

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
99W660	Benefits Processing	1824	3	FY 1997 - FY 1998	48	7/2001	RECYCLE
00W756	Control Regular Buy Backs	1824	4 - 6	1998	97	7/2001	RECYCLE

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

Charlie P Lopez	Records Center Manager	December 31, 2001
Signature	Title	Date

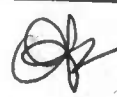
DGS 550-2 (Rev. 1/93)

RECORDS TRANSMITTAL AND RECEIPT

MARCH 19 98

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

ONE OF TWO

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>99W660</b>	DATE REC'D <b>4-1-99</b>
B. DIVISION/UNIT <b>BENEFITS PROCESSING</b>			RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>52 32-33</b>	NO. OF CU. FT. <b>48</b>
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
<b>NOTE:</b>	<b>ALL BOXES "FINALS" FROM BENEFITS DIVISION 48 BOXES TOTAL</b>	<b>ITEM # 3 (ALL) SCHEDULE # 1824</b>
1	JULY '97 FINALS 002-22-7996 To 160-26-3077	7/2001
2	JULY '97 FINALS SS# 160-30-9760 To 203-34-5083	"
3	" " " SS# 204-28-1376 To 213-40-0135	"
4	" " " SS# 213-40-0387 To 214-96-1142	"
5	" " " SS# 215-14-0149 To 216-42-2413	"
6	" " " SS# 216-42-2790 To 218-32-5297	"
7	" " " SS# 217-30-7153 To 219-40-2056	"
8	" " " SS# 219-40-4583 To 220-62-1822	"
9	" " " SS# 221-20-9577 To 243-52-7736	"
10	" " " SS# 243-62-3532 To 394-42-9152	"
11	" " " SS# 395-28-3206 To 578-48-3249	"
12	" " " SS# 578-48-9346 To 586-32-0398	"
13	AUG '97 FINALS SS# 002-26-7982 To 218-28-7813	"
14	" " " SS# 218-30-3087 To 579-50-7003	"
15	SEPT '97 FINALS SS# 004-32-4179 To 218-36-7950	"
16	" " " " 218-38-2776 To 587-44-5758	"
17	OCT. 97 FINALS " 004-50-4039 To 219-28-5496	"
18	OCT. " " " 219-30-1455 To 579-52-5635	"
19	NOV. " " " 004-36-0795 To 218-42-3875	"
20	" " " " 218-42-4206 To 579-42-3513	"
21	DEC. " " " 002-28-1419 To 217-56-7717	"
22	" " " " 217-62-3430 To 578-54-5514	"
23	JAN. 98 FINALS " 006-34-4645 To 215-52-1424	"

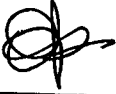
*Disposed*  
9/27/01

MARCH 19 98

RECORDS TRANSMITTAL AND RECEIPT

TWO OF TWO

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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		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 (CONTN)	
24	JAN '98 FINALS 95 <sup>1</sup> / <sub>2</sub> 215-56-1597 To 222-22-9061	7/2001	
25	" " " " 224-40-0309 To 579-48-4241	"	
26	FEB '98 FINALS 95 <sup>1</sup> / <sub>2</sub> 002-30-9218 To 216-32-4525	"	
27	" " " " 216-32-6701 To 220-70-7600	"	
28	" " " " 222-01-6488 To 579-46-1334	"	
29	MARCH 98 " " 001-26-0983 To 217-30-3498	"	
30	" " " " 230-42-2126 To 580-05-6741	"	
31	" " " " 217-30-5806 To 229-46-6973	"	
32	APRIL " " " 031-30-4120 To 214-60-8739	"	
33	" " " " 215-24-2232 To 223-42-0131	"	
34	" " " " 226-38-3696 To 586-54-9395	"	
35	MAY " " " 007-34-7057 To 215-40-0709	"	
36	" " " " 215-40-1522 To 232-58-2038	"	
37	" " " " 232-58-6052 To 579-70-7688	"	
38	JUNE " " " 006-34-4914 To 215-44-5420	"	
39	JUNE " " " 215-46-9225 To 232-36-6673	"	
40	" " " " 232-48-7559 To 579-30-9548	"	
41	FY 98, 752'A, 7/97-8/97	"	
42	" " 752'A, 8/97	"	
43	" " 752'A, 1/98-2/98	"	
44	" " " , 10/97	"	
45	" " " , 11/97-12/97	"	
46	" " " , 9/97	"	
47	" " " , 3/98-4/98	"	
48	" " " , 5/98-6/98	"	

R-52

S-32-33

3-ENTRY SPACES

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

PAGE 1 OF 9

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>00W756</b>	DATE REC'D <b>12-20-99</b>
E. DIVISION/UNIT <b>CONTROL</b>			RM CODE <b>25.01</b>
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S) <b>163 1-3</b>	NO. OF CU. FT. <b>97</b>
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. ECX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	CONTROL REGULAR BUY BACKS	Sch # 1824 7/2001
2	" BUY BACK & ADJ BACK UP	Item # 4-G 2001
3	" ENROLLMENT & SRA GC FORMS	2001
4	" " & BENEFICIARIES BATCHES 1-10	2001
5	" ENROLLMENT VALIDATIONS 9/98-11/99	2001
6	" BUY BACKS PAID & UNPAID BILLS	2001
7	" ENROLLMENT & BENEFICIARIES	2001
8	" " " "	2001
9	" " " " BATCHES 1-10	2001
10	" " " " " 1-18	2001
11	" 9/22/98 290 UPDATE	2001

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

*Page 2 of 9*

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE RECD
B. DIVISION/UNIT <i>Control</i>			EM 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. EOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
12	<i>CONTROL ENROLLMENT &amp; BENEFICIARIES Batches 1-13</i>	<i>2001</i>
13	<i>" REGULAR BUY BACKS</i>	<i>2001</i>
14	<i>" ENROLLMENT &amp; BENEFICIARIES</i>	<i>2001</i>
15	<i>" BUY BACKS</i>	<i>2001</i>
16	<i>" ENROLLMENT &amp; BENEFICIARIES BATCHES 31</i>	<i>2001</i>
17	<i>" " " " " 21-32</i>	<i>2001</i>
18	<i>" BUY BACK</i>	<i>2001</i>
19	<i>" BUY BACK &amp; ADJ BACKUP</i>	<i>2001</i>
20	<i>" ENROLLMENT &amp; BENEFICIARIES BATCHES 16-30</i>	<i>2001</i>
21	<i>" " VALIDATIONS 12/98 - 1/99</i>	<i>2001</i>
22	<i>" SRA GC FORMS BATCHES A-EG - AEG</i>	<i>2001</i>

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

Page 9

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
E. DIVISION/UNIT CONTROL			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. EXX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
23	BUYBACKS	2001
24	CONTROL BUYBACK REG COST	2001
25	ENROLLMENT VALIDATIONS 3/99 - 5/99	2001
26	CONTROL BENEFICIARY CHANGES BATCHES 329 - 347	2001
27	" ENROLLMENT & BENEFICIARIES BATCHES 16-23	2001
28	" BENEFICIARY CHANGES AUG - OCT 98	2001
29	BUYBACKS	2001
30	CONTROL ENROLLMENTS & BENEFICIARIES BATCHES 1-13	2001
31	" " " " " 1-20	2001
32	" SYSTEM TRANSFERS 11/20/98 - 3/26/99	2001
33	BUYBACKS REGULAR	2001

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P4009

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CONTROL			FM 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 Sakka, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. ECX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
34	BUY BACKS Full (Full Cost)	2001
35	CONTROL REG BUY BACKS	2001
36	" ENROLLMENTS & BENEFICIARIES BATCHES 17-51	2001
37	" BUYBACKS 3/31/99 - 4/30/99	2001
38	CONTROL ENROLLMENTS & BENEFICIARIES BATCH 97-9698	2001
39	" BUYBACKS (REG COST)	2001
40	" HB 199 UOFM INCENTIVE	2001
41	" ENROLLMENT VALIDATIONS 4/98 - 8/98	2001
42	" FULL COST 3/99 - 9/30/99	2001
43	" BUY BACKS FULL COST	2001
44	" DESIGNATION OF BENEFICIARIES BATCHES 320-329	2001

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 759-1379)  
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

PS 049

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE RECD
E. DIVISION/UNIT CONTROL			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 Sakhal, 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	
45	CONTROL ENROLLMENTS & BENEFICIARIES BATCH 3-40	2001	
46	" " " BATCHES 1-15	2001	
47	" SRA 60 FORMS BATCHES B22-B27	2001	
48	" ENROLLMENTS & BENEFICIARIES 1-9	2001	
49	" BENNIE BATCHES 305-309 (4/22/98 - 7/27/98)	2001	
50	" SYSTEM TRANSFERS MISC JOURNAL 7/17/98 - 10/20/98	2001	
51	" AE ENROLLMENT EXCEPTION REPORT	2001	
52	" ENROLLMENT & BENEFICIARIES BATCHES 1-10	2001	
53	" BILLS PAID & UNPAID BUY BACKS	2001	
54	" ENROLLMENT & BENEFICIARIES BATCHES 1-15	2001	
55	" " " " " 1-13	2001	

P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE 759-1379)  
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

PL. OF 9

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <i>CONTROL &amp; BENEFITS</i>			FM CODE
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S)	NO. OF CO. 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
56	CONTROL ENROLLMENTS & BENEFICIARIES BATCHES 1-5	2001
57	" " " BATCHES 14	2001
58	" " " " 1-15	2001
59	" BENEFICIARIES BATCHES 365-383	2001
60	" ENROLLMENTS & BENEFICIARIES BATCHES 1-13	2001
61	" BENEFICIARY VALIDATIONS	2001
62	" ENR. & BENEFICIARIES BATCHES 16-29	2001
63	" BENEFICIARY VALIDATIONS MISC FILES	2001
64	" ENROLLMENTS & BENEFICIARIES BATCHES 1-15	2001
65	BENEFITS 11/97 - 1/98 700, 604, 602	2001
66	" ADDS July 98 EST 3/1/99 - 4/26/99	2001

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P 7 OF 9

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE RECD
E. DIVISION/UNIT BENEFITS & INVESTMENTS & SYSTEMS			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
67	BENEFITS FY97-FY98 RCT APPLICATIONS	2001
68	" 2/98 - 4/98 700, 604, 602	2001
69	" 5/98 - 7/98 700, 604, 602	2001
70	" 10/98 - 12/98 700, 604, 602	2001
71	" 7/98 - 9/98 700, 604, 602	2001
72	" EST. 5/1/98 - 8/31/98	2001
73	INVESTMENTS 7/96-11/96 FCS	2001
74	" FY 96 GENERAL LEDGER	2001
75	" FY 97-FY 98 MANAGER RECONCILIATIONS	2001
76	SYSTEMS 8/31/99-9/18/99 ACF LOGS	2001
77	" 12/24/98 - 01/13/99 " "	2001

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Page 9

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT SYSTEMS		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
78	SYSTEM 4/13/99 - 5/05/99 ACF LOGS	2001 <sup>2</sup>
79	" 8/15/98 - 2/10/99 ACF Part 2 LOGS	2001
80	" 5/6/99 - 5/27/99 ACF LOGS	2001
81	" 9/19/99 - 10/8/99 " "	2001
82	" 1/6/99 - 3/4/99 PROGRAM MOVES	2001
83	" 3/19/99 - 4/12/99 ACF LOGS	2001
84	" 6/18/99 - 7/4/99	2001
85	" 7/5/99 - 7/21/99 ACF LOGS	2001
86	" 3/4/99 - 5/3/99 PROGRAM MOVES	2001
87	" 6/16/99 - 9/17/99 " "	2001
88	" 8/12/99 - 8/30/99 ACF LOGS	2001

P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE 759-1379)  
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P9029

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE RECD
E. DIVISION/UNIT Systems			RM CODE
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S)	NO. OF CO. 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
89	System 8/12/99 - 8/30/99 ACF LOGS	2001
90	" 0/1/99 - 02/02/99 " "	2001
91	" 10/9/99 - 10/27/99 ACF 2 REPORTS	2001
92	" 2/03/99 - 2/24/99 ACF LOGS	2001
93	" 12/3/98 - 1/6/99 PROGRAM MOVES	2001
94	" 5/28/99 - 6/17/99 ACF LOGS	2001
95	" 2/25/99 - 3/18/99 " "	2001
96	" 5/4/99 - 6/15/99 PROGRAM MOVES	2001
97	" 10/28/99 - 11/16/99 ACF 2 REPORTS	2001

R 163

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R-163 S-1-3

(132 SPACES)  
S-3-6

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DEC 17 1990

RECORDS MANAGEMENT  
DIVISION



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# 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 Admn.		ACCESSION NO. <b>90W451</b>	DATE REC'D <b>10-27-89</b>
B. DIVISION/UNIT Fire-Rescue Service		RM CODE <b>26.01.01</b>	
C. MAILING ADDRESS P.O. Box 8766 BWI Airport, Md. 21240		LOCATION RANGE SECTION(S) <b>34 3</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 859-7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Barbara Hemmeter</i> Barbara Hemmeter		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.	Fire-Rescue Daily Activity Sheets 1-1-74 through 6-30-76  Fire-Rescue Response Reports 1-1-74 through 6-30-76	Sch 1162 B-1 7-1-2001  Sch 1162 B-2 7-1-2001

*Barbara Hemmeter*

26.01.01 MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
Maryland Aviation Administration 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 <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.				
99W961	DAFR G120 Reports	1159	B-4	1996 - 1998	22	7/2001	RECYCLE

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

Charlie P Lopez  
Signature
Records Center Manager  
Title
December 31, 2001  
Date

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

Reports

Page 1 of 4

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>MAA</b>		ACCESSION NO. <b>99W961</b>	DATE REC'D <b>6-9-99</b>
B. DIVISION/UNIT <b>Finance</b>			RM CODE <b>26.01.01</b>
C. MAILING ADDRESS <b>901 Elbridge Landing Road Linthicum, Md. 21090</b>		LOCATION RANGE SECTION(E) <b>5 2-3</b>	NO. OF CU. FT. <b>22</b>
D. PHONE NO. <b>410-859-7477</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>DAVID POSNER 410-859-7010</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
1	DAFR G120 Reports 4/98, 5/98, 9/96	Disposal Date FY2001 Audit 1159 B 4
2	DAFR G120 Reports 10/97, 11/97, 12/97	FY2001 + Audit
3	DAFR G120 Reports 1/98, 2/98, 3/98	July 2001
4	DAFR 7200 Reports 7/97, 8/97, 9/97, 10/97, 11/97	
5	DAFR 7200 Reports 12/97, 1/98, 2/98, 3/98, 4/98	
6	DAFR 7200 Reports 6/98 DAFR 8901 - FY 97 + FY 98 DAFR 4121 - 1 year	

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO.

DCS-330-1  
REV. 8/78

PAGE NO. 2 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

MAA		Finance
AGENCY		DIVISION
Item No.	Description	Retention
7	DAFR 3711 — 6/97-6/98-1 yr DAFR G/20 — 7/97, 8/97, 9/97	2001 + audit
8	DAFR 2062 — 1 year DAFR 2271 — 1 year	
9	DAFR 2251 <u>stat</u> March, April, May, June 1998	
10	DAFR 2261 — <u>MDOT</u> July 97 DAFR 2251 — <u>MDOT</u> August 97	
11	<u>MDOT</u> DAFR 2261 — Sept + Oct. DAFR 2251 — Sept + Oct	
12	<u>MDOT</u> DAFR 2261 + 2251 Nov + Dec 97 <u>MDOT</u> DAFR 2251 — Jan + Feb 98	
13	<u>MDOT</u> DAFR 2261 Jan, Feb, March 1998	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

Date	Signature	Title	Date	State Archivist
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DGS-350-1  
REV. 6/78

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

PAGE  
NO. 3 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

MAA AGENCY		Finance DIVISION
Item No.	Description	Retention
<del>10700</del> 14	<u>MDOT</u> DAFR 2261 April, May, June 1998	2001 + Audit
15	<u>MDOT</u> DAFR 2251 — March, April, May, June 1998 <u>State</u> DAFR 2251 — Jan + Feb 1998 <u>State</u> DAFR 2261 — Jan 1998	
16	<u>State</u> DAFR 2251 + 2261 July + August 1997	
17	<u>State</u> DAFR 2261 + 2251 Sept 1997 + Sept 1998	
18	<u>State</u> DAFR 2261 + 2251 Nov + Dec 1997 <u>State</u> DAFR 2261 — Feb 1998	

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

Date	Signature	Title	Date	State Archivist
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DGS-330-1  
REV. 8/78

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

PAGE  
NO. 4 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

MAA		Financ
AGENCY		DIVISION
Item No.	Description	Retention
19	<u>State</u> DAFR 2261 March, April, May, June 1998	2001 + audit
20	FMIS Year End + Misc FY96/97 FY97 Accruals	}
21	FY98 Cash Folders July 1, 1997 - June 30, 1998 FY98 Misc Payroll Allocations	
22	DAFR 6120 MDOOT + State FY97 DAFR 2271, 8901, 2151 (misc) FY97 DAFR 2251 + 2261 FY97 Year End Misc copies of detail	

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

_____	_____	_____	_____
Date	Signature	Title	State Archivist

26.01.04	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Dept of Transportation Office of Administrative 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 <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.				
99W87	Construction / Architectural / Engineering Contracts	1696	11	7/1997	20	7/2001	RECYCLE

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

Charlie P Lopez  
 Signature
 

Records Center Manager  
 Title
 

December 31, 2001  
 Date

**DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER**  
**P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1378)**

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

<b>A. AGENCY</b> HEADQUARTERS BUILDING 1. MARYLAND DEPARTMENT OF TRANSPORTATION		<b>ACCESSION NO.</b>  99W87	<b>DATE REC'D</b> 7-23-98
<b>B. DIVISION/UNIT</b> Office of Administrative Services			<b>RM CODE</b> 26.01.04
<b>C. MAILING ADDRESS</b> 10 Elm Road, Lower Level BWI Airport, MD		<b>LOCATION</b> <b>RANGE SECTION(S)</b> 14 9-10	<b>NO. OF CL.</b> 20
<b>D. PHONE NO.</b> (410) 865-1120		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> John M. Contestibile, Director		<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>	

<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE</b>
1 - 2	CONSTRUCTION CONTRACTS <i>- July 1997</i>	#1696, Item 11 July 2001
3 - 10	MISCELLANEOUS CONTRACTS	#1696, Item 10 July 2001
11 - 17	REAL PROPERTY ACQUISITIONS/CONVEYANCES (Includes Soundproofing & Disposal Lists)	#1696, Item 13 July 2001
18 - 20	ARCHITECTURAL/ENGINEERING CONTRACTS	#1696, Item 12 July 2001
PLEASE SEE ATTACHED LISTINGS FOR ALL OF THE ABOVE.		
<i>Disposal 9-29-01</i>		

26.01.06.01	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Transit Administration Finance / Account Payable			
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.				
00W1239	Account Payable Vouchers	992	1-A	6/1994 - 7/1995	22	7/2001	RECYCLE

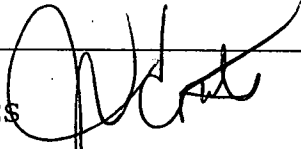
I hereby certify that the records listed above were disposed of as indicated

Charlie P Lopez	Records Center Manager	December 31, 2001
Signature	Title	Date

E.

