

01.01	MDA	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Department of Agriculture Weights and Measures Section			
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.				
97W1188	Package Inspection Reports & Stop Removal Orders / Device Inspection Reports	1679	4, 2	1993	11	1/2001	RECYCLE
00W161	Large and Vehicle Scale Reports - All Counties	1679	2	1993	1	1/2001	RECYCLE

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

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ Records Center Manager \_\_\_\_\_ June 30, 2001  
 Signature Title Date

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of Agriculture	Accession No. <b>97W1188</b>	Date Rec'd <b>5-20-97</b>
		RM Code <b>01.01</b>
B. Division/Unit Weights and Measures Section	Location Range Section(s) <b>39 32-33</b>	No. of Cu. Ft. <b>11</b>
C. Mailing Address 50 Harry S Truman Parkway Annapolis, MD 21401	Records Center Manager	
D. Phone No. (410) 841-5790	To Be Completed At State Records Management Center	
E. Agency Official		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
8, 9, 10 & 11	Package Inspection Reports & Stop Removal Orders 1993	1679 (4) 1-1-01
	Device Inspection Reports - 1993	1679 (2) 1-1-01
5 & 6 7	small liquid measuring devices vehicle tank meters / large liquid measuring devices LPG/vehicle tank meters LPG/stationary meters	<b>DISPOSAL</b> <b>3/6/01</b> 1679 (2) 1-1-01
1, 2 & 3	Device Inspection Reports 1993 small scales medium scales	
4	large scales, jewelery and misc out of service	<b>LIS</b>

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of Agriculture	Accession No. <b>00W161</b>	Date Rec'd <b>8-27-99</b>
		RM Code <b>01.01</b>
B. Division/Unit Weights and Measures Section	Location Range                  Section(s) <b>8                          9</b>	No. of Cu. Ft. <b>1</b>
C. Mailing Address 50 Harry S Truman Parkway Annapolis, MD 21401	Records Center Manager	
D. Phone No. (410) 841-5900	To Be Completed At State Records Management Center	
E. Agency Official <b>Brenda C. Hatridge</b>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	large and vehicle scale reports-all counties <b>1993</b>	1679 (2) 1-1-01  <b>DIBOAL</b> <b>2-28-01</b>

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
97W1190	WIC / FMNP Redeemed Coupons and Invoices	1697 -A1	7	1995	30	1/2001	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ June 30, 2001 Date
---------------------------------------	--	--------------------------------

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of Agriculture		Accession No. 97W1190	Date Rec'd 5-20-97
B. Division/Unit Marketing Division		Location Range Section(s) 106 15	RM Code 01.01
C. Mailing Address 50 Harry S. Truman Parkway Annapolis, MD 21401			No. of Cu. Ft. 30
D. Phone No. (410) 841-5900		Records Center Manager	
E. Agency Official Brenda C. Hatridge		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	

43-71	1995 WIC/FMNP Redeemed Coupons and Invoices	1697A1/7/1-2001
-------	---	-----------------

DIPLO  
3/90

02.02 SDAT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
Assessments & Taxation Personnel Division		
Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records <small>(Same Title as listed on Schedule)</small>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W1309	Closed Personnel / Medical Files	2084	1 & 2	1990	2	1/2001	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2001</u> Date
-------------------------------------	--	------------------------------

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE -- 410-799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> I. Assessments & Taxation		<b>ACCESSION NO.</b> 00W1309		<b>DATE REC'D.</b> 6-12-00	
<b>II. DIVISION/UNIT</b> Personnel Division		<b>LOCATION RANGE SECTION(S)</b> 4 35		<b>RM CODE</b> 02.02	
<b>C. MAILING ADDRESS</b> 301 W. Preston Street, Room 808 Baltimore, MD 21201		<b>NO. OF CU. FT.</b> 2		<b>RECORDS CENTER MANAGER</b>	
<b>D. PHONE NO.</b> (410) 767-1140		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>			
<b>E. AGENCY OFFICIAL</b> John Flynn					
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			
1-2	Closed 1990 Personnel/ Medical Files	2084 1&2 1/1/2001  <i>DISPOSAL</i> 2/23/03 <i>LS</i>			

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W407	Reimbursement Request / Health Care Spending Account Files	1631	1	1993	30	1/2001	RECYCLE
99W291	Vision Program - Vision Services Forms	1688	1	1995	33	1/2001	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2001</u> Date
-------------------------------------	--	------------------------------



E

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. Agency Dept. of Budget & Fiscal Planning		ACCESSION NO. <b>96W407</b>	DATE REC'D <b>10-24-95</b>																																												
B. DIVISION/ UNIT EBD-Fiscal Management Division			RM CODE <b>03.02</b>																																												
C. MAILING ADDRESS 301 West Preston Street Room 510 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>114 21</b>	NO. OF CU. FT. <b>30</b>																																												
D. PHONE NO.  (410) 225-4646		RECORDS CENTER MANAGER																																													
E. AGENCY OFFICIAL Alexius O. Bishop		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER																																													
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <b>REIMBURSEMENT REQUEST/HEALTH CARE SPENDING ACCOUNT FILES</b>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE																																													
	<table border="1"> <thead> <tr> <th><u>Case Numbers</u></th> <th><u>Dates</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>0001-1076</td></tr> <tr><td>2</td><td>1077-1831</td></tr> <tr><td>3</td><td>1832-2523</td></tr> <tr><td>4</td><td>2524-3323</td></tr> <tr><td>5</td><td>3324-4032</td></tr> <tr><td>6</td><td>4033-4812</td></tr> <tr><td>7</td><td>4813-5460</td></tr> <tr><td>8</td><td>5461-6164</td></tr> <tr><td>9</td><td>6165-6871</td></tr> <tr><td>10</td><td>6872-7569</td></tr> <tr><td>11</td><td>7570-8159</td></tr> <tr><td>12</td><td>8160-8807</td></tr> <tr><td>13</td><td>8808-9489</td></tr> <tr><td>14</td><td>9490-143A</td></tr> <tr><td>15</td><td>144A-730A</td></tr> <tr><td>16</td><td>731A-439B</td></tr> <tr><td>17</td><td>440B-096C</td></tr> <tr><td>18</td><td>097C-779C</td></tr> <tr><td>19</td><td>780C-428D</td></tr> <tr><td>20</td><td>429D-989D</td></tr> <tr><td>21</td><td>990D-612E</td></tr> </tbody> </table>	<u>Case Numbers</u>	<u>Dates</u>	1	0001-1076	2	1077-1831	3	1832-2523	4	2524-3323	5	3324-4032	6	4033-4812	7	4813-5460	8	5461-6164	9	6165-6871	10	6872-7569	11	7570-8159	12	8160-8807	13	8808-9489	14	9490-143A	15	144A-730A	16	731A-439B	17	440B-096C	18	097C-779C	19	780C-428D	20	429D-989D	21	990D-612E	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy  SCHEDULE #1631 ITEM #1  <i>10/26/95</i> <i>3/12/01</i>	
<u>Case Numbers</u>	<u>Dates</u>																																														
1	0001-1076																																														
2	1077-1831																																														
3	1832-2523																																														
4	2524-3323																																														
5	3324-4032																																														
6	4033-4812																																														
7	4813-5460																																														
8	5461-6164																																														
9	6165-6871																																														
10	6872-7569																																														
11	7570-8159																																														
12	8160-8807																																														
13	8808-9489																																														
14	9490-143A																																														
15	144A-730A																																														
16	731A-439B																																														
17	440B-096C																																														
18	097C-779C																																														
19	780C-428D																																														
20	429D-989D																																														
21	990D-612E																																														

