	" FADR's - Fall '92	
10	" " - Spring '93, 9301, 9304, P.A./N.P.	
11	STARS	

MD. HIGHER ED. COMM. 28.04	<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		
STATE SCHOLARSHIP ADMIN- ANNAP.		
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.				
93W985	SBCC ACCTG. RECD's	623	1	1986-1990	31	7/16/97	RECYCLE
93W986	SBCC RECORDS	611	3		18	7/10/97	
95W235	SCHOLARSHIP PROGRAM	1206A-1	1	1987-1990	1	7/9/97	
95W237	PLANNING & ACADEMIC	611	3	1992	2	7/10/97	
95W238	FINANCIAL AID FORMS	1206A-1	1	1991-1992	28		
95W239	ACCOUNTING RECORDS	623	1	1992	15	7/10/97	
95W1048	GENERAL ST. SCHOLAR	1206A-1	1	1989-1990	2	7/8/97	

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

\_\_\_\_\_  
Signature  
DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
Records Center Manager  
Title

\_\_\_\_\_  
June 30, 1998  
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

<b>A. AGENCY</b> 36.09.00 Maryland Higher Education Commission	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">93W985</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">2-10-93</span>
<b>B. DIVISION/UNIT</b>	<b>RM CODE</b> <span style="font-size: 1.5em;">28.04</span>	
<b>C. MAILING ADDRESS</b> 16 Francis Street, The Jeffrey Bldg. Annapolis, MD 21401	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em;">40 18-19</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em;">31</span>
<b>D. PHONE NO.</b> (410) 974-2971	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Cis Whittington	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
	SBCC Accounting Records	
1	Continuing Ed. - Bennial Reviews (1988)	Schedule #623 Item #1 Disposal date 7/01/97  <div style="font-size: 1.5em; font-family: cursive; text-align: center;">                         Disposal                          7-16-97                          AW                     </div>
2	" " " "	
3	State Aid Payments (1986)	
4	Transmittals / Personnel (1990)	
5	Personnel (1991)	
6	CC5's / CC6's (1982-86)	
7	State Aid (1985)	
8	CC5's (1982-83) CC2's / CC3's (1988)	
9	CC2's / CC3's (1988)	
10	CC Audit Reports (1982-86)	
11	Continuing Ed. (1987) - CC10 Cards	
12	CC2, 3, 4's (1988)	
13	CC4's (1986-87)	
14	Continuing Ed. (1989) - CC11's / CC12's	
15	State Aid (1986-87)	
16	CC3's / CC4's (1986-87)	
17	Continuing Ed. (1987) - CC10's	
18	" " "	
19	CC4's (1983-84)	
20	TIAA/CREF (1981-88)	
21	" " (1984-85)	
22	JTPA	
23	"	
24	"	
25	Continuing Ed. - CC10's	
26	CC Audits	
27	TIAA/CREF Payments FY90	
28	Invoices FY90	
29	" "	
30	" "	
31	" "	

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 36.09.00 1. Maryland Higher Education Commission		ACCESSION NO. <b>93W986</b>	DATE REC'D <b>2-10-93</b>
B. DIVISION/UNIT			RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street, The Jeffrey Bldg. Annapolis, MD 21401		LOCATION RANGE SECTION(S) <b>13 15</b>	NO. OF CU. FT. <b>18</b>
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington		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
	SBCC Records	
1A	Credit Program Correspondence - Allegany CC	Schedule #611 Item #3 Disposal date: 7/01/97  <i>Disposal</i> <i>7/10/97</i> <i>JSP</i>
2A	" " " Anne Arundel CC	
3A	" " " Baltimore City CC	
4A	" " " Catonsville CC	
5A	" " " Catonsville / Cecil CC	
6A	" " " Chesapeake CC	
7A	" " " Charles CC	
8A	" " " CCB / Wor Wic Tech	
9A	" " " Dundalk CC	
10A	" " " Dundalk / Essex CC	
11A	" " " Essex / Frederick CC	
12A	" " " Frederick / Garrett CC	
13A	" " " Hagerstown / Harford CC	
14A	" " " Harford / Howard CC	
15A	" " " Howard / Montgomery CC	
16A	" " " Montgomery College	
17A	" " " Montgomery / Prince Georges	
18A	" " " Prince Georges / Wor Wic	

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. Maryland Higher Education Commission	ACCESSION NO. 95W235	DATE REC'D 8-19-94
B. DIVISION/UNIT State Scholarship Administration		RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) 54 32	NO. OF CU. FT. 1
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	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 X	Delegate Scholarship Program [AY87-90] Student Files Districts 06-13 and 21-29	Schedule 1206A-1 Item #1 Disposal Date: 07/01/96  Disposal 7/9/97 PL

E

### RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 878, JESSUP, MD. 20794 (TELEPHONE - 790-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland Higher Education Commission		<b>ACCESSION NO.</b>  95W237	<b>DATE REC'D</b> 8-19-94
<b>B. DIVISION/UNIT</b> Planning & Academic Affairs			<b>RM CODE</b> 28.04
<b>C. MAILING ADDRESS</b> 16 Francis Street Annapolis, MD 21401		<b>LOCATION</b> <b>RANGE</b> 33 <b>SECTION(S)</b> 6	<b>NO. OF CU. FT.</b> 2
<b>D. PHONE NO.</b> 410-974-2971		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Cis Whittington		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
A Box 1 A	FY 1992: CC2's & CC3's. Allegany Thru Essex Comm. College	Schedule # 611, Item # 3, July 1997 ✓
Box 2 A	FY 1992: CC2's & CC3's. Frederick Community College thru WorWic Community College	Schedule # 611, Item # 3, July 1997 ✓  <i>Disposal</i> <i>7/10/97</i> <i>[Signature]</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. Maryland Higher Education Commission	ACCESSION NO. <span style="font-size: 1.5em;">95W 238</span>	DATE REC'D <span style="font-size: 1.5em;">8-19-94</span>
B. DIVISION/UNIT State Scholarship Administration		RM CODE <span style="font-size: 1.5em;">28.04</span>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <span style="font-size: 1.5em;">35 7-8</span>	NO. OF CU. FT. <span style="font-size: 1.5em;">28</span>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	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
M  ✓1 ✓2 ✓3 ✓4 ✓5 ✓6 ✓7 ✓8 ✓9 ✓10 ✓11 ✓12 ✓13 ✓14 ✓15 ✓16 ✓17 ✓18 ✓19 ✓20 ✓21 ✓22  ✓23 ✓24 ✓25 ✓26 ✓27 ✓28	Financial Aid Forms (FAF) [AY91-92] Alphabetical Student Files  A <sup>1</sup> -A <sup>4</sup> B <sup>1</sup> -B <sup>4</sup> B <sup>5</sup> -B <sup>8</sup> B <sup>9</sup> -Chy Ci-Cz D-Dz E-Fo Ga-Gy Ha-Hi Hl-Joh Joh-Kp Kb-Ll Lo-McF McG-Mort Mort-Oz P-Q Ra-Ry Sa-Skw Sl-Sz Ta-Tz U-Wil Wes-Z  Late/Revised FAFs A-G G-K L-Q T-Z Late/Revised 91-92 (3BA) Late 91-92 (3BB)	Schedule 1206A-1 Item #1 Disposal Date: 07/01/97

R35

S7-8

1 Empty

S-7

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 36.09.00 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D 8-19-94
B. DIVISION/UNIT		95W239	RM CODE 28.04
C. MAILING ADDRESS The Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S) 33 6	NO. OF CU. FT. 15
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington		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
AA	FY 1992 - Accounting Records	Schedule No. 623 Item 1 Disposal Date 7/1/97
1	Transmittals T070991B-T112991B	<i>Disposal</i> <i>7/10/97</i> <i>yps</i>
2	" T120291B-T033192B	
3	" T040192B-T062292B, G070291B-G062292B	
4	CD's, 120's, Interagency invoices, Mileage, Misc.	
5	STARS 30401 - MHEC Balance sheets	
6	STARS (MHEC)	
7	Purchase orders, Payrolls, SBCC Accruals	
8	SSA Billing rosters - Fall '91/Spring '92	
9	" " " - Spring '92, Misc. programs	
10	SSA FADR's - Fall '91/Spring '92	
11	" " - Spring '92/Summer '92	
12	SBCC - STARS, Reconciliations, misc.	
13	" - Transmittals, CD's	
14	" - Personnel, Payroll	
15	" - FICA	

# 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 Higher Education Commission	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">95W1048</span>	DATE REC'D <span style="font-size: 1.5em;">2-27-95</span>
B. DIVISION/UNIT State Scholarship Administration	RM CODE <span style="font-size: 1.5em; font-family: cursive;">28.04</span>	
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <span style="font-size: 2em;">4</span> <span style="font-size: 2em; font-family: cursive;">3</span>	NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">2</span>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	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
F	General State Scholarship Program (AY 1989 - 1990)  Award Rosters  1 Final Run: Legislative Districts 01-19 2 Final Run: Legislative Districts 20-47	Schedule 1206A-1 Item #1 Disposal Date: 07/01/1997  <span style="font-size: 1.5em; font-family: cursive;">Disposal</span> <span style="font-size: 1.5em; font-family: cursive;">7/8/97</span> <span style="font-size: 1.5em; font-family: cursive;">epj</span>





# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 36.49.00 Maryland Higher Education Commission	<b>ACCESSION NO.</b> <span style="font-size: 2em;">936181</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">8-18-92</span>
<b>B. DIVISION/UNIT</b> Planning and Academic Affairs	<b>FM CODE</b> <span style="font-size: 1.5em;">28.04</span>	
<b>C. MAILING ADDRESS</b> 16 Francis Street Annapolis, MD 21401	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 1.5em;">129 28</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 1.5em;">1</span>
<b>D. PHONE NO.</b> 410-974-2971	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Cis Whittington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1M	AA/EEO Reports from other States  Total 1 Box	Schedule # 611 Item # 3 1-1-97

