

07.01	MSDE	Department of General Services 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.
BUSINESS SERVICES/ACCOUNTING			
Division or Unit			

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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				
97W1181	ACCOUNTS RECEIVABLE	1993	2	1988-94	170	8/00	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

 December 30, 2000
 Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO. 97W1181	DATE REC'D 5-19-97
B. DIVISION/UNIT BUSINESS SERVICES/ACCOUNTING BRANCH			RM CODE 07.01
C. MAILING ADDRESS 200 W BALTIMORE ST BALTIMORE MD 21201-2595		LOCATION RANGE SECTION(S) 124 1-5	NO. OF CU. FT. 170
D. PHONE NO. (410)767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	FY 88-93 Accounts Receivable Document Control Reports/Deposit Receipts	1993 1606-2-1999
2	FY 92 Daily Reports 2/92-3/13/92	* Missing Boxes - 156-170
3	FY 94 Accounts Payable TL's 429-444	
4	FY 94 Accounts Payable TL's 031-045	
5	FY 91 Final Accounting Report Books 11,12,13	
6	FY 92 Daily Reports 6/17/92-7/31/92	
7	FY 93 Aid to Ed Reports/Headqtrs CD's	
8	FY 93 ED 100,200,300 for payroll, Telephone, & Void Checks	
9	FY 92 Daily Reports 3/14/92-4/30/92	
10	FY 92 Certificate of deposits 7/91-2/92	
11	FY 93 DORS Budget Credits 203000-203036	
12	FY 92 Contractual Time Sheets PR 1-14	
13	FY 92 Monthly Reports 4/92-7/92	
14	FY 92 Working Fund TL'S 92082090 thru	
15	FY 92 Monthly Reports 5/92-7/92	
16	FY 92 Payroll Notices PR 1-10	
17	FY 93 Daily Reports 8/92-10/92	
18	FY 94 Accounts Payable TL'S 233-243	
19	FY 92 Payroll Notices PR 11-20	
20	FY 93 Monthly Reports 1/93-5/93	
21	FY 93 Monthly Reports 9/92-12/92	
22		
23	FY 90 Accts Rec Monthly Reports 6/90-3/92	
24	FY 92 Milage Cards 10/91-3/92	
25	FY 92 DORS Cancellations 402000-402077	
26	FY 94 DORS Increases/DDS 304000-304115	
27	FY 92 Daily Reports 8/91-9/91	
28	FY 94 DORS Daily Control List TL 814263-949422	
29	FY 94 DORS Cancellations 404145-404269	
30	FY 94 DORS PO's 004100-004195	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO.	DATE REC'D <i>Page 2 of 7</i>	
B. DIVISION/UNIT BUSINESS SERVICES/ACCOUNTING BRANCH			RM CODE	
C. MAILING ADDRESS 200 W BALTIMORE ST BALTIMORE MD 21201-2595		LOCATION RANGE SECTION(S)		NO. OF CU. FT.
D. PHONE NO. (410)767-0130		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Saul Lilienfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
31	FY 94 DORS PO's 004000-004099	1606-2-1999
32	FY 93 DORS PO's 339-00003/621-080000	
33	FY 94 DORS Cancellations 404000-404144	
34	FY 94 DORS Daily Control List 9/93-12/93	
35	DORS 814432-814448	
36	DORS 814465-814482	
37	FY 93 DORS/DDS POs 593283-593379	
38	FY 94 DORS 814668-814677	
39	FY 93 DORS/DDS POs 593466-593580	
40	FY 93 DORS/DDS POs 593581-593674	
41	FY 94 DORS POs 004291-004394	
42	FY 93 DORS/DDS POs 593675-593892	
43	FY 94 DORS POs 004196-004290	
44	FY 92 DORS POS 101-21413/110-000253	
45	FY 94 DORS POs 004495-004587	
46	FY 94 DORS TLs 814692-814613	
47	FY 94 DORS TLs 814614-814632	
48	FY 94 DORS TLs 814508-814522	
49	FY 93 DORS/DDS POs 593090-593186	
50	FY 94 DORS TLs 814415-414431	
51	FY 93 DORS/DDS POs 593187-593282	
52	FY 94 DORS TLs 814398-814414	
53	FY 93 DORS/DDS POS 593000-593089	
54	FY 94 DORS TLs 814632-814648	
55	FY 94 DORS POs 004395-004495	
56	FY 93 DORS/DDS POs 593380-593464	
57	FY 91/93 Central Stores Monthly Reports	
58	FY 93 Contractual TimeSheets PR 2-16	
59		
59A	FY 93 Expense TLs	
60	FY 94 Accts Payable TLs 058-070	
61	FY 94 DORS TLs 814649-814667	

RECORDS TRANSMITTAL AND RECEIPT

Page 3 of 7
DATE REC'D

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BUSINESS SERVICES/ACCOUNTING BRANCH			RM CODE
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
62	FY 94 DORS TLs 814483-814582	1606-2-1999
63	FY 94 DORS TLs 814523-814538	
64	FY 93 DORS POs 331-00099-328-03304	
65	FY 94 DORS Daily Control LList 814626-824010	
66	FY 94 Accts Control Expenses Adj TL 440001-440046	
67	FY 93 Headquarters CDs	
68	FY 92 Working Fund TLs 92111999-	
69	FY 92 Contracual Time Sheets PR 15-26	
70	FY 92-93 Payroll ETR PR 1-27	
72	FY 94 Accts Pay Closed POs for Telephone, Copiers, inter-agency, etc	
71	FY 94 Monthly Vendor Reports 3/94-5/94	
73	FY 94 PAYROLL -OLD SALARY CARDS	
74	FY 93 DAILY TRANSACTION REPORTS 3/93-4/93	
75	FY 92 PAYROLL NOTICES PR 21-26	
76	FY 93 DAILY TRANSACTION REPORTS 11/92-2/93	
77	FY 91-92 MAILAGE CARDS 12/4/90-10/8/91	
78	FY 93 Payroll NOTICES PR1-12	
79	FY 93 DAILY TRANSACTIONS REPORTS 5/93-7/93	
80	FY 93 DORS CONCESSIONS 403235-403361	
81	FY 94 ACCOUNTS PAYABLE TL'S 131-141	
82	FY 93 HEADQUARTERS AID TRANSACTION REGISTER	
83		
84	FY 94 DORS TO BE PAID REPORTS	
85	FY 94 ACCTS APYABLE CLOSED PO'S G-P	
86	FY 89-92 HDQTRS RECONCILIATION 1/89-12/91	
87	FY 94 " AID ACCRUAL REVERSALS ED 530001-530025, RETIREMENT TL	
88	FY94 ACCTS PAYABLE CLOSED PO'S A-F	
89	FY 94 PAYROLL/CONTRACTUAL TIME SHEETS PR 2-15	
90	FY 91-92 PAYROLL/CONTRACTUAL PTR & CHECK REGISTER	

RECORDS TRANSMITTAL AND RECEIPT

Page 4 of 7

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BUSINESS SERVICE/ACCOUNTING BRANCH		RM CODE	
C. MAILING ADDRESS 200 W BALTIMORE ST BALTIMORE MD 21201-2595		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410)767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
91	FY 92 HDQTRS MONTHLYREPORTS, A30482 9/91-12/91	1606-2-1999
92	FY 93 PAYROLL CONTRACT TIME SHEETS PR 17-28 CONTRACTS/ HISTORY CARDS	
93	FY 93 PAYROLL NOTICES PR 13-27	
94	FY 94 HDQTRS CASH RECEIPTS, CD/AID	
95	FY 94 HDQTRS MONTHLY REPORTS A30482 6/93-8/93	
96	FY 94 HDQTRS ACCTS CONTROLL BULK ADJ TL 740219-740302	
97	FY 94 PAYROLL REGULAR PAYROLL NOTICES, PR 14-26	
98	FY 92 HDQTRS CD/AID 9/91-6/92	
99	FY 92 PAYROLL CHECK REGISTER PR 9-20	
100	FY 94 ACCTS PAYABLE CLOSED PO'S Q-Z FY 93 paid in 94 PO's A-Z	
101	FY 94 PAYROLL REGULAR PR NOTICES PR 1-13	
102	FY 93 AID REPORT A30414	
103	FY 94 PAYROLL CONTRACT TIMESHEETS PR 16-28	
104	FY 94 HDQTRS CASH RECEIPTS, CD'S	
105	FY 94 DORS TL'S 814486-814500	
106	FY 94 DORS TL'S 814449-814464	
107	FY 93 DORS PO'S 223-000336/330-09359	
108	FY 94 DORS TL'S 814539-814557	
109	FY 94 DORS CONCESSIONS 404270-404360	
110	FY 94 Hdqtrs DAILY REPORTS A30401 5/92-6/92	
111	FY 94 HDQTRS ACCTS CONTROLL BULK ADJ TL 440041-440095	
112	FY 94 HDQTRS REPORTS A30482 & A30483	
113	FY 94 HDQTRS ACCT CONTROLL BULK ADJ TL 440001-440053	
114	FY 94 HDQTRS DAILY REPORTS A30401 12/91-1/92	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Page 5 of 7

A. AGENCY 1. DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BUSINESS SERVICES/ACCOUNTING BRANCH			RM CODE
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201-2595		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410)767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
115	FY 94 HDQTRS CASH RECEIPTS, CD 7/93-1/94	1606-2-1999
115B	FY 94 DORS TL'S 814558-814575	
116	FY 93 DORS TL'S 813169-813	
117	FY 94 HDQTRS MA'S 440146-440245	
118	FY 93 ACCOUNTS RECEIVABLE LETTERS	
120	FY 93 MILAGE CARDS 9/92-7/93	
121	FY 93 PAYROLL CHECK REGISTER PR 1-8	
122	FY 94 HDQTRS MD'S 440111-440145	
123	FY 93 MONTHLY VENDOR REPORTS 1/93-3/93	
124	FY 94 HDQTRS MA'S 440246-440260 440001-450061	
125	FY 94 MILAGE CARDS 8/93-5/94	
126	FY 92-93 CONTRACTUAL PAYROLL-ETR & CHECK REGISTER 12/91-12/92	
127	FY 94 PAYROLL CHECK REG PR 14-26	
128	FY 94 DORS TL's 11/93-3/94	
129		
130	FY 94 DORS PO'S 101-113	
131	FY 93 ACCT REC MONTHLY REPORT 7/92-6/93	
132	FY 90-93 PAYROLL INCREMENT/COLA 87-93 MO LIST/TE/SHIFTS/DOC FY 91-94 CANCELLED PAYROLL CHECKS FY 90-93 TAX LIENS FY 90-93/STOP PAYMENTS FY 90-93 W-2 MAIL OUT COPIES FY 92-93	
133	FY 93-94 CONTRACTUAL CHECK REG 12/92-12/93	
134	FY 94 DORS PO's 335,336,410	
135	FY 94 DORS 814591-814627	
136	FY 94 REGULAR PAYROLLS REGISTER PR 27-9	
137	FY 92 REGULAR PAYROLL CHECK REGISTER PR 1-8	
138	FY 94 DORS 814363-814379	
139	FY 94 PAYROLL ETR'S 6/23/93-6/21/94	
140	FY 94 DORS PO'S 114-224	

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

Page 6 of 7

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF EDUCATION 36.01.01	ACCESSION NO.	DATE RECD
B. DIVISION/UNIT BUSINESS SERVICES/ACCOUNTING BRANCH	RM CODE	
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201-2595	LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-0130	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul LILIENFELD	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
141	FY 94	DORS PO'S 334-339	1606-2-1999
142	FY 94	DORS 814346-814362	
143			
144			
145	FY 91-92	HDQTRS RECONCILIATION STARS MONTHLY REPORTS	
146	FY 94	DORS BUDGET CREDITS 204001-204026	
147	FY 94	HDQTRS ACCT REC EDITS AND UPDATES	
148	FY 92	HDQTRS ACCTS REC MONTHLY REPORTS	
149	FY 94	HDQTRS ACCT REC EDITS AND UPDATES	
150	FY 92-94	HDQTRS-EXPENDITURE REDUCTION, RETURNS, ADVANCES, CHECK LIST, DO NOT REIMBURSE	
151	FY 92-93	DORS TL REPORTS 813418-813467 815215-815272 885047-885055	
152	FY 93-94	HDQTRS ACCTS REC INV, CREDIT MEMOES JOURNAL	
153	FY 93	HDQTRS ACCTS REC MONTHLY REPORTS	
154	FY 91-92	HDQTRS ACCTS REC INVOIC & CREDIT JOURNAL ENTRIES 7/90-12/91	
155	FY 93	HDQTRS REG PAYROLL CHECK REGISTER PR 9-14	
156	FY 94	HDQTRS ACCTS CONTROLL EXPENDITURE ADJ	
157	FY 88-92	HDQTRS RECONCILIATION-TAX LETERS	
158	FY 93	HDQTRS DAILY DETAIL TRANACTIONS APRIL THRU AUG 93/BK 1	
159	FY 94	HDQTRS DAILY DETAIL TRANSATIONS NOV, DEC 93/BK 1&2 thru JUNE 94	
160	FY 94	HDQTRS DAILY DETAIL TRANSACTIONS AUG 93/BK 2 thru OCT 93	

STATE RECORDS MANAGEMENT CENTER
 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 EDUCATION 36.01.01

B. DIVISION/UNIT
 BUSINESS SERVICES/ACCOUNTING BRANCH

C. MAILING ADDRESS
 200 W BALTIMORE STREET
 BALTIMORE MD 21201-2595

D. PHONE NO.
 (410)767-0130

E. AGENCY OFFICIAL
 SAUL LILIENFELD

ACCESSION NO.	DATE REC'D <i>Page 1 of 1</i>
LOCATION RANGE	SECTION(S)
NO. OF CU. FT.	
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
161	FY 93-94	HDQTRS ACCTS RECONTROL FINAL FEDERAL ACCT REPORTS BK 1 thru 6	1606-2-1999
162	FY 92	HDQTRS ACCRUALS TL 520082-520222	
163	FY 92	HDQTRS INDIRECTS COSTS	
164	FY 94	HDQTRS INDIRECT COSTS	
165	FY 94	HDQTRS ACCTS REC CHECK DEPOSTS SLIPS	
166	FY 93	HDQTRS ACCTS CONTROL FINAL ACCOUNT REPORTS BK 5-6	
167	FY 93	HDQTRS ACCTS CONTROL FINAL ACCOUNT REPORTS BK 7-14	
68	FY 92	HDQTRS DAILY REPORTS Bk 1&2 A30401	
69	FY 93	HDQTRS DAILY DETAIL OF TRANSACTIONS 1/93-3/93	
70			

R124
S1-5

R124
S5-6

49 empty

170 co. & L.

