

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W162	Small & Medium Scales Reports	1679	2	1994	10	1/2002	RECYCLE

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

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ Records Center Manager \_\_\_\_\_ June 30, 2002  
 Signature Title Date

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1.  Maryland Department of Agriculture	Accession No.	Date Rec'd 8-27-99
	00W162	RM Code 01.01
B. Division/Unit Weights & Measures Section	Location Range          Section(s)	No. of Cu. Ft.
C. Mailing Address 50 Harry S Truman Parkway Annapolis, MD 21401	65          14	10
D. Phone No. (410) 841-5900	Records Center Manager	
E. Agency Official Brenda C. Hatridge	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
	1994	

1	Small and Medium scales reports-Allegany & Baltimore City	1679 (2) 1-1-02
2	small & medium scales reports-Calvert - PG	1679 (2) 1-1-02
3	small & medium scales reports-Queen Anne - Worcester	1679 (2) 1-1-02
4	large, livestock & state Police scales-all counties	1679 (2) 1-1-02
5	standard package reports - A-Z	1679 (4) 1-1-02
6	random package reports-Allegany - Kent	1679 (4) 1-1-02
7	random package reports-Montgomery - Worcester	1679 (4) 1-1-02
8	small LMD reports- Harford - Worcester	1679 (2) 1-1-02
9	LPG, VTM & Rack meter reports-all counties	1679 (2) 1-1-02
10	small LMD reports- Allegany - Garrett	1679 (2) 1-1-02

*Handwritten signature and date:*  
4-25-02



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 Agriculture	<b>Accession No.</b> 98W253	<b>Date Rec'd</b> 10-3-97  <b>RM Code</b> 01.01
<b>B. Division/Unit</b> Weights and Measures Section	<b>Location</b> Range          Section(s) 10              6	<b>No. of Cu. Ft.</b> 8
<b>C. Mailing Address</b> 50 Harry S Truman Parkway Annapolis, MD 21401	<b>Records Center Manager</b>	
<b>D. Phone No.</b> (410) 841-5900	<b>To Be Completed At</b> State Records Management Center	
<b>E. Agency Official</b> <i>Brenda C. Hotridge</i>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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	Weighing & Measuring Device Applications & Certificates June 1, 1995 - May 31, 1996	1679 (18) <del>6-1-99</del> 7/02
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1995 - 1996 REGISTRATION	
BOX 1	95-96 MISC REPORTS, RETURNED APPS
BOX 2	REG APPS - 5/2/95 - 5/12/95
BOX 3	REG APPS - 6/6/95 - 8/17/95
BOX 4	REG APPS - 8/2/95 - 4/1/96 & INITIAL MAILING LIST
BOX 5	REG APPS - 5/15/95 - 5/22/95
BOX 6	REG APPS - 5/23/95 - 6/5/95
BOX 7	REG CERTS
BOX 8	REG CERTS

7/02  
-2502

01.01	MDAG
	Reporting Agency
	Agricultural Fair Board - Marketing
	Division or Unit

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

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W397	Correspondence for the Maryland Agricultural Fair Board	0936	20	1988 - 1993	14	7/2002	RECYCLE

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

Charlie P Lopez	Records Center Manager	December 30, 2002
Signature	Title	Date

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND DEPT. OF AGRICULTURE		ACCESSION NO. <b>98W397</b>	DATE REC'D <b>10/31/97</b>
B. DIVISION/UNIT AGRICULTURAL FAIR BOARD - MARKETING			RM CODE <b>01.01</b>
C. MAILING ADDRESS 50 Harry S. Truman Parkway Annapolis, MD 21401		LOCATION RANGE SECTION(S) <b>37 18</b>	NO. OF CU. FT. <b>14</b>
D. PHONE NO. 410-841-5900		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda Hatridge		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<b>Correspondence for the Maryland Agricultural Fair Board.</b> MD 4-H Foundation 91-92; Fair Board Reports 1988-89; MD FFA History - 1992; MD FHA 1990-92; Md Pork Expo 1990-92; Md Make It With Wool 1990-92; Shorthorn Assn. 1990-92; MD Sheep & Wool History 1992;	936-20 July 2002 DISPOSAC 11/26/02
2	<b>Correspondence for the Maryland Agricultural Fair Board.</b> History - 1993... Caroline Fair; Carroll Co; Cecil Co. Fair; Charles Co. Fair; Clear Spring Comm Show; Damascus; Dorchester; Eastern Natl. Livestock; 4-Horse Jamboree; 4-H Spring Project; 4-H Spring Show, Eastern Show -- So. Md.	936-20 July 2002
3	<b>Correspondence for the Maryland Agricultural Fair Board.</b> History - 1992... Md Beekeeper; State Fair; PDCA 1990-92; Middletown Braddock; Montgomery Co.; Poolesville Comm. Show; PG Co. Fair; Queen Anne's Co.; Somerset Co. Fair;	936-20 July 2002
4	<b>Correspondence for the Maryland Agricultural Fair Board.</b> History - 1992... Garrett Co.; Glade Valley; Great Frederick; Hancock Comm. Show; Harford Co.; Great Pocomoke Fair; Hereford Jr. Farm Fair; Howard Co. Fair; Kent Co.; Linganore; Md Ag Education Foundation; Md Ag Exhibit; Md Ag Week at the Mall; Md Food Pavilion	11 4

5           **Correspondence for the Maryland Agricultural Fair Board.**  
Files include from History - 1992  
St. Mary's Co; Md State Grange; Talbot County; Thurmont/  
Emmittsburg; Wacohu Comm. Show; Washington Co. Ag;  
Wicomoco Farm & Home Program; Worcester Co.;  
Md Ag Education FY'93; Allegany Ag Expo; Anne Arundel Co.;  
Atlantic Natl. Angus; Ballenger Grange; BA 4-H Fair;  
Brunswick Comm. Show.

6           **Correspondence for the Maryland Agricultural Fair Board.**  
Files include from History - 1992

7-13       **Correspondence for the Maryland Agricultural Fair Board.**  
Files include from History - 1992

14

- do -

Page 2 of 2

Maryland Dept. of Agriculture  
Agricultural Fair Board  
50 Harry S. Truman Parkway  
Annapolis, MD 21401  
(410-841-5770)

Brenda Hatridge, Agency Official  
410-841-5900

R-37

S-18

28 Empty's

R-37 S-18-19

**RECEIVED.**

JUL 8 1997

**RECORDS MANAGEMENT  
DIVISION**



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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W1310	Closed Personnel / Medical Files	2084	1 & 2	1991	2	1/2002	RECYCLE

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

Charlie P Lopez  
Signature
Records Center Manager  
Title
June 30, 2002  
Date

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> <b>1. Assessments &amp; Taxation</b>		<b>ACCESSION NO.</b> 00W1310	<b>DATE REC'D.</b> 6-12-00
<b>B. DIVISION/UNIT</b> Personnel Division		<b>LOCATION RANGE SECTION(S)</b> 6 23	<b>RM CODE</b> 02.02
<b>C. MAILING ADDRESS</b> 301 W. Preston Street, Room 808 Baltimore, MD 21201		<b>NO. OF CU. FT.</b> 2	
<b>D. PHONE NO.</b> (410) 767-1140		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> John Flynn		<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	Closed 1991 Personnel/ Medical Files	2084 1&2 1/1/2002  <i>DISPOSAL</i> <i>2/23/04</i> <i>DS</i>	

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W1250	Personal Property	1181	1	1997	64	7/2002	RECYCLE

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

_____ <b>Charlie P Lopez</b> Signature	_____ <b>Records Center Manager</b> Title	_____ <b>December 30, 2002</b> Date
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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>SDAT</i>		ACCESSION NO. <i>00W1250</i>	DATE REC'D
B. DIVISION/UNIT <i>Assessment + Taxation</i>		LOCATION RANGE SECTION(S) <i>158 21-22</i>	RM CODE <i>02.01</i>
C. MAILING ADDRESS		NO. OF CU. FT. <i>64</i>	RECORDS CENTER MANAGER
D. PHONE NO.		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL			
2. BOX NUMBERS <i>212 -</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>SDAT - FY-1997</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>7/2002</i>  <i>DISPOSAL</i> <i>3-31-04</i>	

AGENCY HOLDINGS IN RECORDS CENTER

ACCESSION NO.	NO.	CUBIC FEET	RANGE	SECTIONS	SCHEDULES	ITEMS	DISP
** RECORD MANAGEMENT CODE 02.01							
<del>00W1250</del>	<del>211</del>	<del>163</del>	<del>13-20</del>	<del>1181</del>	<del>1</del>	<del>1</del>	<del>7/02</del>
00W1250	64	158	21-22	1181	1	1	7/02
<del>01W0115</del>	<del>146</del>	<del>115</del>	<del>04-08</del>	<del>1181</del>	<del>1</del>	<del>1</del>	<del>7/02</del>
02W1234	250	146	19-25	1181	2	2	7/04
02W1234	50	149	03-04	1181	1	1	7/04
03W0278	130	145	23-26	1181	1	1	7/04
03W0278	53	119	05-06	1181	1	1	7/04
04W0246	276	148	11-17	1181	1	1	7/05
04W0246	74	148	23-24	1181	1	1	7/05
04W0247	198	152	17-22	1181	1	1	7/05
** Subtotal **		1452					
*** Total ***		1452					

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
99W257	Reimbursement Request / Health Care Spending Account Files	1631	1	1994	32	1/2002	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2002
_____ Signature	_____ Title	_____ Date

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Department of budget and Management	<b>Accession No.</b> 99W257	<b>Date Rec'd</b> 10-28-98
<b>B. Division/Unit</b> EBD-Fiscal Management Division	<b>Location</b> Range                      Section(s) 6                              19-20	<b>RM Code</b> 03.02
<b>C. Mailing Address</b> 301 W. Preston Street-Room 509 Baltimore, MD 21201	<b>No. of Cu. Ft.</b> 32	
<b>D. Phone No.</b> (410) 767-4691	<b>Records Center Manager</b>	
<b>E. Agency Official</b> lexius O. Bishop	<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			
	<u>REIMBURSEMENT REQUEST/HEALTH CARE SPENDING ACCOUNT FILES</u>				
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><u>CASE NUMBERS</u></th> <th style="width: 20%;"><u>DATES</u></th> <th style="width: 50%;"><u>DISPOSAL DATE</u></th> </tr> </thead> </table>	<u>CASE NUMBERS</u>	<u>DATES</u>	<u>DISPOSAL DATE</u>	Schedule #1631 Item No. 1  Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy <i>July</i> <i>Jan. 2002</i>  <del><i>Disposed</i></del> <i>3/02</i>
<u>CASE NUMBERS</u>	<u>DATES</u>	<u>DISPOSAL DATE</u>			
1	0001 - 1028	1994			
2	1029 - 1913	1994			
3	1914 - 2720	1994			
4	2721 - 3494	1994			
5	3495 - 4222	1994			
6	4223 - 4985	1994			
7	4986 - 5697	1994			
8	5698 - 6355	1994			
9	6356 - 6980	1994			
10	6981 - 7569	1994			
11	7570 - 8246	1994			
12	8247 - 8847	1994			
13	8848 - 9473	1994			
14	9474 - 096A	1994			
15	097A - 766A	1994			
16	767A - 372B	1994			
17	373B - 053C	1994			

DGS 550-5 (Rev. 12/88)

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

REIMBURSEMENT REQUEST/HEALTH CARE SPENDING ACCOUNT FILES

<u>BOX NUMBERS</u>	<u>CASE NUMBERS</u>	<u>DATES</u>	<u>DISPOSAL DATE</u>
18	054C - 675C	1994	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy
19	676C - 236D	1994	
20	237D - 796D	1994	
21	797D - 375E	1994	
22	376E - 938E	1994	
23	939E - 452F	1994	
24	453F - 970F	1994	
25	971F - 497G	1994	
26	498G - 988G	1994	
27	989G - 502H	1994	
28	503H - 005I	1994	
29	006I - 477I	1994	
30	478I - 960I	1994	
31	961I - 371J	1994	
32	372J - 477J	1994	



03.02.01	DBM	<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			
Employee Benefits Division Vision Plan			
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.				
01W713	Reimbursement Request Form for Vision Plan	1688	1	1996	39	1/2002	RECYCLE

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

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Charlie P Lopez Signature	Records Center Manager Title	June 30, 2002 Date
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E  
 DEPARTMENT OF GENERAL SERVICES  
 P. O. BOX (TELEPHONE 799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. <b>01W713</b>		Date Received <b>4-5-01</b> RM Code <b>03.02.01</b>
B. Division/Unit Employee Benefits Division - Vision Plan		Location Range Section <b>5 6-7</b>		No. of Cu. Ft. <b>39</b>
C. Mailing Address 301 West Preston Street - Room 510 Baltimore, Maryland 21201		Records Center Manager		
D. Phone 410-767-1248		To Be Completed At State Records Management Center		
E. Agency Official Judy Slater				
2. Box Number	3. Description of Records With Inclusive Dates		4. Disposal Authority Schedule, Item No. Disposal Date	
	REIMBURSEMENT	REQUEST FORMS FOR	VISION SERVICES	Schedule #1688 Item No. 1
	<u>Vision Number</u>	<u>Dates</u>	<u>Disposal Date</u>	Retain for 5 years, then destroy
1 ✓	8856 - 8945	1996		<b>Jan. 2002</b>  <b>Disposal</b> <b>3-02</b>
2 ✓	8946 - 8999	1996	Retain for 5 years	
3 ✓	9000 - 9092	1996		
4 ✓	9093 - 9191	1996		
5 ✓	9192 - 9299	1996		
6 ✓	9300 - 9414	1996		
7 ✓	9415 - 9529	1996		
8 ✓	9530 - 9627	1996		
9 ✓	9628 - 9741	1996		
10 ✓	9742 - 9842	1996		
11 ✓	9843 - 9949	1996		
12 ✓	9950 - 0049	1996		
13 ✓	0050 - 0139	1996		
14 ✓	0140 - 0229	1996		
15 ✓	0230 - 0325	1996		
16 ✓	0326 - 0420	1996		
17 ✓	0421 - 0505	1996		
18 ✓	0506 - 0605	1996		
19 ✓	0606 - 0701	1996		
20 ✓	0702 - 0788	1996		
21 ✓	0789 - 0875	1996		
22 ✓	0876 - 0984	1996		
23 ✓	0985 - 1075	1996		
24 ✓	1076 - 1123	1996		
25 ✓	1124 - 1210	1996		

DEPARTMENT OF GENERAL SERVICES  
P. O. BOX (TELEPHONE 799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

REIMBURSEMENT REQUEST FORMS FOR VISION SERVICES

<u>Box Number</u>	<u>Vision Number</u>	<u>Dates</u>	<u>Disposal Date</u>
26 ✓	1211 - 1300	1996	Retain for 5 years then destroy
27 ✓	1301 - 1390	1996	
28 ✓	1391 - 1480	1996	
29 ✓	1481 - 1570	1996	
30 ✓	1571 - 1660	1996	
31 ✓	1661 - 1750	1996	
32 ✓	1751 - 1840	1996	
33 ✓	1841 - 1930	1996	
34 ✓	1931 - 2020	1996	
35 ✓	2021 - 2100	1996	
36 ✓	2101 - 2186	1996	
37 ✓	2187 - 2268	1996	
38 ✓	2269 - 2350	1996	
39 ✓	2351 - 2429	1996	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>	Schedule No. 1688 <hr/> Page 1 of 1
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Agency Department of Budget and Management	Division/Unit Employee Benefits Division
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Item No.	Description	Retention
1.	State of Maryland Vision Claim Forms:  These files are 1996 State Employees' and Retirees' Vision Service Forms listing provided vision services. Itemized bills might be attached to each file.	Retrain for 5 years, then destroy.