H.S. 3/3/97

DEAMA 31.01	<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		
AIR MONITORING & INFO-BALTO.		
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.				
92W725	1991 FILTERS	1248	31	1991	4	2/5/97	RECYCLE
93W374	DEAD PREMISE FILES	1248	7-1		21	2/4/97	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20784 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of the Environment Air Management Administration	ACCESSION NO. <span style="font-size: 2em;">92W725</span>	DATE REC'D <span style="font-size: 1.5em;">1-22-92</span>
B. DIVISION/UNIT Air Monitoring & Information System		RM. CODE <span style="font-size: 1.5em;">31.01</span>
C. MAILING ADDRESS 2500 Broening Highway Baltimore, MD 21224	LOCATION RANGE SECTION(S) <span style="font-size: 1.5em;">105</span> <span style="font-size: 1.5em;">30</span>	NO. OF CU. FT. <span style="font-size: 1.5em;">4</span>
D. PHONE NO. (301) 631-3280	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Edward L. Carter <i>[Signature]</i>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM #S, DISPOSAL DATE
11	1991 filters	Schedule 1248 Jan. 1997 Item Jan. 1997 31
12	1991 filters	
9	1991 Filters	
10	1991 FILTERS	
		<span style="font-size: 1.5em;">Disposal</span> <span style="font-size: 1.5em;">2/5/97</span> <span style="font-size: 1.5em;"><i>[Signature]</i></span>

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20784 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of the Environment Air Management Administration		ACCESSION NO. <b>93W374</b>	DATE REC'D <b>9-24-92</b>	
B. DIVISION/UNIT Air Monitoring & Information Systems			RM. CODE <b>31.01</b>	
C. MAILING ADDRESS 2500 Broening Highway Baltimore, MD 21224		LOCATION RANGE SECTION(S) <b>101 18</b>	NO. OF CU. FT. <b>21</b>	
D. PHONE NO. (301) 631-3280		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Edward L. Carter <i>ELC</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM #S, DISPOSAL DATE		
1	Subject files	1248	7.1	Jan 97
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17	Dead Premise files			
18	Dead Premise files			
19	Dead Premise files			
20	Dead Premise files			
21	Dead Premise files			

*Dispose  
2/4/97  
[Signature]*

R. 101

S. 18

11 empties

MD. DEWM ADMIN. 31.11	<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		
PDWP- BALTIMORE		
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.				
98W119	PUBLIC WATER PROGRAM	1478	4	1975-1984	15	5/7/98	RECYCLE

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

_____ Title	Records Center Manager Title	June 30, 1998 Date	Signature
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X 121

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Maryland Department of the Environment Water Management Administration <i>111</i>	Accession No.  <i>98W119</i>	Date Rec'd <i>8-20-97</i> <hr/> RM Code <i>31.11</i>
<b>B. Division/Unit</b> Public Drinking Water Program	Location Range                      Section(s)  <i>13                      15</i>	No. of Cu. Ft.  <i>15</i>
<b>C. Mailing Address</b> 2500 Broening Highway Baltimore, MD 21224	Records Center Manager	
<b>D. Phone No.</b> 410-631-3702	<b>To Be Completed At  State Records Management Center</b>	
<b>E. Agency Official</b> <i>Nancy Reiman</i>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1-9	Administrative Correspondence for Community water systems Records are from all counties: Allegany through Baltimore City Dates are inclusive of 1975 through 1984.	Schedule 1478 Item 4 Disposal <i>7/98-P</i> 1/2005
<del>10-12</del>	<del>Bacteriological Self-Monitoring Reports  Records are from all counties: Allegany through Baltimore City  Dates are inclusive of 1989 through 1990</del>	<del>Schedule 1478  Item 2  Disposal 1/2005</del>
<del>13-15</del>	<del>Inspection Reports for Community water systems  Records are from all counties: Allegany through Baltimore City  Dates are inclusive of 1986 through 1989</del>	<del>Schedule 1478  Item 1  Disposal 2004  <i>5-7-98</i></del>

*p/v*



DEPARTMENT OF JUVENILE SERVICES 32.01	<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		
PLANNING, RESEARCH AND MANAGEMENT INFORMATION SERVICES UNIT		
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.				
93W562	ASSESSMENT TEAM	1383	8	1988	2	7/98	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 Dec. 30, 1998  
 Date

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

**E**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Department of Juvenile Services		ACCESSION NO. <b>93W562</b>		DATE REC'D <b>10-21-92</b>
DIVISION/UNIT Planning, Research and Management Information Services Unit				RM CODE <b>32.01</b>
MAILING ADDRESS 321 Fallsway Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>26 19</b>		NO. OF CU. FT. <b>2</b>
PHONE NO. 333-6776		RECORDS CENTER MANAGER		
AGENCY OFFICIAL Lakshmi Iyengar		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#1 #2	Assessment Team: March, 1988 Assessment Team: March, 1988	<p style="text-align: right;"><b>7/88</b></p> <p>1383,8, (3/1/98) 1383,8, (3/1/98)</p> <p><i>Disposed</i> <i>10/5/98</i> <i>ML</i> <i>2 Encls</i></p>



E

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

IONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Department of Juvenile Services		ACCESSION NO. 93W559	DATE REC'D 10-21-92
DIVISION/UNIT Planning, Research and Management Information Services Unit			RM CODE 32.01
MAILING ADDRESS 321 Fallsway Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 103 30	NO. OF CU. FT. 3
PHONE NO. 333-6776		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Lakshmi Iyengar		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
#3	Assessment Team Data Coding Forms - Jan., 1987	1383,8, (1/97)
#4	Assessment Team -C.M.-Risk/Needs Profile Jan., 1987	1383,8, (1/97)
#5	Assessment Team -A.L.-Data Coding Forms-Jan., 1987	1383,8, (1/97)

Disposal  
2/5/97  
*[Signature]*

E

DEPARTMENT OF GENERAL SERVICES  
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 Juvenile Services	Accession No. 93W1654	Date Rec'd 5-25-93
		RM Code 32.02
B. Division/Unit Personnel	Location Range Section(s) 13 26	No. of Cu. Ft. 6
C. Mailing Address 321 Fallsway, Baltimore, MD 21202		
D. Phone No. (410) 333-6876	Records Center Manager	
E. Agency Official Lisa Plummer	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
Box 1	Personnel Files - Inclusive date 1987	Schedule #1255
Box 2	Personnel Files - Inclusive date 1987	Item #1
Box 3	Personnel Files - Inclusive date 1987	Disposal Date:
Box 4	Personnel Files - Inclusive date 1987	Jan. 1997
Box 5	Personnel Files - Inclusive date 1987	
Box 6	Personnel Files - Inclusive date 1987	

Disposal  
12/23/97  
DW

E

DEPARTMENT OF GENERAL SERVICES  
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 JUVENILE SERVICES	Accession No.	Date Rec'd 5-3-94
	94W1052	RM Code 32.02
B. Division/Unit Personnel Patricia Hopkins	Location Range Section(s)	No. of Cu. Ft
C. Mailing Address 321 FALLSWAY BALTIMORE, MO 21202	146 6	1
D. Phone No. (410)333-6876	Records Center Manager	
E. Agency Official Robert Sivert	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
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Box 1 of 1	PERSONNEL FILES - Inactive Special Payments Payroll  Inclusive dates 1984 - 1986	1255 Item #1 <del>1996</del>  1/97
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disposal  
11/12/97  
[Signature]

DEPT. JUVENILE SERVICES 32.01	<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		
PLAN, RESRCH, MGMT-BALTIMORE		
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.				
93W560	ASSESMT TEAM DATA	1383	8	2/87	2	7/8/9	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 Date

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 Department of Juvenile Services		ACCESSION NO. <b>93W560</b>	DATE REC'D <b>10-21-92</b>
B. DIVISION/UNIT Planning, Research and Management Information Services Unit			RM CODE <b>32.01</b>
C. MAILING ADDRESS 321 Fallsway Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>6 32</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 333-6776		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lakshmi Tyengar		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
#6 #7	Assessment Team Data Coding Forms -Feb., 1987 Assessment Team DCF Cont'd. - Feb., 1987	7/97 1383,8, (2/97) 1383,8, (2,97) <i>Disposal</i> <i>7/8/97</i> <i>[Signature]</i>

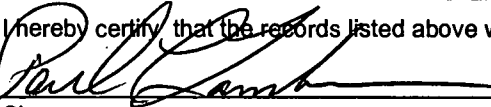


MARYLAND STATE RET. 25.01	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
ADMINISTRATION-BALTO.		
Division or 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.				
96W397	BENEFITS	945	21	1992-1994	86	2/19/97	RECYCLE
95W831	ACCT/BANK	945	15	1996	86	2/12/97	
95W360	ELECTION BALLOTS	945	15	1993	1	2/18/97	

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


Records Center Manager
June 30, 1998

Signature Title Date  
 DGS 550-2 (Rev. 1/93)