- 2 -

<u>Box No.</u>	<u>Case Numbers</u>	<u>Year</u>	<u>Disposal Date</u>
22	613E-222F	1993	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy
23	223F-781F	1993	
24	782F-290G	1993	
25	291G-771G	1993	
26	772G-356H	1993	
27	357H-842H	1993	
28	843H-277I	1993	
29	278I-748I	1993	
30	749I-111J	1993	

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Budget and Management	Accession No.  <b>99W291</b>	Date Rec'd <b>10-29-98</b>
<b>B. Division/Unit</b> EBD - Vision Program	RM Code <b>03.02</b>	
<b>C. Mailing Address</b> 301 W. Preston Street, Room 510 Baltimore, MD 21201	Location Range      Section(s)  <b>65      7-8</b>	No. of Cu. Ft.  <b>33</b>
<b>D. Phone No.</b> (410) 767-5029	Records Center Manager	
<b>E. Agency Official</b> Alexius O. Bishop	<b>To Be Completed At</b> State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date																																																			
	<u>VISION SERVICE FORMS</u>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><u>CASE NUMBERS</u></th> <th style="width: 30%;"></th> <th style="width: 40%;"><u>DATES</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>5705 - 5800</td><td>1995</td></tr> <tr><td>1A</td><td>5801 - 5904</td><td>1995</td></tr> <tr><td>2</td><td>5905 - 5999</td><td>1995</td></tr> <tr><td>3</td><td>6000 - 6094</td><td>1995</td></tr> <tr><td>4</td><td>6095 - 6194</td><td>1995</td></tr> <tr><td>5</td><td>6195 - 6294</td><td>1995</td></tr> <tr><td>6</td><td>6295 - 6389</td><td>1995</td></tr> <tr><td>7</td><td>6390 - 6484</td><td>1995</td></tr> <tr><td>8</td><td>6485 - 6579</td><td>1995</td></tr> <tr><td>9</td><td>6580 - 6673</td><td>1995</td></tr> <tr><td>10</td><td>6774 - 6774</td><td>1995</td></tr> <tr><td>11</td><td>6775 - 6864</td><td>1995</td></tr> <tr><td>12</td><td>6865 - 6954</td><td>1995</td></tr> <tr><td>13</td><td>6955 - 7043</td><td>1995</td></tr> <tr><td>14</td><td>7044 - 7144</td><td>1995</td></tr> <tr><td>15</td><td>7145 - 7244</td><td>1995</td></tr> </tbody> </table>	<u>CASE NUMBERS</u>		<u>DATES</u>	1	5705 - 5800	1995	1A	5801 - 5904	1995	2	5905 - 5999	1995	3	6000 - 6094	1995	4	6095 - 6194	1995	5	6195 - 6294	1995	6	6295 - 6389	1995	7	6390 - 6484	1995	8	6485 - 6579	1995	9	6580 - 6673	1995	10	6774 - 6774	1995	11	6775 - 6864	1995	12	6865 - 6954	1995	13	6955 - 7043	1995	14	7044 - 7144	1995	15	7145 - 7244	1995	Retain for five (5) years  Schedule No. 1688 Item No. 1  <b>JAN. 2001</b>  <i>DISPOSED</i> <i>2/2/01</i> 
<u>CASE NUMBERS</u>		<u>DATES</u>																																																			
1	5705 - 5800	1995																																																			
1A	5801 - 5904	1995																																																			
2	5905 - 5999	1995																																																			
3	6000 - 6094	1995																																																			
4	6095 - 6194	1995																																																			
5	6195 - 6294	1995																																																			
6	6295 - 6389	1995																																																			
7	6390 - 6484	1995																																																			
8	6485 - 6579	1995																																																			
9	6580 - 6673	1995																																																			
10	6774 - 6774	1995																																																			
11	6775 - 6864	1995																																																			
12	6865 - 6954	1995																																																			
13	6955 - 7043	1995																																																			
14	7044 - 7144	1995																																																			
15	7145 - 7244	1995																																																			

VISION SERVICES FORMS

<u>BOX NUMBERS</u>	<u>CASE NUMBERS</u>	<u>DATES</u>	<u>DISPOSAL DATE</u>
16	7245 - 7344	1995	Retain for five (5) years
17	7345 - 7429	1995	
18	7430 - 7529	1995	
19	7530 - 7629	1995	
20	7630 - 7729	1995	
21	7730 - 7829	1995	
22	7830 - 7924	1995	
23	7925 - 8019	1995	
24	8020 - 8114	1995	
25	8115 - 8217	1995	
26	8218 - 8325	1995	
27	8326 - 8415	1995	
28	8416 - 8500	1995	
29	8501 - 8585	1995	
30	8586 - 8670	1995	
31	8671 - 8760	1995	
32	8761 - 8855	1995	



E

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of <del>Personnel</del> <i>Budget + mgmt</i>		ACCESSION NO. <b>97W456</b>	DATE REC'D <b>10-25-96</b>
B. DIVISION/UNIT <del>Personnel Transactions</del> <i>Human Resources</i>			RM CODE <b>03.03</b>
C. MAILING ADDRESS State Office Building 301 W. Preston Street, Room 705 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>14 16</b>	NO. OF CU. FT. <b>24</b>
D. PHONE NO. 225-4832		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Louise W. Thomas, Administrative 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
1-24	Certification of In-active eligibility lists for the year of 1995. Inclusive dates are 1/1/95 to 12/31/95. List are in order by classification codes.	690-4 Item No. 4 Disposal date: <del>01/2000</del> 1/01  <i>DISPOSAL</i> <i>2/2/01</i>



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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. <b>97W654</b>	DATE REC'D <b>12-19-96</b>
B. DIVISION/UNIT Compliance Division			RM CODE <b>05.02</b>
C. MAILING ADDRESS 301 West Preston St., Rm. 203 Baltimore, MD 21201-2383		LOCATION RANGE SECTION(S) <b>2 18-20</b>	NO. OF CU. FT. <b>85</b>
D. PHONE NO. (410) 767-1346		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lyle R. Mountan Fiscal Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 thru 85	Sales & Use Tax Reports - Monthly Jan. 1994 thru December 1994 Batch Control	Schedule #1836 Item #4 Jan. 2001

*Digital  
2-2-01*



05.06	COMP	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Comptroller of the Treasury Revenue Administration Division			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
97W1	Fiduciary Full Pays and Refunds	1786	42	1992	85	1/2001	RECYCLE
97W2	Fiduciary on Smart Refunds and Full Pays	1786	42	1993	105	1/2001	RECYCLE
97W11	Fiduciary Smart	1786	42	1992	12	1/2001	RECYCLE
97W551	502 EL Files	1786	30	1994	85	1/2001	RECYCLE
97W553	Personal Returns - I Refile	1786	31	1994	55	1/2001	RECYCLE
97W555	Fiduciary	1786	31	1994	111	1/2001	RECYCLE
97W556	Late Returns Filed in 1995 Returns prior to 1991	1786	31	1991	17	1/2001	RECYCLE
98W225	508 Files	1786	53	1993 - 1994	22	1/2001	RECYCLE
98W244	510' S Files	1786	33	1994	270	1/2001	RECYCLE
98W414	504 Fiduciary	1786	42	1994	109	1/2001	RECYCLE
99W397	Document Loc - 1998	2021	28	1997	3103	1/2001	RECYCLE
99W499	510 Files	2021	28	1997	294	1/2001	RECYCLE
99W521	I Refile - Personal Return	2021	28	1997	78	1/2001	RECYCLE
00W834	Sales and Use Tax Reports	2071	34	1998	83	1/2001	RECYCLE