Schedule Approved by Department, Agency, Or Division Representative.  
 Date 1/10/2001  
 Signature *Diane D. Bell*  
 Typed Name Diane D. Bell  
 Title Director of Policy and Planning

Schedule Authorized by State Archivist  
 Date \_\_\_\_\_  
 Signature \_\_\_\_\_

Instructions - Type or Print a separate form for each new or revised record series. Forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P. O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency Department of Budget and Management		2. Division Employee Benefits Division - Vision Program		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Reimbursement Vision Service Forms				5. Earliest Year/Latest Year 1996 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  State employees and retirees Vision Service Forms listing provided vision services. Itemized bills might be attached to each form. Vendor/Employees/Retirees submit these forms to obtain reimbursement for eye exam, glasses or contact lenses.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. Volume  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____	
				10. Annual Accumulation  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____	
11. File Is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After  <u>Five (5)</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street Room 510			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independents		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Five (5) Years		
19. Name and Title of Preparer Anne M. Seek, Benefits Administrator		20. Telephone Number (410) 767-4690		21. Date 02/28/2000	

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
97W655	Sales & Use Tax Reports	1836	4	1995	87	1/2002	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2002</u> Date
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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. Comptroller of the Treasury		ACCESSION NO. <b>97W655</b>	DATE REC'D <b>12-19-96</b>
B. DIVISION/UNIT Compliance Division			RM CODE <b>05.02</b>
C. MAILING ADDRESS 301 West Preston St., Rm. 203 Baltimore, MD 21201-2383		LOCATION RANGE SECTION(S) <b>19 25-27</b>	NO. OF CU. FT. <b>87</b>
D. PHONE NO. (410) 767-1346		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lyle R. Mountan Fiscal Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 thru 87	Sales & Use Tax Reports - Monthly Jan. 1995 thru December 1995 Batch Control	Schedule #1836 Item #4 Jan. 2002  <i>Disposal 3/29/02</i>

R-19

*[Signature]*

S-25-~~26~~-27

33 EMPTY

S-27-28



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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W224	506 ' s	1786	25	1995	209	1/2002	RECYCLE
98W415	1 Refile	1786	31	1995	99	1/2002	RECYCLE
98W418	W-2's	1786	30	1995	221	1/2002	RECYCLE
99W497	Amended W-2's	2055	23	1996	277	1/2002	RECYCLE
99W518	Fiduciary	2055	28	1997	93	1/2002	RECYCLE
99W520	502' s	2055	28	1996	136	1/2002	RECYCLE
00W625	Doc Loc Returns	2055	28	1999	3021	1/2002	RECYCLE
00W1060	Doc Loc Returns	2071	28	1999	444	1/2002	RECYCLE
01W400	Sales & Use Tax	2071	34	1999	86	1/2002	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2002</u> Date
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DGS 550-2 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-789-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

**E**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO. 98W 224	DATE REC'D <b>2-27-98</b>
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) <b>45 15-20</b>	NO. OF CU. FT. <b>209</b>
D. PHONE NO. 410-974-3029		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Florence McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1995	506's	
209 boxes		Sch. #1786 Item # 25 Jan. 2002  Disposal 2/3/98

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. COMPTROLLER OF THE TREASURY		ACCESSION NO.  98W 415	DATE REC'D <b>2-27-98</b>
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) <b>141 22-24</b>	NO. OF CU. FT. <b>99</b>
D. PHONE NO. 410-974-3020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FLORENCE MCINTYRE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	I REFILE  <b>99 Boxes</b>	<b>1786</b> <b>#31</b> <b>Jan 2002</b>

*DISPOSAL*  
*2-5-02*

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. COMPTROLLER OF THE TREASURY		ACCESSION NO.	DATE REC'D <b>3-5-98</b>
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION		98 W 418	RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) <b>** ( SEE BELOW ) **</b>	NO. OF CU. FT. <b>221</b>
D. PHONE NO. 410-974-3020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FLORENCE MCINTYRE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	W2'S 1995	
	<p><b>219 Boxes</b></p> <p><b>** LOCATION **</b></p> <p>Boxes 1 - 124 Range- 165 Sections 1 - 3 *Extra Boxes #103A, #184A Boxes 125 - 203 Range- 123 Sections 11 - 13 Boxes 204 - 219 Range -141 Sections 24</p> <p><i>DONE</i></p>	<p>1786</p> <p>#30</p> <p>Jan 2002</p>

*DISPOSAL 2-5-02*

R165 S1-3 Bxs 1-124

~~R21 S21-23 Bxs 126-209~~

R123 S11-13 Bxs- 125 - 203

103A

R141 S24 Bxs 204 - 219 (E-2)

184 A

103 A

184 A

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. Comptroller of the Treasury		ACCESSION NO.  99W497	DATE REC'D 3-9-99	
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05.06	
C. MAILING ADDRESS 110 Carroll Street Annapolis, MD 21411		LOCATION RANGE SECTION(S) 157 7-13		NO. OF CU. FT. 277
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Florence McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
1-A, 2-A 3-A 4A, 4B  1-215 350-393	1996 W-2's (Amended) (W2-Boxes) 5 yrs 137, 137A-186, 186-A 379, 379-A - 380, 380-A 384, 384-A, B, C - 386, 386-A, B, C 391, 391-A, B	2055 # 23  Jan. 2002  * Missing 216- <del>849</del> 2408		

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>Comptroller of the Treasury</b>		ACCESSION NO. 99W518	DATE REC'D <b>3-9-99</b>
B. DIVISION/UNIT Revenue Administration Division			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll Street Annapolis, MD 21411		LOCATION RANGE SECTION(S) <b>68 5-7</b>	NO. OF CU. FT. <b>93</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Florence McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
93  54 54 A	1997 Fiduciary	Sche. # 2055 Item # 28  Jan. <del>2000</del> 2002  <i>[Signature]</i> 2-6-02	

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. <b>Comptroller of the Treasury</b>		ACCESSION NO. <b>99W520</b>	DATE REC'D <b>3-9-99</b>
B. DIVISION/UNIT <b>Revenue Administration Division</b>			RM CODE <b>05.06</b>
C. MAILING ADDRESS <b>110 Carroll Street Annapolis, MD 21411</b>		LOCATION RANGE SECTION(S) <b>20 29-32</b>	NO. OF CU. FT. <b>136</b>
D. PHONE NO. <b>410-260-7020</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Florence McIntyre</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <b>136</b>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <b>502 EL's 1996</b>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <b>Sche. # 2055 Item. # 28 Jan. 2000 2002</b>	
		<i>[Handwritten Signature]</i> <b>2/2002</b>	



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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. <b>00W625</b>	DATE REC'D <b>2-10-00</b>
B. DIVISION/UNIT Revenue Administration Div.			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) <b>** (SEE BELOW) **</b>	NO. OF CU. FT. <b>3021</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F.G. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3019	1999 Doc Loc Returns Part 1	Sche. # 2055 Item # 28 Jan. 2002
3020	3099088256000 thru 3099088262099	
3021	3099125017000 thru 3099125024099	
	<b>** LOCATION**</b>  BOXES - 1 - 1470 RANGE - 44 SECTION 1 - 35 BOXES 1471 - 2000 RANGE - 45 SECTION 1 - 13 BOXES 2001 - 3021 RANGE - 24 SECTION 1 - 25	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. <b>00W625</b>	DATE REC'D <b>2-10-00</b>
B. DIVISION/UNIT Revenue Administration Div.			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) <b>** (SEE BELOW) **</b>	NO. OF CU. FT. <b>3021</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F.G. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
3019  3020 3021	1999 Doc Loc Returns  Part 1 3099088256000 thru 3099088262099 3099125017000 thru 3099125024099  <u>** LOCATION**</u>  BOXES - 1 - 1470 RANGE - 44 SECTION 1 - 35 BOXES 1471 - 2000 RANGE - 45 SECTION 1 - 13 BOXES 2001 - 3021 RANGE - 24 SECTION 1 - 25	Sche. # 2055 Item # 28 Jan. 2002  <b>DONE</b> <b>START HERE</b>  <b>DONE</b>	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury		ACCESSION NO. <b>00W625</b>	DATE REC'D <b>2-10-00</b>
<b>B. DIVISION/UNIT</b> Revenue Administration Div.			RM CODE <b>05.06</b>
<b>C. MAILING ADDRESS</b> 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) ** (SEE BELOW) **	NO. OF CU. FT. <b>3021</b>
<b>D. PHONE NO.</b> 410-260-7020		RECORDS CENTER MANAGER	
<b>E. AGENCY OFFICIAL</b> F.G. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>	
3019  3020 3021	1999 Doc Loc Returns Part 1 3099088256000 thru 3099088262099 3099125017000 thru 3099125024099  <u>** LOCATION **</u>  BOXES - 1 - 1470 RANGE - 44 SECTION 1 - 35 BOXES 1471 - 2000 RANGE - 45 SECTION 1 - 13 BOXES 2001 - 3021 RANGE - 24 SECTION 1 - 25	Sch. # 2055 Item # 28 Jan 2002  } DISPOSAL DATE 2/14/02 START HERE	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. <b>00W625</b>	DATE REC'D <b>2-10-00</b>
B. DIVISION/UNIT Revenue Administration Div.			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) <b>** (SEE BELOW) **</b>	NO. OF CU. FT. <b>3021</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F.G. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
3019	1999 Doc Loc Returns Part 1	Sche. # 2055 Item # 28 Jan. 2002	
3020	3099088256000 thru 3099088262099		
3021	3099125017000 thru 3099125024099		
	<b>** LOCATION**</b>		
	BOXES - 1 - 1470 RANGE - 44 SECTION 1 - 35		
	BOXES 1471 - 2000 RANGE - 45 SECTION 1 - 13		
	BOXES 2001 - 3021 RANGE - 24 SECTION 1 - 25		

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER of the TREASURY		ACCESSION NO.  OOW 1060	DATE REC'D <b>10-24-00</b> RM CODE <b>05.06</b>
B. DIVISION/UNIT Revenue Administration Division		LOCATION RANGE SECTION(S)  ** (SEE BELOW) **	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		NO. OF CU. FT. <b>444</b>	
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
444  (1-444)	1999 Doc Loc Returns  <u>** LOCATION **</u>  BOXES - 1 - 342 RANGE - 23 SECTION 8 - 16 BOXES - 343 - 444 RANGE - 40 SECTION 30- 32	Sch 2071 Item #28 Disp Date 1/2002  <i>Original 2-8-02</i>

R-23

1-342

~~340 + 341~~

S-8-16

R-40

S-30-32

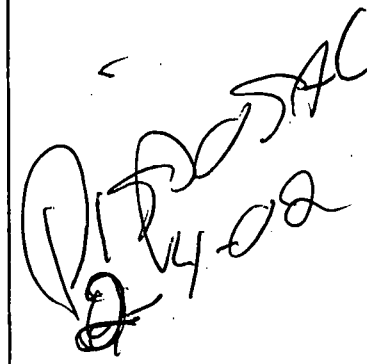
343-444

① SPEAR  
(5-32)

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. Controller of Maryland		ACCESSION NO.  01W 400	DATE REC'D 2-5-01 RM CODE 05.06
B. DIVISION/UNIT Revenue Administration Division		LOCATION RANGE SECTION(S) 160 13-15	
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		NO. OF CU. FT. 86	
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1-86 boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1999 Sales & Use Tax	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Sch 2071 Item #34 Disp. Jan. 2002	
			