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. <b>956360</b>	DATE REC'D <b>9-15-94</b>
B. DIVISION/UNIT ADMINISTRATION			RM CODE <b>25.03</b>
C. MAILING ADDRESS 301 W. PRESTON ST. BALTO. MD 21202		LOCATION RANGE SECTION(S) <b>8 9</b>	NO. OF CU. FT. <b>1</b>
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	
✓ XI.	Dates: 1993. 1993 Election Ballots	Sch. 945, 15 1/ 1997 Disposal 2/18/97	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>95W831</b>	DATE REC'D <b>1-26-95</b>
B. DIVISION/UNIT			RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>15 30-32</b>	NO. OF CU. FT. <b>86</b>
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	
30 ✓3/89	Control Check Register	4/96	<b>ALL SCHEDULE #943, ITEM #15</b> <b>1197</b> <b>Disposal</b> <b>2/12/97</b> <b>PCU</b>
31 ✓4/93	BP Enrollment, MSRA 60s, Batches 1 - 19	4/96	
32 ✓3/89	Acct EFT Check Register	4/96	
33 ✓2/11/93-4/19/93	BP Buy Backs and Adjustments	5/1/96	
34 ✓4/89	Control Check Register	5/96	
35 ✓6/88 - 4/89	Acct Returned Check Reports	5/96	
36 ✓5/93	BP Enrollments, 60 files, Batches 1 - 18	5/96	
37 ✓4/89	Acct EFT Check Register	5/96	
38 ✓5/89	Acct EFT Check Register	6/96	
39 ✓5/89	Control Check Register	6/96	
40 ✓8/89 - 11/89	Acct Benefits, O/S Statements	6/96	
41 ✓8/31/92	Acct/Bank EFT Check Register	7/1/96	
42 ✓8/16/90-12/18/90	BP Validation of Change of Beneficiaries	7/8/96	
43 FY 91	Control Tab 6 x 2, Excess Prior Cont. Adj.	7/96	
44 2/92	Control Edits/Updates	7/96	
45 -12/91	Control Edits/Updates	7/96	
46 ✓9/92-3/93	BP Buybacks, System Transfers, cases 377	7/96	
47 ✓7/91	Control Edits/Updates	7/96	
48 ✓6/30/92	BP Benef. Statement Distrib. Code Listing	7/96	
49 ✓5/93 - 12/93	BP Montgomery County Record of Serv. Reports	7/96	
50 ✓6/93	BP Enrollments and Benef. Batches 1 - 21	7/96	
51 ✓5/93 - 12/93	BP Validations, Buy Backs, Adjustments	7/96	
52 ✓8/91	Control Edits/Updates	7/96	
53 ✓FY 93	BP Buy Back Master File Analysis Corrc (290 run)	7/96	
54 ✓10/91 - 11/91	Control Edits/Updates	7/96	
55 ✓7/90 - FY 91	Control Tab 7/91, 6x1 91 FY 91	7/96	
56 ✓7/31/92	Acct/Bank EFT Check Register	7/96	
57 ✓9/30/92	Acct/Bank EFT Check Register	7/96	
58 ✓9/30/92	Acct EFT Check Register	7/96	
59 ✓7/92-3/94	BP Production Reports 9/92-12/93 & Reporting to the Wrong System 7/93-12/93	7/96	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. PRESTON ST. BALTO., MD 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT. 7
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
112	6/84 CONTROL CHECK REGISTER	7/96 ALL SCH. #945, ITEM #15
113	8/92 ACCT/BANK EFT CHECK REGISTER	7/96
114	NO DATES ACCT. PAYMENT VOUCHERS FY 89	7/96 1197
115	FY 90-FY 91 ACCT. JOURNAL VOUCHERS	7/96
116	6/85-12/85 SIC MEETING AGENDAS	1/96
117	1/84-12/84 SIC MEETING AGENDAS	1/96
118	1986 SIC AGENDA	12/96

R-15

S-30-32

5 Empties

S-32

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>96W397</b>	DATE REC'D <b>10-23-95</b>
B. DIVISION/UNIT			RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>3 5-7</b>	NO. OF CU. FT. <b>86</b>
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>George Sakkal</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
	<u>Benefits Processing</u>	<b>SCHEDULE 945 ITEM # 21</b>
1	Benefits, Misc, deductions, Control Sheets and Error Reports FY 92-93	9/96
2	Benefits, Health Insurance, Deduct Baltimore City, & All Counties FY 92-93	9/96
3	Benefits, Batch Headers, 1993	9/96
4	Lenore's Corr., FY 95	9/96
5	Misc. Box	12/96
6	Non-member Report Judges 2 Accts., Prior 87 Adjustments, Prince George's County Bd of Ed., Retiree B.B., 900 Reports 7/92 to 5/94. "T" Flag Reports	12/96
7	1993 Benefits Statement Distribution Code Listing 2/26/92 - 4/1/94	9/96
8	Lenore's Corr. FY 95	9/96
9	Transactions 516 & 500, Transfer Refund Estimates 7/94 - 12/94	12/96
10	Lenore's Correspondence _____ Non-member (not mailed) Bene. Edit Report (93) & Misc. 2/94 0 5/15/94	12/96

*Disposal*  
*2/97*  
*2/9/97*  
*PL*  
*\* Missing Boxes - 9 + 38*

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

2 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
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	

*George Sakkal*

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		<b>SCHEDULE 945 ITEM # 21</b>
<u>Control Unit</u>		
11	Adj. UNP 7x4 - 9x3 FY 93	9/96
<u>Benefits Processing</u>		
12	Retired Deceased 1994 Payments 12/94	9/96
13	Retired Deceased 1994 Payments M/C 750	9/96
14	1099Rs 11/92 and 12/92	9/96
15	1099Rs 10/92	9/96
16	Retired Deceased 1994 Payments M/C 750 11/94	9/96
17	Retired Deceased 1994 Payments M/C 750 9/94	9/96
18	1099Rs 3/92 and 4/92	9/96
19	1099Rs 8/92	9/96
20	Retired Deceased 1994 Payments M/C 750 6/94	9/96
21	Retired Deceased 1994 Payments M/C 750 5/94	9/96
22	1099Rs 5/92 and 6/92	9/96
23	Deceased 1099Rs 12/92	9/96
24	1099Rs 9/92	9/96

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

3 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
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	

*George Sakkal*


2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE (SAME)
25	Retired Deceased 1994 Payments M/C 750 10/94 - 11/94	9/96
26	753 Finals 9/93	9/96
27	1099Rs 7/92	9/96
28	1099Rs 1/92 & 2/92	9/96
29	Retired Deceased 1994 Payments M/C 750 6/94 - 7/94	9/96
<u>Control</u>		
30	Adj. FY 93	9/1/96
31	Payments and C-sets FY 94	9/96
32	Payrolls Valid. FY 93	9/96
33	Payrolls FY 94	9/96
34	Payrolls FY 94	9/96
35	Payrolls and Tapes FY 94	9/96
36	Errors and Adju. Lump FY 93	9/96
37	Status Changes FY 93	9/96
38	Tab FY 93	9/96
39	Tab FY 93	9/96
40	Adjustment FY 93	9/96



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

4 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
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 (SAME)	
41	Adjustment Lump FY 93	9/96	
42	Adjustment FY 93	9/96	
43	Adjustment FY 93	9/96	
44	Adjustment Lump FY 93	9/96	
45	Payrolls FY 94	9/96	
46	Pyarolls FY 94	9/96	
47	Payrolls FY 94	9/96	
48	Payrolls Tapes FY 94	9/96	
49	Tabs FY 93	9/96	
50	Payroll Tapes FY 94	9/96	
51	Adjustments FY 93	9/96	
52	Adj. FY 93	9/96	
53	Adju./UNP 3x4 5x2 FY 93	9/96	
54	Adj/UNP 11x3 1x2 FY 93	9/96	
55	Adj. FY 93 3x1 5x5	9/96	
56	Adju. FY 93 3x1 5x5	9/96	
57	Adj.UNP FY 93 9x4 11x2	9/96	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

5 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
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 (SAME)	
58	Adj. FY 93 6x2 - end	9/96	
59	Payrolls Valids FY 93	9/96	
60	Payrolls FY 94	9/96	
61	Int. Workbook 216-28-5972 to 219-28-1482 FY 93	9/96	
62	Tabs 1x4 4x4 FY 93	9/96	
63	Int. Workbook System 1 through All FY 93	9/96	
64	Int. Workbook System 2 through 9 FY 93	9/96	
65	Stat Chgs. 7x2 4x1 FY 94	9/96	
66	Payrolls 8701-8850 FY 94	9/96	
67	Correctional Officers (Work Comp. FY 93 Buybacks/INPreC FY 92-93 Payroll Records FY 94	9/96	
68	Interest Workbook System 6 FY 93	7/96	
69	Interest Workbook System 6 FY 93	7/96	
70	Payrolls 7501-7503 7401-7402 FY 94	7/96	
71	Misc. Transfers 7x4 1x3 FY 93	7/96	
72	Payrolls 7801 and 7802 FY 94	7/96	
73	Adju. 7x4 (Open) 8x1 FY 93	7/96	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

6 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>George Sakkal</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 (SAME)	
74	Adju. 8x2 9x4 FY 93	7/96	
75	Payrolls Ce-sets 2908-7106 FY 94	7/96	
76	Payrolls 7001-7002 7201-7202 FY 94	7/96	
77	Misc. trans 2x4 Final FY 93	7/96	
78	Payrolls 7701-7702 FY 94	7/96	
79	391 Validations Stat Changes 4x2 - End FY 94	7/96	
80	Payrolls 6601-6602 FY 94	7/96	
81	Payroll Valids 3x1 - Fainl FY 93	7/96	
82	Payrolls Mont. Co. Bd. of Ed. 8801& 8802 FY 94	7/96	
83	Stat. Changes Open 10x4 FY 93	7/96	
84	Stats. and Correctional Officers FY 93	7/96	
85	Payrolls 7801-7802 FY 94	7/96	
86	Payrolls 7301 FY 94	7/96	

TEACHER'S RET. SYS. 25.01	<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		
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.				
1079	TEACHER'S RETIREMENT	945	5			7/22/97	RECYCLE
95W832	MSRA	945	15	1997	45	7/23/97	

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

\_\_\_\_\_ Records Center Manger June 30, 1998 Signature  
 Title Date

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: 11/9/65

Lot No.: 1079

Range: 33 21

Section(s) 11 +

Received by: J. Hirsch

Remarks:  
R 33  
S 11

1. Agency: Teacher's Retirement System
2. Division: \_\_\_\_\_
3. Record Title: History Cards
4. Inclusive Dates: 6/30/48 - 6/30/64

5. Schedule No. <u>69670</u> <u>847-945</u>	6. Item No. <u>335</u>	7. Scheduled Disposal Date: <u>2020</u> <u>5 yrs after date (Withdrawn)</u>	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