MISSING ~~156~~, 156-170

07.03.02	MSDE	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		
	CERTIFICATION & ACCREDITATION		
	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				
89W1117	NON PUBLIC FILES	658	1	1922-26	1	8/00	RECYCLE
92W875		658	1	1922-26	2	8/00	RECYCLE
93W1349		658	1	1922-26	1	8/00	RECYCLE
93W1350		658	1	1922-26	3	8/00	RECYCLE
93W1351		658	1	1922-26	2	8/00	RECYCLE

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

_____ Records Center Manager _____ December 30, 2000
 Signature Title Date
 DGS 550-2 (Rev. 1/93)

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 36.01.01		ACCESSION NO. 070302		DATE RECD 89W1117		5-2-89	
b) AGENCY MSDE		LOCATION - RANGE 54		SECTION(S) 10		NO OF CU FT 1	
c) DIVISION/UNIT C & A		MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL BEVERLY J. MALNAR		PHONE NO. 333-2511		TO BE 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 A-Z	<p>Non Public Files</p> <table border="0"> <tr> <td>AGE GROUP</td> <td>EXPIRATION DATE</td> </tr> <tr> <td>1922-1926</td> <td>Misc Dates</td> </tr> </table>	AGE GROUP	EXPIRATION DATE	1922-1926	Misc Dates	<p>Schedule #658 Item #1 Retain Applications until 1/1999</p> <p><i>Duped 7/22 sup</i></p>
AGE GROUP	EXPIRATION DATE					
1922-1926	Misc Dates					

R-54

S-10

2 Empties

S-10

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 Department of Education		ACCESSION NO. 92W875	DATE REC'D 2-7-92
B. DIVISION/UNIT Certification and Accreditation		LOCATION RANGE SECTION(S) 123 19	RM CODE 07.03.02
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		NO. OF CU. FT. 2	
D. PHONE NO. (410) 333-2511		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Beverly J. Malnar		TO BE 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 - A-N 2 - O-Z	Age Group 1922-1926 Expiration Date 1988	Schedule #658 Item #1 Retain Applications Until 1/1999	

Handwritten signature and date: 8-21-00

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES.

A. AGENCY 1. 36.01.01		ACCESSION NO. 93W1350	DATE REC'D 4-28-93
B. DIVISION/UNIT MSDE		LOCATION RANGE SECTION(S) 120 23	RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		NO. OF CU. FT. 3	
D. PHONE NO. 333-2511		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BEVERLY J. MALNAR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1-A-G 2-H-M 3-M-Z	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Age Group 1922-1926 Expirate Date 1989		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule #658 Item #1 Retain Application until 1/1999

RECEIVED
 OCT 30 1992
 Research, Evaluation and
 Statistical Services Branch
 O M I S

DISPOSAL
2-27-90

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01	ACCESSION NO. 93W1351	DATE REC'D 4-28-93
B. DIVISION/UNIT MSDE		RM CCDE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201	LOCATION RANGE SECTION(S) 120 23	NO. OF CU. FT. 2
D. PHONE NO. 333-2511	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BEVERLY J. MALNAR	TO BE 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. A-L 2 M-2	Age Group 1922-1926 Expiration Date 1989 <div style="text-align: center;"> <p>RECEIVED</p> <p>FEB 8 1993</p> <p>Results Branch</p> <p>PRIM</p> </div>	Schedule #658 Item#1 Retain Application Until 1/1994-99 <div style="text-align: right;"> <p>DISPOSAL</p> <p>7-27-00</p> </div>

07.08	MSDE	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		
	NONPUBLIC SCHOOL BRANCH		
	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.				
97W604	HEARING CASE FILE	1992	2	1994	12	8/00	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

December 30, 2000
Date

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. Maryland State Department of Education	Accession No. 97W604	Date Rec'd 11-25-96
		RM Code 07-08- 0
B. Division/Unit Nonpublic Schools Branch	Location Range Section(s) 37 33	No. of Cu. FL 12
C. Mailing Address 200 West Baltimore Street, 4th Floor Baltimore, Maryland 21201-2595	Records Center Manager	
D. Phone No. (410) 7670264	To Be Completed At State Records Management Center	
E. Agency Official William P. Roughton (contact Person - Dorothy Godwin)		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority: Schedule, Item No., Disposal Date
1 - 12	HEARING CASE FY 94	7/1/99 SCHEDULE # 1605 ¹⁹⁹² ITEM # 2 Disposed 7/12/99

MARYLAND STATE DEPARTMENT OF EDUCATION
NONPUBLIC SCHOOLS STATE HEARING DECISIONS
FY 1994
JESSUP STORAGE _____, 1996

CASE NUMBER	BOX NO.
94-MSDE-SE-23-0013	1
94-MSDE-SE-23-0348	1
94-MSDE-SE-23-0438	1
94-MSDE-SE-23-0090	1
94-MSDE-SE-23-0182	1
94-MSDE-SE-23-0061	1
94-MSDE-SE-23-0061	1
94-MSDE-SE-23-0121	1
94-MSDE-SE-23-0189	1
94-MSDE-SE-23-0444	2
94-MSDE-SE-25-0277	2
94-MSDE-SE-23--141	2
94-MSDE-SE-23-0250	2
94-MSDE-SE-23-0218	2
94-MSDE-SE-23-0390	2
94-MSDE-SE-23-0297	3
94-MSDE-SE-23-0242	3
94-MSDE-SE-23-0094	3
94-MSDE-SE-23-0437	4
94-MSDE-SE-23-0435	4
94-MSDE-SE-23-0436	4
94-MSDE-SE-23-0102	4
94-MSDE-SE-23-0174	4
94-MSDE-SE-23-0292	4
94-MSDE-SE-23-0092	4
94-MSDE-SE-23-0105	4
94-MSDE-SE-23-0221	4
94-MSDE-SE-23-0	4

MARYLAND DEPARTMENT OF EDUCATION
NONPUBLIC SCHOOLS STATE HEARING DECISIONS
FY 1994
JESSUP STORAGE
_____, 1996

CASE NUMBER	BOX NO.
94-MSDE-SE-23-0217	7
94-MSDE-SE-23-0117	7
94-MSDE-SE-23-0443	7
94-MSDE-SE-23-0096	7
94-MSDE-SE-23-0396 94-MSDE-SE-23-0426	7
94-MSDE-SE-23-0152	8
94-MSDE-SE-23-0016	8
94-MSDE-SE-23-0091	8
94-MSDE-SE-23-0268	8
94-MSDE-SE-23-0126	8
94-MSDE-SE-23-0059	9
94-MSDE-SE-23-0233	9
94-MSDE-SE-23-0287	9
94-MSDE-SE-23-0405 94-MSDE-SE-23-0421	9
94-MSDE-SE-23-0163	10
94-MSDE-SE-23-0273	11
94-MSDE-SE-23-0193	12
94-MSDE-SE-23-0111	12
94-MSDE-SE-23-0332	12
94-MSDE-SE-23-0381	12
94-MSDE-SE-23-0298	12

07.10 MSDE	Department of General Services 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.
INACTIVE PERSONNEL MANAGEMENT		
Division or Unit		

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W1327	INACTIVE PERSONNEL	1993	7B	1993	3	8/00	RECYCLE

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

	Records Center Manager	December 30, 2000
Signature	Title	Date

E

X

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Department of Education		ACCESSION NO. 95W1327	DATE REC'D 4-17-95
B. DIVISION/UNIT Human Resource Management Branch 1st Floor, Room 106			RM CODE 07.10
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 36 13-14	NO. OF CU. FT. 3
D. PHONE NO. 767-0018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Diane H. Bassett		TO BE 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>INACTIVE PERSONNEL FILES</u>	
1 of 3	1/1/93 - 12/31/93 (A - F)	Schedule 404 1993 7/1/99 1/1/99
2 of 3	1/1/93 - 12/31/93 (G - M)	1/1/99
3 of 3	1/1/93 - 12/31/93 (N - Z)	1/1/99
		Disposed 7/7/00 AR

07.01	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		
Dept of Education.		
Division or Unit		
DBS/Accounting Branch		

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				
99w523	Hqtrs. Dailys	1993	2	92-95	172	8/00	RECYCLE

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

Signature	Records Center Manager	December 30 2000
	Title	Date

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF EDUCATION 36.01.01	ACCESSION NO. <div style="font-size: 2em; text-align: center;">99W523</div>	DATE REC'D <div style="font-size: 1.5em; text-align: center;">2-1-99</div>
B. DIVISION /UNIT DBS/ACCOUNTING BRANCH		RM CODE <div style="font-size: 1.5em; text-align: center;">07.01</div>
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; text-align: center;">24 26-30</div>	NO. OF CU. FT. <div style="font-size: 1.5em; text-align: center;">172</div>
D. PHONE NO. (410) 767-0130	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

1	FY 95	HQTRS DAILYS APR/95-MAY 95	1993 1606-2-2000
2	95	HQTRS DAILYS JULY/94-SEPT/94	
3	95	HQTRS DAILYS OCT/94-DEC/94	
4	95	HQTRS PAYROLL REPORTS 9/94-1/95	<i>July 2000</i>
5	94-95	HQTRS RECONCILIATION 1/95-5/95	
6	95	DORS TLS 815123-815141	
7	95	ACCTS PAY CLOSED PO'S A-E	
8	95	DORS INC 305000-305107	
9	95	ACCT PAY TL'S 144-159	
10	95	HQTRS PAYROLL REPORTS 99-77	
11	95	CANCELLATION 405330-40538	
		EXPEND 205001-205-----	
12	95	ACCTS PAY TL 220-2332	
13	95	393-408	
14	95	449-463/VOID CHECKS	
15	95	464-475	
16	95	117-130	
17	95	DORS DAILY REPORTS 3/95-4/95	
18	95	<i>Bank Recon FY 92-95</i>	
19	95	CANC 405167-405329	
20	95	DDS PO'S 5119-5239	
21	95	DORS PO'S 115-224	
22	95	086-101	
23	95	AVTM 11/17/94-12/27/94	
24	95	AID TO ED FINANCIAL REPORTS	
25	95	AID TO ED 550148-550157	
26	95	070-085	
27	95	DORS 815210-815229	
28	95	DORS 815632-815642	

29	95	DORS TL 815534-815547
30	95	ACCTS PAY TL'S 404-421
31	95	ACCTS PAY TL'S 101-113
32	95	ACCTS PAY TL'S 341-352
33	95	HQTRS DAILY 10/94-1/95
34	95	CANC 405001-405166
35	95	VENDORS 6/94-10/94
36	95	ACCT PAY TL 042-056
37	95	DORS TL816323-816382
38	95	ACCT PAY TL 026-041
39	95	ACCTS PAY TL 160-172
40	95	ACCTS PAY TL 001-025
41	95	ACCTS PAY TL 315-327
42	95	ACCTS PAY TL173-188
43	95	DAILY 1/95-3/95
44	95	AID TO ED TL 550060-550071
45	95	ACCTS PAY TL 233-240
46	95	AID TO ED TL 550046-550059
47	95	ACCTS PAY TL 437-448
48	95	AID TO ED 900 ACCRUALS/902 REVERSAL
49	95	ACCTS PAY TL 422-436
50	95	ACCTS PAY TL 131-143
51	95	AID TO ED TL550114-550124
52	95	ACCTS PAY TL 057-068
53	95	ACCTS PAY TL 208-219
54	95	AID TO ED TL 550072-550087
55	95	ACCTS PAYABLE TL 252-264
56	95	AID TO ED TL 550088-550103
57	95	AID TO ED TL 550001-550021
58	95	AID TO ED TL 550034-550045
59	95	AID TO ED TL 550125-550138
60	95	ACCTS PAY TL 265-275
61	95	ACCT PAY TL 379-392
62	95	ACCT PAY TL 086-100
63	95	ACCT PAY TL 353-366
64	95	ACCT PAY TL 241-250
65	95	ACCT PAY TL 328-340
66	95	ACCT PAY TL 298-313
67	95	ACCT PAY TL 189-207
68	95	ACCT PAY TL 367-378
69	95	ACCT PAY TL 276-286
70	95	ACCT PAY TL 287-297
71	95	AID TO ED ADJ 6500151-6500244
72	95	AID TO ED MA 440051-440109
73	95	AID TO ED MA 440110-440159
74	95	AID TO ED TL 550022-550033
75	95	AID TO ED TL 550136-550147
76	95	AID TO ED ADJ 650001-650150
77	95	AID TO ED MA 440198-440235
78	95	AID TO ED MA 440236-440238
79	95	AID TO ED TL 550104-550113
80	95	DORS TL 815413-815431
81	95	AID TO ED MA 440160-440197
82	95	AID TO ED MA 440001-440050
83	94-95	CHECK REGIST 12/93-2/94
84	95	HQTRS ACCTS PAY CLOSED PO F-S
85	92-95	HQTRS CANCELLED W F CHECKS
86	95	DORS TL 8115462-815479
87	95	DORS MOR REPORTS 8/94-6/95

88	95	DORS TL 815263-815279	1606-2-2000
89	95	DORS PO'S 336-424	
90	95	DORS TL 815480-815497	
91	95	DORS TL 815193-815210	
92	95	DORS PO'S 225-335	
93	95	DORS TL 815053-815070	
94	95	DORS DDS PO 5000-5118	
95	95	DORS TL 815589-815604	
96	95	DORS TL 815394-815412	
97	95	DORS TL 815157-815175	
98	95	DORS TL 815569-815584	
99	95	DORS TL 815025-8150035	
100	95	DORS TL 815176-815192	
101	95	DORS DAILY CONTROLS 8/94-9/94	
102	95	DORS TL 815637-815685	
		FUND DISTRIBUTION 3/95-7/95	
103	95	HQTRS 94 CREDITS & 95 PERSONNEL ACCOUNTS	
104	95	DORS DDS PO 5239-5354	
105	95	HQTRS REG PAYROLL #14-26	
106	95	DORS TO BE PD REPORTS 1/95-4/95	
107	95	DORS DAILY CONTROL 885103-885127	
108	95	DORS TL 815665-815682	
109	95	DORS TNM TL 959514-959526/R-40'S	
110	95	DORS TL 815699-815709	
111	95	DORS TL 815374-815393	
112	95	DORS TO BE PD REPORTS 4/95-6/95	
113	95	DORS TL 815020-815034	
114	95	DORS DAILY CONTROLS LIST 1/95	
115	95	DORS TL 815498-815514	
116	95	HQTRS REG PAYROLL CK REGIST 14-26	
117	95	HQTRS CONTRACT PAYROLL 13-28	
118	95	HQTRS REVERSAL/ACCURAL AID INDIRECT COST	
119	95	DORS DAILY CONTROL 7/94-8/94	
120	95	DORS TL 815071-815090	
121	95	HQTRS REG CHECK REGISTER PR 1-13	
122	95	DORS 815230-815246	
123	95	DORS TO BE PD REPORTS 7/94-11/94	
124	95	DORS TO BE PD REPORTS 12/94-1/95	
125	95	HQTRS CONTRACT TIMESHEETS CPR 2-12	
126	95	DORS/DDS PO 5355-5493	
127	95	HQTRS AVMT 2/95-5/95	
128	95	HQTRS WK FUND MILEAGE CARDS	
129	95	DORS TL 815247-815262	
130	95	DORS TL 815515-815533	
131	95	HQTRS ACC REC MONTHLY REP 7/94-6/95	
132	95	DORS TL 815003-815019	
133	95	DORS TL 815280-815300	
134	95	DORS/DDS PO'S 5474-5555	
135	95	DORS PO 205-230	
136	95	DORS TL 815444-815461	
137	95	DORS TL 815643-815664	
138	95	DORS TL 815605-815621	
139	95	DORS TNM TL 959501-959516	
140	95	DORS TL 815301-815321	
141	95	DORS TL 815338-815357	
142	95	DORS/DDS PO'S 6113-6221	
143	95	DORS PO'S 331-337	

144	95	DORS 815358-815373
145	95	HQTRS WK FUND MILEAGE CARDS 1606-2-2000
		MONTHLY D&P TICKETS 7/94-6/96
146	95	HQTRS REGULAR PAYROLL 1-13
147	95	DORS 815322-815337
148	95	DORS 815550-815568
149	95	DORS 815683-815698
150	95	DORS 815091-815108
151	95	DORS 815432-815442
152	95	DORS 815109-815122
153	95	DORS TNM TL'S/R40'S 969611-969612
154	95	HQTRS/AID TL 551083-554004
<i>Missing</i> 155	95	551008-551082
156	95	550501-551077
157	95	550401-550448
158	95	WKG FUND/EXP ACCTS 7/1/94-7/29/94
159	95	8/94
160	95	4/26/95-6/95
161	95	HQTRS-CERT DEPOSIT 6/94-6/95
162	95	2/95-6/95
164	95	WKG FUND/EXP ACCTS 1/95-2/95
165	95	11/23-12/27
166	95	10/14-11/21
167	95	9/24-10/11/94
168	95	HQTRS-FINAL ST YR END RUN BK 1-5
169	95	BK 6-9
170	95	BK 10-14
171	95	HQTRS-FINAL FED YR END RUN BK 1-6

R-24

S-26-30

Box # 10 A + B

07.03.02

Reporting Agency

Dept of Education.