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. <b>00W1239</b>	DATE REC'D <b>5-5-00</b>
B. DIVISION/UNIT FINANCE - ACCOUNTS PAYABLE			RM CODE <b>26.01.06.01</b>
C. MAILING ADDRESS 6 ST. PAUL STREET 8TH FL. BALTIMORE, MD. 21202		LOCATION RANGE SECTION(S) <b>4 30</b>	NO. OF CU. FT. <b>22</b>
D. PHONE NO. 410-767-3716		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JACQUELINE V. COATES 		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	FY 95 A/P VOUCHERS - 6/22/94 - 7/7/94	SCHEDULE 992 ITEM NO. 1A DISPOSAL DATE 7/01
2	" " " 7/11/94 - 7/22/94	
3	" " " 7/26/94 - 8/05/94	
4	" " " 8/09/94 - 8/26/94	
5	" " " 8/30/94 - 9/14/94	
6	" " " 9/16/94 - 9/29/94	
7	" " " 10/03/94 - 10/11/94	
8	" " " 10/14/94 - 10/28/94	
9	" " " 11/03/94 - 11/14/94	
10	" " " 11/16/94 - 12/02/94	
11	" " " 12/05/94 - 12/20/94	
12	" " " 12/21/94 - 1/09/95	
13	" " " 1/11/95 - 1/25/95	
14	" " " 1/26/95 - 2/16/95	
15	" " " 2/20/95 - 3/07/95	
16	" " " 3/08/95 - 3/17/95	
17	" " " 3/20/95 - 4/04/95	
18	" " " 4/05/95 - 4/24/95	
19	" " " 4/25/95 - 5/05/95	
20	" " " 5/09/95 - 5/25/95	
21	" " " 5/30/95 - 6/15/95	
22	" " " 6/16/95 - 7/03/95	

*DISPOSAL 9-27-01*

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
97W533	Claim Files	1670	1	FY 1996	50	7/2001	RECYCLE
98W51	Claim Files	1670	1	FY 1996	30	7/2001	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>December 31, 2001</u> Date
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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration 29.08.01		ACCESSION NO. <b>97W533</b>	DATE REC'D <b>11-7-96</b>
B. DIVISION/UNIT Finance/Risk Management			RM CODE <b>26.01.06.01.01</b>
C. MAILING ADDRESS 6 St. Paul Street 8th Floor Baltimore, MD 21202-1614		LOCATION RANGE SECTION(S) <b>28 8-9</b>	NO. OF CU. FT. <b>50</b>
D. PHONE NO. (410) 767-3700		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Morton L. Green		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	Claim Files 92-0005 - 92-0099	All items 10/01/01 Sch. # 1670 Item # 1 7/01 PIPER 9-25-01
2	Claim Files 92-0130 - 92-1073	
3	Claim Files 92-1079 - 92-1127	
4	Claim Files 92-1133 - 92-1194	
5	Claim Files 92-1213 - 92-1270	
6	Claim Files 92-1279 - 92-1377	
7	Claim Files 92-1385 - 92-1455	
8	Claim Files 92-1455 - 92-1537	
9	Claim Files 92-1521 - 92-1599	
10	Claim Files 92-1600 - 92-1697	
11	Claim Files 92-1700 - 92-1785	
12	Claim Files 92-1811 - 92-1891	
13	Claim Files 92-1900 - 92-1999	
14	Claim Files 92-2004 - 92-2082	
15	Claim Files 92-2101 - 92-2155	
16	Claim Files 92-2158 - 92-2199	
17	Claim Files 92-2300 - 92-2394	
18	Claim Files 89-1227	
19	Claim Files 91-0994 - 91-1172	
20	Claim Files 91-0205 - 91-1264	

Box Nos.	Description of Records w/inclusive Dates	Disposal Date
21	93-1033 - 93-1745	All items 10/01/01
22	93-0900 - 93-1139	
23	93-1351 - 93-1358	
24	93-1223 - 93-1698	
25	93-1100 - 93-1130	
26	93-1140 - 93-1194	
27	93-1224 - 93-1280	
28	93-1201 - 93-1285	
29	92-2380	
30	93-1331 - 93-1550	
31	93-1332 - 93-1380	
32	93-1483 - 93-1453	
33	93-1400 - 93-1506	
34	93-1513 - 93-1564	
35	93-1565 - 93-1673	
36	93-1619 - 93-1679	
37	93-1600 - 93-1746	
38	93-1750 - 93-1799	
39	93-1800 - 93-1853	
40	93-1854 - 93-1898	
41	92-2444 - 92-9483	
42	92-2227 - 92-2293	
43	92-2071 - 92-2678	
44	92-2534 - 92-2628	
45	92-2706 - 92-2938	
46	93-2311 - 93-2359	
47	93-1901 - 93-1955	
48	93-1948 - 93-1984	
49	93-2000 - 93-2049	
50	93-2050 - 93-2099	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> Mass Transit Administration 1. 29.08.01		<b>ACCESSION NO.</b> 98W51	<b>DATE REC'D</b> 7-28-97
<b>B. DIVISION/UNIT</b> Finance/Risk Management			<b>RM CODE</b> 26.0106.01.01
<b>C. MAILING ADDRESS</b> 6 St. Paul Street 8th Floor Baltimore, MD 21202-1614		<b>LOCATION</b> <b>RANGE SECTION(S)</b> 27 21	<b>NO. OF CU.FT.</b> 30
<b>D. PHONE NO.</b> (410) 767-3700		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Morton L. Green		<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>	
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>	

1.	Claim Files 93-0700 - 93-0733	F4-96 All items <del>03/01/01</del> 7/01 #1670 #1 
2.	Claim Files 93-0734 - 93-0799	
3.	Claim Files - Miscellaenous	
4.	Claim Files 93-0800 - 93-0850	
5.	Claim Files 93-0851 - 93-0899	
6.	Claim Files 93-0900 - 93-0945	
7.	Claim Files 93-0946 - 93-0999	
8.	Claim Files 93-1001 - 93-1050	
9.	Claim Files 93-1052 - 93-1099	
10.	Claim Files 93-0536 - 93-1395	
11.	Claim Files 93-2096 - 93-1389	
12.	Claim Files 93-1700 - 93-1590	
13.	Claim Files 93-0301 - 93-0370	
14.	Claim Files 93-0001 - 93-0050	
15.	Claim Files 93-0051 - 93-0099	

<b>Box Nos.</b>	<b>Description of Records w/inclusive Dates</b>	<b>Disposal Date</b>
16.	Claim Files 93-0100 - 93-0166	All items 03/01/01
17.	Claim Files 93-0167 - 93-0199	
19.	Claim Files 93-0371 - 93-0398	
20.	Claim Files 93-0200 - 93-0254	
21.	Claim Files 93-0255 - 93-0298	
22.	Claim Files 93-0400 - 93-0449	
23.	Claim Files 93-0450 - 93-2371	
24.	Claim Files 93-0555 - 93-0599	
25.	Claim Files 93-0500 - 93-0554	
26.	Claim Files 93-0399 - 93-0660	
27.	Claim Files 93-0661 - 93-0699	
28.	Claim Files 93-2100 - 93-2154	
29.	Claim Files 93-2155 - 93-2199	
30.	Claim Files 93-2200 - 93-2250	
31.	Claim Files 93-2252 - 93-2299	

26.01.06.02      MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
Maryland Transit Administration 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.				
97W769	Acknowledgments	1061	C	7/1991 - 6/1994	2	7/2001	RECYCLE
97W770	Purchase Orders	1061	C	FY 1994	9	7/2001	RECYCLE
00W548	Purchase Orders	1061	C	FY 1996	8	7/2001	RECYCLE

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

Charlie P Lopez <small>Signature</small>	Records Center Manager <small>Title</small>	December 31, 2001 <small>Date</small>
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E

Agency Mass Transit Administration	Accession No <b>97W769</b>	Date Rec'd <b>3-3-97</b>
Division/Unit Purchasing Department		RM Code <b>26.01.06.02</b>
Mailing Address 300 W. Lexington St. Baltimore, MD 21201	Location Range Section(s) <b>107 26</b>	No. Of Cu. Ft <b>2</b>
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
	Acknowledgements	Schedule 1061
1 of 2	7/1/91 through 6/30/93	Item C
2 of 2	7/1/93 through 6/30/94	<del>June, 2001.</del>
		<i>July-</i>

*Final*  
*10/9/01*

E

Agency Mass Transit Administration	Accession No <b>97W770</b>	Date Rec'd <b>3-3-97</b>
Division/Unit Purchasing Department		RM Code <b>26.01.06.02</b>
Mailing Address 300 W. Lexington St. Baltimore, MD 21201	Location Range Section(s) <b>113 27</b>	No. Of Cu. Ft <b>9</b>
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 (7/93 - 6/94)	Schedule 1061
1 OF 9	A - BALTO. AUTO	Item C
2 OF 9	BALTO. BUS. MACH. - CL	<del>June</del> 2001
3 OF 9	CO - FLUKE	
4 OF 9	FLXIBLE - INDUSTRY	
5 OF 9	INT. - MART	
6 OF 9	MD - PO	
7 OF 9	PR - STATE SAW	
8 OF 9	STATE USE - VEAM	
9 OF 9	VEHICLE - Z	

*Handwritten notes:*  
 JAC  
 10/9/01

E

Agency Mass Transit Admin.	Accession No <b>00W548</b>	Date Rec'd <b>10-27-99</b>
Division/Unit Purchasing		RM Code <b>26.01.06.02</b>
Mailing Address 1515 Washington Blvd Baltimore, MD 21230	Location Range Section(s) <b>14 12</b>	No. Of Cu. Ft <b>8</b>
Phone No. 410, 468-4889	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 (7/1/95 - 6/30/96)	
1 of 8	A - Baltimore	Schedule 106I Item C July 1998 2001  <i>Disposal 9/29/01</i>
2 of 8	Banner Glass - BE	
3 of 8	A.B. Dick - Glover	
4 of 8	Goodyear - Kayboy	
5 of 8	Kennerly - Musselman	
6 of 8	N - Rudolph's	
7 of 8	S - TecTran	
8 of 8	Tektronic - Z	

26.01.12	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Dept of Transportation Executive Office			
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.				
94W1006	General Correspondence & Administrative Files	1823	1	1991 - 1993	14	7/2001	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2001 Date
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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 375, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland Department of Transportation		<b>ACCESSION NO.</b> 94W1006	<b>DATE REC'D</b> 4-13-94
<b>B. DIVISION/UNIT</b> Executive Office (TSO) 92.0			<b>RM CODE</b> 26.01.12
<b>C. MAILING ADDRESS</b> P.O. Box 8755 BWI Airport MD 21240		<b>LOCATION</b> RANGE SECTION(S) 120 17	<b>NO. OF CU. FT.</b> 14
<b>D. PHONE NO.</b> (410) 859-7600		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Dolores M. 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
BOX 1	AAA ZORZI 1991 - 1993 ADMINISTRATIVE PROCEDURE COMMISSION MODAL ADMINISTRATORS ADVANCED TECHNICAL INSTITUTE AFFIRMATIVE ACTION AGENDA FORMAT AIRPORT ADVERTISING AIRPORT CONSULTANT AIR SERVICE CONSULTANT ALERT GOVERNOR AIR SERVICE MEETINGS ALERT LIST OJL AL KAZEMI ANNAPOLIS OFFICE MIKE PHENNICIE BALTIMORE REGIONAL COUNCIL BAT/A&R BELMONT BENTLY SUBCOMMITTEE BOND PROSPECTIVES BRED A PROPOSAL BRADY SMITH ELECTRIC BRAZIL/CHILE EARL PALMER BROWN FY 92 BUDGET BUTTA COMMISSION	1823 715-1 July 1999- 2001  [Handwritten signature and date: 10/10/01]

**BOX 14 cont.**

**SUMMER FIELD  
SUMMIT OF CENTRAL AMERICAN - PRESIDENT & SOUTHERN  
GOVERNOR'S ASSOC.  
STRATEGIC PLANNING  
6/14/91 CEP/SG  
SURFACE TRANSPORTATION ACT  
MODAL MEETINGS:**

12/07/92  
11/30/92  
9/21/92  
11/09/92  
9/08/92  
10/05/92  
8/10/92  
8/03/92  
7/13/92  
7/06/92  
6/22/92  
6/15/92  
6/11/92  
5/18/92  
5/06/92  
4/16/92  
04/29/92  
3/31/92  
3/16/92  
3/09/92  
3/04/92  
2/19/92  
1/20/92  
1/03/92

**SECRETARY ANDREW CARD, JR.  
BRIEFING**

26.02.13	MDOT	<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			
Motor Vehicle Administration Finance Statistics - 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.				
98W30	Refund Backup List	1725	3	1/1997 - 6/1997	36	7/2001	RECYCLE
98W306	Refund Backup List	1725	3	3/1997 - 5/1997	33	7/2001	RECYCLE
98W308	Refund Backup List	1725	3	6/1997	21	7/2001	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>December 31, 2001</u> 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. Motor Vehicle Administration		ACCESSION NO.  <b>98W30</b>	DATE REC'D <b>7-14-97</b>
B. DIVISION/UNIT Finance & Statistics-General Accounting			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Highway N.E. Room 220 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>168 5-6</b>	NO. OF CU. FT. <b>36</b>
D. PHONE NO.  (410) 768-7393		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lizy Kannarkat, Deputy Director 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	Refund Backup List #135-136 - 1/13/97-1/14/97	1725, Item 3
2	" " " #136-137 - 1/14/97-1/15/97	" "
3	" " " #137-138 - 1/15/97-1/16/97	" "
4	" " " #138-139 - 1/16/97-1/17/97	<i>July 2001</i>
5	" " " #140-141 - 1/21/97-1/22/97	" "
6	" " " #141-142 - 1/22/97-1/23/97	" "
7	" " " #142-143 - 1/23/97-1/24/97	" "
8	" " " #143-144 - 1/24/97-1/27/97	" "
9	" " " #144-145 - 1/27/97-1/28/97	" "
10	" " " #146 - 1/29/97	" "
11	" " " #146-147 - 1/29/97-1/30/97	<del>* Missing</del>
12	" " " #147-148 - 1/30/97-1/31/97	" "
13	" " " #148-149 - 1/31/97-2/3/97	<del>Box # 273</del>
14	" " " #150-151 - 2/4/97-2/5/97	<i>Received 6/98</i>
15	" " " #151-152 - 2/5/97-2/6/97	" "
16	" " " #153-154 - 2/7/97-2/10/97	" "
17	" " " #155 - 2/11/97	" "
18	" " " #156 - 2/12/97	" "
19	" " " #157-158 - 2/13/97-2/14/97	" "
20	" " " #158-159 - 2/14/97-2/18/97	" "
21	" " " #160-161 - 2/19/97-2/20/97	" "
22	" " " #161-162 - 2/20/97-2/21/97	" "
23	" " " #163-164 - 2/24/97-2/25/97	" "
24	" " " #164-165 - 2/25/97-2/26/97	" "
25	" " " #165-166 - 2/26/97-2/27/97	" "
26	" " " #166-167 - 2/27/97-2/28/97	" "
27	" " " #168 - 3/3/97	" "
28	" " " #169-170 - 3/4/97-3/5/97	" "
29	" " " #170-171 - 3/5/97-6/97	" "

NUMBERS

DESCRIPTION OF RECORDS  
WITH INCLUSIVE DATES

ITEM NUMBER

NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
30	Refund Backup List #171-172 - 3/6/97-3/7/97	1725, Item 3
31	" " " #172-173 - 3/7/97-3/10/97	" "
32	" " " #174-175 - 3/11/97-3/12/97	" "
33	" " " #176-177 - 3/13/97-3/14/97	" "
34	" " " #177-178 - 3/14/97-3/17/97	" "
35	" " " #179 - 3/18/97-	" "
36	" " " #180 - 3/19/97	" "

✓

*July 2001*

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 Motor Vehicle Administration		ACCESSION NO. <b>98W306</b>	DATE REC'D <b>10-6-97</b>
B. DIVISION/UNIT Finance & Statistics - General Accounting			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Highway N. E. Room 220 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>17 1-2</b>	NO. OF CU. FT. <b>33</b>
D. PHONE NO. (410) 768-7393		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lizy Kannart, Deputy Director 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	Refund Backup List # 181-182 - 3/20/97-3/21/97	1725 , Item 3
2	" " " # 183-184 - 3/24/97-3/25/97	" "
3	" " " # 184-185 - 3/25/97-3/26/97	" "
4	" " " # 185-186 - 3/26/97-3/27/97	July 2001 "
5	" " " # 186-187-188 - 3/27/97-3/28/97-3/31/97	" "
6	" " " # 188-189 - 3/31/97-4/1/97	" "
7	" " " # 189-190 - 4/1/97 -4/2/97	" "
8	" " " # 190-191 - 4/2/97 -4/3/97	" "
9	" " " # 191-192 - 4/3/97 -4/4/97	" "
10	" " " # 193 - 4/7/97	" "
11	" " " # 194 -4/8/97	*Missing "
12	" " " # 195 -4/9/97	Box #18 "
13	" " " # 196-197 -4/10/97-4/11/97	" "
14	" " " # 197-198 -4/11/97	" "
15	" " " # 198-199 -4/14/97-4/15/97	" "
16	" " " # 199 -4/15/97	" "
17	" " " # 200 -4/16/97	" "
18	" " " # 201 -4/17/97	" "
19	" " " # 202 -4/18/97	" "
20	" " " # 203 -4/21/97	" "
21	" " " # 204 -4/22/97	" "
22	" " " # 205 -4/23/97	" "
23	" " " # 206 -4/24/97	" "
24	" " " # 207 -4/25/97	" "
25	" " " # 208 -4/28/97	" "
26	" " " # 209 -4/29/97	" "
27	<del>" " " # 210 -4/30/97</del> missing	" "
28	" " " # 211 -5/1/97	" "
29	" " " # 212 -5/2/97	" "
30	" " " # 213 -5/5/97	" "

BOX  
NUMBERS

DESCRIPTION OF RECORDS  
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
31	Refund Backup List #214 -5/7/97	1725, Item 3
32	" " " #215 -5/8/97	" "
33	" " " #216 -5/9/97	" "

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

~~#~~ 104  
Rm

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. <b>98W308</b>	DATE REC'D <b>10-9-97</b>
B. DIVISION/UNIT Accounting and Financial Systems			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Highway N.E. Room 220 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>18 32</b>	NO. OF CU. FT. <b>21</b>
D. PHONE NO. 410-768-7480		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger - Accounts Payable Manager Accounting and Financial Systems		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	Refund Backup List #1 - 6/2/97	1725, Item 3 July 2001
2	#2 - 6/3/97	
3	#3 - 6/4/97	
4	#4 - 6/5/97	
5	#5 - 6/6/97	
6	#6 - 6/9/97	
7	#7 - 6/10/97	
8	#8 - 6/11/97	
9	#9 - 6/12/97	
10	#10 - 6/12/97	
11	#11 - 6/16/97	
12	#12 - 6/17/97	
13	#13 - 6/17/97	
14	#14 - 6/19/97	
15	#15 - 6/20/97	
16	#16 - 6/23/97	
17	#17 - 6/24/97	
18	#18 - 6/25/97	
19	#19 - 6/26/97	
20	#20 - 6/27/97	
21	#21 - 6/30/97	

*Disposal  
9/29/01*

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
94W345	Construction Contracts Estimates	1539	3	1/1987 - 6/1991	54	7/2001	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2001 Date
---------------------------------------	--	------------------------------------

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. State Highway Administration		ACCESSION NO. <b>94W345</b>	DATE REC'D <b>9-28-93</b>
B. DIVISION/UNIT Controls/MBE Team Office of Construction			RM CODE <b>26.03.02</b>
C. MAILING ADDRESS State Highway Administration P.O. Box 717/707 N. Calvert St. Baltimore, MD 21203-0717		LOCATION RANGE SECTION(S) <b>9 4-5</b>	NO. OF CU. FT. <b>54</b>
D. PHONE NO. 333-1525		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Richard Weddle Assistant to Chief, CID		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
#41 thru #94	Construction Contracts Estimates January 1987 - June 1991	Schedule: 1539 Item No. 3  <b>7/01</b>  <i>Disposal passed</i>

26.03.05	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Office of Finance & Program Management			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
91W203	Journal Entry Proof List	1649	8	5/1989 - 1/1990	1	7/2001	RECYCLE
91W776	All Suspense Runs	1649	4	6/1987 - 5/1990	6	7/2001	RECYCLE
91W1142	Trial Balance / Journal Entries & Proof List	1649	5, 8	1/1990 - 6/1990	2	7/2001	RECYCLE
92W353	P-D-N Codes	1649	9	FY 1990	1	7/2001	RECYCLE
92W354	Suspense Listing	1649	4	FY 1990	1	7/2001	RECYCLE
93W385	J.E. Backup	1649	6	FY 1990	2	7/2001	RECYCLE
93W1005	Journal Entry Back-ups	1649	6	3/1990 - 4/1990	1	7/2001	RECYCLE
93W1006	Stars Reports	1649	3, 9	3/1990 - 6/1990	2	7/2001	RECYCLE
94W1249	Vouchers	1809	1	1993	39	7/2001	RECYCLE
94W1250	Vouchers	1809	1	1993	62	7/2001	RECYCLE
95W266	Payroll Journals & Check Register Central Payroll	1813	7	1993 - 1994	8	7/2001	RECYCLE
95W292	Payroll Journal & Check Registers	1813	7	2/1994 - 5/1994	7	7/2001	RECYCLE
95W547	Vouchers	1809	1	1993	50	7/2001	RECYCLE
95W548	Vouchers	1809	1	1993	25	7/2001	RECYCLE
95W549	Vouchers	1809	1	1993	11	7/2001	RECYCLE
95W550	Expense Account Statements	1809	5	1993	5	7/2001	RECYCLE
95W562	SHA Vouchers Register	1809	3	1991 - 1994	8	7/2001	RECYCLE
95W565	DOT Secretary's Office Manuals & Memos	1809	4	1993	1	7/2001	RECYCLE
95W566	DOT Vouchers Secretary Office	1809	1	1993	3	7/2001	RECYCLE
95W567	Credit Cards	1809	4	6/1993	1	7/2001	RECYCLE
95W800	CPB Check Register	1813	7	6/1994 - 8/1994	2	7/2001	RECYCLE
95W1092	Increment Update Listing	1813	10	1989 - 1991	1	7/2001	RECYCLE
95W1093	Permanent & Temp Inputs	1813	13	1994	5	7/2001	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	December 31, 2001 Date
------------------------------	---------------------------------	---------------------------

26.03.05	MDOT	<b>Department of General Services</b> <b>Records Management Division</b> <b>7275 Waterloo Road (Rte. 175)</b> <b>P.O. Box 275</b> <b>Jessup, Maryland 20794-0275</b>	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Office of Finance & Program Management			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W1094	Payroll Journal (CPB)	1813	7	8/1994 - 11/1994	13	7/2001	RECYCLE
95W1346	Final Estimates	1809	1	1993	4	7/2001	RECYCLE
95W1379	Contracts	1807	1, 8	1993	2	7/2001	RECYCLE
95W1676	Payroll Journal	1813	7	11/1993 - 1/1995	18	7/2001	RECYCLE
96W168	DOT Agency Interface	1809	2	1991 - 1993	2	7/2001	RECYCLE
96W803	Certificates of Deposits	1811	2	FY 1990	3	7/2001	RECYCLE
96W804	Cash Receipts Back-up	1811	2	FY 1994	9	7/2001	RECYCLE
96W806	Payroll Revolving Fund	1811	2	FY 1991 - FY 1992	3	7/2001	RECYCLE
96W807	Cash Receipts Back up	1811	2	1992	4	7/2001	RECYCLE
96W810	Right of Way Bank Statements	1811	2, 5	FY 1992	4	7/2001	RECYCLE
96W813	Petty Cash Reimbursement	1811	5, 6	FY 1993 - FY 1994	2	7/2001	RECYCLE
96W815	Cash Receipts Back up	1811	2	7/1994 - 11/1994	3	7/2001	RECYCLE
96W1135	Contracts	1807	1	1993	2	7/2001	RECYCLE
96W1136	Payroll Journal	1813	7	1/1994 - 6/1994	2	7/2001	RECYCLE
96W1137	Final Estimates	1807	1	1993	2	7/2001	RECYCLE
96W1138	Vouchers	1809	1	1993	47	7/2001	RECYCLE
96W1488	Contracts / Final Estimates	1807	1	1993	5	7/2001	RECYCLE
96W1502	Trial Balance Closed	1649	5	FY 1990	1	7/2001	RECYCLE
96W1503	Cancelled Checks	1811	6	1994	2	7/2001	RECYCLE
96W1504	Final Vouchers Cleared	1648	1	7/1995 - 12/1995	3	7/2001	RECYCLE
96W1510	Biweekly Time Cards	1813	14	1/1996 - 2/1996	24	7/2001	RECYCLE
97W119	Contracts / Final Estimates	1807	1	1993	5	7/2001	RECYCLE
97W126	Biweekly Time Cards	1813	14	2/1996 - 5/1996	48	7/2001	RECYCLE
97W127	Leave Adjustment	1813	16	1995	1	7/2001	RECYCLE

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

Charlie P Lopez

Signature

Records Center Manager

Title

December 31, 2001

Date

26.03.05	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Office of Finance & Program Management			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
97W128	Expense Account Statement	1809	5	1993	3	7/2001	RECYCLE
97W538	Bi-Weekly Time Cards	1813	14	5/1996 - 6/1996	16	7/2001	RECYCLE
97W539	Inventory Reconciliations Material & Supply	1810	14 8	1/1995 - 2/1996	21	7/2001	RECYCLE

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

Charlie P Lopez  
Signature
Records Center Manager  
Title
December 31, 2001  
Date