~~432 - 60,717 - 67,771~~

BOX 118

Disposal  
7/22/97  
JYS

10. Quantity and type of filing equipment released:

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

11. Signature of Agency representative:

Edgar J. Hoff 1838

3/77

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>95W832</b>	DATE REC'D <b>1-26-95</b>
B. DIVISION/UNIT		LOCATION RANGE SECTION(S) <b>49 7-8</b>	RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		NO. OF CU. FT. <b>45</b>	
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
		SCHEDULE # 945 ITEM # 13 7/97
	No dates BP Final report	1/1/97
119	1/1/82 BP 752s	1/1/97
120	12/1/93 BP Enrollments and Beneficiaries and Records from Misc. box, Enrollment	1/11/97
121	NO DATES BP 752 forms	1/97
122	Prior to 1989 Invest/Acct Ground Rents Auctioned in 1987	1/97
123	1/81 - 1/87 BP 752 forms	1/97
124	FY 92 Acct Accrual Inventory Sheets/DOP Position Reports 6/18/93	1/97
125	1/97 7/88 - Acct EFT Validates 7/88 - 12/89, EFT Post 88	1/97
126	FY 89 Acct Payroll Timesheets	1/97
127	1992 Control Open Enrollment	1/97
148	10/90 Acct CONTROL Check Register	1/97
	1/83 - 1/87 BP 752 forms	1/97
125	1/87 BP 753 forms	1/97
129	12/89 Control Check Register	1/97
130	Prior to 1987 Invest/Acct Ground Rents Auctioned in 1987	1/97
131	Prior to 1987 Invest/Acct Ground Rents, Auctioned in 1978	1/97
132	9/89-12/89 Acct Stop payments 052/112 Adjustment 1989 stale date 7/86-11/88	1/97
133	1/1/94-1/1/94 BP Enrollments and Beneficiaries and MSRA 60 forms,	2/8/97
134	6/92-7/93 BP FY 1992 40S Unposted and FY 93	2/14/97
135	1/1/93 - 1/94 BP Buy Backs and Adjustments	2/97
136	1/1/90 - 2/91 BP 602, 604, 700 trans.	2/97
137	2/1/94 BP Enrollment and Beneficiaries, Batches 18-21, Also Misc. 60 forms	3/4/97

disposal  
7/23/97  
AW

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D —
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
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
		(SAME)
138	2/1/94-2/1/94 BP Enrollments, Beneficiaries, and 606 Forms, Batches 1-16	3/4/97
139	12/89 - 2/90 Acct Benefits O/S Statements	3/97
140	5/83 - 2/90 Acct Refunds, O/S Statements	3/97
141	9/92-2/93 BP Enrollment validation 1/92-2/93 Enrollment certs dated 9/92-2/93	4/11/97
142	7/1/92-11/1/92 BP Enrollment validation certification 7/1/92 & 8/92	4/11/97
143	5/93-12/8/93 BP Beneficiary changes 9/93 & 10/93	4/11/97
144	3/93-7/93 BP Enrollment Certificates	4/11/97
145	8/93-11/93 BP Enrollment Validations 6/93-11/93	4/11/97
146	9/93 BP Enrollments and Beneficiaries Batches 1 - 20	4/97
147	3/93 - 9/93 BP Validations for Beneficiary Changes	4/97
148	FY 91 - 92 Control 4 x 2 C set, 9 x 1, 10 x 4 tape	4/97
149	3/94 BP Enrollment and Benef. Batches 1 - 20	4/97
150	7/92-6/93 BP Enrollments	4/97
151	1/94 - 3/94 BP Buy Backs and Adjustments	4/97
152	3/91 - 5/91 BP 602, 604, 700 Trans.	5/97
153	5/90 Control Check Register	6/97
152	2/93-10/93 BP Purchase service MSRA 26, System transfer MSRS 37, Misc. Adjustment #22,19,21,16,24,23,18,15,13,11,12,8,7,8,10 91-63 - 92-01 through 92-27 Transmittal	7/97
154	4/91 - 59-89 Acct Cash Receipt Listing, Petty Cash	7/97
155	FY 91-92 Acct 92 Monthly STARS, 92 closing package, 91 inventory	7/97
156	7/92 - 6/93 Acct Cash Receipts, Listing Transmittals	7/97
157	12/4/92 Acct TL 92-28 - TL 92-54 Transmittal Accounts Payable Invoices	7/97
158	7/91-1/92 Acct Imprest Fund Ann <u>PT</u> Work	7/97
159	FY 1992 Acct FY 92 Journal Voucher, some FY 91	7/97
160	7/92 - 12/92 Acct Auto. Cash Receipts	7/97
161	7/88 - 6/92 Acct State Employer Contributions, etc.	7/97
162	9/91 - 4/92 BP Buy Backs Forms #37, Transfers	7/97
163	7/89 - 6/92 BP Final Estimate Reconciliation Ledgers	7/97

MSRA 25.01	<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		
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.				
1108	ANNUITY CARDS	945	5		68	1/98	RECYCLE

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

\_\_\_\_\_ Signature                                      Records Center Manager                                      JUNE 30, 1998  
 DGS 550-2 (Rev. 1/93)                                      Title                                      Date



C13

E

RECORDS TRANSMITTAL SHEET

25.01

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: 2/2/66 ✓  
 Lot No.: 1108 ✓  
 Range: 434 ✓  
 Section(s) ~~3-4-5~~ 9/10 ✓  
 Received by: J. Hirsch ✓  
 Remarks:

- 1. Agency: Employees' Retirement System
- 2. Division: \_\_\_\_\_
- 3. Record Title: Withdrawn Accounts File
- 4. Inclusive Dates: 1960 - Sept. 30, 1964 1/68

5. Schedule No. <u>690-20 345-045</u>	6. Item No. <u>5</u>	7. Scheduled Disposal Date: <u>Permanent 2018</u>	8. Actual Disposal Date:
---------------------------------------	----------------------	---	--------------------------

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

Numerical listing (continued)

68 record center boxes arranged numerically by file number

0-79,998  
Also Annuity Cards

R34  
59+10

Disposal  
1-24-00

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size \_\_\_\_\_ c. Transfiles \_\_\_\_\_
- b. File drawers, legal-size 34 d. Other (specify) \_\_\_\_\_

11. Signature of Agency representative:

C. Hirsch ~~4478~~ - 3487 - 3554

377

MD. STATE RET. 25.01	<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
Reporting Agency		Retain one (1) copy and forward original to address at left.
BALTIMORE		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records <small>(Same Title as listed on Schedule)</small>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
95W833	ACCOUNTS	945	15	1990-1992	45	5/21/98	RECYCLE

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

Signature
Title
Date

DGS 550-2 (Rev. 1/93)

E X

X

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

7-10-91<sup>8-</sup>

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>95W833</b>	DATE REC'D <b>1-26-95</b>
B. DIVISION/UNIT			RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>49 9-10</b>	NO. OF CU. FT. <b>45</b>
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
		(S&ME)
	7/89 - 6/90 Acct Payment Vouchers	7/97
164	7/91 - 6/92 Acct Copies of Invoices	7/97
165	1/92 - 3/92 Acct Imprest Checks 6838 - 7694	7/97 #945
166	4/93 - 12/93 Acct Daily Cash Receipts	7/97
167	5/92 - 6/24/92 Acct Transmittal Accounts Payable Notices	7/97
168	1990 Control Check Register, July Books I, II, III	8/97 #15
169	3/90 - 8/90 Acct Benefits O/S Statements	9/97
170	1990 Control Check Register, Books, I, III, & IV July	9/97
171	1990 Control Check Register, August Books, II & IV, September I	9/97
	9/90 Control Check Register	10/97
172	1/90-9/90 Acct Form 112 Check Stop and Payment Authorization	10/97
176	No dates Control Edits/Updates 6/92 Tabs 7/90-9/90	12/97
173	No dates Control Crossfoot error 4x1 (1991), 6x4 (1992)	12/97
174	12/91 - 1/92 Control Edits/Updates	12/97
175	10/91 - 2/92 Control Tabs	12/97
176	1/92 Control Edits/Updates	12/97
177	4/91 - 9/91 Control Tabs	12/97
	9/91 Control Edits/Updates Batches 19-21	12/97
178	5/92 - 6/92 Control Edits/Updates	12/97
	3/92 - 6/93 Control Tabs	12/97
179	7/89 - 6/91 Control \$ 2000 Reports	12/97
180	10/90 - 8/91 Control Tabs	12/97
181	8/89 - 6/91 Control One Pay File	12/97
182	1989, 1990, 1991 Control Over \$ 2000 Reports, Ret. Reconciliations	12/97
183	7/91 Control Edits/Updates	12/97
184	7/91 - 12/91 Control One Pay File	12/97 disposal
185	10/91 - 11/91 Control Edits/Updates	12/97 5-21-98
186	2/91 Control Edits Updates	12/97
187	12/1/93BP Enrollments and Beneficiaries, Batch 1-18 & 60s	1997

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D —
B. DIVISION/UNIT ADMINISTRATION			RM CODE
C. MAILING ADDRESS 301 W. PRESTON ST. BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT. 7
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	
<del>1 OF 8</del> 2 OF 8 3 OF 8 4 OF 8 5 OF 8 6 OF 8 7 OF 8 8 OF 8	<u>BOX #</u> 188 ✓ <u>          </u> 189 ✓ 190 ✓ 191 ✓ 192 ✓ 193 ✓ 194 ✓ 1993 ELECTION BALLOTS " " " " " " " " " " " " " " " " " "	B11 SCHEDULE # 945 ITEM # 15 1/98 1997 (ALL)	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D —
B. DIVISION/UNIT LEGAL / ADMINISTRATIVE			RM CODE
C. MAILING ADDRESS 301 W. PRESTON ST. BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT. 1
D. PHONE NO. (410) 2254070		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	
<del>#12/95</del> ( <del>ONE BOX</del> )	✓ 1989-1992 DISABILITY, REAL ESTATE, CASWEL MILCOX	1997, 1998 SCHEDULE # 945 ITEM # 15	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. PRESTON STREET BALTO., MD 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT. 12
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, ITEM 15
197	9/1/93 - BP ENROLLMENTS + BENEF., MSPA 60 FORMS, BATCHES 1-20	4/97 1/98
198	1/1/81-1/1/97 BP 752'S	1/97
199	? <del>data</del> BP 752'S	1/97
200	NO DATES BP 752'S	1/97
201	NO DATES BP 752'S + 753'S	1/97
202	1/1/91 - BP 752'S	1/97
203	9/91 CONTROL EDITS/UPDATES 9/91	12/97
204	CONTROL TABS 4/92-6/92, TABS 3/92	12/97
205	CONTROL EDITS/UPDATES 2/92	12/97
206	CONTROL EDITS/UPDATES 3/92, 4/92	12/97
207	6/92-9/30/92 ACCT. DAILY CASH RECEIPTS	7/97
208	NO DATES ACCT. PAYMENT VOUCHERS, FY 90 - FULL YEAR	7/97

MSP	34.01.08	<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			
PLANNING AND RESEARCH DIVISION			
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.				
83W583	MAJOR PROJECT FILE	971	02	7/75-12/77	1	7/98	RECYCLE
83W582	MAJOR PROJECT FILE	647	P	1974-1975	2	7/98	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 Dec. 30, 1998  
 Date

RECORDS TRANSMITTAL

AND RECEIPT

34.01.08 ~~23.06.08~~

E

Complete at State Records Center

Accession No.