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

Charlie P Lopez

Signature

Records Center Manager

Title

June 30, 2001

Date

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO. 97 W001	DATE REC'D 7-30-96
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) 101 15-17	NO. OF CU. FT. 85
D. PHONE NO. (410) 974-3029		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AGNES KEEN		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-85	1992 FIDUCIARY FULL PAYS AND REFUNDS.	Item No. 42 Sch # <del>853</del> #1786 1/01  LJS 1/8/01  DISPOSAL

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

**DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<b>A. AGENCY</b>		<b>ACCESSION NO.</b>  97W2	<b>DATE REC'D</b> 7-30-96
1. COMPTROLLER OF THE TREASURY			<b>RM CODE</b> OS.06
<b>B. DIVISION/UNIT</b>		<b>LOCATION</b>	
REVENUE ADMINISTRATION DIVISION		<b>RANGE</b> 162	<b>SECTION(S)</b> 20-23
<b>C. MAILING ADDRESS</b>		<b>NO. OF CU. FT.</b>	
110 CARROLL STREET ANNAPOLIS, MARYLAND		105	
<b>D. PHONE NO.</b>		<b>RECORDS CENTER MANAGER</b>	
(410) 974-3029			
<b>E. AGENCY OFFICIAL</b>		<b>TO BE COMPLETED AT</b>	
AGNES KEEN		STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 105	Fiduciary 1993 Fiduciary on Smart Refunds and Full Pays Processed in 1994	Item No 42 Sch <del>853</del> 1/02 #1786  DISPOSAL 4/29/01 LIS

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO. 97W11	DATE REC'D 7-30-96
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) 41 27	NO. OF CU. FT. 12
D. PHONE NO. (410) 974-3029		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AGNES KEEN		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-12	1992 Fiduciary SMART	Sch # <del>853</del> # 1786 Item NO. 42  1/00  DIGITAL 1-8-01

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO.  97W551	DATE REC'D 2-3-97
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) 49 16-18	NO. OF CU. FT. 85
D. PHONE NO.  (410) 974-3029		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AGNES KEEN		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS  1 - 85	3. 1994	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  502EL	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  Sch 1786 Item 30 destroy 1/2001  <i>DIPOTAL</i> <i>1-8-01</i>

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. COMPTROLLER OF THE TREASURY	<b>ACCESSION NO.</b> 97W553	<b>DATE REC'D</b> 2-3-97
<b>B. DIVISION/UNIT</b> REVENUE ADMINISTRATION DIVISION		<b>RM CODE</b> 05.06
<b>C. MAILING ADDRESS</b> 110 CARROLL STREET ANNAPOLIS, MARYLAND	<b>LOCATION</b> RANGE SECTION(S) 130 12-13	<b>NO. OF CU. FT.</b> 55
<b>D. PHONE NO.</b> (410) 974-3029	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> AGNES KEEN	<b>TO BE COMPLETED AT                  STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
43 - 97	Personal 1994 IRefile	Sch: 1786 Item 31 Destroy 1/2001  DISPOSAL 1/10/2001 LJD

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. COMPTROLLER OF THE TREASURY	<b>ACCESSION NO.</b> 97W555	<b>DATE REC'D</b> 2-3-97
<b>B. DIVISION/UNIT</b> REVENUE ADMINISTRATION DIVISION		<b>RM CODE</b> 05:06
<b>C. MAILING ADDRESS</b> 110 CARROLL STREET ANNAPOLIS, MARYLAND	<b>LOCATION</b> <b>RANGE SECTION(S)</b> 50 29-32	<b>NO. OF CU. FT.</b> 111
<b>D. PHONE NO.</b> (410) 974-3029	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> AGNES KEEN	<b>TO BE COMPLETED AT          STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. FIDUCIARY DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 111	Fiduciary These returns are processed in the year of 1995 They will mostly be 1994. They are not on imgae and start with 10.	Sch 1786 Item 31 Destroy 1/2001  <div style="font-size: 2em; font-family: cursive; text-align: right; margin-top: 20px;">             Digital              1-8-01           </div>

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. COMPTROLLER OF THE TREASURY	<b>ACCESSION NO.</b> 97 W 556	<b>DATE REC'D</b> 2-3-97
<b>B. DIVISION/UNIT</b> REVENUE ADMINISTRATION DIVISION		<b>RM CODE</b> 05.06
<b>C. MAILING ADDRESS</b> 110 CARROLL STREET ANNAPOLIS, MARYLAND	<b>LOCATION</b> RANGE      SECTION(S) 6                      13	<b>NO. OF CU. FT.</b> 17
<b>D. PHONE NO.</b> (410) 974-3029	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> AGNES KEEN	<b>TO BE COMPLETED AT                  STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 17	Late Returns Returns prior to 1991 and including 1991 Start with 10 these are not on image.	Sch. 1786 Item 31 Destroy 1/2001  DISPOSAL 1/8/2001  JS



E

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. CONTROLLER OF THE TREASURY		ACCESSION NO.  98W225	DATE REC'D 3-12-98
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) 151 28-29	NO. OF CU. FT. 22
D. PHONE NO. 410-974-3029		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Florence McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	508	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1993/1994  22 boxes		1786 #53 Jan 2001  DISPOSAL 1/12/01 LJS

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO.  98W 244	DATE REC'D <b>3-12-98</b>
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) <b>** SEE BELOW **</b>	NO. OF CU. FT. <b>270</b>
D. PHONE NO. 410-974-3020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FLORENCE MCINTYRE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	510'S <b>270 Boxes</b>  <b>** LOCATION **</b> BOXES - <u>1 - 102</u> RANGE - <u>153</u> SECTIONS - <u>14 - 16</u> <b>LTS</b> BOXES - <u>103 - 232</u> RANGE - <u>151</u> SECTIONS - <u>32 - 35</u> <b>LTS</b> BOXES - <u>233 - 270</u> RANGE - <u>108</u> SECTIONS - <u>9 - 10</u> <b>LTS</b>	1786 #33 Jan 2001 DISPOSAL 1/28/00 DISPOSAL 1/11/01 DISPOSAL 1/8/01

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO.  98W 414	DATE REC'D <b>3-5-98</b>
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) <b>144 3-6</b>	NO. OF CU. FT. <b>109</b>
D. PHONE NO. 410-974-3020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FLORENCE MCINTYRE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	1994 <b>109 Boxes</b>	<b>504 FUDICIARY</b>  <b>Sch # 1786</b> <b>#42</b> <b>Jan 2001</b>  <b>DISPOSAL</b> <b>1/10/01</b> <b>LJS</b>	