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.

Certification & Accreditation

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.				
Lot#1991	Record Center Boxes	658	1	1925-1950	20	8/00	RECYCLE

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

Signature

Records Center Manager
Title

December 30 2000
Date

07.03.02

K

RECORDS TRANSMITTAL SHEET

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

To be completed by Record Center:

Date: 6/1/72

Lot No.: 1991

Range: 7

Section(s) 7-8
Shelves 2-3 2-6

Received by: J. Hirsch

Remarks:
R-32
S-4

- 1. Agency: Dept. of Education
- 2. Division: Certification & Accreditation
- 3. Record Title: Application for Certification
- 4. Inclusive Dates: 1925-1950

5. Schedule No. <u>658</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1/00</u>	8. Actual Disposal Date:
-------------------------------	-------------------------	--	--------------------------

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

Numerical listing (continued)

20 Record Center Boxes

DISPOSAL
7/13/00
LJS

10. Quantity and type of filing equipment released:

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

16 drawers of files holding cards (15x7")

11. Signature of Agency representative:

John C. Metzger

3/77
38-57

07.08
Reporting Agency
Dept of Education
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.

Nonpublic Schools Branch

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.				
97w606	Intensity VI Cases	1992	2	1995	8	8/00	RECYCLE
97w607	Hearing Cases	1992	2	1995	13	8/00	RECYCLE

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

_____ Signature
 _____ Title
 _____ Date

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. Maryland State Department of Education		Accession No. 97W606	Date Rec'd 10-25-96
			RM Code 07.08.00
B. Division/Unit Nonpublic Schools Branch		Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address 200 West Baltimore Street, 4th Floor Baltimore. Maryland 21201-2595		28 11	8
D. Phone No. (410) 7670264		Records Center Manager	
E. Agency Official William P. Roughton (contact Person - Dorothy Godwin)		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 - 8	INTENSITY VI FY 95 CASES	7/1/2000 SCHEDULE # 1605 ¹⁹⁹² ITEM # 2



MARYLAND STATE DEPARTMENT OF EDUCATION
NONPUBLIC SCHOOLS
INTENSITY VI FY 95
JESSUP STORAGE
_____, 1996

BOX NAME

1	ALMONY - CARTER
---	-----------------

BOX NAME

2	CARR - FAKE
---	-------------

BOX NAME

3	FANCHER - HARRISON
---	--------------------

BOX NAME

4	HATCHER - K. JONES
---	--------------------

BOX NAME

5	Q. JONES - MILLER
---	-------------------

BOX NAME

6	MILTON - ROY
---	--------------

BOX NAME

7	RUTLEDGE - STRINGFELLOW
---	-------------------------

BOX NAME

8	SUMMERS - ZORBIS
---	------------------

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. Maryland State Department of Education		Accession No. 97W607	Date Rec'd 11-25-96
B. Division/Unit Nonpublic Schools Branch		Location Range Section(s)	RM Code 07.08.01
C. Mailing Address 200 West Baltimore Street, 4th Floor Baltimore, Maryland 21201-2595		107 30	13
D. Phone No. (410) 7670264		Records Center Manager	
E. Agency Official William P. Roughton (contact Person - Dorothy Godwin)		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 - 13	HEARING CASES FY 95	7/1/2000 1992 SCHEDULE # 1605 ITEM # 2 <i>WIPOTAL</i> <i>8-9-00</i>

MARYLAND DEPARTMENT OF EDUCATION
NONPUBLIC SCHOOLS STATE HEARING DECISIONS
FY 1995
JESSUP STORAGE

CASE NUMBER	BOX NO.
95-MDE-PGCO-23-356	1
95-MSDE-MED-40-569	1
95-MSDE-MONT-23-551	1
95-MSDE-MONT-23-563	1
95-MSDE-ARRU-23-263	1
95-MSDE-MED-40-251	1
95-MSDE-CHAS-23-538	2
95-MSDE-MONT-23-369	2
95-MSDE-CHAS-23-192	2
95-MSDE-MONT-25-500	3
95-MSDE-HOWD-23-344	3
95-MSDE-HOWD-23-345	3
95-MSDE-MONT-23-085	3
95-MSDE-PGCO-23-221	3
95-MSDE-SE-23-003	3
95-MSDE-PGCO-23-353	3
95-MSDE-MED-40-473	4
95-MSDE-MONT-23-481	4
95-MSDE-CHAS-23-457	4
95-MSDE-CHAS-23-073	4
95-MSDE-BCNY-23-122	5
95-MSDE-BCNY-23-122	6
95-MSDE-CHAS-23-357	7
95-MSDE-CHAS-23-257	7
95-MSDE-CHAS-23-278	7
95-MSDE-MONT-23-601	7
95-MSDE-MED-40-599	7
95-MSDE-CHAS-23-087	7

MARYLAND DEPARTMENT OF EDUCATION
NONPUBLIC SCHOOLS STATE HEARING DECISIONS
FY 1995
JESSUP STORAGE

CASE NUMBER	BOX NO.
95-MSDE-PGO-23-356	8
95-MSDE-HARF-23-444	8
95-MSDE-MONT-23-040	9
95-MSDE-CHAS-23-379	9
95-MSDE-FRED-23-603	9
95-MSDE-MONT-23-552	9
95-MSDE-BCTY-23-395	9
95-MSDE-BCTY-SE-239	9
95-MSDE-BCTY-SE-244	9
95-MSDE-MONT-SE-396	10
95-MSDE-MONT-SE-169	10
95-MSDE-MONT-SE-177	
95-MSDE-MED-40-447	10
95-MSDE-MED-40-152	10
95-MSDE-MED-40-276	10
95-MSDE-MED-40-316	10
95-MSDE-MED-40-326	10
95-MSDE-PGCO-21-376	10
94-MSDE-SE-23-0433	11
95-MSDE-FRED-23-157	11
95-MSDE-MED-40-564	11
95-MSDE-MED-40-237	11
95-MSDE-MED-40-269	11
95-MSDE-MONT-24-393	11
95-MSDE-MONT-23-402	11

*Missing! - Box full.
BX #8 - 95MSDE-RIC-21-446
BX-8 95MSDE-MED-40-605

MARYLAND DEPARTMENT OF EDUCATION
NONPUBLIC SCHOOLS STATE HEARING DECISIONS
FY 1995
JESSUP STORAGE

CASE NUMBER	BOX
95-MSDE-MONT-23-520 95-MSDE-MONT-23-521	12
95-MSDE-SE-23-141	12
95-MSDE-MED-40-243	12
95-MSDE-MONT-SE-380	12
95-MSDE-MED-40-565	12
95-MSDE-MED-40-465	12
95-MSDE-MONT-23-430 95-MSDE-MED-40-429	13
95-MSDE-MED-40-553	13
95-MSDE-MONT-23-470	13
95-MSDE-MED-40-097	13
95-MSDE-AARU-23-223	13
95-MSDE-MED-40-401	13
95-MSDE-MONT-230479	13
95-MSDE-MONT-23-482	13

C:\DOROTHY\ARJ1535

07.10	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		
Dept of Education.		
Division or Unit		
Human Resources Mnt. Branch		

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.				
96w1626	Inactive Personal Files	1993	7B	1994	3	8/00	RECYCLE

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

 Signature

 Records Center Manager Title

 December 30 2000 Date

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Department of Education	ACCESSION NO. 96 W1626	DATE REC'D 6-12-96
B. DIVISION/UNIT Human Resource Management Branch 1st Floor, Room 106		RM CODE 07.10
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 146 26	NO. OF CU. FT. 3
D. PHONE NO. 767-0018	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Melinda L. Gibbons	TO BE 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>INACTIVE PERSONAL FILES</u>	
1 of 3	1/1/94 - 12/31/94 (A - J)	#1606 1993 #7B 1/1/00
2 of 3	1/1/94 - 12/31/94 (K - R)	1/1/00
3 of 3	1/1/94 - 12/31/94 (S - Z)	1/1/00
		DISPOSAL 8/2/00 LJS

MARYLAND STATE DEPT. OF ED. 07.10	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		
HUMAN RESOURCE MANAGEMENT BRANCH		
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.				
97W1176	ACTIVE TIMESHEETS	1993	7D	1995	8	1/00	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, 2000
 Date

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Department of Education	ACCESSION NO. 97W1176	DATE REC'D 5-19-97
B. DIVISION/UNIT Human Resource Management Branch 1st floor, Room 106	RM CODE 07.10	
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 10 28	NO. OF CU. FT. 8
D. PHONE NO. (410)767-0018	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Melinda L. Gibbons	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>ACTIVE TIMESHEETS</u>	
1 of 8	Classified and Unclassified - 1/1/95 - 12/31/95 (A - B)	1/1/00
2 of 8	1/1/95 - 12/31/95 (C - E)	1/1/00
3 of 8	1/1/95 - 12/31/95 (F - He)	1/1/00
4 of 8	1/1/95 - 12/31/95 (Hi - Mc)	1/1/00
5 of 8	1/1/95 - 12/31/95 (M - P)	1/1/00
6 of 8	1/1/95 - 12/31/95 (R - S)	1/1/00
7 of 8	1/1/95 - 12/31/95 (T - Z)	1/1/00
	<u>INACTIVE TIMESHEETS</u>	
8 of 8	Classified and Unclassified - 1/1/95 - 12/31/95 (A - Z)	1/1/00

Sch. # 1606
1993
Item # 7-D

D.D. OSAH
4-13-00

08.01	DEED	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		
	ADMINISTRATION/GENERAL SERVICE		
	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.				
95W1541	MIDFA PAID OUT FILES	1164	IB1	1993-94	6	8/00	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

December 30, 2000
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 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 95W1541	DATE REC'D 5-18-95
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08 01
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 101 28	NO. OF CU. FT. 6
D. PHONE NO. 410-429-2101 767-2307		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER, ^{in 612-1100} ^{Edman} FOR: Dana Carter - MIDFA 333-4299 / 22nd Fl. 217E Redwood St		TO BE 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	MIDFA - PAID Out Files (93 & 94) G&Z Fabricators, Inc. - Pd Out 3/16/94 & Backup File Warner Fruehauf Trailer - Pd Out 11/23/93 & Back up File	Schedule # 1164 Item # I B 1 1 yr. office 3 yrs Records Ctr 1/99
2	MacDraw, Inc. - Pd out. 5/3/93 MS Wick - Pd out 8/31/93 Regional Building Supply - Pd out 10/29/93	DISPOSAL 7/6/00
3	Advanced Biotechnologies - Pd out 9/8/94 ATA Defense Industries, Inc - Pd out 9/1/94 Industrial Service Contractors - Pd out 7/31/94	255

MIDPA - PAID OUT Files 1993 & 1994

Box

4

AME International, Inc. - Pd out 01/26/94
 & Back Up File

Overseas Marketing Group - Pd out 01/22/94

Schedule
 #1164
 Item #IF

 1yr - office
 3yrs Records
 & etc.

5

Crystal Towers / Hotel Genter - Pd out 11/23/94
 & Back Up Files.

mPH Joint Venture / Executive Printing - Pd out 4/1/94

1/99

6

Maryland Paper Limited Partnership - Pd out 4/29/94
 & Back Up File

Quality Glass & Aluminum - Pd out 3/29/94
 & Back Up Files

08.03	DEED	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		
	ADMINISTRATION/GENERAL SERVICE		
	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.				
95W317	SAMS (ESARS)	991-3	36	7-11/1993	4	8/00	RECYCLE

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

 Signature Records Center Manager December 30, 2000
 DGS 550-2 (Rev. 1/93) Title Date

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 Dept. of Economic & Employment Development 0804		ACCESSION NO. 95W317	DATE REC'D 8-29-94
B. DIVISION/UNIT Division of Administration Office of General Services			RM CODE 08.03
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 113 25	NO. OF CU. FT 4
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: Al Havranek x7574		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1	SAMS (ESARS) July '93	Schedule #991-3 Item 36 Date of Disposal 1/99	
2	SAMS (ESARS) August '93		
3	SAMS (ESARS) October '93		
4	SAMS (ESARS) November '93		

*Disposal
7-21-00*

R-113

S-25

1 Empty

08.04	DEED	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			
ADMINISTRATION/GENERAL SERVICE			
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.				
95W1182	AUTO DATA PROCESS	991-4	3	7-9/1993	6	8/00	RECYCLE

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

	Records Center Manager	December 30, 2000
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. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO.	DATE REC'D 3-14-95
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES		95W1182	RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 36 29	NO. OF CU. FT. 6
D. PHONE NO. 333-7532 767-2307		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: Carol Camper/Balerie Towns 767-2086		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	JULY-SEPT 1993	
1	Automatic Data Processing Part I Automatic Data Processing Part II Automatic Data Processing Part III Automatic Data Processing Part IV Automatic Data Processing Part V Automatic Data Processing Part VI	Schedule 991-4 Item 3 Date of Disposal 9/30/98 1/99
2	Automatic Data Processing Part VII Automatic Data Processing Part VIII Automatic Data Processing Part IX Automatic Data Processing Part X Automatic Data Processing Part XI Automatic Data Processing Part XII	
3	Book 1 Book 2 Book 3 Book 4 Book 5 Book 6	
4	Book 7 Book 8 Book 9 Book 10 Book 11	
5	Book 12 Book 13 Book 14 Book 15	

*Disposed
7/7/00*

5

Book 16
Book 17

6

Book 18
Book 19
Book 20
Book 21
Book 22
Book 23
Diskettes

08.03	Department of General Services 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.
Dept of Econ & Employ Dev		
Division or Unit		
Admin General Services		

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.				
94w360	SAMS (ESARS)	991-3	36	1992-1993	5	8/00	RECYCLE

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

Signature

Records Center Manager
Title

December 30 2000
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES · STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESUP, MD. 21764 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">94W360</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">9-28-93</div>
B. DIVISION/UNIT Division of Administration Office of General Services	RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.03</div>	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">104 9</div>	NO. OF CU. FT <div style="font-size: 2em; font-family: cursive;">5</div>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: Al Havranek Rm 207 X7574	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1	SAMS (ESARS) Dec 1992	Schedule #991-3 Item 36 Date of Disposal 7/98 <div style="font-size: 1.5em; font-family: cursive;">DISPOSAL</div> <div style="font-size: 1.5em; font-family: cursive;">2/11/00</div> <div style="font-size: 1.5em; font-family: cursive;">LJS</div>
2	SAMS (ESARS) May 1993	
3	SAMS (ESARS) Sep 1992	
4	SAMS (ESARS) Apr 1993	
5	SAMS (ESARS) Mar 1993	