Date Received

83W583

6-10-83

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

Signature

Planning & Research Division  
Maryland State Police HQ  
Pikesville, MD 21208-3899

Title

2. Building and Room

3. Phone

Building "B"  
Room 206

486-3101, ext. 267

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Capt. T. B. Cave

1 cubic foot

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R-29  
S-7  
R-54  
S-12

# 1

P-500 to P-518  
(Major Project File)  
(7/75 to 12/77)

Filing & Retention  
Schedule 647-1  
Item P

~~Destroy 1997~~

971-02

July 1998

DISPOSAL  
11-10-98



**RECORDS TRANSMITTAL**

Complete at State Records Center

**AND RECEIPT**

340108 ~~230608~~ E

Accession No.

Date Received

83W582

6-10-83

Signature

Title

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

Maryland State Police HQ  
 Planning & Research Division  
 Pikesville, MD 21208-3899

2. **Building and Room**

Bldg. "B"  
 Room 206

3. **Phone**

(301) 486-3101,  
 ext. 267

4. **To:** State Records Center

Jessup, MD

5. **Signature:** (Agency Official)

*[Handwritten Signature]*

6. **No. of Cu.Ft.**

2

7. **Records Location (Center)**

8. **Box Numbers**

9. **Description of Records With Inclusive Dates**

10. **Disposal Authority (Schedule and Item No)**

R-29  
 S-5  
 R-54  
 S-9

1  
 P - Major Project File  
 P-371, P-382 to P-419  
 (9/74 - 12/74)  
 2  
 P - Major Project File  
 P-420 to P-499  
 (12/74 - 11/75)

Schedule No. 647-  
 "P"  
~~Box 1 - 1995~~  
~~Box 2 - 1996~~  
 Sch 971-02  
 Item P  
 July 1998

DISPOSAL  
 11-10-98

(Use Plain Unlined Paper For Continuation Pages)

MARYLAND STATE POLICE 34.01.08	<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
Reporting Agency		Retain one (1) copy and forward original to address at left.
PLAN, RESEARCH DIV. - PIKESVILLE		
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.				
81W401	PROJECTS	971-02	P		3		RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

*E*

34.01.08 ~~23.06.08~~

Accession No.

Date Received

81 W 401

6-30-81

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

Maryland State Police,  
Planning and Research Division  
Pikesville, Md. 21208

Signature

Title

2. Building and Room

Headquarters  
Building "B"  
Room 206

3. Phone

(301) 486-3101 X.267

4. To: State Records Center

Treasury Building, Rm. B-27  
Annapolis, Maryland 21401

5. Signature: (Agency Official)

*Y.A. RB [Signature]*

6. No. of Cu.Ft.

Three (3) cubic feet

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R38  
S10*

- 1 P-271 - P-297
- 2 P-298 - P-352
- 3 P-353 - P-381
- 1 Project P-11
- 1 Projects P-200, P-213, P-246
- 1 Project P-264

*Sch 971-02  
Item P  
July 1997*

*Disposal*

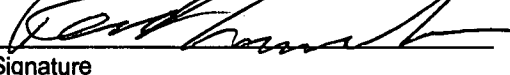
(Use Plain Unlined Paper For Continuation Pages)

MARYLAND STATE POLICE 34.01.07	<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		
PERSONNEL MNGMT DIV.-PIKESVILLE		
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.				
91W1159	TRP.APP. INACTIVE FLS	971-06A		1983	19	12/30/97	RECYCLE

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


 Signature \_\_\_\_\_ Title **Records Center Manager** Date **June 30, 1998**  
 DGS 550-2 (Rev. 1/93)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.01.07

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>91W1159</b>	DATE REC'D <b>4-17-91</b>
B. DIVISION/UNIT Personnel Management Division			RM CODE <b>230607</b>
C. MAILING ADDRESS 1201 Reisterstown Road Pikesville, MD 21208		LOCATION RANGE SECTION(S) <b>38 22</b>	NO. OF CU. FT. <b>19</b>
D. PHONE NO. 653 4348		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	Tpr. App. Inactive Files - 1983 Abey, E. M. - Bethea, W. D.	<del>601-06 Per 5</del> 1993
2	Tpr. App. Inactive Files - 1983 Bethel, J. A. - Bullock, R. G.	#971-06A 1993
3	Tpr. App. Inactive Files - 1983 Bulvin, P. - Clea, C. M.	1993 1/97
4	Tpr. App. Inactive Files - 1983 Cleveland, G. J. - Davis, W. Jr	1993
5	Tpr. App. Inactive Files - 1983 Deal, A. G. - Eshleman, G. S.	1993
6	Tpr. App. Inactive Files - 1983 Esposito, S. - Galloway, W. E.	1993
7	Tpr. App. Inactive Files - 1983 Gamble, O. J. - Gross, F. L.	1993
8	Tpr. App. Inactive Files - 1983 Groves, L. R. - Herbert, J. E.	1993
9	Tpr. App. Inactive Files - 1983 Herman, C. J. - Jackson, A.	1993
10	Tpr. App. Inactive Files - 1983 Jackson, E. C. - Krenn, R. A.	1993
11	Tpr. App. Inactive Files - 1983 Kriete, D. P. - McDonald, J. D.	1993
12	Tpr. App. Inactive Files - 1983 McDonald, J. M. - Mohammed, J. B.	1993
13	Tpr. App. Inactive Files - 1983 Molock, L. H. - Pendergast, L. A.	1993
14	Tpr. App. Inactive Files - 1983 Pendleton, J. M. - Richardson, C.R.	1993

Disposed  
12/30/97  
JW

RECORDS TRANSMITTAL AND RECEIPT

Files on Tpr. Apps. Inactive - 1983

<u>Box Numbers</u>	<u>Description of Records with inclusive dates</u>	<u>Disposal Date</u>
15	Tpr. App. Inactive Files - 1983 Richardson, L. - Shane, S. W.	1993
16	Tpr. App. Inactive Files - 1983 Shank, M. W. - Stockhausen, E. J.	1993
17	Tpr. App. Inactive Files - 1983 Stokes, C. P. - Tribble, T. W.	1993
18	Tpr. App. Inactive Files - 1983 Triplett, R. L. - Wilkins, R. R.	1993
19	Tpr. App. Inactive Files - 1983 Wilkinson, R. A. - Zurmahlen, M. J.	1993

MSP 34.02.02	<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
Reporting Agency		Retain one (1) copy and forward original to address at left.
CRIMINAL INVEST.- BEL AIR		
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 <small>(Same Title as listed on Schedule)</small>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
78W163	CRIMINAL COMPLAINT	983-A-20		11/15/44-7/19/70	15	5/5/98	RECYCLE
78W166	CRIMINAL INVEST.	983-A-20		3/72-12/31/72	3	5/5/98	

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

\_\_\_\_\_ Records Center Manager June 30, 1998  
 Signature Title Date  
 DGS 550-2 (Rev. 1/93)

AND RECEIPT

*CE*

34.02.02 ~~23.07.02~~

Accession No.

Date Received

78W163

January 31, 1978

Signature

Title

Record Management Technician

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

Maryland State Police  
Barrack D, 1401 Bel Air Road  
Bel Air, Maryland 21014

2. Building and Room

3. Phone

838-4101

4. To: State Records Center  
301 W. Preston Street  
Baltimore, Maryland 21201

5. Signature: (Agency Official)

*Merrill A. Messick*  
Merrill A. Messick, Detective Sergeant  
Criminal Investigation Section  
Maryland State Police

6. No. of Cu.Ft.

15

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 8  
Section 22

#1

Beginning 134-D - November 15, 1944  
Ending 2922-D - May 22, 1963

983#0PS24  
~~7/03 1/89~~  
Hold 75 years 1/98

#2

Beginning 2933-D - May 28, 1963  
Ending 5145-D - August 16, 1965

"

#3

Beginning 5157-D - August 20, 1965  
Ending 6098-D - August 14, 1966

"

#4

Beginning 6101-D - August 15, 1966  
Ending 6660-D - March 2, 1967

"

#5

Beginning 6661-D - March 2, 1967  
Ending 7197-D - September 6, 1967

"

#6

Beginning 7198-D - September 6, 1967  
Ending 7662-D - February 27, 1968

"

#7

Beginning 7666-D - February 28, 1968  
Ending 8185-D - August 15, 1968

"

#8

Beginning 8189-D - September 6, 1968  
Ending 8544-D - December 19, 1968

"

#9

Beginning 8558-D - January 19, 1969  
Ending 9030-D - August 3, 1969

DISPOSAL  
5-5-98

#10

Beginning 9037-D - August 5, 1969  
Ending 9509-D - February 25, 1970

"

#11

Beginning 9512-D - February 27, 1970  
Ending 9900-D - July 19, 1970

"

(Use Plain Unlined Paper For Continuation Pages)



Records Location (Center)	Box Numbers	Description of Records With Inclusive Dates	Disposal Authority (Schedule and Item No.)
	#12	Beginning 9903-D - July 20, 1970 Ending 10401-D - November 25, 1970	Hold 75 years
	#13	Beginning 10403-D - November 26, 1970 Ending 10991-D - May 10, 1971	"
	#14	Beginning 10994-D - May 10, 1971 Ending 11900-D - November 16, 1971	"
	#15	Beginning 11901-D - November 16, 1971 Ending 12350-D - February 29, 1972	"

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

E

34.02.02 23.07.02

Accession No.