RECORDS TRANSMITTAL AND RECEIPT

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>91W203</b>	DATE RECEIVED <b>8-24-90</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>121</b>	LOCATION SECTIONS <b>7</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>1</b>	
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 ✓ JOURNAL ENTRY PROOF LIST 5/89 TO 1/90

*1649-1022-8 7/2000-7/01*

*Disposal  
10-10-01*

**RECORDS TRANSMITTAL AND RECEIPT**

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>91W776</b>	DATE RECEIVED <b>2-6-91</b>		
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>18</b>	LOCATION SECTIONS <b>4</b>	NO. OF CU. FT. <b>6</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	ALL SUSPENSE 01/90 TO 2/90 PAYROLL SUSPENSE 12/89 TO 01/90	1022-4	7/2000
2	ALL SUSPENSE 5/90	1022-4	7/2000
3	ALL SUSPENSE 4/90	1022-4	7/2000
4	P.O.N CODE 7/89 TO 02/90	1022-4	7/2000
5	JOURNAL ENTRIES PROOF LIST 01/90 TO 03/90	1022-8	7/2000
6	SUSPENSE RUNS FEB TO MARCH 90 STARS 120 7/85 TO 6/87	1022-4	7/2000

*1649*

*7/01*

*Disposal  
9-29-01  
468*

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 State Highway Administration		ACCESSION NO. <b>91W1K42</b>		DATE RECEIVED <b>4-15-91</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>102</b>		LOCATION SECTIONS <b>32</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		NO. OF CU. FT. <b>2</b>	
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. TRIAL BALANCES 1/90 TO 5/90  
 2. JOURNAL ENTRIES & PROOF LIST 5/90 & 6/90

**1649**  
~~1022-5~~      ~~7/2000~~  
~~1022-8~~      ~~7/2000~~      **7/01**

*Disposal  
10/26/01*

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. Q2W353		DATE RECEIVED. 10-1-91
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 35	LOCATION SECTIONS 22	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 ✓	P-D-N CODES 3/90 TO 6/90 F/Y 90	1649- <del>1022-9</del>	7/2000 7/01

*Original good*

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration	ACCESSION NO. 92W354	DATE RECEIVED 10-1-91
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 LOCATION SECTIONS 35 22	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202	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 ✓	SUSPENSE LISTING 6/90 F/Y 90	1649- 1022-4 772000 7/01

*Disposal  
9/29/01*

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P. O. BOX 275, JESSUP, MD. 20794

(TELEPHONE - 799-1379)

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>93W385</b>		DATE RECEIVED <b>9-24-92</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26-03-05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>15</b>	LOCATION <b>8</b>	SECTIONS <b>2</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 J.E. BACKUP FY 1990 JAN 90 TO FEB 90  
2 J.E. BACKUP FY 1990 MAY 90 TO JUNE 90

1649  
~~1022-86~~ 7/2000  
~~1022-86~~ 7/2000 : 7/01

*Disposal  
9-29-01*

RECORDS TRANSMITTAL AND RECEIPT

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>93W1005</b>	DATE RECEIVED <b>2-17-93</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>41</b>	LOCATION SECTIONS <b>8</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
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 ✓ JOURNAL ENTRY BACK-UPS MARCH - APRIL 90

1649-6  
~~1002-X~~ 7/2000 7/01

Disposal  
 9/27/01  
 [Signature]

RECORDS TRANSMITTAL AND RECEIPT

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>93W1006</b>	DATE RECEIVED <b>2-17-93</b>
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>41</b>	RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>8</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 ✓	STARS RPT A30414 03/90 - 06/90	1649 <del>1022-3</del> 7/2000	
2 ✓	STARS RPT A30482 03/90 - 06/90	<del>1022-9</del> 7/2000 7/01	

*Disposed*  
*9/27/01*  
*[Signature]*

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>94W1249</b>	DATE RECEIVED <b>6-8-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>167</b>	LOCATION SECTIONS <b>1</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>36</b> 39	
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	VOUCHERS 412055 - 412365 ✓	<sup>1809</sup> <del>884-1</del>	7/99
2	VOUCHERS 411804 - 412054 ✓	884-1	7/99
3	VOUCHERS 411489 - 411803 ✓	884-1	7/99
4	VOUCHERS 411212 - 411488 ✓	884-1	7/99
5	VOUCHERS 411058 - 411211 ✓	884-1	7/99
6	VOUCHERS 410780 - 411057 ✓	884-1	7/99
7	VOUCHERS 410508 - 410779 ✓	884-1	7/99
8	VOUCHERS 410364 - 410507 ✓	884-1	7/99
9	VOUCHERS 409982 - 410363 ✓	884-1	7/99
10	VOUCHERS 409534 - 409981 ✓	884-1	7/99
11	VOUCHERS 409049 - 409533 ✓	884-1	7/99
12	VOUCHERS 408741 - 409048 ✓	884-1	7/99
13	VOUCHERS 407534 - 407883 ✓	884-1	7/99
14	VOUCHERS 407258 - 407533 ✓	884-1	7/99
15	VOUCHERS 406946 - 407257 ✓	884-1	7/99
16	VOUCHERS 406715 - 406945 ✓	884-1	7/99
17	VOUCHERS 406294 - 406714 ✓	884-1	7/99
18	VOUCHERS 405882 - 406293 ✓	884-1	7/99
19	VOUCHERS 405464 - 405881 ✓	884-1	7/99
20	VOUCHERS 405259 - 405463 ✓	884-1	7/99
21	VOUCHERS 404856 - 405258 ✓	884-1	7/99
22	VOUCHERS 404542 - 404855 ✓	884-1	7/99
23	VOUCHERS 404213 - 404541 ✓	884-1	7/99
24	VOUCHERS 403904 - 404212 ✓	884-1	7/99
25	VOUCHERS 403617 - 403903 ✓	884-1	7/99
26	VOUCHERS 403320 - 403616 ✓	884-1	7/99
27	VOUCHERS 403193 - 403319 ✓	884-1	7/99
28	VOUCHERS 402891 - 403192 ✓	884-1	7/99
29	VOUCHERS 402544 - 402890 ✓	884-1	7/99
30	VOUCHERS 402186 - 402543 ✓	884-1	7/99
31	VOUCHERS 401725 - 402185 ✓	884-1	7/99
32	VOUCHERS 401436 - 401724 ✓	884-1	7/99
33	VOUCHERS 401051 - 401435 ✓	884-1	7/99
34	VOUCHERS 400727 - 401050 ✓	884-1	7/99

DISPOSAL  
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35 | VOUCHERS 400363 - 400726  
36 | VOUCHERS 400001 - 400362  
37 | VOUCHERS 407884 - 408120  
38 | VOUCHERS 408121 - 408534  
39 | VOUCHERS 408535 - 408740

884-1      7/99  
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884-1      7/99  
884-1      7/99  
884-1      7/99

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>94W1250</b>	DATE RECEIVED <b>6-8-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>167</b>	LOCATION SECTIONS <b>1-3</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>62</b>	
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	VOUCHERS 412693 - 412947 ✓	<sup>1809</sup> 884-1 7/99
2	VOUCHERS 412948 - 413223 ✓	884-1 7/99
3	VOUCHERS 413224 - 413673 ✓	884-1 7/99
4	VOUCHERS 413674 - 414012 ✓	884-1 7/99
5	VOUCHERS 414013 - 414423 ✓	884-1 7/99
6	VOUCHERS 414424 - 414615 ✓	884-1 7/99
7	VOUCHERS 414616 - 414940 ✓	884-1 7/99
8	VOUCHERS 414941 - 415255 ✓	884-1 7/99
9	VOUCHERS 415256 - 415547 ✓	884-1 7/99
10	VOUCHERS 416170 - 416502 ✓	884-1 7/99
11	VOUCHERS 415945 - 416169 ✓	884-1 7/99
12	VOUCHERS 415667 - 415944 ✓	884-1 7/99
13	VOUCHERS 415548 - 415666 ✓	884-1 7/99
14	VOUCHERS 417846 - 418055 ✓	884-1 7/99
15	VOUCHERS 417528 - 417845 ✓	884-1 7/99
16	VOUCHERS 417230 - 417527 ✓	884-1 7/99
17	VOUCHERS 416873 - 417227 ✓	884-1 7/99
18	VOUCHERS 416503 - 416872 ✓	884-1 7/99
19	VOUCHERS 418484 - 418805 ✓	884-1 7/99
20	VOUCHERS 418315 - 418483 ✓	884-1 7/99
21	VOUCHERS 418056 - 418314 ✓	884-1 7/99
22	VOUCHERS 419428 - 419761 ✓	884-1 7/99
23	VOUCHERS 419262 - 419427 ✓	884-1 7/99
24	VOUCHERS 419031 - 419361 ✓ <del>419362 - 419361</del>	884-1 7/99
25	VOUCHERS 418806 - 419030 ✓	884-1 7/99
26	VOUCHERS 420932 - 421104 ✓	884-1 7/99
27	VOUCHERS 420658 - 420931 ✓	884-1 7/99
28	VOUCHERS 420374 - 420657 ✓	884-1 7/99
29	VOUCHERS 420126 - 420373 ✓	884-1 7/99
30	VOUCHERS 419762 - 420125 ✓	884-1 7/99
31	VOUCHERS 422298 - 422714 ✓	884-1 7/99
32	VOUCHERS 422151 - 422297 ✓	884-1 7/99
33	VOUCHERS 421826 - 422150 ✓	884-1 7/99
34	VOUCHERS 421417 - 421825 ✓	884-1 7/99

Disposal  
10/14/01



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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W266		DATE RECEIVED 8-23-94	
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 14	LOCATION 15	NO. OF CU. FT. 8	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
✓ 1	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 1 & 2 '94 12/22 /93 - 01/18/94	181387 731-11	7/2001
✓ 2	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 3 & 4 '94 01/19 /94 - 02/15/94	731-11	7/2001
✓ 3	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 5 & 6 '94 02/16 /94 - 03/15/94	731-11	7/2001
✓ 4	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 7 & 8 '94 03/16 /94 - 04/12/94	731-11	7/2001
✓ 5	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 9 & 10 '94 04/13 /94 - 05/10/94	731-11	7/2001
✓ 6	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 25 '93 11/24 /93 - 12/07/93	731-11	7/2001
✓ 7	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 23 & 24 '93 10/27 /93 - 11/23/93	731-11	7/2001
✓ 8	PAYROLL JOURNALS & CHECK REGISTER CENTRAL PAYROLL PAY 19 & 20 '93 09/ 11/93 - 09/20/93	731-11	7/2001

DISPOSAL  
 9-29-94

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W292</b>	DATE RECEIVED <b>8-26-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>12</b>	LOCATION SECTIONS <b>3</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>7</b>	
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & CHECK REGISTER PAY 5 02/16/94 - 03/01/94	<sup>1813</sup> <del>731-11</del>	7/2001
2	PAYROLL JOURNAL & CHECK REGISTER PAY 6 03/02/94 - 03/15/94	731-11	7/2001
3	PAYROLL JOURNAL & CHECK REGISTER PAY 7 03/16/94 - 03/29/94	731-11	7/2001
4	PAYROLL JOURNAL & CHECK REGISTER PAY 8 03/30/94 - 04/12/94	731-11	7/2001
5	PAYROLL JOURNAL & CHECK REGISTER PAY 9 04/13/94 - 04/26/94	731-11	7/2001
6	PAYROLL JOURNAL & CHECK REGISTER PAY 10 04/27/94 - 05/10/94	731-11	7/2001
7	PAYROLL JOURNAL & CHECK REGISTER PAY 11 05/11/94 - 05/24/94	731-11	7/2001

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Box #3

Disposal  
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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)

*E.*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Highway Administration		ACCESSION NO. <b>95W547</b>		DATE RECEIVED <b>11-3-94</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>121</b>	LOCATION SECTIONS <b>14-16</b>	NO. OF CU. FT. <b>50</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		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	VOUCHERS 445163 - 445470	884-1	7/99
2	VOUCHERS 445471 - 445645	884-1	7/99
3	VOUCHERS 445646 - 445918	884-1	7/99
4	VOUCHERS 445919 - 446108	884-1	7/99
5	VOUCHERS 446109 - 446468	884-1	7/99
6	VOUCHERS 446469 - 446752	884-1	7/99
7	VOUCHERS 446753 - 447083	884-1	7/99
8	VOUCHERS 447084 - 447247	884-1	7/99
9	VOUCHERS 447248 - 447540	884-1	7/99
10	VOUCHERS 447541 - 447826	884-1	7/99
11	VOUCHERS 447827 - 447949	884-1	7/99
12	VOUCHERS 447950 - 448214	884-1	7/99
13	VOUCHERS 448215 - 448546	884-1	7/99
14	VOUCHERS 448547 - 448801	884-1	7/99
15	VOUCHERS 448802 - 449201	884-1	7/99
16	VOUCHERS 449202 - 449487	884-1	7/99
17	VOUCHERS 449488 - 449517	884-1	7/99
18	VOUCHERS 449518 - 449654	884-1	7/99
19	VOUCHERS 449655 - 449926	884-1	7/99
20	VOUCHERS 449927 - 450253	884-1	7/99
21	VOUCHERS 450254 - 450511	884-1	7/99
22	VOUCHERS 450512 - 450783	884-1	7/99
23	VOUCHERS 450784 - 450846	884-1	7/99
24	VOUCHERS 450847 - 451102	884-1	7/99
25	VOUCHERS 451103 - 451370	884-1	7/99
26	VOUCHERS 451371 - 451657	884-1	7/99
27	VOUCHERS 451658 - 452021	884-1	7/99
28	VOUCHERS 452022 - 452203	884-1	7/99
29	VOUCHERS 452204 - 452504	884-1	7/99
30	VOUCHERS 452505 - 452732	884-1	7/99
31	VOUCHERS 452733 - 452945	884-1	7/99
32	VOUCHERS 452946 - 453192	884-1	7/99
33	VOUCHERS 453193 - 453437	884-1	7/99
34	VOUCHERS 453438 - 453713	884-1	7/99

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35 VOUCHERS 453714 - 454022  
36 VOUCHERS 454023 - 454325  
37 VOUCHERS 454326 - 454604  
38 VOUCHERS 454605 - 454863  
39 VOUCHERS 454864 - 454909  
40 VOUCHERS 454910 - 455108  
41 VOUCHERS 455109 - 455363  
42 VOUCHERS 455364 - 455617  
43 VOUCHERS 455618 - 455907  
44 VOUCHERS 455908 - 456193  
45 VOUCHERS 456194 - 456410  
46 VOUCHERS 456411 - 456555  
47 VOUCHERS 456556 - 456821  
48 VOUCHERS 456822 - 456949  
49 VOUCHERS 456950 - 457203  
50 VOUCHERS 457204 - 457482

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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. A. AGENCY State Highway Administration	ACCESSION NO. 95W548	DATE RECEIVED 11-3-94
		RM CODE 26.03.05
B. DIVISION / UNIT Office of Finance and Program Management	RANGE 113	LOCATION SECTIONS 10
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		NO. OF CU. FT. 25
D. PHONE NO. 333-1447 Baltimore, Md. 21202	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)
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1	VOUCHERS 457483 - 457785	884-1	7/99
2	VOUCHERS 457786 - 458128	884-1	7/99
3	VOUCHERS 458129 - 458389	884-1	7/99
4	VOUCHERS 458390 - 458610	884-1	7/99
5	VOUCHERS 458611 - 458883	884-1	7/99
6	VOUCHERS 458884 - 459357	884-1	7/99
7	VOUCHERS 459358 - 459670	884-1	7/99
8	VOUCHERS 459671 - 459893	884-1	7/99
9	VOUCHERS 459894 - 459960	884-1	7/99
10	VOUCHERS 459961 - 460197	884-1	7/99
11	VOUCHERS 460198 - 460478	884-1	7/99
12	VOUCHERS 460479 - 460711	884-1	7/99
13	VOUCHERS 460712 - 460793	884-1	7/99
14	VOUCHERS 460794 - 460940	884-1	7/99
15	VOUCHERS 460944 - 461231	884-1	7/99
16	VOUCHERS 461232 - 461482	884-1	7/99
17	VOUCHERS 461483 - 461727	884-1	7/99
18	VOUCHERS 461728 - 462064	884-1	7/99
19	VOUCHERS 462065 - 462301	884-1	7/99
20	VOUCHERS 462302 - 462526	884-1	7/99
21	VOUCHERS 462527 - 462826	884-1	7/99
22	VOUCHERS 462827 - 463136	884-1	7/99
23	VOUCHERS 463137 - 463334	884-1	7/99
24	VOUCHERS 463335 - 463587	884-1	7/99
25	VOUCHERS 463588 - 463785	884-1	7/99

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W549</b>		DATE RECEIVED <b>11-3-94</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>113</b>		LOCATION SECTIONS <b>10</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202				NO. OF CU. FT. <b>11</b>	
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)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	VOUCHERS 441865 - 442260	<sup>1809</sup> <del>884-1</del>	<del>7/99</del> 7/01
2	VOUCHERS 442261 - 442531	884-1	7/99
3	VOUCHERS 442532 - 442888	884-1	7/99
4	VOUCHERS 442889 - 443140	884-1	7/99
5	VOUCHERS 443141 - 443522	884-1	7/99
6	VOUCHERS 443523 - 443743	884-1	7/99
7	VOUCHERS 443744 - 444057	884-1	7/99
8	VOUCHERS 444058 - 448142	884-1	7/99
9	VOUCHERS 444143 - 444450	884-1	7/99
10	VOUCHERS 444451 - 444830	884-1	7/99
11	VOUCHERS 444831 - 445162	884-1	7/99

*Handwritten signature and date:*  
 [Signature]  
 10-2-94

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 State Highway Administration		ACCESSION NO. <b>95W550</b>	DATE RECEIVED <b>11-3-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>122</b>	LOCATION SECTIONS <b>30</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>5</b>	
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 EXPENSE ACCOUNT STATEMENT 412338 - 413635 ✓
- 2 EXPENSE ACCOUNT STATEMENT 413636 - 415008 ✓
- 3 EXPENSE ACCOUNT STATEMENT 415009 - 416230 ✓
- 4 EXPENSE ACCOUNT STATEMENT 416231 - 417513 ✓
- 5 EXPENSE ACCOUNT STATEMENT 417514 - 418663 ✓

**1809**  
~~884-5~~ 7/99  
 884-5 7/99  
 884-5 7/99  
 884-5 7/99  
 884-5 7/99  
**7/01**

*M. J. [Signature]*  
 10-10-01

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 State Highway Administration		ACCESSION NO. <b>95W562</b>	DATE RECEIVED <b>11-3-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>1</b>	LOCATION SECTIONS <b>15</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>8</b>	
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	SHA VOUCHER REGISTER 91-0145 - 92-0020 ✓	1809 884-3	7/99	7/01
2	SHA VOUCHER REGISTER 92-0235 - 92-0296 ✓	884-3	7/99	
3	SHA VOUCHER REGISTER 93-0001 - 93-0034 ✓	884-3	7/99	
4	SHA VOUCHER REGISTER 93-0036 - 93-0125 ✓	884-3	7/99	
5	SHA VOUCHER REGISTER 93-0126 - 93-0182 ✓	884-3	7/99	
6	SHA VOUCHER REGISTER 93-0184 - 93-0260 ✓	884-3	7/99	
7	SHA VOUCHER REGISTER 93-0262 - 93-0141 ✓	884-3	7/99	
8	SHA VOUCHER REGISTER 93-0346 - 94-0033 ✓	884-3	7/99	

*Disposal  
9-26-01*

RECORDS TRANSMITTAL AND RECEIPT

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY <b>State Highway Administration</b>		ACCESSION NO. <b>95W565</b>	DATE RECEIVED <b>11-3-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>146</b>	LOCATION SECTIONS <b>30</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>1</b>	
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	DOT SECRETARY'S OFFICE MANUALS & MEMO'S END OF REEL 4020664 - 40207	<del>1809</del> <del>884-4</del>	<del>7/99</del> <b>7/01</b>
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DISPOSAL 10-6-94

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. <b>95W566</b>		DATE RECEIVED <b>11-3-94</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>146</b>		LOCATION SECTIONS <b>30</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		NO. OF CU. FT. <b>3</b>	
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 | OOT VOUCHERS SECRETARY OFFICE 92-045 - 93-001 ✓
- 2 | OOT VOUCHERS SECRETARY OFFICE 93-002 - 93-010 ✓
- 3 | OOT VOUCHERS SECRETARY OFFICE 93-011 - 93-019 ✓

1809	7/99	7/01
<del>884-1</del>	<del>7/99</del>	
884-1	7/99	

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 10-6-01

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P. O. BOX 275, JESSUP, MD. 20794

(TELEPHONE - 799-1379)

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W567</b>	DATE RECEIVED <b>11-3-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>146</b>	LOCATION SECTIONS <b>30</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>1</b>	
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	CREDIT CARDS 6-29-93	1809 884-4 7/99 7/01	

*DIPLOMA  
10-6-01*

*82*

RECORDS TRANSMITTAL AND RECEIPT

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

*ME*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <i>95W800</i>	DATE RECEIVED <i>1-11-95</i>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <i>26.03.05</i>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <i>154</i>	LOCATION SECTIONS <i>19</i>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
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 CPB CHECK REGISTER 7/06/94 - 08-02-94 PAY 15 & 16	<i>1913 #7</i>	7/2001
2	CPB CHECK REGISTER PAY 13 & 14 06/08/94 - 07/05/94	<i>731-11</i>	7/2001 ✓

*1913 #7*  
~~731-11~~  
 731-11

*21707A  
 02/16/01*

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S-19-20

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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)

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <i>95W1092</i>		DATE RECEIVED <i>3-1-95</i>
B. DIVISION / UNIT Office of Finance and Program Management		RM CODE <i>26.03.05</i>		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <i>103</i>	LOCATION SECTIONS <i>24</i>	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 | INCREMENT UPDATE LISTING 1989 - ~~1994~~ 1991

*1813 #10*  
~~731-16~~ 7/2001

*Disposal  
10.6.01*

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
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E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1093</b>		DATE RECEIVED <b>3-1-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>103</b>	LOCATION SECTIONS <b>24</b>	NO. OF CU. FT. <b>5</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	PERMANENT & TEMP INPUTS PAYS 1-4 '94	<del>731-25</del> <b>1813 #17</b>	7/2001
2	PERMANENT & TEMP INPUTS PAYS 5-8	731-25	7/2001
3	PERMANENT & TEMP INPUTS PAYS 9-12	731-25	7/2001
4	PERMANENT & TEMP INPUTS PAYS 13-16	731-25	7/2001
5	CORRESPONDING ADJUSTMENTS (AUDITS) 1994	731-25	7/2001