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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
88W1330	Corporation Income Tax	1786	29	1982	270	1/2002	RECYCLE
90W83	Corporation Income Tax	1786	29	1982	1	1/2002	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2002</u> Date
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E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 240104 0506.01		ACCESSION NO. 88W1330	DATE REC'D 6-7-88
b) AGENCY Comptroller of the Treasury			
c) DIVISION/UNIT Income Tax - Corporation		LOCATION - RANGE 124	SECTION(S) 20-28
d) MAILING ADDRESS Maryland Income Tax Division Office of the Comptroller Carroll Street, Annapolis, Md. 21411			NO. OF CU. FT. 270
e) AGENCY OFFICIAL Joan Baker		PHONE NO. 974-3160	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)
	1982	
1	4000000-4000234	<del>Sub # 853</del> <del>Item # 28</del> Jan. 2004 1786 #29 Jan 2002 [Signature] [Signature]
2	4000267-4000500	
3	4000534-4000767	
4	4000800-4001034	
5	4001067-4001300	
6	4001335-4001599	
7	4001600-4001800	
8	4001835-4002073	
9	4002133-4002313	
10	4002342-4002570	
11	4002600-4002829	
12	4002834-4003000	
13	4003034-4003200	
14	4003234-4003400	
15	4003434-4003600	
16	4003634-4003834	
17	4003867-4004100	
18	4004134-4004334	
19	4004367-4004567	
20	4004600-4004800	
21	4004834-4005035	
22	4005069-4005235	
23	4005270-4005465	
24	4005500-4005700	
25	4005732-4005935	
26	4005970-4006170	
27	4006200-4006400	
28	4006420-4006565	
29	4006582-4006770	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1377)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p><b>A. AGENCY</b> Comptroller of the Treasury</p> <p><b>B. DIVISION/UNIT</b> Income Tax- Corporation</p> <p><b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of the Comptroller Carroll Street, Annapolis, MD 21411</p> <p><b>D. PHONE NO.</b> (301) 974-3160</p> <p><b>E. AGENCY OFFICIAL</b> Joan Baker</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <p style="text-align: center;">ACCESSION NO.</p> <p style="font-size: 2em; font-family: cursive;">90W83</p> </td> <td style="width: 40%; padding: 5px;"> <p style="text-align: center;">DATE REC'D</p> <p style="font-size: 1.5em; font-family: cursive;">8-1-89</p> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p style="text-align: center;">FM CODE</p> <p style="font-size: 1.5em; font-family: cursive;">05.06.01</p> </td> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">LOCATION</p> <p style="font-size: 1.5em; font-family: cursive;">6                      31</p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">NO. OF CU. FT.</p> <p style="font-size: 2em; font-family: cursive;">1</p> </td> </tr> </table> </td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;"> <p>RECORDS CENTER MANAGER</p> </td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;"> <p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> </td> </tr> </table>	<p style="text-align: center;">ACCESSION NO.</p> <p style="font-size: 2em; font-family: cursive;">90W83</p>	<p style="text-align: center;">DATE REC'D</p> <p style="font-size: 1.5em; font-family: cursive;">8-1-89</p>	<p style="text-align: center;">FM CODE</p> <p style="font-size: 1.5em; font-family: cursive;">05.06.01</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">LOCATION</p> <p style="font-size: 1.5em; font-family: cursive;">6                      31</p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">NO. OF CU. FT.</p> <p style="font-size: 2em; font-family: cursive;">1</p> </td> </tr> </table>	<p style="text-align: center;">LOCATION</p> <p style="font-size: 1.5em; font-family: cursive;">6                      31</p>	<p style="text-align: center;">NO. OF CU. FT.</p> <p style="font-size: 2em; font-family: cursive;">1</p>	<p>RECORDS CENTER MANAGER</p>		<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	
<p style="text-align: center;">ACCESSION NO.</p> <p style="font-size: 2em; font-family: cursive;">90W83</p>	<p style="text-align: center;">DATE REC'D</p> <p style="font-size: 1.5em; font-family: cursive;">8-1-89</p>											
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<p>RECORDS CENTER MANAGER</p>												
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>												

2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	BACK YEAR	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1		4015786-4015807  5038629-5038708  7011405-7011410	1982	<del>Sub. #883</del> <del>Item #28</del> 1/04  1786 #29 1/02  DIPTAL 2-17-88

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
99W625	Central Payroll Records	1194	10, 13, 14	FY 1999	167	7/2002	RECYCLE
00W355	Central Payroll Records	1194	6, 17, 13	FY 1999	147	7/2002	RECYCLE
00W746	Central Payroll Records	1194	6, 17	FY 1999	193	7/2002	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 30, 2002 Date
---------------------------------------	--	------------------------------------

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">99W625</div>	<b>DATE REC'D</b> 3-10-99
<b>B. DIVISION/UNIT</b> Central Payroll Bureau	<b>FM CODE</b> 05.04 01	
<b>C. MAILING ADDRESS</b> P.O. Box 1751 LLG Treasury Bldg. Annapolis, MD 21401-1751	<b>LOCATION</b> RANGE      SECTION(S) 53            25-28	<b>NO. OF CU. FT.</b>  167
<b>D. PHONE NO.</b> <del>974-3819-3651</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Gallouay</div>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-167  Total 167	FY 99  Payroll Records	1194-10,13,14  July, 2002  <div style="font-size: 1.5em; font-family: cursive; transform: rotate(-15deg);">                         Disposal                          11-25-02  </div>

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
01	Personnel Auth Bal. Sum.	CT	ALL	7/22/97 to 10/14/97
02	" " "	CT	ALL	4/1/97 to 7/8/97
03	" " "	CT	ALL	"/12/96 to 4/1/97
04	" " "	RG	ALL	7/96 to 10/96
05	DOP Transmittal	RG	34.01.01 to End.	5/9/97
06	" "	RG	21.02.00 to 34.01.01	5/9/97
07	DOP Personnel Auth. Transm.	RG	ALL	"/96 to 3/97
08	Incr. Transm. + Controls	RG	ALL	1996
09	DOP Personnel Auth. Transm.	RG	ALL	5/20/97 to 12/30/97
10	" " "	RG	ALL	8/13/96 to 5/6/97
11	Load + validate 38112 cφ 38110, 38112 II, III 38123	Um	360200	9/12/98
12	Load + validate 38110, 38112 Fm II, III 38123	}	}	9-26-98
13	Load + validate 38110, 38112 Fm II, III 38123			7-18-98
14	Load + validate 38110, 38112, 38123			8-1-98
15	Travel Reimb + 1 time deducts			8/1 - 8/15/98
16	" " "			6/16 - 6/20/98
17	Load + validate 38110, 38112 Fm II, III 38123			8/15/98

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
18	Travel Reimb + 1 time deducts	Um	360200	8/29 - 9/26/98
19	Good + validate 38110, 38112 38123	Um	360200	8/29/98
20	PTR'S	CT	340101 - 500204	6-23-98
21	"	}	290201 - 330900	8-4-98
22	"		290201 - 330900	8-18-98
23	"		340101 - end	8-4-98
24	"		340101 - end	8-18-98
25	PTR Processing		all	8-18-98
26	" "		"	6-23-98
27	" "		"	9-1-98
28	Positive Same Reports		290201 - 330900	9-1-98
29	" " "		340101 - end	9-1-98
30	" " "		290201 - 330900	6-9-98
31	" " "	290201 - 330900	7-7-98	
32	" " "	340401 - end	7-7-98	
33	" " "	340101 - end	7-21-98	
34	" " "	CT	290201 - 330900	7-21-98

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
35	38405- Contract Selects	CT	all	1/6/98 - 3-17-98	
36	38047 PTR Processing	}		9/15/98	
37	Load + validate 38050, 38040 EQ 38040 Fm I, II, III 38047		9/15/98		
38	Load + validate 38040 Fm I, II, III 38047, 38050		6/23/98		
39	PTR Processing		7/21/98		
40	38405 Contract Selects		3/31 - 6/23/98		
41	PTR Processing		7/7/98		
42	Load + validate 38050 38040 Fm I, II, III 38047		7/7 - 7/21/98		
43	PTR Processing		8/4/98		
44	Load + validate 38040 Fm I, II, III 38047, 38050		8/4/98		
45	Positive Time Reports			290201 - 330900	6-23-98
46	" " "	CT	340401 - end	6-9-98	
47	Central Pay Special Select	RG	<small>22 01 01 11111 22 01 25, ALL 25 S, ALL 25 S, ALL 25 S, ALL 30 S, ALL 31 S, 32 01 01, 32 03 01, 32 03 02, 32 05 01, 32 05 02, 32 06 04, 32 10 01, 32 10 02, 32 13 01, 32 13 02, 32 13 03, 32 13 04, 32 16 01, 32 16 02, 32 16 03, 32 16 04, 32 16 05, 32 16 06, 32 16 07, 32 16 08, 32 16 09, 32 16 10, 32 16 11, 32 16 12, 32 16 13, 32 16 14, 32 16 15, 32 16 16, 32 16 17, 32 16 18, 32 16 19, 32 16 20, 32 16 21, 32 16 22, 32 16 23, 32 16 24, 32 16 25, 32 16 26, 32 16 27, 32 16 28, 32 16 29, 32 16 30, 32 16 31, 32 16 32, 32 16 33, 32 16 34, 32 16 35, 32 16 36, 32 16 37, 32 16 38, 32 16 39, 32 16 40, 32 16 41, 32 16 42, 32 16 43, 32 16 44, 32 16 45, 32 16 46, 32 16 47, 32 16 48, 32 16 49, 32 16 50, 32 16 51, 32 16 52, 32 16 53, 32 16 54, 32 16 55, 32 16 56, 32 16 57, 32 16 58, 32 16 59, 32 16 60, 32 16 61, 32 16 62, 32 16 63, 32 16 64, 32 16 65, 32 16 66, 32 16 67, 32 16 68, 32 16 69, 32 16 70, 32 16 71, 32 16 72, 32 16 73, 32 16 74, 32 16 75, 32 16 76, 32 16 77, 32 16 78, 32 16 79, 32 16 80, 32 16 81, 32 16 82, 32 16 83, 32 16 84, 32 16 85, 32 16 86, 32 16 87, 32 16 88, 32 16 89, 32 16 90, 32 16 91, 32 16 92, 32 16 93, 32 16 94, 32 16 95, 32 16 96, 32 16 97, 32 16 98, 32 16 99, 32 16 100</small>	7-14-98	
48	" "	"			7-14-98
49	ETR Processing	"		32 06 05	7-28-98
50	" "	"			8-11-98
51	" "	RG			8-25-98

Domestic ... + ...

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
52	ETR Processing	RG		9-8-98	
53	" "	"	22 01 01 THRU 22 01 25, ALL 26'S, ALL 26'S, ALL 26'S, ALL 30'S, ALL 31'S, 32 01 01, 32 03 01, 32 03 02, 32 06 01, 32 06 02, 32 06 04, 32 10 01, 32 10 02, 32 13 07, 32 16 01, 32 16 02, 32 16 03, 32 19 01, 32 17 01, 49 01 01 THRU 49 01 09, ALL 50'S	AGRICULTURE, CLKS OF CRT, DRAM, DIAMI, DNR, DGS, HOLLY CENTER, INJURED WORKERS, JUVENILE SERVICES, MD ENVIRONMI, POTOMAC CENTER, REGISTER OF WILLS, STATE RETIREMENT, WAXIERS CENTER	9-22-98
54	" "	"		10-6-98	
55	All DOCUMENTS ETR PROC.	RG	32.09.03-32.09.04	Bx1 7-14-98	
56	" " " "	"	32.11.02- 340701	Bx 7-14-98	
57	" " " "	"	32.12.01-32.12.12	7-28-98	
58	" " " "	"	32.13.01-32.13.02		
59	" " " "	"	35.02.05 ALL 38'S & 39'S	8-11-98	
60	" " " "	"		8-25-98	
61	" " " "	"		9-8-98	
62	" " " "	"		9-22-98	
63	7/14/98 Selects, Increments + Pensions			10/6/98	
64	All Documents ETR Processing		33.01.01 THRU 33.09.00, ALL 34'S (except 34.07.01), 35.02.04, 35.02.06, 35.02.08, 35.15.00, ALL 36'S AND 37'S	7/14/98	
65	" "		EXCEPT 330700	7/28/98	
66	" "			8/11/98	
67	" "			8/25/98	
68	" "			9/8/98	

Debra S. Shurt

in/nha



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU		
69	ALL documents ETR Processing		33.01.01 THRU 33.09.00. ALL 34'S (except 34.07.01), 35.02.04, 35.02.06, 35.02.08, 35.15.00, ALL 36'S AND 37'S EXCEPT 330700	9/22/98		
70	All documents ETR Processing	RG	PAYROLL OPERATIONS CLERKS 974-3403 TO 3407	7-14-98		
71	↓	↓	ALL 21'S, 22.01.00, 22.02.00 THRU 22.10.00, ALL 23'S, ALL 24'S 222000	JHEW		
72			29.02.01, 32.12.14, 32.13.00, 35.02.07, 35.04.00		ASSESS & TAXATION, COMPTROLLER, BRANDENBURG CTR, DMH, DOT, EASTERN CORRECTION, GEN ASSEMBLY, JUDICIARY, PATUXENT INST, RICA-SO MD, STATE PLANNING, STATE TREASURER	10-6-98
73						
74						
75						
76						
77						
78	All Documents.	RG	33.07.00, 35.01.01, 35.02.01, 35.02.02, 35.02.03, 35.02.09, 35.02.11, 35.02.16, 35.03.01, 35.03.02, 35.05.00, 35.07.00, 35.13.00, 35.14.00, 41.01.01 410102	7/14/98		
79	Increments + Retirement	RG		7/14/98		
80	All Documents	RG		7/28/98		
81	u	u		8/11/98		
82	u	u		8/25/98		
83	u	u		9/22/98		
84	u	u		9/28/98		

Donna S. Short

interna

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
85	ACH Reports	Rgumct	all (inc. Rgstrager)	9/11/98-9/12/98
86	ACH Reports	Rgumct	all " "	8/18/98-8-29/98
87	ACH Reports	Rgumct	all " "	9/29/98-10/10/98
88	ACH Reports	Rgumct	all " "	9/15/98-9/26/98
89	Load + Validate FMI, II, III	Rg	all	9/28/98
90	Load + Validate FMI, II, III	Rg	all	9/14/98
91	ALL Document	126	33.07.00, 35.01.01, 35.02.01, 35.02.02, 35.02.03, 35.02.09, 35.02.11, 35.02.16, 35.03.01, 35.03.02, 35.05.00, 35.07.00, 35.13.00, 35.14.00, 41.01.01	DEPT OF HUMAN RESOURCES PUB SAFETY AND CORR MARYLAND STATE POLICE 10/6/98
92	CPB-311T Special Payment Auth. 001-129	CT	all	1997
93	130-194	CT	all	}
94	195-212-89	}	all	
95	212-90 to 213		all	
96	214-215-16			
97	215-17 to 216-49			
98	216-50 to 217-68			
99	217-70 to 218-96			
100	218-88 to 219-98			

