

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 Retirement Agency		ACCESSION NO. 95W835		DATE REC'D 1-26-95
B. DIVISION/UNIT				RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE 142 SECTION(S) 30		NO. OF CU. FT. 15
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
235	12/90 - 6/91 Acct Payment Vouchers	7/98
236	10/89 - 7/91 Acct EFT Post	8/98
237	10/90 - 7/91 Acct EFT Reclamations and Failures #900 to 1497	8/98
238	10/91 Acct EFT Check Register	11/98
239	10/92 - 3/93 Acct CASH RECEIPTS	7/98
240	10/92 - 1/93 BP TRANSACTIONS 700, 602, 604	3/98
241	7/92 - 9/92 BP TRANSACTIONS 700, 602, 604	3/98
242	NO DATES BP FY 1991 FINAL RECONCILIATIONS	3/98
243	NO DATES CONTROL RETIREMENT STATS 1991	3/98
244	NO DATES CONTROL EDITS + UPDATES 6/93	3/98
245	NO DATES CONTROL CROSSFOOT ERROR 7X1, 9X5 (1992) 405's NOV 92 - JUNE 93	3/98
246	NO DATES CONTROL \$2,000 REPORT (JAN. - JUNE 93) CHECK RECONCILIATION (1992)	3/98
247	NO DATES CONTROL EDITS + UPDATES JULY 92, BOOKS 2 + 3	3/98
248	NO DATES CONTROL CROSSFOOT ERROR 7X3 - 9X4 (1991) 10X1 (92) - 7X2 (93)	3/98
249	NO DATES CONTROL \$2,000 REPORT JAN. - DEC. 1992	3/98

(5475) 1/99
#945
#15
DISPOSAL
8/4/00
258

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

13 of 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 96W400	DATE REC'D 10-23-95
B. DIVISION/UNIT		RANGE 117	RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION SECTION(S) 27	NO. OF CU. FT. 21
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	<u>Benefits Processing</u>	SCHEDULE 945B ITEM #2 #1824 1/99 #1B	
1	Old Files (SS# 212-40-5166 to 579-70-7831)		
2	Buyback, MSRS 37, System Transfer, Service Adjustment Plan Selection, and Misc. Adju. 5/94 - 8/94	7/99	
	<u>Accounting</u>		
3	Daily STARS, Monthly STARS, Vendor Payment Detail Report FY 92	7/99	
	<u>Benefits Processing</u>		
4	Old Files (SS# 212-24-5698 to 578-86-2899)	1/99	
5	Old Files (SS# 130-20-9880 to 579-48-5837)	1/99	
6	Old Files (SS# 135-05-2241 to 578-48-5837)	1/99	
7	753 Finals 7/93 212-40 to 215-30	1/99	
8	753 Finals 7/93 278-26- to 578-44	1/99	
9	753 Finals 5/95	1/99	
10	753 Finals 8/93	1/99	
11	753 Finals 7/93 219-22 to 267-84	1/99	

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14 OF 24

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Maryland State Retirement Agency			
B. DIVISION/UNIT		LOCATION RANGE SECTION(S)	RM CODE
C. MAILING ADDRESS		NO. OF CU. FT.	
301 W. Preston Street Baltimore, Maryland 21202			
D. PHONE NO.		RECORDS CENTER MANAGER	
(410) 225-4070			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
George Sakkal, Director Office Services			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
12	753 Finals 7/93 000-00 to 212-38	SCHEDULE 945B ITEM # 2 1/99	
13	753 Finals 6/94	1/99	
14	Finals 753 12/93	1/99	
15	753 Finals 10/93	1/99	
16	753 Finals 4/94	1/99	
17	753 Finals 7/93 215-32 to 219-20	1/99	
18	753 Finals 3/94	1/99	
19	753 Finals 2/94	1/99	
20	753 Finals 1/94	1/99	
21	753 Finals 11/93	1/99	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Page 1 of 21

A. AGENCY		ACCESSION NO.		DATE REC'D	
1. Maryland State Retirement Agency (MSRA)		97W1248		6-2-97	
B. DIVISION/UNIT		LOCATION		RM CODE	
Office Services		RANGE SECTION(S)		25.01	
C. MAILING ADDRESS		NO. OF CU. FT.			
301 W. Preston Street, Room 704 Baltimore, MD 21201		119 1-4		134	
D. PHONE NO.		RECORDS CENTER MANAGER			
(410) 767-4070		Paul Lamberson			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
George Sakkal, Director, Office Services					

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	BP Cash Receipt Listings 7/1/94 thru 11/1/94, 12/1/95 - 5/31/95	3A 5 1998
2	BP Enrollments & Beneficiaries & MSRA 60 forms, Apr 95 batches 1-30	3A 5 1998
3	BP Buybacks Mar 95-Apr 95	3A 5 1998
4	BP 602, 604, 700 Mar95-May95	3A 5 1998
5	Control Enrollments and Beneficiaries, Batches 1-23, MSRA 60 forms, Batches GG,HH,II,JJ, Also File Box (Misc.) Apr 96	4B 5 1998
6	Acct Closing Statement, Monthly STARS, Daily STARS, Vendor Payment Detail FY 95	1A 6 1998
7	BP Enrollments & Beneficiaries, Batches 1-23 May 95	3A 6 1998
8	BP Buybacks 5/1/95-5/30/95 & 2/1/95-3/1/95	3A 6 1998
9	Control Enrollments & Beneficiaries, Batches 1-17, Also, MSRA 60, Batches KK, LL, & Misc. File May 96	4B 6 1998
10	Acct. Daily Cash Receipts Transmittals	1A 7 1998
11	BP New Retirees List Finals 7/95	3A 7 1998
12	BP FY 95 Distribution Code Listing	3A 7 1998
13	BP Aug 94 Finals From 024-30-6477 to 403-52-9260	3A 7 1998
14	BP Jan 95 Finals 218-29-0000-End	3A 7 1998
15	BP Finals 10/94 - 2/95 & Finals 5/94 - 9/94	3A 7 1998
16	BP Estimates 11/94-2/95 - Finals 3/95 - 5/95	3A 7 1998
17	BP 753s Finals From 219-28-0582 to 249-50-9663	3A 7 1998
18	BP 392 Backup 1991-94	3A 7 1998

#1824

Jan. 1999

SAC

*Missing Boxes - #12, 36, 38, 40-43, 62, 67, 72

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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A. AGENCY		ACCESSION NO.	DATE REC'D	
1. Maryland State Retirement Agency (MSRA)				
B. DIVISION/UNIT			RM CODE	
Office Services				
C. MAILING ADDRESS		LOCATION		NO. OF CU. FT.
301 W. Preston Street, Room 704 Baltimore, MD 21201		RANGE	SECTION(S)	
D. PHONE NO.		RECORDS CENTER MANAGER		
(410) 767-4070				
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
George Sakkal, Director, Office Services				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
19	BP Stop Payment Replacement RIMTS & Backup 1993-6/94	3A 7 1998
20	BP January 1995 Enrollment Validations April 94-Dec 94, Certification of Rate Apr 94-Jan 95	3A 7 1998
21	BP Misc. File Only Apr 94-Mar 95	3H 7 1998
22	BP Revisions 752 Dec 93-Mar 94	3A 7 1998
23	BP 290 Transactions Dec 94-Aug 95	3A 7 1998
24	BP Distribution Code and Coordinator Listing FY 95	3A 7 1998
25	BP 753s FY 95	3A 7 1998
26	BP 753s FY 95	3A 7 1998
27	BP 753s FY 95	3A 7 1998
28	BP EFT Recon, New Retiree Lists Jul 94 - Oct 94	3A 7 1998
29	BP Transactions 516 & 550 Transfer Refund Estimates Jul 94-Dec 94	3A 7 1998
30	BP Return Check Reports & RIMTS Jun 94	3A 7 1998
31	BP Enrollments & Beneficiaries & MSRA 60 forms, Batches 1-28 Jun 95	3A 7 1998
32	BP 753s Jun 95-FY 95	3A 7 1998
33	BP Buybacks Jun 95-Jul 95	3A 7 1998
34	BP 753's Finals (13) Sept 94	3A 7 1998
35	BP Refund Return Accounts, Buyback, MSRS 37 forms and Misc. Sept 94-Jun 95	3A 7 1998
36	Control Adjustments 3x4 FY95, 4x1 FY 95	4B 7 1998
37	Control Adjustments 3x1 FY95 3x3 FY95	4B 7 1998
38	Control Adjustments 12x1 FY95 - 1x2 FY 95	4B 7 1998
39	Control Adjustments 5x1 FY95 - 5x3 FY 95	4B 7 1998

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301 W. Preston Street, Room 704 Baltimore, MD, 21201		RANGE SECTION(S)		
D. PHONE NO.		RECORDS CENTER MANAGER		
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
40	Control Adjustments 5x4 FY95 6x1A FY95	4B 7 1998
41	Control Ck. Register 1991/1992	4B 7 1998
42	Control Adjustments 290s, 382, AL 10x4 FY95, 11x4 FY95	4B 7 1998
43	Control Adjustments 290s, 382s, AL 9x4, FY95, 10x3 FY95	4B 7 1998
44	Control Adj. & UNP FY 96 11x3-1x4	4B 7 1998
45	Control Payroll FY 96 1x1-6x2	4B 7 1998
46	Control Adj. & UNP FY 96 1x5-4x1	4B 7 1998
47	Control Adj. & UNP FY 96 4x2-6x2	4B 7 1998
48	Control Misc. Trans. Final FY96, Errors FY 96 6x1	4B 7 1998
49	Control Adj. & UNP FY 96 6x3-Final	4B 7 1998
50	Control Payroll FY 96 7x3-12x4	4B 7 1998
51	Control Adj. & UNP FY 96 7X3-8X5	4B 7 1998
52	Control Adj. & UNP FY 96 9x1-11x2	4B 7 1998
53	Control Misc. Trans. FY 96 9x1-3x4	4B 7 1998
54	Control Edits & Updates (Ret.) Apr 95 - May 95	4B 7 1998
55	Control Edits & Updates (Ret.) Aug 93	4B 7 1998
56	Control Edits & Updates (Ret.) Feb94-Mar94	4B 7 1998
57	Control Edits & Updates (Ret.) Jan 94	4B 7 1998
58	Control Ret. tabs Jan94-Feb 94	4B 7 1998
59	Control Edits & Updates (Ret.) July 93	4B 7 1998
60	Control Reports \$2000 (Ret.) July 93-June 94	4B 7 1998
61	Control One Pay File July 93-June 94	4B 7 1998
62	Control Crossfoot Error Report July 93-Mar 94	4B 7 1998

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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
63	Control Ret. tabs July 93-Sept 93	4B 7 1998
64	Control Enrollments and Beneficiaries Batches 1-28, Also, MSRA 60 forms, Batches MM & NN Jun 96	4B 7 1998
65	Control Ret. Tabs June 94	4B 7 1998
66	Control Edits & Updates (Ret.) June 94	4B 7 1998
67	Control Crossfoot Error Reports Mar 94-June 94	4B 7 1998
68	Control Ret. Tabs Mar 94-May 94	4B 7 1998
69	Control Edits & Updates (ret.) Nov93-Dec93	4B 7 1998
70	Control Edits & Updates (Ret.) Oct 93	4B 7 1998
71	Control Ret. Tabs Oct 93-Dec 93	4B 7 1998
72	Control Edits & Updates (Ret.) Sept 93	4B 7 1998
73	Int. Audit Maryland and National Death Matches 1987-1993	5 7 1998
74	Int. Audit Disability Calculations 1987-1993	5 7 1998
75	Int. Audit Disability Payments - FY 1991, Continuing Statements of Disability 1989-1993 1989-1993	5 7 1998
76	Int. Audit Continuing Statements of Disability, Summary Folders & Problem Cases 1990-1991	5 7 1998
77	Int. Audit Disability Calculations 1990-1991	5 7 1998
78	Int. Audit CCB FICA/Ret. Audit IFB-FICA Audits - 1990 1990-1992	5 7 1998
79	Int. Audit Maryland and National Death Matches Jun 89-Oct 93	5 7 1998
80	BP AE Report Dated 2/3/95 Systems 6,7,9,2, & 3 (Entire Report) Feb 95	3A 8 1998
81	BP Enrollments & Bennies & MSRA 60s, Batches 1- and Misc. File Jul 95	3A 8 1998
82	Control Enrollments & Beneficiaries Forms, Batches 1-16, Also MSRA 60 forms, Batches OO,PP, Also, Misc. File Jul 96	4B 8 1998

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301 W. Preston Street, Room 704 Baltimore, MD 21201		RANGE SECTION(S)			
D. PHONE NO.		RECORDS CENTER MANAGER			
(410) 767-4070					
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
George Sakkal, Director, Office Services					
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
83	BP	602,604,700 Transaction Forms	July 95-Aug 95	3A	9 1998
84	Control	Buybacks	Aug 95-Sept 95	4B	9 1998
85	BP	Enrollment Validations Feb-Mar 95 & April -May 95	Feb 95-May 05	3A	10 1998
86	BP	Enrollments & Beneficiaries, Batches 36 through 70	Sept 95	3A	10 1998
87	BP	Enrollments & Beneficiaries & MSRA 60 forms, Batches 72-D-I, & Misc. File	Sept 95	3A	10 1998
88	BP	Enrollments & Beneficiaries Batches 1-35	Sept 95	3A	10 1998
89	Control	Full Cost Buybacks	Nov 94 - Jul 95	4B	10 1998
90	Acct	EFT REclamations & Failures Control #5200-6199		1A	11 1998
91	BP	Buybacks	Oct95-Nov95	3A	11 1998
92	BP	602,604,700 Transaction Forms	Sept 95-Nov 95	3A	11 1998
93	Control	Enrollments & Beneficiaries, Batches 1-31	Oct 95	4B	11 1998
94	Control	Enrollments & Beneficiaries, Batches 31-60	Oct 95	4B	11 1998
95	Control	Enrollments & Beneficiaries, Batches 61-65, MSRA 60 forms, batches JKL, Also, Misc. File	Oct 95-Nov 95	4B	11 1998
96	BP	Enrollments & Beneficiaries, Batches 1-30	Aug 95	3A	12 1998
97	Control	Beneficiary Changes	Oct 95-Dec 95	4B	12 1998

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Page 5A of 21

A. AGENCY		ACCESSION NO.		DATE REC'D	
1. Maryland State Retirement Agency (MSRA)					
B. DIVISION/UNIT					
Office Services				RM CODE	
C. MAILING ADDRESS		LOCATION		NO. OF CU. FT.	
301 W. Preston Street, Room 704 Baltimore, MD 21201		RANGE SECTION(S)			
D. PHONE NO.		RECORDS CENTER MANAGER			
(410) 767-4070					
E. AGENCY OFFICIAL		TO BE COMPLETED AT			
George Sakkal, Director, Office Services		STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
98	Control	Base Sal. Diff. FY 96, Annuity Savings Recon FY 95, Def. Notice	FY 96	3A	8 1998
99	Control	Status Changes 9x4, 4x3	FY 96	3A	8 1998
100	Control	Tab	11x4-3x2	4B	8 1998
101	Control	Tapes, Hardcopies 6601 FY 96	FY 96	4B	2 1998
102	Control	Tabs	4x2-Final	4B	8 1998
103	Control	Pre-valld & Valid FY 96		4B	8 1998
104	Control	Tab Open - 11x3		4B	8 1998
105	Control	Misc. Tran FY 95	7x3	4B	2 1998
106	Control	Tab Open - 11x5		4B	8 1998
107	Control	Tab 3x3-5x5		4B	7 1998
108	Control	Interest Workbook		4B	7 1998
109	Control	Reg. Refunds Crossfoot Errors		4B	7 1998
110	Control	Senate Bill 1, Eligible Extraciton Process, Multiple Estimate Test		4B	12 1998
111	Control	Tab 6x1-Final		4B	9 1998
112	Control	Refund Overlay	Jun 96	4B	8 1998
113	Control	Status Changes	4x4	4B	8 1998
114	Control	Tabs FY96	12x1-4x1	4B	8 1998
115	Control	Cost of Living	July 96	4B	7 1998
116	Control	Adjustments, Buybacks, 382's & AL: 8x4, 9x3	FY 95	4B	2 1998
117	Control	Crossfoots Cancel/Recredit	FY96	4B	7 1998
118	BP	600,700,602,604	Jan95-Feb95	3A	2 1998
119	BP	FY 95 Finals Recons	FY 95	3A	1998
120	BP	Non-Member Report	1995	3B	10 1998
121	BP	MSRA 60 forms, Batches A,B,C, & Misc. File	Aug 95	3B	9 1998
122	Control	Cost of Living Crossfoot Acting Capacity	Jul 96	4B	7 1998

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Page 5B of 21

A. AGENCY		ACCESSION NO.		DATE REC'D	
1. Maryland State Retirement Agency (MSRA)				RM CODE	
B. DIVISION/UNIT					
Office Services					
C. MAILING ADDRESS		LOCATION		NO. OF CU. FT.	
301 W. Preston Street, Room 704 Baltimore, MD 21201		RANGE SECTION(S)			
D. PHONE NO.		RECORDS CENTER MANAGER			
(410) 767-4070					
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George Sakkal, Director, Office Services					

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
123	Control Interest Workbook FY 96	4B 7 1998
124	Control Interest Workbook FY 96	4B 7 1998
125	Control Interest Workbook FY 96	4B 7 1998
126	Control Interest Workbook FY 96	4B 7 1998
127	Control Interest Workbook FY 96	4B 7 1998
128	Data Senate Bill 1 Finals Testing; Check Processing Cont. Testing	4B 12 1998
129	Data Senate Bill No. 1, Average Final Salary & Salary Control Reversal Date	4B 12 1998
130	Senate Bill No. 1 Audit Reports of Adds, Changes, Deletes to File During Estimate Process (2 books)	4B 1998
131	Control Tapes, Hardcopies 6601-FY 96 Nov 95-Feb 96	4B 2 1998
132	Control Senate Bill 1, Eligible Extraction Process	4B 12 1998
133	Control Misc. Senate Bill 1 - AFS Calculations Various Label Extractions/Test Accts.	4B 12 1998
134	Control Crossfoot - Active Retiree Match	4B 7 1998

25.01	MSRA	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		
	TEACHER'S RETIREMENT SYSTEM		
	Division or Unit		

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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				
1470	WITHDRAWN ACCOUNTS	945	5	1965-67	9	8/00	RECYCLE
95W836		943	17	8/89-11/92	17	8/00	RECYCLE
95W837		945	15	7/89-4/93	7	8/00	RECYCLE
96W401	DISABILITY FILES	945B	2	1994-95	39	8/00	RECYCLE
97W1249	CONTROL	1824	1	7/95-1/96	82	8/00	RECYCLE
99W471	ACF LOGS	1824	1,2,3,4,6,7	12/08/97-7/19/98	64	8/00	RECYCLE
00W758	INVESTMENT	1824	C,3	1997-98	16	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

25.01
2 c.p.
RECORDS TRANSMITTAL SHEET

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

To be completed by
Record Center:
Date: 11/26/68

Lot No.: 1470

Range: ~~88-3-1111~~

Section(s) ~~7-2-6~~

Received by: J. Hirsch

Remarks:

1. Agency: Teacher's Retirement System

2. Division:

3. Record Title: Withdrawn Accounts File

4. Inclusive Dates: 1965 - 1967

5. Schedule No. ~~694-10-347~~ 945

6. Item No. ~~2-5~~ 5

7. Scheduled Disposal Date: Permanent ~~2-2-23~~

8. Actual Disposal Date:

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

Numerical listing (continued)

9 record center boxes

Boxes 119 - 127

16,053 - 58,994

DISPOSAL

7/13/00

LJS

10. Quantity and type of filing equipment released:

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

11. Signature of Agency representative:

1705-1714

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 95W836		DATE REC'D 1-26-95	
B. DIVISION/UNIT				RM CODE 25.01	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 142 30		NO. OF CU. FT. 17	
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		ALL SCH. H 943 ITEM # 15 1/2000
250 ✓	8/89-12/91 Acct Outdated check reports, control numbers 000003-01739	1/99
251 ✓	10/91 - 1/92 Acct EFT Prenotes	2/99
252 ✓	1/92 - 6/92 Acct EFT Applications, Batches 345 to 416	2/99
253 ✓	2/92 Acct Check Register	3/99
254 ✓	2/89 - 6/89 Invest/Acct Manager Purchase/Sales	6/99
255 ✓	1/90 - 7/92 Acct EFT Validations	8/99
256 ✓	8/91 - 8/92 Acct EFT Reclamations Control #1500 to 2399	9/99
257 ✓	8/92 Acct Check Registers, Books 2 & 3	9/99
258 ✓	6/92 - 8/92 Acct EFT Applications, Batches 417 to 437	9/99
259 ✓	9/92 Acct Check Register, Books 2 & 3	10/99
260 ✓	10/92 Acct Books 1 & 2, Check Register	11/99
261 ✓	12/92 Acct Check Registers, Books 2 & 3	11/99
262 ✓	10/92 Acct Check Register	11/99
263 ✓	11/92 Acct Check Registers, Books 1 & 2	12/99
264 ✓	11/92 Acct Check Register	12/99
265	FY 92 Acct. VARIOUS STATE PAYMENTS NOT ON TRANSMITTALS	7/99
266	7/91-7/92 MR MD TRANSFER REFUND PROGRAM	12/99
		DISPOSAL 8/4/00

R-142

S-30

3 empty

R142

S30

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 Retirement Agency		ACCESSION NO. 95W837		DATE REC'D 1-26-95	
B. DIVISION/UNIT				RM CODE 25.01	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 11 14		NO. OF CU. FT. 7	
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		ALL SCH. # 945 ITEM # 15 7/2000
267	1/93 Acct Books 1 & 2, Check Register	2/2000
268	1/93 Acct Check Register	2/2000
269	1/93 Acct Book III, Check Register	2/2000
270	2/93 Acct EFT Check Register, Books 3-1	3/2000
271	2/93 Acct Check Registers Books 3 & 4	3/2000
272	2/93 Acct Check Register, Books 1 & 2	3/2000
273	4/93 Acct Check Registers Books 2 & 3	5/2000
274	7/90 - 6/91 Invest Reconciliations Bank vs. WFS (Assets)	6/2000
275	7/89 - 6/90 Acct Bank Reconciliations	6/2000

[Handwritten Signature]
8/11/00

15 OF 24

o George A. Bernal

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

16 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
12	Disability Files - SS# 038-26-4659 to 212-34-4250 Prior to 7/94	SCH. 945B # 2 2/2000
13	Disability Files - SS# 098-26-4659 to 212-34-4250 Prior to 9/94	2/2000
14	Disability Files - SS# 212-44-3489 to 218-46-4774 Prior to 9/94	2/2000
15	Disability Files - SS# 218-46-5749 to 579-50-0275 Prior to 9/94	2/2000
16	Disability Files - SS# 024-44-8699 to 213-62-8186 Prior to 6/95	2/2000
17	Disability Files - SS# 214-28-6076 to 217-60-4627 Prior to 6/95	2/2000
18	Disability Files - SS# 217-66-7781 to 244-52-4314 Prior to 6/95	2/2000
19	Disability Files - SS# 261-62-8433 to 579-64-3016 Prior to 6/95	2/2000
20	Disability Files - SS# 214-20-0947 to 216-76-6334 Prior to 4/95	2/2000
21	Disability Files - SS# 054-36-9297 to 213-66-5729 Prior to 4/95	2/2000
22	Disability Files - SS# 223-46-1840 to 579-66-2263 Prior to 4/95	2/2000
23	Disability Files - SS# 217-26-1450 to 220-68-6089 Prior to 4/95	2/2000
24	Disability Files - SS# 067-30-2847 to 579-48-2115 Prior to 8/95	2/2000
<u>Benefits Processing</u>		
25	Abandoned Property Files SS# 220-36-9676 to 705-05-5296	2/2000

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

17 OF 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
26	Abandoned Property Files SS# 000-00-3748 to 220-32-3374	2/2000
27	Cash Receipts Listings 10/92 - 6/93	7/2000
28	Estimates and FY 94 700 Schedules 10/93 - 3/94	7/2000
29	Finals, Reconciliations, Also FY 94 New Retirees 11/93 - 5/94	7/2000
30	Deceased 602, 604, 700 5/94 - 6/94	7/2000
31	602, 604, 700 7/93 - 9/93	7/2000
32	602, 604, 700 Transactions 2/93 - 6/93	7/2000
33	Beneficiary Validation Listing 3/94 - 9/94	7/2000
34	602, 604, 700 1/94 - 4/94	7/2000
35	602, 604, 700 10/93 - 12/93	7/2000
36	Returned Check Report Statement, State Date Report, Cancel/Recredit	7/2000
37	Changes - January 1/95 - 1/95	7/2000
38	Cash Receipt Listing, Also Estimates 4/94 through 6/94 1/94 - 6/94	7/2000
<u>Accounting</u>		
39	Copies of Invoices 7/92 - 6/93	6/2000

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S-27-28

44 Empties

S-28-29

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

Page 6 of 21

A. AGENCY 1. Maryland State Retirement Agency (MSRA)		ACCESSION NO. 97W1249		DATE REC'D 6-2-97	
B. DIVISION/UNIT Office Services				RM CODE 25.01	
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 119 15-17		NO. OF CU. FT. 82	
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER <i>Paul Lamberson</i>			
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1	Control Enrollments & Beneficiaries, Batches 1-31, MSRA Dec 95 60 forms, Batches R,S,T, & U	4B 1 1999
2	Control Buybacks Dec 95- Jan 96	4B 1 1999
3	Control Buyback Backup and Adj. DZ Jul 95-Oct05	4B 1 1999
4	Control Buybacks & Adj. DZ Oct 95-Jan 96	4B 1 1999
5	Int. Audit Clifton Gunderson FICA/Ret. Audits	5 1 1999
6	Int. Audit Retirement WKPES Audits of Participating Employers for Correct P/R Data	5 1 1999
7	Int. Audit GAD Download Reports FY 1996 KPMG Peat Marwick FICA/Ret. Audit Draft Schedules & Correspondence, FICA/Ret. Eligibility Guidelines, KPMG Peat Warwick Baltimore City BOE W/Ps	5 1 1999
8	Int. Audit GAD Download Reports, I/L Special 94-1 Eligibility & Enrollment Audit Folder, Howard Col. Govt. Audit Discussion Folder, Review Joseph Simms	5 1 1999
9	Int. Audit Misc. Documents (R. Harrison's Desk) and Re-employed Retirees	5 1 1999
10	Int. Audit KPMG Peat Warwick FICA/Retirement Audits - Draft W/Ps Correspondence	5 1 1999
11	Int. Audit Audit WKPRS Retirement (Audits of Participating Employers - Correct Reporting of the Data	5 1 1999
12	Int. Audit Enrollments & Beneficiaries, Batches 1-31, MSRA 60 forms, Batches R,S,T, & V	5 1 1999
13	Int. Audit Peat Marwick FICA/Ret. Audits, Misc. Papers	5 1 1999
14	Int. Audit 94-1 P/T Regulations, Equip. Inventory Review; 94-3 Worker's Comp. offsets, Howard Co. Govt. Audit W/Ps	5 1 1999

#1824
Jan. 2000
**Missing Boxes#*
8,9,12,14,44,
47-49

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

Page 7 of 21

A. AGENCY 1. Maryland State Retirement Agency (MSRA)		ACCESSION NO.		DATE REC'D	
B. DIVISION/UNIT Office Services				RM CODE	
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S)		NO. OF CU. FT.	
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE	
15	Int. Audit Audit WKP2S - Audits of Participating Employees for Correct P/R Data			5	1 1999
16	Int. Audit Misc. Correspondence & Files from Ken Williams' desk			5	1 1999
17	Int. Audit KPMG Peat Marwick FICA/Ret. Audit Folders (Correspondence & Draft Reports) A.A., P.G. Balto. Co., Balto. City, Montgo. Co., & others. DOP Eligibility Guidelines			5	1 1999
18	Int. Audit Listing of Modules, ACF2 Access, Resource Rules, User Listing P/O, Equipment Inventory Database and Barcode Info., Cecil Comm. College Audit			5	1 1999
19	Int. Aud. Departmental Procedures Manuals, Governor's Internal Control Review Manual and Forms, SRA Audit Report letters, Participating Employers			5	1 1999
20	Office Services Personnel	Agency Time Sheets 1/1/93-7/6/93	Jan 93	9B	1 1999
21	Office Services Personnel	Times Sheets - 1/3/94-6/7/94	Jan94 - Jun94	9B	1 1999
22	Office Services Personnel	Times Sheets 7/7/93-1/10/94	Jul93-Jan94	9B	1 1999
23	BP	602,604,700 Transaction Forms	Dec 95-Feb 96	3A	2 1999
24	Control	Enrollment Validations For 9/1/95, 405 UNP 7x3 (8/2/93 through 3x5 4/11/94)	Aug 93-Sept 95	4B	2 1999
25	Control	Buybacks & Adj. DZ	Jan 96-Apr 96	3A	4 1999

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

Page 8 of 21

A. AGENCY 1. Maryland State Retirement Agency (MSRA)		ACCESSION NO.		DATE REC'D	
B. DIVISION/UNIT Office Services				RM CODE	
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S)		NO. OF CU. FT.	
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE	
26	Acct	MD Municipal Corporation MCL (MCLEO)	Jun 94	1A	6 1999
27	BP	602, 604,700 Transaction Forms	Mar96 -May96	3A	6 1999
28	Investmt.	Commercial Trade Tickets	Jan 92-Jun 92	6B	6 1999
29	Investmt.	Trade Tickets/Mortgage Tickets	Jul 91-June 92	6B	6 1999
30	Investmt.	Commercial Trade Tickets	Jul 91-Jun 92	6B	6 1999
31	Acct	Transmittal Acct. Payable TL 95-26 TL 95-54		1A	7 1999
32	Acct	Transmittal Acct. Payable TL 95-55 TL95-76	Jun 94-Jun 96	1A	7 1999
33	BP	Aug 95-Oct 95, May 96-Jun 96, Final Reconciliations		3A	7 1999
34	BP	700 Schedules, Overpayment Report FY 96, Estimate Recon 6/96		3A	7 1999
35	BP	Refund Estimates 516-550		3A	7 1999
36	BP	Estimates FY 96 Reconciliation		3A	7 1999
37	BP	Finals Reconciliation 11/95-2/96, May 1+4 Reports		3A	7 1999
38	BP	Estimates FY 96		3A	7 1999
39	BP	Refund Estimates 516-550		3A	7 1999
40	BP	Estimate Reconciliation	FY 96	3A	7 1999
41	BP	Regular Refunds	Jul 95-Oct 95	3A	7 1999
42	BP	Est. Recon FY 95 700 Recon	Mar 95-May 95	3A	7 1999
43	BP	Regular Refunds	Mar 96-June 96	3A	7 1999
44	BP	Regular Refunds	Nov 95- Feb 96	3A	7 1999
45	BP	Finals	Oct 94	3A	7 1999
46	BP	290 Transactions	Sept 95-Mar 96	3A	7 1999
47	Control	Adjustments 1x3 FY95 2x1 FY95		4B	7 1999
48	Control	Ck. Register Jan 94-June 94		4B	7 1999
49	Control	Ck. Register 1993		4B	7 1999
50	Control	Annuity Saving 1990, 1992, 1993, 1994, PRCJ 510		4B	7 1999

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Page 9 of 21

A. AGENCY		ACCESSION NO.		DATE REC'D	
1. Maryland State Retirement Agency (MSRA)				RM CODE	
B. DIVISION/UNIT					
Office Services					
C. MAILING ADDRESS		LOCATION		NO. OF CU. FT.	
301 W. Preston Street, Room 704 Baltimore, MD 21201		RANGE SECTION(S)			
D. PHONE NO.		RECORDS CENTER MANAGER			
(410) 767-4070					
E. AGENCY OFFICIAL		TO BE COMPLETED AT			
George Sakkal, Director, Office Services		STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
51	Control Buybacks MSRS 37 System Transfer & Misc.	4B 7 1999
52	Investmt. Cash Sheets	6B 7 1999
53	BP Buybacks and Adj. DZ	3A 10 1999
54	BP Estimates	3A 10 1999
55	Control 1099R	4B 12 1999
56	Control 1099R	4B 12 1999
57	Control 1099R	4B 12 1999
58	Control 1099R	4B 12 1999
59	Control 1099R	4B 12 1999
60	Control 1099R	4B 12 1999
61	Control 1099R	4B 12 1999
62	Control 1099R	4B 12 1999
63	Control 1099R	4B 12 1999
64	Control 1099R	4B 12 1999
65	Control 1099R	4B 12 1999
66	Control 1099R	4B 12 1999
67	Control 1099R	4B 12 1999
68	Control 1099R	4B 12 1999
69	Control 1099R	4B 12 1999
70	Control 1099R	4B 12 1999
71	Control 1099R	4B 12 1999
72	Control 1099R	4B 12 1999
73	Control 1099R	4B 12 1999
74	Control 1099R	4B 12 1999
75	Control 1099R	4B 12 1999
76	Control 1099R	4B 12 1999
77	Investmt. WFS/1st Nat'l Rec	6AB 12 1999