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. Comptroller of the Treasury		ACCESSION NO. 99W397	DATE REC'D 3-9-99
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll Street Annapolis, MD 21411		LOCATION RANGE SECTION(S) (SEE BELOW)	NO. OF CU. FT. 3103
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Florence McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1997	
3,102	1998 Doc Loc	Sch. # 2055
2100A	3098 125031000 3098 125039099	Item # 28
2100B	3098 125040000 3098 125049099	Jan. 2001
3084A	3098 334012000 3098 334045099	
3084B	3098 334046000 3098 335001099	
*** LOCATION***		
BOXES # 1	- 1092 RANGE - 76 SECTION - 1 - 26	DISPOSAL 1-29-01
BOXES 1093	- 2058 RANGE - 73 SECTION - 1 - 23	
BOXES 2059	- 2289 RANGE - 72 SECTION - 1 - 6	
BOXES 2290	- 3049 RANGE - 70 SECTION - 1 - 19	
BOXES 3050	- 3101 RANGE - 66 SECTION - 10 - 11	

4411

## 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. <b>Comptroller of the Treasury</b>		ACCESSION NO.  99W499	DATE REC'D <b>3-9-99</b>
B. DIVISION/UNIT <b>Revenue Administration Division</b>			RM CODE <b>05.06</b>
C. MAILING ADDRESS <b>110 Carroll Street Annapolis, MD 21411</b>		LOCATION RANGE SECTION(S) <b>12 12-19</b>	NO. OF CU. FT. <b>294</b>
D. PHONE NO. <b>410-260-7020</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Florence McIntyre</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS  294	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  1997 510	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  <b>Sch. # 2055 Item # 28 Jan. 2001</b>	
		<b>DISPOSAL</b>	

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. <b>Comptroller of the Treasury</b>		ACCESSION NO. <b>99W521</b>	DATE REC'D <b>3-9-99</b>
B. DIVISION/UNIT <b>Revenue Administration Division</b>			RM CODE <b>05-06</b>
C. MAILING ADDRESS <b>110 Carroll Street Annapolis, MD 21411</b>		LOCATION RANGE SECTION(S) <b>12 33-35</b>	NO. OF CU. FT. <b>78</b>
D. PHONE NO. <b>410-260-7020</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Florence McIntyre</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<b>78</b>	<b>I Refile 1997</b>	<b>Sche # 2055 Item # 28 Jan. 2001</b>  <b>Disposed 1/09/00</b> 	

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. Comptroller of the Treasury		ACCESSION NO.  OOW 834	DATE REC'D <b>2-10-00</b>
B. DIVISION/UNIT Revenue Administration Division			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, MD 21411		LOCATION RANGE SECTION(S) <b>3 5-7</b>	NO. OF CU. FT. <b>83</b>
D. PHONE NO. 410 260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
83	1998 Sales	Sch 2071 Item #34 Disp. 1-2001  <b>LJS</b> <b>1/8/01</b> <b>DISPOSAL</b>	

R3

S5-7

3 - Entry SPACAS



05.06.01      COMP

Reporting Agency

Comptroller of the Treasury  
Income Tax Corporation

Division or Unit

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

Prepare in duplicate

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
87W1005	Income Tax Corporation	1786	29	1981	275	1/2001	RECYCLE
90W82	Income Tax Corporation	1786	29	1981	1	1/2001	RECYCLE

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

Charlie P Lopez  
Signature

Records Center Manager  
Title

June 30, 2001  
Date

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 240104	05.06.01	ACCESSION NO. 87W1005	DATE REC'D 5-7-87
AGENCY Comptroller of Treasury		LOCATION - RANGE 145	SECTION(S) 18-26
DIVISION/UNIT Income Tax Corporation			NO. OF CU. FT. 275
MAILING ADDRESS Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	21411	RECORDS CENTER MANAGER	
AGENCY OFFICIAL	PHONE NO. 974-2144	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. INDEX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1981	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	4000000-4000199		<del>Sch. # 853</del> <del>Item # 28</del> <del>Jan. 2003</del> 1786 II 29 Jan 2001 DISPOSAL 1/26/01 LSS
2	4000200-4000434		
3	4000435-4000665		
4	4000666-4000899		
5	4000900-4001169		
6	4001170-4001399		
7	4001400-4001634		
8	4001635-4001869		
9	4001870-4002099		
10	4002100-4002299		
11	4002300-4002499		
12	4002500-4002699		
13	4002700-4002865		
14	4002866-4003064		
15	4003065-4003234		
16	4003235-4003434		
17	4003435-4003599		
18	4003600-4003799		
19	4003800-4003999		
20	4004000-4004199		
21	4004200-4004399		
22	4004400-4004599		
23	4004600-4004799		
24	4004800-4004999		
25	4005000-4005199		
26	4005200-4004399		
27	4005400-4005568		
28	4005569-4005734		
29	4005735-4005934		
30	4005935-4006099		

1981 Continued

31	4006100-4006299
32	4006300-4006499
33	4006500-4006699
34	4006700-4006866
35	4006867-4007099
36	4007100-4007299
37	4007300-4007468
38	4007469-4007627
39	4007628-4007834
40	4007835-4008099
41	4008100-4008234
42	4008235-4008399
43	4008400-4008568
44	4008569-4008699
45	4008700-4008868
46	4008869-4009068
47	4009069-4009234
48	4009235-4009399
49	4009400-4009568
50	4009569-4009699
51	4009700-4009868
52	4009870-4009999
53	4010000-4010134
54	4010135-4010269
55	4010270-4010399
56	4010400-4010599
57	4010600-4010799
58	4010800-4010966
59	4010967-4011168
60	4011169-4011366
61	4011367-4011566
62	4011567-4011733
63	4011734-4011899
64	4011900-4012099
65	4012100-4012268
66	4012269-4012469
67	4012470-4012666
68	4012667-4012833
69	4012834-4012999
70	4013000-4013199
71	4013200-4013378
72	4013379-4013599
73	4013600-4013799
74	4013800-4013999
75	4014000-4014199
76	4014200-4014369
77	4014370-4014533
78	4014534-4014684
79	4014685-4014866
80	4014867-4015031
81	4015032-4015182
82	4015183-4015342
83	4015343-4015506
84	4015507-4015605
85	4015606-
86	5000000-5000299
87	5000300-5000634

## 1981 Continued

88	5000635-5000899
89	5000900-5001169
90	5001170-5001469
91	5001470-5001734
92	5001735-5001999
93	5002000-5002269
94	5002270-5002569
95	5002570-5002799
96	5002800-5003099
97	5003100-5003369
98	5003370-5003599
99	5003600-5003834
100	5003835-5004069
101	5004070-5004299
102	5004300-5004569
103	5004570-5004799
104	5004800-5005069
105	5005070-5005299
106	5005300-5005534
107	5005535-5005799
108	5005800-5006069
109	5006070-5006369
110	5006370-5006634
111	5006635-5006899
112	5006900-5007099
113	5007100-5007299
114	5007300-5007534
115	5007535-5007799
116	5007800-5008069
117	5008070-5008269
118	5008270-5008499
119	5008500-5008734
120	5008735-5008999
121	5009000-5009199
122	5009200-5009434
123	5009435-5009669
124	5009670-5009869
125	5009870-5010099
126	5010100-5010299
127	5010300-5010499
128	5010500-5010699
129	5010700-5010869
130	5010870-5011034
131	5011035-5011234
132	5011235-5011399
133	5011400-5011564
134	5011565-5011734
135	5011735-5011899
136	5011900-5012069
137	5012070-5012234
138	5012235-5012434
139	5012435-5012634
140	5012635-5012869
141	5012870-5013069
142	5013070-5013234
143	5013235-5013434
144	5013435-5013634