Prepar S Short

10/29/98

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
101	CPB-311T Special Payment Auth. 220 to 222-34	CT	all	1997	
102	}	222-36 to 299	CT	all	
103		300 to 576-78	CT	all	
104		576-82 + 999	CT	all	1997
105	(w-4) Employee Withholding Cert. 000-199	CT	all	1996	
106	}	200 - 217	CT	all	1996
107		218 to END	CT	all	1996
108	Personnel Auth. Transm.	RG	all	9/97 to 2/98	
109	" "	RG	all	4/97 to 8/97	
110	" " (Retir Chng)	RG	32.06.02 thru 41.01.02	7/1/98	
111	" " (Retir Chng)	RG	MDOT 21.01.01 thru 32.06.02	7/1/98	
112	Personnel Auth. Transmittal COLA + INCR	RG	33.07.00 thru 41.01.02	7/1/98	
113	}	}	32.01.00 thru 33.06.00 Specials	7/1/98	
114			39.02.01 (MDOT)	7/1/98	
115	Personnel Balance Summary	CT	all	10/28/97 to 2/17/98	
116	Personnel Balance Summary	CT	all	3/3/98 to 6/23/98	
117	Check Canc, R & R	RG	all A & R	1997	

Pam S. Short

10/7/98

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
118	Report 7200	all	8-98 A+R	
119	" "	}	2-98 A+R	
120	" "		5-98 A+R	
121	" "		7-98 A+R	
122	Fica Tab & Rq Payroll		1996 A+R	
123	R & R Regular		1996 A+R	
124	University Records	all	1996 A+R	
125	Check Cancellations	all	1996 A+R	
126	W-2 Returned Mail	}	1997 A+R	
127	W-2 Returned Mail		1997 A+R	
128	Report 7200	}	A+R	3-18-98 - 4-29-98
129	Report 7200		A+R	3-98 - 4-98
130	S S		1998 A+R	9-98
131			A+R all	2-98
132	Refund & Recovery	CT	A+R all	1996
133	WC/CCUC Ref 234	all	all	6/97 - 6/98
134	Report 7200	all	1998 - all	2-5-98 - 3/16/98

Dennis S. Shunt

intention

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
135	Stars rept.	All	All ATR	July 96
136	" "	ATR		Jan. <del>July</del> 1995
137	WZ C Corr. 3rd Qtr			1995
138	Stars rept			July-Dec. 95
139	Stars			Jan. June '96
140	Refund. Recovery 2340000			1996-95
141	Reports 7200 591		5/97-6/97	
142	" "		All ATR	10/97
143	88250 Vendor Repr.		All + ATR	1997-95
144	Reports 7200	All	ATR	11/97
145	8 Rept 7200			12/96
146	" "			2/97
147	" "	All	ATR	9/97 <sup>pt</sup> 7/31/97
148	Rept 7200			4/97
149	Rept 7200	All	ATR	12/97
150	Rept 7200			7/97-8/97
151	" "			3/97

Donna S. Shant

Wanda

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
152	Rept 7200	all	ATR	1/97
153	38250	S	S	1996
154	"	S	S	1997
155	ACH Repts	all	all Reg. Str. G. Um	10/13 - 10/24/98
156	Data Extract State Unemp / Fed Unemp	all	all	1996
157	Vendor Repts Tax Lien Repts	all	all	1995
158	File totals	Ra	all	1996
159	Load + Validate I, II & III	Ra	all	8/11/98
160	Load + Validate II, III	Ra	all	4/21/98
161	Load + Validate I, II, III	Ra	all	4/7/98
162	W-2 Returned mail	all	all	1996
163	Report 7200	all	all	7-98
164	Um CK Cancellation + RR	all	all	1997
165	ACF Security Reports	RG	240109, DP, FMIS	5/97 thru 10/98
166	Billing Reports	All	240109	8/97 thru 12/97
167	Billing Reports	All	240109	1/98 thru 5/98

Patricia S. Shunk

11/1/98

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W355</div>	<b>DATE REC'D</b> 9-15-99
<b>B. DIVISION/UNIT</b> Central Payroll Bureau	<b>FM CODE</b> 05.01	
<b>C. MAILING ADDRESS</b> P.O. Box 1751 LLG Treasury Bldg. Annapolis, MD 21401-1751	<b>LOCATION</b> RANGE      SECTION(S) 74            5-8	<b>NO. OF CU. FT.</b>  147
<b>D. PHONE NO.</b> <del>978-3812-5651</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <i>Ed Parkway</i>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-147	FY 99 Payroll Records	1194-6, 17, 13  July, 2002  DEPOSAL 11/26/02 LSJ

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU		
1	all INACTIVE files + Onfile	RG	PAYROLL OPERATIONS CLERKS 974-3403 TO 3407	1997		
2			ALL 21'S, 22.01.00, 22.02.00 THRU 22.10.00, ALL 23'S, ALL 24'S 202000 29.02.01, 32.12.14, 32.13.00, 35.02.07, 35.04.00	1997		
3			ASSESS & TAXATION, COMPTROLLER, BRANDNBURG CTR, DHMH, DOT, EASTERN CORRECTION, GEN ASSEMBLY, JUDICIARY, PATUXENT INST, RICA-SO MD, STATE PLANNING, STATE TREASURER	1997		
4	controls, transfers, selects, cutoffs, data extract, bond maint., combined, processing + etc.			10/20/98		
5	}			11/3/98		
6				11/17/98		
7				12/1/98		
8				12/15/98		
9				12/29/98		
10				1/12/99		
11				10f2 1/26/99		
12				20f2 1/26/99		
13		Controls, transfers, select. DEK cut off, extract, bonds combined.		22 01 01 THRU 22 01 25, ALL 25'S, ALL 29'S, ALL 20'S, ALL 30'S, ALL 31'S, 32 01 01, 32 03 01, 32 03 02, 32 06 01, 32 06 02, 32 06 04, 32 10 01, 32 10 02, 32 13 05, 32 13 07, 32 16 01, 32 16 02, 32 16 03, 32 18 01, 331701 49 01 01 THRU 49 01 09, ALL 50'S	AGRICULTURE, CLKS OF CRT, DHAM, DHMI, DHR, DGS, HOLLY CENTER INMATED WORKERS, JUVENILE SERVICES, MD ENVIRONMI, POTOMAC CENTER, REGISTER OF WILLS, STATE RETIREMENT, WAXFERS CENTER	10-20-98
14		}			11-3-98	
15					11-17-98	
16					12-01-98	
17				12-15-98		

PREPARED BY Peggy Short

DATE 3/31/99



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
18				12-29-98
19				1-12-99
20	includes Sp Fm COLA.			1 of 2 1-26-99
21	"			2 of 2 1-26-99
22	Inactive (Charity) Files			1 of 3 1997
23	"			2 of 3 1997
24	"			3 of 3 1997
25	INACTIVE " "	33 01 01 THRU 33 09 00, ALL 34'S (except 34.07.01), 35.02.04, 35.02.06, 35.02.08, 35 15 00, ALL 36'S AND 37'S EXCEPT 330700	BALT CITY CORR, CENTRAL LAUNDRY-PRE-RLS, COLLEGES & UNIVS OHR, HOUSNG & COMM DEV, DLR MD CORR PRE-RLS, PRETRIAL DET SERV, MCI-HAGERSTOWN, JESSUP PRE-RELEASE, PUBLIC BROADCASTING, ROXBURY CORR	1 of 3 1997
26	" "			2 of 3 1997
27	" "			3 of 3 1997
28	SELECT C.O. EXTRACT BONDS ALL PPE CONTROLS PROCESSING TRADES DOCUMENTS			10-6-98
29	" "			10-20-98
30	" "			11-3-98
31	" "			11-17-98
32	" "			12-1-98
33	" "			12-15-98
34	" "			12-29-98

PREPARED BY

Peppy Short

DATE

3/31/99

COMPTROLLER OF THE TREASURY

CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
35	ALL PPE DOCUMENTS	33 01 01 THRU 33.09.00, ALL 34'S (except 34.07.01), 35.02.04, 35.02.06, 35.02.08, 35.15.00, ALL 36'S AND 37'S EXCEPT 330700	BALT CITY CORR, CENTRAL LAUNDRY-PRE-RLS, COLLEGES & UNIVS DHR, HOUSNG & COMM DEV, DLR MD CORR PRE-RLS, PRETRIAL DET SERV, MCI-HAGERSTOWN, JESSUP PRE-RELEASE, PUBLIC BROADCASTING, ROXBURY CORR	1-12-99	
36	SPEC INCR. INCR + COLA			1-12-99 1-26-99	
37	ALL PPE DOCUMENTS		// //	1-26-99	
38	ZNActive 1997	RG	330700	1997	
39	ZNActive 1997	RG	350101 350201, 350202, 350203 350500 350209 350301 3503202	35110 35140 1997	
40	ZNActive 1997	RG	410101 410102 ALL Agency chairs	1997.	
41	ALL Documents.	RG		PPE. 10/20/98	
42	u	u		11/3/98	
43	u	u	33.07.00, 35.01.01, 35.02.01, 35.02.02, 35.02.03, 35.02.09, 35.02.11, 35.02.16, 35.03.01, 35.03.02, 35.05.00, 35.07.00, 35.13.00, 35.14.00, 41.01.01 410102	DEPT OF HUMAN RESOURCES PUB SAFETY AND CORR MARYLAND STATE POLICE	11/17/98
44	u	u		12/1/98	
45	u	u		12/15/98	
46	u	u		12/29/98	
47	u	u		1/12/99	
48	ZNC + COLA Selected	u	33.07.00, 35.01.01, 35.02.01, 35.02.02, 35.02.03, 35.02.09, 35.02.11, 35.02.16, 35.03.01, 35.03.02, 35.05.00, 35.07.00, 35.13.00, 35.14.00, 41.01.01 410102	DEPT OF HUMAN RESOURCES PUB SAFETY AND CORR MARYLAND STATE POLICE	1/26/99
49	ALL Document	u		1/26/99	
50	Good + Validate 38110, 38112 <sup>II</sup> , 38123 <sup>III</sup>	Um	360200	10/24/98	
51	Good + Validate 38110, 38112 <sup>II, III</sup> , 38123	S	S	12/5/98	

PREPARED BY

*Lisa Lee*

DATE

3-13-99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
52	TRAVEL Reimb + 1 Time Deducts.	UM	360200	11/7 - 11/21/98
53	Load + Validate 38110, 38112 Fm I, II, III SPFm (U.S.) REMOVE country codes	S	S	1/2/99
54	Load + Validate 38123	UM		1/2/99
55	Credit Union Billing	RG	all	1998
56	Load + Validate 38040, I, II, III, 38047, 38050	CT	all	10-27-98
57	Load + Validate, SPFm's 38112CY, 84AA, 07 etc. - change here, remove comdi, 38388	UM	360200	12-26-1-6-99
58	Travel Reimb + 1 Time Deducts	UM	S	10-10-10/24/98
59	Um Social Sec # Changes 38109	S	S	11-7-97/12-1998
60	Travel Reimb + 1 Time DEDUCTS	S	S	12-5 - 12-19-98
61	PTR Processing - 38047	CT	all	12-22-98
62	Load + Validate 38040, Fm I, II, III 38047, 38050	S	S	11-10-98.
63	Load + Validate 38040 Fm I, II, III 38047, 38050	S	S	11-24-98
64	Load + Validate 38040 I, II, III 38047, 38050	S	S	10-13-98
65	PTR's	CT	290201 thru 330900	10-13-98
66	PTR's	S	340101 - end	10-13-98
67	PTR Processing - 38047	S	all	11-24-98
68	PTR's	S	340101 - end	11-24-98

PREPARED BY

*Lisa Lee*

DATE

3-13-99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
69	PTR'S	CT	290201 - 330900	11-24-98
70	PTR'S	S	340101 - end	10-27-98
71	PTR'S		<del>all</del> 290201 - 330900	10-27-98
72	PTR Processing	CT	all	11-10-98
73	Load + Validate 38110, 38112, 38113, 38123	UM	<del>all</del> 360200	11-7-98
74	Cutoff Listings + Select Lists 38405	CT	all	1/6/98 - 8/18/98
75	Load + Validate 38040 Fm I, II, III, 38047, 38050	S	all	12-8-98
76	PTR Processing	CT	all	12-8-98
77	Load + Validate 38017, 38019, 38020 R60 & STC	RG	all	10-20-98
78	Load + Validate SPM 38040 Fm I, II, III, SPM 07 AA 84, 38047, 38050	CT	all	12-22-98
79	PTR Processing	CT	all	10-27-98
80	Deduction Cards <sup>Bond maint. Parking (33+AD)</sup> Social Security Lists	UM	all	1997
81	Data Extracts	CT	all	1998
82	Deduction cards cutoff / Inactive Chang, Etc	UM	360200	1997
83	FRINGE TRANSMITTALS, address cards CORRESPONDENCE - Deductions	UM	360200	1998, 1997
84	Data Extracts w/ maint SECUR Billing	UM	360200	1998
85	Contract Select Lists	CT	all	9/1 - 12/22/98

PREPARED BY

*Lisa Lee*

DATE

3-13-99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
86	Um Social Changes	UM	360200-99	1-3-98-10-24-98
87	Load + Validate 38110, 38112 Am 38123	Um	360200-99	11-21-98
88	Charity Cards, Cuttiff Lists, Bond Social Change letters maint	CT	all	1994-97
89	Load + Validate 38110, 38112 Am #, # 38123	Um	360200-99	12-19-98
90	PTR'S	CT	290201 <del>and</del> 330900	12-22-98
91	"	"	340101 - end (69)	12-22-98
92	Travel Reimb + 1 Jemi deducts	UM	360200	1/2 - 1/6/99
93	PTR'S	CT	290201 - 330900	1/5/99
94	PTR'S	}	340101 - end (60)	1/5/99
95	PTR'S		340101 - end	12/8/98
96	"		290201 - 330900	12/8/98
97	PTR'S		290201 - 330900	1/19/99
98	"	}	340101 - end	1/19/99
99	PTR'S		340101 - end	2/2/99
100	PTR'S	}	290201 - 330900	2/2/99
101	1/8 INACTIVE CARDS		RB	320903-320904-321102- <sup>321201</sup> 321212
102	1/8 " " + CHARITY	"	321301-321302 - 350205 - 340701 ALL 38'S - ALL 39'S	1/8 1997