RECORDS TRANSMITTAL AND RECEIPT

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USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE 799-1379)

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Page 10A of 21

A. AGENCY		ACCESSION NO.		DATE REC'D
1. Maryland State Retirement Agency (MSRA)				
B. DIVISION/UNIT				RM CODE
Office Services				
C. MAILING ADDRESS		LOCATION		NO. OF CU. FT.
301 W. Preston Street, Room 704 Baltimore, MD 21201		RANGE SECTION(S)		
D. PHONE NO.		RECORDS CENTER MANAGER		
(410) 767-4070				
E. AGENCY OFFICIAL		TO BE COMPLETED AT		
George Sakkal, Director, Office Services		STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
80	Control	Tabl. Overlay Reg. Refund		4B 7 1999
81	Control	Transfer Refunds	FY 96	4B 7 1999
82	Control	Tabl. Overlays Ref. Refunds	FY 96	4B 7 1999

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S15-~~18~~

45 empty

R119 S17-18

~~18~~
missing 8, 9, 12, 14, ~~15~~, 47, 48, 49, ~~50~~, ~~51~~, ~~52~~

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

TWO OF NINE

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 99W471	DATE REC'D 12-18-98
B. DIVISION/UNIT SYSTEMS DEVELOPMENT			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 0 1-4	NO. OF CU. FT. 64
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director <i>OK</i> Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
		(ALL) SCHEDULE # 1824 ITEM # 3
5	ACF LOGS, 12/08/97 - 1/10/98	1/2000
6	" " , 1/11/98 - 2/10/98	2/2000
7	" " , 2/11/98 - 3/14/98	3/2000
8	" " , 3/15/98 - 4/23/98	4/2000
9	" " , 4/24/98 - 6/03/98	6/2000
10	" " , 6/3/98 - 6/29/98	6/2000
11	PROGRAM MOVES = PM, 8/19/97 - 4/10/98	4/2000
12	ACF LOGS, 6/30/98 - 7/19/98	7/2000
		July 2000 <i>[Signature]</i> 88-00

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

THREE OF NINE

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BENEFITS PROCESSING DIVISION			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director <i>JS</i> Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX - NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
		ITEM #3. (ALL) SCHEDULE # 1824	
✓ 13	10/1/96. SB #1 FINALS, 216-40-0054 To 217-42-8290	7/2000	
✓ 14	10/1/96, SB #1 FINALS, SS # 212-16-6536 To 212-62-8302	7/2000	
✓ 15	SS # 217-38-3385 To 579-74-5314	7/2000	
✓ 16	SEPT. 96 FINALS SS # 217-38-9253 To 213-62-4104	"	
✓ 17	FEB. 97 BENEFITS REVISIONS 752	"	
✓ 18	JAN. 97 FINALS SS # 002-22-4957 To 215-74-1130	"	
✓ 19	AUG. 96 FINALS SS # 214-28-1272 To 466-78-9408	"	
✓ 20	JULY 96 FINALS SS # 164-34-7587 To 212-48-8387	"	
✓ 21	JAN. 97 FINALS SS # 216-22-1478 To 244-56-2995	"	
✓ 22	NOV. 96 FINALS SS # 005-32-5418 To 218-42-4360	"	
✓ 23	APRIL 96 FINALS SS # 044-32-4188 To 220-32-2154		
✓ 24	SB #1 FINALS 8348 To 214-30-9083		
✓ 25	NOV. 96, 218-44-0531 To 579-70-1598, & 015-28-1429 To 213-88-2392		
✓ 26	OCT. 96 FINALS SS # 213-62-5363 To 581-68-7807		

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

FOUR OF NINE

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BENEFITS PROCESSING			FM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>JS</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	
		(ALL) SCHEDULE #1824 ITEM #3.	
✓ 27	AUG. 96 FINALS - SS# 479-38-6078 TO SEPT. 96 " - SS# 217-32-6099	7/2000	
✓ 28	SB #1 FINALS - SS# 46-1785 TO 220-62-2979	"	
✓ 29	FEB 97 FINALS - 220-30-8400 TO 579-76-9826 MARCH 97 FINALS - 002-50-6553 TO 213- 48-8013	"	
✓ 30	JULY 96 FINALS - 214-30-3891 TO 215-48-5986	"	
✓ 31	APRIL 97 220-32-3634 TO 726-18-0156 & MAY 97 009-28-7510 TO 213-40-4243	"	
✓ 32	JULY 96 FINALS - 001-28-6977 TO 164-28-0354	"	
✓ 33	REVISIONS 752 MARCH - MAY 97	"	
✓ 34	REVISIONS 752 AUG. - OCT. 96	"	
✓ 35	MAY 97 FINALS - 213-42-7290 TO 259-68-2085	"	
✓ 36	JULY 96 FINALS - 212-36-0329 TO 214-30-2016	"	
✓ 37	FEB 97 FINALS - 2/97-4/30/97 SB #1 FINALS	"	
✓ 38	JULY 96 FINALS - 218-22-3494 TO 219-42-4688	"	
✓ 39	SB #1 FINALS - 215-34-0481 TO 216-38-8249	"	
✓ 40	REVISIONS 752, NOV. 1996	"	
✓ 41	DEC. 96 - 214-22-0385 TO 529-70-2525	"	
✓ 42	FEB. 97 FINALS, 003-18-6894 TO 220-07-4911	"	
✓ 43	JULY 96 FINALS, 258-52-509 TO 577-40-8288	"	
✓ 44	SB #1 FINALS, 1421 TO 219-44-7901	"	
✓ 45	JULY 96 FINALS, 219-42-5931 TO 228-36-6287	"	

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

FIVE OF NINE

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BENEFITS PROCESSING			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>JS</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	
		(ALL) SCHEDULE #1824 ITEM #3.	
✓ 46	JULY 96 FINALS - 577-42-8635 TO AUG. 214-26-6656	7/2000	
47	SB #1 REVISIONS 752 12/96	"	
48	MAY 97, 262-46-6717 TO 579-52-3804 JUNE 97, 001-26-0583 TO 217-34-0283	"	
✓ 49	SB #1 FINALS 9065 TO 211-38-3520	"	
50	JULY 96 FINALS 215-46-9855 TO 210-16-6059	"	
✓ 51	SB #1 FINALS, 0186 TO 215-32-9612	"	
✓ 52	SB #1 FINALS, 212-16-6536 TO 212-62-8302	"	
53	REVISIONS 752, JULY - AUG 1996	"	
54	MARCH 97 FINALS, 214-26-1762 TO 580-44-9085	"	
55	4/97 - 6/30/97, SB #1 REVISIONS 752'2	"	
✓ 56	10/1/96 - SB #1 FINALS 2067 TO 218-42-8402	"	
57	REVISIONS 752 OCT 1996	"	
58	10/1/96 SB #1, 221-20-8388 TO 498-48-2068	"	
59	REVISIONS 752 JUNE 1997	"	
60	5/97 TO 6/30/97 SB #1 FINALS	"	
61	12/96 TO 1/31/97 SB #1 FINALS	"	
62	REVISIONS 752, NOV. 1996	"	
63	JULY 96 FINALS, 228-42-7050 TO 257-58-8597	"	
64	12/96 REVISIONS 752'2 SB #1	"	
65	11/96 TO 1/97 752' REVISIONS	"	

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

SIX OF NINE

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BENEFITS PROCESSING			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>GS</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	
		(ALL) SCHEDULE #1824 ITEM # 3	
66	7/96 To 9/30/96 FINALS SB#1 ABOLISHED	7/2000	
67	SB#1 FINALS 505-34-5676 To 583-38-6870	"	
68	C TO S REVISIONS SCHEDULE BILL #1	"	
(END YR. 2000)			

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1 OF 2

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Maryland State Retirement Agency		00W758	12-20-99
B. DIVISION/UNIT			RM CODE
Investment & Benefits & Systems			25.01
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		RANGE SECTION(S)	
		4 29-30	16
D. PHONE NO.		RECORDS CENTER MANAGER	
410 625 5555 1 800 492 5909			
E. AGENCY OFFICIAL		TO BE COMPLETED AT	
George Sakkal, Director Office Services		STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1	INVESTMENT FY 95 GENERAL LEDGER	Sche # 1824 7/2000
2	BENEFITS 5/97-7/97 700,604,602	Item # 6, 3 2000
3	" 3/97-4/97 700,604,602	Disposal 2000 7/00
4	" 9/97-11/97 700,604,602	2000
5	SYSTEM 9/98-10/98 PROGRAM MOVES	2000
6	" 9/98-9/98 ACF LOGS	2000
7	" 4/98-9/98 PROGRAM MOVES	2000
8	" 10/98-11/98 ACF LOGS	2000
9	" 12/98 " "	2000
10	" 10/98-11/98 " "	2000
11	" 7/98-8/98 " "	2000

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1179)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	2 of 2 DATE REC'D
B. DIVISION/UNIT SYSTEM			RM CODE
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5555 1 800 492 5909		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
12	SYSTEM 11/98 - 12/98 PROGRAM MOVES	2000
13	" 10/7/98 - 10/22/98 ACF LOGS	2000
14	" 9/98 - 10/98 ACF LOGS	2000
15	" 8/98 - 8/98 ACF LOGS	2000
16	" 10/98 - 10/98 PROGRAM MOVES	2000

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration		ACCESSION NO. 93W838	DATE REC'D 1-4-93
B. DIVISION/UNIT Audit Section/Finance Office of Business Administration		RM CODE 26-01-01	
C. MAILING ADDRESS P.O. Box 8766 BWI Airport MD 21240		LOCATION RANGE 153 SECTION(S) 19	NO. OF CU. FT. 10
D. PHONE NO. (410) 859-7263 7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Reggie D. Bains		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1. 2 2. 3 3. 11 4. 18 5. 20 6. 42 7. 45 8. 48 9. 49	APCOA Revenue & Courtesy Tickets - 8/87-4/89 APCOA Revenue & Courtesy Tickets - 4/89-5/89 APCOA Revenue & Courtesy Tickets - 6/88-6/89 Dooley & United Cold Storage 1989 APCOA Revenue & Courtesy Tickets - 1/86-5/89 Martin Airport FBO & Misc. - 1989 APCOA Revenue & Courtesy Parking - 11/89-9/89 APCOA Revenue, Courtesy Tickets & Valet Coupons - 12/89 APCOA Revenue, Courtesy Tickets & Valet Coupons - 1989	1159C1 12/99 1159C1 12/99 1159C1 12/99 1159C2 12/99 1159C1 12/99 1159C1 12/99 1159C1 12/99 1159C1 12/99 1159C1 12/99 1159C1 12/99
5-4	APCOA COURTESY TCK 1/86 - 5/86	1/00 DISPOSAL 7/24/00 ZJS

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. Department of Transportation		ACCESSION NO. 92W706	DATE REC'D. 1-9-92
B. DIVISION/UNIT Office of General Counsel		LOCATION RANGE SECTION(S) 54 15	RM CODE 26-01.05
C. MAILING ADDRESS P.O. Box 8755 BWI Airport, Maryland 21240-0755			NO. OF CU. FT. 1
D. PHONE NO. 859-7144		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Steven W. Vanderbosch		TO BE 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	Pink Bugg, et ux. v. Md. Trans. Auth., et al - (2 files) -- 1967-1973 Parallel Bay Bridge - Painter, Investigation by FBI "Confidential" -- 1974-1975 In the matter of Emmileen L. Davis Circuit Court for Harford Co. - Md. Trans. Authority -- 1976-1977 Md. Trans. Auth. - Bear Creek Bridge Substructure 1971-1977 Md. Trans. Auth. Agreement - Balto. City Police Dept. & M.T.A. -- 1973 Md. Trans. Auth. - Trust Agreement (Bridge & Tunnel Revenue Bonds), Re: Supplemental Agreement of 7/1/71 regarding Outer Harbor Crossing amending the Trust Agreement -- 1971-1976 Md. Trans. Auth. - Northeastern Expressway Design Section D-2 - Addendum No. 1 -- 1962	939-1 Jan., 1999 <i>Dunham</i> <i>8/1/92</i> <i>WSP</i>	

R-54

S-15

2 Empties

26.01.06	MDOT	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			
MASS TRANSIT ADMINISTRATION			
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.				
92W891	INVOICES	1300	1	1981 - 1987	10	8/00	RECYCLE
92W892	CONTRACT DOCUMENTS	1300	1	1974 - 1991	13	8/00	RECYCLE
94W921	FILE GUIDE	1001	1		31	8/00	RECYCLE
94W920	FILE GUIDE	1001	1		1	8/00	RECYCLE
94W919	FILE GUIDE	1001	1		1	8/00	RECYCLE
94W918	FILE GUIDE	1001	1		1	8/00	RECYCLE
94W917	FILE GUIDE	1001	1		1	8/00	RECYCLE
94W916	FILE GUIDE	1001	1		1	8/00	RECYCLE
94W915	FILE GUIDE	1001	1		1	8/00	RECYCLE
94W914	FILE GUIDE	1001	1		1	8/00	RECYCLE
94W913	FILE GUIDE	1001	1		2	8/00	RECYCLE
94W911	FILE GUIDE	1001	1		13	8/00	RECYCLE
94W910	FILE GUIDE	1001	1		9	8/00	RECYCLE
94W909	FILE GUIDE	1001	1		11	8/00	RECYCLE
94W908	FILE GUIDE	1001	1		13	8/00	RECYCLE
94W922	FILE GUIDE	1001	1		1	8/00	RECYCLE
95W1040	FILE GUIDE	1001	7		58	8/00	RECYCLE
95W999	FILE GUIDE	1001	1		2	8/00	RECYCLE
95W462	FILE GUIDE	1645	1 & 2		9	8/00	RECYCLE
94W137	FILE GUIDE	1001	ALL	1985 - 1992	40	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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 92W891		DATE REC'D 2-11-92	
B. DIVISION/UNIT 611 Contract Administration Dept.		LOCATION RANGE SECTION(S) 101 18		RM CODE 26.01.06	
C. MAILING ADDRESS 300 W. Lexington Street Baltimore, MD 21201-3415				NO. OF CU. FT. 10	
D. PHONE NO. (301) 333-3404		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Nicholas J. Kiladis, Director <i>no</i> Contract Administration Dept.		TO BE 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	Invoices No. 76-78, NW-01-06 (1-11-84 to 8-6-85) Intercounty Construction Invoices No. 43-44, NW-03-02 (2-1-81 to 12-17-87) Fruin-Colnon & Horn Construction Co.	Schedule 1300- <i>#1</i> All Items Jan. 1999			
2	Invoices No. 25-27, NW-01-07 (4-11-84 to 11-7-85) Peter Kiewit Sons' Co. Invoices No. 52&56, NW-02-06 (11-23-82 to 5-11-84) Peter Kiewit Sons' Co. Invoices No. 29&30, NW-02-07 (10-25-83 to 7-14-86) Peter Kiewit Sons' Co. Invoices for City Betterments, NW-04-04 (1982-1985) Invoices No. 28-30, NW-05-04 (2-7-84 to 9-13-85) S. J. Groves & Sons Co. Invoices No. 61-70, X0-02-02 (4-1-85 to 5-1-87) Union Switch & Signal (Sec. A)	DISPOSAL 7/6/00 LJS			
3	Invoices (6/82 to 6/87): X0-02-02, No. 53-60, Union Switch & Signal (Sec. A) X0-02-02, No. 1-15, Union Switch & Signal (Sec. B) X0-03-02, No. 13&14, Brown, Boveri Electric Co. X0-08-03, No. 37-39, Otis Elevator Co. X0-08-04, No. 32-34, Otis Elevator Co.				

Records Transmittal and Receipt
Page 2

BOX
NUMBERS

DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

- | | | |
|----|---|--------------------------|
| 4. | Invoices (3/80 to 12/86) | Sched. 1300
Jan. 1999 |
| | X0-12-02, No. 1-22, Cummings, Inc. | |
| | X0-12-03, No. 1-11, Triangle Sign & Service | |
| | X0-13-03, No. 1-10, Botts Landscaping Service, Inc. | |
| | X0-13-04, No. 1-8, W. H. Boyer, Inc. | |
| | X0-16-05, No. 1-7, Plymouth Locomotive Works, Inc. | |
| | X0-16-07, No. 1, Naporano Iron & Metal Co. | |
| | X0-16-09, No. 1&2, Hoesch America, Inc. | |
| | X0-16-10, No. 1-4, Farmers & Mechanics National Bank | |
| | X0-17-02, No. 43-45, Honeywell, Inc. | |
| | X0-21-02, No. 1-7, Enterprise Electric Co. | |
| | X0-22-02, No. 1-5, Lightolier, Inc. | |
| | X0-23-01, No. 1-5, Albert Gunther, Inc. | |
| | | |
| 5. | Invoices (5/11/79 to 3/26/90) | |
| | X0-06-02, No. 1-49, Sec. A, The Budd Co. | |
| | X0-06-02, No. 1-20, Sec. B, The Budd Co. | |
| | X0-07-02, No. 1-25, Sec. A, Alta/CGA (JV) | |
| | X0-07-02, No. 1-6, Sec. B, Alta/CGA (JV) | |
| | | |
| 6. | Invoices (1983 to 1986)
MA-01-02-D, City of Baltimore | |
| | | |
| 7. | Payrolls, NW-01-06 (11/77 to Finish)
Intercounty Construction | |
| | | |
| 8. | Payrolls, NW-01-06 (11/77 to Finish)
Intercounty Construction | |
| | | |
| 9. | Payrolls, NW-05-04 (12/80 to Finish)
S. J. Groves Co. | |
| | | |
| 10 | Payrolls (4/78 to Finish)

NW-07-05, Hensel Phelps Construction Co.
NW-07-07, " " " "
NW-07-08, " " " " | |

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 92W892	DATE REC'D 2-11-92
B. DIVISION/UNIT 611 Contract Administration Dept.			RM CODE 26.01.06
C. MAILING ADDRESS 300 W. Lexington Street Baltimore, MD 21201-3415		LOCATION RANGE SECTION(S) 108 12	NO. OF CU. FT. 13
D. PHONE NO. (301) 333-3404		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Nicholas J. Kiladis, Director Contract Administration Dept. <i>NJK</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	<u>CONTRACT DOCUMENTS/CORRESPONDENCE FILES</u> MTA-Y0-01-03-S Coordinated Insurance & Safety Program (BRITS) (Ph. I, BRITS) 8/74 - 7/78 . Cost & Technical Proposals MTA-Y0-01-08-S Systems Construction Management (DMJM) (Sec. A, Ph. I, BRITS) 8/74 - 4/78 . RFP . Cost & Technical Proposals . SCM Screening Summary . TPSSB Submittal . Misc. Correspondence	Schedule 1300 #1 All Items Jan. 1999 <i>DISPOSAL</i> <i>7/13/00</i> <i>LJS</i>	
2	MTA-Y0-01-04-S Construction Management Services (SCM) (Sec. A, Ph. I, BRITS) 3/76 - 7/76 . Proposal . TPSSB Submittal . Errata Sheet . Misc. Correspondence		
3	MTA-Y0-01-04-S Construction Management Services (SCM) (Sec. A, Ph. I, BRITS) 3/76 - 7/76 . Misc. Correspondence		
4	X0-06-02 Rapid Transit Vehicle Procurement (Sec. A) . Correspondence Files 1977-1980		
5	X0-06-02 Rapid Transit Vehicle Procurement (Sec. A) . Correspondence Files 1981-1991		
6	X0-06-02 Rapid Transit Vehicle Procurement (Sec. A) 1980-1989 . Change Orders #001-#063 . Amendment to Contract X0-06-02		

Records Transmittal and Receipt
Page 2

<u>BOX NUMBERS</u>	<u>DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</u>	<u>DISPOSAL AUTHORITY</u>
7	X0-06-02 Sec. A (1981-1990) Rapid Transit Vehicle Procurement . Budd Dispute & Suit . Escalation Payments . Assignment of Warranties	Schedule 1300 All Items Jan. 1999
8	X0-06-02 Sec. A Rapid Transit Vehicle Procurement . Industry Comments . Recommendation for Award . Reports & Analysis . Misc. Correspondence	
9	SHA Off-Site Testing & Construction Inspection (Dec. 1985)	
10	SHA Off-Site Testing & Construction Inspection (Dec. 1985)	
11	Contract Files, Sec. A (1983 - 1986): MTA-3-4-12, 3-4-23, 3-4-24, 3-4-26, MTA-3-4-27, 3-4-28, 3-4-30, 3-4-35, MTA-3-4-36, 3-4-37	
12	Contract Files, Sec. A (1984 - 1985): MTA-3-4-38, 3-4-38A, 3-4-40, 3-4-41, MTA-3-4-42, 3-4-43, 3-4-44, 3-4-45, MTA-3-4-46, 3-4-47	
13	Contract Files - Artwork, Sec. A (1981 - 1984): A000008A001, A000008A002, A000008A003, AC2F008A001, AC3F008A001, AC2F008A002, AC3F008A002, AC7LS58A001, AC8SF08A001, AC8SF08A002	

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE • 781-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W921	DATE REC'D 3-24-94
B. DIVISION/UNIT Transit Development Division/PBMK		RANGE 109	SECTION(S) 32-33
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		NO. OF CU. FT. 31	FM CODE 26.01.06
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Carolyn Whitaker</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
**1	CL03-00-001-FILE GUIDE AND DECLARATION OF INTENT CL03-09-001-RESIDENT ENGINEER'S DIARY CL03-10-000-CONTRACT AGREEMENT-GENERAL CL03-10-001-NOTICE TO PROCEED-FULL CL03-10-003-PRE-CONSTRUCTION MEETINGS CL03-10-004-BIDDERS QUESTIONS AND PRE-BID MTGS. CL03-10-010-CONTRACT PROPOSAL CL03-10-027-WEATHER DELAYS CL03-10-030-PENDING CHANGE NOTICES CL03-10-040-REQUEST FOR INFORMATION LOG CL03-10-070-CONSTRUCTION BID TABULATIONS CL03-10-090-CONTRACT AMENDMENTS CL03-10-200-CONTRACT CLOSE-OUT CL03-10-310-SUBCONTRACTOR QUALIFICATIONS/APPROVAL CL03-10-450-RESIDENT ENGINEER DESIGNATIONS CL03-11-110-INCOMING CORRESPONDENCE/GENERAL CL03-11-120-OUTGOING CORRESPONDENCE/GENERAL CL03-11-130-MEMOS & NOTES VOL. 1-4 CL03-11-140-INFORMATION COPIES CL03-11-160-TRANSMITTAL OUT VOL. 1&2 CL03-11-200-BALTIMORE CITY CL03-11-210-INCOMING BALTIMORE CITY CL03-11-220-OUTGOING BALTIORE CITY CL03-11-230-TRANSMITTAL OUT/BALTIMORE CITY CL03-11-240-MEMOS, NOTES, TRANSMITTAL CL03-11-300-BALTIMORE COUNTY	SCHEDULE #1001 ALL ITEMS #1 07/01/99 DISPOSAL 7/19/00 LJS	
* Entire Contents of Box/Microfilmed ** Partial Contents of Box/Microfilmed			

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**1	CL03-11-400-ANNE ARUNDEL COUNTY CL03-11-500 BG&E CL03-11-600-MD TRANSPORTATION AUTHORITY CL03-11-700-CORP OF ENGINEERS	ALL ITEMS 07/01/99
2	CL03-10-400-PROJECT MANUALS CL03-10-401-PROJECT PROCEDURES MANUAL CL03-10-402-RESIDENT ENGINEER'S MANUAL CL03-10-403-DRAFTING MANUAL/DESIGN CRITERIA CL03-10-404-QUALITY ASSURANCE/QUALITY CONTROL PLAN	
*3	CL03-10-021-CHANGE ORDERS AND LOG (#001-#008)	
*4	CL03-10-021-CHANGE ORDERS AND LOG (#009-#015)	
*5	CL03-10-021-CHANGE ORDERS AND LOG (#016-#022)	
*6	CL03-10-021-CHANGE ORDERS AND LOG (#023-#032)	
*7	CL03-10-021-CHANGE ORDERS AND LOG (#033-#040)	
8	CL03-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE (#001-#035)	
9	CL03-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE (#036-#087)	
10	CL03-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE (#088-#130)	
11	CL03-12-000-TRANSMITTALS IN/OUT	
12	CL03-12-000-SUBMITTALS S-002 - 199	
13	CL03-12-000-SUBMITTALS S-200 - 364	
14	CL03-12-111-INCOMING/OUTGOING CONTRACTOR CL03-12-112-INCOMING/OUTGOING CONTRACTOR	
15	CL03-14-000-MATERIALS/GENERAL CL03-14-030-MATERIALS RECEIVING REPORTS	
16	CL03-14-043-CONCRETE TICKETS (1 OF 2)	
17	CL03-14-043-CONCRETE TICKETS (2 OF 2)	

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**18	CL03-15-010-CONTRACT SCHEDULE	ALL ITEMS
	CL03-15-011-MASTER SCHEDULE	07/01/99
	CL03-15-012-SCHEDULE UPDATES	
	CL03-15-030-MONTHLY SCHEDULES	
	CL03-15-061-PROGRESS/STATUS MEETINGS W/CONTRACTOR	
	CL03-15-123-RESIDENT ENGINEER WEEKLY REPORT	
	CL03-15-400-SCHEDULING MEETING NOTES	
	CL03-15-500-CONTRACT COST FORECAST	
	CL03-15-842-PROJECT STATUS REPORT	
**19	CL03-15-040-CONTRACT PROGRESS PAYMENTS	
**20	CL03-16-805-MAINTENANCE OF TRAFFIC (DURING CONSTR.)	
	CL03-17-070-QA AUDITS	
	CL03-17-090-QA PERSONNEL, TRAINING	
	CL03-17-100-QUALITY CONTROL PLAN AND PROCEDURES	
	CL03-17-140-CONCRETE MIX DESIGNS	
	CL03-17-150-POUR AND CHECK-OUT REPORTS	
	CL03-17-160-SOIL AND DENSITY REPORTS	
	CL03-17-190-WELDING PROCEDURES & INSPECTION REPORTS	
	CL03-17-190-WELD TEST REPORTS	
21	CL03-17-141-CONCRETE TEST REPORT	
*22	CL03-17-180-INSPECTOR'S DAILY REPORTS	
*23	CL03-17-180-INSPECTOR'S DAILY REPORTS	
24	CL03-18-000-SAFETY-GENERAL	
	CL03-18-010-SAFETY PLAN	
	CL03-18-041-SAFETY REPORTS	
	CL03-18-042-SAFETY MEETINGS-MONTHLY	
	CL03-19-030-EEO REPORTS	
25	CL03-25-010-PROGRESS PHOTOGRAPHS	
	CL03-25-020-JOB PHOTOS (1 OF 2)	
26	CL03-25-020-JOB PHOTOS (2 OF 2)	
27	CL03-16-008-DESIGN REVIEW/COMMENTS 65%	
	CL03-16-009-DESIGN REVIEW/COMMENTS 85% AND 100%	
	CL03-16-132-HIGHWAY AND ROAD TRAFFIC	
	CL03-16-220-UTILITY RELOCATION	
	CL03-16-807-RIGHT-OF-WAY	
	CL03-17-110-PUNCH LIST	
	CL03-17-111-FINAL WALKTHROUGH/INSPECTION	
	CL03-21-000-INSURANCE, TAX, LEGAL - GENERAL	
	CL03-21-010-PERSONAL LIABILITY AND PROPERTY DAMAGE	
	CL03-21-020-AUTO INSURANCE	

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
27	CL03-23-040-BALTIMORE GAS & ELECTRIC CL03-23-060-CSX RAILROAD CL03-23-070-BALTIMORE THERMAL ENERGY CORP. CL03-23-100-MARYLAND HISTORIC TRUST CL03-23-110-BALTIMORE CITY CL03-23-120-STATE OF MARYLAND CL03-23-121-MARYLAND STATE HIGHWAY ADMINISTRATION CL03-23-130-B&O RAILROAD CL03-23-210-C&P TELEPHONE CL03-24-400-PERMITS-STATE OF MARYLAND CL03-24-403-MD-DOE SEDIMENTATION/EROSION CONTROL CL03-24-600 PERMITS-US ARMY CORPS OF ENGINEERS CL03-24-701-ENVIRONMENTAL EFFECTS REPORT CL03-26-010-CHARGE CODES	ALL ITEMS 07/01/99
28	CL03-28-010-CERTIFIED PAYROLL (1 OF 3)	
29	CL03-28-010-CERTIFIED PAYROLL (2 OF 3)	
30	CL03-28-010-CERTIFIED PAYROLL (3 OF 3)	
31	CL03-28-020-TIMESHEETS/MISCELLANEOUS	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TEL. 800-456-7890 • FAX 301-937-1379)

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W920		DATE REC'D 3-24-94	
B. DIVISION/UNIT Transit Development Division/PBMK		RANGE 107		SECTION(S) 31	
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		LOCATION NO. OF CU. FT. 1		RECORDS CENTER MANAGER	
D. PHONE NO. 333-3427		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL Carolyn Whitaker					

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
**1	CL46-00-001-FILE GUIDE AND DECLARATION OF INTENT CL46-10-000-CONTRACT AGREEMENT-GENERAL CL46-10-001-NOTICE TO PROCEED-FULL CL46-10-004-BIDDER'S QUESTIONS AND PRE-BID MEETINGS CL46-10-021-CHANGE ORDERS AND LOG CL46-10-200-CONTRACT CLOSE-OUT CL46-11-110-INCOMING CORRESPONDENCE/GENERAL CL46-11-120-OUTGOING CORRESPONDENCE/GENERAL CL46-11-150-INCOMING TRANSMITTALS-PBMK CL46-11-250-OUTGOING TRANSMITTALS-PBMK CL46-11-350-OUTGOING TRANSMITTALS-LORD CL46-11-400-OUTGOING CORRESPONDENCE-MTA CL46-14-030-MATERIAL RECEIVING REPORTS CL46-14-050-MATERIAL APPROVALS AND LOG CL46-14-220-CONTRACTOR SUPPLIED MATERIALS CL46-15-010-CONTRACT SCHEDULE CL46-15-040-CONTRACT PROGRESS PAYMENTS CL46-15-061-PROGRESS/STATUS MEETINGS W/CONTRACTOR CL46-15-500-CONTRACT COST FORECAST CL46-15-710-PROJECT ESTIMATES CL46-16-030-ENGINEERING-CIVIL/STRUCTURAL CL46-16-500-DESIGN ENGINEERING SUBMITTALS CL46-17-021-NOTIFICATION OF TESTING CL46-17-050-TESTING LAB CL46-17-100-QUALITY CONTROL PLAN AND PROCEDURES	SCHEDULE #1001 ALL ITEMS #1 07/01/99 DISPOSAL 7/14/00
* Entire Contents of Box/Microfilmed ** Partial Contents of Box/Microfilmed		

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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W 919		DATE REC'D 3-24-94
B. DIVISION/UNIT Transit Development Division/PBMK				RM CODE 26.01.06
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 107 31		NO. OF CU. FT. 1
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL <i>Carolyn Whitaker</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
**1		CL44-00-001-FILE GUIDE AND DECLARATION OF INTENT CL44-10-000-CONTRACT AGREEMENT-GENERAL CL44-10-001-NOTICE TO PROCEED-FULL CL44-10-003-PRE-CONSTRUCTION MEETINGS CL44-10-021-CHANGE ORDERS AND LOG CL44-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CL44-10-200-CONTRACT CLOSE-OUT CL44-11-110-INCOMING CORRESPONDENCE/GENERAL CL44-11-120-OUTGOING CORRESPONDENCE/GENERAL CL44-11-150-OUTGOING CORRESPONDENCE-PBMK CL44-14-030-MATERIAL RECEIVING REPORTS CL44-14-210-OWNER SUPPLIED MATERIALS CL44-15-010-CONTRACT SCHEDULE CL44-15-040-CONTRACT PROGRESS PAYMENTS CL44-16-030-ENGINEERING-CIVIL/STRUCTURAL CL44-17-003-QA REPORTS-CIVIL/STRUCTURAL CL44-17-080-QA DISCREPANCIES CL44-17-100-QUALITY CONTROL PLAN AND PROCEDURES		SCHEDULE #1001 ALL ITEMS #1 07/01/99 <i>DISPOSAL</i> <i>2/14/00</i> <i>LS</i>
* Entire Contents of Box/Microfilmed ** Partial Contents of Box/Microfilmed				

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ANSWERS

Microfilm
+ Entire box
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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 378, JESSUP, MD. 20794 (TELEPHONE • 759-1379)