1981 Continued

145	5013635-5013834
146	5013835-5014069
147	5014070-5014234
148	5014235-5014399
149	5014400-5014599
150	5014600-5014799
151	5014800-5014999
152	5015000-5015199
153	5015200-5015434
154	5015435-5015634
155	5015635-5015834
156	5015835-5016034
157	5016035-5016234
158	5016235-5016434
159	5016435-5016634
160	5016635-5016869
161	5016870-5017069
162	5017070-5017269
163	5017270-5017434
164	5017435-5017634
165	5017635-5017786
166	5017787-5017934
167	5017935-5018116
168	5018117-5018299
169	5018300-5018469
170	5018470-5018634
171	5018635-5018799
172	5018800-5018925
173	5018926-5019099
174	5019100-5019234
175	5019235-5019369
176	5019370-5019499
177	5019500-5019669
178	5019670-5019799
179	5019800-5019999
180	5020000-5020199
181	5020200-5020384
182	5020385-5020534
183	5020535-5020699
184	5020700-5020834
185	5020835-5020979
186	5020980-5021099
187	5021100-5021225
188	5021226-5021399
189	5021400-5021554
190	5021555-5021699
191	5021700-5021834
192	5021835-5021959
193	5021960-5022069
194	5022070-5022224
195	5022225-5022369
196	5022370-5022534
197	5022535-5022699
198	5022700-5022899
199	5022900-5023099

1981 Continued

200	5023100-5023334
201	5023335-5023499
202	5023500-5023734
203	5023735-5023899
204	5023900-5024064
205	5024065-5024269
206	5024270-5024499
207	5024500-5024669
208	5024670-5024869
209	5024870-5025049
210	5025050-5025269
211	5025270-5025499
212	5025500-5025699
213	5025700-5025899
214	5025900-5026069
215	5026070-5026299
216	5026300-5026469
217	5026470-5026669
218	5026670-5026829
219	5026830-5026999
220	5027000-5027169
221	5027170-5027334
222	5027335-5027534
223	5027535-5027734
224	5027735-5027934
225	5027935-5028134
226	5028135-5028269
227	5028270-5028434
228	5028435-5028599
229	5028600-5028769
230	5028770-5028969
231	5028970-5029169
232	5029170-5029369
233	5029370-5029569
234	5029570-5029769
235	5029770-5029969
236	5029970-5030149
237	5030150-5030334
238	5030335-5030487
239	5030488-5030669
240	5030670-5030838
241	5030839-5030999
242	5031000-5031134
243	5031135-5031299
244	5031300-5031469
245	5031470-5031634
246	5031635-5031769
247	5031770-5031934
248	5031935-5032134
249	5032135-5032299
250	5032300-5032454
251	5032455-5032599
252	5032600-5032732
253	5032733-5032879
254	5032880-5033079
255	5033080-5033249

1981 Continued

256	5033250-5033399
257	5033400-5033569
258	5033570-5033729
259	5033730-5033869
260	5033870-5034034
261	5034035-5034185
262	5034186-5034223
263	5034224-5034349
264	5034350-5034499
265	5034500-5034651
266	5034652-5034824
267	5034825-5035019
268	5035020-5035199
269	5035200-5035399
270	5035400-5035599
271	5035600-5035836
272	5035837-5035999
273	5036000-5036205
274	5036206-5036255
275	5036256

27

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 769-1372)

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<b>A. AGENCY</b> Comptroller of the Treasury	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">90W82</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">8-1-89</span>
<b>B. DIVISION/UNIT</b> Income Tax - Corporation	<b>FM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">05.06.01</span>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of the Comptroller Carroll Street, Annapolis, MD 21411	<b>LOCATION</b> RANGE      SECTION(S) <span style="font-size: 2em; font-family: cursive;">6</span> <span style="font-size: 2em; font-family: cursive;">1</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">1</span>
<b>D. PHONE NO.</b> (301) 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Joan Baker	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	BACK YEARS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#1	4015649 - 4015679 5036360 - 5036446 6006422 - 6006596 6100000 - 6100013	1981	<del>Item # 853</del> <del>Item # 28</del> 1/03 1784 #29 1/01 DISPOSAL 1/8/01 <span style="font-size: 1.5em; font-family: cursive;">LS</span>



07.10	MSDE	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Md State Department of Education Human Resources Management Branch			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
97W1177	Inactive Personnel Files	1993	7-B	1995	2	1/2001	RECYCLE
99W630	Active / Inactive Timesheets	1993	7-D	1996	10	1/2001	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ June 30, 2001 Date
---------------------------------------	--	--------------------------------

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland State Department of Education	<b>ACCESSION NO.</b> 97W1177	<b>DATE REC'D</b> 5-19-97
<b>B. DIVISION/UNIT</b> Human Resource Management Branch 1st floor, Room 106	<b>RM CODE</b> 07.10	
<b>C. MAILING ADDRESS</b> 200 West Baltimore Street Baltimore, Maryland 21201	<b>LOCATION</b> <b>RANGE SECTION(S)</b> 10 29	<b>NO. OF CU. FT.</b> 2
<b>D. PHONE NO.</b> (410)767-0018	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Melinda L. Gibbons	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>INACTIVE PERSONNEL FILES</u>	# <del>1606</del> 1993
1 of 2	1/1/95 - 12/31/95 (A - L)	1/1/01 #7B
2 of 2	1/1/95 - 12/31/95 (M - Z)	1/1/01

*Disposal  
2-9-01*

R-10

S-~~28~~-29

58 empty

R10

S29-30

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Department of Education		ACCESSION NO.  <b>99W630</b>	DATE REC'D <b>3-12-99</b>
B. DIVISION/UNIT Human Resource Management Branch 1st Floor, Room 106			RM CODE <b>07.10</b>
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>55 17</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. 410-767-0018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara A. Zuby		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>ACTIVE TIMESHEETS</u>	<i>Sche. # 1993</i> <i>Item # 7-D</i>
1 of 10	1/1/96 - 12/31/96 - Classified and Unclassified (A - B)	1/1/01
2 of 10	1/1/96 - 12/31/96 (C - Fe)	1/1/01
3 of 10	1/1/96 - 12/31/96 (Fi - He)	1/1/01
4 of 10	1/1/96 - 12/31/96 (Hi - K)	1/1/01
5 of 10	1/1/96 - 12/31/96 (L - O)	1/1/01
6 of 10	1/1/96 - 12/31/96 (P - Sh)	1/1/01
7 of 10	1/1/96 - 12/31/96 (Si - Z)	1/1/01
	<u>INACTIVE TIMESHEETS</u>	
8 of 10	1/1/96 - 12/31/96 - House Bill 1 Employees (A - Z)	1/1/01
9 of 10	1/1/96 - 12/31/96 - Classified and Unclassified (A - R)	1/1/01
10 of 10	1/1/96 - 12/31/96 (S - Z)	1/1/01

*DISPOSED*  
*2/12/01*  
*Q*

R-~~55~~ 55

S-17

1-ENTRY SPACE

08.01	DBED	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Dept of Business and Economic Dev. Office of General Services			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
93W923	Partial Disposal	1164	1.B.1		3	1/2001	RECYCLE

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

Charlie P Lopez
Records Center Manager
June 30, 2001

Signature
Title
Date

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>DBED</i>		ACCESSION NO. <i>93W923</i>	DATE REC'D
B. DIVISION/UNIT <i>Admin. office of General Services</i>		LOCATION RANGE SECTION(S) <i>40 25</i>	RM CODE <i>08.01</i>
C. MAILING ADDRESS <i>217 E. Redwood St. Suite - 1501 Baltimore</i>		NO. OF CU. FT. <i>3</i>	
D. PHONE NO. <i>410-767-2202</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Mary Stafford</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>Partial Disposal Boxes 1, 3 &amp; 4 DISPOSAL 3/2/01 LJS</i>	<i>Sche. # 1164 Item # 1B.1 Jan. 2001</i>	
	<i>(NOTE) Retain <sup>Box #2</sup> LEFT BOX # 2 Do NOT Destroy</i>		