Date Received

78W166

January 31, 1978

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

Signature

Maryland State Police  
Barrack D, 1401 Bel Air Road  
Bel Air, Maryland 21014

Title

Record Management Technician

2. Building and Room

3. Phone

838-4101

4. To: State Records Center

301 W. Preston Street  
Baltimore, Maryland 21201

5. Signature: (Agency Official)

*Merrill A. Messick*  
Merrill A. Messick, Detective Sergeant  
Criminal Investigation Section  
Maryland State Police

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 8  
Section 22

Range 4  
Section 19

#1  
#2  
#3

CRIMINAL INVESTIGATION REPORTS  
CLOSED

Beginning D-53-00021 - March 1, 1972  
Ending D-53-03943 - June 23, 1972

Beginning D-53-03972 - June 24, 1972  
Ending D-53-07515 - September 18, 1972

Beginning D-53-07546 - September 18, 1972  
Ending D-53-11928 - December 31, 1972

983A Ops 24  
~~2/03 1/89~~  
Hold 75 years 1/98

DISPOSAL  
5-5-98

(Use Plain Unlined Paper For Continuation Pages)

MARYLAND STATE POLICE 34.02.01  
Reporting Agency  
BARRACK "J"- ANNAPOLIS, MD.  
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.				
78W121	MISCELLANEOUS CCR's	646		6/63-2/72	30	2/19/97	RECYCLE

*Handwritten Signature*

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

34.02.01 ~~23.07.01~~

Accession No.

Date Received

78W121

December 14, 1977

Signature

Title

Record Management Technician

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

Maryland State Police, Barrack "J"  
610 Taylor Avenue  
Annapolis, Maryland

2. Building and Room

Barrack "J"  
File Room

3. Phone

268-6119

4. To: State Records Center

Annapolis, Maryland

5. Signature: (Agency Official)

*Larry J. Marria 1st. Sgt.*

6. No. of Cu.Ft.

30 cubic feet

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*Range 11  
Section 2  
Range 4  
Section 22*

1	Miscellaneous CCR's	6/63 - 12/65
2	CCR's	1919 - 2255 12/65 - 7/66
3	"	2256 - 2599 6/66 - 10/66
4	"	2600 - 2702 10/66
5	"	2703 - 3022 11/66 - 4/67
6	"	3023 - 3270 4/67 - 6/67
7	"	3271 - 3562 6/67 - 9/67
8	"	3563 - 3730 10/67 - 1/68
9	"	3800 - 4111 1/68 - 5/68
10	"	4112 - 4360 5/68 - 7/69
11	"	4361 - 4674 8/68 - 12/68
12	"	4675 - 4999 12/68 - 3/69
13	"	5010 - 5336 3/69 - 7/69
14	"	5337 - 5516 7/69 - 9/69
15	"	5518 - 5817 9/69 - 12/69
16	"	5818 - 6127 12/69 - 4/70
17	"	6128 - 6454 4/70 - 7/70
18	"	6455 - 6745 7/70 - 11/70
19	"	6746 - 7099 10/70 - 2/71
20	"	7100 - 7454 2/71 - 6/71
21	"	7455 - 7700 6/71 - 8/71
22	"	7701 - 7999 9/71 - 11/71
23	"	8000 - 8199 11/71 - 12/71
24	"	8200 - 8458 1/72 - 2/72

Sched. #646, OPS 24  
Destroy Jan. 2072

*983A-20  
OPS 24*

*Disposal  
2/19/97  
OL*

*#03 1/89  
7/97*

(Use Plain Unlined Paper For Continuation Pages)

95w169

B71

2.9 11.12



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

34.02.04

A. AGENCY 1. Maryland State Police		ACCESSION NO. 94W790	DATE REC'D 2-24-94
B. DIVISION/UNIT Airport Division			RM CODE 23.07.04
C. MAILING ADDRESS P.O. Box 8766 Main Terminal Bldg. BWI Airport, Maryland 21240		LOCATION RANGE SECTION(S) 50 22	NO. OF CU. FT. 2
D. PHONE NO. 859-7040		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Captain Gary F. Cox (Signature)		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 81	Daily Radio Logs (9-92 - 12-93)	<del>1/96</del> Sch. #1209
X 2	General Agency Correspondence (1991 - 1993)	Admin. 9+14
	These reports are being forwarded due to the disbandment of the Maryland State Police at the Airport.	1/97
		Disposal 1/22/98 (Signature)

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.02.04

A. AGENCY 1. MARYLAND STATE POLICE		ACCESSION NO. <b>94W791</b>	DATE REC'D <b>2-24-94</b>
B. DIVISION/UNIT 26 - Airport Division			RM CODE <b>23-07-04</b>
C. MAILING ADDRESS P.O. Box 8766 Main Terminal Bldg. BWI Airport, MD 21240		LOCATION RANGE SECTION(S) <b>46 35</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 859-7040		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Capt. G.F. Cox <i>G.F. Cox</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
<b>X 1.</b>	ADM 2 - General Orders	Sch. #1209 <del>1/96</del>
	ADM 3 - Special Orders (01 Superintendent/F.O.B.)	<del>1/96</del>
	ADM 3 - Special Orders (26 Airport Div. Active)	1/96
	ADM 3-1 - Special Orders (26 Airport Div. Inactive)	1/96
	<del>*ADM 3-2 - Special Order Issuance Log (26 Airport Div)</del>	1/96
	ADM 4 - Memorandums (01 Superintendent)	1/96
	ADM 4 - Memorandums (26 Airport Division Active)	1/96
	ADM 4-1 - Memorandums (26 Airport Division Inactive)	1/96
	<del>*ADM 4-2 - Memorandum Issuance Log (26 Airport Div.)</del>	1/96
		*Returned ADM 3-2 + ADM 4-2 DISPOSAL 5-4-98



MARYLAND STATE POLICE 34.02.07  
Reporting Agency  
BARRACK "I" EASTON, MD  
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.				
77C60	CCR's	983	A-20	1944-1972	35	12/23/97	RECYCLE



RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

34.02.07 ~~23.07.07~~

Accession No.

Date Received

77C60

April 14, 1977

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

Signature

Maryland State Police  
Barrack "I", Easton, Maryland 21601

Title Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

822-3101

Cheltenham

5. Signature: (Agency Official)

6. No. of Cu.Ft.

D/Sgt. T. G. Duncan

35 cu.ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~R-30~~  
S-3, 4  
R-37  
S-10-11

1	CCR 1751 to 1863	November 1958/Feb. 1960
2	CCR 1864 to 2020	Feb. 1960/May 1960
3	CCR 2021 to 2179	May 1960/Oct. 1960
4	CCR 2180 to 2379	Nov. 1960/March 1961
5	CCR 2380 to 2610	March 1961/Oct. 1961
6	CCR 2611 to 2888	Nov. 1961/Feb. 1962
7	CCR 2889 to 3151	Feb. 1962/July 1962
8	CCR 3152 to 3400	July 1962/Nov. 1962
9	CCR 3401 to 3660	Dec. 1962 to April 1963
10	CCR 3661 to 3924	April 1963/Sept. 1963
11	CCR 3925 to 4237	Sept. 1963/April 1964
12	CCR 4238 to 4599	April 1964/July 1964
13	CCR 4600 to 4942	July 1964 to November 61
14	CCR 4943 to 5274	Nov. 1964/April 1965
15	CCR 5275 to 5628	May 1965/Sept. 1965
16	CCR 5629 to 5960	Sept. 1965/Feb. 1966
17	CCR 5961 to 6273	Feb. 1966/Aug. 1966
18	CCR 6274 to 6552	Aug. 1966/Dec. 1966
19	CCR 6553 to 6865	Dec. 1966/April 1967
20	CCR 6866 to 7142	April 1967 to Aug. 1967
21	CCR 7143 to 7433	Aug. 1967/Jan. 1968
22	CCR 7434 to 7727	Jan. 1968/June 1968
23	CCR 7728 to 8014	June 1968, Nov. 1968
24	CCR 8015 to 8305	Nov. 1968 to Apr. 1969
25	CCR 8306 to 8616	April 1969/Oct. 1969
26	CCR 8617 to 8890	Oct. 1969/Feb. 1970
27	CCR 8891 to 9072	Feb. 1970/June 1970
28	CCR 9073 to 9371	June 1970/Oct. 1970
29	CCR 9372 to 9705	Oct. 1970/Feb. 1971
30	CCR 9706 to 9977	Feb. 1971/June 1971
31	CCR 9978 to 10,305	June 1971/Sept. 1971
32	CCR 10,306 to 10,610	Sept. 1971/Nov. 1971
33	CCR 10,611 to 11,004	Nov. 1971/Feb. 1972
34	CCR 1 to 282	March 1941 to Nov. 1944
35	CCR 283 to 400	Nov. 1944 to Oct. 1945

983A-20 ps 24

~~7/02~~  
~~1/89~~  
~~7/99~~  
7/97

Disposal:  
12/23/97  
yjs

(Use Plain Unlined Paper For Continuation Pages)

MARYLAND STATE POLICE 34.02.09	<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		
BARRACK "B" FREDRICK, MD.		
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.				
93W227	CRIMINAL/CIVIL CITATION	1209		1983-1988	1	2/19/97	RECYCLE



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. <b>93W227</b>	DATE REC'D <b>8-26-92</b>
B. DIVISION/UNIT Barrack "B", Frederick		LOCATION RANGE SECTION(S) <b>3 12</b>	RM CODE <b>3402.09</b>
C. MAILING ADDRESS 1001 West Patrick St. Frederick, MD 21702			NO. OF CU. FT. <b>1</b>
D. PHONE NO. (301) 663-3101		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL 1st Lt. <i>R. L. McAfee</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS #1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1983-1988 Criminal/Civil Citations	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE OPS 31 1209 <b>1/97</b> <i>Disposal 2/19/97</i>	

MARYLAND STATE POLICE 34.02.10

Reporting Agency

MSP-GLEN BURNIE, MD..