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W917	DATE REC'D 3-24-94
B. DIVISION/UNIT Transit Development Division/PBMK			RR CODE 26.01.06
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		LOCATION RANGE 117 SECTION(S) 13	NO. OF CU. FT. 1
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Carolyn Whitaker</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
**1	CL50-00-001-FILE GUIDE AND DECLARATION OF INTENT CL50-10-000-CONTRACT AGREEMENT-GENERAL CL50-10-001-NOTICE TO PROCEED-FULL CL50-10-002-NOTICE TO PROCEED-PARTIAL/LIMITED CL50-10-003-PRE-CONSTRUCTION MEETINGS CL50-10-010-CONTRACT PROPOSAL CL50-10-021-CHANGE ORDERS AND LOG CL50-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CL50-10-024-CONTRACT CLARIFICATIONS CL50-10-070-CONSTRUCTION BID TABULATIONS CL50-10-200-CONTRACT CLOSE-OUT CL50-10-910-O&M MANUALS CL50-10-920-WARRANTY WORK CL50-11-110-INCOMING CORRESPONDENCE/GENERAL CL50-11-115-INCOMING TRANSMITTALS-PBMK CL50-11-120-OUTGOING CORRESPONDENCE/GENERAL CL50-11-125-OUTGOING TRANSMITTALS TO ENG. PBMK CL50-14-030-MATERIAL RECEIVING REPORTS CL50-14-210-OWNER SUPPLIED MATERIALS CL50-15-011-MASTER SCHEDULE CL50-15-040-CONTRACT PROGRESS PAYMENTS CL50-15-060-CONTRACT STATUS INFORMATION CL50-17-003-QA REPORTS-CIVIL/STRUCTURAL	SCHEDULE #1001 ALL ITEMS #1 07/01/99	
* Entire Contents of Box/Microfilmed ** Partial Contents of Box/Microfilmed		<i>POSTAL</i> <i>7-25-00</i>	

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DISPOSAL
5-20-00

E**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W915		DATE REC'D 3-24-94	
B. DIVISION/UNIT Transit Development Division/PBMK		LOCATION RANGE 113 SECTION(S) 7		REA CODE 26.01.06	
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		NO. OF CU. FT. 1			
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL <i>Carolyn Whitaker</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
**1	CL75-00-001-FILE GUIDE AND DECLARATION OF INTENT CL75-10-000-CONTRACT AGREEMENT-GENERAL CL75-10-001-NOTICE TO PROCEED-FULL CL75-10-002-NOTICE TO PROCEED-PARTIAL/LIMITED CL75-10-021-CHANGE ORDERS AND LOG CL75-10-070-CONSTRUCTION BID TABULATIONS CL75-10-200-CONTRACT CLOSE-OUT CL75-11-110-INCOMING CORRESPONDENCE/GENERAL CL75-11-115-INCOMING CORRESPONDENCE-PBMK CL75-11-120-OUTGOING CORRESPONDENCE/GENERAL CL75-11-150-OUTGOING CORRESPONDENCE-MTA CL75-11-160-OUTGOING CORRESPONDENCE-PBMK CL75-14-030-MATERIAL RECEIVING REPORTS CL75-14-210-OWNER SUPPLIED MATERIALS CL75-15-040-CONTRACT PROGRESS PAYMENTS CL75-15-710-PROJECT ESTIMATES	SCHEDULE #1001 ALL ITEMS #1 07/01/99			

* Entire Contents of Box/Microfilmed
** Partial Contents of Box/Microfilmed

*Partial
9-21-00*

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 759-1379)

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W914		DATE REC'D 3-24-94	
B. DIVISION/UNIT Transit Development Division/PBMK		LOCATION RANGE 105 SECTION(S) 7		RM CODE 26.01.06	
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		NO. OF CU. FT. 1			
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Carolyn Whitaker		TO BE 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	CL76-00-001-FILE GUIDE AND DECLARATION OF INTENT CL76-10-000-CONTRACT AGREEMENT-GENERAL CL76-10-001-NOTICE TO PROCEED-FULL CL76-10-002-NOTICE TO PROCEED-PARTIAL/LIMITED CL76-10-003-PRE-CONSTRUCTION MEETINGS CL76-10-021-CHANGE ORDERS AND LOG CL76-10-070-CONSTRUCTION BID TABULATIONS CL76-10-200-CONTRACT CLOSE-OUT CL76-14-030-MATERIAL RECEIVING REPORTS CL76-14-210-OWNER SUPPLIED MATERIALS CL76-15-010-CONTRACT SCHEDULE CL76-15-040-CONTRACT PROGRESS PAYMENTS CL76-15-710-PROJECT ESTIMATES CL76-16-030-ENGINEERING-CIVIL/STRUCTURAL	SCHEDULE #1001 ALL ITEMS #1 07/01/99			
* Entire Contents of Box/Microfilmed ** Partial Contents of Box/Microfilmed		Disposal 7/14/00 a			

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W913	DATE REC'D 3-24-94
B. DIVISION/UNIT Transit Development Division/PBMK			RM CODE 26.01.06
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 103 17	NO. OF CU. FT. 2
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carolyn Whitaker		TO BE 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	CL43-00-001-FILE GUIDE AND DECLARATION OF INTENT CL43-10-000-CONTRACT AGREEMENT-GENERAL CL43-10-001-NOTICE TO PROCEED-FULL CL43-10-004-BIDDERS QUESTIONS AND PRE-BID MTGS. CL43-10-020-CONTRACT CHANGES-GENERAL CL43-10-021-CHANGE ORDERS AND LOG CL43-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CL43-10-070-CONSTRUCTION BID TABULATIONS CL43-10-101-POTENTIAL CLAIMS CL43-10-200-CONTRACT CLOSE-OUT CL43-10-310-SUBCONTRACTOR QUALIFICATIONS/APPROVAL CL43-10-404-QUALITY ASSURANCE/QUALITY CONTROL PLAN CL43-10-450-RESIDENT ENGINEER DESIGNATIONS CL43-11-110-INCOMING CORRESPONDENCE/GENERAL CL43-11-120-OUTGOING CORRESPONDENCE/GENERAL CL43-11-130-OUTGOING CORRESPONDENCE TO MTA CL43-11-140-MISC. CORRESPONDENCE TO ENG. CL43-11-150-MISC. CORRESPONDENCE TO ENG. CL43-11-160-INTERNAL PBMK MEMOS CL43-14-020-VENDOR/CONTRACTOR SUBMITTALS CL43-14-220-CONTRACTOR SUPPLIED MATERIALS CL43-15-012-SCHEDULE UPDATES CL43-15-040-CONTRACT PROGRESS PAYMENTS CL43-15-060-CONTRACT STATUS INFORMATION CL43-16-030-ENGINEERING-CIVIL/STRUCTURAL CL43-17-103-QC REPORTS-CIVIL/STRUCTURAL	SCHEDULE #1001 ALL ITEMS #1 07/01/99 DISPOSE 2/10/00 LSS	
**2	CL43-17-170-ASPHALT TEST REPORTS CL43-29-010-SHIPPING INFO., WAYBILLS, BILLS OF LADING CL43-29-011-DEMURRAGE		
* Entire Box/Microfilmed/** Partial Box/Microfilmed			

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W911	DATE REC'D 3-24-94
B. DIVISION/UNIT Transit Development Division/PBMK			RM CODE 26.01.06
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		LOCATION RANGE 146 SECTION(S) 30	NO. OF CU. FT. 13
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carolyn Photaker		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
**1	CL11-00-001-FILE GUIDE AND DECLARATION OF INTENT CL11-10-000-CONTRACT AGREEMENT-GENERAL CL11-10-001-NOTICE TO PROCEED-FULL CL11-10-003-PRE-CONSTRUCTION MEETINGS CL11-10-004-BIDDERS QUESTIONS AND PRE-BID MTGS. CL11-10-005-MBE/DBE PROGRAM CL11-10-020-CONTRACT CHANGES-GENERAL CL11-10-021-CHANGE ORDERS AND LOG CO#1 THRU CO#15	SCHEDULE #1001 ALL ITEMS #1 07/01/99 DISPOSAL 8/2/00	
*2	CL11-10-021-CHANGE ORDERS AND LOG CO#16 THRU CO#24		
**3	CL11-10-021-CHANGE ORDERS AND LOG CO#25 THRU CO#27 CL11-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#1 THRU CCR/CN#22		
4	CL11-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#23 THRU CCR/CN#66		
5	CL11-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#67 THRU CCR/CN#104		
6	CL11-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#105 THRU CCR/CN#134		
* ENTIRE CONTENTS OF BOX/MICROFILMED ** PARTIAL CONTENTS OF BOX/MICROFILMED			

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**7	CL11-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#135 THRU CCR/CN#169	
	CL11-10-023-VALUE ENGINEERING PROPOSALS	
	CL11-10-024-CONTRACT CLARIFICATIONS	
	CL11-10-025-MINOR CLARIFICATION FIELD CHANGE	
	CL11-10-026-LABOR RATES	
	CL11-10-027-WEATHER DELAYS	
	CL11-10-028-OTHER DELAYS	
	CL11-10-030-PENDING CHANGE NOTICES	
	CL11-10-031-POTENTIAL CHANGE NOTICES	
	CL11-10-040-REQUEST FOR INFORMATION LOG	
	CL11-10-050-WORK PROGRAM	
	CL11-10-051-UNDEFINED WORK	
	CL11-10-052-WORK AUTHORIZATIONS	
	CL11-10-053-CONTRACTOR WORK AREA ACCESS	
	CL11-10-054-FORCE ACCOUNT WORK	
	CL11-10-060-PROCEDURES AND DOCUMENT CONTROL	
	CL11-10-070-CONSTRUCTION BID TABULATIONS	
	CL11-10-075-CONSTRUCTION BID DOCUMENTS	
	CL11-10-090-CONTRACT AMENDMENTS	
**8	CL11-10-100-CLAIMS	
	CL11-10-101- POTENTIAL CLAIMS	
	CL11-10-120-COST PROPOSALS	
	CL11-10-200-CONTRACT CLOSE-OUT	
	CL11-10-310-SUBCONTRACTOR QUALIFICATIONS/APPROVAL	
	CL11-11-110-INCOMING CORRESPONDENCE/GENERAL	
	CL11-11-120-OUTGOING CORRESPONDENCE/GENERAL	
	CL11-11-001-INCOMING CORRESPONDENCE FR CONTRACTOR	
	CL11-11-002-OUTGOING CORRESPONDENCE TO CONTRACTOR	
	CL11-11-003-INCOMING SPEED LETTERS FR CONTRACTOR	
	CL11-11-101-INCOMING TRANSMITTALS FR CONTRACTOR	
	CL11-11-102-OUTGOING TRANSMITTALS TO CONTRACTOR	
9	CL11-14-000-MATERIALS GENERAL	
	CL11-14-010-MATERIAL CERTIFICATIONS	
	CL11-14-020-VENDOR/CONTRACTOR SUBMITTALS	
	CL11-14-030-MATERIAL RECEIVING REPORTS	
	CL11-14-041-ASPHALT TICKETS	
	CL11-14-042-AGGREGATE TICKETS	
	CL11-14-043-CONCRETE TICKETS	
	CL11-14-050-MATERIAL APPROVALS AND LOG	
	CL11-14-200-ACCOUNTABLE PROPERTY	
	CL11-14-210-OWNER SUPPLIED MATERIALS	
	CL11-14-220-CONTRACTOR SUPPLIED MATERIALS	
	CL11-14-221-SOURCE MATERIAL ANALYSIS/TESTING BY MD SHA	
	CL11-15-000-COST AND SCHEDULING/GENERAL	
	CL11-15-010-CONTRACT SCHEDULE	
	CL11-15-011-MASTER SCHEDULE	

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**10	CL11-15-012-SCHEDULE UPDATES	
	CL11-15-013-CONTRACT MILESTONES	ALL ITEMS
	CL11-15-020-WEEKLY SCHEDULES	07/01/99
	CL11-15-040-CONTRACT PROGRESS PAYMENTS	
	CL11-15-051-ACTION ITEM LIST	
	CL11-15-052-STATUS REPORT PBMK STAFF MTGS.	
	CL11-15-053-CONSTRUCTION COORDINATIONS MTGS. W/MTA	
	CL11-15-060-CONTRACT STATUS INFORMATION	
**11	CL11-15-061-PROGRESS/STATUS MTGS. W/CONTRACTOR	
	CL11-15-123-RESIDENT ENGINEER WKLY. REPORT	
	CL11-15-700-COST INFORMATION	
	CL11-16-000-ENGINEERING-GENERAL	
	CL11-16-009-DESIGN REV./COMMENTS 85% & 100%	
	CL11-16-010-ENGINEERING-SURVEY	
	CL11-16-020-ENGINEERING-ARCHITECTURAL	
	CL11-16-030-ENGINEERING-CIVIL/STRUCTURAL	
	CL11-16-031-CATENARY POLES AND FOUNDATIONS	
	CL11-16-040-ENGINEERING-MECHANICAL	
	CL11-16-050-ENGINEERING-ELECTRICAL	
	CL11-16-051-CORROSION CONTROL	
	CL11-16-060-ENGINEERING-GEOLOGICAL	
	CL11-16-070-ENGINEERING-ENVIRONMENTAL	
	CL11-16-131-RAILROAD TRAFFIC	
	CL11-16-132-HIGHWAY AND ROAD TRAFFIC	
	CL11-16-200-FIELD ENGINEERING/CM	
	CL11-16-210-DEMOLITION	
	CL11-16-220-UTILITY RELOCATION	
	CL11-16-300-AS-BUILT DRAWINGS	
	CL11-16-400-DESIGN VARIANCES	
	CL11-16-500-DESIGN ENGINEERING SUBMITTALS	
	CL11-16-800-ENGINEERING AND PLANNING	
	CL11-16-802-STATIONS	
	CL11-16-803-PARKING LOTS	
	CL11-16-805-MAINTENANCE OF TRAFFIC (DURING CONSTR.)	
	CL11-16-807-RIGHT OF WAY	
	CL11-16-808-PROPERTY CERTIFICATIONS	
	CL11-16-809-TRAFFIC CONTROL	
	CL11-16-900-ENGINEERING STUDIES	
	CL11-16-901-STATION COORDINATION	
	CL11-16-902-TRACK COORDINATION	

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
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**12 CL11-17-000-QUALITY CONTROL/QUALITY ASSURANCE-GENERAL
 CL11-17-005-QA REPORTS/ELECTRICAL
 CL11-17-070-QA AUDITS
 CL11-17-103-QC REPORTS-CIVIL/STRUCTURAL
 CL11-17-108-NON-CONFORMANCE REPORTS
 CL11-17-110-PUNCH LIST
 CL11-17-111-FINAL WALKTHROUGH/INSPECTION
 CL11-17-120-VALIDATION AND ACCEPTANCE REPORTS
 CL11-17-121-MILESTONE COMPLETION CERTIFICATE
 CL11-17-140-CONCRETE MIX DESIGNS
 CL11-17-150-POUR AND CHECK-OUT REPORTS
 CL11-17-160-SOIL AND DENSITY REPORTS
 CL11-17-170-ASPHALT TEST REPORTS

*13 CL11-17-190-WELDING PROCEDURES & INSPECTION REPORTS
 CL11-18-000-SAFETY-GENERAL
 CL11-18-010-SAFETY PLAN
 CL11-18-030-SAFETY AUDITS AND INTERNAL REPORTS
 CL11-18-041-SAFETY REPORTS
 CL11-18-042-SAFETY MEETINGS-MONTHLY
 CL11-18-070-HANDLING DISPOSAL OF HAZMATS
 CL11-18-080-ACCIDENT REPORTS
 CL11-19-000-PERSONNEL-GENERAL
 CL11-19-030-EEO REPORTS
 CL11-19-071-WORKMEN'S COMPENSATION
 CL11-21-000-INSURANCE, TAX, LEGAL-GENERAL
 CL11-21-010-PERSONAL LIABILITY AND PROPERTY DAMAGE
 CL11-21-020-AUTO INSURANCE
 CL11-21-030-WRAP-UP INSURANCE (OCIP)
 CL11-21-060-INSURANCE CERTIFICATIONS
 CL11-22-000-PROJECT PUBLICITY-GENERAL
 CL11-22-040-COMMUNITY MTGS.
 CL11-22-050-COMMUNITY RELATIONS
 CL11-23-000-CONTRACT LEASE/OTHER AGREEMENTS-GENERAL
 CL11-23-040-BALTIMORE GAS & ELECTRIC
 CL11-23-150-C&P TELEPHONE
 CL11-23-300-ANNE ARUNDEL CO.
 CL11-24-000-PERMITS-GENERAL
 CL11-24-100-PERMITS-BALTIMORE COUNTY
 CL11-24-300-PERMITS-ANNE ARUNDEL COUNTY
 CL11-24-310-AA CO - CONSTRUCTION PERMITS
 CL11-24-320-AA CO - FLOOD PLAIN APPROVAL
 CL11-24-330-AA CO - ZONING PERMITS OR EXCEPTIONS
 CL11-24-400-PERMITS - STATE OF MD
 CL11-24-401-MD-DNR FLOOD PLAIN APPROVALS
 CL11-24-403-MD DOE SEDIMENTATION/EROSION CONTROL
 CL11-24-404-MD-DOE STORMWATER MANAGEMENT WAIVER
 CL11-24-405-MD DOE - DNR TIDAL WETLANDS PERMIT
 CL11-24-406-MD-DOE WATER QUALITY CERTIFICATION
 CL11-24-407-MD DNR REFORESTATION PROGRAM

PAGE 5

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**13	CL11-24-410-MD-SHA UTILITY PERMITS	ALL ITEMS
	CL11-24-411-MD SHA GRADE CROSSING PERMITS	07/01/99
	CL11-24-600-PERMITS-US ARMY CORPS OF ENGINEERS	
	CL11-24-601-USCOE-WETLANDS PERMIT	
	CL11-25-010-PROGRESS PHOTOGRAPHS	
	CL11-26-010-CHARGE CODES	
	CL11-26-011-OUT OF BUDGET LABOR (OBL)	
	CL11-26-040-PETTY CASH	
	CL11-26-050-MILEAGE LOG	
	CL11-27-010-ENGINEERS VEHICLES	
	CL11-27-020-CONTRACTOR SUPPLIED EQUIPMENT	
	CL11-27-030-PBMK EQUIPMENT	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JOSEPH, MD. 20794 (TELEPHONE - 706-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W910		DATE REC'D 3-24-94	
B. DIVISION/UNIT Transit Development Division/PBMK		RM CODE 26.01.06			
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		LOCATION RANGE 108 SECTION(S) 11-12		NO. OF CU. FT. 9	
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
**1	CL77-00-001-FILE GUIDE AND DECLARATION OF INTENT CL77-10-000-CONTRACT AGREEMENT-GENERAL CL77-10-004-BIDDERS QUESTIONS AND PRE BID MTGS. CL77-10-003-PRE-CONSTRUCTION MEETINGS CL77-10-010-CONTRACT PROPOSAL CL77-10-021-CHANGE ORDERS AND LOG CCR'S #1-9	SCHEDULE #1001 ALL ITEMS #1 07/01/99
**2	CL77-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR'S #10-END CL77-10-024-CONTRACT CLARIFICATIONS CL77-10-025-MINOR CLARIFICATION FIELD CHANGE CL77-10-027-WEATHER DELAYS CL77-10-028-OTHER DELAYS CL77-10-030-PENDING CHANGE NOTICES CL77-10-031-POTENTIAL CHANGE NOTICES CL77-10-050-WORK PROGRAM CL77-10-053-CONTRACTOR WORK AREA ACCESS CL77-10-070-CONSTRUCTION BID TABULATIONS CL77-10-075-CONSTRUCTION BID DOCUMENTS AND ADDENDA CL77-10-100-CLAIMS CL77-10-101-POTENTIAL CLAIMS CL77-10-200-CONTRACT CLOSE-OUT CL77-11-000-CORRESPONDENCE LOGS CL77-11-001-CORRESPONDENCE IN FROM CONTRACTOR CL77-11-002-CORRESPONDENCE OUT FROM CONTRACTOR CL77-11-003-INCOMING CORRESPONDENCE/MISC. CL77-11-004-OUTGOING CORRESPONDENCE/MISC.	DISPOSAL 2/18/00 LSS

*Entire Box/Microfilmed
 **Partial Contents of Box/Microfilmed

BOX
NUMBERS

DESCRIPTION OF RECORDS

DISPOSAL
DATE

*3 CL77-11-101-INCOMING TRANSMITTALS FR/CONTRACTOR
 CL77-11-102-OUTGOING TRANSMITTALS TO CONTRACTOR
 CL77-11-103-INCOMING TRANSMITTALS/MISC.
 CL77-11-104-OUTGOING TRANSMITTALS/MISC.
 CL77-11-110-INCOMING CORRESPONDENCE/GENERAL

ALL ITEMS
 07/01/99

**4 CL77-12-000-SUBJECT FILE BY CSI SPECIFICATION
 CL77-14-010-MATERIAL CERTIFICATIONS
 CL77-14-041-ASPHALT TICKETS
 CL77-14-042-AGGREGATE TICKETS
 CL77-14-043-CONCRETE TICKETS
 CL77-14-210-OWNER SUPPLIED MATERIALS
 CL77-15-000-COST & SCHEDULING - GENERAL
 CL77-15-010-CONTRACT SCHEDULE
 CL77-15-011-MASTER SCHEDULE
 CL77-15-012-SCHEDULE UPDATES
 CL77-15-013-CONTRACT MILESTONES
 CL77-15-020-WEEKLY SCHEDULES

**5 CL77-15-040-CONTRACT PROGRESS PAYMENTS
 CL77-15-053-CONSTRUCTION COORDINATION MEETINGS W/MTA
 CL77-15-054-C/M MEETINGS - STAFF/OTHER
 CL77-15-060-CONTRACT STATUS INFORMATION
 CL77-15-061-PROGRESS/STATUS MTGS. W/CONTRACTOR
 CL77-15-123-RESIDENT ENGINEER WEEKLY REPORT
 CL77-15-124-RESIDENT ENGINEER MONTHLY REPORT
 CL77-15-500-CONTRACT COST FORECAST
 CL77-15-720-COST FORECAST
 CL77-15-030-MINUTES OF COST MEETINGS
 CL77-15-842-PROJECT STATUS REPORT

**6 CL77-16-000-ENGINEERING-GENERAL
 CL77-16-009-DESIGN REVIEW/COMMENTS 85% AND 100%
 CL77-16-010-ENGINEERING-SURVEY
 CL77-16-030-ENGINEERING-CIVIL/STRUCTURAL
 CL77-16-050-ENGINEERING-ELECTRICAL
 CL77-16-051-CORROSION CONTROL
 CL77-16-131-RAILROAD TRAFFIC
 CL77-16-132-HIGHWAY AND ROAD TRAFFIC
 CL77-16-200-FIELD ENGINEERING/CONSTRUCTION MGMT.
 CL77-16-220-UTILITY RELOCATION
 CL77-16-300-AS-BUILT DRAWINGS
 CL77-16-500-DESIGN ENGINEERING SUBMITTALS
 CL77-16-800-ENGINEERING AND PLANNING
 CL77-16-802-STATIONS
 CL77-16-805-MAINTENANCE OF TRAFFIC (DURING CONSTR.)
 CL77-16-807-RIGHT-OF-WAY
 CL77-16-809-TRAFFIC CONTROL

BOX
NUMBERS

DESCRIPTION OF RECORDS

DISPOSAL
DATEALL ITEMS
07/01/99

CL77-17-070-QA AUDITS
 CL77-17-100-QUALITY CONTROL PLAN & PROCEDURES
 CL77-17-103-QC REPORTS-CIVIL/STRUCTURAL
 CL77-17-109-QC AUDIT REPORTS
 CL77-17-140-CONCRETE MIX DESIGNS
 CL77-17-150-POUR AND CHECK OUT REPORTS
 CL77-17-160-SOIL AND DENSITY REPORTS
 CL77-17-180-INSPECTOR'S DAILY REPORTS
 CL77-17-181-INSPECTOR'S FIELD NOTEBOOK

*7 CL77-17-190-WELDING PROCEDURES & INSPECTION REPORTS
 CL77-17-191-WELD TEST REPORTS

**8 CL77-18-000-SAFETY-GENERAL
 CL77-18-030-SAFETY AUDITS AND INTERNAL REPORTS
 CL77-18-041-SAFETY REPORTS
 CL77-18-042-SAFETY MEETINGS-MONTHLY
 CL77-19-002-ORGANIZATION/ORG CHARTS
 CL77-19-010-ASSIGNMENTS AND RECOMMENDATIONS
 CL77-19-120-EMPLOYEE ADDRESSES AND PHONE NUMBERS
 CL77-21-010-PERSONAL LIABILITY AND PROPERTY DAMAGE
 CL77-21-060-INSURANCE CERTIFICATIONS
 CL77-23-040-BALTIMORE GAS & ELECTRIC
 CL77-23-080-MARYLAND STADIUM AUTHORITY
 CL77-23-110-BALTIMORE CITY
 CL77-24-000-PERMITS-GENERAL
 CL77-24-100-PERMITS-BALTIMORE CITY
 CL77-24-140-BALTIMORE CITY-DUMPING PERMIT
 CL77-24-403-MD-DOE SEDIMENTATION/EROSION CONTROL
 CL77-25-010-PROGRESS PHOTOGRAPHS

**9 CL77-26-000-ACCOUNTING-GENERAL
 CL77-27-020-CONTRACTOR SUPPLIED EQUIPMENT
 CL77-27-030-PBMK EQUIPMENT
 CL77-28-010-CERTIFIED PAYROLL

* Entire Contents of Box/Microfilmed
 ** Partial Contents of Box/Microfilmed

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration	ACCESSION NO. 94W909	DATE REC'D 3-23-94
B. DIVISION/UNIT Transit Development Division/PBMK	RM CODE 26.01.06	
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 108 24	NO. OF CU. FT. 11
D. PHONE NO. 333-3427	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
**1	CL01-00-001-FILE GUIDE AND DECLARATION OF INTENT CL01-10-000-CONTRACT AGREEMENT-GENERAL CL01-10-001-NOTICE TO PROCEED-FULL CL01-10-003-PRE-CONSTRUCTION MEETINGS CL01-10-004-BIDDERS QUESTIONS AND PRE-BID MTGS. CL01-10-005-MBE/DBE PROGRAM CL01-10-021-CHANGE ORDERS AND LOG CO#1 THRU CO#23 CL01-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#1 THRU CCR/CN#8	SCHEDULE #1001 ALL ITEMS #1 07/01/99
2	CL01-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#9 THRU CCR/CN#43	DISPOSAL 7/17/00 LJS
**3	CL01-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CCR/CN#44 THRU CCR/CN#62 CL01-10-027-WEATHER DELAYS CL01-10-030-PENDING CHANGE NOTICES CL01-10-031-POTENTIAL CHANGE NOTICES CL01-10-070-CONSTRUCTION BID TABULATIONS CL01-10-101-POTENTIAL CLAIMS CL01-10-200-CONTRACT CLOSE-OUT CL01-11-110-INCOMING CORRESPONDENCE/GENERAL CL01-11-120-OUTGOING CORRESPONDENCE/GENERAL CL01-11-113-OUTGOING CORRESPONDENCE/TRANSMITTALS CL01-11-210-INCOMING CORRESPONDENCE/ATLAS CL01-11-211-OUTGOING CORRESPONDENCE/ATLAS	

* Entire Contents of Box/Microfilmed
 ** Partial Contents of Box/Microfilmed

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**3	CL01-11-212-INCOMING TRANSMITTALS CL01-11-213-OUTGOING TRANSMITTALS CL01-11-310-INCOMING CORRESPONDENCE/PBMK CL01-11-311-OUTGOING CORRESPONDENCE/PBMK CL01-11-312-INCOMING TRANSMITTALS	ALL ITEMS 07/01/99
**4	CL01-11-313-OUTGOING TRANSMITTALS/PBMK CL01-11-410-INCOMING CORRESPONDENCE/PBMK CL01-11-411-OUTGOING CORRESPONDENCE/MTA CL01-11-412-INCOMING TRANSMITTALS/MTA CL01-11-510-INCOMING CORRESPONDENCE/DCCO CL01-11-511-OUTGOING CORRESPONDENCE/DCCO CL01-11-512-INCOMING TRANSMITTALS/DCCO CL01-11-513-OUTGOING TRANSMITTALS/DCCO CL01-12-000-SUBJECT FILE BY SUBMITTAL# SUB. #5-185	
5	CL01-12-000-SUBJECT FILE BY SUBMITTAL# SUBMITTALS #5-186-#5-452	
6	CL01-12-000-SUBJECT FILE BY SUBMITTAL# SUBMITTALS #5-453-END CL01-14-042-AGGREGATE TICKETS CL01-14-043-CONCRETE TICKETS	
**7	CL01-14-210-OWNER SUPPLIED MATERIALS CL01-14-220-CONTRACTOR SUPPLIED MATERIALS CL01-15-000-COST AND SCHEDULING/GENERAL CL01-15-012-SCHEDULE UPDATES CL01-15-013-CONTRACT MILESTONES CL01-15-020-WEEKLY SCHEDULES CL01-15-040-CONTRACT PROGRESS PAYMENTS	
**8	CL01-15-051-ACTION ITEM LIST CL01-15-061-PROGRESS/STATUS MTGS. W/CONTRACTOR CL01-15-123-RESIDENT ENGINEER WKLY. REPORT CL01-16-010-ENGINEERING-SURVEY CL01-16-031-CATENARY POLES AND FOUNDATIONS CL01-16-051-CORROSION CONTROL CL01-16-132-HIGHWAY AND ROAD TRAFFIC CL01-16-300-AS-BUILT DRAWINGS CL01-17-000-QUALITY CONTROL/QUALITY ASSURANCE-GENERAL CL01-17-080-QA DISCREPANCIES CL01-17-100-QUALITY CONTROL PLAN & PROCEDURES CL01-17-108-NON-CONFORMANCE REPORTS CL01-17-109-QC AUDIT REPORTS CL01-17-110-PUNCH LIST CL01-17-121-MILESTONE COMPLETION CERTIFICATE	

* Entire Contents of Box/Microfilmed

** Partial Contents of Box/Microfilmed

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**8	CL01-17-140-CONCRETE MIX DESIGNS CL01-17-141-BITUMINOUS CONCRETE MIX CL01-17-150-POUR AND CHECK-OUT REPORTS CL01-17-160-SOIL AND DENSITY REPORTS CL01-17-170-ASPHALT TEST REPORTS CL01-17-180-INSPECTOR'S DAILY REPORTS	ALL ITEMS 07/01/99
**9	CL01-17-180-INSPECTOR'S DAILY REPORTS, CONTINUED CL01-17-181-INSPECTOR'S FIELD NOTEBOOK CL01-17-190-WELDING PROCEDURES & INSPECTION REPORTS CL01-17-191-WELD TEST REPORTS CL01-18-000-SAFETY-GENERAL CL01-18-041-SAFETY REPORTS CL01-18-042-SAFETY MEETINGS-MONTHLY CL01-21-060-INSURANCE CERTIFICATIONS CL01-23-040-BALTIMORE GAS & ELECTRIC CL01-23-060-CSX RAILROAD CL01-24-000-PERMITS-GENERAL CL01-24-100-PERMITS-BALTIMORE CITY CL01-24-110-BALTIMORE CITY-CONSTRUCTION PERMITS CL01-24-403-MD DOE SEDIMENTATION/EROSION CONTROL CL01-24-407-MD DNR REFORESTATION PROGRAM	
10	CL01-25-010-PROGRESS PHOTOGRAPHS	
11	CL01-26-010-CHARGE CODES CL01-26-011-OUT OF BUDGET LABOR (OBL) CL01-26-040-PETTY CASH CL01-26-050-MILEAGE LOG CL01-28-010-CERTIFIED PAYROLL CL01-28-020-TIMESHEETS	

* Entire Contents of Box/Microfilmed

** Partial Contents of Box/Microfilmed

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE • 706-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W908		DATE REC'D 3-23-94	
B. DIVISION/UNIT Transit Development Division/PBMK		LOCATION RANGE 122 SECTION(S) 24		NSA CODE 26.01.06	
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201				NO. OF CU. FT. 13	
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
**1	CL32-00-001-FILE GUIDE AND DECLARATION OF INTENT CL32-09-001-RESIDENT ENGINEER'S DIARY CL32-10-000-CONTRACT AGREEMENT-GENERAL CL32-10-001-NOTICE TO PROCEED-FULL CL32-10-003-PRE-CONSTRUCTION MEETINGS CL32-10-021-CHANGE ORDERS (CO#001-011)	SCHEDULE #1001
*2	CL32-10-021-CHANGE ORDERS (CO#012-027)	ALL ITEMS #1 07/01/99
**3	CL32-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CL32-10-027-WEATHER DELAYS CL32-10-070-CONSTRUCTION BID TABULATIONS CL32-10-1000-CLAIMS	
*4	CL32-10-101-POTENTIAL CLAIMS CL32-10-110-NOTICE OF CONTRACT NON-COMPLIANCE CL32-10-200-CONTRACT CLOSE-OUT CL32-10-310-SUBCONTRACTOR QUALIFICATIONS/APPROVAL CL32-11-110-INCOMING CORRESPONDENCE/GENERAL CL32-11-111-OUTGOING CORRESPONDENCE/GENERAL CL32-11-130-INCOMING CORRESPONDENCE/MTA CL32-11-131-OUTGOING CORRESPONDENCE/MTA	
*5	CL32-11-135-INCOMING TRANSMITTAL-CCI CL32-11-136-OUTGOING TRANSMITTAL-CCI CL32-11-141-OUTGOING CORRES. MTA CL32-11-140-MISC. CORRES. TO ENG. CL32-11-150-MISC. CORRES. FR. ENG.	