PREPARED BY

Peggy Short

DATE

3/31/99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU		
103	ETR'S - ALL DOCUMENTS	RG	32.09.03-32.09.04	10-20-98		
104			350205	11-3-98		
105			32.11.02- 340701	11-17-98		
106			32.12.01-32.12.12	12-1-98		
107			32.13.01-32.13.02	12-15-98		
108			All 38's AND 39's	12-29-98		
109				1-12-99		
110				1-26-99		
111			Load + Validate 38040 Fm I 11, II 3805	CT	all	<del>2/20/99</del> 1/5-2/2/99
112			PTR Processing	}	}	2/2/99
113	PTR Processing	1/5/99				
114	PTR Processing	1/19/99				
115	Load + Validate 38110, 112 3, 5, 12, 3 Fm 2, 3	UM	360200 - 99	1/16/99		
116	Load + Validate 38110, 38112 Fm II, III	UM	360200 - 99	1/30/99		
117	Direct Deposit Auth	<del>RG</del> UM	all-RG; 360200	July, Aug, Sept 1998		
118	MS345 - Acting Capacity Auth.	RG	all	1998 end dates		
119	Direct Deposit Auth.	CT/UM	CT-all; UM 360200	CT-1998-Jan- <del>99</del> UM 1998 Jan-June		

PREPARED BY

PShont

DATE

3/31/99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
120	ACH Audit Reports	UM/RG	UM 360200; RG all	UM 1/16/99; 1/20/99 RG 1/12/99; 1/20/99
121	ACH Audit Reports	um/ct/rg	UM 360200; CT all; RG all	UM 12/5, 12/19/98, 1/2/99 CT 1/5/99, 12/22/98, 1/19/99, 12/22/98
122	ACH Audit Reports	um/ct/rg	UM 360200; CT All; RG all	UM - 2/13/99; 2/27/99 CT - 2/2, 2/10, 3/2/99; RG 2/9/99
123	Direct Deposit Auth	RG	All	Jan-June 1998
124	ACH Audit Reports	RG	All	11/17/98; 12/1/98; 12/15/98
125	ACH Audit Reports	RG/um/ct	UM-360200; RG+CT-all	RG- 11/3/98, 11/17/98; UM 11/7-2/98 CT- 10/27, 11/10, 11/24, 12/9/98
126	Fed+ State tax lien Reports	RG/um/ct	All - RG, CT, UM	1998
127	CAF. plan + health transmitt	RG	All	1998
128	Firmage value. DN, 24, & 43	RG	all	1998
129	PTR'S 290201-330900 AP - RM	CT	290201 - 330900	9/15/98
130	PTR'S	CT	340101 to end	"
131	PTR'S	CT	290201-330900	9/29/98
132	liver proc. controls	Reg	All	4/1/97-7/1/97
133	38017 RGO + STG	Reg	All	7/14/98
134	W-4	CT	219-50 thru 700	1997
135	38017+38019+20 Reg+st.	Reg	all	7/28/98
136	38017, 19, 20 Reg+st	Reg	all	9/8/98

PREPARED BY

PShort

DATE

3/31/99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
137	38017, 19, 20 RGO+STG	Reg	all	6/16/98
138	} } } }	↓	↓	10/6/98
139				6/30/98
140				8/25/98
141				9/22/98
142	W-4's 001-214-49	GT	GT-211	1997
143	38017, 19, 20 RGO, STG	Reg	all	5/19/98
144	} } } }	↓	↓	6/2/98
145				Reg
146	Address cards	GT	GT-211	96-97
147	W-4's	GT	214-50 219-49	1997

PREPARED BY

Reggy Short

DATE

3/2/99



E ✓

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO.  00W 746	DATE REC'D 12-16-99
B. DIVISION/UNIT Central Payroll Bureau			FORM CODE 05.01
C. MAILING ADDRESS P.O. Box 1751 LLG Treasury Bldg. Annapolis, MD 21401-1751		LOCATION RANGE SECTION(S) 10 15-19	NO. OF CU. FT. 193
D. PHONE NO. 974-3812 5651		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
1-193	FY 99 Payroll Records	1194-6,17
Total 193		July, 2002

DISPOSAL  
 11-25-02

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
1	Job 38009; FM Controls <sup>RG, CT, UM</sup>	RG/CT	all	1998
2	ACH Audit Reports	RG/CT/UM	all	2/23/99, 3/9/99, 3/16/99, 3/31/99
3	Job 38009 UM, 38211, 38213, 38016, 38064; RG & CT Pending	RG/UM/CT	all	1998
4	ACH Audit Reports	RG/UM	all	RG 3/23/99, 4/6/99 UM 3/27/99, 4/13/99
5	PTK'S	CT	34101 - end	3/16/99
6	PTK Processing	CT	011	3/16/99
7	Time & calendar 35110 - 35112 + 1001 + 1011 38123	UM	300 300	2/1/99
8	Time & calendar 35240 - FM #1-2-3 35240	CT	all	ending thru 3/31/99
9	PTK'S	CT	29201 thru 331999	6/30/99
10	PTK'S	CT	34101 - 10 - end	6/30/99
11	PTK'S	CT	290201 - 290200 - 290200	6/30/99
12	PTK'S	CT	34101 - 10 - end	6/30/99
13	PTK'S	CT	34101 - 10 - end	6/30/99
14	PTK'S	CT	34101 - 10 - end	6/30/99
15	Travel Reimbursement - One Time Only	UM	300 300	12/31/99 - 2/28/99
16	Travel Reimbursement - One Time Only	UM	300 300	2/1/99 - 2/27/99
17	PTK'S	CT	29201 - 322 300	3/16/99

PREPARED BY

*L. Lee*

DATE

4-26-99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
18	PTK's	CT	29001 thru 33000	11/10/75
19	PTK's	CT	29001 thru 33000	2/10/79
20	Travel - CMC time only P. 11/11/77	(M)	360000	12/14/77 thru 4/1/79
21	PTR Processing	CT	all	5/10/79
22	PTR Processing	CT	all	5/10/79
23	PTRS	CT	SA 340101 thru end	9/15/78
24	PTR Processing	CT	all	10/7/78
25	Load & validate 8040 FMI II, III, 38047, 38050	CT	all	9-29-98
26	PTR Processing	CT	all	9-29-98
27	Audit - Travel	CT	all	1995
28	File Totals Data Extract	CT	all	1997
29	File Totals, <sup>inactive del cards, checky</sup> + FIC	CT	all	1996
30	<sup>Contract</sup> Cut off, listing, transfer & social change	CT	all	1997
31	Load & validate FMI II, III 38110, 38112, 38123	CT	all	10-10-98
32	(M) File Totals Data Extract	(M)	all	1997
33	Remission correspondence, FIC changes 1995-1997 FMI 10/50 4/6/73, 10/50/90	CT	all	1997
34	File Totals Data Extract	(M)	all	1-7-95 - 12/24/96

PREPARED BY Peggy S. Short

DATE 4/27/99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
35	Load & Validate 38110, 38112 FM I, II, III, 38123	UM	all	2-27-99	
36	"	UM	all	4-10-99	
37	"	UM	all	3-27-99	
38	"	UM	all	3-13-99	
39	PTR Processing	CT	all	3-30-99	
40	Load & Validate 38040 FM I, II, III 38050, 38040 CCQ	CT	all	3-30-99	
41	ETR Processing Controls Select, combine DATA EXCHG, Bond Maint., W/OFF + TRANSFERS	RG	PAYROLL OPERATIONS CLERKS 974-3403 TO 3407	2-9-99	
42			ALL 21'S, 22.01.00, 22.02.00 THRU 22.10.00, ALL 23'S, ALL 24'S 22200 29.02.01, 32.12.14, 32.13.00, 35.02.07, 35.04.00	ASSESS & TAXATION, COMPTROLLER, BRANDNBG CTR, DHMI, DOT, EASTERN CORRECTION, GEN ASSEMBLY, JUDICIARY, PATIENT INST, RICA-SO MD, STATE PLANNING, STATE TREASURER	2-23-99
43					3-9-99
44					3-23-99
45					4-6-99
46			ETR PROCESSING CONTROLS SELECTS COM MULT. DATA CHANGES BOND CANCEL TRANSFERS		32.09.03-32.09.04
47			32.11.02-32.11.03	2/23/99	
48			32.12.01-32.12.12	3/9/99	
49			32.13.01-32.13.02 340701	3/23/99	
50			35.02.05, ALL 38'S & 39'S	4/16/99	
51	ETR Processing Controls Selects. All Documents.	RG	33.01.01 THRU 33.09.00, ALL 34'S (except 34.07.01), 35.02.04, 35.02.06, 35.02.08, 35.15.00, ALL 36'S AND 37'S EXCEPT 330700	2-9-99	

PREPARED BY

Peppy S. Stuart

DATE

5/25/99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
52	}			2-23-99	
53				3-9-99	
54				3-23-99	
55				4-06-99	
56		ETR PROCESSING CONTROL Selected and all documents		33.07.00, 35.01.01, 35.02.01, 35.02.02, 35.02.03, 35.02.09, 35.02.11, 35.02.16, 35.03.01, 35.03.02, 35.05.00, 35.07.00, 35.11.00, 35.14.00, 41.01.01 410102	DEPT OF HUMAN RESOURCES PUB SAFETY AND CORR MARYLAND STATE POLICE
57	↓				
58					
59					
60					
61	ETR'S + PROCESSING	RG	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>22 01 01 1100 22 01 25 ALL 250 ALL 255 ALL 280 ALL 305 ALL 310 32 01 01 32 03 01 09 03 02 32 06 01 32 10 02 22 06 04 32 10 01 32 10 02 32 13 02 32 16 01 32 16 02 32 16 03 32 18 01 32 18 02 90 01 01 1100 40 01 01 ALL 500</p> <p>AGRICULTURE, CLUBS OF CITY FRAM, GUMBL LAH, FGG, FERN'S CENTER, HARBOR WORKERS, JUVENILE SERVICES, AND PROFESSIONAL PSYCHIC SERVICES, REGISTERED PW WORLD STATE INCUBATOR WASH DC CENTER</p> <p>3:0605</p> </div>	2-9-99	
62	ALL DOCUMENTS				2-23-99
63	}				3-9-99
64					3-23-99
65					4-6-99
66	Audit Trails			4-11-95-8-15-95 8/29/95-12/21/95	
67	Audit Trails				

PREPARED BY Peggy S. Short

DATE 5/25/99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
66	<sup>CPB-3115</sup> Contract - Special Payment Month	CT	001 thru 124	1998	
67	Special Payment Month	CT	135 thru 184	}	
68		CT	190 thru 213-53		
69		CT	212 thru 213-19		
70		CT	214 thru 214-19		
71		CT	215 thru 216-14		
72		CT	216-15 thru 217-40		
73	Special Payment Month	CT	217-41 thru 218-59	}	
74	Special Payment Month	CT	218-60 thru 219-79		1998
75		CT	219-80 thru 220-99		
76		CT	221 thru 266		
77		CT	227 thru 546		
78		Special Payment Month	CT		547 thru END
79	D.P. Billing	all	all	6/98-12/98	
80	Jica file Job / Recgt / Payroll	↓	↓	1997	
81	W-2 Returned	↓	↓	1996	
82	W-2 Returned	↓	↓	1996	

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
83	Distribution of Chgs	all	all	7/1/97 / 1/1/98
84	" " "	"	"	1/1/97 / 6/30/97
85	" " "	"	"	6/30/98 - 12/31/98
86	W-2 Returned Mail	"	all	1998
87	D.D. failures Transmittals	"	(check Cancels)	1998
88	Distr. of Chgs	all	all	1/1/98 - 6/30/98
89	W-2 Returned Mail	"	"	1998
90	Bond Refunds	"		1/4/96 - 12/22/98
91	Auto Fringe	"		1997
92	Auto Fringe	"		1998
93	1998 W-2 Returned	"		1998

PREPARED BY P. Short

DATE 5/25/99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
94	Audit Trails	Pa	Au	4/11 - 8/15/95
95	" "	Pa	↓	8/29 - 12/21/95
96	" "	Pa		3/29 - 7/5/94
97	Federal Series	Au		1992
98	State Tax Wrens	Au	↓	1992
<del>_____</del>				