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.				
77W201	CIR	1209		1966-1971	10	2/4/97	RECYCLE

*[Handwritten Signature]*

*\* 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. <i>Md State Police</i>	ACCESSION NO. <i>77W201</i>	DATE REC'D <i>3/4/02.10</i>
B. DIVISION/UNIT	LOCATION RANGE SECTION(S) <i>2 16</i>	RM CODE <i>3402.10</i>
C. MAILING ADDRESS <i>Glen Burnie</i>	NO. OF CU. FT. <i>10</i>	RECORDS CENTER MANAGER
D. PHONE NO.	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1-10</i>	<i>CIR - 1966-71</i>	<i># 1209 OPS-24  Disposal 2/4/97 gjs</i>

*1-Left*

*Box - # 13*

MARYLAND STATE POLICE 34.02.11

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.

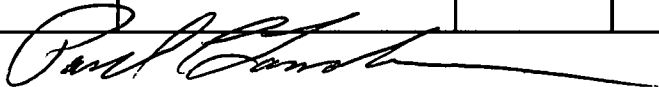
Reporting Agency

BARRACK "O" HAGERSTOWN, MD.

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.				
84W67	C.I.R.	983	A-20	1/11/70-12/5/71	3	11/19/97	RECYCLE



RECORDS TRANSMITTAL

AND RECEIPT

34.02.11

~~23.06.11~~

Accession No.

Date Received

84W67

7-20-83

Signature

Title

1. From: (Name, Division, Address or Agency)  
Maryland State Police (Barrack "0")  
Rt. 9, Box 67-A  
Hagerstown, Maryland 21740

2. Building and Room

3. Phone

739-2101

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

5. Signature: (Agency Official)

1st Lt. J. A. Nave

6. No. of Cu.Ft.

3 Cu. Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32  
S-23

4

8934-B - 10944-B C.I.R. 1-11-70 to 8-4-71

75 years

5

9628-B - 10946-B C.I.R. 8-30-70 to 8-1-71

75 years

6

3-0 - 336-0 C.I.R. 8-5-71 to 12-5-71

75 years

Jan. 20 1983  
983 A20  
985 ops 24  
2/28 1/89  
1/97

Disposal  
11/19/97

(Use Plain Unlined Paper For Continuation Pages)




MARYLAND STATE POLICE 34.02.15	<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		
MARYLAND STATE POLICE-N. EAST		
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.				
78W71	CIR CASES	1209		1941-1971	23	1/15/97	RECYCLE

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


Paul Bond      Records Center Manager      June 30, 1998  
 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

78W71

A. AGENCY 1. MSP - North East		ACCESSION NO. 78W71	DATE REC'D
B. DIVISION/UNIT		LOCATION RANGE SECTION(S) 24 20-21	RM CODE 34.02.15
C. MAILING ADDRESS			NO. OF CU. FT. 23
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-10, 14-26	* BXD - 1-10 + 14-26 Cases CIR 1941-1961 1961-1971	#1209 OPS-24  Disposal 1/15/97 JPR

3 - Left

BXD - 11+12 1/98  
BXD 13 - 1/99

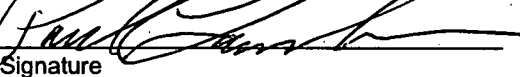
B- 11-13

MARYLAND STATE POLICE 34.02.25		<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			
52- BARRACK "C" -CUMBLND-LaVALE			
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.				
92W1022	CRIMINAL/CIVIL CITATION	1209		1988	1		RECYCLE

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

  
 Signature \_\_\_\_\_ Records Center Manager \_\_\_\_\_ June 30, 1998  
 Title \_\_\_\_\_ Date

E

**RECORDS TRANSMITTAL AND RECEIPT**

34.02.25

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Police		ACCESSION NO. 92W1022	DATE REC'D 3-16-92
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) 26 13	NO. OF CU. FT. 1
D. PHONE NO. 301-729-2101		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lt. C. C. Bittinger		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 1988 - Allegany and Garrett County	#1209 OPS-31 1/97

MARYLAND STATE POLICE 34.02.25	<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		
BARRACK "C", CUMBERLAND		
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.				
90W970	CRIMINAL COMPLAINT	1209		11/71-2/72	1	1/02/98	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 Date

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. <del>52</del> 34.02.25 <del>23.07.25</del></p> <p>b) AGENCY Maryland State Police</p> <p>c) DIVISION/UNIT Barrack "C", Cumberland</p> <p>d) MAILING ADDRESS 1125 National Hwy. LaVale, MD 21502</p> <p>e) AGENCY OFFICIAL 2nd Lt. C. C. Bittinger Commander</p>	<p>ACCESSION NO. <b>90W970</b></p> <p>LOCATION - RANGE <b>42</b></p> <p>SECTION(S) <b>29</b></p> <p>NO. OF CU. FT. <b>1</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>3-1-90</b></p>
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>		
<p>2. BOX NUMBERS 1</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Criminal Complaint Report C-6225 - 6476 11/71 - 2/72</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) 25 Years  #1209 OPS-24 7/97  <i>Disposal</i> 1/02/98 <i>[Signature]</i></p>

USE PINK UNLINED PAPER FOR CONTINUATION PAGES)

MARYLAND ST. POLICE 34.01.03	<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		
CRIMINAL REC's-PIKESVILLE, MD.		
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.				
77W169	UCR STATISTICS	971	25	1972-1974		3/19/98	RECYCLE
77W170	CONTRIBUTORS	971	25	1967-1975		3/19/98	

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 Date

AND RECEIPT

34.01.03 ~~23.06.03~~ E

Accession No. 77W169	Date Received March 8, 1977
-------------------------	--------------------------------

1. From: (Name, Division, Address or Agency)  
Maryland State Police (UCR Section)  
Criminal Records-Central Repository  
Pikesville, Md. 21208

Signature  
  
Title  
Record Management Technician

2. Building and Room  
Building "I"  
UCR Office

3. Phone  
486-3101 Ext. 288

4. To: State Records Center  
Hall of Records, Annapolis, Md.

5. Signature: (Agency Official)  
*Rose Marie DeCarlo*  
Rose Marie DeCarlo

6. No. of Cu.Ft.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
------------------------------	----------------	--	--

~~Range 7  
Section 3-4~~  
Range 4  
Section 15-16

1.	January-June 1972 - UCR Statistics
2.	July-December 1972 - UCR Statistics
3.	January-June 1973 - UCR Statistics
4.	July-December 1973 - UCR Statistics
5.	January-June 1974 - Age, Sex & Race Arrest Statistics
6.	July-December 1974 - Age, Sex & Race Arrest Statistics
7.	Six month's Report January-June 1974 - Age, Sex & Race <sup>+</sup> Offenses Arrest Supplement
	July-December 1974 - Age, Sex & Race <sup>+</sup> Offenses Arrest Supplement
8.	January-June 1974 - Arrest, Offenses, Supplement
9.	July-August 1974 - Arrests, Offenses, Supplement

ops 2508  
971-25  
July 1997

Disposal  
3/19/98  
*JPL*

(Use Plain Unlined Paper For Continuation Pages)



RECORDS TRANSMITTAL AND RECEIPT

*E*

To Be Completed At State Records Center

Accession No.

Date Records Received

77W170

March 14, 1977 ✓

34 01.03 ~~23 06 03~~

FROM: (Name and Division of Transferring Agency)  
Maryland State Police (UCR Section)  
Criminal Records-Central Repository

Signature

Title Record Management Technician

Address of Agency:  
Pikesville, Md. 21208

3. TO: STATE RECORDS CENTER

Hall of Records, Annapolis, Md.

Agency Official (Signature)  
Rose Marie DeCarlo

5. Building & Room No.  
Bldg. "I" UCR Office

6. Telephone No.  
486-3101 Ext. 288

7. Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<i>Range 4 Section 14</i>	1	1967-1970 - Contributors-Return "A"	971-25
	2	1971-1972 - Contributors-Return "A"	ops 2508
	3	1973 - Contributors-Return "A"	July 1977
	4	1974 - Contributors-Return "A"	
	5	1964-1970 - MSP-Return "A"	
	6	1971-1973 - MSP-Return "A"	
	7	1974-1975 - MSP-Return "A"	
	8	Jan-June 1975 - MSP-Print-out - Offenses, Arrest & Supplement	<i>Disposal 3/19/98</i>
	9	July-Dec 1975 - MSP-Print-out - Offenses, Arrest & Supplement	
	10	Jan-June-1975 - MSP-Print-out - Arrests - Age, Race & Sex	
	11	July-Dec 1975 - MSP-Print-out - Arrests - Age, Race & Sex	
	12	Jan-June 1975 - MSP-Print-out - Six Month Offenses, Arrest Supplement & Age, Race & Sex	
		July-Dec 1975 - MSP-Print-out - Six Month Offenses, Arrest Supplement & Age, Race & Sex	

(Use Plain Unlined Paper For Continuation Sheet)

MSP 34.02.10	<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		
CRIMINAL INVEST.- GLEN BURNIE		
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.				
77W201	CRIMINAL COMPLAINTS	983-A-20		1966-1971	1	5/5/98	RECYCLE

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

Records Center Manger  
 Title

June 30, 1998  
 Date

**RECORDS TRANSMITTAL**

**AND RECEIPT**

34.02.10 23.06.10

Complete at State Records Center

Accession No.