R-104

S-9

5 empties

09.02.01	DFS	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			
LEGISLATIVE AUDITS			
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.				
95W1497	AUDIT WORK PAPERS	1218	2B		5	8/00	RECYCLE

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

_____ Records Center Manager _____ December 30, 2000
 Signature Title Date
 DGS 550-2 (Rev. 1/93)

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 Fiscal Services		Accession No. 95W1497	Date Rec'd 5-11-95
B. Division/Unit Office of Legislative Audits		Location Range Section(s) 115 24	RM Code 09.02.01
C. Mailing Address 301 West Preston Street Room 1202 Baltimore, Maryland 21201		No. of Cu. Ft. 5	
D. Phone No. 410-225-1400		Records Center Manager	
E. Agency Official Jacquelyn Blocher-Moran Assistant Legislative Auditor		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date	
#1 running consecutively through and including box #5	Audit Work Papers (#2B) (Management/Performance Audit Workpapers)	Schedule No. 1218 #2B Disposal Date - January 1998 (Boxes Marked December 31, 1997) 1/99 PI 205AC PI 24-00	

FISCAL YEAR 1989

Disposal Date 12/31/97

1. ~~Review of Audit Reports of Counties, Incorporated Cities and Towns and Taxing Districts of Maryland for the Fiscal Year Ended June 30, 1987 - July 11, 1988~~ *Article 19*
- Box 1*
Box 1 2. Payments to State Employees for Unused Annual Leave - September 28, 1988
3. Office of the Public Defender - Follow-up on Deficiencies in the Department of Budget and Fiscal Planning - Division of Management Analysis and Audits' "Management Review of the Office of the Public Defender" - October 27, 1988
- Box 1* 4. Department of Personnel - Procurement Practices of the Department of Personnel Regarding State Employee Health Benefits - November 30, 1988
- Not In file* 5. ~~Department of Assessments and Taxation - Review of Department's Procedures for Verifying Homeowners' Gross Income as Reported on Property Tax Credit Applications - December 28, 1988~~
- Box 2* 6. Eastern Correctional Institution - Follow-up Review on Deficiencies in Institution's May 19, 1988 Audit Report - January 19, 1989
- Box 2* 7. Thomas B. Finan Hospital Center - Follow-up Review on Deficiencies in Center's May 3, 1988 Audit Report - January 24, 1989
- Box 2* 8. Department of Human Resources, Income Maintenance Administration - Follow-up Review on Deficiencies in Department's June 16, 1988 Audit Report - April 4, 1989
- Box 3* 9. University of Maryland - Baltimore City Campus - Follow-up Review on Deficiencies in Campus' May 4, 1988 Audit Report - April 14, 1989
- Box 4, 5* 10. Department of the Environment - Hazardous Waste Program Performance Review - May 17, 1989
11. ~~Review of Audit Reports Filed by the State's Community Colleges with the Maryland State Board for Community Colleges for the Fiscal Year Ended June 30, 1988 - June 19, 1989~~

R-115

S-24

1 empty

09.02.01	Department of General Services 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.
Dept of Fiscal Services		
Division or Unit		
Legislative Office		

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.				
98w367	Audit Work Papers	1218	2A		2	8/00	RECYCLE
96w1075	Audit Work Papers	1218	2A		50	8/00	RECYCLE
95w1501	Audit Work Papers	1218	2B		14	8/00	RECYCLE
94W674	Audit Work Papers	1218	2A		29	8/00	RECYCLE

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

Signature
Records Center Manager
Title
December 30 2000
Date

E

RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Fiscal Services		Accession No. 98W367	Date Rec'd 10-22-97
B. Division/Unit Office of Legislative Audits		Location Range Section(s) 55 28	RM Code 09.02.01
C. Mailing Address 301 West Preston Street Room 1202 Baltimore, MD 21201			No. of Cu. Ft. 2
D. Phone No. 410-767-1400		Records Center Manager <i>Paul Lamberson/ry</i>	
E. Agency Official Jacquelyn Blocher-Moran Principal Assistant Legislative Auditor		To Be 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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#1 running consecutively through and including box # <u>2</u>	Audit Work Papers #2A -- Regular Work Papers <i>Disposal made 8/21/00</i>	Schedule No. 1218 #2A Disposal Date -- <u>2000</u> (Boxes marked <u>12/99</u>) <i>Jan. 20 00</i>
---	---	--

SUPERSEDES SCHEDULE 189

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1218

PAGE NO. 1 OF 3

DGS-550-1
REV. 7/86

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Fiscal Services

Division of Audits

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>AUDIT REPORT</u></p> <p>Size: 8½ X 11 Quantity: 13 Legal Size file drawers (31 cu. feet) Dates: 1929 - File Arrangement: Alphabetical Annual Accumulation: less than ½ cu. foot</p> <p>Thirty or more copies of the Audit Reports are prepared. The Division of Audits retains one, and all other copies are transmitted to the Department Director for subsequent distribution.</p>	<p>Retain permanently. Transfer periodically to the State Archives</p>
2.	<p><u>AUDIT WORK PAPERS</u></p> <p>Size: 8½ X 14 Quantity: 330 legal size file drawers (792 cu. feet) Dates: 1979 - File Arrangement: Alphabetical by functional area of government. Annual Accumulation: 79 cu. feet Disposable Amount: 39 cu. feet</p> <p>Work papers for each audit of each agency are bound and files in clipped binder covers. Besides the work papers, the file also contains drafts of the audit report and other documents concerned with the audit.</p> <p>A. Regular Audit Work Papers</p> <p><i>Exemption W/P's from Governor's Office audit to hold for 20 years ADW</i></p> <p>B. Management/Performance Audit Work Papers</p>	<p>Retain for four audit cycles or eight years after report date, whichever is longer, then destroy.</p> <p>Retain for eight years after report date, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

William S. Ratchford

January 2, 1990 William S. Ratchford, IS

Date

Signature

Title

Department Director

Schedule Authorized by

Charles

Date

State Archivist

MAY 8 1990

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 Fiscal Services		Accession No. 96W1075	Date Rec'd 3-11-96
B. Division/Unit Office of Legislative Audits		Location Range Section(s) 149 20-22	RM Code 09.02.01
C. Mailing Address 301 West Preston Street Room 1202 Baltimore, MD 21201		No. of Cu. Ft. 50	
D. Phone No. 410-225-1400		Records Center Manager	
E. Agency Official Jacquelyn Blocher-Moran Assistant Legislative Auditor		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date	
#1 running consecutively through and including box #50	Audit Work Papers #2A -- Regular Work Papers	Schedule No: 1218 Disposal Date - January 1998 2000 (Boxes marked December 31, 1997) DISPOSAL 8/8/00 LAS	

Office of Legislative Audits
W/P's In Storage - Jessup
Destruction Date 12/31/97
Transfer Date

Box #	Workpaper Description
1	Inmate Grievance Comm., 4/18/85-3/11/87, 1
1	R.I.C.A. - Baltimore, 1/25/85-3/22/87, 1-2
1	Spring Grove Hospital Center, 8/27/84-9/25/86, 1-5
2	Spring Grove Hospital Center, 8/27/84-9/25/86, 6-8
2	Motor Vehicle Fuel Tax Division, 12/15/82-12/18/84, 1-5
3	Rosewood Center, 11/19/84-12/22/86, 1-8
4	St. Bank Commissioner, 5/31/85-5/24/87, 1-6
4	Washington County - Clerk of Circuit Court, 10/22/84-11/4/86, 1-2
5	Division of Correction, 3/12/85-6/14/87, 1-4
5	Great Oaks Center, 2/15/85-3/12/87, 1-3
6	Great Oaks Center, 2/15/85-3/12/87, 4-7
6	Charlotte Hall Veterans Home, 5/14/84-6/16/86, 1-3
7	Md. Correctional Inst. for Women - Jessup, 11/30/84-12/28/86, 1-4
7	Alfred D. Noyes Children's Center, 3/21/85-4/13/87, 1-2
7	Frederick County Clerk of Circuit Court, 10/15/84-11/19/86, 1-2
8	Washington Metro Area Transit, FY '84, 1-3
8	Washington Metro Area Transit, 1981, 1-2
8	Motor Vehicle Fuel Tax Division, 12/19/84-1/18/87, 1-6
9	Coppin State College, 6/27/84-10/13/86, 1-10
10	Coppin State College, 6/27/84-10/13/86, 11-14
10	Kent County - Register of Wills, 9/13/84-12/7/86, 1
10	Baltimore County, Clerk of Cir. Ct., 2/5/85-3/12/87, 1-2
11	Baltimore County, Clerk of Cir. Ct., 2/5/85-3/12/87, 3-5
11	State Insurance Division, 2/8/84-3/6/86, 1-6
12	St. Mary's - Clerk, 7/8/84-6/30/86, 1-2
12	University of Maryland - University College, 10/4/84-12/3/86, 1-5
13	University of Maryland - Univ. College, 10/4/84-12/3/86, 6-13
14	Dept. of Budget & Fiscal Planning, 3/20/84-5/25/86, 1-8
15	Kent Co. - Clerk, 9/13/84-12/7/86, 1-2
15	Workers' Compensation Commission, 6/25/84-6/29/86, 1-6
16	Workers' Compensation Commission, 6/25/84-6/29/86, 7-9
16	Secretary of State, 5/24/84-4/27/86, 1
16	Montgomery County - Register, 10/1/84-11/16/86, 1
16	Dorchester County - Register, 9/4/84-11/4/86, 1
16	Laboratories Administration, 3/26/80-4/1/82, 1
17	Dorchester County - Clerk, 9/11/84-11/4/86, 1-2
17	Local Health Administration, 8/9/84-9/22/86, 1-6
18	Local Health Administration, 8/9/84-9/22/86, 1-12
18	MRDCC, 6/27/84-6/18/86, 1-4
19	Md. Penitentiary, 6/27/84-6/18/86, 1-3
19	Md. Uninsured Employers' Fund, 7/8/85-7/26/87, 1-2
19	MVA, 5/14/84-6/8/86
20	MVA, 5/14/84-6/8/86
21	MVA, 5/14/84-6/8/86
21	Carroll County - Clerk, 5/27/85-6/30/87, 1-3
21	Office of the Chief Medical Examiner, 9/13/85-11/22/87, 1
22	Patuxent, 1/7/85-1/26/87, 1-6
23	Montgomery County, Clerk, 10/1/84-11/16/86, 1-7
24	Emergency Management & Civil Defense, 5/6/85-5/6/87, 1-4
24	Central Payroll Bureau, 4/17/85-5/17/87, 1-4
25	Commission on Human Relations, 3/6/85-5/12/87, 1-2

Office of Legislative Audits
W/P's In Storage - Jessup
Destruction Date 12/31/97
Transfer Date

Box #	Workpaper Description
25	UMBC, 5/23/84-6/29/86, 1-5
26	UMBC, 5/23/84-6/29/86, 6-10
27	UMBC, 5/23/84-6/29/86, 11-17
28	Economic & Community Development, Pt. II, 1/19/84-11/13/85, 1-7
29	Economic & Community Development, Pt. II, 1/19/84-11/13/85, 8-13
30	Economic & Community Development, Pt. II, 1/19/84-11/13/85, 14-22
31	General Accounting Division, 3/6/85-4/15/87, 1-8
32	Criminal Injuries Comp. Board, 3/18/85-3/19/87, 1-2
32	Charles Co. - Register, 2/21/85-4/29/87, 1
32	Md. Environmental Service, 1/16/85-1/26/87, 1-2
32	Office of Central Services, 2/19/85-4/15/87, 1-3
33	Office of the Comptroller, 2/20/85-3/18/87, 1-6
33	Mental Hygiene Administration, 3/18/85-3/31/87, 1-2
33	Charles Co., Clerk - 3/21/85-4/29/87, 1-2
34	Division of Labor & Industry, 5/23/85-6/30/87, 1-3
34	Maryland Port Administration, 1/16/85-1/18/87, 1-4
35	Maryland Port Administration, 1/16/85-1/18/87, 5-15
36	Maryland Port Administration, 1/16/85-1/18/87, 16-18
36	Md. School for the Deaf, 11/9/84-1/4/87, 1-8
36	Md. School for the Deaf, EDP Stars, 1-2
37	Worcester County - Register, 5/12/85-8/30/87, 1
37	Council on Vocational/Technical Educ., 2/19/85-3/18/87, 1
37	BPW - Interag. Comm. for Pub. Sch. Constr., 7/23/85-9/20/87, 1-2
37	Drug Abuse Administration, 5/6/85-6/30/87, 1-2
37	Alcoholism Control Administration, 5/6/85-6/30/87, 1-2
38	Western Md. Center, 3/26/85-4/12/87, 1-4
38	Wicomico County - Clerk, 8/1/85-8/30/87, 1-3
38	Wicomico County - Register, 8/1/85-8/30/87, 1
39	Calvert County - Clerk, 5/13/85-6/30/87, 1-2
39	Garrett County - Clerk, 4/22/85-6/2/87, 1
39	Garrett County - Register, 4/22/85-6/2/87, 1
39	DHMH - Board & Commissions, 12/20/84-4/12/87, 1-4
39	Allegany County - Register, 7/1/85-8/23/87, 1
40	Towson State University, 1/28/85-2/17/87, 1-8
41	Towson State University, 1/28/85-2/17/87, 9-16
42	Towson State University, 1/28/85-2/17/87, 17-20
42	St. Mary's College, 6/25/84-10/12/86, 1-3
43	St. Mary's College, 6/25/84-10/12/86, 4-10
43	Allegany County, Clerk, 7/1/85-8/23/87, 1-2
44	Juvenile Services Administration, 7/12/84-9/9/86, 1-6
44	Potomac Center, 6/19/85-6/7/87, 1-3
45	Dept. of Transportation, O/S, 10/17/84-1/4/87, 1-8
46	Department of Education, 2/1/85-1/4/87, 1-7
47	Department of Education, 2/1/85-1/4/87, 8-14
48	Department of Education, 2/1/85-1/4/87, 15-21 & 1a
49	Md. Correctional Pre-Release Sys., 4/23/85-5/31/87, 1-7
50	Maryland State Police, 12/21/84-1/19/87, 1-7

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

E

A. Agency 1. Department of Fiscal Services		Accession No. 95W1501	Date Rec'd 5-11-95
B. Division/Unit Office of Legislative Audits		Location Range Section(s) 113 4	RM Code 09.02.01
C. Mailing Address 301 West Preston Street Room 1202 Baltimore, Maryland 21201			No. of Cu. Ft. 14
D. Phone No. 410-225-1400		Records Center Manager	
E. Agency Official Jacquelyn Blocher-Moran Assistant Legislative Auditor		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
----------------	--	---

#1 running consecutively through and including box #14	Audit Work Papers (#2B) (Management/Performance Audit Workpapers)	Schedule No. 1218 #2-B Disposal Date - January 2000 (Boxes Marked December 31, 1999)
--	--	---