* Entire Box/Microfilmed
**Partial Contents of Box/Microfilmed

Handwritten: TOTAL 8-1-00

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
**6	CL32-11-160-INTERNAL PBMK MEMOS CL32-11-161-OUTGOING CORRES. SHA CL32-11-170-INCOMING CORRES. CSX CL32-11-171-OUTGOING CORRES. CSX CL32-11-180-CORRESPONDENCE DCCO CL32-14-000-MATERIALS-GENERAL CL32-14-010-MATERIAL CERTIFICATIONS CL32-14-020-VENDOR/CONTRACTOR SUBMITTALS	ALL ITEMS 07/01/99
**7	CL32-14-050-MATERIAL APPROVALS AND LOG CL32-14-051-SOIL TEST CL32-14-052-CONCRETE MATERIAL TEST CL32-14-053-REBAR MATERIAL CERTS. CL32-14-220-CONTRACTOR SUPPLIED MATERIALS CL32-14-221-SOURCE MATERIALS ANALYSIS/MD SHA TESTING	
8	CL32-15-000-COST AND SCHEDULING-GENERAL	
**9	CL32-15-012-SCHEDULE UPDATES CL32-15-013-CONTRACT MILESTONES CL32-15-040-CONTRACT PROGRESS PAYMENTS CL32-15-053-CONSTRUCTION COORD. MTGS. W/MTA CL32-15-054-CM MTGS.-STAFF/OTHER CL32-15-055-COST & SCHEDULING CL32-15-061-PROGRESS/STATUS MTGS. W/CONTRACTOR CL32-15-123-RESIDENT ENGINEER WKLY REPORT CL32-15-124-RESIDENT ENGINEER MONTHLY REPORT CL32-15-731-CONTRACT MILESTONES CL32-15-900-TRACK COORDINATION MTGS. CL32-15-901-SUBSTANTIAL COMPLETION	
**10	CL32-16-000-ENGINEERING-GENERAL CL32-16-009-DESIGN REVIEW/COMMENTS 85% AND 100% CL32-16-010-ENGINEERING/SURVEY CL32-16-030-ENGINEERING-CIVIL/STRUCTURAL CL32-16-031-CATENARY POLES AND FOUNDATIONS CL32-16-050-ENGINEERING-ELECTRICAL CL32-16-070-ENGINEERING-ENVIRONMENTAL CL32-16-131-RAILROAD TRAFFIC CL32-16-220-UTILITY RELOCATION CL32-16-300-AS-BUILT DRAWINGS CL32-16-400-DESIGN VARIANCES CL32-16-402-DESIGN COORDINATION MTGS. CL32-16-500-DESIGN ENGINEERING SUBMITTALS CL32-16-802-STATIONS CL32-16-807-RIGHT OF WAY CL32-16-809-TRAFFIC CONTROL CL32-16-901-REQUEST FOR INFORMATION	

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
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**10 CL32-17-000-QUALITY ASSURANCE/QUALITY CONTROL-GENERAL
 CL32-17-020-MTA QA INSPECTIONS/REPORTS
 CL32-17-070-QA AUDITS
 CL32-17-103-QC REPORTS-CIVIL/STRUCTURAL
 CL32-17-109-QC AUDIT REPORTS
 CL32-17-110-PUNCH LIST
 CL32-17-160-SOIL AND DENSITY REPORTS

**11 CL32-17-180-INSPECTOR'S DAILY REPORTS
 CL32-17-190-WELDING PROCEDURES & INSPECTION REPORTS
 CL32-17-200-PILE DRIVING RECORDS
 CL32-18-000-SAFETY-GENERAL
 CL32-18-001-SAFETY CERTIFICATION PROGRAM
 CL32-18-005-INSPECTION REPORTS
 CL32-18-010-SAFETY PLAN
 CL32-18-041-SAFETY REPORTS
 CL32-18-042-SAFETY MEETINGS-MONTHLY
 CL32-18-100-SECURITY-GENERAL
 CL32-19-000-PERSONNEL-GENERAL
 CL32-19-071-WORKMEN'S COMPENSATION
 CL32-19-100-TEMPORARY DUTY (TDY) PERSONNEL
 CL32-21-000-INSURANCE, TAX, LEGAL-GENERAL
 CL32-21-010-PERSONAL LIABILITY AND PROPERTY DAMAGE
 CL32-21-060-INSURANCE CERTIFICATIONS
 CL32-22-000-PROJECT PUBLICITY-GENERAL
 CL32-22-040-COMMUNITY MTGS.
 CL32-23-001-PUBLIC WORKS
 CL32-23-002-C&P TELEPHONE
 CL32-23-040-BALTIMORE GAS & ELECTRIC
 CL32-23-060-CSX RAILROAD
 CL32-23-160-AMTRAK RAILROAD
 CL32-23-170-METROPOLITAN FIBER SYSTEMS
 CL32-23-190-CARR-LOWREY
 CL32-23-191-CONRAIL
 CL32-24-000-PERMITS-GENERAL
 CL32-24-100-PERMITS-BALTIMORE CITY
 CL32-24-140-BALTIMORE CITY-DUMPING PERMIT
 CL32-24-200-BALTO. CO. PERMITS
 CL32-24-210-BALTO. CO. CONSTRUCTION PERMITS
 CL32-24-230-BALTO. CO. ZONING PERMITS OR EXCEPTIONS
 CL32-24-400-PERMITS-STATE OF MD
 CL32-24-401-MD-DNR FLOOD PLAIN APPROVALS
 CL32-24-403-MD-DOE SEDIMENTATION/EROSION CONTROL
 CL32-24-404-MD-DOE STORM WATER MGMT. WAIVER
 CL32-24-601-USCOE-WETLANDS PERMIT
 CL32-24-602-USCOE-HISTORICAL AREA 106 APPROVAL
 CL32-25-000-PROJECT PHOTOGRAPHS-GENERAL

12 CL32-25-010-PROGRESS PHOTOGRAPHS

PAGE 4

BOX NUMBERS	Description of Records w/inclusive Dates	Disposal Date
13	CL32-26-020-MANHOURL DISTRIBUTION	ALL ITEMS
	CL32-26-040-PETTY CASH	07/01/99
	CL32-27-000-PLANT & EQUIPMENT-GENERAL	
	CL32-27-020-CONTRACTOR SUPPLIED EQUIPMENT	
	CL32-28-020-TIMESHEETS	
	CL32-29-000-PURCHASING-GENERAL	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 706-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 94W922	DATE REC'D 3-24-94
B. DIVISION/UNIT Transit Development Division/PBMK		RANGE 109	SECTION(S) 33
C. MAILING ADDRESS 300 West Lexington Street Baltimore, Maryland 21201		NO. OF CU. FT. 1	
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carolyn Whitaker		TO BE 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	CL49-00-001-FILE GUIDE AND DECLARATION OF INTENT CL49-10-000-CONTRACT AGREEMENT-GENERAL CL49-10-001-NOTICE TO PROCEED-FULL CL49-10-002-NOTICE TO PROCEED-PARTIAL/LIMITED CL49-10-021-CHANGE ORDERS AND LOG CL49-10-022-CONTRACT CHANGE REQUEST/CHANGE NOTICE CL49-10-200-CONTRACT CLOSE-OUT CL49-11-110-INCOMING CORRESPONDENCE/GENERAL CL49-11-115-INCOMING TRANSMITTALS-PBMK CL49-11-120-OUTGOING CORRESPONDENCE/GENERAL CL49-11-130-OUTGOING TRANSMITTALS-PBMK CL49-14-000-MATERIALS-GENERAL CL49-14-030-MATERIAL RECEIVING REPORTS CL49-14-210-OWNER SUPPLIED MATERIALS CL49-15-011-MASTER SCHEDULE CL49-15-040-CONTRACT PROGRESS PAYMENTS CL49-15-400-SCHEDULING MEETING NOTES CL49-16-030-ENGINEERING-CIVIL/STRUCTURAL	SCHEDULE #1001 ALL ITEMS #1 07/01/99 DISPOSAL 7/19/00 255	

* Entire Contents of Box/Microfilmed
** Partial Contents of Box/Microfilmed

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 26.01.06 1. MASS TRANSIT ADMINISTRATION B. DIVISION/UNIT Systems and Equipment Engineering		ACCESSION NO. 95W1040		DATE REC'D 2-23-95
C. MAILING ADDRESS 300 W. Lexington St. Baltimore, MD 21201-2415		LOCATION RANGE 142 SECTION(S) 24-25		RM CODE 26.01.06
D. PHONE NO. (410) 333-3430		NO. OF CU. FT. 58		
E. AGENCY OFFICIAL Raymond W. Carroll		RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 1-58	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES SEE Attached List!		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule - 1001 7-1999 *Missing Box # 26+58 DISPOSAL 8/2/00 LJS	

JESSUP LOG

<u>BOX #</u>	<u>DESCRIPTION OF RECORDS</u>	<u>INCLUSIVE DATES</u>	<u>DISPOSAL DATE</u>
1	X0-02-01, X0-02-02, X0-07,02 X0-17-02, X0-30-01	1983-1989	7/99
2	X0-30-03, X0-40-01, X0-40-02 X0-40-03, BB/SM, X0-40-06, X0-40-07, X0-40-09	1985-1988	7/99
3	X0-40-09, MTA-0293, MTA-3-25-28 MTA-23-2-1, MTA-23-91-24, MTA-23-91-28, MTA-23-91-30, MTA-23-91-43, MTA-23-91-7, MTA-23-91-15, MTA-23-91-28, MTA-23-91-505, MTA-90-7-22, MTA-23-9002-2, MTA-90-7-28, MTA-90-15-10, MTA-90-15-27, MTA-90-1-9, MTA-90-1-10, MTA-23-91-32, CWD SAN DIEGO, AFC-P1A REQUEST, DWGS. LTRS, AF 400 SYSTEM APPLICATION, APPARATUS TABULATION, X0-40-04, BBC TRANSMITTAL NO. 11 SCHEDULE, CPM, CABLE FIELD TEST PROCEDURES	1985-1990	7/99
4	X0-40-05, CIRCUIT NOMENCLATURE & SYMBOLS, X0-4-09, X0-40-04, US/SM 0010, X040-04	1985-1987	7/99
5	X0-40-04	1985-1987	7/99
6	X0-40-04, X0-40-05	1985-1988	7/99
7	X0-40-05	1986	7/99
8	X0-50-05	1986-1987	7/99
9	BID PROPOSALS, LRV MTA ADMIN.	- 1988	12/99
10	BID PROPOSALS, LRV	- 1988	12/99
11	X0-40-04, SEC B-TC	- 1987	7/99
12	X0-40-04, SEC B-TC	- 1987	7/99
13	ABB MISC., MTA-0244	- 1993	7/99
14	ABB MISC., MTA-0244	- 1993	7/99

JESSUP LOG

<u>BOX #</u>	<u>DESCRIPTION OF RECORDS</u>	<u>INCLUSIVE DATES</u>	<u>DISPOSAL DATE</u>
15	ABB MISC, MTA-0244	- 1993	7/99
16	ABB MISC, MTA-0244	- 1993	7/99
17	X0-40-05	- 1987	7/99
18	X0-40-05	- 1988	7/99
19	X0-40-05	- 1988	7/99
20	LSTS, MTA-0250	1988-1990	7/99
21	MTA-3-32-22, SHOT TOWER	1987-1989	7/99
22	MTA-3-32-22	1987-1989	7/99
23	MTA-3-32-22	1987-1989	7/99
24	BOOZE ALLEN MISC.	1987-1989	7/99
25	MTA-3-32-22	1987-1989	7/99
26	MTA-3-32-22, BUSH ST. TOWER	1987-1989	7/99
27	BOOZE ALLEN MISC.	1987-1989	7/99
28	BOOZE ALLEN MISC.	1987-1989	7/99
29	MTA-3-32-28, WEC	1987-1990	7/99
30	MTA-3-32-22	1987-1989	7/99
31	MTA-90-7-28, WEC	1987-1990	7/99
32	MTA-90-7-28, WEC	1987-1990	7/99
33	MISC., X0-60-05	1988-1990	7/99
34	PERSONNEL FILES, EXPENSE REPORTS, TIMESHEETS	1990-1993	7/99
35	PERSONNEL FILES	1990-1991	7/99
36	CL62-CATENARY	1989-1993	7/99
37	CL62-GEORGE TOWN LR	1990-1993	7/99

JESSUP LOG

<u>BOX #</u>	<u>DESCRIPTION OF RECORDS</u>	<u>INCLUSIVE DATES</u>	<u>DISPOSAL DATE</u>
38	CL61 & CL63	- 1991	7/99
39	CL63	1989-1990	7/99
40	MTA-0244	- 1993	7/99
41	MTA-0244, LRV	- 1993	7/99
42	MTA-0244	- 1993	7/99
43	MTA-0244, CARBODY	- 1993	7/99
44	MTA-0244, CARBODY, TRUCK SUSP.	- 1993	7/99
45	MTA-0244, TRUCK SUSPENSION PROPULSION	- 1993	7/99
46	MTA-0244, PROPULSION & MISC. ELECTRICAL	- 1993	7/99
47	MTA-0244, FRICTION BRAKES, COUPLER DOORS	- 1993	7/99
48	MTA-0244, HVAC, LIGHTING, COMM	- 1993	7/99
49	MTA-0244, MISC. ELECTRIC, CAR ACCEPTANCE	- 1993	7/99
50	ASSORTMENT - MTA-0288, MTA-0225, TRAFFIC P.A.S., CL35, CL09, CL65 MTA-0244 TRUCKS, PROCUREMENT & CAR BODY, CL21, CL66, CL01	1990-1994	7/99
51	CLRL MTA-0255, GENERAL	- 1993	7/99
52	CL62, CL65	- 1993	7/99
53	CL63 BOOKS, LR EXTENSION BOOK	- 1993	7/99
54	CL62, CL63 ALL CO. LTRS.	- 1993	7/99
55	CL62-LTRS. M-T LR YARD SHOP, SAFETY & SYSTEM ASSURANCE, COMMUNICATIONS	- 1993	7/99
56	MTA-0244 MISC 12	- 1993	7/99
57	MTA-0288 & MTA-0241 FARECOLLECTION	- 1993	7/99
58	ABB BID DATA CLRL VEHICLES	-	7/92

R-142

S-24-25

Missing Boxes - # 26 + 58

Empty

R142

S25

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. 95W999	DATE REC'D 2-8-95
B. DIVISION/UNIT CONSTRUCTION DIVISION		RM CODE 26.01.06	
C. MAILING ADDRESS 300 W. Lexington Street Baltimore, MD 21201		LOCATION RANGE SECTION 116 22	NO. CU. FT. 2
D. PHONE NO. (410) 333-3480		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carolyn Whitaker, Supervisor Document Control (410) 333-3427		TO BE 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	New Bus Stop Signs Contract MTA-0313 (1/90 - 8/91) Change Order No. 001 Change Order No. 002 (Cancelled) Change Order No. 003 Final Acceptance & Closeout University Hospital Transit Center Contract MTA-23-91-S08 (3/89 - 4/91) Correspondence File Tabulation of Bids Inspector's Daily Reports Daily Construction Logs Change Notice Nos. DD3, DD7, DD8 Change Order Nos. DD1 - DD6 Final Payment & Contract Closeout Job Photos Southwest Park & Ride Facility Contract MTA-23-91-S10 (2/89 - 12/91) General Correspondence File C.N. #'s 001 - 009, Proposed C.N. # 004 Contract Closeout Severna Park - Park & Ride Contract MTA-23-91-S11 (6/89 - 4/91) General Correspondence File Liquidated Damages Abatement Claim Change Order Nos. DD1, DD2, DD4, DD5 Final Payment & Contract Closeout	Schedule #1001 All Items #1 (01/99) Disposed 2-25-00

BOX NO.	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
2	Rehabilitation of Fire Alarm System - Bush Street Contract MTA-90-1-24 (6/89 - 3/91) General Correspondence File Change Order Nos. 001 - 004 Final Payment & Contract Closeout	Schedule #1001 All Items (01/99)
	Furnish & Install 13 Bus Shelters Contract MTA-90-32-22 (7/90 - 7/91) Correspondence File Change Order No. 001 Final Payment & Contract Closeout	
	Additional Partitioning - Wabash Rail Shop Contract MTA-90-37-1 (10/89 - 5/91) Contract Documents File Change Notice No. 001 (Cancelled) Change Order No. 001 Final Payment & Contract Closeout	
	Bus Loop Pving Reconstruc. - Monroe St. Contract MTA-90-41-03 (9/90 - 2/91) Change Order No. 001 Final Payment & Contract Closeout	
	Install & Furnish 10 Bus Shelters - Baltimore Metro Area Contract MTA-90-41-04 (11/90 - 9/91) Change Order No. 001 Final Payment & Contract Closeout	
	Bus Communication & Control Phase I Contract MTA-3-32-22 (01/88 - 12/91) General Correspondence Change Order Nos. 001, 002 Engineer's File Contract Closeout	
	Bus Farebox Procurement Contract MTA-90-1-10 (10/84 - 9/91) General Correspondence Change Notice 010 Change Order Nos. 004, 005, 006 Final Payment & Contract Closeout	

<u>BOX NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
2	Procurement of Direct Fixations Fasteners Contract CL46 (09/89 - 02/91) Incoming Correspondence Outgoing Correspondence Change Order Nos. 001, 002 Contract Closeout MARC Special Trackwork Procurement Contract CL75 (05/90 - 10/91) Incoming Correspondence Outgoing Correspondence Change Order Nos. 001-003 Certificate of Milestone Completion Milestone Report Final Payment & Contract Closeout Procurement of 132# RE Rail Contract CL76 (03/90 - 02/91) Incoming Correspondence Outgoing Correspondence Change Order Nos. 001, 002 Contract Closeout Central Light Rail Line Contract CL71 (10/89 - 04/91) General Correspondence Incoming Correspondence Outgoing Correspondence Change Notice Nos. 001,003,005,007,008 Change Order No. 001 Final Payment & Contract Closeout	Schedule #1001 All Items (01/99)

SEP 25 '95 09:13AM MTA REALESTATE

P.2

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. Mass Transit Administration		ACCESSION NO. 96W462	DATE REC'D 10-26-95
B. DIVISION/UNIT Office of Real Estate		RM CODE 26.01.06	
C. MAILING ADDRESS 6 St. Paul Street Baltimore, Maryland 21202-1614		LOCATION RANGE SECTION(S) 110 35	NO. OF CU. FT. 9
D. PHONE NO. 410-767-3903		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Louis H. Pinkney, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	<u>SECTION "A" SUBSURFACE EASEMENTS</u>	1645 #142	
1	No. 113600-119300	July, 1999	
2	No. 110700-113500	"	
3	No. 120800-127100	"	
4	No. 127700-129500 and Temporary Construction Easements for Bolton Hill Files 2-31	"	
7	No. 113200-130800	"	
	<u>SECTION "A" TEMPORARY CONSTRUCTION EASEMENTS</u>		
5	Bolton Hill #31-39 and #101-112 Lexington Market #102-204	"	
6	Charles Center, Reisterstown Plaza and Perpetual Subsurface Easement Mondawmin Station.	"	
7-A	TITLE COMPANIES & SUBSURFACE EASEMENTS # 10400 - 105900	DISPOSAL 7/20/00	
7-B	SUBSURFACE EASEMENTS - CORRESPONDENCE FROM LEX. MARKET STA. TO MONDAWMIN STATION.		

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. 94W137	DATE REC'D 8-2-93
B. DIVISION/UNIT CONSTRUCTION DEPT. - TDD			RM CODE 26.01.06
C. MAILING ADDRESS 900 N. Howard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 147 30-31	NO. OF CU. FT. 40
D. PHONE NO. 333-3480		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank Hoppe, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	MTA-3-32-3, WABASH BUS FACILITY Contract Records (1/85 - 11/92) (02280 - 14450)	Schedule No. 1001 All Items 01/01/99	
2	Contract Records (1/85 - 11/92) (15850 - 16931)	<i>*Missing Box #34</i> <i>DISPOSAL</i> <i>2/1/00</i> <i>LS</i> ↓	
3	Contract Records (1/85 - 11/92) (15855 - 16500)		
4	Field Reports (1/85 - 11/92)		
5	Item Ledger Sheets (1/85 - 11/92)		
6	Certified Payrolls (1/85 - 11/92)		
7	Certified Payrolls (1/85 - 11/92)		
8	Concrete Tickets (1/85 - 8/87) (32.13.3)		
9	Change Orders/Notices (1/85 - 8/87) Centex Change Proposals (1/85 - 8/87)		
10	Change Orders/Notices (1/85 - 8/87) Centex Change Proposals (1/85 - 8/87)		
11	Change Orders/Notices (1/85 - 8/87) Centex Change Proposals (1/85 - 8/87) Incoming Transmittals		

<u>BOX NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
	MTA-3-32-3, WABASH BUS FACILITY	Schedule No. 1001
		All Items
		01/01/99
12	Contract Records (1/85 - 8/87) 32.1.1 thru 32.2.5 (Wabash Field Ofc.)	
13	Contract Records (1/85 - 8/87) 32.2.7 thru 32.3.8 (Wabash Field Ofc.)	
14	Contract Records (1/85 - 8/87) 32.3.8 thru 32.18 (Wabash Field Ofc.)	
15	Contract Records (1/85 - 8/87) 32.19 thru 32.38 (Wabash Field Ofc.)	
16	Contract Records (6/80 - 12/81) (Facilities Engr. Files)	
	MTA-5-5-1, WABASH SITE CONSTRUCTION	
17	Contract Records (4/81 - 9/81) (Facilities Engr. Files)	
18	Contract Records (4/81 - 6/84) (Facilities Engr. Files)	
19	Contract Records (4/81 - 6/84) (Facilities Engr. Files)	
20	Contract Correspondence (6/80 - 12/84) Job Photos Specification Book (Facilities Engr. Files)	
21	MTA-3-32-3, WABASH BUS FACILITY Contract Records (4/81 - 11/92) (Wabash Field Ofc. Files)	

<u>BOX NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
	MTA-0298, CONCRETE TIE REPLACEMENT	Schedule No. 1001 All Items 01/01/99
22	File 3.0 (Files 3.1 - Submittals) (1/90 - 12/90) Field Ofc. Files	↓
23	File 3.0 (Files 3.2 thru 3.6) (1/90 - 12/90) Field Ofc. Files	
24	File 4.0 - Reports (Files 4.1 thru 4.4) (1/90 - 12/90) Field Ofc. Files	
25	File 8.0 - Contract & Modification (Files 8.1 thru 8.3) Field Ofc. Files (1/90 - 12/90)	
26	File 9.0 - Contract Change Requests (1/90 - 12/90) Field Ofc. Files	
27	File 10.0 - Ballast & Test Results (1/90 - 12/90) Field Ofc. Files	
28	Inspector's Daily Reports (2/90 - 1/91) Time Sheets (2/90 - 1/91) Field Ofc. Files Mileage Sheets (2/90 - 1/91)	
	MTA-23-91-S11, SEVERNA PARK -PARK & RIDE	Schedule No. 1001 All Items 07/01/96
29	Correspondence Files (6/89 - 5/91) Change Notices (#001 - #009) Change Orders (#001 - #005) Closeout Documents	↓
30	Inspector's Daily Reports (6/89 - 4/91)	
31	General Contract Files Incoming/Outgoing Correspondence (6/89 - 5/91) Progress Payment Certifications (001 - 009) Certified Payrolls (Contractor & Subs)	
	MTA-0313, NEW BUS STOP SIGNS (6/90 - 6/91)	
32	Change Notices (#001 - #007) Change Orders (#001 - #003) Inspector's Daily Reports Ledger Book Sheets	↓

<u>BOX NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
32 (con'd)	MTA-23-91-S11, SEVERNA PARK - PARK & RIDE Ledger Book Sheets	Schedule No. 1001 All Items 07/01/96
33	X0-40-013, SUPPLEMENTAL LANDSCAPE PLANTING Change Notices (#001 - #005) Change Orders (#001-#004) Progress Payment Cert. (#001 - #008) Closeout Documents Inspector's Daily Reports (4/88 - 9/88) Ledger Book Sheets MTA-90-15-24, ROGERS AVENUE LANDSCAPE Change Order #001 Progress Payment Cert. #003 Inspector's Daily Reports Closeout Documents	↓
34	MTA-90-1-26, REHABILITATION BLDG. NO. 8 - PHASE III Correspondence File (8/91 - 6/92) Change Notices (#001 - #020) Change Orders (#001 - #004) Payrolls (Cinco) Meeting Files (8/91 - 4/92) Inspector's Daily Reports (4/90 - 4/92) Progress Payment Cert. (#1 - 20) Closeout Documents	Schedule No. 1001 All Items 01/01/2000
35	MTA-0357, NEW METRO BUS STOP Correspondence File (7/91 - 11/92) Change Notices (001 - 010) Change Orders (001 - 003) Inspector's Daily Reports (10/91 - 1/92) Progress Payment Cert. (001 - 007) Closeout Documents	Schedule No. 1001 All Items 07/01/96

BOX NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
36	MTA-23-91-S08, UNIVERSITY HOSPITAL Inspector's Daily Reports (Items 001 - 046) Contract Records (Concrete Tickets)	Schedule No. 1001 All Items 01/01/99
37	Correspondence File (4/89 - 2/91) Incoming Transmittals from Contractor (3/89 - 10/91) Certified Payrolls (Prime Contractor) (3/89 - 9/89)	↓
38	Contract Files (Miscellaneous) Incoming/Outgoing Correspondence Change Notices (001 - 008) Change Orders (001 - 003)	
39	Incoming/Outgoing Correspondence Weekly Progress Reports (4/89 - 2/90) Bid Item Ledger Sheets Progress Payment Certs. (001 - 015) Certified Payrolls (Subcontractor)	
40	MTA-90-37-05, ROGERS AVENUE STATION Correspondence Files Contract Files Change Notices (001 - 016) Change Order (001 - 006) Inspector's Daily Reports (1/90 - 8/90) Progress Payments	

R-147

S-30-31

Box # 34 - MISSING

21 empty

R147

S31

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. 2 6.01.06 Mass Transit Administration

B. DIVISION/UNIT
Transit Development Division/PB/MK

C. MAILING ADDRESS
300 W. Lexington Street
Baltimore, MD 21201

D. PHONE NO.
333-3427

E. AGENCY OFFICIAL
John W. von Briesen 333-3427

ACCESSION NO.

93W398

DATE REC'D

9-29-92

RM CODE

26.01.06

LOCATION

RANGE SECTION(S)

101 8-10

NO. OF CU. FT.

86

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX
NUMBERS

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

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

- | | |
|----|--|
| 1 | CLRL - Contract Agreement and Correspondence (CL-07) |
| 2 | CLRL - Incoming Correspondence (CL-07) |
| 3 | CLRL - Progress Photos (CL-07) |
| 4 | CLRL - Memos, Timesheets, Survey (CL-07) |
| 5 | CLRL - Contract Agreement (CL-10) |
| 6 | CLRL - Gen. Corr., Vendor Submittal (CL-10) |
| 7 | CLRL - Asphalt Tickets, Mthly Reports (CL-10) |
| 8 | CLRL - Design Review Comments, Safety Review (CL-10) |
| 9 | CLRL - Safety Plan, Time Sheets (CL-10) |
| 10 | CLRL - Contract Agreement Purchasing (CL-71) |
| 11 | CLRL - Resident Engineer's Diary (CL02) |
| 12 | CLRL - Change Orders/Contract Closeout (CL02) |
| 13 | Incoming Correspondence - CLRL (CL02) |

Schedule #1001
All items 07/01/99

DISPOSAL
7/6/00
LJS

Box Number	Description of Records with Inclusive Dates	Disposition
14	CLRL - Outgoing Transmittal	(CL02)
15	CLRL - Submittals	(CL02)
16	CLRL - Concrete Tickets	(CL02)
17	CLRL - Cost & Scheduling/Progress Payments	(CL02)
18	CLRL - Status Meetings with contractors	(CL02)
19	CLRL - Inspector's Daily Reports	(CL02)
20	CLRL - Pile Driving Records	(CL02)
21	CLRL - Safety & Permits	(CL02)
22	CLRL - Progress Photos	(CL02)
23	CLRL - Mileage Logs/Time Sheets	(CL02)
24	CLRL - Contract Agreement	(CL05)
25	CLRL - Change Orders 1 thru 10	(CL05)
26	CLRL - Change Orders 11 through 19	(CL05)
27	CLRL - Change Orders	(CL05)
28	CLRL - CCR #1	(CL05)
29	CLRL - CCR# 29 & 41	(CL05)
30	CLRL - CCR# 69 & 95	(CL05)
31	CLRL - CCR# 42 & 68	(CL05)
32	CLRL - CCR# 97, 136 & 143	(CL05)
33	CLRL - Change Requests	(CL05)
34	CLRL - RFI's (1 thru 176)	(CL05)
35	CLRL - Work Program/MTA Correspondence	(CL05)
36	CLRL - Submittals	(CL05)
37	CLRL - Submittals	(CL05)
38	CLRL - Submittals	(CL05)

39 CLRL - Submittals (CL05)
40 CLRL - Material Rec. Reports (CL05)
41 CLRL - Contract Schedule (CL05)
42 CLRL - Progress Meetings with contractors (CL05)
43 CLRL - Engineer Environmental Soil & Density Report(CL05)
44 CLRL - IDR's May '90-Sept. '90 (CL05)
45 CLRL - IDR's Sept. '90-Dec. '90 (CL05)
46 CLRL - IDR's Jan. '91 (CL05)
47 CLRL - IDR's May '91-Oct. '91 (CL05)
48 CLRL - Inspector's Field Reports(CL05)
49 CLRL - Concrete Strength Tests (CL05)
50 CLRL - Weld Test Rpts/Waterline Test(CL05)
51 CLRL - Progress Photos - March '91-June '91/
Preconstruction Photos(CL05)
52 CLRL - Progress Photos (CL05)
53 CLRL - Safety & Security/Baltimore County Agreements(CL05)
54 CLRL - Certified Payroll(CL05)
55 CLRL - Certified Payroll(CL05)
56 CLRL - Permits/Warehousing/Temporary Storage(CL05)
57 CLRL - Miscellaneous, Change Orders(CL09)
58 CLRL - Change Requests(CL09)
59 CLRL - Incoming PB/MK Memos(CL09)
60 CLRL - Outgoing Transmittal
Material Certifications
61 CLRL - Submittals (CL09)
62 CLRL - Submittals,Source Material Tests(CL09)
63 CLRL - Scheduling (CL09)

64 CLRL - IDR's, Inspection Field Notebooks (CL09)
65 CLRL - Welding Permits (CL09)
66 CLRL - Progress Photos (CL09)
67 CLRL - Progress Photos (CL09)
68 CLRL - Petty Cash, Purchasing (CL09)
69 CLRL - R.E. Diary, Change Orders (CL21)
70 CLRL - Change Requests (CL21)
71 CLRL - Change Requests (CL21)
72 CLRL - RFI's (CL21)
73 CLRL - Undefined Work (CL21)
74 CLRL - Incoming Correspondence (CL21)
75 CLRL - Incoming Correspondence (CL21)
76 CLRL - Outgoing Correspondence (CL21)
77 CLRL - Outgoing Correspondence, Progress Payments (CL21)
78 CLRL - Bar Charts (CL21)
79 CLRL - Contract Status (CL21)
80 CLRL - Meetings with contractors, Q. C. Plan (CL21)
81 CLRL - Q. C. Reports, Material Surveillance (CL21)
82 CLRL - Inspectors Field Notebooks (CL21)
83 CLRL - Welding Procedures, Progress Photos (CL21)
84 CLRL - Progress Photos (CL21)
85 CLRL - Accounting, Certified Payroll (CL21)
86 CLRL - Certified Payroll (CL21)

R-101
S-8-10

RECEIVED

AUG 26 1992

RECORDS MANAGEMENT
DIVISION

2 empties.