PREPARED BY P. Short

DATE 5/25/99



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
99	38020 + 38019	RG0	all	2-23-99
100	Payroll Processing			1-12-99
101				1-12-99
102				1-26-99 + 2-9-99
103				12-29-98
104				3-23-99
105				1-1-3-98
106				11-17-98
107				12-15-98
108				12-1-98
109	PTR Processing	CT		4-13-99
110	PTR Person SA - end			4-13-99
111	PTR Processing			5-25-99
112	PTR AP - RU			5-14-99
113	PTR'S AP RU			5-25-99
114	PTR'S AP - RU			4-27-99
115	PTR'S SA - end			4-27-99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
116	Travel Reimbursement 1 time only	UM		4/24/99
117	PTR'S SA-end	CT		5/25/99
118	Travel Reimbursement	UM		5/8/99
119	Lead/Validate	UM		5/22/99
120	PTR Processing	CT		4/27/99
121	Lead & validate	UM		7/24/99
122	PTR Processing	CT		3/11/99
123	Lead & Validate	UM		5/8/99
124	PTR'S AP Rpt	CT		4/13/99
125	ETP'S ETR PROCESSING CONTROLS select combine multiple, DATA extract	RG	AGENCIES ALL 21'S, 22.01.00, 22.02.00 THRU 22.10.00, ALL 23'S, ALL 24'S 29.02.01, 32.12.14, 32.13.09, 35.02.07, 35.04.00	4-20-99 <del>5-29-99</del>
126	Bond maintenance cutoff + years 4et.		ASSESS & TAXATION, COMPTROLLER, BRANDNBGR CTR, DOT, EASTERN CORRECT GENERAL ASSEMBLY, JUDICIARY, PATUXENT INSTITUTE, RICA- SOUTHERN MD, MILITARY, STATE LOTTERY, STATE PLANNING, STATE TREASURER, AGING, FAA, SHA	5-4-99
127				5-18-99
128				6-1-99
129				6-15-99
130				6-29-99
131				7-13-99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
132	ETR'S - PROCESSING - SELECTS	RG	<div style="border: 1px solid black; padding: 5px; font-size: small;">                     22 01 01 THRU 22 01 25. ALL 25S. AGRICULTURE, CLKS OF CRT.                      ALL 26S. ALL 28S. ALL 30S. ONAM DMMI, DIRT DGS.                      ALL 31S. 32 01 01. 32 03 01. HOLLY CENTER INJURED WORKERS.                      32 03 02. 32 06 01. 32 06 01. JUVENILE SERVICES, MD ENVIRONMT.                      32 06 04. 32 10 01. 32 10 02. POTOMAC CENTER, REGISTER OF                      32 13 07. 32 16 01. 32 16 02. WETS, STATE RETIREMENT                      32 16 03. 32 16 01. 32 17 01. WAXFIS CENTER                      49 01 01 THRU 49 01 09. 243, 500                 </div>	4-20-99	
133	CONTROLS - MISC REPORTS			5-4-99	
134				5-18-99	
135				6-1-99	
136				6-15-99	
137				6-29-99	
138				10F2 7-13-99	
139	↓	↓		20F2 7-13-99	
140	Load 38120	UM		360200	6-19-99
141	Load 38123	UM			7-3-99
142	Valadate	UM		6-19-99	
143	Valadate 38120	UM		<del>7-3-99</del>	
144	load + Valadate	UM		6-5-99	
145	Load + Valadate	UM		6-19-99	
146	Load + Valadate	UM		7-3-99	
147	FBank Reimb + One Time Deductions	UM		7/3/99 7/17/99	
148	↓	UM		6/5/99 - 6/19/99	

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
149	PTR Processing 38047	<del>Qaa</del> CT	all <del>300200</del>	6/8/99
150	↓	<del>Qaa</del> CT	all <del>300200</del>	6/22/99
151	Load + Validate	CT	all	4/13/99 - 5/11/99
152	Load + Valadate	CT	all	5/25/99 - 6/22/99
153	PTR'S	CT	AP THW RV 290201 330900	6/8/99
154	PTR'S	CT	SA-End	6/8/99
155	<del>_____</del>	CT	SA-End	6/22/99
156	<del>_____</del>	CT	SA-End	7/6/99
157	Load + Valadate	UM	360200	4/23/99 - 7/12/99
158	PTR Processing	CT	all	7-6-99
159	ETR'S and Processing	Reg		4-20-99
160	All DOCUMENTS		32.09.03-32.09.04	5-4-99
161			350205	5-18-99
162			32.11.02 340701	6-1-99
163			32.12.01-32.12.12	6-15-99
164			32.13.01-32.13.02	6-29-99
165	↓	↓	All 38's AND 39's	7-13-99

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
166	ETR'S AND PROCESSING	REG	33.01.01 THRU 33.09.00. ALL 34'S (except 34.07.01), 35.02.04, 35.02.06, 35.02.08, 35.15.00, ALL 36'S AND 37'S EXCEPT 330700  HALL CITY CORR. CENTRAL LAUNDRY PRE RIS, COLLEGES & UNIVS HHR. HOUSING & COMM. DEV. HHR MD CORR PRE RIS, PRETRIAL DE I SERV. MCHIGERSTOWN, JESSUP PRE RELEASE, PUBLIC BROADCASTING, ROXBURY CORR	4-20-99	
167	ALL DOCUMENTS			5-4-99	
168				5-18-99	
169				6-1-99	
170				6-15-99	
171				6-29-99	
172		11		7-13-99	
173	Quartine <sup>CA 1998</sup> Retirement <sup>Retiree Sup 1995</sup> letters			1991-1998	
174	ALL Documents	REG		33.07.00, 35.01.01, 35.02.01, 35.02.02, 35.02.03, 35.02.09, 35.02.11, 35.02.16, 35.03.01, 35.03.02, 35.05.00, 35.07.00, 35.13.00, 35.14.00, 41.01.01 410102	4-30-99
175				DEPT OF HUMAN RESOURCES PUB SAFETY AND CORR MARYLAND STATE POLICE	5/4/99
176				5/18/99	
177				6/1/99	
178				6/15/99	
179				6/24/99	
180	Direct Deposit Auth	CT-RG-UM	all	1999 Jan Feb Mar	
181	" " "	" " "	"	1998 Oct, Nov, Dec	
182	ACH Audit Report	RG, CT, UM	all	RG - 6/24/99; CT 6/24-7/6/99 UM - 6/15, 6/19, 7/2/99	

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
183	ACH AUDIT REPORTS	CT, RG, UM	all	CT 4/13, 4/27/99, RG 4/27/99 UM 4/24, 5/8/99
184	" " "	RG, UM	"	RG 6/1, 6/15/99 UM 5/22/99
185	" " "	RG, CT	"	RG 5/4, 5/18/99 CT 5/11/99
186	38020, 38017 Payroll Proc. RGR	RG	all	6/1/99
187	}	}	}	4/6/99
188				3-9-99
189				5-4-99
190				5-18-99
191				4-20-99
192				6-15-99
193				6-29-99

R10

5-15 To (17 space)  
5-19

**RECEIVED**

**SEP 7 1999**

**RECORDS MANAGEMENT  
DIVISION**

05.03	COMP
Reporting Agency	
Motor Fuel Tax	
Division or Unit	

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

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W1610	Dealers, Special Fuel, Motor Carriers Audits	1658	8	1994 - 1996	145	7/2002	RECYCLE

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

Charlie P Lopez	Records Center Manager	December 30, 2002
Signature	Title	Date



E /

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO. <b>96W1610</b>	DATE REC'D <b>6-6-96</b>
B. DIVISION/UNIT MOTOR FUEL TAX			RM CODE <b>05.03</b>
C. MAILING ADDRESS P.O. BOX 1751 LOUIS L. GOLDSTEIN TREAS. BUILDING ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) <b>171 20-23</b>	NO. OF CU. FT. <b>145</b>
D. PHONE NO. 410-974-3138		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Thomas M. Fullmer</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
	DEALERS, SPECIAL FUEL, MOTOR CARRIERS AUDITS. 1/94 THRU 1/96	#1658 # 8 7/02
1-10	53206-53415	
11-20	53415-53534	
21-30	53535-53761	
31-40	53762-53862	
41-50	53863-54004	
51-60	54004-54017	
61-70	54211-54503	
71-80	54504-54756	
81-90	54757-54882	
91-99	54883-55063	
100-09	55064-55177	
110-19	55178-55402	
120-129	55403-55576	
130-139	55577-55601	
140-145	55800-55988	

DISPOSAL DATE  
1/10/03  
*LJS*

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
83W289	Construction Loans N-Log	1804	2	FY 1982	4	7/2002	RECYCLE
83W297	Construction Loans P-Log	1804	2	FY 1982	1	7/2002	RECYCLE
84W105	Construction Loans N-Log	1804	2	FY 1982	1	7/2002	RECYCLE
99W513	U of M Expense A/C	1804	3	FY 1999	26	7/2002	RECYCLE
99W623	R-Stars / N-Log	1804	1	FY 1999	601	7/2002	RECYCLE
99W624	R-Stars / N-Log (J)	1804	1	FY 1999	108	7/2002	RECYCLE
99W626	U of M Expense A/C	1804	3	FY 1999	5	7/2002	RECYCLE
00W356	R-Stars / N-Log	1804	1	FY 1999	220	7/2002	RECYCLE
00W358	R-Stars / N-Log (J)	1804	1	FY 1999	37	7/2002	RECYCLE
00W359	DAFR	1804	46	FY 1999	2	7/2002	RECYCLE
00W360	ACFZ Reports	1804	81	FY 1999	2	7/2002	RECYCLE
00W361	U of M Expense Acct.	1804	3	FY 1999	10	7/2002	RECYCLE
00W747	R-Stars / N-Log	1804	1	FY 1999	211	7/2002	RECYCLE
00W750	U of M Expense Acct.	1804	3	FY 1999	15	7/2002	RECYCLE
00W752	R-Stars / N-Log (J)	1804	1	FY 1999	27	7/2002	RECYCLE
00W753	Security Notes	1804	81	FY 1999	7	7/2002	RECYCLE
00W839	R-Stars / P-Log	1804	1	FY 1999	3	7/2002	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 30, 2002 Date
---------------------------------------	--	------------------------------------

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

05.04

Accession No.

83W289

Date Received

10-25-82

1. From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury/Gen. Acctg. Div.  
 Treasury Building  
 Annapolis, Maryland 21404

Signature

Title

2. Building and Room  
 Treasury Building  
 Room 204

3. Phone  
 269-3812

4. To: State Records Center

5. Signature: (Agency Official)

*Ed Gallouay*

6. No. of Cu.Ft.

4

7. Records Location  
 (Center)

8. Box Numbers

9. Description of Records  
 With Inclusive Dates

10. Disposal Authority  
 (Schedule and Item No.)

~~R-119~~

6-9  
 Total  
 4

FY82  
 Construction Loans  
 N-Log

No schedule  
 15 years

S-19

R19  
*per 5/8/85*

~~900-1~~  
 2002  
*July 1997*

~~1244~~ 1804

#2

R-19

S-19

*Disposed*  
 8-1-02  
*R*

(Use Plain Unlined Paper For Continuation Pages)

Construction Loans "N" Log

FY 82

Box H

6	14617 N	—	17520 N
7	17588 N	—	20677 N
8	20710 N	—	23846 N
9	23920 N	—	27354 N

AND RECEIPT

05.04

Accession No.

83W297

Date Received

10-25-82

1. From: (Name, Division, Address or Agency)  
Comptroller of the Treasury/Gen. Acctg. Div.  
Treasury Building  
Annapolis, Maryland 21404

Signature

Title

2. Building and Room  
Treasury Building  
Room 204

3. Phone  
269-3812

4. To: State Records Center

5. Signature: (Agency Official)

*Ecl Hallaway*

6. No. of Cu.Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1  
total  
1

FY82  
Construction Loans  
P-Log

No schedule  
15 years ~~906~~

July 1997<sup>2002</sup>

1804  
# ~~1244~~

#2

*Disposed*

*8-1-02*

*[Signature]*

(Use Plain Unlined Paper For Continuation Pages)

Construction Loans "P" Log

FY 82

Box #

1 90020 — 93334

✓ E

AND RECEIPT

05.04

84W105

8-1-83

1. From: (Name, Division, Address or Agency)  
 Comptroller of the Treasury  
 General Accounting Division  
 Treasury Bldg., Annapolis, MD 21404

Signature \_\_\_\_\_  
 Title \_\_\_\_\_


2. Building and Room  
 Treasury Building  
 Room 204

3. Phone  
 269-3812

4. To: State Records Center

5. Signature: (Agency Official)  
 Ed Galloway

6. No. of Cu.Ft.  
 1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
R-35 S-1	10 Total 1	Construction Loan "N" Log FY 82 29225 — 27410	<del>906-1</del> 2002 July <del>1981</del> 1804 #1244 #2  Disposal 8-1-02 

(Use Plain Unlined Paper For Continuation Pages)

**RECORDS TRANSMITTAL AND RECEIPT**

①

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> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  	<b>DATE REC'D</b> 1-27-99
<b>B. DIVISION/UNIT</b> General Accounting Division	99W513	<b>RM CODE</b> 05.04
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE SECTION(S) 16 5-6	<b>NO. OF CU. FT.</b> 26
<b>D. PHONE NO.</b> <del>274-3000</del> 5651 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <i>Est Gallouney</i>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-26  Total 26	FY 99 U of M Expense Alc	1804-3 July, 2002  <i>Disposed</i> <i>8-1-02</i> <i>[Signature]</i>



FY99

U of M Expense A/c

1	Payroll # 1	PPE	7-4-98
2	" #1	"	7-4-98
3	" #2	"	7-18-98
4	" #2	"	7-18-98
5	" #3	"	8-1-98
6	" #3	"	8-1-98
7	" #14	"	8-15-98
8	" #14	"	8-15-98
9	" #15	"	8-29-98



FY99  
Uot M Expense Act.