D. J. Moran

FISCAL YEAR 1991 - Disposal Date 12/31/99

- Box 1 1. Report to the Joint Budget and Audit Committee of the General Assembly - Audit of the Martin Pollack Project, Inc. for the period beginning July 1, 1987 and ending March 20, 1990 - July 11, 1990
- Box 2 2. ~~Review of Audit Reports of Counties, Incorporated Cities and Towns and Taxing Districts of Maryland for the Fiscal Year ended June 30, 1989 - July 19, 1990~~
- Box 2,3 3. Department of Transportation - Secretary's Office and Related Administrative Units - Follow-up Review on the Deficiencies in the Department's November 29, 1989 Audit Report - September 7, 1990
- Box 4 4. Audit of Carroll County Criminal Justice Information System - October 16, 1990
- Box 4 5. Review of Facilities and Staffing - Maryland School for the Deaf - November 2, 1990
- Released for 20 year 6. ~~Report to the Joint Budget and Audit Committee of the General Assembly - Audit of the Maryland State Games Project and Maryland State Games Foundation, Inc. for the period beginning December 5, 1988 and ending September 12, 1990 - December 19, 1990~~
- Box 5 7. Audit of the Cecil County Criminal Justice Information System - December 21, 1990
- Box 6 8. State Agency Internal Audit Units - January 3, 1991
- Box 7,8 9. Department of Health and Mental Hygiene - Medical Care Programs Administration - Follow-up Review on the Deficiencies in the Administration's March 19, 1990 Audit Report - January 24, 1991
- Box 8 10. Audit of the Washington County Criminal Justice Information System - March 13, 1991
- Box 9 11. Audit of the Allegany County Criminal Justice Information System - April 5, 1991
- Box 9,10 12. ~~Motor Vehicle Administration - Identification of Vehicles Owned by Maryland Residents Illegally Titled and Registered in Other States - April 17, 1991~~
- Box 9,10 13. Audit of the Garrett County Criminal Justice Information System - April 29, 1991.
- Box 10,11,13 14. Joint Review - State of Maryland Compliance with Federal Forms 1099 Information Return Reporting - May 24, 1991
- Box 11 15. Department of Human Resources - Child Support Enforcement Administration - Follow-up Review on the Deficiencies in the Administration's August 8, 1990 Audit Report - May 28, 1991
- Box 12 16. ~~Review of the Audit Reports Filed By the State's Community Colleges with the Maryland State Board for Community Colleges for the Fiscal Year Ended June 30, 1990 - June 11, 1991~~
- Box 12 17. State of Maryland Budget Monitoring and Fiscal Year Closeout Procedures - Fiscal Year 1990 - June 18, 1991
- Box 12,13 18. Audit of the Wicomico County Criminal Justice Information System - June 24, 1991

Box 14 F490 Closeout

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 Fiscal Services <i>EYE</i>	Accession No. <i>94W674</i>	Date Rec'd <i>1-26-94</i>
		RM Code <i>09-02.01</i>
B. Division/Unit Office of Legislative Audits	Location Range Section(s) <i>8 11-12</i>	No. of Cu. Ft. <i>29</i>
C. Mailing Address 301 W. Preston Street Room 1202 Baltimore, Maryland 21201		
D. Phone No. 410-225-1401	Records Center Manager	
E. Agency Official Alan I. Weiner Administrative Supervisor	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
----------------	--	---

#1 running consecutively through and including box #29	Audit Work Papers ↓	Schedule No. 1218 #2A 12-31-95 ↓ <i>[Signature]</i> 8-10-00
---	------------------------	---

10.01 .	DGS	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			
OFFICE of SECRETARY			
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.				
91W527	EXECUTIVE CORR.	843-6	1	1988	16	8/00	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

 December 30, 2000
 Date

E

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

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. 91W527	DATE REC'D 11-21-90
B. DIVISION/UNIT Office of the Secretary			RM CODE 10-01
C. MAILING ADDRESS 301 West Preston Street Room 1401 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 127 1-3	NO. OF CU. FT. 16
D. PHONE NO. 225-4960		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Earl F. Seboda		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	1988 Executive Correspondence January 1988 - December 1988	# 843-6	
2	1988 Earl F. Seboda Correspondence January 1988 - August 1988	# 1	
3	1988 Earl F. Seboda Correspondence September 1988 - December 1988	1/99	
4	- 1979-1981 GPSSB Advisory Committee Reports - February 21, 1984 - 2:00 James Commission Meeting - Ad Hoc Committee to Study Article 21 - Procurement (James Commission) 1983 - Procurement (House Bill 100) - James Commission Meeting, October 21, 1984 (2 Folders)		
5	1987 Executive Correspondence January 1987 - August 1987		
6	1987 Executive Correspondence September 1987 - December 1987		

RECORDS TRANSMITTAL AND RECEIPTBOX NUMBERSDESCRIPTION OF RECORDS WITH INCLUSIVE DATES

7

GPSSB - 1986 Change to A/E Selection
Process-Chapter 744 HB 126/5B
311-1985 Session

GPSSB Change to A/E Selection Process
Chapter 744 HB 126/SB 311-1985
Session

Risk Management-Proposed Reassignment
of Insurance Program Responsibilities
of Treasurer's Office to DGS 1985

H.R. 3838-DGS

DGS Tax Reform act of 1985 (HR 3838)
Effect on Maryland-State Bond Sale

1986 Personal Records

1986 Session-Fiscal Notes DGS

8

1984 Capital Budget
1984-85 Operating Budget

Department of Agriculture-Task Force
to Review Proposed Sites for
Headquarters 1977-78

Mt. Moriah Church-Annapolis-DECD
1977-78

Brome-Howard House-St. Mary's City
Maryland-Heritage Comm. DECD 8/83

Computer Aided Design 1984-89
(3 Folders)

Delegation Plan-Authority to Contract
for Services Valued at Less than
\$50,000 2/5/82

RECORDS TRANSMITTAL AND RECEIPT

<u>BOX NUMBERS</u>	<u>DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</u>
9	FY 1984 Capital Improvements Program- Public School Construction January 25, 1984 - 2:00 IAC/CID 1985 Capital Improvement Budget FY 1987 Capital Improvements Program FY 1985 Capital Improvements Program IAC FY 1986 Capital Improvements Program IAC 1987 IAC January to June 1987 1987 IAC 7/1/87 - 12/87
12	1987 Earl F. Seboda Correspondence January 1987 - July 1987
15	1986 - 1987 Newspaper Clippings
16	1988 - 1989 Newspaper Clippings
17	1986 Earl F. Seboda Correspondence January 1986 - July 1986
18	1986 Earl F. Seboda Correspondence August 1986 - December 1986
22	1977,78,79,80 News Articles Correspondence Logs 1975,76,77,78,79,80 1980 Daily File
23	1987 Earl F. Seboda Correspondence August 1987 - December 1987

10.02	DGS	Department of General Services 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.
	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.				
96W1315		777	8		12	8/00	RECYCLE

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

	Records Center Manager	December 30, 2000
Signature DGS 550-2 (Rev. 1/93)	Title	Date

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 28.00.00		ACCESSION NO. 96W1315	DATE REC'D 4-17-96
B. DIVISION/UNIT Department of General Services			RM CODE 10.02
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 142 26	NO. OF CU. FT. 12
D. PHONE NO. 225-4242 - Eleanor Gyr		RECORDS CENTER MANAGER <i>Paul Lamberson/per</i>	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal 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	
	SEE ATTACHED	Sch. # 150 777 Item 8 7/99 DISPOSE 8/4/00 SS	


FOLDERS TRANSFERRED TO THE
RECORD ROOM

TITLE Transmittal Folders

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
1	POS Items 002, 036, 038, 041, 054, 065, 070, 076, 078, 080, 096, 114, 115	777 - Item 8 *1999
	BOS 91 021, 024, 028, 029, 031, 032, 033, 034, 035	
	BOS 92 036, 047, 048	
	BOS 93 056, 061, 062, 065, 066	
	ORLL 69 065, 213, 277, 288, 297, 989, 990	
	SSC 74 001	
	CA 80 340, 347, 421	
	CA 81 451, 490, 494 524	
	CA 83 005 (2)	
	CA 88 004, 015	
2	CA89 009, 014 (2) 017, 019, 045, 046	
	CA 90 014, 032, 047, 049, 055, 069, 070, 076, 078, 093	

* Three years from the date they are received at Records Center

FOLDERS TRANSFERRED TO THE
RECORD ROOMTITLE Transmittal Folders

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
2 (Con't)	CA 91 021	777 - Item 8 *1999
	CA 95 005	
3	GCL 74 159 (2), 180 (4), 359	
	GCL 75 035 (2), 129	
4	GCL 76 103 (2), 109, 120 (2), 170, 802 (4), 867, 932	
	GCL 78 071	
5	GCL 79 042, 053, 061	
	GCL 81 005, 051, 054, 056, 057, 067, 069 (2), 072, 076 (2), 326, 331	
6	GCL 82 002, 003, 016, 021, 026, 033, 037, 038, 041, 056 (2), 058, 060, 061, 064, 068 (3), 069	
	GCL 82 074, 075 (3), 375	
7	GCL 83 002, 007, 009, 015 (2), 018, 022, 033, 036, 037, 043, 044	

* Three years from the date they are received at Records Center

**FOLDERS TRANSFERRED TO THE
RECORD ROOM**


TITLE Transmittal Folders

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
8	GCL 83 072, 076 (2) 080, 088, 090, 095, 333, 502	777 - Item 8 * 1999
	GCL 84 007, 010, 021, 028, 051, 058, 066 (3)	
9	GCL 85 016, 018, 022, 025, 027, 038, 062, 087, 090 (3), 259, 342	
	GCL 86 003, 005 (2), 014, 024, 052, 057, 067 (2)	
10	GCL 86 071, 072, 128, 146, 357, 462	
	GCL 87 004, 007 (2) 008, 010, 015, 017, 031, 032, 045, 068, 071, 073, 078, 082, 089 (2), 091, 096 (2), 103, 104, 107, 168, 343, 430, 894	
11	GCL 88 005, 007, 010, 011, 024, 029, 035, 042, 044, 062, 070, 074, 082, 083, 093, 289, 307	
	GCL 89 004, 007, 022, 027, 030, 035 (2), 134	

* Three years from the date they are received at Records Center

FOLDERS TRANSFERRED TO THE
RECORD ROOM

TITLE Transmittal Folders

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
12130 GCL 90	001, 004, 007, 010, 024, 025, 034, 041, 206, 216, 339	777 - Item 8 * 1999
GCL 91	010, 011, 013, 014, 015, 016, 017, 047, 054, 067, 073, 076, 077, 084, 085, 087, 210	
GCL 92	006, 008, 023, 039, 048, 050, 053	
GCL 93	009, 013, 021, 034, 043, 063, 064	

* Three years from the date they are received at Records Center

10.04.01 DGS Reporting Agency CONSTRUCTION Division or Unit	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	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.				
79B70	GEN CORRESPONDENCE	1484,778	10,11,13...	1962-78	23	8/00	RECYCLE
79B40	GEN CORRESPONDENCE	1484,778	2,3,9	1969-78	27	8/00	RECYCLE
81W319	GEN CORRESPONDENCE	1484	2	1964-78	12	8/00	RECYCLE
81W317	MISC CORRESPONDENC	1484,778	2	1962-78	3	8/00	RECYCLE
81W316	GEN CORRESPONDENCE	1484,778	2	1963-78	5	8/00	RECYCLE
81W313	GEN CORRESPONDENCE	1484	2	1961-79	9	8/00	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	December 30, 2000 Date
------------------------------------	--	----------------------------------

10.0401

Accession No.

79 B 70

Date Received

4/16/79

1. From: (Name, Division, Address or Agency)
 Department of General Services *Construction*
 Office Division
 301 W. Preston St., Balto., Md. 21201

Signature

Title

2. Building and Room
 SOB #1
 Room 1402

3. Phone
 383-3946

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

23

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p><i>AA</i> <i>S1</i> <i>R108</i> <i>520</i></p>	1	General Correspondence 11/21/71 - 2/28/75	Hold pending new schedule 13 Boxes
	2	General Correspondence 11/7/73 - 12/20/77	Boxes 1-5 10, 11, 13, 14, 16-19 1484
	3	General Correspondence 4/27/71 - 7/10/78	Sched 2/8/2
	4	General Correspondence 3/6/66 - 10/31/76	Jan 1999
	5	General Correspondence 6/14/71 - 6/19/78	Partial Sent to Archives 7/88 Boxes 6, 15, 20
	10	General Correspondence 6/11/71 - 5/31/76	778/2 Permanent
	11	General Correspondence 6/1/76 - Dec., 1978	DISPOSAL 7/7/80
	13	General Correspondence 1/1/62 - 12/28/77	Boxes 7-9, 12 21, 22, 23
	14	General Correspondence 1/1/66 - 5/11/78	Sched 778/4, 5, 9
	16	General Correspondence 11/15/63 - 12/31/77	Jan, 1982
	17	General Correspondence 5/14/71 - 5/16/78	
	18	General Correspondence 8/9/68 - 9/26/78	

778 Item 45, 1-5, 7-14, 16, 19, 21-23
778 Item 2
6/15/20
Project Files
Permanent

3 Boxes
"Partial" Bxs 7-9, 12, 21-23
Disposed 1/86

7 Boxes

(Use Plain Unlined Paper For Continuation Pages)

10221-10243

AND RECEIPT

Accession No.

Date Received

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

Department of General Services
Office Division
301 W. Preston St., Balto., Md. 21201

Signature

Title

2. Building and Room

SOB #1
Room 1402

3. Phone

383-3946

4. To: State Records Center

5. Signature: (Agency Official)

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.)

- ~~6~~ Specifications 3/15/63 - 11/29/78 *Archives-7/88*
- ~~7~~ Construction Progress Photos thru Dec. 1978
- ~~8~~ Construction Progress Photos thru Dec. 1978
- ~~9~~ Construction Progress Photos thru Dec. 1978
- ~~12~~ Construction Progress Photos thru Dec. 1978
- ~~22~~ Miscellaneous Correspondence Files 5/2/62 - 1/3/79
- ~~23~~ Miscellaneous Correspondence Files 5/12/60 - 1978

Hold pending new schedule

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

79B70

1. From: (Name, Division, Address or Agency)
 Department of General Services
 Office Division
 301 W. Preston St., Balto., Md. 21201

Signature

Title

2. Building and Room
 SOB #1
 Room 1402

3. Phone
 383-3946

4. To: State Records Center

5. Signature: (Agency Official)

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.)

R108
S20

15

~~Construction Agreements
11/20/68 - 12/16/77~~

20

~~Construction Agreements
4/3/70 - 1/12/73~~

Hold pending new schedule

*Partial-Sent to Archives
Box 6, 15+20 7/88*

(Use Plain Unlined Paper For Continuation Pages)

Box

Description of Records

19

General Correspondence
12/30/68 - 4/25/78

AND RECEIPT

10.04.01

Accession No.