Date Received

77W201

June 10, 1977

From: (Name, Division, Address or Agency)

MARYLAND STATE POLICE, CARRACK 1471  
6601 RITCHIE HIGHWAY N.E.  
GLEN BURNIE, MARYLAND 21051 PH-761-5130

Signature

Title

Record Management Technician

Building and Room

3. Phone

N.V.A. BUILDING  
ROOM 122

761-5130

4. To: State Records Center

STATE WAREHOUSE,  
RT 173 AND ROUTE 1  
JESSEL, MARYLAND 20723

Signature: (Agency Official)

F. J. R. [Signature]

6. No. of Cu.Ft.

10. Cu. Ft.

13 1/2

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 14 Section 23	1 - 11	1966-71 INCLUDES CRIMINAL COMPLAINT REPORTS (CCR'S) 2444-J TO 7971-J.	<del>983</del> ops 21 & 24
Range 14 Section 23	9 - 10	INCLUDES CRIMINAL COMPLAINT REPORTS (CCR'S) 149 TO 503-P.	#1209 983 A 20 ops 24
Range 14 Section 23	11 - 12	INCLUDES 1973 INCIDENT REPORTS (IR'S) E-65- 4600 to E-65-14099.	Boxes 1-10 <del>100</del> <del>188</del>
Range 14 Section 23	13	1973 AND 1974 CCH LEDGERS	983 ops 23 Boxes 11-12 1189
Range 14 Section 23		* Partial Box 1-10 - 1/97	<del>983</del> sch 1209 ops 21 Box 13 1/98 DISPOSAL 5-558

(Use Plain Unlined Paper For Continuation Pages)

MSP 34.02.11	<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		
C. I. R. - HAGERSTOWN		
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.				
84W68	C. I. R.	983-A-20		1/31/72-12/31/72	3	5/6/98	RECYCLE
86W327	C. I. R.	983-A-20		1/1/70-2/13/72	1	5/19/98	
90W376	COMPLAINT CONTROL	983		1/74-12/74	1	5/5/98	

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

\_\_\_\_\_ Records Center Manger June 30, 1998 \_\_\_\_\_  
 Title Date Signature

RECORDS TRANSMITTAL

AND RECEIPT

34.02.11

~~23.06.11~~

Accession No.

84W68

Date Received

7-20-83

Signature

Title

X

1. From: (Name, Division, Address or Agency)  
Maryland State Police (Barrack '0")  
Rt. 9, Box 67-A  
Hagerstown, Maryland 21740

2. Building and Room

3. Phone

739-2101

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

5. Signature: (Agency Official)

Lt. Lt. L. G. Name

6. No. of Cu.Ft.

3 Cu. Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-32  
S-23

7  
8  
9

337-0 - 368-0 C.I.R. 1-31-72 to 2-15-72  
D64-00057 - D64-08365 C.I.R. 3-2-72 to 12-23-72  
D64-00007 - D64-08440 C.I.R. 3-1-72 to 12-31-72

~~75 years~~  
~~75 years~~  
~~75 years~~

Jan. 2048  
983A20  
~~985~~ OPS 24  
~~7/08~~ 1/89  
1/98

Disposal  
5-6-98  
AW

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

EA  
AND RECEIPT  
34.02.11 ~~23.07.11~~

Accession No.

Date Received

86W327

11-27-85

Signature

Title

1. From: (Name, Division, Address or Agency)  
Maryland State Police (Barrack "0")  
Rt. 9, Box 67-A  
Hagerstown, Maryland 21740

2. Building and Room

3. Phone

739-2101

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

5. Signature: (Agency Official)

*R. L. McAfee*  
2nd Lt. R. L. McAfee  
Acting Commander Barrack "0"

6. No. of Cu.Ft.

1 Cu. Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1

8925-B - 353-0 C.I.R. 1-1-70 - 2-13-72

25 years

R-38  
S-33

Sch 983A20

OPS 24

~~Jan 2011 1/89~~  
1/98

DISPOSAL  
5-19-98

(Use Plain Unlined Paper For Continuation Pages)

called 10/85

**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 34.02.11 <del>35.06.01</del> 23.07.11		ACCESSION NO. 90W376	DATE REC'D 10-18-89
b) AGENCY Maryland State Police		LOCATION - RANGE 20	SECTION(S) 6
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		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	Complaint Control Ledgers (Jan. 1974 thru Dec. 1974)	983 OPS-21 Jan. 1998  <i>disposal</i> <i>5-5-98</i> <i>AW</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

MSP 34.02.25	<b>Department of General Services</b> <b>Records Management Division</b> 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		
52- BARRACK "C", CUMBERLAND		
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				
93W1450	JUVENILE CRIM/CIVIL	1209		1989	1	5/19/98	RECYCLE
93W1451	CRIMINAL/CIVIL CIT.	1209		1989	1	5/5/98	

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

\_\_\_\_\_  
 Signature  
 DGS 550-2 (Rev. 1/93)

\_\_\_\_\_  
 Records Center Manager  
 Title

\_\_\_\_\_  
 June 30, 1998  
 Date



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.02.25

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>93W1450</b>	DATE REC'D <b>5-5-93</b>
B. DIVISION/UNIT 52 - Barrack "C", Cumberland			RM CODE <b>23.07.25</b>
C. MAILING ADDRESS 1125 National Highway LaVale, MD 21502		LOCATION RANGE SECTION(S) <b>18 16</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 301-729-2101		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lt. B. D. O'Hara		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 1989 - Allegany & Garrett County	# 1209 OPS-30 1/98  DISPOSAL 5-19-98

**E**

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

X

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

34.02.25

A. AGENCY 1. Maryland State Police		ACCESSION NO. <b>93W1451</b>	DATE REC'D <b>5-5-93</b>
B. DIVISION/UNIT 52 - Barrack "C", Cumberland			RM CODE <del>23-07-25</del>
C. MAILING ADDRESS 1125 National Highway LaVale, MD 21502		LOCATION RANGE SECTION(S) <b>26 13</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 301-729-2101		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lt. B. D. O'Hara		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 1989 - Allegany & Garrett County	#1209 OPS-31 1/98  Disposal 5-5-98 DW

ST. CCRB 34.02	<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		
MSP- REISTERSTOWN ROAD		
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.				
75W157	CRIMINAL COMPLAINT	971	25			3/18/98	RECYCLE

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

_____	Records Center Manager	June 30, 1998
Signature	Title	Date
DGS 550-2 (Rev. 1/93)		

Accession No.

Date Records Received

34-02-23-06-03-E

75W157

2/28/75

1. FROM: (Name and Division of Transferring Agency)  
STATE CENTRAL CRIME RECORDS BUREAU  
MARYLAND STATE POLICE

Signature  
*Paul C. Lambson*  
Title  
Record Management Technician

2. Address of Agency:  
Reisterstown Road

3. TO: STATE RECORDS CENTER  
~~Waterloo~~  
ANNAPOLIS RECORDS CENTER

4. Agency Official (Signature)

*Karen E. Jerome*

5. Building & Room No.  
B-25

6. Telephone No.  
269-0164 Ext. 501  
486-3101 Ext. 330

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

88-Total

10. Disposal Authority (Schedule and Item)

R3  
5/13-14  
Range 4  
Section 8-10

8. Box Numbers	9. Description of Records With Inclusive Dates
	CRIMINAL COMPLAINT INVESTIGATIONS REPORTS
1	A 13398-13759
2	A 13760-14099
3	A 14100-14419
4	A 14420-17759
5	A 14760-15049
6	A 15050-15339
7	A 15340-15576
1	B 9419-9729
2	B 9730-10069
3	B 10070-10389
4	B 10390-10719
5	B 10720-11079
6	B 11080-11369
7	B 11370-11610
1	C 4162-4469
2	C 4470-4800
3	C 4801-5159
4	C 5160-5499
5	C 5500-5859
6	C 5860-6229
7	C 6230-6476
1	D 9900-10164
2	D 10165-10453
3	D 10454-10713
4	D 10714-11036
5	D 11037-11357
6	D 11358-11643
7	D 11644-11932
8	D 11933-12179
9	D 12180-12352

*#09 Bytes*

PERMANENT STORAGE

971-25  
ops 24

7/97

*Disposed  
Microfilmed  
+ Destroyed 1989*

*A-Cases 1-7  
B-Cases 1-7  
C-Cases 1-7*

*Disposed  
3/18/98*

*Sent copy  
to CR-CK  
3-3-80*

(Use Plain Unlined Paper For Continuation Sheets)

gib

STATE OF MARYLAND  
MARYLAND STATE POLICE

1 E 9860-10186  
2 E 10187-10499  
3 E 10500-10784  
4 E 10785-11103  
5 E 11104-11429  
6 E 11430-11711  
7 E 11712-12024  
8 E 12025-12336  
9 E 12337-12627  
10 E 12628-12706

1 F 6450-6752  
2 F 6753-6989  
3 F 6990-7262  
4 F 7263-7504  
5 F 7505-7701  
6 F 7702-7959  
7 F 7960-8237  
8 F 8238-8553  
9 F 8554-8814

1 G 5740-5963  
2 G 5964-6199  
3 G 6200-6417  
4 G 6418-6638  
5 G 6639-6909  
6 G 6910-7174  
7 G 7175-7465  
8 G 7466-7767  
9 G 7768-8101  
10 G 8102-8249

1 H 10500-10777  
2 H 10778-11031  
3 H 11032-11303  
4 H 11304-11520  
5 H 11521-11810  
6 H 11811-12049  
7 H 12050-12155  
8 H 12156-12444

1 I 8415-8682  
2 I 8683-8951  
3 I 8952-9212  
4 I 9213-9497  
5 I 9498-9774  
6 I 9775-10091  
7 I 10092-10396  
8 I 10397-10641  
9 I 10642-11004

1 J 6180-6462  
2 J 6463-6771  
3 J 6772-7074  
4 J 7075-7301  
5 J 7302-7605  
6 J 7606-7899  
7 J 7900-8186  
8 J 8187-8458

1 K 1310-1574  
2 K 1575-1804  
3 K 1805-2121  
4 K 2122-2430  
5 K 2431-2710  
6 K 2711-2955  
7 K 2956-3135

1 L 001-264  
2 L 265-554  
3 L 555-906  
4 L 907-1196

1 M 001-100

1 N 001-168

1 O 001-368

1 P 001-250  
2 P 251-503

1 Q 001-200  
2 Q 201-432

1 R 001-252

1 HQ 598-1843  
2 HQ 1844-1889  
3 HQ 1890-2040  
4 HQ 2041-2243  
5 HQ 2244-2370  
6 HQ 2371-2469