10	Payroll #5	PPE	8-29-98
	" " 6	"	9-12-98
11	" " 6	"	9-12-98
12	" 6	"	9-12-98
	" 7	"	9-26-98
13	" 7	"	9-26-98
14	" 8	"	10-10-98
15	" 8	"	10-10-98
	" 9	"	10-24-98
16	" 9	"	10-24-98
17	" 9	"	10-24-98
18	" 10	"	11-7-98
19	" 10	"	11-7-98
20	" 11	"	11-12-98
21	" 11	"	11-12-98
22	" 11	"	11-12-98
	" 12	"	12-5-98
23	" 12	"	12-5-98
24	" 12	"	12-5-98
25	" 13	"	12-19-98
26	" 13	"	12-19-98

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">99W623</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">3-10-99</div>
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">601</div>
<b>D. PHONE NO.</b> <del>974-3074-5651</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Galbraith</div>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<div style="font-size: 1.5em; font-family: cursive;">1-601</div> <div style="font-size: 1.5em; font-family: cursive;">Total</div> <div style="font-size: 1.5em; font-family: cursive;">601</div>	<div style="font-size: 1.5em; font-family: cursive;">FY 99</div> <div style="font-size: 1.5em; font-family: cursive;">R-stars N-Log</div>  <div style="text-align: center;">****LOCATION****</div>  BOXES 1 - 367    RANGE - 0    SECTION - 18 - 35 BOXES 368 - 601    RANGE - 105    SECTION - 7 - 14	<div style="font-size: 1.5em; font-family: cursive;">1804-1</div>  <div style="font-size: 1.5em; font-family: cursive;">July, 2002</div>   <div style="font-size: 1.5em; font-family: cursive;">DISPOSAL</div> <div style="font-size: 1.5em; font-family: cursive;">8-7-02</div>

FY99

R-stars N-Log

1	99 00000 1	—————	99 000 111
2	99 000 112	—————	99 000 236
3	99 000 237	—————	99 000 354
4	99 000 355	—————	99 000 447
5	99 000 448	—————	99 000 541
6	99 000 542	—————	99 000 616
7	99 00 0617	—————	99 000 671
8	99 000 672	—————	99 000 754
9	99 000 755	—————	99 000 829
10	99 000 830	—————	99 000 870
11	99 000 871	—————	99 000 985
12	99 000 986	—————	99 00 1087
13	99 00 1088	—————	99 00 1158
14	99 00 1159	—————	99 00 1229
15	99 00 1230	—————	99 00 1267
16	99 00 1268	—————	99 00 1300
17	99 00 1301	—————	99 00 1362
18	99 00 1363	—————	99 00 1479
19	99 00 1480	—————	99 00 1560
20	99 00 1561	—————	99 00 16 44
21	99 00 1645	—————	99 00 17 31
22	99 00 1732	—————	99 00 17 81
23	99 00 1782	—————	99 00 18 25
24	99 00 1826	—————	99 00 19 11

25	990 01912	—————	99 00 1999
26	990 02000	—————	99 00 2066
27	99 00 2067	—————	99 00 2150
28	9900 2151	—————	99 00 2243
29	9900 2244	—————	99 00 2314
30	99 000192	—————	99 000 689
31	9900 2315	—————	9900 2415
32	9900 2416	—————	9900 2493
33	9900 2494	—————	9900 2568
34	9900 2569	—————	9900 2640
35	9900 2641	—————	9900 2699
36	9900 2700	—————	9900 2805
37	9900 2806	—————	99 00 2899
38	9900 2900	—————	99 00 2963
39	9900 2694	—————	99 00 3044
40	990 03045	—————	99 00 3111
41	9900 3112	—————	99 00 3180
42	9900 3181	—————	99 00 3238
43	9900 3239	—————	99 00 3326
44	9900 3327	—————	99 00 3407
45	9900 3408	—————	99 00 3499
46	9900 3500	—————	99 00 3551
47	99 00 3552	—————	99 00 3617
48	9900 3618	—————	99 00 3699
49	9900 3700	—————	9900 3755
50	9900 3756	—————	9900 3822
51	9900 3823	—————	9900 3900

52	99003901	—————	99003969
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FY 99

R-stars N-Log

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E

### RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO.  99W624	DATE REC'D 3-10-99
B. DIVISION/UNIT General Accounting Division			RM CODE 05.04
C. MAILING ADDRESS P.O. Box 466 LLG Treasury Bldg. Annapolis, MD. 21404-0466		LOCATION RANGE SECTION(S) 156 29-31	NO. OF CU. FT. 108
D. PHONE NO. <del>024-3002-5651</del> 260-7651		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Ed Galloway</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	1. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-108	FP 99 R-stars N-Log J	1804-1 July, 2002
Total 108		

*DISPOSAL  
8-5-02*

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> <del>974-5883 5651</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <i>Ed Galloway</i>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-108  Total  108	FY 99  R-Stars N-Log J	1804-1  July, 2002

FY 99

R-stars N-Log J

1	9000001	—————	9000034
2	9000035	—————	9000047
3	9000048	—————	9000087
4	9000088	—————	9000121
5	9000122	—————	9000148
6	9000149	—————	9000175
7	9000176	—————	9000205
8	9000206	—————	9000237
9	9000238	—————	9000277
10	9000278	—————	9000294
11	9000295	—————	9000345
12	9000346	—————	9000391
13	9000392	—————	9000450
14	9000451	—————	9000500
15	9000501	—————	9000545
16	9000546	—————	9000598
17	9000599	—————	9000630
18	9000631	—————	9000685
19	9000686	—————	9000749
20	9000750	—————	9000795
21	9000796	—————	9000847
22	9000848	—————	9000896
23	9000897	—————	9000921
24	9000922	—————	9000951

25	9000952	—————	9000988
26	9000989	—————	90001031
27	9001032	—————	9001080
28	9001081	—————	9001128
29	9001129	—————	9001178
30	9001179	—————	9001210
31	9001211	—————	9001250
32	9001251	—————	9001309
33	9001310	—————	9001365
34	9001366	—————	9001422
35	9001423	—————	9001460
36	9001461	—————	9001490
37	9001491	—————	9001529

FY 99

N-Log R-Stars J

38	9001530	—————	9001577
39	9001578	—————	9001626
40	9001627	—————	9001686
41	9001687	—————	9001748
42	9001749	—————	9001795
43	9001796	—————	9001888
44	9001829	—————	9001875
45	9001876	—————	9001935
46	9001936	—————	9001979
47	9001980	—————	9002023
48	9002024	—————	9002055
49	9002056	—————	9002083
50	9002084	—————	9002118
51	9002119	—————	9002158
52	9002159	—————	9002205
53	9002206	—————	9002255
54	9002256	—————	9002292
55	9002293	—————	9002326
56	9002327	—————	9002382
57	9002383	—————	9002430
58	9002431	—————	9002464
59	9002465	—————	9002490
60	9002491	—————	9002532
61	9002533	—————	9002580

62	900 2581	—————	900 2603
63	900 2604	—————	900 2638
64	900 2639	—————	900 2688
65	900 2689	—————	900 2726
66	900 2727	—————	900 2774
67	900 2775	—————	900 2803
68	900 2804	—————	900 2862
69	900 2863	—————	900 2892
70	900 2893	—————	900 2938
71	900 2939	—————	900 2980
72	900 2981	—————	900 3020
73	900 3021	—————	900 3066
74	900 3067	—————	900 3101
75	900 3102	—————	900 3145
76	900 3146	—————	900 3190
77	900 3191	—————	900 3228
78	900 3229	—————	900 3267
79	900 3268	—————	900 3309
80	900 3310	—————	900 3375
81	900 3376	—————	900 3419
82	900 3420	—————	900 3461
83	900 3462	—————	900 3506
84	900 3507	—————	900 3561
85	900 3562	—————	900 3601
86	900 3602	—————	900 3635
87	900 3636	—————	900 3690
88	900 3691	—————	900 3774



89	9003715	————	9003714
90	9003748	————	9003792
91	9003790	————	9003822
92	9003823	————	9003865
93	9003866	————	9003910
94	9003911	————	9003944
95	9003945	————	9003986
96	9003987	————	9004025
97	9004026	————	9004076
98	9004077	————	9004120
99	9004121	————	9004156
100	9004157	————	9004190
101	9004191	————	9004233
102	9004234	————	9004270
103	9004271	————	9004300
104	9004301	————	9004333
105	9004334	————	9004380
106	9004381	————	9004440
107	9004441	————	9004473
108	9004474	————	9004517

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 706-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">99W626</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">3-10-99</div>
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>FM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">101                  26</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">5</div>
<b>D. PHONE NO.</b> <del>974-3000-5651</del> 260-7651	<b>RECORDS CENTER MANAGER</b>  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
<b>E. AGENCY OFFICIAL</b> GAD - Gerald Mueller Ed Gallaway	410-260-7520	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
27-31  Total  5	FY99  U of M Expense A/c	1804-3  July, 2002

DISPOSED  
 8-7-02

FY 99  
UofM Expense A/C

27	Payroll #13	PPE	12-19-98
	" #14	"	1-2-99
28	" #14	"	1-2-99
	" #15	"	1-16-99
29	" #15	"	1-16-99
30	" #15	"	1-16-99
	" #16	"	1-30-99
31	" #16	"	1-30-99

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 375, JESSUP, MD. 20794 (TELEPHONE - 786-1375)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  00W356	<b>DATE REC'D</b> 9-15-99
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b> 05.04	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S) 74            8-13	<b>NO. OF CU. FT.</b>  220
<b>D. PHONE NO.</b> <del>277-3000-5651</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <i>E. J. Galloway</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
602-821  Total 220	FY 99 R-stars / N-log	1804-1  July, 2002  DISPOSAL 8/6/02 LJS

FY 99

602	99043266	————	99043344
603	99043345	————	99043395
604	99043396	————	99043485
605	9904386	————	99043519
606	99043520	————	99043585
607	99043586	————	99043655
608	99043656	————	99043745
609	99043746	————	99043867
610	99043808	————	99043860
611	99043861	————	99043934
612	99043935	————	99043999
613	99044006	————	99044072
614	99044073	————	99044130
615	99044131	————	99044215
616	99044216	————	99044289
617	99044290	————	99044379
618	99044380	————	99044435
619	99044456	————	99044519
620	99044520	————	99044589
621	99044590	————	99044675
622	99044676	————	99044715
623	99044716	————	99044785
624	99044786	————	99044875
625	99044876	————	99044945
626	99044946	————	99045015

627	99045016	—————	99045082
628	99045083	—————	99045149
629	99045150	—————	99045219
630	99045220	—————	99045282
631	99045283	—————	99045363
632	99045364	—————	99045435
633	99045436	—————	99045510
634	99045511	—————	99045567
635	99045568	—————	99045626
636	99045627	—————	99045690
637	99045691	—————	99045750
638	99045751	—————	99045820
639	99045821	—————	99045873
640	99045874	—————	99045966
641	99045967	—————	99046069
642	99046070	—————	99046143
643	99046144	—————	99046203
644	99046204	—————	99046265
645	99046266	—————	99046359
646	99046360	—————	99046450
647	99046451	—————	99046510
648	99046511	—————	99046600
649	99046601	—————	99046692
650	99046693	—————	99046760
651	99046761	—————	99046800
652	99046801	—————	99046845
653	99046846	—————	99046941

654	99046942	—————	99047015
655	99047016	—————	99047105
656	99047106	—————	99047146
657	99047147	—————	99047195
658	99047196	—————	99047290
659	99047291	—————	99047365
660	99047366	—————	99047434
661	99047435	—————	99047512
662	99047513	—————	99047576
663	99047577	—————	99047664
664	99047665	—————	99047728
665	99047729	—————	99047833
666	99047834	—————	99047903
667	99047904	—————	99047952
668	99047953	—————	99048031
669	99048032	—————	99048065
670	99048066	—————	99048163
671	99048164	—————	99048232
672	99048233	—————	99048300
673	99048301	—————	99048340
674	99048341	—————	98048410
675	99048411	—————	98048485
676	99048486	—————	98048584
677	98048585	—————	98048631
678	99048632	—————	98048705
679	99048706	—————	98048767
680	99048768	—————	98048845

681	99048846	—————	99048893
682	99048899	—————	99048960
683	99048961	—————	99049052
684	99049053	—————	99049125
685	99049126	—————	99049197
686	99049198	—————	99049265
687	99049266	—————	99049333
688	99049334	—————	99049400
689	99049401	—————	99049500
690	99049501	—————	99049570
691	99049571	—————	99049650
692	99049651	—————	99049731
693	99049732	—————	99049814
694	99049815	—————	99049865
695	99049866	—————	99049964
696	99049965	—————	99050033
697	99050034	—————	99050101
698	99050102	—————	99050150
699	99050151	—————	99050235
700	99050236	—————	99050315
701	99050316	—————	99050373
702	99050374	—————	99050415
703	99050416	—————	99050478
704	99050479	—————	99050571
705	99050572	—————	99050667
706	99050668	—————	99050730
707	99050731	—————	99050843



708	99050844	————	99050926
709	99050927	————	99051006
710	99051007	————	99051089
711	99051090	————	99051155
712	99051156	————	99051218
713	99051219	————	99051285
714	99051286	————	99051365
715	99051366	————	99051440
716	99051441	————	99051535
717	99051536	————	99051620
718	99051621	————	99051685
719	99051686	————	99051738
720	99051739	————	99051775
721	99051776	————	99051806
722	99051807	————	99051848
723	99051849	————	99051933
724	99051934	————	99051999
725	99052000	————	99052075
726	99052076	————	99052159
727	99052160	————	99052239
728	99052240	————	99052329
729	99052330	————	99052399
730	99052400	————	99052446
731	99052447	————	99052521
732	99052522	————	99052599
733	99052600	————	99052665
734	99052666	————	99052765

735	99052766	————	99052822
736	99052823	————	99052924
737	99052925	————	99053003
738	99053004	————	99053065
739	99053066	————	99053164
740	99053165	————	99053219
741	99053220	————	99053282
742	99053283	————	99053353
743	99053354	————	99053433
744	99053434	————	99053525
745	99053526	————	99053638
746	99053639	————	99053709
747	99053710	————	99053788
748	99053789	————	99053851
749	99053852	————	99053925
750	99053926	————	99053954
751	99053955	————	99054036
752	99054037	————	99054135
753	99054136	————	99054229
754	99054230	————	99054275
755	99054276	————	99054329
756	99054330	————	99054399
757	99054400	————	99054479
758	99054480	————	99054531
759	99054532	————	99054610
760	99054611	————	99054680
761	99054681	————	99054764

762	99054765	————	99054835
763	99054836	————	99054876
764	99054877	————	99054933
765	99054934	————	99055053
766	99055054	————	99055117
767	99055118	————	99055210
768	99055211	————	99055260
769	99055261	————	99055315
770	99055316	————	99055380
771	99055381	————	99055460
772	99055461	————	99055520
773	99055521	————	99055570
774	99055571	————	99055643
775	99055644	————	99055722
776	99055723	————	99055803
777	99055804	————	99055860
778	99055861	————	99055950
779	99055951	————	99055995
780	99055996	————	99056086
781	99056087	————	99056135
782	99056136	————	99056210
783	99056211	————	990
784	99056294	————	99056355
785	99056356	————	99056394
786	99056395	————	99056466
787	99056467	————	99056551
788	99056552	————	99056620