*10-6-01*

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P. O. BOX 275, JESSUP, MD. 20794  
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E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1094</b>		DATE RECEIVED <b>3-1-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>103</b>	LOCATION SECTIONS <b>24</b>	NO. OF CU. FT. <b>13</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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)		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	PAYROLL JOURNAL (CPB) - PAY 17 & 18 8/03/94 - 8/30/94	<del>731-11</del> 1813 #7 7/2001
2	PAYROLL JOURNAL (CPB) - PAY 19 & 20 8/31/94 - 9/27/94	731-11 7/2001
3	PAYROLL JOURNAL (CPB) - PAY 21 & 22 1994	731-11 7/2001
4	PAYROLL JOURNAL (CPB) - PAY 23 & 24 1994	731-11 7/2001
5	PAYROLL JOURNAL (CPB) - PAY 25 & 26 1994	731-11 7/2001
6	PAYROLL JOURNAL (CPB) - PAY 11 & 12 5/11/94 - 6/07/94	731-11 7/2001
7	PAYROLL JOURNAL & CHECK REGISTER PAY 14 06/22/94 - 07/05/94	731-11 7/2001
8	PAYROLL JOURNAL & CHECK REGISTER PAY 19 08/31/94 - 09/13/94	731-11 7/2001
9	PAYROLL JOURNAL & CHECK REGISTER PAY 20 09/14/94 - 09/27/94	731-11 7/2001
10	PAYROLL JOURNAL & CHECK REGISTER PAY 21 09/28/94 - 10/11/94	731-11 7/2001
11	PAYROLL JOURNAL & CHECK REGISTER PAY 22 10/12/94 - 10/25/94	731-11 7/2001
12	PAYROLL JOURNAL & CHECK REGISTER PAY 23 10/26/94 - 11/08/94	731-11 7/2001
13	PAYROLL JOURNAL & CHECK REGISTER PAY 24 11/09/94 - 11/22/94	731-11 7/2001

*DISPOSAL*  
*10-6-01*

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1346</b>		DATE RECEIVED <b>4-25-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>2603.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>145</b>	LOCATION SECTIONS <b>8</b>	NO. OF CU. FT. <b>4</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	FINAL ESTIMATES BOX 18	<del>907-1</del>	<del>7/99</del>	<b>7/01</b>
2	FINAL ESTIMATES BOX 19	907-1	7/99	
3	FINAL ESTIMATES BOX 20	907-1	7/99	
4	FINAL ESTIMATES BOX 21	907-1	7/99	

*Disposal*  
*10-6-01*

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P. O. BOX 275, JESSUP, MD. 20794

(TELEPHONE - 799-1379)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1379</b>	DATE RECEIVED <b>4-26-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>115</b>	LOCATION SECTIONS <b>16</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>2</b>	
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 | CONTRACTS BOX 49  
2 | CONTRACTS BOX 50

1807  
907-1  
907-1  
~~7/99~~ 7/99  
7/01

*Disposal 10-9-01*

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P. O. BOX 275, JESSUP, MD. 20794  
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**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1676</b>	DATE RECEIVED <b>6-14-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RH CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>143</b>	LOCATION SECTIONS <b>7</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>18</b>	
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & CHECK REGISTER 11/10/93 - 1/04/94	<del>731-11</del>	7/2001
2	PAYROLL JOURNAL GROSS DEDUCTION PAY 3 01/19/94 - 02/01/94	731-11	7/2001
3	PAYROLL JOURNAL GROSS DEDUCTION PAY 2 01/05/94 - 01/18/94	731-11	7/2001
4	PAYROLL JOURNAL GROSS DEDUCTION PAY 4 02/02/94 - 02/15/94	731-11	7/2001
5	PAYROLL JOURNAL GROSS DEDUCTION PAY 16 07/20/94 - 08/02/94	731-11	7/2001
6	PAYROLL JOURNAL GROSS DEDUCTION PAY 15 07/06/94 - 07/19/94	731-11	7/2001
7	PAYROLL JOURNAL & CHECK REGISTER CPB PAY 7 & 8 <b>3/15-95-4-1495</b>	731-11	7/2001
8	PAYROLL JOURNAL & GROSS DEDUCTION PAY 13 06/08/94 - 06/21/94	731-11	7/2001
9	PAYROLL JOURNAL & CHECK REGISTER 12/07/94 - 01/31/95	731-11	7/2001
10	PAYROLL JOURNAL & GROSS DEDUCTION PAY 1 12/29/93 - 1/04/94 <b>1222</b>	731-11	7/2001
11	REMARKS RECAP 03/02/94 - 04/12/94 10/13/93 - 12/07/93	<del>731-17</del> 11	7/2001
12	YELLOW COPIES 1993 - PAY 02 1994	731-20 16	7/2001
13	YELLOW COPIES 1994 - PAY 17 - PAY 26	731-20	7/2001
14	PERMANENT & TEMP INPUTS PAY 21 TO PAY 24 <b>1994</b>	<del>731-25</del> 17	7/2001
15	COPIES OF CORRECTION ADJUSTMENT PROCESSED OF PAY 25, 1993 PAY 02 1994	731-25	7/2001
16	LEAVE ADJUSTMENT PAY 5 RC 99.0 - 99.8 PAY 6 - 9 RC 10.0 - 95.6 <b>1994</b>	731-25	7/2001
17	LEAVE ADJUSTMENT PAY 3 1994 TO PAY 5 RC 98.74	731-25	7/2001
18	ACCIDENT LEAVE & WORK INJURY SOME WITH FICA EXEPTION 1994	731-25	7/2001

*7/21/95*

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P. O. BOX 275, JESSUP, MD. 20794  
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W168</b>		DATE RECEIVED <b>9-5-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>39</b>	LOCATION SECTIONS <b>10</b>	NO. OF CU. FT. 2
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 ✓ DOT AGENCY INTERFACE PREPAYMENT REGISTER 19 93 & MANUAL REGISTER 1993 93-001 - 93-052
- 2 ✓ DOT AGENCY INTERFACE 91-028 - 91-052 MANUAL REGISTER 1-30-92 - 6-21-91 CHECK REGISTE R 91-040 - 92-052

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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. A. AGENCY State Highway Administration		ACCESSION NO.  96W803	DATE RECEIVED 12-26-95
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 43	LOCATION SECTIONS 11
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 3	
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 ✓	CERTIFICATES OF DEPOSIT FY 90 7/87 - 6/90	1811 799-2	<del>7/97</del> 7/01
2	CASH RCPT. BACKUP 5/90 - 6/90	799-2	7/97
3 ✓	BANK STMTS & RECONSILATIONS WORKING FUND 7/89 - 6/90	799-2	7/97

*Disposal  
9-2-90*

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RECORDS TRANSMITTAL AND RECEIPT

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

1. A. AGENCY State Highway Administration	ACCESSION NO.	DATE RECEIVED 12-26-95
	96W804	RM CODE 26.03.05
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 120
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	NO. OF CU. FT. 9	
D. PHONE NO. 333-1447 Baltimore, Md. 21202	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)
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1	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. JAN. 94 - FEB. 94	1811 799-2	7/97
2 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. MAR, 94 - MAR. 94	799-2	7/97
3 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. APR. 94 - MAY 94.	799-2	7/97
4 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. JUN. 94 - JUN. 94	799-2	7/97
5 ✓	WORKING FUND REC/STATEMENTS/ BACKUP 7/93 - 6/94	799-2	7/97
6 ✓	ADVANCES: SHORT TERM & PAYROLL 7/93 - 6/94	799-8	7/97
7 ✓	RENTAL ESCROW 7/92 - 6/94	799-2	7/97
8 ✓	P/R REVOLVING 7/93 - 6/94	799-2	7/97
9 ✓	CERTIFICATES OF DEPOSIT 7/93 - 6.94	799-2	7/97

7/01

\*Missing  
Box #2  
DIP  
10-10-95

~~R/S R120~~  
~~S25-27~~

R120  
S 20

\* Missing Box #1

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P. O. BOX 275, JESSUP, MD. 20794  
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W806</b>	DATE RECEIVED <b>12-26-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM. CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>51</b>	LOCATION SECTIONS <b>19</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 3	
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 REVOLVING FUND DEPOSIT SLIPS; CK. SIGNATURES; METER READINGS, ETC. 7/92 - 6/91	1811 799-2	<del>7/98</del>	7/01
2 ✓	SPECIAL RIGHT-OF-WAY BANK STMT SPECIAL REQUEST FORMS 7/90 - 6/91	799-2	7/98	
3 ✓	CERTIFICATES OF DEPOSIT 7/90 - 6/91	799-2	7/98	

*DISPOSAL*  
*9/29/99*

1110

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

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W 807</b>	DATE RECEIVED <b>12-26-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26-03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>35</b>	LOCATION SECTIONS <b>17-18</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 4	
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPEC. JUL. 92 - AUG. 92	<sup>1811</sup> <del>799-2</del>	<del>1-99</del> 7/01
2	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPEC. SEPT. 92 - OCT. 92	799-2	1-99
3	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPEC. NOV. 92 - DEC. 92	799-2	1-99
4	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPEC. JAN. 92 - JUNE 92	799-2	1-99

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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. A. AGENCY State Highway Administration		ACCESSION NO.  96W810	DATE RECEIVED 12-26-95		
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 20	NO. OF CU. FT. 4	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 ✓	RIGHT-OF-WAY BANK STMS & RECON. FY 92 7/91 - 6/92	1811 <del>799-2</del>	<del>7/99</del> 7/01
2 ✓	SPECIFICATIONS & DELIVERY C/R RCPT. BOOKS 7/91 - 7/92	799-5	7/99
3 ✓	RENTAL ESCROW, BANK DEPOSIT SLIPS RECON. & BACKUP DOCUMENTS 7/89 - 6/92	799-2	7/99
4 ✓	WORKING FUND RECONCILIATIONS AND BANK STMTS 7/91 - 6/92	799-2	7/99

*Disposal*  
*12/01*

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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. A. AGENCY State Highway Administration		ACCESSION NO.  96W813	DATE RECEIVED 12-26-95
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 65	LOCATION SECTIONS 16
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
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 ✓	SPECIFICATION & CHECK DELIVERY RECEIPT BOOK 7/92 - 10/93	1811 799-5	7/97 7/2000 01
2 ✓	PETTY CASH REUMBURSEMENT & CASH ROM RECON= CILATION 7/93 - 6/94	799-6	7/97

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9-29-96  
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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W815</b>		DATE RECEIVED <b>12-26-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>65</b>	LOCATION SECTIONS <b>16</b>	NO. OF CU. FT. 3
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. JUL/ 94 - AUG. 94	1811 799-2	7/98	7/2007
2 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. SEPT. 94 - SEPT. 94	799-2	7/98	
3	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. OCT. 94 - NOV. 94	799-2	7/98	

*Disposal  
9-2-901*

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1135</b>	DATE RECEIVED <b>3-26-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>121</b>	LOCATION SECTIONS <b>29</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
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		CONTRACTS BOX 61
2		CONTRACTS BOX 62

	<del>884-11</del>	<del>7/2001</del>
	<del>884-11</del>	7/2001
	<b>907-1</b>	<b>7/99</b>
	<b>1807</b>	<b>7/01</b>

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10/10/01*

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1136</b>		DATE RECEIVED <b>3-26-96</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>121</b>		LOCATION SECTIONS <b>29</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2			
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 JOURNAL & GROSS DEDUCTION PAY 12 5/25/94 - 6/07/94	<b>1813 #7</b> <del>731-11</del>	7/2001
2	PAYROLL JOURNAL & CHECK REGISTER 1/05/94 - 3/01/94	731-11	7/2001

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1137</b>		DATE RECEIVED <b>3-26-96</b>
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>121</b>		RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>29</b>	NO. OF CU. FT. 2	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	FINAL ESTIMATES BOX 29
2	FINAL ESTIMATES BOX 30

<del>884-13</del>	<del>7/2001</del>
<del>884-13</del>	<del>7/2001</del>

**907-1**  
**1807**

**7/01**

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1138</b>	DATE RECEIVED <b>3-26-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>121</b>	LOCATION SECTIONS <b>29-32</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 47	
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	VOUCHERS 616658 - 617063	<sup>1809</sup> <del>884</del> -1 7/2001
2	VOUCHERS 617064 - 617365	884-1 7/2001
3	VOUCHERS 617366 - 617602	884-1 7/2001
4	VOUCHERS 617603 - 617865	884-1 7/2001
5	VOUCHERS 617866 - 618162	884-1 7/2001
6	VOUCHERS 618163 - 618432	884-1 7/2001
7	VOUCHERS 618433 - 618750	884-1 7/2001
8	VOUCHERS 618751 - 619043	884-1 7/2001
9	VOUCHERS 619044 - 619361	884-1 7/2001
10	VOUCHERS 619362 - 619729	884-1 7/2001
11	VOUCHERS 619730 - 620062	884-1 7/2001
12	VOUCHERS 620063 - 620395	884-1 7/2001
13	VOUCHERS 620396 - 620746	884-1 7/2001
14	VOUCHERS 620747 - 620864	884-1 7/2001
15	VOUCHERS 620865 - 621153	884-1 7/2001
16	VOUCHERS 621154 - 621393	884-1 7/2001
17	VOUCHERS 621394 - 621696	884-1 7/2001
18	VOUCHERS 621697 - 622033	884-1 7/2001
19	VOUCHERS 622034 - 622340	884-1 7/2001
20	VOUCHERS 622341 - 622675	884-1 7/2001
21	VOUCHERS 622676 - 623114	884-1 7/2001
22	VOUCHERS 623115 - 623412	884-1 7/2001
23	VOUCHERS 623413 - 623782	884-1 7/2001
24	VOUCHERS 623783 - 624032	884-1 7/2001
25	VOUCHERS 624033 - 624359	884-1 7/2001
26	VOUCHERS 624360 - 624695	884-1 7/2001
27	VOUCHERS 624696 - 625018	884-1 7/2001
28	VOUCHERS 625019 - 625302	884-1 7/2001
29	VOUCHERS 625303 - 625607	884-1 7/2001
30	VOUCHERS 625608 - 625906	884-1 7/2001
31	VOUCHERS 625907 - 626235	884-1 7/2001
32	VOUCHERS 626236 - 626532	884-1 7/2001
33	VOUCHERS 626533 - 626708	884-1 7/2001
34	VOUCHERS 626709 - 627025	884-1 7/2001

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*\* Missing Box #4*

35	VOUCHERS	627026 - 627299	884-1	7/2001
36	VOUCHERS	627300 - 627604	884-1	7/2001
37	VOUCHERS	627605 - 627904	884-1	7/2001
38	VOUCHERS	627905 - 628198	884-1	7/2001
39	VOUCHERS	628199 - 628528	884-1	7/2001
40	VOUCHERS	628529 - 628811	884-1	7/2001
41	VOUCHERS	628812 - 629095	884-1	7/2001
42	VOUCHERS	629096 - 629428	884-1	7/2001
43	VOUCHERS	629429 - 629617	884-1	7/2001
44	VOUCHERS	629618 - 630035	884-1	7/2001
45	VOUCHERS	630036 - 630392	884-1	7/2001
46	VOUCHERS	630393 - 630678	884-1	7/2001
47	VOUCHERS	630679 - 630974	884-1	7/2001

R-121

S-29-32

R-121

E-2

S-32

BXS 4 missing - Roth

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W 1488</b>	DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>26</b>	RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>34</b>	NO. OF CU. FT. 5
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	CONTRACTS BOX 63
2	CONTRACTS BOX 64
3	FINAL ESTIMATES BOX 31
4	FINAL ESTIMATES BOX 32
5	CONTRACTS BOX 65

<del>907-1</del>	<del>7/99</del>	<b>7/01</b>
<del>907-1</del>	7/99	
<del>907-1</del>	7/99	
<del>907-1</del>	7/99	
<del>907-1</del>	7/99	

**#1807**

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**92901**

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1502</b>	DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>145</b>	RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>10</b>	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 | TRIAL BLANCE CLOSED FY 1990 7/89 - 5/90 | 1649-5 | 7/2001

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*[Handwritten date]* 10-6-01

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1503</b>	DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>54</b>	LOCATION SECTIONS <b>1</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
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	CANCELLED CHECKS '94 PAY 1 - PAY 8	<del>799-6</del>	7/2001
2	CANCELLED CHECKS '94 PAY 9 - PAYROLL 5	<del>799-6</del>	7/2001

#1811

*Disposal  
9-29-01*

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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. A. AGENCY State Highway Administration	ACCESSION NO.	DATE RECEIVED 5-10-96
	96W1504	RM CODE 26.03.05
B. DIVISION / UNIT Office of Finance and Program Management	RANGE 54	LOCATION SECTIONS 1
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	NO. OF CU. FT. 3	
D. PHONE NO. 333-1447 Baltimore, Md. 21202	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)
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1	FINAL VOUCHERS CLEARED 7/01/95 - 12/31/95	1648-1	7/2001
2	FINAL VOUCHERS CLEARED 7/01/95 - 12/31/95	1648-1	7/2001
3	FINAL VOUCHERS CLEARED 7/01/95 - 12/31/95	1648-1	7/2001

*Disposal  
9-2-96*

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1510</b>	DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>18</b>	LOCATION SECTIONS <b>31</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 24	
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	BIWEEKLY TIME CARDS PAY 3 RC. 10.0 - 61.70 1/17/96 - 1/30/96 BOX 1	<del>731-20</del> <b>#1813</b> <del>7/2003</del>
2	BIWEEKLY TIME CARDS PAY 3 RC. 62.0 - 81.00 1/17/96 - 1/30/96 BOX 2	<del>731-20</del> <b>#14</b> 7/2003
3	BIWEEKLY TIME CARDS PAY 3 RC. 82.0 - 86.00 1/17/96 - 1/30/96 BOX 3	<del>731-20</del> 7/2003
4	BIWEEKLY TIME CARDS PAY 3 RC. 87.00 - 97.70 1/17/96 - 1/30/96 BOX 4	<del>731-20</del> 7/2003
5	BIWEEKLY TIME CARDS PAY 3 RC. 91.80 - 95.60 1/17/96 - 1/30/96 BOX 5	731-20 7/2003
6	BIWEEKLY TIME CARDS PAY 3 RC. 11.10 - 97.64 1/17/96 - 1/30/96 BOX 6	731-20 7/2003
7	BIWEEKLY TIME CARDS PAY 3 RC. 98.00 - 98.79 1/17/96 - 1/30/96 BOX 7	731-20 7/2003
8	BIWEEKLY TIME CARDS PAY 3 RC. 99.00 - 99.80 1/17/96 - 1/30/96 BOX 8	731-20 7/2003
9	BIWEEKLY TIME CARDS PAY 4 RC. 10.00 - 61.70 1/31/96 - 2/13/96 BOX 1	731-20 7/2003
10	BIWEEKLY TIME CARDS PAY 4 RC. 62.00 - 81.00 1/31/96 - 2/13/96 BOX 2	731-20 7/2003
11	BIWEEKLY TIME CARDS PAY 4 RC. 82.00 - 86.00 1/31/96 - 2/13/96 BOX 3	731-20 7/2003
12	BIWEEKLY TIME CARDS PAY 4 RC. 87.00 - 97.70 1/31/96 - 2/13/96 BOX 4	731-20 7/2003
13	BIWEEKLY TIME CARDS PAY 4 RC. 91.80 - 95.60 1/31/96 - 2/13/96 BOX 5	731-20 7/2003
14	BIWEEKLY TIME CARDS PAY 4 RC. 11.10 - 97.60 1/31/96 - 2/13/96 BOX 6	731-20 7/2003
15	BIWEEKLY TIME CARDS PAY 4 RC. 98.00 - 98.79 1/31/96 - 2/13/96 BOX 7	731-20 7/2003
16	BIWEEKLY TIME CARDS PAY 4 RC. 99.00 - 99.80 1/31/96 - 2/13/96 BOX 8	731-20 7/2003
17	BIWEEKLY TIME CARDS PAY 5 RC. 10.00 - 61.70 2/14/96 - 2/27/96 BOX 1	731-20 7/2003

*Handwritten notes and signatures:*  
 #1813  
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 1/50

18	BIWEEKLY TIME CARDS PAY 5 RC. 62.00 - 81.00	731-20	7/2003
	2/14/96 - 2/27/96 BOX 2		
19	BIWEEKLY TIME CARDS PAY 5 RC. 82.00 - 86.00	731-20	7/2003
	2/14/96 - 2/27/96 BOX 3		
20	BIWEEKLY TIME CARDS PAY 5 RC. 87.00 - 91.70	731-20	7/2003
	2/14/96 - 2/27/96 BOX 4		
21	BIWEEKLY TIME CARDS PAY 5 RC. 91.80 - 95.60	731-20	7/2003
	2/14/96 - 2/27/96 BOX 5		
22	BIWEEKLY TIME CARDS PAY 5 RC. 11.10 - 97.64	731-20	7/2003
	2/14/96 - 2/27/96 BOX 6		
23	BIWEEKLY TIME CARDS PAY 5 RC. 98.00 - 98.80	731-20	7/2003
	2/14/96 - 2/27/96 BOX 7		
24	BIWEEKLY TIME CARDS PAY 5 RC. 99.00 - 99.80	731-20	7/2003
	2/14/96 - 2/27/96 BOX 8		

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 State Highway Administration		ACCESSION NO. <b>97W119</b>	DATE RECEIVED <b>8-15-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>6</b>	LOCATION SECTIONS <b>23</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 5	
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	FINAL ESTIMATES BOX 33	1807-1	<del>7/99</del> 7/01
2	FINAL ESTIMATES BOX 34	1807-1	7/99
3	FINAL ESTIMATES BOX 35	1807-1	7/99
4	CONTRACTS BOX 66	1807-1	7/99
5	CONTRACTS BOX 67	1807-1	7/99

*Disposal  
9-22-01*

*OK  
1173*

**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 State Highway Administration		ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">97W/26</span>	DATE RECEIVED <span style="font-size: 1.5em;">8-15-96</span>
B. DIVISION / UNIT Office of Finance and Program Management		RM CODE <span style="font-size: 1.5em;">26.03.05</span>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <span style="font-size: 2em;">9</span>	LOCATION SECTIONS <span style="font-size: 2em;">20-21</span>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 48	
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)	