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>DBED</b>		ACCESSION NO. <b>93W923</b>	DATE REC'D
B. DIVISION/UNIT <i>Admin.</i> <i>Office of General Services</i>			RM CODE <b>08.01</b>
C. MAILING ADDRESS <i>217 E. Redwood St.</i> <i>Suite - 1501 Baltimore</i>		LOCATION RANGE SECTION(S) <b>40 25</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. <b>410-767-2202</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Mary Stafford</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>Partial Disposal</i> <i>Boxes 1, 3 &amp; 4</i> DISPOSAL <i>3/2/01</i> <i>LJS</i>	<i>Sche. # 1164</i> <i>Item # 1B.1</i> <i>Jan. 2001</i>	





E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Fiscal Services	Accession No.	Date Rec'd
	94W675	1-26-94
B. Division/Unit Office of Legislative Audits	Location	No. of Cu. Ft.
	Range Section(s)	
C. Mailing Address 301 W. Preston Street Room 1202 Baltimore, Maryland 21201	34 5	21
D. Phone No. 410-225-1401	Records Center Manager	
E. Agency Official Alan I. Weiner Administrative Supervisor	To Be Completed At State Records Management Center	

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

#1	Audit Work Papers	Schedule No. 1218
#2	"	12-31-96 #2A
#3	"	
#4	"	
#5	"	
#6	"	
#7	"	
#8	"	
#9	"	
#10	"	
#11	"	
#12	"	
#13	"	
#14	"	
#15	"	
#16	"	
#17	"	
#18	"	
#19	"	
#20	"	
#21	"	

DISPOSAL  
 3-6-01  
 1/01

R-34

S-5

1 Empty S-5

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Fiscal Services		Accession No. <b>95W1496</b>	Date Rec'd <b>5-11-95</b>
			RM Code <b>09.02.01</b>
B. Division/Unit Office of Legislative Audits		Location Range Section(s) <b>41 33</b>	No. of Cu. Ft. <b>12</b>
C. Mailing Address 301 West Preston Street Room 1202 Baltimore, Maryland 21201		Records Center Manager	
D. Phone No. 410-225-1400		To Be Completed At State Records Management Center	
E. Agency Official Jacquelyn Blocher-Moran Assistant Legislative Auditor			

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
#1 running consecutively through and including box # <b>7</b> <b>12</b>	Audit Work Papers #2A -- Regular Work Papers	Schedule No. 1218 <b>#2A</b> Disposal Date - <del>January 1997</del> (Boxes Marked December 31, 1996) <b>1/01</b>  <i>Disposal 2/21/01</i>

Office of Legislative Audits  
W/P's In Storage - Jessup  
Destruction Date 12/31/96  
Transfer Date

Box #	Workpaper Description
1	St. Bank Commissioner (follow-up), 5/25/88, 1
1	Dept. of Budget and Fiscal Planning, 10/29/87, 1-2
1	Trust Clerk to the Cir. Ct. for Baltimore City, 11/13/85-2/7/88, 1-2
1	St. Board for Higher Education, 12/4/85-1/31/88, 1-2
1	Harford Co., Register, 12/9/85-1/24/88, 1
2	Lottery, 3/3/86-11/5/87, 1-9
3	MAIF, 1/1/86-12/31/87, 1-6
4	Queen Anne's County - Register, 9/26/85-11/30/87, 1
4	Balto. City Police Dept., Death Relief Fund, 11/1/86-12/31/87, 1
4	Harford County - Clerk, 12/9/85-1/24/88, 1-3
4	DLR - Perf. Rev., As of 5/30/88, 1
5	Springfield Hospital Center, 5/13/85-6/30/87, 1-5
6	Springfield Hospital Center, 5/13/85-6/30/87, 6-11
7	Queen Anne's County - Clerk, 9/26/85-11/30/87, 1-2
7	Worcester County - Clerk, 5/13/85-8/30/87, 1-2
7	Howard County - Register, 1/28/86-4/5/88, 1
7	UMES - Center for Envir. & Estuarine Studies, 8/26/85-11/1/87 1-3
8	Howard County - Clerk, 1/26/86-4/5/88, 1-3
8	Division of Racing, 8/2/85-10/12/87, 1-3
9	Community Services Admin., 11/12/85-2/8/88, 1-6
9	Office of the State Prosecutor, 6/5/86-6/19/88, 1
9	Department of Transportation, O/S, 10/17/84-1/4/87, 1
10	Md. Legal Services Corp., 7/1/85-1/12/88, 1-3
10	Howard County Clerk, 10/19/87, 1
10	Md. State Bd. of Contract Appeals, 6/19/86-6/27/88, 1
10	Maryland Tax Court, 6/19/86-6/15/88, 1
10	St. Admin. Bd. of Election Laws, 4/14/86-12/9/87, 1-3
11	Rica - Montgomery County, 9/5/83-11/8/87, 1-5
11	Md. House of Correc./Correc. Inst. Jessup - 2/10/86-4/25/88, 1-2
12	Md. House of Correc./Correc. Inst. Jessup - 2/10/86-4/25/88, 3-8

R-41

S-33

5 empties

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

<p>A. Agency 1. Department of Fiscal Services</p>	<p>Accession No. <b>97W437</b></p>	<p>Date Rec'd <b>10-21-96</b></p>
		<p>RM Code <b>09.02.01</b></p>
<p>B. Division/Unit Office of Legislative Audits</p>	<p>Location Range Section(s) <b>36</b>      <b>20</b></p>	<p>No. of Cu. Ft.  <b>20</b></p>
<p>C. Mailing Address      301 West Preston Street Room 1202 Baltimore, MD 21201</p>	<p><b>37</b></p>	
<p>D. Phone No.              410-767-1400</p>	<p>Records Center Manager</p>	
<p>E. Agency Official    Jacquelyn Blocher-Moran Principal Assistant Legislative Auditor</p>	<p>To Be Completed At State Records Management Center</p>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
<p>#1 running consecutively through and including box # <u>20</u></p>	<p>Audit Work Papers  #2A -- Regular Work Papers</p>	<p>Schedule No. 1218  #2A Disposal Date -- 2001  (Boxes marked <del>12/31/00</del>)  <i>1/01</i> <i>[Signature]</i> <i>3-9-91</i></p>

Office of Legislative Audits  
W/Ps In Storage - Jessup  
Destruction Date: 12/31/00  
Transfer Date 10/96