8-10

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 26.01.06 Mass Transit Administration		ACCESSION NO. 93W399	DATE REC'D 9-29-92
B. DIVISION/UNIT Transit Development Division/PB/MK			RM CODE 26.01.06
C. MAILING ADDRESS 300 W. Lexington Street Baltimore, MD 21201		LOCATION RANGE 129 SECTION(S) 34	NO. OF CU. FT. 8
D. PHONE NO. 333-3427		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John W. von Briesen 333-3452		TO BE 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	Change Orders & Logs (CL06)	Schedule #1001
2	Contract Change Requests (CL06)	All Items 07/01/99
3	Weather Delays (CL06)	
4	Materials - General, Progress/Status Reports (CL06)	
5	Resident Engineer Weekly Report (CL06)	
6	Inspector's Daily Report (CL06)	
7	Progress Photos, Time Sheets (CL06)	
8	Certified Payroll, Time Sheets (CL06)	

DISPOSAL
8-3-00

R-129

S-34

1 Empty

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 798-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DOT		ACCESSION NO. 95W57	DATE REC'D 7-12-94
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION		LOCATION RANGE SECTION(S) 131 23	RM CODE 26.01.06.03
C. MAILING ADDRESS 301 N. EUTAW STREET BALTIMORE, MARYLAND 21201			NO. OF CU. FT. 12
D. PHONE NO. BERNARD B. FOSTER, SR. CHIEF OF POLICE 333-8141		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 12	Daily Time Sheets - Contains detailed log of Officers' duties on a daily bases January - 1993	1163,6,12/31/1998 -do- 1/99
2 of 12	Same as above February - 1993	-do-
3 of 12	Same as above March - 1993	-do-
4 of 12	Same as above April - 1993	-do-
5 of 12	Same as above May - 1993	-do-
6 of 12	Same as above June - 1993	-do-
7 of 12	Same as above July - 1993	-do-
8 of 12	Same as above August - 1993	-do-
9 of 12	Same as above September - 1993	-do-
10 of 12	Same as above October - 1993	-do-
11 of 12	Same as above November - 1993	-do-
12 of 12	Same as aabove December - 1993	-do- 3-00

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1329)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY

1. Maryland Department of Transportation

B. DIVISION/UNIT

Executive Office 92.0

C. MAILING ADDRESS

P.O. Box 8755
BWI Airport MD 21240-8755

D. PHONE NO.

(410) 859-7600

E. AGENCY OFFICIAL

Dolores Harris

ACCESSION NO.

94W683

DATE REC'D

2-2-94

FORM CODE

26.01.12

LOCATION

RANGE SECTION(S)

122 24

NO. OF CU. FT.

8

RECORDS CENTER MANAGER

Paul C. Lamberson

TO BE 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

AASHTO General	1991
AASHTO 2020	1991
Activity Reports - MAA	1991
Activity Reports - MdTA	1991
Activity Reports - MVA	1991
Activity Reports - SHA	1991
Activity Reports - SRA	1991
Air Pollution	1991
Airline Schedules & Service	1991
Airports - Small Airports Financial Assistance Program	1991
Appointments	1991

1823
715-1
July 1999

DISPOSAL
84-00

BOX 1 Cont.

Audits General	1991
Audits MAA	1991
Audits SHA	1991
Audits SRA	1991
Automobiles - State Owned	1991
Baltimore Harbor Tunnel	1991
Battlefield Preservation	1991
Bicycles	1991
Boards and Commissions	1991
Bonds	1991
Board of Public Works (BPW)	1991
Bridges General	1991
Budget MdTA	1991
Budget MAA	1991
Budget MVA	1991
Bus Service	1991
BWI Air & Space Museum	1991
BWI Airport General	1991
BWI Airport - Ground Transportation	1991
BWI Airport Parking	1991
Cabinet Meetings	1991
Census	1990 - 1991

715-1
July 1999

Box 2

BOX 2 Cont.

Chesapeake Bay Bridge	1991
Chesapeake Bay Initiatives	1991
Chesapeake & Delaware Canal	1991
Civil War	1991
Commuter Bus Service	1991
Commuter Rail Equipment	1990 - 1991
Commuter Rail Service	August - Dec. 1991 Jan. - July 1991
Commuter Tolls	1991
CTP	1991
Consultants	1991
Contract Awards - SHA	1991
Cumberland Airport	1991
Data Processing	1991
DB&FP	1991
Debt Affordability Committee	1991
DEED	1991
Delegation of Authority	1991
DNR (Dept. of Natural Resources)	1991
DOP (Dept. of Personnel)	1991
Draining and Flooding	1991
Dredging Task Force	1991

715-1
July 1999

	Dredging and Spoils Disposal	1991	
BOX 2 Cont.	Drinking and Driving	1991	715-1
	Drive to Survive	1991	July 1999
	Economic Development	1991	
	Elderly/Handicapped	1991	
	Energy	1991	
	Environment	1990 - 1991	
	Executive Orders	1991	
	Fire/Rescue Service	1991	
	Flash Reports	July - Dec. 1991 April - June 1991 Jan. - March 1991	
BOX 3	Fort McHenry Tunnel	1991	
	Fuel Tax	1991	
	General Aviation	1991	
	General Correspondence	Sept. - Dec. 1991 Jan. - Aug. 1991	
	General Correspondence MAA	1991	
	General Correspondence MPA	May - Dec 1991 Jan - April 1991	
	General Correspondence MTA	1991	
	General Correspondence MVA	Oct. - Dec. 1991 July - Sept. 1991 April - June 1991 Jan - March 1991	
BOX 4	General Correspondence SHA	Dec. 1991	

Oct. - Nov. 1991
 July - Sept. 1991
 April - June 1991
 Jan. - March 1991

BOX 4 Cont.	General Correspondence SRA	1991	715-1 July 1999
	General Services, Dept. of	1991	
	Geographic Areas Cabinet Subgroup	1991	
	Governor's Correspondence General	Oct. - Dec. 1991 Jan. - Sept. 1991	
	Governor's Meeting Requests	1991	
	Governor's Press Releases	1991	
	Governor's Progress Reports	1990 - 1991	
	Governor's Retreats	1991	
	Grade Crossings	1991	
	Grievances	1991	
	Helicopters	1991	
	Highway Beautification	1991	
	Highway Signing	1991	
	Highways: DC Bypass	1991	
	Highways: East-West Hwy.	1991	
	Highways: East Main St./Westminster	1991	
BOX 5	Highways: General	Aug. - Dec. 1991 May - July 1991	

March - Apr. 1991

Jan. - Feb. 1991

BOX 5 Cont.

Highways: I-83

1991

Highways: I-95

1991

Highways: I-97

1991

715-1

July 1999

Highways: I-270

1988 - 1991

Highways: I-495

1991

(Capital Beltway)

Highways: Intercounty Connector (ICC)

1991

Highways: J.F. Kennedy

1991

715-1

Highways: MD 4

1991

July 1998

Highways: MD 100

1991

Highways: US 29

1991

Highways: US 48

1991

Highways: US 50/301

1991

Information/Rest/Tourist Centers

1991

Insurance/Risk/Liability

1991

Insurance Verification MVA

1991

Interstate Funds & Substitutions

1991

Joint Chairman's Reports

1991

Kent Narrows Bridge

1991

Key Bridge

1991

Key Indicators

1990 - 1991

	Kuwait Initiatives	1991	
BOX 6	Labor MPA	1991	
	Land Use	1991	
	Lee Airport	1991	
BOX 6 Cont.	Legal Counsel, Div. of	1991	715-1
	Legislation, Federal	1991	July 1999
	Legislation, State	1991	
	Legislative Committees	1991	
	License Suspension/Revocations	1991	
	Light Rail Transit (LRT)	Apr. - Dec. 1991 Jan. - March 1991	
	MACO (MD Assoc. of Counties)	1991	
	Manpower General	1991	
	Manpower Personnel Actions (specific personnel actions)	1991	
	Martin State Airport	1991	
	Maryland General Assembly	1991	
	Maryland Port Commission	1991	
	MBE (Minority Business Enterprises)	Sept. - Dec. 1991 June - Aug. 1991 Jan. - May 1991	
BOX 7	MdTA General Correspondence	1991	
	Memberships	1991	
	Metro Baltimore	1991	

	Mondawmin Branch	1991	
	Motor Cycle Safety Program	1991	
	MPA Personnel Matters	1991	
	NASHTO	1991	
	National Governor's Association	1991	
BOX 7 Cont.	Noise Pollution: Airports	1991	715-1
	Noise Pollution: Highways	1991	July 1998
	OASA	1991	
	OASF	1991	
	Ocean City	1991	
	Office Facilities	1991	
	OPTM	1991	
	Organization	1991	
	OTP	1991	
	Park & Ride	1991	
	Policies & Procedures	1991	
	Port Competition	1991	
	Port Private Sector	1991	
	Pride of Baltimore	1991	
	Procurement	1991	
	Public Affairs/Customer Services	1991	
	Rail Lines - Eastern Shore	1991	

Rail Lines - Miscellaneous	1991
Rail Lines - Western Maryland	1991
Resumes	1991
Salary Review	1991
Scenic Highways	1991

BOX 7 Cont.	Severn River Bridge	Sept. - Dec. 1991 Aug. - Oct. 1991 July 1991 Apr. - June 1991	715-1 July 1999
BOX 8	Shadyside Rural Heritage Socitey	1991	
	Snow	1991	
	Special Events	1991	
	Speed Limits	1991	
	Speed Memos	1991	
	SRT (State Report on Transportation)	1991	
	Stadium Issues	1991	
	Statewide Commuter Assistance Study	1991	
	Substance Abuse	1991	
	Terminals - Dundalk Marine	1991	
	Terminals Locust Point	1991	
	Terminals Seagirt	1991	
	Thanks/Congrat's/Condolences	June - Dec 1991 Jan - May 1991	
	TIP (Transportation Improvement Program)	1991	
	TPSSB	1991	
	Trade Development General	1991	
	Trade Development International	1991	
	Trade Missions	1991	
	Traffic Signals	1991	

	Training	1991	
BOX 8 Cont.	Transportation Matters Other States	1991	715-1 July 1999
	Transportation Revenue Comm	1991	
	Transportation Safety	June - Dec 1991 Jan - May 1991	
	Travel	1991	
	TRB (Transportation Research Board)	1991	
	Truck Issues	1991	
	United Charities	1991	
	US DOT	1991	
	VEIP	1991	
	Vehicle Registration	1991	
	Weight & Size Limitations	1991	
	Wetlands	1991	
	WMATA	1991	
	Woodrow Wilson Bridge	1991	
	World Trade Center	1991	
	World Trade Center Institute	1991	

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 29.10.02 — 26-0414		ACCESSION NO. 89W1252		DATE RECD 6-16-89	
b) AGENCY Dept. Of Transportation Md. Transportation Authority		LOCATION - RANGE 118		SECTION(S) 11	
c) DIVISION/UNIT Finance		NO. OF CL. PG. 63		RECORDS CENTER MANAGER	
d) MAILING ADDRESS P.O. Box 9088 Dundalk, MD 21222		e) AGENCY OFFICIAL Frederic J. Barron		PHONE NO. 563-7110	
2. BOX NUMBERS		3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
173	Capital Fund Vouchers, # 54-350, 1/2/86-4/16/86			1592 747-11, Item 3, 1/99	
174	" " " 351-650, 4/16 -8/15/86			" " " P	
175	" " " 651-851, 8/15-12/31/86			" " " P	
176	M&O Reserve Fund Vouchers, # 57-450 1/2/86-5/6/86			1592 747-11, Item2, 1/99	
177	" " " 451-900 5/6 -8/22/86			" " "	
178	" " " 901-1342 8/22-12/31/86			" " "	

*Partial -
Bxs - 173-175
Returned to
Agency 6/6/89
DIP 0542
22600

6 Boxes
TOTAL Boxes (4 Transmittals) = 41 Boxes
DGS 550 - 5 (REV. 4/84)

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. <u>26.01.14</u>		ACCESSION NO. <u>94W1230</u>		DATE REC'D <u>6-6-94</u>	
b) AGENCY <u>Md Transportation Authority</u>		LOCATION - RANGE <u>112</u> , SECTIONS <u>21</u>		NO. OF CU. FT. <u>2</u>	
c) DIVISION / UNIT <u>Finance</u>					
d) MAILING ADDRESS <u>P.O. Box 9088</u> <u>Dundalk Md 21222</u>		RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL <u>Michele Bellus</u>		PHONE NO. <u>410/288-8454</u>		TO BE 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>342</u>	<u>Bank Statements</u>	<u>1/90 - 6/90</u>			
<u>343</u>	<u>"</u>	<u>7/90 - 12/90</u>			
		#1592 Item #00			
		<u>Jan 1999</u>			
		<u>DISPOSAL</u> <u>3-21-00</u>			

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. <u>26.01.14</u>		ACCESSION NO. <u>94W1228</u>		DATE REC'D <u>6-6-94</u>	
b) AGENCY <u>Md TRANSPORTATION Authority</u>		LOCATION - RANGE <u>37</u>		SECTION(S) <u>32</u>	
c) DIVISION/UNIT <u>Finance</u>					
d) MAILING ADDRESS <u>P.O. Box 9088</u> <u>Dundack Md 21222</u>		NO. OF CU. FT. <u>15</u>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <u>Michele Bellus</u>					
PHONE NO. <u>410/288-5454</u>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
# 316	Operating Fund Checks 42541 - 42950 2/6/91 - 2/21/91	1592, Item #1
# 321	" 42951 - 43300 2/21/91 - 3/6/91	Jan 1999 Disposed 8/21/06
# 322	" 43301 - 43750 3/6/91 - 3/18/91	
# 323	" 43751 - 44250 3/18/91 - 4/5/91	
# 324	" 44251 - 44650 4/5/91 - 4/18/91	
# 325	" 44651 - 45100 4/18/91 - 5/2/91	
# 326	" 45101 - 45500 5/2/91 - 5/16/91	
# 327	" 45501 - 45900 5/16/91 - 6/3/91	
# 328	" 45901 - 46250 6/3/91 - 6/19/91	
# 329	" 46251 - 46630 6/19/91 - 7/10/91	
# 330	" 46631 - 47000 7/10/91 - 7/25/91	
# 331	" 47001 - 47350 7/25/91 - 8/7/91	
# 332	" 47351 - 47700 8/7/91 - 8/20/91	
# 333	" 47701 - 48050 8/20/91 - 9/1/91	
# 351	" 48051 - 48502 9/6/91 - 9/1/91	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 290500		ACCESSION NO. 96W1316	DATE REC'D 4-19-96
B. DIVISION/UNIT MOTOR VEHICLE ADMINISTRATION <i>Rm 145</i>		LOCATION RANGE SECTION(S) 120 9	RM CODE 26.02.10
C. MAILING ADDRESS 6601 RITCHIE HWY N E GLEN BURNIE MD 21062			NO. OF CU. FT. 13
D. PHONE NO. 410-787-2914		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Bruce E. Gittel</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
(3)	RECEIPT 2-1-95---2-16-95 INVEST	1718-2 4/98
(4)	COUNTER RECEIPTS 2-1--2-28	<i>Schedule 1718</i>
(5)	INV-RECEIPT 2-17-95--2-28-95	<i>Item 2</i>
(6)	COUNT RECEIPT 3-1-95--3-31-95	<i>11/98</i>
(7)	INV RECEIPTS 3-1-95---03-21-95	<i>1/99</i>
(8)	COUNT RECEIPT 4-3-95---4-28-95	
(1)	RECEIPT 1-3-95--1-22-95	
(2)	RECEIPT 1-24-95--1-31-95	
(9)	INV RECEIPT 4-1-95--4-19-95	
(10)	INV RECEIPT 4-20--4-28-95	
(11)	INV RECEIPT 3-22--3-31-95	
(12)	DEPOSIT SLIP 7-94--6-95	
(13)	RECEIPT 9-30-95---10-30-95	

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 290500 26.0206		ACCESSION NO. 89W131		DATE REC'D 8-1-88
2. AGENCY Motor Vehicle Administration		LOCATION - RANGE 32		SECTION(S) 14
3. DIVISION/UNIT Registration/Filing Unit		NO. OF CU. FT. 3		
4. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, Maryland 21062		RECORDS CENTER MANAGER		
5. AGENCY OFFICIAL PHONE NO. 768-7250		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
1 2 3	VALIDATED REGISTRATION CARD FILE 0000001 - 1041241 1977-1978 1041242 - 2104700 1977-1978 2104701 - MISC 3002142 1977-1978		# 1716 # 9 1050-3 JAN, 1998 1/99	

8/22

R-32

S-14

6 Empties

S-14

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 26.02.06 290500		ACCESSION NO. 89W137		DATE REC'D 8-1-88	
2. AGENCY Motor Vehicle Administration		LOCATION - RANGE 19		SECTIONS 35	
3. DIVISION/UNIT Registration/Filing Unit		NO. OF CU. FT. 5		RECORDS CENTER MANAGER	
4. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, Maryland 21062		5. AGENCY OFFICIAL Ruth D. Burrell Ruth D. Burrell, Chief			
6. PHONE NO. 768-7250		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	NUMERICAL REGISTRATION CARD FILE	
1	AAA002 - CCE690 1977-1978	#1716 #9 1050A-4 JAN. 2033 1/99
2	CDD622 - DXB999 1977-1978	
3	DXC001 - FJE804 1977-1978	
4	FJE805 - J61255 1977-1978	
5	J61256 - MISC & ALPHA 1977-1978	

RECORDS TRANSMITTAL

AND RECEIPT

26.01.01

Complete at State Records Center

Accession No.

82W557

Date Received

5-28-82 ✓

Signature

Title

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

State Aviation Administration
P.O. Box 8766
BWI Airport, Maryland 21240

2. Building and Room

Office of BWI
Operation Center
BWI Terminal

3. Phone

859-7024

4. To: State Records Center

5. Signature: (Agency Official)

William H. Kline

6. No. of Cu.Ft.

3

7. Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

R-18

1

Operation Logs 1/75 to 12/76

840 N-1

12/96-

2

Operation Logs 1/77 to 6/78

840 N-1

6/98-

3

Operation Logs 7/78 to 6/80

840 N-1

6/2000

1162 A-1
OK 7/00

2000

W. H. Kline
8/16/80

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION	ACCESSION NO. 95W1001	DATE REC'D 2-8-95
B. DIVISION/UNIT CONSTRUCTION DIVISION		RM CODE 26.01.06
C. MAILING ADDRESS 300 W. Lexington Street Baltimore, MD 21201	LOCATION RANGE SECTION 15 9	NO. CU. FT. 15
D. PHONE NO. (410) 333-3480	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carolyn Whitaker, Supervisor Document Control (410) 333-3427	TO BE 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	Renovation of Bldg. No. 8 - Bush Street Division Contract MTA-3-25-27 (08/90 - 03/93) Contract Documents Interoffice Correspondence Incoming Correspondence Outgoing Correspondence Change Notice Nos. 005 (Cancelled), 010 Change Order No. 001 Change Order No. 002 (C.N. #'s 6,7,9) Change Order Nos. 003-005 Contract Closeout Specification Book Job Photos Northwest Bus Facility - Liquefied Natural Gas Refueling Facility Contract MTA-3-45-4 (01/93 - 10/93) General Correspondence Interoffice Correspondence Incoming Correspondence Outgoing Correspondence Change Notice No. 001 Change Order No. 001 Audit File Contract Closeout Ancillary Construction & Maint. Service IV Contract MTA-23-91-42 (12/88 - 03/93) Order for Services No. 020 & 004 Change Order No. 001 Contract Closeout Specification Book	Schedule #1001 Att-Items #1 (07/2000) 

BOX NO.	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
1 (cont'd)	Track Fastener Installation - Reisterstown Plaza Contract MTA-23-91-53 (08/92 - 05/93) Interoffice Correspondence Incoming Correspondence Outgoing Correspondence Contract Closeout Specification Book	Schedule #1001 All Items (07/2000)
2	Bus Facility Electrical Rehabilitation - Phase III Contract MTA-90-1-26 (05/90 - 04/93) Incoming Correspondence Outgoing Correspondence Change Order Nos. 001-004 C.O. No. 005 (C.N. #'s 010-014, 016-020) Contract Closeout Specification Book & Drawings CCTV - Bush St. Counting Room Contract MTA-90-37-8 (12/91 - 04/93) General Correspondence Interoffice Correspondence Incoming Correspondence Outgoing Correspondence Change Notice No. 019 Change Order No. 001 (C.N. #011) Contract Closeout Gwynn Oak Bus Loop Repaving Contract MTA-90-37-15 (07/92 - 07/93) Interoffice Correspondence Incoming Correspondence Outgoing Correspondence Change Order No. 001 Contract Closeout Aerial Structures Concrete Repairs Contract MTA-90-41-06 (01/92 - 12/93) General Contract Data Interoffice Correspondence Incoming Correspondence Change Order Nos. 001, 002 Contract Closeout Audit File Furnish & Install Ten (10) Bus Shelters Contract MTA-90-44-07 (07/92 - 06/93) Incoming Correspondence Outgoing Correspondence Change Order No. 001 Contract Closeout	

<u>BOX NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
2 (cont'd)	Bus Loop Paving Reconstruction - Overlea Contract MTA-90-44-08 (05/93 - 12/93) Contract Documents Interoffice Correspondence Incoming Correspondence Outgoing Correspondence Change Order No. 001 (C.N. #'s 001,002) Contract Closeout Furnish & Install 12 Bus Shelters Contract MTA-90-47-05 (01/93 -12/93) Contract Agreement Interoffice Correspondence Incoming Correspondence Outgoing Correspondence Change Order No. 001 (C.N. #'s 001-005) Change Order No. 002 Contract Closeout Cold Spring Station and Line Contract NW-07-05 (08/93 - 12/93) Change Order No. 059 Relocation of Lehigh Yard Contract NW-07-07 (08/93 - 12/93) Change Order No. 009 Rogers/Reisterstown Line Contract NW-07-08 (08/93 - 12/93) Change Order No. 039	Schedule #1001 All Items (07/2000)
3	Rehabilitation of Bldg. #8 - Bush Division Contract No. MTA-3-25-27 (8/90 - 3/93) (Field Ofc. Files Contract Sketches	
4	Contract No. MTA-3-25-27 (cont'd) Inspector's Daily Reports	
5	Contract No. MTA-3-25-27 (cont'd) Transmittals Daily Reminder Books	
6	Bush St. Fac. Electrical Rehab. - Phase II Contract No. MTA-90-1-26 (5/90 - 4/93) (Field Ofc. Files) Inspector's Daily Correspondence Ledger Book Progress Payment	

<u>BOX NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
7	Bush St. Fac. Electrical Rehab. - Phase II Contract No. MTA-90-1-26 (5/90 - 4/93) (Field Ofc. Files) Correspondence Change Orders IDR's Progress Payments	Schedule #1001 All Items (07/2000)
8	CCTV - Bush St. Counting Room Contract No. MTA-90-37-08 (12/91 - 4/93) (Field Ofc. Files) Correspondence Closeout C.N. #'s 001-019 IDR's Progress Payments	
9	Gwynn Oak Bus Loop Repaving Contract No. MTA-90-37-15 (7/92 - 7/93) (Field Ofc. Files) Correspondence IDR's Overhead Bridge Barriers Contract No. CL12 (4/92 - 12/93) (Field Ofc. Files) Correspondence Specification Book CCR #'s 001-004	
10	Relocated Milford Mill Contract No. NW-08-01(5/83 - 12/93) Claims Files	
11	Relocated Milford Mill Contract No. NW-08-01(5/83 - 12/93) Claims Files	
12	Claims File MSBCA 1520 (1990 - 1993) General Correspondence Corresp. after Procurement Ofc. Decision Corresp. before Procurement Ofc. Decision Rule 4 File Appeal of Centex before MSBCA Claims File MSBCA 1559 (1990 - 1993) Invoice Files Corresp. after Procurement Ofc. Decision Corresp. before Procurement Ofc. Decision Rule 4 File Expert Witnesses File	

BOX NO.	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
12 (cont'd)	Claims File MSBCA 1582 (1990 - 1993) Corresp. after Procurement Ofc. Decision Corresp. before Procurement Ofc. Decision Expert Witnesses File Rule 4 File Claims File MSBCA 1630 (1990 - 1993) Corresp. after Procurement Ofc. Decision Corresp. before Procurement Ofc. Decision Rule 4 File	Schedule #1001 All Items (07/2000)
13	Claims File MSBCA 1487 (1990 - 1993) Miscellaneous Invoice File Corresp. after Procurement Ofc. Decision Corresp. before Procurement Ofc. Decision Invoice Files Claims Files MSBCA 1101 & 1080 (1990 - 1993) Corresp. File Appeal File Contract Audit Services Claims Files MSBCA 1637 (1990 - 1993) Corresp. before Procurement Ofc. Decision Corresp. after Procurement Ofc. Decision Ruel 4 File Claims Files MSBCA 1722 (1990 - 1993) Dispute #9 File Corresp. after Procurement Ofc. Decision Potential Claims Files	
14	Claims Files MSBCA 1254 (1990 - 1993) Corresp. File Change Order No. 009 & 010 Appeal of Corman Construction Explanation of Source Documentation Proof-of-Cost	
15	Claims Files MSBCA 1254 (cont'd) Expert Witness Service File Audit & Expert Witnesses File Invoice File	

<u>BOX NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
15 (cont'd)	Claims Files MSBCA 1025 (1990 - 1993) Appeal of Fruin-Colnon Corp. Change Order Nos. 036 & 037 Claims Files MSBCA 1056 (1990 - 1993) Court of Special Appeals File Claims Files MSBCA 1250 (1990 - 1993) Appeal of Kiewit Eastern File Claims Files MSBCA 1255 (1990 - 1993) Gen'l Corresp. Audit & Expert Witness File Claims Files MSBCA 1308 (1990 - 1993) Corresp. File Procurement Ofc. Decision File Invoice File Expert Witness File Claims Files MSBCA 1413 (1990 - 1993) Correspondence Expert Witness File Invoice File Audit Services Claims Files MSBCA 1419 (1990 - 1993) Corresp. Files Legal File Expert Witness File Procurement Ofc. Decision File Balto. Circuit Court File Appeal of Budd Co. File Invoice File	Schedule #1001 All Items (07/2000)

R15
S9

5 empty

R15
S9

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. 96W525	DATE REC'D 11-20-95
B. DIVISION/UNIT CONSTRUCTION DIVISION (264)			RM CODE 26.01.06
C. MAILING ADDRESS WILLIAM DONALD SCHAEFER TOWER 6 ST. PAUL STREET, BALTIMORE, MD 21202-1614		LOCATION RANGE 103 SECTION(S) 29	NO. CU. FT. 9
D. PHONE NO. (410) 767-3328		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL (410)767-3829 CAROLYN WHITAKER, DOCUMENT CONTROL OFFICER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1	JOHNS HOPKINS LINE CONTRACT NE-02-02 (06/90 - 03/93) - Contract Agreement - R.E. Appointment - Disputes Board - Disputes Board Minutes of Mtg. - General Corresp. - Outgoing Corresp. - Incoming Corresp. from DKP - Incoming Corresp. from Kiewit/Shea - Adverse Weather Delay - Subcontractor Approval - Approved Change Orders - Community Relations Meeting - Agenda - Coordination Meeting - General Mtg. Minutes - Minutes of Biweekly Safety Committee Mtg.	Schedule #1001 All Items (01/2000) DISPOSAL 2/11/00 LJS	

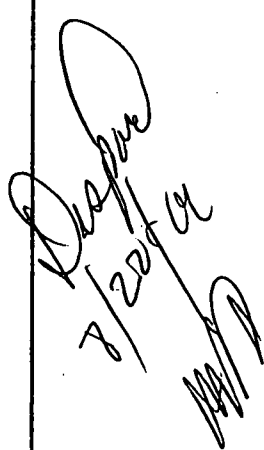
DGS 550-s (REV. 12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 (cont'd)	- Minutes of Coordination Mtg. - Jr. Coordination Mtg. - Minutes of Monthly Progress Mtg. - Monthly Progress Review Mtg. - Agenda - Safety Committee Inspection - Subcontractor Approval - Summary of Adverse Weather Record - Weekly Field Activity Report - Change Notice Nos. 008, 016, 024, 028, 032, 034-041 - Change Order Nos. 001-007	Schedule #1001 All Items (1/2000)
2	- Change Order Nos. 008-015, 016(Void) - Milestone Completion - Final Inspection Punchlist - Contract Closeout - Progress Photos	
3	PROGRESS PHOTOS (8/95) - XO-40-02, NW-03-03, MTA-90-15-15, NW-08-05 NW-01-06, NW-01-07, NW-08-07, NW-06-07, NW-06-04, NW-02-07, NW-08-11	
4	- XO-04-09, XO-08-03, NW-08-01, NW-07-06, NW-07-07, NW-07-09, NW-07-10, NW-07-12, NW-07-27, NW-07-28	
5	- XO-40-02, XO-04-09, MTA-3-32-3, NW-08-02	
	FIELD OFFICE FILES CONCRETE TIE REPLACEMENT CONTRACT MTA-0298 (1/90 - 1/93)	
6	- Claims Backup (xerox info.)	
7	- Claims Backup (xerox info.)	
8	- Claims Backup (xerox info.)	
9	- Test Photos & Negatives	

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. 96W526	DATE REC'D 11-20-95	
B. DIVISION/UNIT CONSTRUCTION DIVISION (264)			RM CODE 26-01.06	
C. MAILING ADDRESS WILLIAM DONALD SCHAEFER TOWER 6 ST. PAUL STREET, BALTIMORE, MD 21202-1614		LOCATION RANGE SECTION(S) 46 33-34		NO. CU. FT. 16
D. PHONE NO. (410) 767-3328		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL (410)767-3829 CAROLYN WHITAKER, DOCUMENT CONTROL OFFICER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE		
1	CIVIL & TRACKWORK - HAMBURG TO LOUISIANA AVE. CONTRACT CL01 (9/90 - 11/93) - Interoffice Corresp. - Incoming Corresp. - Outgoing Corresp. - Minutes of Meeting (PB/MK) - Weekly Report (PB/MK) - Project Safety Meeting - Change Notice No. 036 (Cancelled) - Change Order Nos. 001-015 (#009 Missing)	Schedule No. 1001 All Items (07/2000)		
2	- Change Order Nos. 016-023 - Milestone Completion Certification - General Claims File - Contract Closeout - Progress Photos			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
3	QLRL STATIONS & PARKING LOT CONTRACT CL32 (05/91 - 12/93) - Interoffice Corresp. - Incoming Corresp. from PB/MK - Outgoing Corresp. - Sunrise Meeting - PB/MK Weekly Report - Change Notice Nos. 025, 032, 085 - Change Order Nos. 001-011	Schedule No. 1001 All Items (07/2000)
4	- Change Order Nos. 012-019	
5	- Change Order Nos. 020-027 - Contract Closeout - Progress Photos	
6	FIELD OFFICE FILES FURNISH & INSTALL 12 BUS SHELTERS CONTRACT MTA-90-47-05 (01/93 - 12/93) - Closeout - Change Order Nos. 001, 002 - Payments - Letters - Payrolls - Permits - Change Notice Nos. 001-005 - Audit Discrepancies - Contract Specifications - Inspector's Daily Reports	
7	PROCUREMENT OF CONCRETE TIES CONTRACT CL43 (05/89 - 06/93) - General Contract Data - Incoming Corresp. - Outgoing Corresp. - Ltrs. RE to Contractor - Ltrs. to RE from Contractor - Transmittals RE from Contractor - Transmittals from RE to Contractor - Resident Engineer to Constr. Mgmt. MTA - Progress Payment & Backup - Change Notice Nos. 004, 005 - Change Order Nos. 001, 002	

2. BOX
NUMBERS

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.
DISPOSAL DATE

7
(cont'd)

- Claim File
- Contract Closeout

Schedule No. 1001
All Items
(07/2000)

PROCUREMENT OF SPECIAL TRACKWORK
CONTRACT CL45 (05/89 -11/93)

- Contract Documents
- General Contract Data
- Interoffice Corresp.
- Incoming Corresp.
- Outgoing Corresp.
- Transmittal RE to Contractor
- Transmittal RE from Contractor
- change Notice Nos. 001-006, 010
- Change Order Nos. 001-003
- Contract Closeout

8

CENTRAL BUSINESS DISTRICT -
CIVIL & TRACKWORK
CONTRACT CL03 (5/90 - 7/93)

- Incoming Corresp. from PB/MK
- Outgoing Corresp.
- Weekly Report
- Change Notice Nos. 115, 116, 130
- Change Order Nos. 001-005

9

- Change Order Nos. 006-012

10

- Change Order Nos. 013-017

11

- Change Order Nos. 018-027

12

- Change Order Nos. 028-038

13

- Contract Drawings
- Specification Books

14

- Progress Photos 1-101
- Progress Photos 102-201 (#178 Missing)
- General Contract Data

2. BOX
NUMBERS

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.
DISPOSAL DATE

14
(cont'd)

ANCILLARY CONSTRUCTION & MAINTENANCE
SERVICES V
CONTRACT CL35 (11/89 - 02/93)

Schedule #1001
All Items
(07/2000)