Date Received ✓

79B40

12/1/78

1. From: (Name, Division, Address or Agency)
 Department of General Services
 Office Division
 301 W. Preston Street - Baltimore, Md. 21201

Signature

Title

Service Specialist I

2. Building and Room
 SOB #1
 Room 1402

3. Phone
 383-3946

4. To: State Records Center

5. Signature: (Agency Official)

William F. Lee

6. No. of Cu.Ft.

56-27

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R H
 S 1-2
 Sh 7-14

319

General Correspondence
 1/20/70 to 7/20/78

"Partial"
 Bxs-348,349,+
 387-390
 Disposed 1/86
 27 Boxes

Hold Pending New Schedule

Boxes 319-345

320

General Correspondence
 3/70 to 2/78

391 2
 1484

R109
 S12+14

322

General Correspondence
 7/27/73 to 10/20/78

Sched 778/5
 #53

323

General Correspondence
 7/31/69 to 10/9/78

Partial Bxs
 Sent to
 Archive
 7/88

Jan 1999
 1/99

324

General Correspondence
 6/19/69 to 3/7/78

318, 321
 Boxes 362, 363

325

General Correspondence
 2/1/69 to 6/15/78

23 Boxes
 380-386
 350-361

Sched 778/293

326

General Correspondence
 5/28/69 to 7/20/78

Retain permanently

327

General Correspondence
 7/1/73 to 8/2/78

+ 348, 349

328

General Correspondence
 8/11/67 to 9/27/78

Boxes 387-390

329

General Correspondence
 10/74 to 5/31/76

6 Boxes
 Sched 778/9

330

General Correspondence
 6/1/76 to 7/27/78

Jan 1988
 7/85
 DIT 20-0

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
 Department of
 Office Division
 301 W. Preston Street - Baltimore, Md. 21201

Signature

Title

2. Building and Room
 SOB #1
 Room 1402

3. Phone
 383-3946

4. To: State Records Center

5. Signature: (Agency Official)

William F. Lee

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.)

- | | |
|-----|---|
| 331 | General Correspondence
8/9/71 to 7/6/77 |
| 332 | General Correspondence
1/1/66 to 6/16/78 |
| 333 | General Correspondence
11/3/70 - 10/18/76 |
| 334 | General Correspondence
12/20/72 to 8/14/78 |
| 335 | General Correspondence
10/1/72 to 5/24/78 |
| 336 | General Correspondence
11/1/78 to 8/24/78 |

Hold Pending New Schedule

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

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

Department of General Services
Office Division
301 W. Preston Street - Baltimore, Md. 2120

Signature

Title

2. Building and Room

SOB #1
Room 1402

3. Phone

383-3946

4. To: State Records Center

5. Signature: (Agency Official)

William F. Lee

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.)

337	General Correspondence 8/2/68 to 6/29/78
338	General Correspondence 9/1/62 to 10/28/77
339	General Correspondence 7/3/62 to 4/25/77
340	General Correspondence 10/10/70 to 8/9/78
341	General Correspondence 11/18/71 to 2/28/78
342	General Correspondence 9/23/71 to 5/1/77
343	General Correspondence 10/2/69 to 10/3/78

Hold Pending New Schedule

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

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

Department of General Services
Office Division
301 W. Preston St., Baltimore, Md. 21201

Signature

Title

2. Building and Room

SOB #1
Room 1402

3. Phone

383-3946

4. To: State Records Center

5. Signature: (Agency Official)

William F. Lee

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.)

344	General Correspondence 1/1/69 to 6/16/78
345	General Correspondence 7/1/68 to 9/15/78
362	Construction Agreements 8/11/67 to 10/18/78
363	Construction Agreements 3/18/70 to 9/2/78
380	Short Form Contracts 1/1/76 to 12/31/76
381	Short Form Contracts 1/1/76 to 12/31/76
382	Short Form Contracts 1/1/76 to 12/31/76
383	Short Form Contracts 1/1/76 to 12/31/76
384	Short Form Contracts 1/1/76 to 12/31/76
385	Short Form Contracts 1/1/76 to 12/31/76
386	A/E Records no dates
387	Payroll for Construction 7/1/74 to 1/16/78

Hold Pending New Schedule

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

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

Department of General Services
Office Division
301 W. Preston St., Baltimore, Md. 21201

Signature

Title

2. Building and Room

SOB #1
Room 1402

3. Phone

383-3946

4. To: State Records Center

5. Signature: (Agency Official)

William F. Lee

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.)

388	Payroll for Construction 11/6/77 to 11/3/78
389	Payroll for Construction 2/25/78 to 6/30/78
390	Payroll for Construction 3/16/78 to 8/11/78
391	General Correspondence 11/1/70 to 11/30/72

Hold Pending New Schedule

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)
 Department of General Services
 Office Division
 301 W. Preston Street - Baltimore, Md. 21201

Signature

Title

2. Building and Room
 SOB #1
 Room 1402

3. Phone
 383-3946

4. To: State Records Center

5. Signature: (Agency Official)

William F. Lee

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.)
			Hold Pending New Schedule
	350	Construction Agreements 4/21/75 to 5/15/78	
	351	Construction Agreements 11/69 to 7/75	
	352	Construction Agreements 3/2/66 to 2/23/66	
	353	Construction Agreements 10/19/71 to 5/25/78	
	354	Construction Agreements 3/21/72 to 9/13/78	
	355	Construction Agreements 10/4/67 to 7/21/78	
	318	Construction Agreements 1/20/70 to 7/20/78	
	321	Construction Agreements 9/1/70 to 2/28/78	
	356	5/31/67 to 7/7/78 - Construction Agreements	
	357	Construction Agreements 1/22/69 to 10/9/78	
	358	Construction Agreements 7/3/62 to 4/12/78	
	359	Construction Agreements 6/11/60 to 5/19/75	
	360	Construction Agreements 4/23/63 to 2/15/78	

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

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

Department of General Services
Office Division
301 W. Preston St., Baltimore, Md. 21201

Signature

Title

2. Building and Room

SOB #1
Room 1402

3. Phone

383-3946

4. To: State Records Center

5. Signature: (Agency Official)

William F. Lee

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.)

361

Construction Agreements
6/4/68 to 10/13/78

~~348~~

~~Payroll for Construction
10/1/72 to 10/6/78~~

~~349~~

~~Payroll for Construction
11/10/72 to 8/23/78~~

Hold Pending New Schedule

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

CRB

10.04.01

Accession No.

81W 319

Date Received

2-30-81 ✓

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

Department of General Services
Office Division
301 W. Preston St., Baltimore, Md. 21201

Signature

Title

2. Building and Room

SOB #1
Room 1402

3. Phone

383-3946

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

12

7. Records Location (Center)

*R37
S34*

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~402~~

~~Payroll for Construction
6/23/73 - 12/31/78~~

** Partial box 396
402. 417 3/86*

Hold pending new schedule

412

General Correspondence
9/16/65 - 11/29/78

~~413~~

~~Construction Agreements
9/17/64 - 8/22/78~~

414

General Correspondence
4/5/77 - 5/24/78

415

General Correspondence
12/8/69 - 9/5/78

~~416~~

~~Construction Agreements
2/1/68 - 8/8/78~~

** 417 is in another accession*

~~418~~

~~Construction Agreements
10/3/68 - 7/14/78~~

419

General Correspondence
9/10/71 - 11/22/78

~~420~~

~~Construction Agreements
6/28/71 - 6/13/78~~

421

General Correspondence
3/4/68 - 12/11/78

423

General Correspondence
1/1/64 - 12/31/77

*Partial
Sent to Archives
7/88*

~~Boxes: 413,
416, 418, 420,
422, 425,
427, 428, 431
434~~

Retain permanently

*Boxes: 412
414, 415,
419, 421,
423, 424,
426, 429,
430, 432*

*433 ~~435~~ 1/99
Jan. 1999*

*1484
Sched. 578
item 52*

*Disposed
7/24/00
a*

(Use Plain Unlined Paper For Continuation Pages)

See last page

AND RECEIPT

Accession No.

Date Received

81 W 319

4-30-81

1. From: (Name, Division, Address or Agency)
 Department of General Services
 Office Division - 301 W. Preston St., Balto., Md.

Signature
 Title

2. Building and Room
 SOB #1
 Room 1402

3. Phone
 383-3946

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.
 25

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R37
 S34

~~422~~
 424
~~425~~
 426
~~427~~
~~428~~
 429
 430
~~431~~
 432
~~434~~
 433

~~Construction Agreements
 10/14/71 - 11/28/78~~
 General Correspondence
 4/12/66 - 3/2/78
~~Construction Agreements
 1/13/69 - 10/23/78~~
 General Correspondence
 7/1/71 - 11/17/78
~~Construction Agreements
 4/2/65 - 12/13/78~~
~~Construction Agreements
 8/1/62 - 11/18/68~~
 General Correspondence
 4/49 - 11/20/78
 General Correspondence
 5/31/67 - 7/24/78
~~Construction Agreements
 8/16/65 - 9/7/77~~
 General Correspondence
 3/31/70 - 12/31/73
~~Construction Agreements
 9/22/67 - 1/31/78~~
 General Correspondence
 3/15/63 - 6/7/78

~~XXXXXXXXXX~~

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

From: (Name, Division, Address or Agency)

Signature

Department of General Services
Office Division
301 W. Preston St., Balto., Md.

Title

Building and Room

3. Phone

SOB #1
Room 1402

383-3946

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	417	Payroll 4/15/72 - 12/12/78	<i>3 Boxes</i> <i>January 1982</i> <i>Sched. 778</i> <i>Item 9</i> <i>Partially Bxs 376, 402</i> <i>Destroyed 4417 3/86</i>
	433	General Correspondence 3/23/83 - 6/4/78	
	402	Payroll for Construction 6/23/73 - 12/14/78	
	376	Payroll for Construction 2/4/72 - 11/14/78	

(Use Plain Unlined Paper For Continuation Pages)

CB

AND RECEIPT

10.04.01

Accession No.

816 317

Date Received

4-30-81 ✓

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

Department of General Services
Office Division
301 W. Preston St., Baltimore, Md. 21201

Signature

Title

2. Building and Room

SOB #1
Room 1402

3. Phone

4. To: State Records Center

Waters

5. Signature: (Agency Official)

6. No. of Cu.Ft.

53

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R37

375

Miscellaneous Correspondence (no date)

Hold Pending New schedule

Boxes 378 + 379

S34-35

377

General Correspondence 5/11/64 - 11/31/77

Permanent

Sched 778

item 2

~~378~~

~~Construction Agreements 6/8/66 - 11/6/78~~

*4 Partial Bxs
378 + 379 - Sent to
Archives - 7/88

~~379~~

~~Construction Agreements 4/27/65 - 10/20/78~~

392

General Correspondence 1/4/62 - 10/9/78

3 Boxes

Boxes 375,

377 + 392

Sched 1484-2

Jan 1999

Disposal
8/3/00
Ⓟ

(Use Plain Unlined Paper For Continuation Pages)

0010 - 6014

AND RECEIPT

10.0491

Accession No.

Date Received

81 W316

4-30-81

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

Signature

Department of General Services
Office Division
301 W. Preston St., Baltimore, Md. 21201

Title

2. Building and Room

3. Phone

4. To: State Records Center

SOB #1
Room 1402

383-3946

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

13 5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R37
S34

346

General Correspondence
12/7/66 - 9/9/78

Hold Pending New Schedule

365

General Correspondence
6/30/69 - 8/21/78

5 Boxes

~~Jan 1999~~
Boxes: 364,
366, 367, 368,
369

347

General Correspondence
12/31/75 - 5/31/77

~~364~~

Construction Agreements
5/13/70 - 8/9/78

* Partial Bxs-364, 366-369
Sent to Archives 7/88

Permanent
(Decl 778
item 2)

~~366~~

Construction Agreements
2/2/72 - 4/25/78

~~367~~

Construction Agreements
11/21/68 - 7/24/78

~~368~~

Construction Agreements
7/11/67 - 10/21/78

8 Boxes

Boxes: 346,
365, 347,
370, 371
372, 373, 374

~~369~~

Construction Agreements
3/11/68 - 10/4/78

370

General Correspondence
10/4/72 - 10/31/77

371

General Correspondence
6/1/68 - 5/31/78

372

General Correspondence
1965 - 8/4/78

Disposed
7/24/80

~~Jan 1999~~
Jan 1999
1484
(Sched 778
item 2)

373

General Correspondence
4/11/63 - 11/15/78

374

Payroll for Construction
1/1/72 - 10/28/78

(Use Plain Unlined Paper For Continuation Pages)

597-609

AND RECEIPT

10.04.01

Accession No.

Date Received

81W313

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

Signature

Department of General Services
Office Division

Title

2. Building and Room

3. Phone

SOB #1
Room 1402

383-3946

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

9

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R36
S32-33

393
395
396
398
400
401
403
404
406

General Correspondence
7/1/68 - 6/30/79

General Correspondence
1/1/62 - 11/10/78

General Correspondence
3/1/73 - 8/14/78

General Correspondence
2/12/63 - 3/23/78

General Correspondence
1/1/70 - 3/2/78

General Correspondence
3/18/70 - 1/10/78

General Correspondence
12/13/61 - 12/1/78

General Correspondence
9/20/63 - 6/13/78

General Correspondence
10/13/65 - 3/10/78

Project Files

Hold pending new schedule

June 1999
1484
Sched ~~778~~
item 2

*Partial Bxs -
394, 397, 399,
405, 407, 408,
409-411 - Sent
to Archives - 7/88

Disposed
7/7/88

(Use Plain Unlined Paper For Continuation Pages)

10.05	DGS	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			
GEN PROF SERVICES SELECTION BD			
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.				
90W1200		843-5	2		7	8/00	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

December 30, 2000
 Date

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.01.01.01 10.05	ACCESSION NO. 90W1200	DATE REC'D 5-17-90
b) AGENCY Department of General Services	LOCATION - RANGE: 123 SECTION(S): 33 NO. OF CU. FT.: 7	
c) DIVISION/UNIT General Professional Services Selection Bd.		
d) MAILING ADDRESS 300 West Preston Street Room 400 Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Robert J. Byrd	PHONE NO. 225-4295	TO BE 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	UP-000-799-201; UP-000-871-001; U-000-863-001; F-017-773-003; P-005-872-001; MW-000-871-001; P-032-771-316 and TS-561-871-001	843-5 Item 2 1/95 7/97
2	ES-008-871-001; 08.39.5; P-020-863-001; UX-000-872-011; F-018-831-045; and ES-005-831-001	843-5 Item 2 1/95 11/99
3	ES-012-831-001; ES-009-831-001; G-022-863-001; UX-000-861-003; M-582-871-004; and P-026-871-001	843-5 Item 2 1/95
4	P-041-861-001; BB-523-874-003; ES-013-831-001; M-572-881-004 and M-741-871-004	843-5 Item 2 1/95
5	M-591-871-004, PR-000-732-020; M-761-881-004; and UA-000-881-011	843-5 Item 2 1/95
6	KW-000-881-001; PU-000-881-001; KD-000-881-001; KB-000-874-001; and F-004-881-016	843-5 Item 2 1/95
7	P-032-882-001; BB-695-885-001; P-031-791-016 and KW-000-882-001	843-5 Item 2 1/95

10.11	DGS	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			
PURCHASING BUREAU			
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.				
94W941	BID LOGS	1798	1	3/90-1/94	3	8/00	RECYCLE
95W1038	BOA PURCHASE ORDERS	1798	1	1993-94	1	8/00	RECYCLE
96W1122	PURCHASE ORDERS	1798	1-P	1995	12	8/00	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

December 30, 2000
Date

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. D.G.S.		ACCESSION NO. 94W941	DATE REC'D 3-24-94
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON ST. BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 122 13	NO. OF CU. FT. 3
D. PHONE NO. 225-4600		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FRANK RICHARDSON		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
BC-120 to BC-122	BID LOGS 3/90 - 1/94 61473 - 71499	SCH. 25 1798 ITEMS 1- 3 1/99	
		DIPOLAK 7-28-00	