#	DESCRIPTION	RC.	NO.	DATE
1	BIWEEKLY TIME CARDS PAY 6	10.00	61.70	
	2/28/96 - 3/12/96 BOX 1			1813-14 7/2001
2	BIWEEKLY TIME CARDS PAY 6	62.00	81.00	
	2/28/96 - 3/12/96 BOX 2			1813-14 7/2001
3	BIWEEKLY TIME CARDS PAY 6	82.00	86.00	
	2/28/96 - 3/12/96 BOX 3			1813-14 7/2001
4	BIWEEKLY TIME CARDS PAY 6	87.00	91.70	
	2/28/96 - 3/12/96 BOX 4			1813-14 7/2001
5	BIWEEKLY TIME CARDS PAY 6	91.80	95.60	
	2/28/96 - 3/12/96 BOX 5			1813-14 7/2001
6	BIWEEKLY TIME CARDS PAY 6	11.10	97.64	
	2/28/96 - 3/12/96 BOX 6			1813-14 7/2001
7	BIWEEKLY TIME CARDS PAY 6	98.00	98.80	
	2/28/96 - 3/12/96 BOX 7			1813-14 7/2001
8	BIWEEKLY TIME CARDS PAY 6	99.00	99.80	
	2/28/96 - 3/12/96 BOX 8			1813-14 7/2001
9	BIWEEKLY TIME CARDS PAY 7	10.00	61.70	
	3/13/96 - 3/26/96 BOX 1			1813-14 7/2001
10	BIWEEKLY TIME CARDS PAY 7	62.00	81.00	
	3/13/96 - 3/26/96 BOX 2			1813-14 7/2001
11	BIWEEKLY TIME CARDS PAY 7	82.00	86.00	
	3/13/96 - 3/26/96 BOX 3			1813-14 7/2001
12	BIWEEKLY TIME CARDS PAY 7	87.00	91.70	
	3/13/96 - 3/26/96 BOX 4			1813-14 7/2001
13	BIWEEKLY TIME CARDS PAY 7	91.80	95.60	
	3/13/96 - 3/26/96 BOX 5			1813-14 7/2001
14	BIWEEKLY TIME CARDS PAY 7	11.10	97.64	
	3/13/96 - 3/26/96 BOX 6			1813-14 7/2001
15	BIWEEKLY TIME CARDS PAY 7	98.00	98.80	
	3/13/96 - 3/26/96 BOX 7			1813-14 7/2001
16	BIWEEKLY TIME CARDS PAY 7	99.00	99.80	
	3/13/96 - 3/26/96 BOX 8			1813-14 7/2001
17	BIWEEKLY TIME CARDS PAY 8	10.00	61.70	
	3/27/96 - 4/09/96 BOX 1			1813-14 7/2001

SAC  
 9-25-96

18	BIWEEKLY TIME CARDS PAY 8 RC. 62.00 - 81.00 3/27/96 - 4/09/96 BOX 2	1813-14	7/2001
19	BIWEEKLY TIME CARDS PAY 8 RC. 82.00 - 86.00 3/27/96 - 4/09/96 BOX 3	1813-14	7/2001
20	BIWEEKLY TIME CARDS PAY 8 RC. 87.00 - 91.70 3/27/96 - 4/09/96 BOX 4	1813-14	7/2001
21	BIWEEKLY TIME CARDS PAY 8 RC. 91.80 - 95.60 3/27/96 - 4/09/96 BOX 5	1813-14	7/2001
22	BIWEEKLY TIME CARDS PAY 8 RC. 11.10 - 97.64 3/27/96 - 4/09/96 BOX 6	1813-14	7/2001
23	BIWEEKLY TIME CARDS PAY 8 RC. 98.00 - 98.80 3/27/96 - 4/09/96 BOX 7	1813-14	7/2001
24	BIWEEKLY TIME CARDS PAY 8 RC. 99.00 - 99.80 3/27/96 - 4/09/96 BOX 8	1813-14	7/2001
25	BIWEEKLY TIME CARDS PAY 9 RC. 10.00 - 61.70 4/10/96 - 4/23/96 BOX 1	1813-14	7/2001
26	BIWEEKLY TIME CARDS PAY 9 RC. 62.00 - 81.00 4/10/96 - 4/23/96 BOX 2	1813-14	7/2001
27	BIWEEKLY TIME CARDS PAY 9 RC. 82.00 - 86.00 4/10/96 - 4/23/96 BOX 3	1813-14	7/2001
28	BIWEEKLY TIME CARDS PAY 9 RC. 87.00 - 91.70 4/10/96 - 4/23/96 BOX 4	1813-14	7/2001
29	BIWEEKLY TIME CARDS PAY 9 RC. 91.80 - 95.60 4/10/96 - 4/23/96 BOX 5	1813-14	7/2001
30	BIWEEKLY TIME CARDS PAY 9 RC. 11.10 - 97.64 4/10/96 - 4/23/96 BOX 6	1813-14	7/2001
31	BIWEEKLY TIME CARDS PAY 9 RC. 98.00 - 98.80 4/10/96 - 4/23/96 BOX 7	1813-14	7/2001
32	BIWEEKLY TIME CARDS PAY 9 RC. 99.00 - 99.80 4/10/96 - 4/23/96 BOX 8	1813-14	7/2001
33	BIWEEKLY TIME CARDS PAY 10 RC. 10.00 - 61.7 0 4/24/96 - 5/07/96 BOX 1	1813-14	7/2001
34	BIWEEKLY TIME CARDS PAY 10 RC. 62.00 - 81.0 0 4/24/96 - 5/07/96 BOX 2	1813-14	7/2001
35	BIWEEKLY TIME CARDS PAY 10 RC. 82.00 - 86.0 0 4/24/96 - 5/07/96 BOX 3	1813-14	7/2001
36	BIWEEKLY TIME CARDS PAY 10 RC. 87.00 - 91.7 0 4/24/96 - 5/07/96 BOX 4	1813-14	7/2001
37	BIWEEKLY TIME CARDS PAY 10 RC. 91.80 - 95.6 0 4/24/96 - 5/07/96 BOX 5	1813-14	7/2001
38	BIWEEKLY TIME CARDS PAY 10 RC. 11.10 - 97.6 4 4/24/96 - 5/07/96 BOX 6	1813-14	7/2001
39	BIWEEKLY TIME CARDS PAY 10 RC. 98.00 - 98.8 0 4/24/96 - 5/07/96 BOX 7	1813-14	7/2001
40	BIWEEKLY TIME CARDS PAY 10 RC. 99.00 - 99.8 0 4/24/96 - 5/07/96 BOX 8	1813-14	7/2001
41	BIWEEKLY TIME CARDS PAY 11 RC. 10.00 - 61.7 0 5/08/96 - 5/21/96 BOX 1	1813-14	7/2001
42	BIWEEKLY TIME CARDS PAY 11 RC. 16200 - 81.0 0 5/08/96 - 5/21/96 BOX 2	1813-14	7/2001
43	BIWEEKLY TIME CARDS PAY 11 RC. 80.00 - 86.0 0 5/08/96 - 5/21/96 BOX 3	1813-14	7/2001
44	BIWEEKLY TIME CARDS PAY 11 RC. 87.00 - 91.7 0 5/08/96 - 5/21/96 BOX 4	1813-14	7/2001

1174

45	BIWEEKLY TIME CARDS PAY 11 RC. 91.80 - 95.6	1813-14	7/2001
	0 5/08/96 - 5/21/96 BOX 5		
46	BIWEEKLY TIME CARDS PAY 11 RC. 11.10 - 97.6	1813-14	7/2001
	4 5/08/96 - 5/21/96 BOX 6		
47	BIWEEKLY TIME CARDS PAY 11 RC. 98.00 - 98.8	1813-14	7/2001
	0 5/08/96 - 5/21/96 BOX 7		
48	BIWEEKLY TIME CARDS PAY 11 RC. 99.00 - 99.8	1813-14	7/2001
	0 5/08/96 - 5/21/96 BOX 8		

1174

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 State Highway Administration		ACCESSION NO. <b>97W127</b>		DATE RECEIVED <b>8-15-96</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>9</b>	LOCATION SECTIONS <b>21</b>	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	LEAVE ADJUSTMENT & COPIES OF CORRECTED CARDS PROCESSED PAY 4 - PAY 7 1995	1813-16	7/2001
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*Disposal  
9-27-01*

*1125*

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W128</b>		DATE RECEIVED <b>8-15-96</b>	
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>5</b>		RM CODE <b>26-03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202				LOCATION SECTIONS <b>28</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	EXPENSE ACCOUNT STATEMENT 440765 - 441824	1809-5	7/2001
2	EXPENSE ACCOUNT STATEMENT 441825 - 442953	1809-5	7/2001
3	EXPENSE ACCOUNT STATEMENT 442954 - 444275	1809-5	7/2001

*DISPOSAL*  
*9-27-96*

*OK*  
*1198*

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 State Highway Administration		ACCESSION NO. <b>97W538</b>	DATE RECEIVED <b>11-7-96</b>
B. DIVISION / UNIT Office of Finance and Information Technology		RANGE <b>29</b>	RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>34</b>	NO. OF CU. FT. 16
D. PHONE NO. 545-5685 Baltimore, Md. 21202		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	BI-WEEKLY TIME CARDS 10.00 - 61.70 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓2	BI-WEEKLY TIME CARDS 62.00 - 81.00 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓3	BI-WEEKLY TIME CARDS 82.00 - 86.00 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓4	BI-WEEKLY TIME CARDS 87.00 - 91.70 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓5	BI-WEEKLY TIME CARDS 91.80 - 95.60 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓6	BI-WEEKLY TIME CARDS 11.10 - 97.64 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓7	BI-WEEKLY TIME CARDS 98.00 - 98.80 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓8	BI-WEEKLY TIME CARDS 99.00 - 99.80 PAY 12 5/22/96 - 6/4/96	1813-14	7/2001
✓9	BI-WEEKLY TIME CARDS 10.00 - 61.70 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001
✓10	BI-WEEKLY TIME CARDS 62.00 - 81.00 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001
✓11	BI-WEEKLY TIME CARDS 82.00 - 86.00 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001
✓12	BI-WEEKLY TIME CARDS 87.00 - 91.70 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001
✓13	BI-WEEKLY TIME CARDS 91.80 - 95.60 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001
✓14	BI-WEEKLY TIME CARDS 11.10 - 97.64 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001
✓15	BI-WEEKLY TIME CARDS 98.00 - 98.80 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001
✓16	BI-WEEKLY TIME CARDS 99.00 - 99.80 PAY 13 6/5/96 - 6/18/96	1813-14	7/2001

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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. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W539</b>		DATE RECEIVED <b>11-7-96</b>	
B. DIVISION / UNIT Office of Finance and Information Technology		RANGE <b>38</b>		RM CODE <b>26-03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>18</b>		NO. OF CU. FT. 21	
D. PHONE NO. 545-5685 Baltimore, Md. 21202		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)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
✓ 1	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 1/1/95 TO 6/30/95 SHOP 1211 THRU 1223 BOX 204	1810-14	7/2001
✓ 2	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1211 THRU 1213 BOX 205	1810-14	7/2001
✓ 3	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1214 THRU 1222 BOX 206	1810-14	7/2001
✓ 4	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1223 THRU 1225 BOX 207	1810-14	7/2001
✓ 5	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1230 BOX 208	1810-14	7/2001
✓ 6	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1233 & SHOP 1234 SHOP 1241 (9/95 TO 5/96) BOX 209	1810-14	7/2001
✓ 7	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1243 SHOP 1244 (11/95 TO 5/96) BOX 210	1810-14	7/2001
✓ 8	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1245 SHOP 1244 (7/95 TO 10/95) BOX 211	1810-14	7/2001
✓ 9	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1251 & 1252 BOX 212	1810-14	7/2001
✓ 10	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1253 & 1255 BOX 213	1810-14	7/2001
✓ 11	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOP 1262 SHOP 1265 (11/95 -10/95) BOX 214	1810-14	7/2001
✓ 12	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 4/96 SHOP 1270 (7/95, 1/96-4/96) & 1265 (7/95 - 10/95) BOX 215	1810-14	7/2001
✓ 13	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY	1810-14	7/2001

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✓ 14	11/95 TO 5/96-SHOP 1270 (12/95&5/96), 1271 (11/95-5/96) & 1274 (1/96-5/96) BOX 216 INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 11/95 TO 5/96 SHOPS 1274, 1280, 1284, 1286 BOX 217	1810-14	7/2001
✓ 15	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 5/96 SHOPS 1290 (7/95 - 12/95) SHOP 1294 (9/95-5/96) BOX 218	1810-14	7/2001
✓ 16	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 11/95 TO 5/96 SHOPS 1285, 1287, 1288 & 1290 (1/96-5/96) BOX 219	1810-14	7/2001
✓ 17	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 7/95 TO 11/95 SHOPS 1280,84,85,86,71,74, 87&88(7/95-9/95), 1270 (5/95-11/95) BX220	1810-14	7/2001
✓ 18	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 6/96 EXCLUSIVELY SHOPS 1211 THRU 1262 BOX 221	1810-14	7/2001
✓ 19	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 6/96 EXCLUSIVELY SHOPS 1265 THRU 1294 BOX 222	1810-14	7/2001
✓ 20	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 12/95 TO 1/96 SHOPS 1211 TO 1294 BOX 223	1810-1	7/2001
✓ 21	INVENTORY RECONCILIATIONS MATERIAL & SUPPLY 2/96 TO 2/96 SHOPS 1211 TO 1299 BOX 224	1810-1	7/2001

26.03.07	MDOT	<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			
State Highway Administration Office of Materials and Research			
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.				
94W1330	Contract Files	925	1	1993	5	7/2001	RECYCLE
94W1331	Contract Files	925	1	1991	6	7/2001	RECYCLE
95W34	Contract Files	925	1	1983 - 1986	2	7/2001	RECYCLE
95W35	Contract Files	925	1	1990 - 1992	4	7/2001	RECYCLE
95W36	Contract Files	925	1	1982 - 1993	3	7/2001	RECYCLE
95W37	Contract Files	925	1	1981 - 1990	4	7/2001	RECYCLE
95W39	Contract Files	925	1	1985 - 1991	1	7/2001	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	<i>Dec</i> . 30, 2001 Date
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# 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

<p>A. AGENCY 2902:7300 MARYLAND STATE HIGHWAY ADMINISTRATION</p> <p>B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH</p> <p>C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD. 21022</p> <p>D. PHONE NO. 321-3584</p> <p>E. AGENCY OFFICIAL BETTY PATTERSON, SERVICES SPECIALIST</p>	<p>ACCESSION NO. <b>94W1330</b></p> <p>LOCATION RANGE SECTION(S) <b>18 29</b></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <b>6-21-94</b></p> <p>RM CODE <b>26-03-07</b></p> <p>NO. OF CU. FT. <b>5</b></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p>✓446</p> <p>✓447</p> <p>✓448</p> <p>✓449</p> <p>✓450</p>	<p>Record center boxes arranged alphabetically by contract code number.</p> <p>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.</p>	<p># 925 #1</p> <p>Retain for seven years from date sent to records center, then destroy</p> <p style="font-size: 2em; text-align: center;">7/01</p> <p style="font-size: 2em; text-align: center;"><i>[Handwritten Signature]</i></p>

COMPLETED FILE SCHEDULE 925 BOX 446

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATE</u>
AA 316-505-572	06-02-93
AW 188-731-129	08-05-93
AW 244-701-014	06-30-93
BW 257-802-212	06-16-93
CE 728-501-277	07-26-93
Q 656-501-277	08-13-93
T 373-501-277	08-26-93
WO 683-501-177	07-06-93

COMPLETED FILE SCHEDULE 925 BOX 450

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATE</u>
AA 514-501-577	12-08-93
AW 609-778-177	11-05-93
AW 623-776-177	11-05-93
BW 522-802-112	12-14-93
D 547-501-177	11-01-93
K 417-501-277	11-08-93
S 372-501-177	12-06-93
WI 665-501-185	11-22-93
WO 677-701-014	12-03-93
WO 681-501-177	11-01-93

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 703-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300 MARYLAND STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 94W1331	DATE REC'D 6-21-94
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH		LOCATION RANGE SECTION(S) 27 11	FM CODE 26.03.07
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD. 21022		NO. OF CU. FT. 6	
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
<ul style="list-style-type: none"> <li>✓493</li> <li>✓494</li> <li>✓495</li> <li>✓496</li> <li>✓497</li> <li>✓498</li> </ul>	<p>Record center boxes arranged alphabetically by contract code number.</p> <p>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.</p>	<p># 925 # 1</p> <p>Retain for seven years from date sent to records center, then destroy</p> <p>7/01</p> <p><i>DISPOSAL</i> <i>9-29-94</i></p>

BOX #493  
2/94

COMPLETED FILE SCHEDULE 925 BOX  
STORED IN HALL OF RECORDS  
INVOICES

COMPANY NAME

MONTH/YEAR

E. L. Conwell

August to Dec./1991

Inspection Enterprises (Box 1 of 2)

July to Dec./1991

R. W. Hunt

July to Dec./1991

Tri-State

October/1991

V. E. Engineering

July to Dec./1991

1989 Log Sheets

1990 and 1991 Reports

1991 Memos, log sheets, notes and prior

COMPLETED FILE SCHEDULE 925 BOX  
STORED IN HALL OF RECORDS  
INVOICES

<u>COMPANY</u>	<u>YEAR</u>
R. W. HUNT	89, 90, 91
STAFF BUILDERS	91
V. E. ENGINEERING	91
POTOMAC ENGINEERING	90, 91
INSPECTION ENTERPRISE	90, 91
E. L. CONWELL & CO.	90, 91
D. F. I.	90, 91
P. S. I.	90, 91

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300		ACCESSION NO.	DATE REC'D
1. MARYLAND STATE HIGHWAY ADMINISTRATION		95W 34	7-11-94
B. DIVISION/UNIT			RM CODE
OFFICE OF MATERIALS AND RESEARCH			26.03.07
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
2323 WEST JOPPA ROAD		RANGE SECTION(S)	
BROOKLANDVILLE, MD 21022		10 31	2
D. PHONE NO.		RECORDS CENTER MANAGER	
321-3584			
E. AGENCY OFFICIAL		TO BE COMPLETED AT	
BETTY PATTERSON, PERSONNEL MANAGER		STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS.	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
533 534	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.  7/01  DISPOSAL 9-27-01

COMPLETED FILE SCHEDULE 925 BOX 533

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

Concrete Cylinder Compressive  
Test Break Sheets

1983, 84, 85, 86

COMPLETED FILE SCHEDULE 925 BOX 534

STORED IN HALL OF RECORDS.

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

Concrete Cylinder Compressive  
Test Break Sheets

1987, 88, 89, 90

**RECORDS TRANSMITTAL AND RECEIPT**

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY - 2902:7300		ACCESSION NO. <b>95W35</b>	DATE REC'D <b>7-11-94</b>
1. MARYLAND STATE HIGHWAY ADMINISTRATION			RM CODE <b>26-03-07</b>
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH		LOCATION RANGE SECTION(S) <b>10 31</b>	NO. OF CU. FT. <b>4</b>
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD 21022		RECORDS CENTER MANAGER	
D. PHONE NO. 321-3584		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL BETTY PATTERSON, PERSONNEL MANAGER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
531 532 542 543	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.  7/01  <i>DISPOSAL 9-27-01</i>

BOX # 531  
3/94

COMPLETED FILE SCHEDULE 925 BOX  
STORED IN HALL OF RECORDS

SUMMARY MILEAGE 1990

SUMMARY MILEAGE 1991

SUMMARY MILEAGE PART OF 1992

AUTO CHANGES-FORMS

RADIO LOGS 1989, 1990, 1991

403+03+414+93+1

403-2-N-514-93

403-03-414-93-1

403-03-414-93

403-12-414-93

415-3-12-414-94

417-03-12-414-93

426-3-414-93-1

426-03-414-93-2

426-03-414-93-2

426-03-414-93-3

426-12-414-93

427-03-414-93-2

427-03-414-93-1

427-03-414-93-3

427-12-414-93

427-13-714-93-94

429-03-12-414-93

438-11-614-93

476-00-414-92

476-00-414-93

476-00-414-93

476-00-714-93

477--03-12-414-93

527-14-027-93

527-17-006-93

528-12-414-93

551-07-214-93

BOX # 532  
MAY 1994

COMPLETED FILE SCHEDULE 925 BOX  
STORED IN HALL OF RECORDS

EMPLOYEES TIME SHEETS

1990 AND 1991

PROJECT FILES

AW430-451-080

BOX # 542  
MAY 1994

COMPLETED FILE SCHEDULE 925 BOX  
STORED IN HALL OF RECORDS

PROJECT FILES

AW430-451-080

MISCELLANEOUS YB REPORTS  
HAND WRITTEN AND PRINTOUTS

BOX # 543  
MAY 1994

COMPLETED FILE SCHEDULE 925 BOX  
STORED IN HALL OF RECORDS

PROJECT FILES:

802-EBR  
802 13024  
802 1511

AW794-905-046  
AW799-701-014  
AW858-451-070

B 754-501-481  
B 805-501-424  
B 807-501-480  
B 808-502-472

BC311-142-815  
BC311-155-815  
BC311-172-815  
BC311-188-815

H 905-201-471

OT 4-90  
OT 4,5,90  
OT 4,5,92

FILES:

- ALLENTOWN CEMENT
- APPROVED CONCRETE MIX DESIGNS FOR CERTIFIED OR HAVE A 30 DAY NOTICE ON FILE
- INVOICE PRINTOUTS/REPORTS YEARS 1991, 1992, 1993
- DACCO SCI INVOICES - SEPT 1992
- R.W. HUNT INVOICES - JULY 1992
- INSPECTION ENTERPRISE - SEPT 1992
- CLEARED CONTRACTS - 1991
- CLEARANCE LETTER - 1990
- CLEARED CONTRACTS 1990
- MILEAGE REPORTS - JAN THRU JUNE 1990

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300 1. MARYLAND STATE HIGHWAY ADMINISTRATION		ACCESSION NO. <b>95W36</b>	DATE REC'D <b>7-11-94</b>
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH			RM CODE <b>26.03.07</b>
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD 21022		LOCATION RANGE SECTION(S) <b>10 31</b>	NO. OF CU. FT. <b>3</b>
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
535 536 537	<p>Record center boxes arranged alphabetically by contract code number.</p> <p>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.</p> <p><i>Sarwan</i></p>	<p># 925 <del># 1</del></p> <p>Retain for seven years from date sent to record center then destroy.</p> <p><b>7/01</b></p> <p><i>Disposal 9/27/01</i></p>

COMPLETED FILE SCHEDULE 925 BOX 535

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATED</u>
Soil and Water Chlorides Worksheet Book	1989-1990
5 - Portland Cement LOI & IR Workbooks	4/27/90 - 8/3/93
4 - Sets Misc. Log Sheets	1989 - 1992
1 - Water, Total Diss. & Sus. Solids Workbook	4/89 - 3/90
1 - Bridge Deck Chlorides #86 Never Used	3/6/90
1 - Sulfur Trioxide & Sulfur Sulfide Workbook	1/9/90 - 8/8/91
5 Rolls - Chemical Log Sheets	1986 - 1990

COMPLETED FILE SCHEDULE 925 BOX 536

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATED</u>
7 - Bridge Deck Chloride Workbooks	11/89 - 3/90
1 Sulfur Trioxide & Sulfide Workbook	11/87 - 12/89
4 Sheets 2-4-D Testing	1982
1 Hydrated, Seeding & Quick Lime Workbook	1986 - 1987
1 Hot Acidity Workbook	1985 - 1993
1 Detergent Workbook	1981 - 1991
1 Fertilizer Workbook	1986 - 1991
1 Portland Cement LOI & IR Workbook	10/90 - 6/91

COMPLETED FILE SCHEDULE 925 BOX 537

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

1990 Interlab Forms

1986 Interlab Forms

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

E.