ANCILLARY CONSTRUCTION & MAINTENANCE
SERVICES VI
CONTRACT CL38 (11/90 - 02/93)

ANCILLARY CONSTRUCTION & MAINTENANCE
SERVICES VIII
CONTRACT CL40 (11/90 - 02/93)

15

MONUMENT VENT SHAFT REPAIRS
CONTRACT MTA-0424 (04/93 - 02/94)

2.1.2 Contract
2.1.4 Transmittals to MTA
2.1.5.b Letter to Contractor
2.1.5.a Letter from Contractor
2.1.5.c Transmittal to Contractor
2.1.7 Progress Meeting Minutes
2.1.11 Permits/ Releases
2.2 Design Documentation
2.2.1 Shop Drawings Transmittals
2.4.1 Progress Payment Nos. 1-4
2.4.3 change Order No. 001
2.6.1 Inspectors Daily Reports
2.6.2 Daily Construction Log

ANCILLARY CONSTR. & MAINTENANCE SERVICES
CONTRACT CL35 (11/89 to 02/93)

- Ancillary Contract
- E.E.O.
- Pay Certificate
- Index
- OFS No. 001 (Cancelled)
- OFS Nos. 002-047

Page 5
September 18, 1995

2. BOX
NUMBERS

16

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

FIELD OFFICE FILES
ANCILLARY CONSTRUCTION & MAINTENANCE
SERVICES IV
CONTRACT-23-91-42 (12/88 - 03/93)

4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.
DISPOSAL DATE

Schedule #1001
All Items
(07/2000)

R-46

S-33-34

1 - Carries

26.01.06.01	MDOT	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			
FINANCE/PAYROLL			
Division or Unit			

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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				
95W1508	MISC REPORTS	992	1-D	1991-94	15	8/00	RECYCLE
97W57	MAINT. ADJUSTMENTS	992	1D	1994	2	8/00	RECYCLE
99W955	A/P PAID CONSTRUCTION	1159	B16		4	8/00	RECYCLE
99W956	TRANSMITTALS	1159	89	1996-97	5	8/00	RECYCLE
99W957	WORKING FUND	1159		1996-97	2	8/00	RECYCLE
99W959	A/P PAIN INVOICES	1159	B9	1997	25	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
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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Mass Transit Administration 26.01.06.01		ACCESSION NO. 95W1508	DATE REC'D 5-12-95
B. DIVISION/UNIT Finance/Payroll		LOCATION RANGE 146 SECTION(S) 17-18	RM CODE 26.01.06.01
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202		NO. OF CU. FT. 15	
D. PHONE NO. 767-3736		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
42	misc. reports for Larry Melnick 1991 - 1992	Schedule # 992 Item # 1-D January, 2000 DISPOSAL 8/2/00 255	
43	holiday listings 1994		
44 thru 45	updating balances wkly 1992		
46	gl interface wkly 1/26/91 - 5/30/92		
47	oper. Adjustments 1/94 - 6/94		
48 thru 50	summary staff 10/15/91 - 10/27/92		
51	summary pension 10/91 - 6/92		
52	summary office 12/28/91 - 6/27/92		
53 thru 54	office timesheets/adj 1992		
55 thru 56	sick leave 1992		

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 Mass Transit Administration 1. 26.01.06.01		ACCESSION NO. 97W57	DATE REC'D 8-1-96
B. DIVISION/UNIT Finance/Payroll		LOCATION RANGE 100 SECTION(S) 19	RM CODE 26.01.06.01
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202		NO. OF CU. FT. 2	
D. PHONE NO. 767-3736		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
01	Maint. Adjustments 1994	Schedule # 992	
02	Operator Adjustments 7/1/94 - 12/31/94	Item # 1-D January, 2000	
		DIT 207K 7/21-00	

Records sent to Temporary Storage - MAA Warehouse

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		ACCESSION NO.	DATE REC'D
1. MARYLAND AVIATION ADMINISTRATION		99W955	6-9-99
B. DIVISION/UNIT			RM CODE
FINANCE - ACCOUNTS PAYABLE			26.01.01
C. MAILING ADDRESS		LOCATION	NO. OF CO. FT.
901 Elkridge Landing Road Linthicum MD 21090		RANGE SECTION(S)	
		4 32	4
D. PHONE NO.		RECORDS CENTER MANAGER	
410/859-7221			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Linda McGuire			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1 of 4 2 " 3 " 4 "	A/P PAID CONSTRUCTION INVOICES A - Citizens Bank Clearview - Federal Flanigan - Greiner Greiner - Wilbur	Schedule 1159 Item B16 June 30, 1999 plus Audit July 2000

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E Records sent to Temporary Storage - MAA Warehouse

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		ACCESSION NO.		DATE REC'D
1. MARYLAND AVIATION ADMINISTRATION		99W956		6-9-99
B. DIVISION/UNIT				RM CODE
FINANCE - ACCOUNTS PAYABLE				26.01.01
C. MAILING ADDRESS		LOCATION		NO. OF CU. FT.
901 Elkridge Landing Road Linthicum MD 21090		RANGE	SECTION(S)	
		4	32	5
D. PHONE NO.		RECORDS CENTER MANAGER		
410/859-7221				
E. AGENCY OFFICIAL		TO BE COMPLETED AT		
Linda McGuire		STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
	<u>TRANSMITTALS - FY '97</u>	
1 of 5	J70010 - J7001776 7/1/96 - 9/19/97	Schedule 1159 Item B9 June 30, 2000 + Audit July 2000
2 "	J7001827 - J7003580 9/23/96 - 12/19/97	
3 "	J7003581 - J7005356 12/23/96 - 3/17/97	
4 "	J7005296 - J7007083 3/18/97 - 5/30/97	
5 "	J7007113 - J7007810 6/1/97 - 6/30/97	
#3	WORKING FUND - FY 97 - J7000084 - J7003558	
#4	WORKING FUND - FY 97 - J7003838 - J7007741	

J

Records sent to Temporary Storage - MAA Warehouse

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		ACCESSION NO.		DATE REC'D	
1. MARYLAND AVIATION ADMINISTRATION		99W957		6-9-99	
B. DIVISION/UNIT				RM CODE	
FINANCE - ACCOUNTS PAYABLE				26.01.01	
C. MAILING ADDRESS		LOCATION		NO. OF CU. FT.	
P.O. Box 8766		RANGE SECTION(S)			
BWI Airport MD 21240		4 32		2	
D. PHONE NO.		RECORDS CENTER MANAGER			
410/859-7221					
E. AGENCY OFFICIAL		TO BE COMPLETED AT			
Linda McGuire		STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
#1	WORKING FUND - FY 96 - 96-004 thru 96-112	1999 + AUDIT
#2	WORKING FUND - FY 96 - J6000273 - J6000733	" "
#3	WORKING FUND - FY 97 - J7000084 - J7003558	7/00 + AUDIT J
#4	WORKING FUND - FY 97 - J7003838 - J7007741	00 + AUDIT J

D. J. C. 8/16/99

✓ Records sent to Temporary Storage - MAA Warehouse

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AVIATION ADMINISTRATION		ACCESSION NO. 99W959	DATE REC'D 6-9-99
B. DIVISION/UNIT FINANCE - ACCOUNTS PAYABLE			RM CODE 26.01.01
C. MAILING ADDRESS 901 Elkridge Landing Road Linthicum MD 21090		LOCATION RANGE SECTION(S) 4 31-32	NO. OF CU. FT. 25
D. PHONE NO. 410/859-7221		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Linda McGuire		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	1. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
	<u>A/P PAID INVOICES - FY '97</u>	Schedule 1159 Item 89
1 of 25	A - AGF	6/30/00 + Audit
2 "	Air Cargo - Atlas Hydraulic	July 2000
3 "	AT & T	"
4 "	AT & T	"
5 "	Audio Visual - Bay State	"
6 "	C. Baublitz - B & R Associates	"
7 "	Branch Data - "C" Misc.	"
8 "	C & H - J. Cleveland	"
9 "	CNN - Consolidated Engineering 12/96-6/97	"
10 "	Consolidated Engineering 7/96 - 11/96	"
11 "	Consolidated Stationary - East Penn	"
12 "	Eastern Gar-Ron	"
13 "	Gateway Ford - Mary Hope	"
14 "	Host - Keystone	"
15 "	King James Gallery - Lyons & Lyons	"
16 "	M - Meetings	"
17 "	Mellwood - Nomadic	"
18 "	Nor-lin - Prints n Things	"
19 "	PR Newswire - CN Robinson	"
20 "	Robnet - Signature Flight	"
21 "	Signature - Syntonic	"
22 "	T - D. Truner	"
23 "	U - Viking Chemical	"
24 "	Village Green - Western Termite	"
25 "	Whitaker - Zep	"

26.01.06.02	MDOT	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 DEPARTMENT			
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				
97W766	CORRESPONDENCE	1061	B	1992-93	2	8/00	RECYCLE
97W767	PURCHASE ORDERS	1061	C	7.1.92-6.30.93	10	8/00	RECYCLE
97W768	REQUEST FOR QUOTES	1061	B	3.4.91-2.25.94	16	8/00	RECYCLE
00W547	PURCHASE ORDERS	1061	C	7.94-6.95	9	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

[illegible]

E

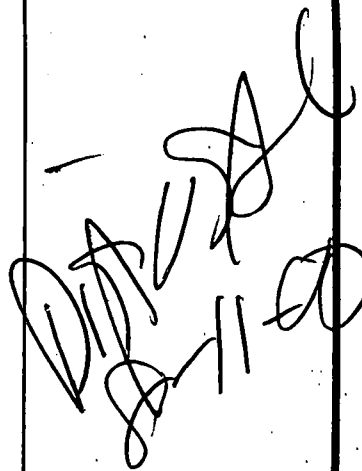
Agency Mass Transit Administration	Accession No 97W767	Date Rec'd 3-3-97
Division/Unit Purchasing Department		RM Code 26-01.06.02
Mailing Address 300 W. Lexington St. Baltimore, MD 21201	Location Range Section(s) 123 11	No. Of Cu. Ft 10
Phone No. 410-333-1921	Records Center Manager	
Agency Official John Geci, Chief	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
	Purchase Orders (7/1/92-6/30/93)	Schedule 1061
1 or 10	A - BAER	Item C
2 OF 10	BALTO - BZ	June , 2000
3 OF 10	C - D	<i>July</i>
4 OF 10	E - GRAHAM	
5 OF 10	GRAINGER - J	
6 OF 10	K - MI	
7 OF 10	MO - Q	
8 OF 10	R - STATE CHEM.	
9 OF 10	STATE USE - VAPOR	
10 OF 10	VEH. MAINT - Z	

[Handwritten signature and initials over the bottom right of the table]

E

Agency Mass Transit Administration	Accession No 97W768	Date Rec'd 3-3-97
Division/Unit Purchasing Department		RM Code 26.01.06-02
Mailing Address 300 W. Lexington St. Baltimore, MD 21201	Location Range Section(s) 110 17	No. Of Cu. Ft 16
Phone No. 410-333-1921	Records Center Manager	
Agency Official John Geci, Chief	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
	Request for Quotations (3/4/91-2/25/94)	Schedule 1061
1 of 16	03041 - 03281, 06041 - 07161	Item B
2 of 16	04011 - 05311	June , 2000
3 of 16	07171 - 09131	<i>July</i> -
4 of 16	09171 - 11271	
5 of 16	12031 - 02272	
6 of 16	03012 - 05292	
7 of 16	06012 - 08142	
8 of 16	08182 - 10292	
9 of 16	11012 - 01123	
10 of 16	01143 - 03303	
11 of 16	03313 - 05273	
12 of 16	06013 - 07303	
13 of 16	08013 - 10083	
14 of 16	10159 - 11303	
15 of 16	12013 - 01114	
16 of 16	01194 - 02254	

Agency MASS TRANSIT ADMIN.	Accession No 00W547	Date Rec'd 10-27-99
Division/Unit PURCHASING		RM Code 26-01.06.02
Mailing Address 1515 WASHINGTON BLVD BALTIMORE, MD 21230	Location Range Section(s) 13 26	No. Of Cu. Ft 9
Phone No. 410, 468-4889	Records Center Manager	
Agency Official JOHN GECL, CHIEF	To Be Completed AT State Records Management Center	
Box Numbers	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 of 9 2 of 9 3 of 9 4 of 9 5 of 9 6 of 9 7 of 9 8 of 9 9 of 9	PURCHASE ORDERS (7/94 - 6/95) A - BALTIMORE Banner Glass - Cochrane Cols - Fluke Flxible - Harmon Electric Harris Fire - Lyons Safety Mc - Neleco Neopart - S (Miscellaneous) SJL - Tipco Tools - Z	Schedule 1061 Item C July, 1998 2000 

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MDOT Headquarters		ACCESSION NO. 95W1251	DATE REC'D 4-3-95
B. DIVISION/UNIT OSRE Office of Systems Planning and Evaluation		RM CODE 26-01-08	
C. MAILING ADDRESS P.O. Box 8755 BWI Airport MD 21240		LOCATION RANGE SECTION(S) 40 35	NO. OF CU. FT. 8
D. PHONE NO. (410) 859-7353		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carol Clevenger		TO BE 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 85 to FY 90	1426 - Item 3	
2	FY 85 to FY 90	July 2000	
3	FY 86 to FY 91		
4	FY 86 to FY 91		
5	FY 87 to FY 92		
6	FY 87 to FY 92		
7	FY 88 to FY 93		
8	FY 89 to FY 94		
<u>All Boxes Above Contain:</u> State Report on Transportation (SRT) material. Ex. Informational material, analysis, requests, etc. for the Departmental planning document consisting of current year, budget year & four consecutive planning years.		DISPOSAL 8/18/00 LJS	

26.01.14	MDOT	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			
FINANCE			
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				
91W43	M & O RESERVE FUND	1592	2,3	1987	4	8/00	RECYCLE
96W725	PAYROLL RECORDS	1592	14	1992	5	8/00	RECYCLE
97W419	DEPOSIT LISTINGS	1592	8	1992	1	8/00	RECYCLE
95W1655	OPERATING FUND	1592	11	1993	11	8/00	RECYCLE
94W1234	BANK STATEMENTS	1592	2	1991	2	8/00	RECYCLE
94W1235	PAYROLL RECORDS	1592	14	1991	3	8/00	RECYCLE
95W635	MONTHLY RPT FILES	1592	5	1991	1	8/00	RECYCLE
95W636	JOURNAL ENTRIES	1592	9	1991	1	8/00	RECYCLE
95W637	PAYROLL RECORDS	1592	14	1991	3	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

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. Md. Transportation Authority		ACCESSION NO. 91W43		DATE REC'D 7-24-90	
B. DIVISION/UNIT Finance		LOCATION RANGE SECTION(S) 104 16		RM CODE 26.01.14	
C. MAILING ADDRESS P.O. Box 9088 Dundalk Md. 21222		NO. OF CU. FT. 84		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
D. PHONE NO. 563-7116		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Fredric Barron					

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
204	M&O Reserve Fund Vouchers #1343-1700 1/2/87-4/87	747-11, Itm 2, 1/20
205	" " " 1701-2049 4/7/87-6/30/87	1592 " 1/20
206	" " " 2050-2500 7/87-10/87	" " 1/20
207	" " " 2501-2795 10/87-12/87	" " 1/20
211	Capital Fund Vouchers #852-1050 1/87-6/87	1592 747-11, Itm 3, 1/20
212	" " " 1051-1280 6/87-12/87	" " 1/20
* Partial Bxd - 211-212 Returned to Agency 6/6/94 DISPOSAL 7/13/00 LJS		

E

RECORDS TRANSMITTAL AND RECEIPT

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

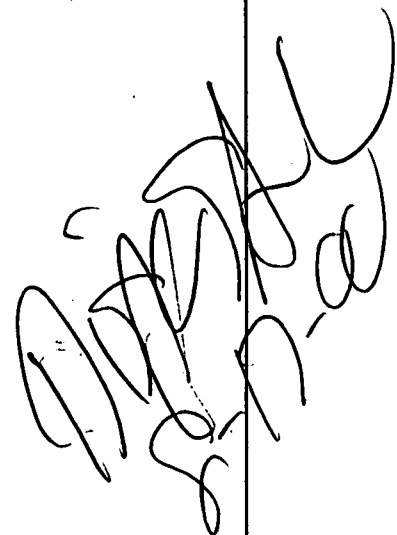
DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transportation Authority		ACCESSION NO. 96W725		DATE REC'D 12-8-95	
B. DIVISION/UNIT Finance		LOCATION RANGE SECTION(S) 139 3-4		RM CODE 26.01.14	
C. MAILING ADDRESS 300 Authority Dr Baltimore, Md 21222				NO. OF CU. FT. 5	
D. PHONE NO. 410/288-8454		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL MICHAEL SWEENEY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
✓495	(92) Jan-Dec (Rpts 138, 140, 141) Payroll Records	#1592 Item #14			
✓496	(11) Jan-Dec (Rpt 101)	Jan 2000 			
✓497	(11) Jan-July (Rpt 120, 128)				
✓498	(11) Jan-Dec (Rpt 121)				
✓499	(11) Jan-Dec (Rpts 121-BV R/C)				

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 Maryland Transportation Authority		ACCESSION NO. 97W419		DATE REC'D 10-17-96	
B. DIVISION/UNIT Finance		LOCATION		RM CODE 26-01-14	
C. MAILING ADDRESS 300 Authority Dr., Baltimore, MD 21222		RANGE 22		SECTION(S) 10	
D. PHONE NUMBER 410/288-8454		RECORDS CENTER MANGER		NO. OF CU. FT 1	
E. AGENCY OFFICIAL Michele Sweeney		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
515	Deposit Listings 01/92 — 12/92			#1592 Item # 8 Jan 2000 	

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE 26 01 14		ACCESSION NO. 95W1655	DATE REC'D 6-14-95
b) AGENCY Maryland Transportation Authority			
c) DIVISION/UNIT Finance		LOCATION - RANGE 46	SECTION(S) 15
d) MAILING ADDRESS 300 Authority Drive Dundack Md 21222		NO. OF CU. FT. 11	
e) AGENCY OFFICIAL MICHAEL SWEENEY		PHONE NO. 410/288-8454	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
# 437 /	OPERATING Fund Checks 12201-12550 12/23/92-1/12/93	#1592 Item #01
# 438 ✓	" 12551-12850 1/12/93-01/21/93	Open 2000
# 439 ✓	" 12851-13250 1/21/93-2/5/93	
# 440 ✓	" 13251-13600 2/5/93-2/16/93	
# 441 ✓	" 13601-13900 2/16/93-2/25/93	
# 442 ✓	" 13901-14250 2/25/93-3/10/93	
# 443 ✓	" 14251-14500 3/10-3/18/93	
# 444 ✓	" 14501-14750 3/18/93-4/9/93	
# 445 ✓	" 14751-15050 4/9/93-4/16/93	
# 446 ✓	" 15051-15350 4/16/93-4/22/93	
# 447 ✓	" 15351-15650 4/22/93-4/29/93	

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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE <u>26.01.14</u>		ACCESSION NO. <u>94W1234</u>	DATE REC'D <u>6-6-94</u>
b) AGENCY <u>MD Transportation Authority</u>		LOCATION - RANGE <u>37</u>	SECTION(S) <u>23</u>
c) DIVISION/UNIT <u>Finance</u>		NO. OF CU. FT. <u>2</u>	
d) MAILING ADDRESS <u>PO Box 9088</u> <u>Dundalk Md 21222</u>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <u>Michele Bellus</u>		PHONE NO. <u>410/288-8131</u>	
TO BE 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>344</u>	<u>BANK STATEMENTS</u>	<u>1/91-6/91</u>	
<u>359</u>	<u>"</u>	<u>7/91-12/91</u>	
		<u>#1592 Item # 06</u> <u>Jan 2000</u> <u>Disposed</u> <u>8/31</u> <u>a</u>	

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. <u>26.01.14</u>		ACCESSION NO. <u>94W1235</u>		DATE REC'D <u>6-6-94</u>	
b) AGENCY <u>Md Transportation Authority</u>		LOCATION - RANGE <u>37</u>		SECTION(S) <u>20</u>	
c) DIVISION/UNIT <u>Finance</u>					
d) MAILING ADDRESS <u>P.O. Box 5086</u> <u>Dundock Md 21222</u>		NO. OF CU. FT. <u>3</u>			
e) AGENCY OFFICIAL <u>Michelle Bellus</u>					
PHONE NO. <u>410/286-3151</u>		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)
#382	Payroll Records (#125) 1/8/91 - 6/25/91	#1592 Item #14 Jan 2000 Disposed 8/3/00 @
#383	Payroll Records (CK 289) 7/9/91 - 9/14/91	
#384x	Payroll Records (CK 125) 10/1/91 - 12/10/91	

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE <u>26.01.14</u>		ACCESSION NO. <u>95W635</u>		DATE REC'D <u>11-21-94</u>
b) AGENCY <u>Maryland Transportation Authority</u>		LOCATION - RANGE <u>128</u>		SECTION(S) <u>12</u>
c) DIVISION/UNIT <u>Finance</u>		RECORDS CENTER MANAGER		NO. OF CU. FT. <u>1</u>
d) MAILING ADDRESS <u>300 Authority Drive</u> <u>Durham, Md 21222</u>				
e) AGENCY OFFICIAL <u>Michelle M. Bellus</u>		PHONE NO. <u>410-288-8454</u>		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
#427	Monthly Rpt Files 01/91-12/91 ✓			1592 Item #5 Apr 2000 <i>Disposal 8-3-00</i>

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE <u>26.01.14</u>		ACCESSION NO. <u>95W636</u>	DATE REC'D <u>11-21-94</u>
b) AGENCY <u>Maryland Transportation Authority</u>		LOCATION - RANGE <u>119</u>	SECTION(S) <u>19</u>
c) DIVISION/UNIT <u>Finance</u>			
d) MAILING ADDRESS <u>300 Authority Drive</u> <u>Dundalk Md 21222</u>		NO. OF CU. FT. <u>1</u>	
e) AGENCY OFFICIAL <u>Michele M Bellus</u>		PHONE NO. <u>410/288-8454</u>	
TO BE 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>#428</u>	<u>Journal Entries 01/91-12/91</u>		<u>1592 Item #9</u> <u>Jan 2000</u>
<i>DISPOSAL</i> <i>7-27-00</i>			

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <u>26-0114</u>		ACCESSION NO. <u>95W637</u>		DATE REC'D <u>11-21-94</u>	
b) AGENCY <u>Maryland Transportation Authority</u>		LOCATION - RANGE <u>39</u>		SECTION(S) <u>11</u>	
c) DIVISION/UNIT <u>Finance</u>					
d) MAILING ADDRESS <u>300 Authority Drive</u> <u>Dundalk, Md 21222</u>		NO. OF CU. FT. <u>3</u>			
e) AGENCY OFFICIAL <u>MICHELE M. Bellus</u>		PHONE NO. <u>410/288-8434</u>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
# 429	Payroll Records (Inl Rpt 125) 07/09/91-12/24/91			1592 Item # 14 Jan 2000 ↓ DISPOSAL 7/13/00 LJB	
# 430	Payroll Records (Inl Rpt 127) 01/08/91-10/29/91				
# 431	Payroll Records (Check Register) 01/91- 6/11/91				

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 290500		26.02.06		2. ACCESSION NO. 89W540		3. DATE REC'D 12-2-88	
4. AGENCY Motor Vehicle Administration				5. LOCATION - RANGE 106		6. SECTION(S) 31	
7. DIVISION/UNIT Registration/Filing Unit				8. NO. OF CU. FT. 4			
9. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, Maryland 21062				10. RECORDS CENTER MANAGER			
11. AGENCY OFFICIAL Ruth D. Burrell, Chief				12. PHONE NO. 768-7250			
				13. TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
14. BOX NUMBERS		15. 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES				16. 4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
		VALIDATED REGISTRATION CARD FILE				#1714 #9 1050-3 JAN, 1999 1100	
1	0000001 - 0732278	1978-1979					
2	0732279 - 1411385	1978-1979					
3	1411386 - 2124900	1978-1979					
4	2124901 - Doubles & Incorrect	1979-1979					

Handwritten signature and date:
8-17-00

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2905000 1. Motor Vehicle Administration		ACCESSION NO. 98W 57	DATE REC'D 8-1-97
B. DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE 26.02.06
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 32 10	NO. OF CU. FT. 5
D. PHONE NO. 768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Burrell		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	NUMERICAL REGISTRATION CARD FILE	
1	AAA002 - CLJ264 1978-1979	
2	CLJ266 - FCH299 1978-1979	
3	FCH301 - GNA200 1978-1979	
4	GNA201-C97696 1978-1979	
5	10001 - Misc. (Govt. Handicap, Org.) 1978-1979	
		Item 9 of SCHEDULE 1716 Disp. Dt. Dec., 1999 Jan., 2000
		Deposited 8/22 [Signature]

RECORDS TRANSMITTAL AND RECEIPT

SECTIONS PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 290500 Motor Vehicle Administration		ACCESSION NO. 98W299	DATE REC'D 10-6-97
B. DIVISION/UNIT Vehicle Registration Registration/Title File		RM CODE 26.02-06	
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 10 14	NO. OF CU. FT. 33
D. PHONE NO. (410) 768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Burrell <i>Ruth Burrell</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
	45 DAY TEMPORARY REGISTRATION CERTIFICATE	Item # 3A
1	17486T- 78349Z 1993	Schedule 1716
2	78570Z - 34898A 1993	Disp.Dt:Jan.,2000
3	35000A -73999 A 1993	
4	74000A - 95999A 1993	
5	96000A - 16199B 1993	
6	16200B - 30499B 1993	
7	30500B - 43399B 1993	
8	43400B - 57899B 1993	
9	57900B - 72004B 1993	
10	72005B - 85996B 1993	
11	85997B - 97499B 1993	
12	97500B - 09154C 1993	
13	09155C - 20799C 1993	
14	20800C - 33140C 1993	
15	33141C - 45999C 1993	
16	46000C - 58276C 1993	
17	58277C - 72758C 1993	
18	72759C - 86949C 1993	
19	86950C - 01334D 1993	
20	01335D - 15604D 1993	

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 290500 1. Motor Vehicle Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Burrell <i>RDB</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
	45 DAY TEMPORARY REGISTRATION CERTIFICATE	
21.	15605D - 29470D 1993	Schedule 1716 Item # 3A Disp. Dt: Jan., 2000
22.	29471D - 42794D 1993	
23.	42795D - 56059D 1993	
24.	56060D - 69999D 1993	
25.	70000D - 83369D 1993	
26.	83370D - 97399D 1993	
27.	97400D - 10629E 1993	
28.	10630E - 23394E 1993	
29.	23395E - 36825E 1993	
30.	36826E - 50559E 1993	
31.	50560D - 63266E 1993	
32.	63625E - 77169E 1993	
33.	77170E - 90149E 1993	

26.02.13	MDOT	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			
MVA GENERAL 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				
96W495	TARIS REVENUE	1725	2	11.23.94-6.24.95	107	8/00	RECYCLE
96W496		1725	2	1995	25	8/00	RECYCLE
96W499		1725	2	1995	20	8/00	RECYCLE
96W1003	REFUND CHECK	1725	2	1995	58	8/00	RECYCLE
96W1005	TARIS	1725	8	1995	8	8/00	RECYCLE
96W1317	SETTLEMENT TAPES	1725	2	1995	4	8/00	RECYCLE
96W1318	TARIS	1725		1995	4	8/00	RECYCLE
96W1559	REFUND BACKUP	1725	2	1995	57	8/00	RECYCLE
96W1560	REFUND BACKUP	1725	2	1996	52	8/00	RECYCLE
96W1760		1725	2	1996	21	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

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		ACCESSION NO.		DATE REC'D	
1. MOTOR VEHICLE ADMINISTRATION		96W495		11-16-95	
B. DIVISION/UNIT FINANCE & STATISTICS GENERAL ACCOUNTING				RM CODE 26.02.13	
C. MAILING ADDRESS 6601 RITCHIE HWY.N.E. RM.140 GLEN BURNIE, MARYLAND 21062		LOCATION RANGE SECTION(S) 16 1-3		NO. OF CU. FT. 107	
D. PHONE NO. 410-768-7840		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL LIZ KANNARKAT		SECTION CHIEF FINANCE & STATISTICS GENERAL ACCOUNTING			
		TO BE 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	TARIS REVENUE RECORDS				
2	REFUND CHECK REGISTER AND TRANSMITTALS- 11/23/94-12/7/94	1014A-2 1725			
3	" " " " " -12/8/94-12/29/94	ITEM#6 # 2			
4	" " " " " -12/30/94-1/18/95	1/99			
5	" " " " " -1/18/95-2/7/95	1/00			
6	" " " " " -2/1/95-2/28/95				
7	" " " " " -3/2/95-3/21/95				
8	" " " " " -4/5/95-4/20/95				
9	" " " " " -4/24/95-5/4/95				
10	" " " " " -5/8/95- 5/22/95				
11	" " " " " -5/23/95-6/9/95				
12	" " " " " -6/13/95-6/22/95				
13	" " " " " -3/22/95-4/4/95				
14	" " " " " -6/21/95-7/11/95				
15	LIST# " VOUCHERS - " " " " "				
16	062-065 - 12/1/94-12/9/94				
17	065-068 - 12/8/94-12/20/95				
18	071-077 - 12/23/94-1/9/95				
19	078-083 - 1/10/95-1/23/95				
20	084-089 - 1/24/95-2/1/95				
21	089-092 - 2/2/95-2/13/95				
22	093-096 - 2/14/95-2/24/95				
23	098-102 - 3/2/95-3/10/95				
24	102-106 - 3/10/95-3/21/95				
25	108-113 - 3/23/95-4/4/95				
26	114-119 - 4/5/95-4/18/95				
27	120-125 - 4/19/95-5/1/95				
28	132-140 - 5/17/95-6/1/95				
29	141-144 - 6/2/95-6/12/95				
	145-152 - 6/13/95-6/22/95				
	153-002 - 6/23/95-7/3/95				

DISPOSAL
8-15-00

BOX
NUMBERSDESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
30	REFUND BACKUP LIST#076-077 1/4/95-1/5/95	1014A-2
31	" " 077-078 1/5/95-1/6/95	
32	" " 078-079 1/6/95-1/9/95	
33	" " 079-080 1/9/95-1/10/95	
34	" " 081-083 1/11/95-1/13/95	
35	" " 082 1/17/95	
36	" " 083-084 1/18/95-1/19/95	
37	" " 084-085 1/12/95-1/20/95	
38	" " 085-086 1/21/95-1/24/95	
39	" " 085 1/21/95-1/23/95	
40	" " 097-088 1/25/95-1/26/95	
41	" " 089 1/30/95	
42	" " 089-099 1/28/95-2/1/95	
43	" " 090-091 1/31/95-2/2/95	
44	" " 091 2/3/95	
45	" " 091-092 2/6/95-2/7/95	
46	" " 092-093 2/10/95	
47	" " 093-094 2/9/95-2/11/95	
48	" " 095 2/14/95-2/15/95	
49	" " 096-097 2/16/95-2/22/95	
50	" " 096-097 2/16/95-2/23/95	
51	" " 098 2/24/95-2/27/95	
52	" " 099 2/28/95-3/1/95	
53	" " 100-103 3/2/95-3/9/95	
54	" " 102 3/7/95-3/8/95	
55	" " 101 3/3/95-3/6/95	
56	" " 101-104 3/4/95-3/10/95	
57	" " 105 3/11/95-3/13/95	
58	" " 105-106 3/14/95-3/14/95	
59	" " 106-107 3/15/95-3/16/95	
60	" " 107 3/16/95-3/17/95	
61	" " 108 3/20/95-3/21/95	
62	" " 109+113 3/22/95-3/31/95	
63	" " 110+111 3/23/95-3/24/95	
64	" " 112 3/27/95-3/28/95	
65	" " 113+116 3/29/95+4/6/95	
66	" " 113+117 3/31/95+4/8/95	
67	" " 113 3/30/95	
68	" " 114 4/1/95-4/3/95	
69	" " 115-116 4/4/95-4/5/95	
70	" " 117 4/7/95-4/8/95	
71	" " 118-119 4/11/95-4/12/95	
72	" " 119 4/11/95-4/12/95	
73	" " 120 4/15/95-4/17/95	
74	" " 120-122 4/19/95+4/14/95	
75	" " 121+122 4/18/95-4/19/95	
76	" " 123-124 4/20/95-4/21/95	
77	" " 124 4/22/95-4/24/95	
78	" " 125 4/25/95-4/26/95	
79	" " 126 4/27/95-4/28/95	
80	" " 127-128 4/29/95-5/1/95-5/3/95	
81	" " 127-128 5/1/95-5/2/95	
82	" " 129 5/4/95	
83	" " 127-132 5/2/95-5/12/95	