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. DGS		ACCESSION NO. 95W1038	DATE REC'D 2-16-95
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON STREET BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 35 4-5	NO. OF CU. FT. 23
D. PHONE NO. (410) 225-4615		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FRANK RICHARDSON		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
13-169 THRU 13-191	BOA PURCHASE ORDERS FY 93 - 94 PURCHASE ORDERS FY 93 - 94 STATEWIDE AND AGENCY CONTRACTS - EXPIRED 92 - 94	SCH. 2511798 ITEMS 1- 8 7/99
<i>23 Bx.</i>	DECEMBER 15, 1994	<i>Disposed 8/21/00 R</i>

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of GENERAL SVCS.		ACCESSION NO. 96W1122	DATE REC'D 3-25-96
B. DIVISION/UNIT PURCHASING BUREAU		LOCATION RANGE SECTION(S) 43 18	RM CODE 10.11
C. MAILING ADDRESS 301 WEST PRESTON STREET ROOM-M2 BALTIMORE, MARYLAND 21201			NO. OF CU. FT. 12
D. PHONE NO. (410) 225-4680		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MERRILL CROTTY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 05-200 to 05-211	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PURCHASE ORDERS, Fy '95	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE #1798 #1-P 7/00	

(Handwritten note in a circle)
 Original
 8/24/00
 [Signature]

10.11	DGS
- Reporting Agency	
PROCUREMENT SUPPORT	
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.				
95W1579	SOLICITATIONS	1798	1	1993	1	8/00	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

December 30, 2000
Date

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department General Svs		ACCESSION NO. 95W1579	DATE REC'D 5-23-95
B. DIVISION/UNIT Procurement Administration + Support			RM CODE 10.11
C. MAILING ADDRESS 301 W. Preston St Rm M-2 BA/Ho. MD 21201		LOCATION RANGE SECTION(S) 120 21	NO. OF CU. FT. 1
D. PHONE NO. (410) 225-4600		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FRANK RICHARDSON		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS PA 114	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1/93 - 12/93 Solicitations + Awards	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCH. 25+1798 ITEMS 1-3 7/99	
		DIPD 2-27-00	

10.15	DGS	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			
ENGINEERING & CONSTRUCTION			
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.				
92W380	CAPITOL BUDGET REQ	808	1L	1984	5	8/00	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

 December 30, 2000
 Date

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of General Services		ACCESSION NO. 92W380	DATE REC'D 10-9-91
B. DIVISION/UNIT Engineering & Construction		RM CODE 10.15	
C. MAILING ADDRESS 301 W. Preston St Balt, MD 21201 RM 1402		LOCATION RANGE SECTION(S) 138 7-8	NO. OF CU. FT. 5
D. PHONE NO. 225-4359		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Stacey Nicholson		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
10	Capital Budget Request FY 84	808/12 / 7 12 7/99
11	↓	↓
12	↓	↓
13	↓	↓
14	↓	↓

Handwritten signature and initials

10.07	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		
Dept of General Services		
Division or Unit		
Office of Real Estate		

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.				
95w927	Assg. & Signature Letters	1490	3	1987-1988	2	8/00	RECYCLE

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

 Signature

 Records Center Manager
 Title

 December 30 2000
 Date

E.

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MARYLAND 20794
 (TELEPHONE NO. 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

A. AGENCY DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 95W927		DATE RECEIVED 1-27-95
B. DIVISION/UNIT 1. OFFICE OF REAL ESTATE				RM CODE 10.07
C. MAILING ADDRESS Legal Unit Attn.: Legal Assistant 300 W. Preston St., Rm: 601 Baltimore, Maryland 21201		RANGE 114	LOCATION SECTION(S) 16	NO. OF CU. FT. 2
D. TELEPHONE NO. (410) 225-4302		RECORDS CENTER MANAGER P		
E. AGENCY OFFICIAL: Susan B. Dubin		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
94/001	Assignments & Signature Letters 1987-88 Board of Public Works Items 1987 Title Search Requests 1987 Invoices 1987 Check Requests/Settlement Memos 1987 Agricultural Easement Status Sheets 1987-88 Reader File 1988 Board of Public Works Items 1988 Copy of Proposal Letters 1988	2 0 0 0 1490 Item 3		
94/002	Agricultural Easement Status Sheets 1988 Close Out Letters 1987-88 Invoices 1988	DISPOSAL 7-20-88		

R-114

S-16

2 Empties

10.11
 Reporting Agency
 Department of General Services
 Division or Unit
 Procurement

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.				
96W1121	BOA Purchase Orders	1798	1-P	FY 1994-95	33	8/00	RECYCLE

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

 Signature

 Records Center Manager
 Title

 DECEMBER 30, 2000
 Date

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DGS <i>GEN. SVCS.</i>		ACCESSION NO. 96W1121	DATE REC'D 3-25-96
B. DIVISION/UNIT PROCUREMENT		LOCATION RANGE SECTION(S) 10 25	RM CODE 10-11
C. MAILING ADDRESS 301 W. PRESTON STREET - ROOM M-2 BALTIMORE, MARYLAND 21201			NO. OF CU. FT. 33
D. PHONE NO. (410) 225-4615		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MERRILL CROTTY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
13-209 TO ²⁴¹ 13-218	BOA PURCHASE ORDERS FY 95 (1/30/95 - 6/30/95) PURCHASE ORDERS FY 94 - 95 (7/94 - 1/95) OCTOBER 23, 1995 <i>10 BOXES</i>	#1798 #1-P <i>7/100</i> <i>[Handwritten Signature]</i> <i>8-24-90</i>

10.11	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		
Dept of General Services		
Division or Unit		
Purchasing Bureau		

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.				
95w1583	Purchase Orders	1798	1		8	8/00	RECYCLE
95w1582	BOA Purchase Orders	1798	1	1994-95	17	8/00	RECYCLE
95w1581	Purchase Orders	1798	1		21	8/00	RECYCLE
97w590	P. O.'s	1798	1	1993-95	14	8/00	RECYCLE
97w589	P. O.'s	1798	1	1989-95	4	8/00	RECYCLE
97W588	P. O.'s	1798	1	1994	19	8/00	RECYCLE
96w1125	P. O.'s	1798	1P		26	8/00	RECYCLE
96w1124	Unscheduled Requisition	1798	1N	6/94-7/95	12	8/00	RECYCLE
95w1580	P. O.'s	1798	1	1992-94	6	8/00	RECYCLE

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

 Signature

 Records Center Manager
 Title

 December 30 2000
 Date

E.

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. D. G. S.		ACCESSION NO. 95W1580	DATE REC'D 5-23-95
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON ST. BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 166 21	NO. OF CU. FT. 6
D. PHONE NO. 225-4600		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FRANK RICHARDSON		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
05-194	Capitol Funds - '94 Calvert St. Renovations	SCHEDULE ¹⁷⁹⁸ 254
05-195	FY 194 PURCHASE ORDERS	ITEMS 1-3
05-196	'92-'93 FUEL OIL WEEKLY REPORTS	7/00
05-197	7/92-6/94 HEATING FUEL CONTRACTS	DISPOSAL
05-198	'95 CANCELLED CONTRACTS	8/10/00
05-199	'94 PURCHASE ORDERS, UNIT 09	255

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>DGS</i>		ACCESSION NO. <i>95W1583</i>	DATE REC'D <i>5-23-95</i>
B. DIVISION/UNIT <i>Purchasing Bureau</i>			RM CODE <i>10.11</i>
C. MAILING ADDRESS <i>301 W. Preston St. Balto. Md. 21201</i>		LOCATION RANGE SECTION(S) <i>166 22</i>	NO. OF CU. FT. <i>8</i>
D. PHONE NO. <i>225-4600</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Frank Richardson</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>09- 175 thru -182</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>Purchase Orders</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>SCH. 251798 ITEMS 1-3 7/00 DISPOSAL 8/10/00 LJB</i>	

R-166

S-~~11~~-22

3 empties

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. DGS		ACCESSION NO. 95W1582	DATE REC'D 5-23-95
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON STREET BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 166 22	NO. OF CU. FT. 17
D. PHONE NO. (410) 225-4615 4600		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FRANK RICHARDSON		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
13-192 TO 13-208	BOA PURCHASE ORDERS FY 94 (8/15/94 - 12/13/94) PURCHASE ORDERS FY 94 - 95 CAPITAL FUNDS FY 92 - 95 STATEWIDE AND AGENCY CONTRACTS - EXPIRED 94-95	SCH. 251 1798 ITEMS 1-2 7/00 DISPOSAL 8/19/00 LAD
MAY 1, 1995		

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>DGS</i>		ACCESSION NO. <i>95W1581</i>	DATE REC'D <i>5-23-95</i>
B. DIVISION/UNIT <i>Purchasing Bureau</i>			RM CODE <i>10.11</i>
C. MAILING ADDRESS <i>301 W. Preston St. Balto. Md. 21201</i>		LOCATION RANGE SECTION(S) <i>166 21-22</i>	NO. OF CU. FT. <i>21</i>
D. PHONE NO. <i>225-4600</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Frank Richardson</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>021 - 134 thru -154</i>	<i>Purchase Orders</i>	<i>SCH. 25-1798 ITEMS 1-3 7/00 DISPOSAL 8/10/00 225</i>

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>DGS</i>		ACCESSION NO. <i>97W590</i>	DATE REC'D <i>11-22-96</i>
B. DIVISION/UNIT <i>Purchasing / 09-1021</i>			RM CODE <i>10.11</i>
C. MAILING ADDRESS <i>301 W. Preston St. - M2 Baltimore, Md. 21202</i>		LOCATION RANGE SECTION(S) <i>30 14</i>	NO. OF CU. FT. <i>14</i>
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>09-213 to 09-225</i>	<i>P.O.'s - '94 - '95 Snyder</i>	<i># 1798 # 1 Jan. 2000 July -</i>
<i>09-233</i>	<i>P.O.'s - '93 - '94 Gaines</i>	<i>Jan. 2000 8/22/00 M. R.</i>

Des Paul

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DGS		ACCESSION NO. 97W589	DATE REC'D 11-22-96
B. DIVISION/UNIT PROCUREMENT			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON STREET BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 19 24	NO. OF CU. FT. 24
D. PHONE NO. (410) 225-4615		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE MILLER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
09-234 TO 09-237	PURCHASE ORDERS, AGENCY AND STATEWIDE CONTRACTS FILED BY NUMBER, INCLUSIVE. FY 1989 - 1995 (DOROTHY GAINES - FILES)	Jan 2000 #1798 #1

7/00

[Handwritten signature]

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPT GENERAL SERVICES		ACCESSION NO. 97W588	DATE REC'D 11-25-96
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS RM M-3 301 W. PRESTON ST BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 20 12	NO. OF CU. FT. 19
D. PHONE NO. 767-4617		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE MILLER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
17-171 TO 17-189 (inclusive)	PURCHASE ORDERS + CONTRACTS FY 94+95	July - late of 2000 Sch. # 1798 Item # 1

[Handwritten signature]
8/6/00

James 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. DGS		ACCESSION NO. 96W1125	DATE REC'D 3-25-96
B. DIVISION/UNIT Purchasing Bureau			RM CODE 10.11
C. MAILING ADDRESS 301 W. Preston St. Balto. Md. 21201		LOCATION RANGE SECTION(S) 40 26	NO. OF CU. FT. 26
D. PHONE NO. 225-4600		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Merrill CROTTY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
09 183 thru 184 208	Purchase Orders	# 1798 # 1P 1/00 DISPOSAL 8/20/00 LIS

2 boxes

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>DGS</i>	ACCESSION NO. <i>96W1124</i>	DATE REC'D <i>3-25-96</i>
B. DIVISION/UNIT <i>Procurement Admin + Support</i>		RM CODE <i>10-11-</i>
C. MAILING ADDRESS <i>301 W. Preston St RM-113</i>	LOCATION RANGE SECTION(S) <i>9 28</i>	NO. OF CU. FT. <i>12</i>
D. PHONE NO. <i>(410) 225-4602</i>	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Merrill Crotty</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
PA115	UNSCHEDULED REQUISITION THIRD COPIES 2201 THRU 2909	07-01-99
PA116	UNSCHEDULED REQUISITION THIRD COPIES 2910 THRU 3213	07-01-99
PA117	UNSCHEDULED REQUISITION THIRD COPIES 3216 THRU 3515	07-01-99
PA118	UNSCHEDULED REQUISITION THIRD COPIES 3600 THRU 3810	07-01-99
PA119	UNSCHEDULED REQUISITION THIRD COPIES 3900 THRU 5002 AND COPIES OF BUD'S MOTOR VEHICLES	07-01-99
PA 120	MBE AND SMALL BUSINESS REPORTS 6/94 - 7/95 (FY95) PRINTING PROCUREMENT	07-01-2000
PA121	MBE AND SMALL BUSINESS REPORTS 6/95 - 7/95 (FY%) COMMODITY PROCUREMENT	07-01-2000

Sch # 1798
 Item # AN
[Signature]
 8/10/00

7 boxes

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>DGS</i>		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <i>Procurement Adm + Support</i>			RM CODE
C. MAILING ADDRESS <i>301. W. Preston St Rm M-3</i>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <i>(410) 225-4602</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Merrill Cobby</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
PA122	UNSCHEDULED REQUISITIONS THIRD COPIES 1000 THRU 2909	07-01-2000
PA123	UNSCHEDULED REQUISITIONS THIRD COPIES 2910 THRU 3211	07-01-2000
PA124	UNSCHEDULED REQUISITIONS THIRD COPIES 3212 THRU 350211	07-01-2000
PA125	UNSCHEDULED REQUISITIONS THIRD COPIES 350212 THRU 3810	07-01-2000
PA126	UNSCHEDULED REQUISITIONS THIRD COPIES 3901 THRU 5002 AND COPIES OF BUD'S MOTOR VEHICLES	07-01-2000

5 Boxes

10.17	Department of General Services 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.
Dept of General Services		
Division or Unit		
Fair Practice Division		

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.				
91w484	Maint. Contracts	0843	1	1988-1989	6	8/00	RECYCLE
86W484	Discrimination Cases	0843	1		2	8/00	RECYCLE
86w237	Contracts	0843	1	1981-1984	7	8/00	RECYCLE
84w481	Contracts	0843	1	1978-1981	9	8/00	RECYCLE

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

_____ Signature
 _____ Title December 30 2000 Date
 DGS 550-2 (Rev. 1/93)

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.01.01.01 10.17	ACCESSION NO. 91W484	DATE REC'D 11-14-90
b) AGENCY Department of General Services	LOCATION - RANGE SECTION(S) 143 12 NO. OF CU. FT. 6	
c) DIVISION/UNIT Fair Practices Division		
d) MAILING ADDRESS 301 W. Preston Street, Suite 1201 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Teresa D. Gee	PHONE NO. 225-4270	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
29	B-001-871-001 thru P-059-851-001 and contract 4-88-Clifton Perkins Adm Bld. and Boiler Replacements Contracts FY88.	843-1 Jan. 2000
30	KK-000-801-001-WM Schoolsser - P-066-881- thru UP-000-852-001- Bid Tabs under \$25,000 and Shore Erosion Controls FY88	" "
31	EEO Discrimination (See attached list)	" "
32	Conference - MED Week 87-MBE Atlanta 87-MBE Detroit 88	" "
33	Contracts B-002-871-001 thru VC-002-861-002 FY89	" "
34	Contracts ES-001-871-010 thru U-000-794-201 FY89 and Telecommunication, Maintenance, Monitoring Letter Contracts and Memos from Dottie	" "

DISPOSAL
8/4/00
D.S.