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300		ACCESSION NO.	DATE REC'D
1. MARYLAND STATE HIGHWAY ADMINISTRATION		95W37	7-11-94
B. DIVISION/UNIT			FM CODE
OFFICE OF MATERIALS AND RESEARCH		LOCATION	NO. OF CU. FT.
C. MAILING ADDRESS		RANGE	SECTION(S)
2323 WEST JOPPA ROAD		10	31
BROOKLANDVILLE, MD 21022		RECORDS CENTER MANAGER	
D. PHONE NO.		TO BE COMPLETED AT	
321-3584		STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL			
BETTY PATTERSON, PERSONNEL MANAGER			

2. BOX NUMBERS.	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
538 539 540 541	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.  7/01  DISPOSAL 9-27-91

4/29/94

COMPLETED FILE SCHEDULE 925 BOX 538

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATED</u>
Contract Purchase Orders Paint Section Only	1984 - 1990
Exempt Purchase Orders Paint Section Only	1983 - 1990
Correspondence	1973, 1974, 1987, 1988, 1990 1989, & 1975-1986 (additional)
Traffic Bid Sample Worksheets & Reports	1981, 1982, 1987, 1988, 1989, 1990
Paint Testing Worksheets	1981
Hazardous Waste Reports, etc.	1985 - 1989

COMPLETED FILE SCHEDULE 925 BOX 539

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

Paint Section Worksheets

1982 - 1986

COMPLETED FILE SCHEDULE 925 BOX 540

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

Paint Section Worksheets

1987 - 1990

R-10  
S-31

13 Empties

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300		ACCESSION NO.	DATE REC'D
1. MARYLAND STATE HIGHWAY ADMINISTRATION		95W39	7-11-94
B. DIVISION/UNIT			RM CODE
OFFICE OF MATERIALS AND RESEARCH			26.03.07
C. MAILING ADDRESS		LOCATION	
2323 WEST JOPPA ROAD		RANGE	SECTION(S)
BROOKLANDVILLE, MD 21022		49	15
D. PHONE NO.		NO. OF CU. FT.	
321-3584		1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
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
451	<p>Record center boxes arranged alphabetically by contract code number.</p> <p>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.</p> <p><i>Center</i></p>	<p># 925 # 1</p> <p>Retain for seven years from date sent to record center then destroy.</p> <p>7/01</p> <p><i>Disposal 9-29-01</i></p>

COMPLETED FILE SCHEDULE 925 BOX 541

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATED</u>
MTA Floor Coatings Study	1987
KYNAR 500 Study	1988
Carroll county Traffic Paint Info	1988, 1989-1991
Carroll County Traffic Paint Info	1987, 1986 and Back
Special Reflective Sheeting Studies	1985 - 1989
Reflexite Sheeting Study	1988 - 1989
Washington County Traffic Paint Info	1985
Montgomery Co. Traffic Paint Info	1988
Paint Section Log Book	1974 - 1979

26.03.17	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Office of Planning & Preliminary Engineering			
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.				
97W23	Pink Copies / Payroll Information	1818	3	1992 - 1995	5	7/2001	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>December 31, 2001</u> 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. MDOT/State Highway Administration	Accession No. <b>97W23</b>	Date Rec'd <b>7-17-96</b>
		RM Code <b>26.03.17</b>
B. Division/Unit Office of Planning & Preliminary Engineering	Location Range      Section(s) <b>3      35</b>	No. of Cu. Ft. <b>5</b>
C. Mailing Address 707 N. Calvert Street Baltimore MD 21202	Records Center Manager	
D. Phone No. 410-333-1110	To Be Completed At State Records Management Center	
E. Agency Official Walter Lycett		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	Pink Copies A-K      1994-1995	1818, Item 3
2	Pink Copies L-Z      1994-1995	<del>7/2000</del>
	<u>Payroll Information</u>	
3	Payroll Journals      1993-1995	1818, Item 5
4	Timecards      1994	<del>7/2000</del>
	Leave Journals      1994	
5	Timecards      1992-1993	

*July 2001*  
*9-27-01*



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. State Treasurer's Office		ACCESSION NO. <b>98W251</b>	DATE REC'D <b>10-7-97</b>
B. DIVISION/UNIT Insurance Division			FM CODE <b>27.01</b>
C. MAILING ADDRESS 80 Caivert Street, Room 109 Annapolis, Md 21401		LOCATION RANGE SECTION(S) <b>104 11-13</b>	NO. OF CU. FT. <b>46</b>
D. PHONE NO. 410-974-3533		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Smith		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
2	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
3	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
4	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
5	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
6	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
7	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
8	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01

*Handwritten signature and date:*  
10-6-97

9	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
10	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
11	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
12	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
13	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
14	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
15	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
16	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
17	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
18	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
19	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
20	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
21	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
22	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
23	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01

24	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
25	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
26	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
27	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
28	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
29	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
30	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
31	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
32	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
33	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
34	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
35	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
36	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
37	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
38	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01

39	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
40	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
41	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
42	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
43	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
44	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
45	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01
46	1994 INSURANCE CLAIM FILES	1529, 4B 7/30/01



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. University of Maryland at Baltimore		ACCESSION NO. 94W986	DATE REC'D 4-7-94
B. DIVISION/UNIT Financial Services			RM CODE 28.01.05
C. MAILING ADDRESS 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 9 31	NO. OF CU. FT. 8
D. PHONE NO. (410) 706-7295		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wayne F. Allen <i>Wayne F. Allen</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	
	General Accounting Records (1429) FY1994 Boxes 1-8 Disposal Date: 6/30/2001 Agency Code: 36.02.21  SEE ATTACHED SCHEDULE	#1429 #1 7/01  <i>Disposal 9-27-01</i>	

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)		
1	WFA CORRESPONDENCE PLANT FUNDS (89, 90) LS FY1994	1429	1	6/30/2001
2	WFA CORRESPONDENCE PLANT FUNDS (1) FY1994	1429	1	6/30/2001
3	WFA CORRESPONDENCE PLANT FUNDS (2) FY1994	1429	1	6/30/2001
4	WFA CORRESPONDENCE PLANT FUNDS (3) FY1994	1429	1	6/30/2001
5	WFA CORRESPONDENCE PLANT FUNDS (77, 78, 79) LS FY1994	1429	1	6/30/2001
6	WFA CORRESPONDENCE PLANT FUNDS (80, 81, 82, 83) LS FY1994	1429	1	6/30/2001
7	WFA CORRESPONDENCE PLANT FUNDS (84, 85, 86) LS FY1994	1429	1	6/30/2001
8	WFA CORRESPONDENCE PLANT FUNDS (87, 88, 89) LS FY1994	1429	1	6/30/2001

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. University of Maryland at Baltimore		ACCESSION NO. <b>95W604</b>	DATE REC'D <b>11-14-94</b>
B. DIVISION/UNIT Financial Services			RM CODE <b>28.01.05</b>
C. MAILING ADDRESS 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>35 34</b>	NO. OF CU. FT. <b>15</b>
D. PHONE NO. (410) 706-7295		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wayne F. Allen <i>Wayne F. Allen</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	
	General Accounting Records (1429) FY 1994 Boxes 1-15 Disposal Date: 6/30/2001 Agency Code: 36.02.21  SEE ATTACHED SCHEDULE	<del>1429</del> 1429 item # 1 7/01  <i>Wayne F. Allen</i>	

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)		
1	P,T&WF Statement of Payroll Charges PPD 9408 - 9409 FY 94	1429	1	6/30/2001
2	P,T&WF Statement of Payroll Charges PPD 9410 - 9411 FY 94	1429	1	6/30/2001
3	P,T&WF Statement of Payroll Charges PPD 9412 - 9413 FY 94	1429	1	6/30/2001
4	P,T&WF Statement of Payroll Charges PPD 9416 - 9417 FY 94	1429	1	6/30/2001
5	P,T&WF Statement of Payroll Charges PPD 9418 - 9419 FY 94	1429	1	6/30/2001
6	P,T&WF Statement of Payroll Charges PPD 9414 - 9415 FY 94	1429	1	6/30/2001
7	P,T&WF Statement of Payroll Charges PPD 9423 FY 94	1429	1	6/30/2001
8	P,T&WF Statement of Payroll Charges PPD 9421 (02-3's) - 9422 FY 94	1429	1	6/30/2001
9	P,T&WF Statement of Payroll Charges PPD 9420 - 9421 FY 94	1429	1	6/30/2001
10	P,T&WF Statement of Payroll Charges PPD 9426 FY 94	1429	1	6/30/2001
11	P,T&WF Statement of Payroll Charges PPD 9425 FY 94	1429	1	6/30/2001
12	P,T&WF Statement of Payroll Charges PPD 9424 FY 94	1429	1	6/30/2001
13	P,T&WF Statement of Payroll Charges PPD 9404 - 9405 FY 94	1429	1	6/30/2001

14	P,T&WF Statement of Payroll Charges PPD 9402 - 9403 FY 94	1429	1	6/30/2001
15	P,T&WF Statement of Payroll Charges PPD 9327 - 9401 FY 93 & FY 94	1429	1	6/30/2001

R-35

S-34

2 Empties

**RECEIVED**

NOV 9 1994

RECORDS MANAGEMENT  
DIVISION

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. University of Maryland at Baltimore		ACCESSION NO. <b>96W1568</b>	DATE REC'D <b>5-29-96</b>
B. DIVISION/UNIT Financial Services			RM CODE <b>28.01.05</b>
C. MAILING ADDRESS 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>169 15-21</b>	NO. OF CU. FT. <b>223</b>
D. PHONE NO.  (410) 706-7295		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wayne F. Allen <i>Wayne F. Allen</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	
	General Accounting Records (1429) FY1994 Boxes 1-223 Disposal Date: 6/30/2001 Agency Code: 36.02.21  SEE ATTACHED SCHEDULE	# 1429 # 1  7/01  <i>Wayne F. Allen</i> 10/5/01	

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY		
			SCHEDULE	ITEM NO.	DISPOSAL DATE
1	BATCH CONTROL	A12400-A12536	1429	1	6/30/01
2	BATCH CONTROL	A12537-A12666	1429	1	6/30/01
3	BATCH CONTROL	A12667-A12799	1429	1	6/30/01
4	BATCH CONTROL	A22000-A22150	1429	1	6/30/01
5	BATCH CONTROL	A22151-A22310	1429	1	6/30/01
6	BATCH CONTROL	A22311-A22457	1429	1	6/30/01
7	BATCH CONTROL	A22458-A22615	1429	1	6/30/01
8	BATCH CONTROL	A22616-A22769	1429	1	6/30/01
9	BATCH CONTROL	A22770-A32134	1429	1	6/30/01
10	BATCH CONTROL	A32135-A32290	1429	1	6/30/01
11	BATCH CONTROL	A32291-A32440	1429	1	6/30/01
12	BATCH CONTROL	A32441-A32579	1429	1	6/30/01
13	BATCH CONTROL	A32580-A32749	1429	1	6/30/01
14	BATCH CONTROL	A32750-A32788	1429	1	6/30/01
15	BATCH CONTROL	A32789-A42139	1429	1	6/30/01
16	BATCH CONTROL	A42140-A42292	1429	1	6/30/01
17	BATCH CONTROL	A42293-A42440	1429	1	6/30/01
18	BATCH CONTROL	A42441-A42587	1429	1	6/30/01
19	BATCH CONTROL	A42588-A42722	1429	1	6/30/01
20	BATCH CONTROL	A42723-A52061	1429	1	6/30/01
21	BATCH CONTROL	A52062-A52194	1429	1	6/30/01
22	BATCH CONTROL	A52195-A52333	1429	1	6/30/01
23	BATCH CONTROL	A52334-A52476	1429	1	6/30/01
24	BATCH CONTROL	A52477-A52622	1429	1	6/30/01
25	BATCH CONTROL	A52623-A52770	1429	1	6/30/01
26	BATCH CONTROL	A52771-A62120	1429	1	6/30/01
27	BATCH CONTROL	A62121-A62254	1429	1	6/30/01
28	BATCH CONTROL	A62255-A62385	1429	1	6/30/01
29	BATCH CONTROL	A62386-A62542	1429	1	6/30/01
30	BATCH CONTROL	A62543-A62701	1429	1	6/30/01
31	BATCH CONTROL	A62702-A62783	1429	1	6/30/01
32	BATCH CONTROL	A62784-A72110	1429	1	6/30/01
33	BATCH CONTROL	A72111-A72234	1429	1	6/30/01
34	BATCH CONTROL	A72235-A72359	1429	1	6/30/01
35	BATCH CONTROL	A72360-A72490	1429	1	6/30/01
36	P.O. COMPLETES	A-AIR PRODUCTS	1429	1	6/30/01
37	P.O. COMPLETES	ALE-AMERICAN M-Z	1429	1	6/30/01
38	P.O. COMPLETES	AN-AS	1429	1	6/30/01
39	P.O. COMPLETES	AT-AZ	1429	1	6/30/01
40	P.O. COMPLETES	WE-WZ/X/Y/Z	1429	1	6/30/01
41	P.O. COMPLETES	XEROX/VWR 1001-800	1429	1	6/30/01
42	P.O. COMPLETES	VWR B5-B6	1429	1	6/30/01
43	P.O. COMPLETES	VWR B6-090	1429	1	6/30/01
44	P.O. COMPLETES	VWR 300-3011	1429	1	6/30/01
45	P.O. COMPLETES	VWR 3012-3019	1429	1	6/30/01
46	P.O. COMPLETES	BA-BAZ/BECKMAN	1429	1	6/30/01
47	P.O. COMPLETES	BB-BIO RAD 800	1429	1	6/30/01
48	P.O. COMPLETES	BIO RAD-B'S/	1429	1	6/30/01

BOEHRINGER/BR-BZ					
49	P.O. COMPLETES	BU/CA-CG	1429	1	6/30/01
50	P.O. COMPLETES	CH/COL (MISC.)	1429	1	6/30/01
51	P.O. COMPLETES	COM/COMPUTER (MISC.)	1429	1	6/30/01
52	P.O. COMPLETES	CON-CZ/EA-EC	1429	1	6/30/01
53	P.O. COMPLETES	ED-EZ/FA-FE/	1429	1	6/30/01
FED EXP 800					
54	P.O. COMPLETES	FI-FZ	1429	1	6/30/01
55	P.O. COMPLETES	GA-GRA	1429	1	6/30/01
56	P.O. COMPLETES	GRE-GZ/FISHER 096-3007	1429	1	6/30/01
57	P.O. COMPLETES	FISHER 3008-B57	1429	1	6/30/01
58	P.O. COMPLETES	B58-B65/SIGMA 100-119	1429	1	6/30/01
59	P.O. COMPLETES	SIGMA 120-820	1429	1	6/30/01
60	P.O. COMPLETES	SIGMA 821-B61	1429	1	6/30/01
61	P.O. COMPLETES	SIGMA B62-B65	1429	1	6/30/01
62	P.O. COMPLETES	J/KELLY 816999	1429	1	6/30/01
63	P.O. COMPLETES	KELLY-K'S-KZ/LAB-LI	1429	1	6/30/01
64	P.O. COMPLETES	LJ-LZ/LIFE TECH 100-8120	1429	1	6/30/01
65	P.O. COMPLETES	LIFE TECH-B4000-60000	1429	1	6/30/01
66	P.O. COMPLETES	LIFE TECH-80000/M'S-MA	1429	1	6/30/01
67	P.O. COMPLETES	MC-ME	1429	1	6/30/01
68	P.O. COMPLETES	MI-MONUMENTAL-MZ	1429	1	6/30/01
69	P.O. COMPLETES	NA-NEN 10000	1429	1	6/30/01
70	P.O. COMPLETES	NEN-126000-OFFICE	1429	1	6/30/01
71	P.O. COMPLETES	OD-OZ/PA-PH	1429	1	6/30/01
72	P.O. COMPLETES	PHARMACIA-POTOMAC	1429	1	6/30/01
73	P.O. COMPLETES	POTOMAC-PURITAN	1429	1	6/30/01
74	P.O. COMPLETES	PR-PURITANS-PY/Q	1429	1	6/30/01
75	P.O. COMPLETES	SC-SO	1429	1	6/30/01
76	P.O. COMPLETES	ST-SZ/T-TE	1429	1	6/30/01
77	P.O. COMPLETES	TH-TZ/U/UZ	1429	1	6/30/01
78	P.O. COMPLETES	UP-US	1429	1	6/30/01
79	P.O. COMPLETES	ABBEY/DHL	1429	1	6/30/01
80	P.O. COMPLETES	DI-DZ/HA	1429	1	6/30/01
81	P.O. COMPLETES	HB-HZ	1429	1	6/30/01
82	P.O. COMPLETES	I-IZ	1429	1	6/30/01
83	P.O. COMPLETES	RA-RE	1429	1	6/30/01
84	P.O. COMPLETES	RI-RZ	1429	1	6/30/01
85	A/P PO BATCH		1429	1	6/30/01
86	A/P PO BATCH		1429	1	6/30/01
87	A/P PO BATCH		1429	1	6/30/01
88	BATCH CONTROL	A22655,A42591,A52263, A52388,A52652,A62042,A62253,A62620,A72133	1429	1	6/30/01
89	CONF. REQ.'S	BARNES & NOBLE	1429	1	6/30/01
JUNE-OCT.					
90	CONF. REQ.'S	CON'T BARNES & NOBLE	1429	1	6/30/01
COPYWORLD					
91	CONF. REQ.'S	C&P TELEPHONE/	1429	1	6/30/01
FEDERAL EXPRESS					
92	CONF. REQ.'S	FEDERAL EXPRESS/J	1429	1	6/30/01
93	CONF. REQ.'S	K-P/PITNEY BOWES	1429	1	6/30/01

94	CONF. REQ.'S PO-S/STARK OFFICE	1429	1	6/30/01
95	CONF. REQ.'S SN-SZ/Z	1429	1	6/30/01
96	VENDOR INV. LIST 7/9/93-10/22/93	1429	1	6/30/01
97	VENDOR INV. LIST 10/25/93-1/12/94 AND ENC 7/06/93 -12/03/93	1429	1	6/30/01
98	VENDOR INV. LIST 1/13/94-3/31/94	1429	1	6/30/01
99	VENDOR INV. LIST 4/01/94-6/30/94	1429	1	6/30/01
100	ENCUMBRANCE LIST 12/06/93-6/30/94	1429	1	6/30/01
101	INV. BATCH HEADERS CONTROL LOG JULY 93 TO DECEMBER 93	1429	1	6/30/01
102	INV. BATCH HEADERS CONTROL LOG JAN.94 TO MAY 94	1429	1	6/30/01
103	A/P YEAR END GAIL	1429	1	6/30/01
104	WORKING FUND BATCHES A92000 - A92067	1429	1	6/30/01
105	WORKING FUND BATCHES A92068 - A92120	1429	1	6/30/01
106	WORKING FUND BATCHES A92121 - A92161	1429	1	6/30/01
107	WORKING FUND BATCHES A92162 - A92201	1429	1	6/30/01
108	WORKING FUND BATCHES A92202 - A92247	1429	1	6/30/01
109	WORKING FUND BATCHES A92248 - A92304	1429	1	6/30/01
110	WORKING FUND BATCHES A92305 - A92343	1429	1	6/30/01
111	WORKING FUND BATCHES A92344 - A92386	1429	1	6/30/01
112	WORKING FUND BATCHES A92387 - A92441	1429	1	6/30/01
113	WORKING FUND BATCHES A92442 - A92494	1429	1	6/30/01
114	WORKING FUND BATCHES A92495 - A92542	1429	1	6/30/01
115	WORKING FUND BATCHES A92543 - A92577	1429	1	6/30/01
116	TRAVEL EXPENSE STATEMENTS A - C	1429	1	6/30/01
117	TRAVEL EXPENSE STATEMENTS CO & D - F	1429	1	6/30/01
118	TRAVEL EXPENSE STATEMENTS G - KK	1429	1	6/30/01
119	TRAVEL EXPENSE STATEMENTS KL - Mc	1429	1	6/30/01
120	TRAVEL EXPENSE STATEMENTS N - SCH	1429	1	6/30/01
121	TRAVEL EXPENSE STATEMENTS SCI - WG	1429	1	6/30/01
122	TRAVEL EXPENSE STATEMENTS WH - Z ; TRAVEL REIMB. REPORTS TR2001 - 26	1429	1	6/30/01
123	PAYROLL TRANSFERS 2000 - 2084	1429	1	6/30/01
124	PAYROLL TRANSFERS 2085 - 2153	1429	1	6/30/01
125	PAYROLL TRANSFERS 2154 - 2221	1429	1	6/30/01
126	PAYROLL TRANSFERS 2222 - 2281	1429	1	6/30/01
127	PAYROLL TRANSFERS 2282 - 2314 & FY94 BATCH CONTROL SHEETS FOR PT'S	1429	1	6/30/01
128	PAYROLL ENTRIES A - FL	1429	1	6/30/01
129	PAYROLL ENTRIES FO - LY	1429	1	6/30/01
130	PAYROLL ENTRIES M - SH	1429	1	6/30/01
131	PAYROLL ENTRIES SI - Z ; FY94 APPROVAL LETTERS; B/A's FY94	1429	1	6/30/01
132	ONE PAY APPOINTMENTS - PAYROLL CERTIFICATIONS	1429	1	6/30/01
133	STATEMENT OF PAYROLL CHARGES FOR PPD 94-06 THRU 94-07	1429	1	6/30/01
134	CORRESPONDENCE - W. F. ALLEN - A - E	1429	1	6/30/01
135	CORRESPONDENCE - W. F. ALLEN - F - H	1429	1	6/30/01
136	CORRESPONDENCE - W. F. ALLEN - I - T	1429	1	6/30/01