BOX
NUMBERS

DESCRIPTIONS OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

84	REFUND BACKUP LIST# 130	5/8/95	1014A-2
85	" " " 131	5/9/95	
86	" " " 132-133	5/11/95-5/16/95	
87	" " " 133	5/15/95-5/16/95	
88	" " " 134-135	5/17/95-5/18/95	
89	" " " 136-137	5/19/95-5/22/95	
90	" " " 137-138	5/23/95-5/24/95	
91	" " " 139	5/25/95	
92	" " " 140-141	5/26/95-5/30/95	
93	" " " 141-142	5/31/95-6/1/95-6/2/95	
94	" " " 141-142	6/1/95-6/2/95	
95	" " " 143-144	6/5/95-6/6/95	
96	" " " 151+143	6/15/95-6/16/95	
97	" " " 145	6/8/95	
98	" " " 145-146	6/7/95-6/9/95	
99	" " " 145+148	6/13/95+6/8/95	
100	" " " 146-147	6/9/95-6/10/95	
101	" " " 147	6/12/95	
102	" " " 149-150	6/14/95-6/15/95	
103	" " " 152	6/17/95	
104	" " " 152	6/19/95	
105	" " " 153	6/20/95	
106	" " " 154	6/21/95-6/22/95	
107	" " " 154-001	6/22/95-6/23/95 6/24/95	

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MVA		ACCESSION NO. 96W496	DATE REC'D 11-16-95
B. DIVISION/UNIT F&S TARI'S Room 132			RM CODE 26.02.13
C. MAILING ADDRESS 6601 Ritchie Hwy Glen Burnie, MD 21062		LOCATION RANGE 9 SECTION(S) 4	NO. OF CU. FT. 25
D. PHONE NO. 768-7099		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CHRISTOPHER EGNER		TO BE 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	6-12-95 (2B-12W), 6-13-95 6-14-95 (O1D-25B)	1014A-2 1725	
2	6-14-95 (12D-12W), 6-15-95, 6-16-95	Item #6 #2	
3	6-19-95, 6-20-95	499 1/00	
4	6-21-95, 6-22-95		
5	6-23-95, 6-24-95, 6-26-95		
6	6-27-95, 6-28-95		
7	6-29-95, 6-30-95 (O1D-13B)		
8	6-30-95 (15E-12W), 7-3-95, 7-5-95		
9	7-6-95, 7-7-95		
10	7-10-95, 7-11-95		
11	7-12-95, 7-13-95		
12	7-14-95, 7-17-95		
13	7-18-95, 7-19-95		
14	7-20-95, 7-21-95, 7-22-95		
15	7-24-95, 7-25-95		
16	7-26-95, 7-27-95		
17	7-28-95, 7-29-95, 7-31-95		
18	8-1-95, 8-2-95		
19	8-3-95, 8-4-95		
20	8-7-95, 8-8-95		
21	8-9-95, 8-10-95, 8-12-95		
22	8-11-95, 8-14-95		
23	8-15-95, 8-16-95		
24	8-17-95, 8-18-95		
25	8-21-95, 8-22-95		

R-9

S-24

1 Empty

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 759-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MVA	ACCESSION NO. 96W499	DATE REC'D 11-16-95
B. DIVISION/UNIT F+S TARIS Room 132	RM CODE 26.02.13	
C. MAILING ADDRESS 6601 Ritchie Hwy Glen Burnie, MD 21062	LOCATION RANGE SECTION(S) 20 2	NO. OF CU. FT. 20
D. PHONE NO. 768-7099	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CHRIS EGNER	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	8-23-95, 8-24-95, 8-8-95 U32	#1014A-2 1725
2	8-25-95, 8-28-95	#6 #2
3	8-29-95, 8-30-95	1/00
4	8-31-95, 9-1-95	
5	9-5-95, 9-6-95	
6	9-7-95, 9-8-95	
7	9-11-95, 9-12-95	
8	9-13-95, 9-14-95	
9	9-15-95, 9-16-95	
10	9-19-95, 9-20-95	
11	9-21-95, 9-22-95, 9-23-95	
12	9-25-95, 9-26-95	
13	9-27-95, 9-28-95	
14	9-29-95, 9-30-95, 10-2-95	
15	10-3-95, 10-4-95	
16	10-5-95, 10-6-95, 10-7-95	
17	10-10-95, 10-11-95	
18	10-12-95, 10-13-95	
19	10-16-95, 10-17-95	
20	10-18-95, 10-19-95	

DISPOSAL
 8/16/00

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. MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. 96W1003	DATE REC'D 2-21-96
B. DIVISION/UNIT FINANCE & STATISTICS GENERAL ACCOUNTING			RM CODE 26.02.13
C. MAILING ADDRESS 6601 RITCHIE HWY N.E. ROOM 140 GLEN BURNIE, MARYLAND 21062		LOCATION RANGE SECTION(S) 30 10-11	NO. OF CU. FT. 58
D. PHONE NO. 410-768-7840		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL LIZ KANNARKAT SECTION CHIEF FINANCE & STATISTICS GENERAL ACCOUNTING		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	REFUND CHECK REGISTER AND TRANSMITTALS	1014A-2 FA
	" " LIST # DATE	#6 1725
1	" " 006-014 7-12 - 7-26-95	#2
2	" " 015-022 7-27 - 8-8-95	
3	" " 023-029 8-9 - 8-22-95	
4	" " 030-037 8-24 - 9-6-95	
5	" " 037-045 9-8 - 9-20-95	
6	VOUCHERS " 046-051 9-22 - 10-5-95	7/00
	" " LIST # DATE	
7	" " 004-009 7-6 - 7-17-95	
8	" " 010-015 7-19 - 7-25-95	
9	" " 016-022 7-26 - 8-5-95	
10	" " 023-028 8-8 - 8-21-95	
11	" " 029-034 8-22 - 8-28-95	
12	" " 035-041 8-29 - 9-12-95	
13	" " 042-047 9-13 - 9-21-95	
14	" " 048-052 9-22 - 10-4-95	
15	" " 053-058 10-6 - 10-16-95	
16	" " 060-066 10-18 - 10-26-95	
17	" " 067-070 10-30 - 11-3-95	
	REFUND BACKUP	
	" " LIST #	
18	" " 001 6-23 - 6-26-95	
19	" " 001-004 6-26 & 7-5-95	
20	" " 002 6-27 - 6-29-95	
21	" " 003 6-30 - 7-3-95	
22	" " 005 7-6-95	
23	" " 006 7-7-95	
24	" " 007 7-10-95	
25	" " 007 7-11-95	
26	" " 008 7-12 - 7-13-95	
27	" " 009 7-14-95	

BOX NUMBERS.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES				ITEM NUMBER
	REFUND	BACKUP	CONTINUED LIST #	DATE	1014A-2
28	"	"	010	7-17-95	
29	"	"	010	7-18-95	
30	"	"	012	7-19-95	
31	"	"	013	7-20-95	
32	"	"	014	7-21-95	
33	"	"	015	7-24 - 7-25-95	
34	"	"	015	7-25-95	
35	"	"	016	7-26-95	
36	"	"	017	7-27-95	
37	"	"	018	7-28-95	
38	"	"	018	7-28-95	
39	"	"	019	7-31-95	
40	"	"	020	8-1-95	
41	"	"	022	8-3-95	
42	"	"	023	8-4-95	
43	"	"	023	8-7-95	
44	"	"	024	8-8-95	
45	"	"	025	8-9-95	
46	"	"	026	8-10-95	
47	"	"	028	8-14-95	
48	"	"	029	8-16-95	
49	"	"	029-030	8-17 - 8-18-95	
50	"	"	030	8-24-95	
51	"	"	030-031	8-22 - 8-23-95	
52	"	"	030-031	8-22-95	
53	"	"	034-035	8-25 - 8-28-95	
54	"	"	035	8-28-95	
55	"	"	036	8-29 - 8-31-95	
56	"	"	037-038	8-31-95	
57	"	"	038	9-5-95	
58	"	"	027-030	8-11 & 8-21-95	

R-30

S-10-11

S-11 Empty spaces

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>MVA</i>		ACCESSION NO. <i>96W1005</i>	DATE REC'D <i>2-21-96</i>
B. DIVISION/UNIT <i>F&S Rm 132</i>		RM CODE <i>26.02.13</i>	
C. MAILING ADDRESS <i>6601 RITCHIE HWY. GLEN BURNIE, MD. 21062</i>		LOCATION RANGE SECTION(S) <i>142 25</i>	NO. OF CU. FT. <i>8</i>
D. PHONE NO. <i>768-7099</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Ausan Taylor</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>TARIS - REM. PROC, SOURCE 800, BATCH SHEETS/TAPES</i>	<i>1014 A-2</i>
<i>Box #1</i>	<i>2-28-95 → 3-15-95</i>	<i>#6 1725</i>
<i>#2</i>	<i>3-16-95 → 4-5-95</i>	<i>#2</i>
<i>#3</i>	<i>4-6-95 → 4-28-95</i>	<i>11/00</i>
<i>#4</i>	<i>5-1-95 → 5-26-95</i>	<i>DISPOSAL</i>
<i>#5</i>	<i>5-30-95 → 6-30-95</i>	<i>8/7/00</i>
<i>#6</i>	<i>7-3-95 → 8-3-95</i>	<i>LJS</i>
<i>#7</i>	<i>8-7-95 → 8-31-95</i>	
<i>#8</i>	<i>9-1-95 → 10-3-95</i>	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1373)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>MVA</i>		ACCESSION NO. <i>96W1317</i>	DATE REC'D <i>4-19-96</i>
B. DIVISION/UNIT <i>F&S TARI'S Room 132</i>			RM CODE <i>26.02.13</i>
C. MAILING ADDRESS <i>6601 Ritchie Hwy Glen Burnie, MD 21062</i>		LOCATION RANGE <i>120</i> SECTION(S) <i>9</i>	NO. OF CU. FT. <i>4</i>
D. PHONE NO. <i>768-7099</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Sue Taylor</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>CREDIT CARD REC. SETTLEMENT TAPES</i>	<i>1014A-2</i>	
<i>1</i>	<i>1-95 — 3-30-95</i>	<i>1725</i>	
<i>2</i>	<i>4-1-95 — 6-30-95</i>	<i>1/99 II 2</i>	
<i>3</i>	<i>7-3-95 — 10-31-95</i>	<i>1/00</i>	
<i>4</i>	<i>11-95 — 12-95</i>		

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MVA		ACCESSION NO. 96W1318		DATE REC'D 4-19-96
B. DIVISION/UNIT FAS TARIS Room 132				FM CODE 26-02-13
C. MAILING ADDRESS 6601 Ritchie Hwy Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 33 13		NO. OF CU. FT. 4
D. PHONE NO. 768-7099		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Sue Taylor		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	MVA TARIS-INVENTORY	1014A-2
1	12-19-95, 12-20-95	Item 4
2	12-21-95, 12-22-95, 11-30-95 B23	1/99
3	12-26-95, 12-27-95	1725
4	12-28-95, 12-29-95	# 1/00

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. Motor Vehicle Administration		ACCESSION NO. 96W1559	DATE REC'D 5-24-96
B. DIVISION/UNIT Finance and Statistics			RM CODE 26.02.13
C. MAILING ADDRESS 6601 Ritchie Hwy N.E. Glen Burnie, Md 21062 Rm140		LOCATION RANGE SECTION(S) 414-5-86	NO. OF CU. FT. 57
D. PHONE NO. 410-768-7840		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lizy Kannarkat Section Chief Finance And Statistics General Accounting		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	REFUND BACKUP	1014A-2
1	" " LIST # 039-040 DATE 9-6, 9-7-95	Item #6
2	" " 041-042 9-6, 9-8, 9-9, 9-11-95 9-8-95-9-11-95	1725
3	" " 043 9-12-95	#2
4	" " 044 9-13-95	1/00
5	" " 045 9-14-95	
6	" " 046 9-15-95	
7	" " 046 9-19-95	
8	" " 047-048 9-20 - 9-21-95	
9	" " 048-049 9-21 - 9-22-95	
10	" " 049 9-22 & 9-25-95	
11	" " 046 9-18 & 9-19-95	
12	" " 049-050 9-25 - 9-26-95	
13	" " 050-051 9-27 - 9-28-95	
14	" " 052 10-2 - 10-3-95	
15	" " 051-052 9-28 - 9-29-95	
16	" " 053 10-4-95	
17	" " 053 10-5-95	
18	" " 054 10-6-95	
19	" " 055-056 10-10-95	
20	" " 057-058 10-12-95	
21	" " 056-057 10-11 - 10-12-95	
22	" " 058-059 10-13-95 9-8-95-9-13-95	
23	" " 059-060 10-16 - 10-17-95	
24	" " 060-061 10-17 - 10-18-95	
25	" " 062-063 10-19 - 10-20-95	
26	" " 063-064 10-20 -10-23-95	
27	" " 065-066 10-24 - 10-25-95	
28	" " 066-067 10-25 - 10-26-95	
29	" " 068-069 10-30-95	
30	" " 068 10-27 - 10-30-95	

DISPOSAL
8/22/00
LJS

BOX
NUMBERS.

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

REFUND BACKUP CON'T.

		LIST #	DATE
31	" "	069-070	10-31 - 11-1-95
32	" "	070	11-1-95
33	" "	071	11-3-95
34	" "	071	11-3 - 11-6-95
35	" "	072-073	11-3 - 11-9-95
36	" "	073	11-9 - 11-13-95
37	" "	073-074	11-13 - 11-14-95
38	" "	074-075	11-15 - 11-17-95
39	" "	075-076	11-16 - 11-17-95
40	" "	072	11-7-95
41	" "	076-077	11-17 11-20-95
42	" "	077-078	11-21 - 11-22-95
43	" "	078-079	11-22-95
44	" "	079-080	11-24 - 11-27-95
45	" "	080-081	11-27 - 11-28-95
46	" "	082-083	11-29 - 11-30-95
47	" "	081-082	11-28 - 11-29-95
48	" "	083-084	11-30 - 12-1-95
49	" "	084-085	12-1 - 12-4-95
50	" "	085-086	12-4 - 12-5-95
57	" "	070	11-2-95

CHECK REGISTER AND TRANSMITTAL

		LIST #	DATE
51	" "	052-060	10-6 - 10-19-95
52	" "	061-068	10-23 - 11-3-95
53	" "	069-074	11-3 - 11-20-95
54	" "	075-082	11-21 - 12-5-95

VOUCHERS

55	"	071-074	11-6 - 11-17-95
56	"	075-081	11-20 - 11-28-95

1014A-2

R-41
S-4⁵~~6~~

12 empty SPACES - 5-5-6

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

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Motor Vehicle Administration		ACCESSION NO. 96W1560		DATE REC'D 5-24-96	
B. DIVISION/UNIT Finance & Statistics				RM CODE 26.02.13	
C. MAILING ADDRESS 6601 Ritchie Highway NE GLEN BURNIE, MD 21062 ROOM 220		LOCATION RANGE SECTION(S) 48 14-15		NO. OF CU. FT. 52	
D. PHONE NO. 410-768-7840		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL LIZY KANNARKAT, SECTION CHIEF FINANCE & STATISTICS, GENERAL ACCOUNTING		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	REFUND BACKUP	1014A-2, ITEM 6
	LIST # DATE	1725 #2
1	" " 107 1-23-96	" "
2	" " 108 1-23-96	" "
3	" " 108-109 1-23 & 1-24-96	" "
4	" " 109-110 1-24 & 1-25-96	" 7/00
5	" " 110 1-25-96	" "
6	" " 111 1-26-96	" "
7	" " 112 1-29-96	" "
8	" " 113 1-30-96	" "
9	" " 114 1-31-96	" "
10	" " 114 2-1-96	" "
11	" " 115 2-2-96	" "
12	" " 116 2-5-96	" "
13	" " 117 2-6-96	" "
14	" " 118 2-7-96	" "
15	" " 119 2-8-96	" "
16	" " 120 2-9-96	" "
17	" " 121-122 2-12 & 2-13-96	" "
18	" " 123-127 2-14 & 2-21-96	" "
19	" " 124 2-15-96	" "
20	" " 124-127 2-16 - 2-21-96	" "
21	" " 126-128 2-20 - 2-22-96	" "
22	" " 128-129 2-23 - 2-26-96	" "
22A	" " 130-131 2-27 - 2-28-96	" "
23	" " 131-132 2-28 - 2-29-96	" "
24	" " 132 2-29 - 3-1-96	" "
25	" " 133 3-4-96	" "
26	" " 134 3-5-96	" "
27	" " 135 3-6-96	" "
28	" " 136 3-7-96	" "
29	" " 137 3-8-96	" "
30	" " 138 3-11-96	" "

BOX
NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

REFUND BACKUP

(CONT.)

1014A-2, ITEM 6

	"	"	LIST #	DATE
31	"	"	139-140	3-13 - 3-14-96
32	"	"	141	3-15-96
33	"	"	142	3-18-96
34	"	"	142	3-19-96
35	"	"	143	3-20-96
36	"	"	144	3-22 - 3-25-96
37	"	"	144	3-21 - 3-26-96
38	"	"	145	3-25-96
39	"	"	145	3-27-06
40	"	"	001-002	3-28 - 3-29-96
41	"	"	138-139	3-12 - 3-13-96

VOUCHERS BACKUP

LIST #

DATE

42	"	"	102-107	1-9 - 1-23-96
43	"	"	108-114	1-24 - 2-5-96
44	"	"	115-124	2-6 - 2-16-96
45	"	"	125-133	2-20 - 3-5-96
46	"	"	134-141	3-7 - 3-19-96
47	"	"	142-145	3-20 - 3-27-96

CHECK REGISTER AND TRANSMITTAL

	"	"	LIST #	DATE
48	"	"	107-114	1-30 - 2-6-96
49	"	"	115-126	2-8 - 2-22-96
50	"	"	127-135	2-26 - 3-11-96
51	"	"	136-142	3-14 - 3-26-96

There are 52 boxes in this transmittal.
There are two number 22's:

#22
#22A

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

MVA

B. DIVISION/UNIT

F&S TARIS Room 103

C. MAILING ADDRESS

6601 Ritchie Hwy
Glen Burnie, MD 21062

D. PHONE NO.

768-7079

E. AGENCY OFFICIAL

Sue Taylor

ACCESSION NO.

96W1760

DATE REC'D

6-26-96

RM CODE

26.02.13

LOCATION

RANGE

SECTION(S)

7

1-2

NO. OF CU. FT.

21

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX
NUMBERS

3.

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

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

1	2-26-96, 2-27-96
2	2-28-96, 2-29-96
3	3-1-96, 3-4-96
4	3-5-96, 3-6-96
5	3-7-96, 3-8-96
6	3-11-96, 3-12-96
7	3-13-96, 3-14-96
8	3-15-96, 3-18-96
9	3-19-96, 3-20-96
10	3-21-96, 3-22-96
11	3-25-96, 3-26-96
12	3-27-96, 3-28-96
13	3-29-96, 4-1-96
14	4-2-96, 4-3-96, 1-3-96-L45
15	4-4-96, 4-5-96
16	4-8-96, 4-9-96
17	4-10-96, 4-11-96
18	4-12-96, 4-15-96
19	4-16-96, 4-17-96
20	4-18-96, 4-19-96
21	4-22-96, 4-23-96

~~1014A-2~~
~~Item #6~~ 1725
~~5/99~~ #2

7/00

[Handwritten signature]
8/16/00

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. M V A		ACCESSION NO. 98W28	DATE REC'D 7-14-97
B. DIVISION/UNIT FINANCE & STATISTICS ROOM 103		LOCATION RANGE SECTION(S) 168 6-8	RM CODE 26.02.13
C. MAILING ADDRESS 6601 RITCHIE HWY GLEN BURNIE 21062		NO. OF CU. FT. 92	
D. PHONE NO. 410-768-7584		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Richard Rodger		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	COUNTER DRIVING RECORDS	
1	1-2-96 - 1-16-96	1725, ITEM 6
2	1-17-96 - 1-25-96	"
3	1-26-96 - 2-6-96	"
4	2-7-96 - 2-15-96	"
5	2-16-96 - 2-28-96	"
6	2-29-96 - 3-9-96	"
7	3-11-96 - 3-20-96	"
8	3-21-96 - 4-1-96	"
9	4-2-96 - 4-11-96	"
10	4-12-96 - 4-23-96	"
11	4-24-96 - 5-04-96	1725, ITEM 6
12	5-6-96 - 5-15-96	"
13	5-16-96 - 5-24-96	"
14	5-28-96 - 6-6-96	"
15	6-7-96 - 6-19-96	"
16	6-20-96 - 7-1-96	"
17	7-2-96 - 7-13-96	"
18	7-15-96 - 7-24-96	"
19	7-25-96 - 8-5-96	"
20	8-6-96 - 8-16-96	"
21	8-19-96 - 8-29-96	1725, ITEM 6
22	8-30-96 - 9-11-96	"
23	9-12-96 - 9-20-96	"
24	9-23-96 - 10-2-96	"
25	10-3-96 - 10-12-96	"
26	10-15-96 - 10-23-96	"
27	10-24-96 - 11-1-96	"
28	11-4-96 - 11-19-96	"
	CONTINUED NEXT PAGE	

NUMBER

DESCRIPTION OF RECORDS

DISPOAL AUTHORITY

COUNTER DRIVING RECORDS

29	11-20-96 - 12-2-96	1725, ITEM 6
30	12-3-96 - 12-12-96	"
31	12-13-96 - 12-24-96	"
32	12-26-96 - 12-30-96	"

BULK DRIVING RECORDS

33	1-2-96 - 1-26-96	1725, ITEM 6
34	1-29-96 - 2-16-96	"
35	2-20-96 - 3-13-96	"
36	3-14-96 - 4-4-96	"
37	4-5-96 - 4-29-96	"
38	4-30-96 - 5-20-96	"
39	5-21-96 - 6-10-96	"
40	6-11-96 - 7-5-96	"
41	7-8-96 - 7-31-96	"
42	8-1-96 - 12-30-96	"

BRANCH CERTIFIED'S

43	1-2-96 - 1-13 96	1725, ITEM 6
44	1-16-96 - 1-23 96	"
45	1-24-96 - 1-31-96	"
46	2-1-96 - 2-9-96	"
47	2-10-96 - 2-20-96	"
48	2-21-96 - 2-29-96	"
49	3-1-96 - 3-11-96	"
50	3-12-96 - 3-21-96	"
51	3-21-96 - 3-30-96	1725, ITEM 6
52	4-1-96 - 4-10-96	"
53	4-11-96 - 4-22-96	"
54	4-23-96 - 5-2-96	"
55	5-3-96 - 5-14-96	"
56	5-15-96 - 5-25-96	"
57	5-28-96 - 6-6-96	"
58	6-7-96 - 6-18-96	"
59	6-19-96 - 6-29-96	"
60	7-1-96 - 7-12-96	"
61	7-13-96 - 7-24-96	1725, ITEM 6
62	7-25-96 - 8-5-96	"
63	8-6-96 - 8-17-96	"
64	8-19-96 - 8-28-96	"
65	8-29-96 - 9-10-96	"
66	9-11-96 - 9-21-96	"
67	9-23-96 - 10-2-96	"
68	10-3-96 - 10-15-96	"
69	10-16-96 - 10-26-96	"
70	10-28-96 - 11-6-96	"
71	11-7-96 - 11-19-96	"
72	11-20-96 - 12-3-96	"
73	12-4-96 - 12-16-96	"
74	12-17-96 - 12-26-96	1725, ITEM 6
75	12-27-96 - 12-31-96	"

CONTINUED NEXT PAGE

NUMBER	DESCRIPTION OF RECORDS	DISPOSAL DATE
	EXPRESS CERTIFIED'S	
76	1-2-96 - 1-26-96	1725 ITEM 6
77	1-27-96 - 2-14-96	"
78	2-15-96 - 3-6-96	"
79	3-7-96 - 3-25-96	"
80	3-26-96 - 4-15-96	"
81	4-16-96 - 5-7-96	"
82	5-8-96 - 5-28-96	"
83	5-29-96 - 6-14-96	"
84	6-15-96 - 7-5-96	"
85	7-6-96 - 7-25-96	"
86	7-26-96 - 8-15-96	"
87	8-16-96 - 9-5-96	"
88	9-6-96 - 9-25-96	"
89	9-26-96 - 10-16-96	"
90	10-17-96 - 11-6-96	"
91	11-7-96 - 11-30-96	"
92	12-2-96 - 12-31-96	"

Jan 2000

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. MUA

B. DIVISION/UNIT

F&S TARIS Room 103

C. MAILING ADDRESS

6601 Ritchie Hwy.
Mlen Burnie, MD
21062

D. PHONE NO.

768-7099

E. AGENCY OFFICIAL

PAT EVANS

ACCESSION NO.

98W54

DATE REC'D

8-1-97

FM CODE

26.02.13

LOCATION

RANGE

SECTION(S)

43

24-25

NO. OF CU. FT.

24

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX
NUMBERS

3.

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

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

- | | | |
|----|---|---|
| 1 | 6-24-96, 6-25-96 | 1014A 2

1725;
Item No. 6;
January, 2000 |
| 2 | 6-26-96, 6-27-96 | |
| 3 | 6-28-96, 6-29-96, 7-1-96 | |
| 4 | 7-2-96, 7-3-96 | |
| 5 | 7-5-96, 7-8-96 | |
| 6 | 7-9-96, 7-10-96 | |
| 7 | 7-11-96, 7-12-96 (5-30-50) (5-23m46)
(6-3 m61) | |
| 8 | 7-15-96, 7-16-96 | |
| 9 | 7-17-96, 7-18-96 | |
| 10 | 7-19-96, 7-22-96 | |
| 11 | 7-23-96, 7-24-96 | |
| 12 | 7-25-96, 7-26-96 | |
| 13 | 7-29-96, 7-30-96 | |
| 14 | 7-31-96, 8-1-96 | |
| 15 | 8-2-96, 8-5-96 | |
| 16 | 8-6-96, 8-7-96 | |
| 17 | 8-8-96, 8-9-96 | |
| 18 | 8-12-96, 8-13-96 | |
| 19 | 8-14-96, 8-15-96 | |
| 20 | 8-16-96, 8-19-96 | |
| 21 | 8-20-96, 8-21-96 | |

1014A-2

22 8-22-96, 8-23-96
23 8-26-96, 8-27-96
24 8-28-96, 8-29-96

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <u>MVA</u> B. DIVISION/UNIT <u>F&S TARI'S Room 103</u> C. MAILING ADDRESS <u>6601 Ritchie Hwy</u> <u>Hylen Burnie, MD</u> <u>21062</u> D. PHONE NO. <u>768-7099</u> E. AGENCY OFFICIAL <u>PAT EVANS</u>		ACCESSION NO. <u>98W55</u> DATE REC'D <u>8-1-97</u> FM CODE <u>26.02.13</u> LOCATION RANGE <u>8</u> SECTION(S) <u>14</u> NO. OF CU. FT. <u>20</u> 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	
E 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	8-30-96, 8-31-96, 9-3-96 9-4-96, 9-5-96 9-6-96, 9-9-96 9-10-96, 9-11-96 9-12-96, 9-13-96 9-16-96, 9-17-96 9-18-96, 9-19-96 9-20-96, 9-23-96 9-24-96, 9-25-96 9-26-96, 9-27-96 9-30-96, 10-1-96 10-2-96, 10-3-96 10-4-96, 10-7-96 10-8-96, 10-9-96 10-10-96, 10-11-96 10-15-96, 10-16-96 10-17-96, 10-18-96 10-21-96, 10-22-96 10-23-96, 10-24-96 10-25-96, 10-28-96	1014A-2 1725, Item no. 6 Item #6 Retain at office for 2 months. Transfer State Record center for 3 years, then destroy January 2000 <i>[Signature]</i>	

R8

S14-~~13~~

7 Empties

S- 14-15

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

1. MVA

B. DIVISION/UNIT

F&S TARI'S Room 103

C. MAILING ADDRESS

6601 Ritchie Hwy.
Glen Burnie, MD 21062

D. PHONE NO.

768-7099

E. AGENCY OFFICIAL

PAT EVANS

ACCESSION NO.

98W56

DATE REC'D

8-1-97

FM CODE

26.02.13

LOCATION

RANGE

SECTION(S)

123

11

NO. OF CU. FT.

21

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX
NUMBERS

3. DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

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

1	10-29-96, 10-30-96
2	10-31-96, 11-1-96
3	11-4-96, 11-6-96
4	11-7-96, 11-8-96
5	11-12-96, 11-13-96
6	11-14-96, 11-15-96
7	11-18-96, 11-19-96
8	11-20-96, 11-21-96
9	11-22-96, 11-25-96
10	11-26-96, 11-27-96
11	11-29-96, 12-2-96
12	12-3-96, 12-4-96
13	12-5-96, 12-6-96
14	12-9-96, 12-10-96
15	12-11-96, 12-12-96
16	12-13-96, 12-16-96
17	12-17-96, 12-18-96
18	12-19-96, 12-20-96
19	12-23-96, 12-24-96
20	12-26-96, 12-27-96
21	12-30-96, 12-31-96

1725;
Item no. 6;
January, 2000

DISPOSAL
8-29-00

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. Motor Vehicle Administration		ACCESSION NO. 98W300		DATE REC'D 10-6-97	
B. DIVISION/UNIT Finance and Statistics		LOCATION RANGE SECTION(S) 48 30-32		RM CODE 26.02.13	
C. MAILING ADDRESS 6601 Ritchie Highway, NE Glen Burnie, MD 21062 Room 220		NO. OF CU. FT. 45		RECORDS CENTER MANAGER <i>Paul Lamberson</i>	
D. PHONE NO. 410-768-8450		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL Lizy Kannarkat, Section Chief Finance and Statistics General Accounting					

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	REFUND BACKUP LIST # DATE	1725 ³ 1014A-2 ITEM #8
1	" " 002-003 3/29/96-4/1/96	<i>July, 2000</i>
2	" " 004 4/2/96	" "
3	" " 005-006 4/3/96-4/4/96	" "
4	" " 006 4/4/96	" "
5	" " 007-008 4/5/96-4/8/96	" "
6	" " 008A-004A 4/8/96-4/9/96	" "
7	" " 004A-005A 4/9/96-4/10/96	" "
8	" " 005A 4/10/96	" "
9	" " 006A 4/11/96	" "
10	" " 006A-007A 4/11/96-4/12/96	" "
11	" " 008A 4/15/96	" "
12	" " 009 4/16/96	" "
13	" " 010 4/17/96	" "
14	" " 011 4/18/96-4/19/96	" "
15	" " 012-013 4/22/96-4/23/96	" "
16	" " 013-014 4/23/96-4/24/96	" "
16A	" " 014-015 4/24/96-4/25/96	" "
17	" " 015-016 4/25/96-4/26/96	" "
18	" " 016-017 4/26/96-4/29/96	" "
19	" " 018-019 4/30/96-5/01/96	" "
20	" " 019-020 5/01/96-5/02/96	" "
21	" " 020-021 5/02/96-5/03/96	" "
22	" " 022-023 5/06/96-5/07/96	" "
23	" " 023-024 5/07/96-5/08/96	" "
23A	" " 024-025 5/08/95-5/09/96	" "
24	" " 025-026 5/09/96-5/10/96	" "
25	" " 027 5/13/96	" "
26	" " 028 5/14/96	" "
27	" " 029-030 5/15/96-5/16/96	" "
28	" " 030-031 5/16/96-5/17/96	" "
29	" " 031-032 5/17/96-5/20/96	" "

BOX
NUMBERSDESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

REFUND BACKUP

LIST

DATE

1014A-2 ITEM #6

30	"	"	032-033	5/20/96-5/21/96
31	"	"	033-034	5/21/96-5/22/96
32	"	"	034-035	5/22/96-5/23/96
33	"	"	035-036	5/23/96-5/24/96
34	"	"	037-038	5/28/96-5/29/96
35	"	"	038-039	5/29/96-5/30/96
36	"	"	039-040	5/30/96-5/31/96

VOUCHERS

37	"		001-004	4/01/96-4/09/96
38	"		005-013	4/10/96-4/24/96
39	"		014	4/25/96

CHECK REGISTER AND TRANSMITTAL

LIST

DATE

40	"	"	001-006	4/05/96-4-15-96
41	"	"	007	4/17/96
42	"	"	143-145	3/27/96-3/29/96
43	"	"	099-106	1/25/96

CASHIER BACKUP

DATE

44	"	"		6/02/95-9/26/95
45	"	"		9/26/95-1/31/96

1014 ITEM #1.F.
" "

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY <i>MVA</i>		ACCESSION NO. <i>98W529</i>	DATE REC'D <i>12-2-97</i>
DIVISION/UNIT <i>F+S</i>			RM CODE <i>26.02.13</i>
MAILING ADDRESS <i>6601 RITCHIE HWY GLEN BURNIE, MD. 21062</i>		LOCATION RANGE SECTION(S) <i>32 26</i>	NO. OF CU. FT. <i>7</i>
PHONE NO. <i>768-7099</i>		RECORDS CENTER MANAGER	
AGENCY OFFICIAL <i>PATRICIA EVANS</i>		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
	<i>TARIS-REM.PROC-SOURCE 800-BATCH SHEETS/TAPES</i>	<i>1725</i>
<i>#1</i>	<i>5-31-96 → 7-8-96</i>	<i>ITEM 6</i>
<i>#2</i>	<i>7-9-96 → 8-7-96</i>	
<i>#3</i>	<i>8-8-96 → 9-12-96</i>	
<i>#4</i>	<i>9-13-96 → 10-16-96</i>	
<i>#5</i>	<i>10-17-96 → 11-21-96</i>	<i>DESTROY</i>
<i>#6</i>	<i>11-22-96 → 12-31-96</i>	<i>1/2000</i>
	<i>TARIS - COUNTY INVENTORY</i>	
<i>#7</i>	<i>5-1-96 → 10-31-96</i>	<i>Disposal 8/22/00 WPP</i>

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. MVA		ACCESSION NO. 98W872	DATE REC'D 6-2-98
B. DIVISION/UNIT F&S TAR's Room 103			FM CODE 26.02.13
C. MAILING ADDRESS 6601 RITCHIE HWY DLEN BURNIE, MD 21062		LOCATION RANGE SECTION(S) 18 14	NO. OF CU. FT. 20
D. PHONE NO. 768-7099		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL PAT EVANS		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	1-2-97, 1-3-97	1725 Item No. 6 Disposal July 2000 [Signature]
2	1-6-97, 1-7-97	
3	1-8-97, 1-9-97	
4	1-10-97, 1-13-97	
5	1-14-97, 1-15-97	
6	1-16-97, 1-17-97	
7	1-21-97, 1-22-97	
8	1-23-97, 1-24-97	
9	1-27-97, 1-28-97	
10	1-29-97, 1-30-97	
11	1-31-97, 2-1-97, 2-3-97	
12	2-4-97, 2-5-97	
13	2-6-97, 2-7-97	
14	2-10-97, 2-11-97	
15	2-12-97, 2-13-97	
16	2-14-97, 2-18-97	
17	2-19-97, 2-20-97	
18	2-21-97, 2-24-97	
19	2-25-97, 2-26-97	
20	2-27-97, 2-28-97	

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. MVA

B. DIVISION/UNIT

F & S TARI'S Room 217

C. MAILING ADDRESS

6601 Ritchie Hwy
Glen Burnie, MD
21062

D. PHONE NO.

410-768-7099

E. AGENCY OFFICIAL

PAT EVANS

ACCESSION NO.