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. 28.01.01.01 <i>10.17 100401</i></p>	<p>ACCESSION NO. <i>86W583</i></p>	<p>DATE REC'D <i>4-17-86</i></p>
<p>b) AGENCY Department of General Services</p>		
<p>c) DIVISION / UNIT Contract Compliance/Affirmative Action</p>	<p>LOCATION - RANGE <i>3043</i></p> <p>SECTION(S) <i>94</i></p>	<p>NO. OF CU. FT. <i>2</i></p>
<p>d) MAILING ADDRESS Department of General Services Contract Compliance/Affirmative Action Office 301 W. Preston Street, Room 1201 Baltimore, Maryland 21201</p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL</p>	<p>PHONE NO.</p>	
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
17	Discrimination Cases Marlone Baker to James McEachin	843-1-1991 <i>Jan 1996</i>
18	Discrimination Cases Sophia Miller to Jean Weidman	843-1-1991 <i>1/00</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

Discrimination Cases
Box 17

Marlone Baker
Pearl Bohannon
Michele Bradin
Ernester Cook
Joseph Davis
Robert Dever
Shirley Diggs
Dining Service Workers
Ruth Egan
Sandy Fox
Dorothy Gains
George Lucas
Walter Gunter
Randolf Harris
Erna Henson
Clifton Height
Mary Hurt
Ronald Johnson
Frances Joyce
George King
Natividad Kunkowski
Virginia Lettre
Nathaniel Luckman
James McEachin

Discrimination Cases
Box 18

Sophia Miller
Michael Perrino
Vonzella Phair (1)-(31)
Leroy Phillips
Charles Riggs
Dennis Robinson
Roland Rockel
Rosemary Nardone
William Ross
George Smith
Marlo Townsend
Martha Townsend
Ronald Stephen
Alfred Taylor
Alvin Taylor
Louis Reichart
Jean Weidman

EA

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

10.17 ~~10-0401~~

Accession No.

86W237

Date Received

10-2-85

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

Department of General Services, Contract Compliance Office, 301 W. Preston Street Baltimore, MD 21201

Signature

Title

2. Building and Room State Office Building (#1) Room (1201)

3. Phone 225-4270 or-225-2-4272

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-112 S-6	10	Contracts from Fiscal Year 1981-1982 (AG-000-701-101-KH-000-811-103)	843-1-1991
	11	Contracts from Fiscal Year 1981-1982 (KL-601-791-002-SG-000-761-201)	843-1-1991
	12	Contracts from Fiscal Year 1982-1983 (BA-491-7914-(2)- M-753-821-001)	843-1-1991
	13	Contracts from Fiscal Year 1982-1983 (MM-000-7110201-W-521-791-002)	843-1-1991
	14	Contracts for Fiscal Year 1983-1984 103A to P-020-811-001	843-1-1991
	15	Contracts for Fiscal Year 1983-1984 P-021-802-002 to XL-000-801-101	843-1-1991
16	Contracts for Fiscal Year 1981-1982 T-622-682-120 to U-000-790-101	843-1-1991	

1/00
DIA SAC
7-21-00

E
10.17

RECORDS TRANSMITTAL

AND RECEIPT

~~10-0401~~

Complete at State Records Center

Accession No.

84W481

Date Received

2-26-84

Signature

Title

1. From: (Name, Division, Address or Agency)
Department of General Services,
Contract Compliance Office, 301 W. Preston Street
Baltimore, MD 21201

2. Building and Room

State Office Building
#(1) Room (1201)

3. Phone

383-7726 or 383-6294
383-6843

4. To: State Records Center

5. Signature: (Agency Official)

Amj Evans

6. No. of Cu.Ft.

9

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-120

S-12

1
2
3
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9

DGS/EEO Contracts from January 1978 to December 1978 to November 1979 to December 1979.
Contracts January 1979 to October 1979.
Contracts from July 1979 to December 1979
Bid Tabulation from February 1980 to June 1980
July 1979 to June 1980
Contracts from May 1980 to June 1980
Contracts from November 1980 to February 1981
Contracts from January 1980 to April 1980
Contracts from July 1980 to November 1980
Contracts from January 4, 1979 to June 1979
Contracts from July 1981 to April 1981

Item #4
843-1-1991
843-1-1991
843-1-1991
843-1-1991
843-1-1991
843-1-1991
843-1-1991
843-1-1991
843-1-1991

1/00
DJP
2-27-00

DGS 10.02	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		
FISCAL SERVICES-ACCOUNTING		
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.				
90W590	CORRESPONDENCE	777	15	1988	3	1/00	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, 2000
 Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 786-1373)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 28.00:00 10.02</p>	<p>ACCESSION NO. 90W590</p>	<p>DATE REC'D 12-4-89</p>
<p>2. AGENCY Department of General Services</p>	<p>LOCATION - RANGE SECTIONS NO. OF CL. FT. 53 22 3</p>	
<p>3. DIVISION/UNIT Division of Fiscal Services - Accounting</p>		
<p>4. MAILING ADDRESS 301 W. Preston Street Room 1402 Baltimore, Maryland 21201</p>	<p>RECORDS CENTER MANAGER Paul C. Lamberson/rs</p>	
<p>5. AGENCY OFFICIAL PHONE NO. Dennis Flynn, Chief 225 4230 Fiscal Services</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Correspondence - Budget letters FY 1988 Agriculture thru DOC Headquarters	<i>Sch.</i> #777 - Item #15 1/2000
2	Correspondence - Budget letters FY 1988 Eastern Shore Hospital thru Natural Resources	777 - Item #15 1/2000.
3	Correspondence - Budget letters FY 1988 Patuxent thru U. of Md. Experimental Station	777 - Item #15 1/2000
		<p>DISPOSAL 5/30/00 LJS</p>

FOLDERS TRANSFERRED TO THE
RECORD ROOMTITLE Correspondence

BOX NO

PROJECT

SCHEDULE NO &
DISPOSAL DATE

1	Correspondence - Budget letters FY 1988 Agriculture thru DOC Headquarters	777 - Item #15 1/2000
2	Correspondence - Budget letters FY 1988 Eastern Shore Hospital thru Natural Resources	777 - Item #15 1/2000
3	Correspondence - Budget letters FY 1988 Patuxent thru U. of Md.-Experimental Station	777 - Item #15 1/2000

DGS 10.11	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		
PURCHASING BUREAU		
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.				
96W1126	P.O.'S	1798	1P		22	1/00	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, 2000
 Date

XE

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPT. GEN. SERVICES		ACCESSION NO. 96W1126	DATE REC'D 3-25-96
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON ST., ^{Rm.} M-4 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 18 15-16	NO. OF CU. FT. 22
D. PHONE NO. (410) 225-4608		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MERRILL CROTTY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
17-149 THRU 17-170	P.O.'S	1998- 2000-Jan. Sch. #1798 Item # - 1-P <i>Disposal</i> <i>6-2-00</i>

~~R-38~~
~~S-22~~

R-18
S-15-16

S-16 Empty Spaces

DGS 10.11	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		
CONTRACT COMPLIANCE/AFFIRMATIVE ACTION		
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.				
87W1043	CONTRACTS	843	1	1984-88	4	1/00	RECYCLE
89W1225	DISCRIMINATION CASES	843	1	1986-87	3	1/00	RECYCLE
88W1049	CONTRACTS	843	1	1985-1986	3	1/00	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, 2000
 Date



RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.01.01.01 10.17 10.04.01		ACCESSION NO. 87W1043	DATE REC'D 5-14-87
b) AGENCY Department of General Services			
c) DIVISION/UNIT Contract Compliance/Affirmative Action		LOCATION - RANGE 18	SECTION(S) 35
d) MAILING ADDRESS 301 W. Preston Street Room 1201 Baltimore, MD 21201		NO. OF CU. FT. 4	
e) AGENCY OFFICIAL Avon J. Evans <i>Avon J. Evans</i>		PHONE NO. 225-4270	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
19	Contracts from Fiscal Year 1984-1988 BA-518-418-003 to KJ-491-833-001	1996
20	Contracts from Fiscal Year 1984 to 1985 RW-721-821-101 to UP-000-795-301	843-1-1996
21	Contracts from Fiscal Year 1984 to 1985 KJ-601-831-001 to RE-000-781-220	843-1-1996
22	MBE Conference (Baltimore Library, Printer, Atlanta, Mega Market, Convention Center, SBA File 86)	July 1996 1/00

*Dr. P. P. Smith
6-2-00*

87W1043

R-~~33~~ R-18

S-~~35~~ S-35

4 Boxes 19 to 22

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.01.01.01		ACCESSION NO. 89W1225		DATE REC'D 6-13-89
b) AGENCY Department of General Services		LOCATION - RANGE 53		SECTION(S) 35
c) DIVISION/UNIT Fair Practices Division		NO. OF CU. FT. 3		RECORDS CENTER MANAGER
d) MAILING ADDRESS Department of General Services Fair Practices Division 301 W. Preston Street, Suite 1201 Baltimore, MD 21201		e) AGENCY OFFICIAL Teresa Gee <i>Teresa Gee</i> PHONE NO. 225-4270		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
26	Discrimination Cases (A. Bland to M. Townsend)	843-1- 2000 - Jan.
27	Contracts from Fiscal Year 1986 July to 1987 June (AU-033-850-001 - T-592-831-101)	843-1- 2000
28	Contracts from Fiscal Year 1986 July to 1987 June (TC-564-822-203 - Backup documentation)	843-1 2000
		DISPOSAL 5/30/00 LJS

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.01.01.01		10.17	ACCESSION NO. 88W1049	DATE REC'D 4-6-88
b) AGENCY Department of General Services				
c) DIVISION/UNIT Fair Practices Division			LOCATION - RANGE 9	SECTION(S) 18
d) MAILING ADDRESS Department of General Services Fair Practices Division 301 W. Preston Street, Room 1201 Baltimore, MD 21201				NO. OF CU. FT. 3
e) AGENCY OFFICIAL <i>Laura Lee</i>		PHONE NO. 301-225-4270	RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
23	Contracts from Fiscal Year 1985 July to 1986 June AG-000-701-603 thru SP-398-06	843-1-1996 Item #4
24	Contracts from Fiscal Year 1985 July to 1986 June T-000-843-003 thru VC-005-851-002	843-1-1996
25	House Bills - MBE Rules & Regulation - Small Business Set-A-Side Program - Administrative Law Commission - Montgomery Legislation 4/85 - Legislation MD General Assembly - 1985 Legislation - Sheppard Interior - Lawsuit Statewide Trucking VS DFPF 84194060/CE22818 - Fiscal Estimate Legislation - Legislative Comment Form	843-1-1996 1/2000 <i>Di 805K 4+3.00</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DGS 10.02	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		
FISCAL SERVICES		
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.				
95W711	PAYROLL RECORDS	1450	7	1992	1	1/00	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, 2000
Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 95W711	DATE REC'D 12-6-94
B. DIVISION/UNIT FISCAL SERVICES DIVISION			RM CODE 10.02
C. MAILING ADDRESS 301 W. PRESTON STREET SUITE 1309 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 28 10	NO. OF CU. FT. 61
D. PHONE NO. (410) 225-4240		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL DENNIS FLYNN		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	PAYROLL RECORDS CALENDAR YEAR 1992	
1	Check Registers 28.01.01, 28.02.01, 28.04.01, 28.05.01 (PPE 01/07/92 - 12/22/92)	SCH. # 1450
2	Check Register 28.06.01, 28.03.01 books 1&2 (PPE 01/07/92 - 08/04/92)	ITEM # 7
3	Check Registers 28.03.01 books 3&4 (PPE 08/18/92 - 12/22/92) and Contractual (PPE 01/14/92- 12/15/92)	1/1/96
4	ETRS (PPE 01/07/92 - 12/22/92) PTRS (PPE 01/14/92 - 12/15/92)	DISPOSAL
5	310's FY92 Furlough Reports	5/26/00
6	Miscellaneous - Overtime Vouchers Payroll Corrections Shift Differential Asbestor Differential	# TA LIS
		BX # 4-1/00
		* Partial
		Bxs - 1-3, 5+6

R-28

S-10

6 Emptyies

DGS 10.04.01	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		
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.				
81B18	PAYROLL FOR CONSTRUCTION	1484	9		16	1/00	RECYCLE

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

	<u>Records Center Manager</u> Title	<u>June 30, 2000</u> Date
--	--	------------------------------

AND RECEIPT

XC-13 .. 10.04.01

Accession No.

81318

Date Received

1/13/81 ✓

1. From: (Name, Division, Address or Agency)
 Department of General Services
 Office Division
 301 W. Preston St., Balto Md. 21201

Signature

C. Blair

Title

Records Management Specialist

2. Building and Room

SOB # 1
 Room 1402

3. Phone

383-7145

4. To: State Records Center

Balto, B-4

5. Signature: (Agency Official)

Bill Lee

6. No. of Cu.Ft.

16

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

<i>R-10</i>	1	PAYROLL FOR CONSTRUCTION FOLDERS	SCH. # 778 ¹⁴⁸⁴ ITEM# 9 DISP. DATE: 1-1-84
<i>S-5</i>	2	PAYROLL FOR CONSTRUCTION FOLDERS	" " "
<i>R-32</i>	3	PAYROLL FOR CONSTRUCTION FOLDERS	" " "
<i>S-14</i>	4	PAYROLL FOR CONSTRUCTION FOLDERS	" " "
	5	PAYROLL FOR CONSTRUCTION FOLDERS	" " "
	6	A/E AGREEMENTS <i>Missing</i>	PERMANENT
	7	A/E - CORRESPONDENCE	SCH. # 778 ¹⁴⁸⁴ ITEM# 1 DISP. DATE: 1-1-2000
	8	A/E - CORRESPONDENCE	" " "
	9	A/E - CORRESPONDENCE	" " "
	10	A/E - CORRESPONDENCE	" " "
	11	A/E - CORRESPONDENCE	" " "
	12	PAYROLL FOR CONSTRUCTION FOLDERS	SCH. # 778 ITEM# 9 DISP. DATE: 1-1-84
	13	PAYROLL FOR CONSTRUCTION FOLDERS	" " "
	14	PAYROLL FOR CONSTRUCTION FOLDERS	" " "
	15	SHORT FORM CONTRACTS	SCH. # 778 ITEM# 3 DISP. DATE: 1-1-2000
	16	SHORT FORM CONTRACTS	" " <i>Permanent</i>

** Partial Bxs 1-5 3/86*

4/2000

** Partial Bxs 12-14 3/86*

** Partial Sent to Archives Bxs 15-16-7/86*

Box No. 7-8 9-10

Disposed 4/11/20

(Use Plain Unlined Paper For Continuation Pages)

556-571

DGS 10.11	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		
SERVICES CONTRACTING		
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.				
96W1128	CONTRACTS	1798	1	1989-1994	15	1/00	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, 2000
 Date

Sent to Inverl 1/19/96

EX

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 96W1128	DATE REC'D 3-26-96
B. DIVISION/UNIT SERVICES CONTRACTING			RM CODE 10.11
C. MAILING ADDRESS 301 W PRESTON STREET RM M5 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 14 9	NO. OF CU. FT. 15
D. PHONE NO. 225-4091		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ROBERT KLEINHEN		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
SC001 to SC015	CONTRACTS 1989-1994	#1798 #1 1/00

*DISPOSAL
5-31-00*

15 Boxes