137	CORRESPONDENCE - W. F. ALLEN - U - Z ; PAYROLL JOURNALS ; ITEM CARDS ; REQ. & P.O.'S	1429	1	6/30/01
138	TRAVEL REPORTS 7/93 THRU 2/94	1429	1	6/30/01
139	TRAVEL REPORTS 3/94 THRU 4/94 ; FED. EXP. CHARGES DOCUMENTATION FY93	1429	1	6/30/01
140	ACCOUNT AUTHORIZATION FORMS FY94	1429	1	6/30/01
141	CORRESPONDENCE - M. E. WASSERMAN - A - H	1429	1	6/30/01
142	CORRESPONDENCE - M. E. WASSERMAN - I - Z	1429	1	6/30/01
143	QA JV2000-JV2219	1429	1	6/30/01
144	QA JV2220-JV2469	1429	1	6/30/01
145	QA JV2470-J12220	1429	1	6/30/01
146	QA J12221-J22105	1429	1	6/30/01
147	QA J22106-J22219	1429	1	6/30/01
148	QA J22220-J32060	1429	1	6/30/01
149	QA J32061-J32097&IAs,MN2850-2853	1429	1	6/30/01
150	QA BATCH HEADERS 1/94-5/94	1429	1	6/30/01
151	QA CD2000-CD2148	1429	1	6/30/01
152	QA C12826-CD2497	1429	1	6/30/01
153	QA CD2567-C12797, MN,IB,TC,MB,IC ALSO C/R FOR 02010507,02100011-02100181	1429	1	6/30/01
154	QA C/R FOR 02100354-02155103	1429	1	6/30/01
155	QA C/R FOR 02380003-02380603	1429	1	6/30/01
156	QA C/R FOR 02300101-02390050, 02010318 & 2019010	1429	1	6/30/01
157	QA C/R FOR 02390082-02390123, & 02390595	1429	1	6/30/01
158	QA C/R FOR 02390156-02390435	1429	1	6/30/01
159	QA C/R FOR 02390437-02390601	1429	1	6/30/01
160	QA C/R FOR 02390602-02990005, & DT2000- DT2059	1429	1	6/30/01
161	QA MONTH END REPORTS & BATCHES	1429	1	6/30/01
162	QA REQUISITIONS FOR 02-1s & 02-3s	1429	1	6/30/01
163	QA REQUISITIONS FOR 02-1s & 02-3s	1429	1	6/30/01
164	QA REQUISITIONS FOR 02-1s & 02-3s	1429	1	6/30/01
165	QA REQUISITIONS FOR 02-1s & 02-3s	1429	1	6/30/01
166	QA UMMS CHARGES TO UMAB.	1429	1	6/30/01
167	QA UMMS CHARGES TO UMAB	1429	1	6/30/01
168	QA CENTRAL BILLING AUDITS	1429	1	6/30/01
169	QA CENTRAL BILLING AUDITS	1429	1	6/30/01
170	QA CENTRAL BILLING AUDITS	1429	1	6/30/01
171	QA CENTRAL BILLING AUDITS	1429	1	6/30/01
172	QA CENTRAL BILLING AUDITS	1429	1	6/30/01
173	QA CBS INVOICES 32001 - 36200	1429	1	6/30/01
174	QA CBS INVOICES 36400 - 40800	1429	1	6/30/01
175	QA CBS INVOICES 40801 - 43400 & LOCK BOX BACKUP FOR J22000-J32096	1429	1	6/30/01
176	QA CBS LB 93 BACKUP JV2008-J12246	1429	1	6/30/01
177	QA CBS LB BACKUP JV2028-J22085	1429	1	6/30/01
178	QA CBS LB 93 BACKUP J22011-J22207	1429	1	6/30/01

179	QA CBS DUNNING LETTERS	1429	1	6/30/01
180	QA CBS 93 MONTH END,IN,PD,CN BATCHES	1429	1	6/30/01
181	QA CBS 7/91-3/92 IN,PD,CN,SP,94 BATCH LOG	1429	1	6/30/01
182	QA CBS 7/91-6/92 IN,PD,CN,SP,ARCHIVE.	1429	1	6/30/01
183	QA C/R FOR 02390082-90155	1429	1	6/30/01
184	QA REQUISITIONS BOOK 1 & 3	1429	1	6/30/01
185	Signet Statements 6/93-9/93	1429	1	6/30/01
186	Agings	1429	1	6/30/01
187	C12130-C12349	1429	1	6/30/01
188	C12350-C12499	1429	1	6/30/01
189	C12500-C12599	1429	1	6/30/01
190	C12600-C12799	1429	1	6/30/01
191	C12800-C12999	1429	1	6/30/01
192	C22001-C22999	1429	1	6/30/01
193	C22100-C22999	1429	1	6/30/01
194	C22300-C22441	1429	1	6/30/01
195	C22500-C22855	1429	1	6/30/01
196	C42000-C42042, CD2000-CD2399	1429	1	6/30/01
197	CD2400-CD2689	1429	1	6/30/01
198	CD2690-CD2899	1429	1	6/30/01
199	CD2900-CD2999 C12000-C12129	1429	1	6/30/01
200	General Ledger for Perkins, Late fees, misc privat	1429	1	6/30/01
201	J12500-J12559	1429	1	6/30/01
202	J12500-J12591 - 7/93-12/93, Logs 92-93	1429	1	6/30/01
203	J12560-J12574	1429	1	6/30/01
204	J12575 - J12591	1429	1	6/30/01
205	J22500-J22654	1429	1	6/30/01
206	J22655-J32564	1429	1	6/30/01
207	J32565-J32618, A12000-A12378	1429	1	6/30/01
208	JV2500-JV2699	1429	1	6/30/01
209	JV2700-J42522	1429	1	6/30/01
210	Loan Collections PIF - Md-Rn	1429	1	6/30/01
211	Loan Collections PIF - Ro-St	1429	1	6/30/01
212	Loan Collections PIF - Su - Z	1429	1	6/30/01
213	Loan Collections PIF L-Mc	1429	1	6/30/01
214	Loan Collections PIF Gh-K	1429	1	6/30/01
215	Loan Collections PIF Co-Ga	1429	1	6/30/01
216	Loan Collections PIF A-Co	1429	1	6/30/01
217	Private loan funds RWJ Clearing accounts CWS	1429	1	6/30/01
218	Remission Spring 94, grad candidates listing	1429	1	6/30/01
219	Remissions Summer & Fall 93	1429	1	6/30/01
220	SAR Dist Reports - 6/25/93-11/23/93	1429	1	6/30/01
221	SAR Dis Reports - 11/24/93-5/26/94	1429	1	6/30/01
222	Signet Bank Statements 10/93-12/93	1429	1	6/30/01
223	89-94 Tuition charge program , fees & indicators -	1429	1	6/30/01

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland at Baltimore		ACCESSION NO. <b>97W481</b>	DATE REC'D <b>10-28-96</b>
B. DIVISION/UNIT Financial Services			RM CODE <b>28.01.05</b>
C. MAILING ADDRESS 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>32 23</b>	NO. OF CU. FT. <b>5</b>
D. PHONE NO. (410) 706-7295		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wayne F. Allen		<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
	<p>General Accounting Records (1429)  FY1994  Boxes 1-5  Disposal Date: 6/30/2001  Agency Code: R31</p> <p style="text-align: center;">SEE ATTACHED SCHEDULE</p>	<p><i>Sch. 1429</i>  <i>Item # 1</i>    <i>7/01</i></p> <p style="text-align: right;"><i>W. F. Allen</i></p>

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY		DISPOSAL DATE
		SCHEDULE	ITEM NO.	
1	OUT-OF-STATE TRAVEL REQUESTS A - Z	1429	1	6/30/01
2	BATCH CONTROL: A12555, A12614, A12700, A22528, A32480, A42053, A42194, A42240, A42276, A42342, A52330, A52333, A52374, A52378, A52563, A52736, A62085, A62114, A62151, A62231, A62424, A62479, A62561, A62612, A62622, A62648, A62649, A62653, A62672, A62698, A62699, A62728, A62736, A62766, A62768, A62783, A62784, A72351, (One box per T.Daye 8/29/96)	1429	1	6/30/01
3	QA CBS-MONTH END REPORTS	1429	1	6/30/01
4	QA CBS-BATCHES	1429	1	6/30/01
5	CASH DEPOSITS - MEW FY94	1429	1	6/30/01

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland, Baltimore		ACCESSION NO. <b>98W694</b>	DATE REC'D
B. DIVISION/UNIT Financial Services		LOCATION RANGE SECTION(S) <b>13 26</b>	RM CODE <b>28.01.05</b>
C. MAILING ADDRESS 737 West Lombard Street Baltimore, Maryland 21201		NO. OF CU. FT. <b>6</b>	
D. PHONE NO. (410) 706-7295		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wayne F. Allen <i>Wayne F. Allen</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
	General Accounting Records (1429) FY1992 Boxes 1-6 Disposal Date: 6/30/1999 Agency Code: R31	<b>1429</b> <b>#1</b> <b>7/99</b>  <i>Disposal 9/27/01</i>

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY		
		SCHEDULE	ITEM NO.	DISPOSAL DATE
1	Numericals B46000-B46999 FY91-92	1429	1	6/30/99
2	Numericals B50000-B53499 FY92	1429	1	6/30/99
3	Numericals 796000-799499 FY91-92	1429	1	6/30/99
4	Numericals 799500-803499 FY92	1429	1	6/30/99
5	Numericals 803500-805499 FY92	1429	1	6/30/99
6	Numericals 806000-808999 FY92	1429	1	6/30/99

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland, Baltimore		ACCESSION NO. <b>98W696</b>		DATE REC'D
B. DIVISION/UNIT Financial Services				RM CODE <b>28.01.05</b>
C. MAILING ADDRESS 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>29 34</b>		NO. OF CU. FT. <b>8</b>
D. PHONE NO. (410) 706-7295		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Wayne F. Allen <i>Wayne F Allen</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
	General Accounting Records (1429) FY1994 Boxes 1-8 Disposal Date: 6/30/2001 Agency Code: R31	<b>1429</b> <b>#1</b> <b>July 2001</b>

*Disposal  
9/26/01*

2. BOX	3. DESCRIPTION OF RECORDS	4. DISPOSAL AUTHORITY		
NUMBER	WITH INCLUSIVE DATES	SCHEDULE	ITEM NO.	DISPOSAL DATE
1	Numericals 118000-122999 FY94	1429	1	6/30/01
2	Numericals 123000-127999 FY94	1429	1	6/30/01
3	Numericals 128000-132999 FY94	1429	1	6/30/01
4	QA MICROFICHE JULY-DECEMBER 1993	1429	1	6/30/01
5	QA MICROFICHE JANUARY-JUNE 1994	1429	1	6/30/01
6	QA MICROFICHE FY92 & FY93	1429	1	6/30/01
7	QA MICROFICHE FY87,88,89,90,&91	1429	1	6/30/01
8	QA PARKING RECEIPTS 5/93-7/94	1429	1	6/30/01

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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. University of Maryland, Baltimore		ACCESSION NO. <b>99W1032</b>	DATE REC'D <b>6-16-99</b>
B. DIVISION/UNIT Financial Services			RM CODE <b>28.01.05</b>
C. MAILING ADDRESS 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>107 23</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. (410) 706-7295		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wayne F. Allen <i>Wayne F Allen</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
	General Accounting Records (1429) FY1994 Boxes 1-10 Disposal Date: 6/30/2001 Agency Code: R31	Sche # 1429 Item # 1 July 2001  <i>Disposal 10-9-01</i>

2. BOX	3. DESCRIPTION OF RECORDS	4. DISPOSAL AUTHORITY		
NUMBER	WITH INCLUSIVE DATES	SCHEDULE	ITEM NO.	DISPOSAL DATE
1	Petty Cash Req Deposits 6/93-6/94	1429	1	6/30/01
2	Bank Loan Advance Slips - A-L, Fall 1993	1429	1	6/30/01
3	Bank Loan Advance Slips - M-Z, Fall 1993	1429	1	6/30/01
4	Bank Loan Advance Slips - A-L, 1/94-5/94	1429	1	6/30/01
5	Bank Loan Advance Slips - M-Z, 1/94-5/94	1429	1	6/30/01
6	Signet Bank Statements - 1/94	1429	1	6/30/01
7	Signet Bank Statements - 2/28/94-8/31/94	1429	1	6/30/01
8	Indicators & Fees - 6/89-2/94	1429	1	6/30/01
9	Paid Returned Checks, Bank Advices - 93-94	1429	1	6/30/01
10	Copicard Inventory - 93-94	1429	1	6/30/01

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R-107

S-23

2 Emps



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# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 709-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland at Baltimore		ACCESSION NO. <b>94W237</b>	DATE REC'D <b>8-25-93</b>
B. DIVISION/UNIT Office of Human Resources Management			RM CODE <b>28.01.05.01</b>
C. MAILING ADDRESS 737 W. Lombard Street Baltimore MD 21201		LOCATION RANGE SECTION(S) <b>121 32-35</b>	NO. OF CU. FT. <b>65</b>
D. PHONE NO. (410) 706-7171		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Beverly Bell / <i>Beverly Bell</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
	Employment Records - Payroll/Benefits/Records (1527) FY 1991 Disposal Date 12/31/96 Agency Code 36.02.21	<del># 1527/636</del> # 1+2 1/97  <i>[Signature]</i> 10-1-01

Fig. 2

2.	Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority (Schedule, Item No.)	Disposal Date:
	1	Inac. secretarial applications 1/91 - 2/91	1527 1	12/30/96
	2	Inac. secretarial applications 3/91 - 4/91	1527 1	12/30/96
	3	Inac. secretarial applications 4/91 - 6/91	1527 1	12/30/96
	4	Inac. secretarial applications 7/91 - 8/91	1527 1	12/30/96
	5	Inac. secretarial applications 9/91 - 9/91	1527 1	12/30/96
	6	Inac. secretarial applications 10/91 - 10/91	1527 1	12/30/96
	7	Inac. secretarial applications 11/91 - 12/91	1527 1	12/30/96
	8	Inac. secretarial applications 1/91 - 12/91 (Test Scores)	1527 1	12/30/96
	9	Inac. secretarial test scores 1/91 - 3/91 (Failed)	1527 1	12/30/96
	10	Inac. secretarial test scores 4/91 - 10/91 (Failed)	1527 1	12/30/96
	11	Inac. secretaries no show 1/91 - 12/91	1527 1	12/30/96
	12	Test Scores of Secretaries 1/91 - 12/91 Hired/Passed	1527 1	12/30/96
	13	Inac. Regular Applications 1/91 - 3/91	1527 1	12/30/93
	14	Inac. Regular Applications 4/91 - 6/91	1527 1	12/30/96
	15	Inac. Regular Applications 7/91 - 8/91	1527 1	12/30/96
	16	Inac. Regular Applications 9/91 - 10/91	1527 1	12/30/96
	17	Inac. Regular Applications 9/91 - 12/91	1527 1	12/30/93
	18	Inac. Regular Applications 7/91 - 11/91 (Police)	1527 1	12/30/93
	19	Inac. Resume (Classified SM) 1/91 - 3/91	1527 1	12/30/96
	20	Inac. Resume (Classified SM) 2/91 - 6/91	1527 1	12/30/96
	21	Inac. Resume (Classified SM) 7/91 - 11/91	1527 1	12/30/96
	22	Inac. Resume (Classified) 10/91 - 12/91	1527 1	12/30/96
	23	Inac. Resume (Classified) 6/91 - 12/91	1527 1	12/30/96
	24	Inac. Resume (Classified) 2/91 - 12/91	1527 1	12/30/96
	25	Inac. Resume (Classified) 2/91 - 11/91 (Central Admin.)	1527 1	12/30/96
	26	Inac. Resume (Classified) (5/91 - 12/91 (MIEMSS & Can. Ctr.))	1527 1	12/30/96
	27	Inac. Resume (Classified) 5/91 - 12/91 Graduate School	1527 1	12/30/96
	28	Inac. Resume (Classified) 4/91 - 6/91 Graduate School	1527 1	12/30/96
	29	Inac. Resume (Classified) 7/91 - 7/91 Fac. Mgmt.	1527 1	12/30/96
	30	Inac. Resume (Classified) 7/91 - 7/91 Fac. Mgmt	1527 1	12/30/96
	31	Inac. Resume (Classified) 7/91 - 7/91 Fac. Mgmt.	1527 1	12/30/96
	32	Inac. Resume (Classified) 7/91 - 7/91 Fac. Mgmt.	1527 1	12/30/96
	33	Inac. Resume (Classified) 8/91 - 12/91 Fac. Mgmt.	1527 1	12/30/96
	34	Inac. Resume (Assoc. Staff) 1/91 - 3/91	1527 1	12/30/96
	35	Inac. Resume (Assoc. Staff) 4/91 - 7/91	1527 1	12/30/96
	36	Inac. Resume (Assoc. Staff) 8/91 - 9/91	1527 1	12/30/96
	37	Inac. Resume (Assoc. Staff) 10/91 - 10/91	1527 1	12/30/96
	38	Inac. Resume (Assoc. Staff) 11/91 - 12/91	1527 1	12/30/96
	39	Inac. Resume (Assoc. Staff) 10/91 - 10/91 (SW & Nursing)	1527 1	12/30/96

2.	Box Number	3.	Description of Records With Inclusive Dates	4.	Disposal Authority (Schedule, Item No.)	Disposal Date:
	40		Inac. Advertisements 1/91 - 12/91		1527 1	12/30/96
	41		Inac. Requisitions 1/91 - 12/91		1527 1	12/30/96
	42		Inac. Resumes (Assoc. Staff) 2/91 - 9/91		1527 1	12/30/96
	43		Inac. Resumes (Assoc. Staff) 10/91 - 12/91 (Central Admin.)		1527 1	12/30/96
	44		Inac. Resumes (Assoc. Staff) 4/91 - 5/91 (Sch. Med.)		1527 1	12/30/96
	45		Inac. Resumes (Assoc. Staff) 6/91 - 12/91 (Sch. Med.)		1527 1	12/30/96
	46		Inac. Employ. Requisitions 1/91 - 12/91 (Peds. & Psy.)		1527 1	12/30/96
	47		Inac. Employ. Requisitions 1/91 - 12/91 (Sch. Med. & Law)		1527 1	12/30/96
	48		Inac. Employ. Requisitions 1/91 - 12/91 (Sch. Med.)		1527 1	12/30/96
	49		Inac. Employ. Requisitions 1/91 - 11/91 (Contractual)		1527 1	12/30/96
	50		Inac. Resumes (Assoc. Staff) 9/91 - 10/91 (Central Admin.)		1527 1	12/30/96
	51		Inac. Resumes (Assoc. Staff) 7/91 - 8/91 (Central Admin.)		1527 1	12/30/96
	52		Inac. Resumes (Assoc. Staff) 1/91 - 11/91 (Central Admin.)		1527 1	12/30/96
	53		Payroll Journals 4/7 - 4/20/91		1527 2	12/30/96
	54		Payroll Journals 3/9 - 3/23/91		1527 2	12/30/96
	55		Payroll Journals 2/9 - 2/23/91		1527 2	12/30/96
	56		Payroll Journals 1/12 1/26/91		1527 2	12/30/96
	57		Payroll Journals 11/30 - 12/14/91		1527 2	12/30/96
	58		Payroll Journals 11/02 - 11/16/91		1527 2	12/30/96
	59		Payroll Journals 7/13 - 7/27/91		1527 2	12/30/96
	60		Payroll Journals 9/7 - 9/21/91		1527 2	12/30/96
	61		Payroll Journals 10/5 - 10/19/91		1527 2	12/30/96
	62		Payroll Journals 8/10 - 8/24/91		1527 2	12/30/96
	63		Payroll Journals 6/1 - 6/15/91		1527 2	12/30/96
	64		Payroll Journals 5/4 - 5/18/91		1527 2	12/30/96
	65		Payroll Journals 6/29 - 6/30/91		1527 2	12/30/96

R-121

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12 empty

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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland at Baltimore		ACCESSION NO. <b>96W23</b>	DATE REC'D <b>8-1-95</b>
B. DIVISION/UNIT Budget and Financial Support Services		RM CODE <b>28.01.05.02</b>	
C. MAILING ADDRESS Room 243 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>112 18-19</b>	NO. OF CU. FT. <b>22</b>
D. PHONE NO. 410-706-6048		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Elizabeth A. Light		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
	General Accounting Records (1429) See attached list	#1429 # 1 7/01  <i>[Handwritten signature]</i>

2. Box Numbers	3. Description of Records with inclusive dates	4. Disposal Authority (Schedule, Item #, Disposal date)		
1	Account creates 11/92 to 12/93	1429	1	6/30/01
2	Capital inventory deletes FY94 from 00000249 to 00010797	1429	1	6/30/01
3	Capital inventory deletes FY94 from 03003209 to 98000630	1429	1	6/30/01
4	Capital inventory deletes FY94 from 00506458 to 03003192	1429	1	6/30/01
5	Capital inventory deletes FY94 from 00010801 to 00028143	1429	1	6/30/01
6	Plant fund detail	1429	1	6/30/01
7	AMO95 and AMO61	1429	1	6/30/01
8	AMO61 & AMO95 - 6/32/94	1429	1	6/30/01
9	AMO95 Subcode Summary	1429	1	6/30/01
10	AMO61 & AMO95 - 3/31/94	1429	1	6/30/01
11	Salary Reports Period 2 SOM	1429	1	6/30/01
12	Salary Reports Full Year Dent., Law, Med.	1429	1	6/30/01
13	Building and Capital Equipment Downloads	1429	1	6/30/01
14	ADA and Central Service Reports	1429	1	6/30/01
15	Salary Reports Period 2 Non-Medicine	1429	1	6/30/01
16	Effort Reporting - Final Reports	1429	1	6/30/01
17	Effort Reports Period 2 & Full Year - Non-Medicine	1429	1	6/30/01
18	Effort Reports Period 1 - Diag. Rad.-Emer. Med. & Non-Med.	1429	1	6/30/01
19	Salary Reports Full Year - Nurs.-Campus Totals	1429	1	6/30/01
20	Effort Reports Period 1 - Anatomy - Psychiatry	1429	1	6/30/01
21	GSEL Reports	1429	1	6/30/01
22	Effort Reports Period 2 & Full Year Medicine	1429	1	6/30/01