98W873

DATE REC'D

6-2-98

RM CODE

26.02.13

LOCATION

RANGE

SECTION(S)

18

13-14

NO. OF CU. FT.

19

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

H	1	3-1-97, 3-3-97, 3-4-97
	2	3-5-97, 3-6-97
	3	3-7-97, 3-10-97
	4	3-11-97, 3-12-97
	5	3-13-97, 3-14-97
	6	3-17-97, 3-18-97
	7	3-19-97, 3-20-97
	8	3-21-97, 3-24-97
	9	3-25-97, 3-26-97
	10	3-27-97, 3-28-97
	11	3-31-97, 4-1-97
	12	4-2-97, 4-3-97
	13	4-4-97, 4-5-97
	14	4-8-97, 4-9-97
	15	4-10-97, 4-11-97
	16	4-14-97, 4-15-97
	17	4-16-97, 4-17-97
	18	4-18-97, 4-19-97, 4-20-97, 4-21-97
	19	4-22-97, 4-23-97

1725,

Item No. 6

disposal

July 2000

[Signature]

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. M.V.A.		ACCESSION NO. 98W874	DATE REC'D 6-2-98
B. DIVISION/UNIT FINANCE & STATISTICS ROOM 217		RM CODE 26.02.13	
C. MAILING ADDRESS 6601 RITCHIE HWY. GLEN BURNIE, MD. 21062		LOCATION RANGE SECTION(S) 18 14	NO. OF CU. FT. 11
D. PHONE NO. 410-768-7584		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
	COUNTER DRIVING RECORDS	
1	05-27-97 - 06-05-97	1725 ITEM 6
2	06-06-97 - 06-18-97	"
3	06-19-97 - 06-30-97	" JULY 2000
	CERTIFIED COPIES BRANCH	
4	05-27-97 - 06-04-97	1725 ITEM 6
5	06-05-97 - 06-14-97	"
6	06-16-97 - 06-24-97	"
7	06-25-97 - 06-30-97	" JULY 2000
	EXPRESS CERTIFIEDS	
8	04-14-97 - 05-03-97	1725 ITEM 6
9	05-05-97 - 05-21-97	"
10	05-22-97 - 06-11-97	"
11	06-12-97 - 06-30-97	" JULY 2000

* [REDACTED]

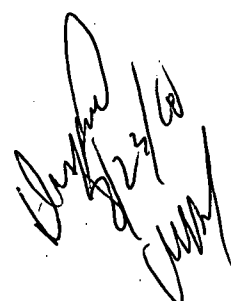
[REDACTED]

[REDACTED]

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. 95W1282	DATE REC'D 4-5-95
B. DIVISION/UNIT Research & Planning Division		LOCATION RANGE SECTION(S) 38 28	RM CODE 26.02.14.01
C. MAILING ADDRESS 6601 Ritchie Hwy., N.E. ISC - Room 022 Glen Burnie, MD 21062		NO. OF CU. FT. 1	
D. PHONE NO. (410) 768-7249		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Thomas E. Harris		TO BE 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	COMAR Regulations Folders - 1989 11.11.03(.01 - .13) 11.11.04 11.13.10 11.14.08 11.15.07(.01 - .03) 11.15.20(.01 - .04) 11.17.13(.01 - .02) 11.17.14(.01 - .09) 11.18.03(.01 - .03) 11.19.02 11.22.01-.04 	Sched. 1247 Item #2 January 2000

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 29.02.61.10		ACCESSION NO. 26.03.03		DATE REC'D 3-2-95
b) AGENCY HIGHWAY DESIGN DIVISION		LOCATION - RANGE 18 SECTION(S) 33		NO. OF CU. FT. 2
c) DIVISION/UNIT SHA		RECORDS CENTER MANAGER		
d) MAILING ADDRESS 211 E. MADISON STREET BALTIMORE, MD 21202		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
e) AGENCY OFFICIAL M. Cohn (M. Marrella)		PHONE NO. 333-2807		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	LOCATION/DESIGN PUBLIC HEARING MD 43 INVOICES 1990 MD 43 RED LINE NO. 1 MD 43 - RED LINE NO. 2 & 3 MD 43 - KLOSTERMAN AVE/RED LINE NO. 4 MD 43 RED LINE NO. 5 MD 43 - RED LINE NO. 6 MD 43 RED LINE NO. 7 FUK 1 MD 43 - PROFILE REVISION MD 43 BIDS MD 43 COST REDUCTION 4/88 MD 43 PRE-CONSTRUCTION COUNTY HONEYGO AGREEMENT MD 43 MD 43 EWO # 1 BARRIER FOOTER 24" MD 43 ROUSE CO. MD 43 PLATS MD 43 NOISE STUDY MD 43 COUNTY AGREEMENT TRANSFER MD 43 MTA P&R LOT MD 43 DIST # 4 COORDINATION MD 43 BALTO. COUNTY UTILITIES MD 43 SWM MD 43 PERMITS	#178 #1 7/00

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 29.02.61.10	ACCESSION NO.	DATE REC'D
b) AGENCY HIGHWAY DESIGN DIVISION		
c) DIVISION/UNIT SHA	LOCATION - RANGE	SECTION(S) NO. OF CU. FT.
d) MAILING ADDRESS 211 E. MADISON STREET BALTIMORE, MD 21202	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL M. Cohn (M. Marrella)	PHONE NO. 333-2807	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
2	MD 43 -HYDRAULICS & FEMA " " - FEMA LIGHT RAIL " " FHWA CONCERNS " " SOIL REPORTS " " PERRY HALL BLVD " " UTILITIES " " WHITE MARSH RETAIL " " SURVEYS " " FENCING ISSUE " " SEMI - FINAL REVIEW " " P.I. REPORTS B 818-502 P.I. REPORT " " - TRAFFIC INFO. PI REPORT - US 1 (BELAIR ROAD) " " APPLE HILL APTS. " " WALL @ SCHEUTES PROPERTY " " CHARLES STARK SILVER HILL FARMS " " PERRY HILLS (MACKS) " " WHITE MARSH RETAIL " " HERITAGE PROPERTY " " LANSFELDES PROPERTY " " TIMBERBROOKE " " R/W BUCKSCHOOL HUCKSCHOOL HOUSE RD.	

E

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

J

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. State Highway Administration		Accession No. 96W/454	Date Rec'd 5-6-96
B. Division/Unit Highway Design/Jordan		Location Range Section(s) 107 23-27	RM Code 26.03.03
C. Mailing Address 707 N. Calvert St. Baltimore, MD 21202		No. of Cu. Ft. 15	
D. Phone No. (410) 545-8823		Records Center Manager	
E. Agency Official Mike Mariella/Barb Solberg		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with inclusive Dates Rolls		4. Disposal Authority Schedule, Item No. Disposal Date

Roll # 1	MD 22: Shamrock Rd To E. of MD 543 Earthwork Comps
Roll # 2	MD 22: JMT Quality Assurance Review @ Semi-Final
Roll # 3	MD 22: Addenda 2-4
Roll # 4	MD 22: PS&E Plans (11-24-93)
Roll # 5	MD 22: Approved Red Line #1 From Fed. Aid (7-13-94)
Roll # 6	MD 22: Semi-Final Review Comments (5-93)
Roll # 7	MD 22: Test Pit Locations (9-93)
Roll # 8	MD 22: Approved Addenda 2&3 From Fed. Aid (1-28-94)
Roll # 9	MD 22: Misc. P.E. Comments (12-90)

1784/4
7/1999
7/00

J

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. <i>State Highway Administration</i>		Accession No.	Date Rec'd
B. Division/Unit <i>Highway Design / Jordan</i>		Location Range Section(s)	RM Code
C. Mailing Address <i>707 N. Calvert St. Baltimore, MD 21202</i>			No. of Cu. Ft.
D. Phone No. <i>(410) 545-8823</i>		Records Center Manager	
E. Agency Official <i>Mike Mariella / Barb Solberg</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>Roll #10</i>	<i>MD 22: Comments From Ha. Co. Water & Sewer (12-92)</i>	<i>1784/4</i> <i>7/1999</i> ↓
<i>Roll #11</i>	<i>MD 22: Wetland Areas & Rare Plant Mitigation (3-9-93)</i>	
<i>Roll #12</i>	<i>MD 22: Misc. Studies - Moores Mill Rd. Ext. (10-93)</i>	
<i>Roll #13</i>	<i>MD 22: Plans Showing Storm Drain Ownership (1987-1996)</i>	
<i>Roll #14</i>	<i>MD 22: X-Sects For MOT Median Removal (28+00-30+00) (11-17-94)</i> <i>• St. Matthews Church Studies & X-Sects (4-18-94)</i>	
<i>Roll #15</i>	<i>MD 22: Misc. Photogram. & Topo Maps</i>	
<i>Roll #16</i>	<i>MD 22: • Moores Mill Rd. Ext. - Green Line Rev. (7-18-95)</i> <i>• Rockfield Park - Green Line Rev. (11-1-94)</i> <i>• X-Sects - Red Line #1</i> <i>• Red Line #2</i> <i>• Voided Pavement Marking Mylars</i>	
<i>Roll #17</i>	<i>MD 22: Misc. C&P & Electric Plans</i>	
<i>Roll #18</i>	<i>MD 22: Misc. Water & Sewer Plans (1987-1996)</i>	
<i>Roll #19</i>	<i>MD 22: BG & E Comments & Plans (4-15-92)</i>	
<i>Roll #20</i>	<i>Churchville By-Pass - Aerial Mapping - Mylars ('87-'96)</i>	
<i>Roll #21</i>	<i>Churchville By-Pass - Misc. Mapping ('87-'96)</i>	
<i>Roll #22</i>	<i>Churchville By-Pass - Misc. Mapping ('87-'96)</i>	
<i>Roll #23</i>	<i>• Churchville By-Pass Misc Mapping ('87-'96)</i> <i>• MD 22: Accel/Decel Lanes</i>	

J

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. <i>State Highway Administration</i>	Accession No.	Date Rec'd RM Code
B. Division/Unit <i>Highway Design / Jordan</i>	Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address <i>707 N. Calvert St. Baltimore, MD 21202</i>		
D. Phone No. <i>8824 (410) 545-8823</i>	Records Center Manager	
E. Agency Official <i>LISA CHOPLIN Mike Mariella / Barb Solberg</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
Roll #24	MD 32 I95 to US29 PI, FR & Ad Plans HO 759-509-770	1784/4 10/1998
Roll #25	Bw Pkwy / MD 410 (Riverdale Rd) Interchange Final Review Plans	1784/4 7/2000
Roll #26	Bw Pkwy / MD 197 Interchange - PI Plans	1784/4 10/2002
Roll #27	Bw Pkwy / US50 / MD 201 - PI Plans	1784/4 6/1999
Roll #28	Canal Parkway A 725-203-671 Planning Cross Sections	1784/4 12/2002
Roll #29	Canal Pkwy A 725-203-671 Planning Plans & Cross Sections	1784/4 12/2002
Roll #30	Canal Pkwy A 725-203-671 R&K Line & Grade Submittal	1784/4 12/2002
Roll #31	Canal Pkwy A 725-203-671 WTB Line & Grade Submittal	1784/4 12/2002
Roll #32	Canal Pkwy A 725-203-671 WTB Line & Grade Submittal	1784/4 12/2002

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

J

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. STATE HIGHWAY ADMINISTRATION		Accession No.	Date Rec'd
B. Division/Unit HIGHWAY DESIGN / JORDAN		Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address 707 N. Calvert St. Baltimore, MD 21202			
D. Phone No. (410) 545-8824		Records Center Manager	
E. Agency Official MIKE MARIELLA / LISA CHOPLIN		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
Roll #33	Canal Pkwy A 725-203-671 Line & Grade Submittal Misc.	1784/4 12/2002
Roll #34	Canal Pkwy A 725-203-671 Wineow St. Alts: Fish Hook, Alt 3, 6 & 8R	1784/4 12/2002
Roll #35	Canal Pkwy A 725-203-671 Alt. 4/Option B, 17' shift @ Brock's, Planning shifts, wetwall excavation, Elder St. connection & Line & Grade misc	1784/4 12/2002

J

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. <i>State Highway Administration</i>		Accession No.	Date Rec'd
		RM Code	
B. Division/Unit <i>Highway Design / Jordan</i>		Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address <i>707 N. Calvert St. Balt., MD 21202</i>			
D. Phone No. <i>(410) 545-8823</i>		Records Center Manager	
E. Agency Official <i>Mike Mariella / Ken McDonald</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>Roll # 214 36</i>	<i>MD 32 : Broken Land PKwy to I-95</i>	<i>1784/3</i>	
<i>Roll # 215 37</i>	<i>MD 32 : Broken Land PKwy to I-95</i>	<i>7/1999</i>	

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W1673		DATE RECEIVED 6-14-95	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 120		LOCATION SECTIONS 19	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 7			
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER			
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER					
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	PAYROLL PERM & TEMP INPUTS PAY 18-22 1993 ✓	1813 #17	7/2000
2	PAYROLL PERM & TEMP INPUTS PAY 23-26 1993 ✓	731-25	7/2000
3	PAYROLL PERM & TEMP INPUTS PAY 07-12 1993 ✓	731-25	7/2000
4	PAYROLL PERM & TEMP INPUTS PAY 08-10 1992 ✓ P 950	731-25	7/2000
5	TIME CARDS MISCELLANEOUS 1933-1993	731-20	7/2000
6 ✓	PAYROLL SHA CONTRACTUAL 05/19/93 - 10/18/93 ✓	731-20	7/2000
7	TIME CARDS MISCELLANEOUS 1988 - 1993	731-20	7/2000

**Missing
Boxes # 4, 5, 6*

*DISPOSAL
9-22-00*

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 798-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300 MARYLAND STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 93W1074	DATE REC'D 3-9-93
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH			RM CODE 26-03-07
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD. 21022		LOCATION RANGE SECTION(S) 153 8	NO. OF CU. FT. 9
D. PHONE NO. 321-3584		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BETTY PATTERSON, SERVICES SPECIALIST		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
337 338 339 340 341 342 343 344 332	Record center boxes arranged alphabetically by contract code number. No filing equipment was released by this transfer. However, our previous critically crowded filing space is now orderly and workable for efficient operation of our contract filing section for at least one year after completion.	# 925 # 1 Retain for seven years from date sent to records center, then destroy 7/00 DISPOSAL 8/9/00 LSB	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300 1. MARYLAND STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 93W1722	DATE REC'D 6-16-93
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH		LOCATION RANGE 143 SECTION(S) 17-19	RM CODE 26-03.07
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD 21022		NO. OF CU. FT. 99	
D. PHONE NO. 321-3584		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BETTY PATTERSON, PERSONNEL 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	
345 thru 443	Record center boxes arranged alphabetically by contract code number. No filing equipment was released by this transfer. However, our previous critically crowded filing space is now orderly and workable for efficient operation of our contract filing section for at least one year after completion.	# 925 # 1 Retain for seven years from date sent to record center then destroy. 7/00 DISPOSAL 8/7/00 LJS	

COMPLETED FILE SCHEDULE 925 BOX 345
STORED IN HALL OF RECORDS
COMPLETED CONTRACTS

<u>CONTRACT</u>	<u>COMPLETED DATE</u>
403-18-514-87	08/26/87
403-2N-514-87	08/26/87
403-2S-514-87	08/26/87
403-4-514-87	08/26/87
AA406-501-571	04/29/87
BW879-801-312	05/19/87
BW884-801-312	05/05/87
M 483-951-512	05/04/87
P 410-501-372	06/01/87
P 725-501-380	05/04/87
P 744-501-370	08/06/87
P 809-501-377	03/31/87
P 854-501-377	08/14/87
P 855-501-377	06/07/87
SM734-501-577	05/18/87

COMPLETED FILE SCHEDULE 925 BOX 443
STORED IN HALL OF RECORDS
COMPLETED CONTRACTS

CONTRACT

COMPLETED DATE

AA132-502-572

11/06/92

R-143

S-17-19

Empty
R143
S19

RECEIVED

MAY 7 1993

RECORDS MANAGEMENT
DIVISION

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Highway Administration		ACCESSION NO. 93W278	DATE REC'D 9-2-92
B. DIVISION/UNIT Traffic Engineering Design Division Signing/Lighting		LOCATION RANGE SECTION(S) 102 9	RM CODE 26.03.11
C. MAILING ADDRESS 7491 Connelley Drive Hanover, MD 21076			NO. OF CU. FT. 8
D. PHONE NO. 787-4022		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Gerald Jannetti</i> Gerald Jannetti, Chief, Signing/lighting		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	All boxes contain same data	#1142 #1
1.	Washington, Wicomico and Worcester Counties Plans 1974 - 1987 Correspondence 1974 - 1987 Cost Estimates 1974 - 1987 Special Provisions 1974 - 1987 Bid Tabulations 1974 - 1987 Catalog Cuts 1974 - 1987 Traffic Control Plans 1974 - 1987 Location Maps 1974 - 1987 Forms 1974 - 1987 Funding Justification 1974 - 1987 Warrants 1974 - 1987 Charts 1974 - 1987 Requests 1974 - 1987	Disposal - 7 years " " " May 1999 " Jan. 2000 " " " " " 7/10/00
2.	Somerset, Talbot, Queen Anne, Prince George's, and Montgomery Counties	Disposal - 7 years
3.	Montgomery, Howard Garrett, Harford, Frederick and Kent Counties	DISPOSAL Disposal - 7 years
4.	Frederick, Dorecester, Carroll. Cecil and Caroline Counties	255 Disposal - 7 year
5.	Calvert and Baltimore Counties	Disposal - 7 year
6.	Baltimore County	Disposal - 7 years
7.	Baltimore and Anne Arundel Counties	Disposal - 7 years
8.	Anne Arundel and Allegany Counties	Disposal - 7 years

R-102

S-9

4 empties

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 93W1313		DATE REC'D 4-21-93
B. DIVISION/UNIT STATE ROADS COMMISSION		LOCATION RANGE SECTION(S) 148 19		RM CODE 26.03.12
C. MAILING ADDRESS 707 N. Calvert Street, Room 407 Baltimore, MD 21202		NO. OF CU. FT. 2		
D. PHONE NO. 410-333-1208		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Bonnie V. Carter Management Associate		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
1	1989 Authorizations	Sched No. 109 1542 Item No. 1 Disposal Date: 1/1/2000		
2	1989 Authorizations	(same)		
		Disposed 7/25/00 <i>[Signature]</i>		

26.03.15	MDOT	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			
SHA OFFICE of MAINTENANCE			
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				
96W48	MFOMS	1642	1,11	1989	5	8/00	RECYCLE
96W49	HISTORY SHEETS	1642	A1,1,3	1989	11	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
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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 29.02.01		ACCESSION NO. 96W48		DATE REC'D 8-11-95
2. AGENCY MDOT - State Highway Administration		LOCATION - RANGE 143		SECTION(S) 19
3. DIVISION / UNIT Office of Maintenance/Equipment Division		NO. OF CU. FT. 5		
4. MAILING ADDRESS 7491 Connelley Drive Hanover, Maryland 21076		RECORDS CENTER MANAGER 		
5. AGENCY OFFICIAL David J. Coyne		PHONE NO (410) 582-5575		TO BE 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	MFOMS - Sedans 29600 - 29890	Schedule 1642, Item 11 January 2000
2	MFOMS - LTV's 80000-82004	Schedule 1642, Item 11 January 2000
3	MFOMS - LTV's 82005 - 87337	Schedule 1642, Item 11 January 2000
4	Accident Reports (January 1989 - December 1989)	Schedule 1642, Item 1 January 2000
5	Accident Reports (January 1989 - December 1989)	Schedule 1642, Item 1 January 2000

DISPOSAL

8/4/00

LJS

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

1. AGENCY CODE 29.02.01		ACCESSION NO.	DATE REC'D	
D1 AGENCY MDOT - State Highway Administration				
C1 DIVISION/UNIT Office of Maintenance/Equipment Division		LOCATION - RANGE	SECTIONS	NO. CF CU. FT
J1 MAILING ADDRESS 7491 Connelley Drive Hanover, Maryland 21076				
H1 AGENCY OFFICIAL David J. Coyne		RECORDS CENTER MANAGER		
PHONE NO (410 582-5575)		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DA)		

11 Requisitions (Budget 1989)

Schedule 1642, Item 5
January 2000

R-123

~~S-27~~ S-27

2 empties

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 29.02.01		26.03.15		ACCESSION NO. 96W49	DATE REC'D 8-11-95
2. AGENCY MDOT - State Highway Administration				LOCATION - RANGE 123	SECTIONS 27
3. DIVISION/UNIT Office of Maintenance/Equipment Division				NO. OF COPIES 11	
4. MAILING ADDRESS 7491 Connelley Drive Hanover, Maryland 21076				RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL David J. Coyne		PHONE NO. (410) 582-5575		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
6. BOX NUMBERS	7. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	8. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
1	History Sheets (w/ no condemnations) (? to 1995)	Schedule 1642, Item 3 July 2000			
2	History Sheets (w/ no condemnations) (? to 1995)	Schedule 1642, Item 3 July 2000			
3	Completed Budget (1989)	Schedule 1642 A-1 Item 16, Jan. 2000			
4	Completed Budget (1989)	Schedule 1642 A-1 Item 16, Jan. 2000			
5	Budget 1989	Schedule 1642 A-1 Item 16, Jan. 2000			
6	Budget 1989	Schedule 1642 A-1 Item 16, Jan. 2000			
7	Accident Reports SNH688 - 80107	Schedule 1642, Item 1 January 2000			
8	Accident Reports 80113 - (89-90)	Schedule 1642, Item 1 January 2000			
9	Condemned History Sheets (433087 through 752112)	Schedule 1642, Item 3 January 2000			
10	Condemned History Sheets (754112 through 053910)	Schedule 1642, Item 3 January 2000			

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE • 709-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE ACCIDENT FUND		ACCESSION NO. 90W1063	DATE REC'D 3-28-90
B. DIVISION/UNIT ACCOUNTING			FM CODE 200 1801
C. MAILING ADDRESS STATE ACCIDENT FUND 8725 LOCH RAVEN BLVD. BALTIMORE, MARYLAND 21204		LOCATION RANGE SECTION(S) 120 2-6	NO. OF CU. FT. 22
D. PHONE NO. (301)-832-1805		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL EDWARD J. LEWANDOWSKI DIRECTOR OF ACCOUNTING		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 THRU 43	CLAIM CHECKS : DECEMBER 15, 1987 - DECEMBER 31, 1988	5 YEARS Sch. # 690-13B Item # 138 4 1/99 DITZEL 2-27-00

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>INJURED WORKERS INSURANCE FUND</i>		ACCESSION NO. <i>93W1199</i>		DATE REC'D <i>4-5-93</i>	
B. DIVISION/UNIT <i>Underwriting</i>				RM CODE <i>18.01</i>	
C. MAILING ADDRESS <i>8722 Loch Raven Blvd. Towson, Md. 21204</i>		LOCATION RANGE SECTION(S) <i>144 32-35</i>		NO. OF CU. FT. <i>101</i>	
D. PHONE NO. <i>410-494-2062</i>		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL <i>Mark L. Marszal</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
<i>1-101</i>	<i>Underwriting Policy Folders - Canceled 1988</i>	<i>Item # 7 690-13 JAN 1999</i> <i>DISPOSAL</i> <i>8/3/00</i> <i>LJS</i>			

R-144
S-32-35

32 empty
R144
S35

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 INJURED WORKERS INSURANCE FUND		ACCESSION NO. 956624	DATE REC'D 11-14-94
B. DIVISION/UNIT ACCOUNTING & DATA CONTROL		RM CODE 18.01	
C. MAILING ADDRESS INJURED WORKERS INSURANCE FUND 8722 LOCH RAVEN BLVD TOWSON, MD. 21286-2235		LOCATION RANGE SECTION(S) 124 13-16	NO. OF CU. FT. 116
D. PHONE NO. 410 - 494 - 2109		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL EDWARD J. LEWANDOWSKI DIRECTOR OF ACCOUNTING & DATA CONTROL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	6. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
BOX 1 THROUGH BOX 116	Alphabetical Claims Mail Medicals Paid Bills March 14-94 - June 30, 1994	SCHEDULE # 1249 ITEM # 1A July 1999
		* Missing Box #1 DTA 2-00

Paid Medical Bills for 94

Box Count
116

Box No.	DATE (From)	DATE (To)	Box No.	DATE (From)	DATE (To)
1 OF 116	3-14-94	3-15-94	28 OF 116	4-12-94	4-12-94
2 OF 116	3-15-94	3-16-94	29 OF 116	4-12-94	4-12-94
3 OF 116	3-16-94	3-17-94	30 OF 116	4-13-94	4-13-94
4 OF 116	3-18-94	3-19-94	31 OF 116	4-14-94	4-14-94
5 OF 116	3-20-94	3-21-94	32 OF 116	4-15-94	4-15-94
6 OF 116	3-22-94	3-22-94	33 OF 116	4-16-94	4-16-94
7 OF 116	3-23-94	3-23-94	34 OF 116	4-17-94	4-17-94
8 OF 116	3-24-94	3-25-94	35 OF 116	4-17-94	4-18-94
9 OF 116	3-25-94	3-25-94	36 OF 116	4-18-94	4-19-94
10 OF 116	3-26-94	3-26-94	37 OF 116	4-19-94	4-20-94
11 OF 116	3-26-94	3-26-94	38 OF 116	4-20-94	4-21-94
12 OF 116	3-27-94	3-27-94	39 OF 116	4-21-94	4-21-94
13 OF 116	3-28-94	3-28-94	40 OF 116	4-22-94	4-22-94
14 OF 116	3-29-94	3-29-94	41 OF 116	4-22-94	4-23-94
15 OF 116	3-30-94	3-30-94	42 OF 116	4-23-94	4-23-94
16 OF 116	4-1-94	4-1-94	43 OF 116	4-24-94	4-24-94
17 OF 116	4-1-94	4-2-94	44 OF 116	4-25-94	4-25-94
18 OF 116	4-2-94	4-3-94	45 OF 116	4-26-94	4-26-94
19 OF 116	4-3-94	4-3-94	46 OF 116	4-26-94	4-26-94
20 OF 116	4-3-94	4-4-94	47 OF 116	4-27-94	4-27-94
21 OF 116	4-4-94	4-5-94	48 OF 116	4-28-94	4-28-94
22 OF 116	4-5-94	4-6-94	49 OF 116	4-29-94	4-29-94
23 OF 116	4-7-94	4-7-94	50 OF 116	4-29-94	4-30-94
24 OF 116	4-8-94	4-8-94	51 OF 116	5-1-94	5-2-94
25 OF 116	4-9-94	4-9-94	52 OF 116	5-2-94	5-2-94
26 OF 116	4-10-94	4-10-94	53 OF 116	5-2-94	5-3-94
27 OF 116	4-11-94	4-11-94	54 OF 116	5-3-94	5-4-94

Paid Medical Bills for 94 Box Count
116

Box No.	DATE (From)	DATE (To)	Box No.	DATE (From)	DATE (To)	
55 _{OF} 116	5-4-94	5-4-94	82 _{OF} 116	5-26-94	5-26-94	
56 _{OF} 116	5-4-94	5-5-94	83 _{OF} 116	5-26-94	5-26-94	
57 _{OF} 116	5-5-94	5-5-94	84 _{OF} 116	5-27-94	5-27-94	
58 _{OF} 116	5-5-94	5-6-94	85 _{OF} 116	5-27-94	5-28-94	
59 _{OF} 116	5-6-94	5-6-94	86 _{OF} 116	5-28-94	5-28-94	
60 _{OF} 116	5-6-94	5-7-94	87 _{OF} 116	5-29-94	5-29-94	
61 _{OF} 116	5-7-94	5-7-94	88 _{OF} 116	5-30-94	5-30-94	
62 _{OF} 116	5-9-94	5-9-94	89 _{OF} 116	5-30-94	5-30-94	
63 _{OF} 116	5-9-94	5-9-94	90 _{OF} 116	6-2-94	6-2-94	
64 _{OF} 116	5-9-94	5-10-94	91 _{OF} 116	6-2-94	6-2-94	
65 _{OF} 116	5-10-94	5-10-94	92 _{OF} 116	6-3-94	6-3-94	
66 _{OF} 116	5-11-94	5-11-94	93 _{OF} 116	6-6-94	6-7-94	
67 _{OF} 116	5-11-94	5-12-94	94 _{OF} 116	6-7-94	6-7-94	
68 _{OF} 116	5-12-94	5-12-94	95 _{OF} 116	6-8-94	6-8-94	
69 _{OF} 116	5-13-94	5-13-94	96 _{OF} 116	6-9-94	6-9-94	
70 _{OF} 116	5-13-94	5-15-94	97 _{OF} 116	6-10-94	6-10-94	
71 _{OF} 116	5-15-94	5-15-94	98 _{OF} 116	6-10-94	6-13-94	
72 _{OF} 116	5-16-94	5-17-94	99 _{OF} 116	6-13-94	6-13-94	
73 _{OF} 116	5-17-94	5-17-94	100 _{OF} 116	6-14-94	6-14-94	
74 _{OF} 116	5-18-94	5-18-94	101 _{OF} 116	6-14-94	6-15-94	
75 _{OF} 116	5-18-94	5-19-94	102 _{OF} 116	6-15-94	6-15-94	
76 _{OF} 116	5-19-94	5-19-94	103 _{OF} 116	6-17-94	6-17-94	
77 _{OF} 116	5-19-94	5-19-94	104 _{OF} 116	6-18-94	6-18-94	
78 _{OF} 116	5-19-94	5-19-94	105 _{OF} 116	6-20-94	6-20-94	
79 _{OF} 116	5-23-94	5-23-94	106 _{OF} 116	6-21-94	6-21-94	
80 _{OF} 116	5-24-94	5-24-94	107 _{OF} 116	6-21-94	6-22-94	
81 _{OF} 116	5-24-94	5-25-94	108 _{OF} 116	6-22-94	6-22-94	

Paid Medical Bills for 94 Box Count
116

Box No	Date (From)	Date (To)
109 of 116	6-22-94	6-23-94
110 of 116	6-23-94	6-23-94
111 of 116	6-24-94	6-24-94
112 of 116	6-25-94	6-27-94
113 of 116	6-28-94	6-28-94
114 of 116	6-28-94	6-28-94
115 of 116	6-29-94	6-29-94
116 of 116	6-30-94	6-30-94

R-124

S-13-16

Box #1 missing

16 ~~empty~~ empty

R124

S16