Box

#	<u>Workpaper Description</u>
1	Secretary of State, 4/28/86 - 6/30/88, (1)
1	Child Support Enforcement Administration, 7/8/85 - 8/24/87, (1-8)
2	Child Support Enforcement Administration, 7/8/85 - 8/24/87, (9-11)
2	University of Maryland System - University of Baltimore, 10/28/85 - 1/28/88, (1-7)
2	University of Maryland System - University of Baltimore, 10/28/85 - 1/28/88, (9-11)
3	Department of Natural Recourses, 11/1/85 - 11/1/87, (1-3)
4	Department of Natural Recourses, 11/1/85 - 11/1/87, (4-10)
5	Department of Natural Recourses, 11/1/85 - 11/1/87, (11-20)
6	University of Maryland System - Bowie University, 10/24/85 - 1/21/88, (1-5)
7	University of Maryland System - Bowie University, 10/24/85 - 1/21/88, (6-12)
8	University of Maryland System - Bowie University, 10/24/85 - 1/21/88, (13-16)
8	University of Maryland System - Baltimore City, 4/19/85 - 6/30/87, (1-2)
9	University of Maryland System - Baltimore City, 4/19/85 - 6/30/87, (3-8)
10	University of Maryland System - Baltimore City, 4/19/85 - 6/30/87, (9-13)
11	University of Maryland System - Baltimore City, 4/19/85 - 6/30/87, (14-19)
11	University of Maryland System - Salisbury State College, 4/7/86 - 3/6/88, (1)
12	University of Maryland System - Salisbury State College, 4/7/86 - 3/6/88, (2-7)
13	University of Maryland System - Salisbury State College, 4/7/86 - 3/6/88, (8)
13	Department of Human Resources, Office of Secretary, 3/19/85 - 5/11/87, (1-6)
14	Department of Human Resources, Office of Secretary, 3/19/85 - 5/11/87, (7-12)
14	DHMH - Office of Secretary, 10/14/85 - 1/18/88, (1)
15	DHMH - Office of Secretary, 10/14/85 - 1/18/88, (2-10)
16	DHMH - Office of Secretary, 10/14/85 - 1/18/88, (11-19)
17	Income Maintenance, 9/25/85-10/12/87 (1-6)
18	" " " " (7-10)
18	" " EDP ACF2 Review, 9/25/88-10/12/87 (1-2)
18	" " Special Audit Update-F/U Review as of 5/3/83 (1)
19	" " " " " " " " " " (2)
19	Social Services Admin., 2/5/86-3/6/88 (1-6)
20	Social Services Admin., " " (7-9)
20	Dept. Housing & Community Development, 7/23/85-10/12/87, (1-6)



E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Fiscal Services		Accession No. <b>98W368</b>	Date Rec'd <b>10-22-97</b>
			RM Code <b>09.02.01</b>
B. Division/Unit Office of Legislative Audits		Location Range Section(s) <b>55 27</b>	No. of Cu. Ft. <b>6</b>
C. Mailing Address 301 West Preston Street Room 1202 Baltimore, MD 21201			
D. Phone No. 410-767-1400		Records Center Manager	
E. Agency Official Jacquelyn Blocher-Moran Principal Assistant Legislative Auditor		To Be Completed At State Records Management Center	

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

#1 running consecutively through and including box # <u>6</u>	Audit Work Papers  #2A -- Regular Work Papers	Schedule No. 1218  #2A Disposal Date -- <u>2001</u>  (Boxes marked <u>12/00</u> )  <b>1/01</b>  Disposed <b>2/12/01</b>  @
---	---	---



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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Legislative Services	Accession No.  <span style="font-size: 2em;">98W797</span>	Date Rec'd <span style="font-size: 1.5em;">4-27-98</span> RM Code <span style="font-size: 1.5em;">09.02.01</span>
B. Division/Unit Office of Legislative Audits	Location Range                  Section(s)  <span style="font-size: 2em;">11                  6</span>	No. of Cu. Ft.  <span style="font-size: 2em;">14</span>
C. Mailing Address                  301 West Preston Street Room 1202 Baltimore, Maryland 21201		
D. Phone No.                                  410-767-1400	Records Center Manager	
E. Agency Official    Jacquelyn Blocher-Moran Principal Assistant Legislative Auditor	<b>To Be Completed At  State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
----------------	--	--

#1 running consecutively through and including box # <u>14</u>	Audit Work Papers  #2B (Management/Performance Audit Work Papers)	Schedule No. 1218  #2B Disposal Date Jan. 2001  (Boxes marked Specials <u>01/01</u> )
--	---	---

*DP*  
*2-12-01*

**SPECIALS – FISCAL YEAR 1993  
 BOXED WORK PAPERS  
 DESTRUCTION DATE – JANUARY 2001**

<b>BOX NO.</b>	<b>REPORT DATE</b>	<b>AGENCY</b>
1	7/6/92	DOE Follow-up, 2/23/92, 1
1	7/7/92	St. Insurance Div. Reg. of Ins. Co, 3/23/88-11/18/90, 1-2
2	7/7/92	St. Insurance Div. Reg. of Ins. Co., 3/28/88-11/18/90, 3-11
3	8/11/92	DHMH – O/S, 12/7/90-9/24/91, 1-7
4	8/14/92	Devel. Practices for Auto. Info. Proc. Sys., 1-10
5	8/14/92	Devel. Practices for Auto. Info. Proc. Sys., 11-19
6	8/14/92	Devel. Practices for Auto. Info. Proc. Sys., 20-29
7	8/14/92	Devel. Practices for Auto. Info. Proc. Sys., 30
7	8/19/92	CJIS – Anne Arundel County, FY '92, 1-3
7	9/2/92	CJIS – Consolidated Reports, FY '92, 1-2
7	9/11/92	DHMH – Local & Family Health, Follow-Up, 5/21/92, 1
8	9/11/92	DHMH – Local & Family Health, Follow-Up 5/21/92, 2-4
8	10/15/92	JBAC – Follow-Up, CY '91, 1-3
8	10/23/92	State Insurance Div., Perf. Follow-Up, 8/5/92, 1-3
9	10/27/92	Blind Industries & Services, 1/1/89-7/23/92, 1-10
10	10/29/92	Md. Court Sys. – Bail Bond, 7/6/92, 1-5
10	12/7/92	DHR – CSEA, 7/31/92, 1-2
11	12/7/92	DHR – CSEA, 7/31/92, 3-4
11	12/16/92	DJS Perf., 6/30/92, 1-6
12	12/16/92	DJS Perf., 6/30/92, 7-12
12	12/30/92	Div. of Correction, 9/21/92, 1-3
13	12/30/92	Div. of Correction, 9/21/92, 4-8
13	12/30/92	June 30, 1992 Closeout Review, 1-5
14	12/30/92	June 30, 1992 Closeout Review, 6-7
14	12/31/92	IWIF Statutory Audit, 7/1/91-6/30/92, 1-3

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Legislative Services	Accession No. <span style="font-size: 2em;">98W798</span>	Date Rec'd <span style="font-size: 1.5em;">4-27-98</span> RM Code <span style="font-size: 1.2em;">09.02.01</span>
B. Division/Unit Office of Legislative Audits	Location Range                  Section(s) <span style="font-size: 2em;">11                  5</span>	No. of Cu. Ft. <span style="font-size: 2em;">1</span>
C. Mailing Address      301 West Preston Street Room 1202 Baltimore, Maryland 21201		
D. Phone No. 410-767-1400	Records Center Manager	
E. Agency Official    Jacquelyn Blocher-Moran Principal Assistant Legislative Auditor	<b>To Be Completed At  State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
----------------	--	--

#1 running consecutively through and including box # <u>1</u>	Audit Work Papers #2A -- Regular Work Papers	Schedule No. 1218 #2A Disposal Date Jan. 2001  (Boxes marked <u>01/01</u> )  <i>[Handwritten Signature]</i> 2-12-01
---	---	--



RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Legislative Services		Accession No. <b>00W655</b>	Date Rec'd <b>11-24-99</b>
E. Division/Unit Office of Legislative Audits		Location Range Section(s) <b>14 7</b>	R.M. Code <b>09.02.01</b>
C. Mailing Address 301 West Preston Street Room 1202 Baltimore, Maryland 21201		No. of Cu. Ft. <b>6</b>	
D. Phone No. 410-767-1400		Records Center Manager	
E. Agency Official Marie V. Sorvik Administrative Coordinator		To Be Completed At State Records Management Center	

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

#1 running consecutively through and including box # <u>6</u>	Audit Work Papers #2A - - Regular Workpapers	Schedule No. 1218 #2A Disposal Date Jan 2001
---	---	---

*Handwritten signature and date: 2-12-01*

Destruction of Work Papers  
January - 2001

Box Number	Report Date	Name of Agency	Audit Period	Work Paper(s)
1	08/16/1988	Anne Arundel Co. - ROW	3/7/86-6/30/88	1-2
1	02/05/1988	Deer's Head Ctr.	6/17/85-10/4/87	1-5
1	10/14/1988	Morgan State University	10/15/85 - 1/13/88	1 & Bulk File
2	12/07/1988	Charlotte Hall Vet. Home	6/17/86-10/2/88	1-3 & Bulk File
2	01/11/1988	Regional Planning Council	10/17/85-1/17/88	1-5
2	11/22/1988	Maryland Pride Program	5/28/87-9/28/88	1 of 1
3	03/16/1988	Property Tax Assess. and Appeal Bd.	8/30/85-10/1/87	1 of 1
3	07/26/1988	Comptroller - Misc. Revenue Div.	12/5/85-6/30/88	1-3
3	11/21/1988	DNR Part II	2/24/86-3/20/88	1-6
4	11/21/1988	DNR Part II	2/24/86-3/20/88	7-12
5	11/21/1988	DNR Part II	2/24/86-3/20/88	13-17
5	07/26/1988	Division of Savings and Loan Assoc.	4/3/86-4/28/88	1 of 1
5	08/23/1988	U of M - Agricultural Exper. Station	2/27/86-5/25/88	1-3
6	12/15/1988	Lida Lee Tall Learning Center	8/4/86-11/14/88	1 of 1
6	01/22/1988	State Board for Community Colleges	7/31/85-9/22/87	1-4





RECORDS TRANSMITTAL

CB

AND RECEIPT

10.04.01

Accession No.

81W312

Date Received

4-30-81

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

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

Signature

Title

2. Building and Room

SOB #1  
Room 1402

3. Phone

383-7147

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

30

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R36  
S33  
+32  
nr

- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48

A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records  
A/E Records

Correspondence only

No. Agreements

missing

5877-5894

Hold pending new schedule

Jan., 2001  
1484  
Sched ~~778~~  
item 1

*[Handwritten signature]*

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

81W312

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

Signature

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

Title

2. Building and Room

3. Phone

SOB #1  
Room 1402

383-7147

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R 36  
S 33

49

A/E Records

50

A/E Records

Hold pending new schedule

Jan 2001

5895 - 5898  
5898

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

81 W3 12

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

Signature

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

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R 36  
S 32

51  
52  
53  
54  
55  
56  
57  
58  
59  
60

A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979  
A/E Records - thru March 1979

Hold pending new schedule

~~Jan. 1979~~  
Jan. 2001

Sched. 778  
item 1

Correspondence Only - No Agreements

5849-5858

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

10.04.01

Accession No.

Date Received

82W490

4-8-82 ✓

1. From: (Name, Division, Address or Agency)  
 DEPARTMENT OF GENERAL SERVICES  
 OFFICE DIVISION  
 301 W. PRESTON ST. BALTO. MD. 21201

Signature

Title

2. Building and Room  
 SOB#1  
 Room 1402

3. Phone  
 383-7145

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

*Carolyn Nelson*

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-18  
 S-1

6  
 7

SHORTFORMS CONTRACTS-CORRESPONDENCE- 1980  
 SHORTFORMS CONTRACTS-CORRESPONDENCE-1980

SCH.# ITEM #3  
 DISP. DATE: 1-1-2001  
 SCH.# ITEM#3  
 DISP.# DATE 1-1-2001

OK CB

Sch # 1484

*DISPOSAL  
 3-1-81*

(Use Plain Unlined Paper For Continuation Pages)

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

--	--	--

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W1120	Printing Projects	1486	1	1995	39	1/2001	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2001
Signature	Title	Date

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <b>96W1120</b>	DATE REC'D <b>3-25-96</b>
B. DIVISION/UNIT BUYING UNIT 25 PRINTING AND PROCUREMENT DIVISION			RM CODE <b>10.10</b>
C. MAILING ADDRESS 301 W. PRESTON STREET, ROOM M9 BALTIMORE MARYLAND 21201		LOCATION RANGE SECTION(S) <b>6 27-28</b>	NO. OF CU. FT. <b>39</b>
D. PHONE NO. 225-4426		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MICHAEL HALOSKEY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
PP1	B 31102 - B 31325	#1486
PP2	B 31328 - B 31364	#1
PP3	B 31365 - B 31397	
PP4	B 31398 - B 31441	
PP5	B 31442 - B 31491	
PP6	B 31492 - B 31534	
PP7	B 31535 - B 31588	
PP8	B 31589 - B 31634	
PP9	B 31635 - B 31680	
PP10	B 31681 - B 31732	
PP11	B 31733 - B 31785	
PP12	B 31897 - B 31949	
PP13	B 31950 - B 32010	
PP14	B 32011 - B 32078	
PP15	B 32079 - B 32140	
PP16	B 32141 - B 32194	
PP 17	B 32196 - B 32246	
PP 18	B 32247 - B 32295	
PP 19	B 32296 - B 32359	
PP 20	B 32362 - B 32429	
PP 21	B 32430 - B 32480	
PP 22	B 32481 - B 3254	

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 TWO

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT PRINTING AND PROCUREMENT DIV. BUYING UNIT 25			RM CODE
C. MAILING ADDRESS 301 W. PRESTON STREET, ROOM M9 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 225-4426		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MICHAEL HALOSKEY		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
PP 23	B 32543 - 32590	
PP 24	B 32591 - 32635	
PP 25	B 32636 - 32758	
PP 26	B 32759 - 32857	
PP 27	B 31786 - 31818	
PP 28	B 31819 - 31859	
PP 29	B 31860 - 31896	
PP 30	B 33122 - 33236	
PP 31	B 33237 - 33330	
PP 32	B 33331 - 33410	
PP 33	B 33411 - 33499	
PP 34	B 33515 - 33629	
PP 35	B 33633 - 33718	
PP 36	B 33719 - 33818	
PP 37	B 33819 - 33979	
PP 38	B 33980 - 34067	
PP 39	B 34068 - 34159	

26 Boxes



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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
97W591	Purchase Orders	1798	1	1995	51	1/2001	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2001
Signature	Title	Date

E

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

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. DEPARTMENT OF GENERAL SERVICES			
B. DIVISION/UNIT		97W591	11-22-96
PURCHASING BUREAU			
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
301 WEST PRESTON STREET BALTIMORE, MARYLAND 21201			
D. PHONE NO.		RANGE	SECTION(S)
(410) 767-4600		11	32-34
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
UNIT-05 05-212 THRU 05-262	PURCHASE ORDERS 1995 51 BOXES	Jan 2001 #1798 #1

*Handwritten signature and date:*  
 [Signature] 2-12-01