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S-18-19

2 empty

R112

S19

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. University of Maryland at Baltimore		ACCESSION NO. <b>97W562</b>	DATE REC'D <b>11-13-96</b>
B. DIVISION/UNIT Budget and Financial Support Services			RM CODE <b>28.01.05</b>
C. MAILING ADDRESS Room 243 737 W. Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>18 12</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. 410-706-6048		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Elizabeth A. Light		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
	General Accounting Records (1429) See Attached List	#1429 #1 7/01  Disposal 9-29-01

**University of Maryland at Baltimore  
Records Transmittal**

		4. Disposal Authority
2. Box Numbers	3. Description of Records with Inclusive Dates	(Schedule, Item #,
		Disposal Authority)
1	Ledger Sheets 6-32-94 01-00-000 to 03-309-000	1429 1 6/30/01
2	Ledger Sheets 6-32-94 03-310-000 to 05-200-000	1429 1 6/30/01
3	Ledger Sheets 6-32-94 06-00-000 to 83-518-000	1429 1 6/30/01
4	Account Creates 6/92 to 4/94	1429 1 6/30/01
5	Account Creates 5/94 to 9/94	1429 1 6/30/01
6	AMO61; AMO95 9/30/94	1429 1 6/30/01
7	AMO61; AMO95 6/94	1429 1 6/30/01
8	FY 94 Plant Fund Detail	1429 1 6/30/01
9	FY 94 Plant Fund Detail	1429 1 6/30/01
10	Effort Reporting FY 93/94 Year End Runs	1429 1 6/30/01

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland at Baltimore		ACCESSION NO. <b>99W113</b>	DATE REC'D <b>8-21-98</b>
B. DIVISION/UNIT Budget and Financial Support Services			RM CODE <b>28.01.05.02</b>
C. MAILING ADDRESS Room 243 737 W. Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>36 8</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410-706-6048 <b>6062</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <del>Elizabeth A. Light</del> <b>BEN ROME</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>1-2</b>	General Accounting Records (1429) See Attached List <b>7/93 - 6/94</b>	<b>1429</b> <del># 1</del> <b>7/01</b>	
<i>Original General</i>			

2. Box Numbers	3. Description of records with inclusive dates	4. Disposal Authority (schedule, Item #, disposal date)
1	Effort Report Reports FY 1994	1429 1 6/30/01
2	Space Survey Forms KPMG Spring 94	1429 1 6/30/01

(2)



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Charles County Community College		ACCESSION NO. <b>98W757</b>	DATE REC'D <b>4-21-98</b>
B. DIVISION/UNIT DIV OF STUDENT SVCS <del>College Services</del> /Financial Assistance			RM CODE <b>28.03.01.01</b>
C. MAILING ADDRESS P.O. Box 910 La Plata, Maryland 20646-0910		LOCATION RANGE SECTION(S) <b>10 30</b>	NO. OF CU. FT. <b>8</b>
D. PHONE NO. (301) 934-2251 ext. 7531		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Chad A. Norcross, Director of Financial Asst.		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	STUDENT FINANCIAL ASSISTANCE RECORDS, 1994-95 SCHOOL YEAR; INCLUSIVE DATES 7/1/94 to 6/30/95 Alpha order A - Buzzell	Schedule #1531 Item #1 Disposal Date: 7/1/01	
2	C - Duty		
3	E - Herold		
4	HICKLIN - LOWE		
5	LUCAS - PAYTAS		
6	PERDUE - SLEEPER		
7	SMALLWOOD - WHITTEN		
8	WIRBLE - ZEIGLER and 93-94 PELL RECORDS + SAR'S		



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. Anne Arundel Community College		ACCESSION NO. <b>01W131</b>	DATE REC'D <b>9-26-00</b>
B. DIVISION/UNIT Business Office/Accounts Payable			RM CODE <b>28.03.02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) <b>17 18</b>	NO. OF CU. FT. <b>18</b>
D. PHONE NO. (410) 541-2227 Mr. Glass (410) 541-2549, Records Retention		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Arthur Glass, Controller		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	Vouchers FY94, vch.#400000-400944, 7/07/93-8/4/93 Batches #001-050	Sch. 1908; Item 10 disposal 7/01/2001
2	Vouchers FY94, vch.#400945-401757, 8/4/93-8/31/93 Batches #051-099	Sch. 1908; Item 10 disposal 7/01/2001
3	Vouchers FY94, vch.#401758-402510, 9/01/93-9/20/93 Batches #100-139	Sch. 1908; Item 10 disposal 7/01/2001
4	Vouchers FY94, vch.#402511-403495, 9/21/93-10/12/93 Batches #140-192	Sch. 1908; Item 10 disposal 7/01/2001
5	Vouchers FY94, vch#403496-404356, 10/13/93-10/27/93 Batches #193-236	Sch. 1908; Item 10 disposal 7/01/2001
6	Vouchers FY94, vch#404357-405265, 10/27/93-11/17/93 Batches #237-280	Sch. 1908, Item 10 disposal 7/01/2001
7	Vouchers FY94, vch#405266-406223, 11/16/93-12/8/93 Batches #281-325	Sch. 1908, Item 10 disposal 7/01/2001
8	Vouchers FY94, vch#406225-407035, 12/8/93-12/21/93 Batches #326-360	Sch. 1908, Item 10 disposal 7/01/2001
9	Vouchers FY94, vch#407036-407925, 12/21/93-01/26/94 Batches #361-405	Sch. 1908; Item 10 disposal 7/01/2001
10	Vouchers FY94, vch#407926-408786, 01/26/94-02/15/94 Batches #406-445	Sch. 1908; Item 10 disposal 7/01/2001
11	Vouchers FY94, vch#408787-409725, 02/15/94-3/03/94 Batches #446-490	Sch. 1908; Item 10 disposal 7/01/2001
12	Vouchers FY94, vch#409726-410655, 3/4/94-3/29/94 Batches #491-539	Sch. 1908, Item 10 disposal 7/01/2001

(Continued on the next page)

*Handwritten initials and date:*  
9-26-00

Department of General Services  
P.O. Box 275, Jessup, MD 20794  
RECORDS TRANSMITTAL AND RECEIPT  
(Continued)

- A. Agency: Anne Arundel Community College  
B. Division/Unit: Business Office/Accounts Payable  
C. Address: 101 College Parkway  
Arnold, MD 21012  
D. Phone No.: (410) 541-2227  
E. Agency Official: Arthur Glass, Controller

2. Box No.	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
13	Vouchers FY94, vch#410656-411528, 3/29/94-4/18/94, Batches #540-580	Sch. 1908; Item 10 disposal 7/01/2001
14	Vouchers FY94, vch#411529-412414, 4/19/94-5/4/94, Batches #581-620	Sch. 1908; Item 10 disposal 7/01/2001
15	Vouchers FY94, vch#412415-413320, 5/4/94-5/23/94 Batches #621-660	Sch. 1908; Item 10 disposal 7/01/2001
16	Vouchers FY94, vch#413321-414189, 5/24/94-6/9/94 Batches #661-704	Sch. 1908; Item 10 disposal 7/01/2001
17	Vouchers FY94, vch#414190-414953, 6/9/94-6/23/94 Batches #705-740	Sch. 1908; Item 10 disposal 7/01/2001
18	Vouchers FY94, vch#414954-415471, 6/23/94-6/30/94 Batches #741-766, and vch#86105-95881, Batches R93195-R94180	Sch. 1908; Item 10 disposal 7/01/2001 disposal 7/01/2001

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. Anne Arundel Community College		ACCESSION NO.  01W144	DATE REC'D 9-27-00
B. DIVISION/UNIT Purchasing Office/Finance Department			RM CODE 28-03-02
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) 20 13	NO. OF CU. FT. 7
D. PHONE NO. (410) 541-2237- Mr. Behnken, Director (410) 541-2549- Records Mgr.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Stanley Behnken, Dir. Purchasing		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.	Purchase Orders, FY95, 7/01/94-6/30/95, #000000 - 001150	Sch. 1910; Item 2 disposal 7/01/2001
2	Purchase Orders, FY95, 7/01/94-6/30/95, #001151 - 002700	Sch. 1910; Item 2 disposal 7/01/2001
3	Purchase Orders, FY95, 7/01/94-6/30/95, #002701 - 004350	Sch. 1910; Item 2 disposal 7/01/2001
4	Purchase Orders, FY95, 7/01/94-6/30/95, #500001 - 501000	Sch. 1910; Item 2 disposal 7/01/2001
5	Purchase Orders, FY95, 7/01/94-6/30/95, #501001 - 502150	Sch. 1910; Item 2 disposal 7/01/2001
6	Purchase Orders, FY95, 7/01/94-6/30/95, #502151 - 503350	Sch. 1910; Item 2 disposal 7/01/2001
7	Purchase Orders, FY95, 7/01/94-6/30/95, #503351 - 504300	Sch. 1910; item 2 disposal 7/01/2001

*DISPOSAL  
9/29/01*

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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. Anne Arundel Community College		ACCESSION NO.  01W199	DATE REC'D 10-10-00
B. DIVISION/UNIT Business Office/Payroll		RM CODE 28-03-02	
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) 14 4	NO. OF CU. FT. 1
D. PHONE NO. (410) 541-2227, Mr. Glass (410) 541-2549, Records Retention		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Arthur Glass, Controller		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 Disbursements FY1994, 7/1/1993-6/30/1994, Daily Cash Disbursements Listing ADO-018(now FBD) Daily Journal Entries Listing ADO-019.	Sch. 1908; Item 27 disposal 7/2001	
		DIT/OTAC 9-29-01	



# 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 Higher Education Commission	ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">95W1054</span>	DATE REC'D. <span style="font-size: 1.5em; font-family: cursive;">2-27-95</span>
<b>B. DIVISION/UNIT</b> State Scholarship Administration	RM CODE <span style="font-size: 1.5em; font-family: cursive;">28.04</span>	
<b>C. MAILING ADDRESS</b> 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <span style="font-size: 1.5em; font-family: cursive;">105 18</span>	NO. OF CU. FT. <span style="font-size: 1.5em; font-family: cursive;">16</span>
<b>D. PHONE NO.</b> (410) 974-5370	RECORDS CENTER MANAGER	
<b>E. AGENCY OFFICIAL</b> Cis Whittington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<span style="font-size: 2em; font-family: cursive;">C</span>  1  2  3  4  5  6	<p>General State Scholarship Program (AY1993- 1994)</p> <p><u>Packaging Report</u></p> <p>Districts 01 - 37</p> <p>Districts 38-47 Final Funding Final Packaging</p> <p><u>Miscellaneous</u></p> <p>.Start Up .Late Awards .UMCP Submissions ."T" Rosters</p> <p>.Part-Time Applicant/Packaging Code .Senatorial Renewals .Need Manual .Tape Loads</p> <p>Final Edits</p> <p>Correspondence - Student Appeal Letters</p>	<p>Schedule 1206A-1 Item #1 Disposal Date: 07/01/2001</p> <div style="font-size: 2em; font-family: cursive; transform: rotate(-15deg); position: absolute; bottom: 20px; right: 20px;">                         Disposal 10/26/95                     </div>

Verifications - Alphabetically

- 7 A - C  
8 D - I  
9 J - McRae  
10 Meas - Robosson  
11 Rodas - Zinn

Award Rosters

- 12 First Run: Legislative Districts 01-28  
13 First Run: Legislative Districts 29-47  
General State Scholarship Processing Binder

Tracking Letters - Alphabetically

- 14 A - H  
15 I - S  
16 T - Z  
Incorrect Student Information  
Returned Undeliverable Mail

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO. <b>96W 296</b>	DATE REC'D <b>9-21-95</b>
B. DIVISION/UNIT State Scholarship Administration		RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <b>71 23</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p><b>B</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>	<p>Delegate Scholarship Program (AY1991-1992 through AY1994-1995)</p> <p>Student Files in Alphabetical order by District</p> <p>Districts 01 - 06</p> <p>Districts 07 - 11</p> <p>Districts 12 - 15</p> <p>Districts 16 - 23</p> <p>Districts 24 - 29</p> <p>Districts 30 - 34</p> <p>Districts 35 - 39</p> <p>Districts 40 - 44</p> <p>Districts 45 - 47</p> <p>General Correspondence</p>	<p>Schedule 1206A-1 Item #1 Disposal Date: 07/01/2001</p> <p><i>Disposal 9-29-95</i></p>

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Md. Higher Ed. Comm.		Accession No.  99W121	Date Rec'd 8-26-98
B. Division/Unit Scholarship Division		Location Range Section(s) 17 33	RM Code 28.04
C. Mailing Address 16 Francis St Annapolis MD 21401			No. of Cu. Ft. 3
D. Phone No. 410-974-2471 ext. 184		Records Center Manager	
E. Agency Official Park M.R.C.		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
1-3	Delegate Rosters (F495)	Schedule 1831 Item 3F Disposal Date June, <del>1999</del> 2001 July 2001  P. P. P. A. U 9-29-01

RECORDS TRANSMITTAL AND RECEIPT

E

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

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D 8-26-98
B. DIVISION/UNIT State Scholarship Administration		99W122	RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 41 27	NO. OF CU. FT. 2
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		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	Billing Rosters for all State Scholarship Programs for AY95-96  Listed in Department of Education (DOE) School Code Order  Session 9603: 001050 - 00T001 Session 9602: 001050 - M03512	Schedule 4831-A-1973 Item #1 Disposal Date: 07/01/2001  <i>Disposal</i> <i>9/27/01</i>	

**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**

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT State Scholarship Administration		99W123	8-26-98
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 1 16	RM CODE 28.04 NO. OF CU. FT. 1
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
L 1	Distinguished Scholar Program (AY91-92) Talent  Student Awards	Schedule <del>1831</del> -A 1973 Item #1 Disposal Date: 07/01/2001  <i>9-26-01</i>	

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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

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. <b>00W454</b>	DATE REC'D <b>10-13-99</b>
B. DIVISION/UNIT State Scholarship Administration			RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) <b>12 10</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerrie Ohrmann		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
X  1.  2.	General Correspondence 1996-97 (JB)  A - J  K - Z	Schedule 1973 Item #1 Disposal Date: 07/01/2001  <i>Disposal 9-27-99</i>

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**

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. <b>00W 459</b>	DATE REC'D <b>10-13-99</b>
B. DIVISION/UNIT State Scholarship Administration			RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) <b>40 13</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerrie Ohrmann		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	Distinguished Scholar Program (Talent)	Schedule 1973
	Alpha by School	Item #1
		Disposal Date: 07/01/2001
1	A - P June 1991	
2	P - W June 1991	
	A - W June 1990	

*Disposal  
9-29-01*

**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

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO. <b>00W 461</b>	DATE REC'D <b>10-13-99</b>
B. DIVISION/UNIT State Scholarship Administration		RM CODE <b>28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <b>40 13</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerrie Ohrmann	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
C  1  2  3	<p>Distinguished Scholar Program ( Achievement) Student Files Awarded - Alpha AY94 - AY97</p> <p><u>Achievement</u> Applied 1992 Graduated 1997 A - Mc (9400)</p> <p>Applied 1992 Graduated 1997 Me - Z (9400)</p> <p><u>Talent</u> High Schools - Alpha School Nominations forms, Judges evaluation sheets, Judges decision sheets</p>	<p>Schedule 1973 Item #1 Disposal Date: 07/01/2001</p> <p><i>DISPOSAL E. J. G. J.</i></p>



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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Md. Higher Education Commission	Accession No. 99W118	Date Rec'd 8-26-98 RM Code 28.04
B. Division/Unit Management Services	Location Range                      Section(s) 37                          11	No. of Cu. Ft. 2
C. Mailing Address 16 Francis St. Annapolis MD 21401	Records Center Manager	
D. Phone No. 410-974-2971 ext. 184	<b>To Be Completed At  State Records Management Center</b>	
E. Agency Official C. M. Rick		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	Purchase Orders (F496)	Schedule 1885 Item 1E Disposal Date June 2001 July
2	Certificate of Deposits (F496)	Schedule 1885 Item 1A Disposal Date June 2001 July 2006 <i>[Signature]</i> <i>[Signature]</i>



# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> Dept. of Environment, 39.01.01	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">91W 938</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">3-8-91</div>
<b>B. DIVISION/UNIT</b> Attorney General's Office (Pam Marks)	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">31.09</div>	
<b>C. MAILING ADDRESS</b> 2500 Broening Highway Baltimore MD 21224 631-3502	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 2em; font-family: cursive;">33              21</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">9</div>
<b>D. PHONE NO.</b> see above	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> John Starkloff, 631-3070	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., 2 DISPOSAL DATE
Set 2, Boxes 1 thru 5	State of Maryland v. Casolo, Civil Action No. 86-CA-4484	1251      Item No. 2
Set 2, Box 6	OFFICE OF ENVIRONMENTAL PROGRAMS, HAZARDOUS WASTE CASE FILES: American Cooperate & Steel Drum Co. Atlantic Recovery Systems Athey Paint Co. Bethehem Steel <u>American Recovery, Sparrows Point</u> <u>Browning-Ferris Ind., Norris</u> Browning-Ferris Ind., Solley Rd. Landfill Conrail Chemical Metals, Inc., Inc. CSX Resources, Inc. Delmarva Power & Light Dundalk Marine Terminal	DISPOSAL DATE JULY 2001
Set 2, Box 7	Fairchild Keystone Landfill	<div style="font-size: 4em; font-family: cursive;">                         91W 938                          ↓                          902901                     </div>
Set 2, Box 8	FMC Hawkins Point <u>Harris v. Eichbaum</u> Hazardous Waste Regulations	
Set 2, Box 9	Monsey Products Co. Multichem Corp. Peck Iron & Metal Pepco v. Sachs SCM Safety Clean Texas Eastern Transmission Corp. Hazardous Waste Regulations	
	<i>pulled - Pam is keeping</i> <i>pulled + given to Paul O'Connell</i> <i>Pleading files pulled</i>	



**RECORDS TRANSMITTAL AND RECEIPT**

**E**

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Maryland Dept. of the Environment Water Management Administration		<b>Accession No.</b> 95W186	<b>Date Rec'd</b> 8-10-94
			<b>RM Code</b> 31.11
<b>B. Division/Unit</b> Inspection and Compliance Program		<b>Location</b> Range      Section(s)	<b>No. of Cu. Ft.</b>
<b>C. Mailing Address</b> 2500 Broening Highway Building 30 Baltimore, MD 21224		103      23	36
<b>D. Phone No.</b> (410) 631-3532		<b>Records Center Manager</b>	
<b>E. Agency Official</b> John Starkloff / Debbie Rodney		<b>To Be Completed At</b> State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
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0001	Item No. 1: State and Local Approval Files  File series contains approved plans; all inspection reports concerning sediment and erosion control and stormwater management; all correspondence pertaining to a particular project; photos documenting violations; etc.	Sched. #1537	
0002		Item #1	
0003		July 2001	
0004			
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0006			
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0026			

*[Handwritten signature and initials]*

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Maryland Dept. of the Environment Water Management Administration	<b>Accession No.</b> <span style="font-size: 2em;">976281</span>	<b>Date Rec'd</b> <span style="font-size: 1.5em;">9-5-96</span>
<b>B. Division/Unit</b> Inspection and Compliance Program	<b>Location</b> Range                      Section(s) <span style="font-size: 1.5em;">154 12-14</span>	<b>No. of Cu. Ft.</b> <span style="font-size: 2em;">83</span>
<b>C. Mailing Address</b> 2500 Broening Highway Building 30 Baltimore, MD 21224	<b>Records Center Manager</b>	
<b>D. Phone No.</b> (410) 631-3532	<b>To Be Completed At</b> <b>State Records Management Center</b>	
<b>E. Agency Official</b> John Starkloff / Debbie Rodney		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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0001 0024	Item No. 1: State and Local Approval Files	Sched. #1537	
0002 0025		#1	
0003 0026	File series contains approved plans; all inspection reports concerning sediment and erosion control and stormwater management; all correspondence pertaining to a particular project; photos documenting violations; etc.	<span style="font-size: 1.5em;">8/96</span>  <span style="font-size: 1.5em;">7/01</span>	
0004 0027			
0005 0028			
0006 0029			
0007 0030			
0008 0031			
0009 0032			
0010 0033			BOX NUMBERS (Continued)
0011 0034			
0012 0035			0046                      0057                      0068
0013 0036	0047                      0058                      0069		
0014 0037	0048                      0059                      0070		
0015 0038	0049                      0060                      0071		
0016 0039	0050                      0061                      0072		
0017 0040	0051                      0062                      0073		
0018 0041	0052                      0063                      0074		
0019 0042	0053                      0064                      0075		
0020 0043	0054                      0065                      0076		
0021 0044	0055                      0066                      0077		
0022 0045	0056                      0067                      0078		



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

E

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Maryland Dept. of the Environment Water Management Administration		<b>Accession No.</b> 94W488	<b>Date Rec'd</b> 10-15-93
<b>B. Division/Unit</b> Inspection and Compliance Program		<b>Location</b> Range                      Section(s) 115                      10	<b>RM Code</b> 31.11
<b>C. Mailing Address</b> 2500 Broening Highway Building 30 Baltimore, MD 21224		<b>No. of Cu. Ft.</b> 1	
<b>D. Phone No.</b> (410) 631-3532		<b>Records Center Manager</b>	
<b>E. Agency Official</b> John Starkloff / Debbie Rodney		<b>To Be Completed At</b> <b>State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
0017	<b>Item No. 2: Civil Penalty Files</b>  File series contains original Field Investigation Reports, demand letters, civil penalties, photographs, site complaints, correspondence documenting violations, consent orders, etc.	Sched. #1537 Item #2 <del>September, 2000</del> 1/01 Disposal 10-9-01



Department of General Services  
P.O. Box 275, Jessup, MD 20794 (Telephone 799-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries.

<b>A. Agency</b>  1. Maryland Department of the Environment	<b>Accession No.</b>  00W1291	<b>Date Rec'd</b> 6-9-00 <b>RM Code</b> 31.11
<b>B. Division/Unit</b>  Water Management Administration Director's Office	<b>Location Range Section(s)</b>  35 15	<b>No. of Cu. Ft.</b>  2
<b>C. Mailing Address</b>  2500 Broening Highway Baltimore MD 21224	<b>D. Phone No.</b>  (410) 631-3512 Fax No. (410) 631-4894	
<b>E. Agency Official</b>  Mark Wells	<b>To Be Completed At  State Records Management Center</b>	
<b>2. Box Numbers</b>	<b>3. Description of Records With Inclusive Dates</b>	<b>4. Disposal Authority Schedule, Item No., Disposal Date</b>
3 - 4	1995 Governor & Secretarial Referrals	Schedule # 2091, Item # 1, Disposal Date - <del>June</del> 2001 July

DGS 550-5 (Rev. 12/88)

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

Figure 6

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