789	99056621	————	99056687
790	99056688	————	99056740
791	99056741	————	99056820
792	99056821	————	99056885
793	99056886	————	99056959
794	99056960	————	99056999
795	99057000	————	99057095
796	99057096	————	99057189
797	99057190	————	99057276
798	99057277	————	99057326
799	99057327	————	99057370
800	99057371	————	99057470
801	99057471	————	99057540
802	99057541	————	99057603
803	99057604	————	99057648
804	99057649	————	99057738
805	99057731	————	99057800
806	99057801	————	99057880
807	99057881	————	99057917
808	99057918	————	99058008
809	99058009	————	99058084
810	99058085	————	99058183
811	99058184	————	99058239
812	99058240	————	99058285
813	99058286	————	99058376
814	99058377	————	99058470
815	99058471	————	99058518

816	99058519	——	99058581
817	99058582	——	99058669
818	99058670	——	99058730
819	99058731	——	99058800
820	99058801	——	99058827
821	99058828	——	99058892

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 796-1376)

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b> 00W358	<b>DATE REC'D</b> 9-15-99
<b>B. DIVISION/UNIT</b> General Accounting Division	00W358	<b>RM CODE</b> 05.04
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE SECTION(S) 74 13-14	<b>NO. OF CU. FT.</b> 37
<b>D. PHONE NO.</b> <del>224-3090 5151</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Ed Halbrun	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
109-145 Total 37	FY99 R-stars / N-logs J	1804-1 July, 2002  DISPOSTA 8/6/02 LIS

FY 99

N-Log R-stars J

109	9004518	—————	9004553
110	9004554	—————	9004596
111	9004597	—————	9004640
112	9004641	—————	9004679
113	9004680	—————	9004703
114	9004704	—————	9004744
115	9004745	—————	9004782
116	9004783	—————	9004827
117	9004828	—————	9004855
118	9004856	—————	9004900
119	9004901	—————	9004836
120	9004937	—————	9004985
121	9004986	—————	9005025
122	9005026	—————	9005060
123	9005061	—————	9005095
124	9005096	—————	9005135
125	9005136	—————	9005178
126	9005179	—————	9005240
127	9005241	—————	9005280
128	9005281	—————	9005320
129	9005321	—————	9005339
130	9005340	—————	9005377
131	9005378	—————	9005415
132	9005416	—————	9005466

133	9005467	————	9005515
134	9005516	————	9005545
135	9005546	————	9005585
136	9005586	————	9005630
137	9005631	————	9005670
138	9005671	————	9005714
139	9005715	————	9005751
140	9005752	————	9005800
141	9005801	————	9005840
142	9005841	————	9005874
143	9005875	————	9005905
144	9005906	————	9005955
145	9005956	————	9006002



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W359</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">9-15-99</div>
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">67                  6</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">2</div>
<b>D. PHONE NO.</b> <del>974-2090 5651</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Gallaway</div>	<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
<div style="font-size: 1.5em; font-family: cursive;">1-2</div> <div style="font-size: 1.5em; font-family: cursive;">Total</div> <div style="font-size: 2em; font-family: cursive;">2</div>	<div style="font-size: 1.5em; font-family: cursive; text-align: center;">FP99</div> <div style="font-size: 1.5em; font-family: cursive; text-align: center;">DAFR 3040</div>	<div style="font-size: 1.5em; font-family: cursive; text-align: center;">1804-46</div> <div style="font-size: 1.5em; font-family: cursive; text-align: center;">July, 2002</div>  <div style="font-size: 1.5em; font-family: cursive; text-align: center;">DISPOSAL</div> <div style="font-size: 1.5em; font-family: cursive; text-align: center;">8/6/02</div> <div style="font-size: 1.5em; font-family: cursive; text-align: center;">LJB</div>

FY99

DAFR 3040

1 7-1-98 - 11-5-98

2 11-6-98 - 3-15-99

R67

(1 SPACES)

S6

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury		<b>ACCESSION NO.</b>  00W 360	<b>DATE REC'D</b> 9-15-99
<b>B. DIVISION/UNIT</b> General Accounting Division			<b>RM CODE</b> 05.04
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466		<b>LOCATION</b> RANGE      SECTION(S) 67              6	<b>NO. OF CU. FT.</b>  2
<b>D. PHONE NO.</b> <del>811-3038 3637</del> 260-7651		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Earl Gallows		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-2 Total 2	FY 99 ACF2 Reports	1804-81 July, 2002 DISPOSAL 8/6/02 LJB

FY 99  
ACF 2 Reports

- 1 2-1-99 - 3-11-99
- 2 3-12-99 - 4-24-99

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W361</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">9-15-99</div>						
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>FM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>							
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><b>RANGE</b></td> <td style="text-align: center; border: none;"><b>SECTION(S)</b></td> <td style="border: none;"></td> </tr> <tr> <td style="text-align: center; font-size: 2em; font-family: cursive;">34</td> <td style="text-align: center; font-size: 2em; font-family: cursive;">30</td> <td style="border: none;"></td> </tr> </table>	<b>RANGE</b>	<b>SECTION(S)</b>		34	30		<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">10</div>
<b>RANGE</b>	<b>SECTION(S)</b>							
34	30							
<b>D. PHONE NO.</b> <del>974-3022-5654</del> 260-7651	<b>RECORDS CENTER MANAGER</b>							
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Gallouay</div>	<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
<div style="font-size: 1.5em; font-family: cursive;">32-41</div> <div style="font-size: 1.5em; font-family: cursive;">Total</div> <div style="font-size: 1.5em; font-family: cursive;">10</div>	<div style="font-size: 1.5em; font-family: cursive;">FM 99</div> <div style="font-size: 1.5em; font-family: cursive;">U of M Expense Acct</div>	<div style="font-size: 1.5em; font-family: cursive;">1804-3</div> <div style="font-size: 1.5em; font-family: cursive;">July, 2002</div>  <div style="font-size: 1.5em; font-family: cursive; transform: rotate(-15deg);">                     Disposed                      8.2.02  <div style="font-size: 2em; font-family: cursive; margin-top: 10px;">R</div> </div>

FY99  
UofM Expense Acct

32	Payroll # 16	PPE	1-30-99
	" # 17	"	2-13-99
33	" # 17	"	2-13-99
34	" # 17	"	2-13-99
	" # 18	"	2-27-99
35	" # 18	"	2-27-99
36	" # 18	"	2-27-99
	" # 19	"	3-13-99
37	" # 19	"	3-13-99
38	" # 20	"	3-27-99
39	" # 20	"	3-27-99
	" # 21	"	4-10-99
40	" # 21	"	4-10-99
41	" # 21	"	4-10-99

R34

S30 — (19) Empty space



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W747</div>	<b>DATE REC'D</b> 12-16-99
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b> 05.04	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">53      15-20</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 1.5em; font-family: cursive;">211</div>
<b>D. PHONE NO.</b> <del>934-3014</del> <del>5157</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Gallaway</div>	<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
822-1032  Total 211 210	<div style="font-size: 1.5em; font-family: cursive;">FY 99</div> <div style="font-size: 1.5em; font-family: cursive;">R-stars / N-log</div>	1804-1  July, 2002  DISPOSAL 8/9/02  LJB

FY 99  
R-Stars / N-Log

822	99058893	————	99058975
823	99058976	————	99059050
824	99059051	————	99059140
825	99059141	————	99059220
826	99059221	————	99059325
827	99059326	————	99059372
828	99059373	————	99059405
829	99059406	————	99059495
830	99059496	————	99059586
831	99059587	————	99059655
832	99059656	————	99059756
833	99059757	————	99059845
834	99059846	————	99059925
835	99059926	————	99059979
836	99059980	————	99060012
837	99060013	————	99060059
838	99060060	————	99060128
839	99060129	————	99060205
840	99060206	————	99060270
841	99060271	————	99060320
842	99060321	————	99060380
843	99060381	————	99060439
844	99060440	————	99060510
845	99060511	————	99060590

846	99060591	————	99060641
847	99060642	————	99060715
848	99060716	————	99060799
849	99060800	————	99060858
850	99060859	————	99060935
851	99060936	————	99060975
852	99060976	————	99061044
853	99061045	————	99061108
854	99061109	————	99061169
855	99061170	————	99061255
856	99061256	————	99061337
857	99061338	————	99061410
858	99061411	————	99061453
859	99061454	————	99061539
860	99061540	————	99061612
861	99061613	————	99061681
862	99061682	————	99061746
863	99061747	————	99061818
864	99061819	————	99061890
865	99061891	————	99061992
866	99061993	————	99062055
867	99062056	————	99062120
868	99062121	————	99062205
869	99062206	————	99062272
870	99062273	————	99062335
871	99062336	————	99062384
872	99062385	————	99062478

873	99062479	————	99062550
874	99062551	————	99062626
875	99062627	————	99062705
876	99062706	————	99062761
877	99062762	————	99062840
878	99062841	————	99062902
879	99062903	————	99062975
880	99062976	————	99063049
881	99063050	————	99063119
882	99063120	————	99063192
883	99063193	————	99063261
884	99063262	————	99063310
885	99063311	————	99063375
886	99063376	————	99063445
887	99063446	————	99063505
888	99063506	————	99063569
889	99063570	————	99063650
890	99063651	————	99063745
891	99063746	————	99063801
892	99063802	————	99063848
893	99063849	————	99063960
894	99063961	————	99064020
895	99064021	————	99064108
896	99064109	————	99064182
897	99064183	————	99064265
898	99064266	————	99064351
899	99064352	————	99064405

900	99064406	——	99064489
901	99064490	——	99064567
902	99064568	——	99064634
903	99064635	——	99064700
904	99064701	——	99064742
905	99064743	——	99064823
906	99064824	——	99064905
907	99064906	——	99064985
908	99064986	——	99065028
909	99065029	——	99065118
910	99065119	——	99065195
911	99065196	——	99065299
912	99065300	——	99065351
913	99065352	——	99065415
914	99065416	——	99065499
915	99065500	——	99065584
916	99065585	——	99065636
917	99065637	——	99065780
918	99065721	——	99065785
919	99065786	——	99065871
920	99065872	——	99065965
921	99065966	——	99066025
922	99066026	——	99066087
923	99066088	——	99066159
924	99066160	——	99066218
925	99066219	——	99066271
926	99066272	——	99066323

927	99066324	——	99066396
928	99066397	——	99066482
929	99066483	——	99066530
930	99066531	——	99066622
931	99066623	——	99066706
932	99066707	——	99066768
933	99066769	——	99066827
934	99066828	——	99066920
935	99066921	——	99067000
936	99067001	——	99067069
937	99067070	——	99067124
938	99067125	——	99067204
939	99067205	——	99067281
940	99067282	——	99067345
941	99067346	——	99067444
942	99067445	——	99067485
943	99067486	——	99067553
944	99067554	——	99067622
945	99067623	——	99067689
946	99067680	——	99067751
947	99067752	——	99067783
948	99067784	——	99067845
949	99067846	——	99067905
950	99067906	——	99067961
951	99067962	——	99068016
952	99068017	——	99068103
953	99068104	——	99068175

954	99068176	——	99068235
955	99068236	——	99068315
956	99068316	——	99068383
957	99068384	——	99068454
958	99068455	——	99068522
959	99068523	——	99068592
960	99068593	——	99068648
961	99068649	——	99068720
962	99068721	——	99068774
963	99068775	——	99068830
964	99068831	——	99068918
965	99068919	——	99068986
966	99068987	——	99069031
967	99069032	——	99069083
968	99069084	——	99069135
969	99069136	——	99069219
970	99069220	——	99069273
971	99069274	——	99069350
972	99069351	——	99069411
973	99069412	——	99069472
974	99069473	——	99069561
975	99069562	——	99069620
976	99069621	——	99069676
977	99069677	——	99069756
978	99069751	——	99069834
979	99069835	——	99069893
980	99069894	——	99069958

981	99069959	————	99070030
982	99070031	————	99070133
983	99070134	————	99070175
984	99070176	————	99070228
985	99070229	————	99070320
986	99070321	————	99070389
987	99070390	————	99070451
988	99070452	————	99070526
989	99070527	————	99070606
990	99070607	————	99070675
991	99070676	————	99070739
992	99070740	————	99070778
993	99070779	————	99070829
994	99070830	————	99070913
995	99070913	————	99070995
996	99070996	————	99071064
997	99071065	————	99071111
998	99071112	————	99071181
999	99071182	————	99071246
1000	99071247	————	99071295
1001	99071296	————	99071342
1002	99071343	————	99071416
1003	99071417	————	99071513
1004	99071514	————	99071585
1005	99071586	————	99071635
1006	99071636	————	99071675
1007	99071676	————	99071729



1008	99071730	—	99071729
1009	99071826	—	99071895
1010	99071896	—	99071960
1011	99071961	—	99072033
1012	99072034	—	99072089
1013	99072090	—	99072174
1014	99072175	—	99072236
1015	99072237	—	99072318
1016	99072319	—	99072386
1017	99072387	—	99072430
1018	99072431	—	99072480
1019	99072481	—	99072540
1020	99072541	—	99072626
1021	99072627	—	99072684
1022	99072685	—	99072744
1023	99072745	—	99072825
1024	99072826	—	99072910
1025	99072911	—	99072979
1026	99072980	—	99073036
1027	99073037	—	99073127
1028	99073128	—	99073200
1029	99073201	—	99073271
1030	99073272	—	99073378
1031	99073379	—	99073450
1032	99073451	—	99073468

R-53

S-15-20

(<sup>16</sup>space  
S-20)

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W750</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">12-16-99</div>
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">154              31</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">15</div>
<b>D. PHONE NO.</b> <del>877-3074</del> <del>5857</del> <div style="font-size: 1.5em; font-family: cursive;">260-7651</div>	<b>RECORDS CENTER MANAGER</b>  	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Galloney</div>	<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
<div style="font-size: 1.5em; font-family: cursive;">42-56 Total 15</div>	<div style="font-size: 1.5em; font-family: cursive; text-align: center;">FY 99 U of M Expense Acct</div>	<div style="font-size: 1.5em; font-family: cursive;">1804-3  July, 2002</div>

DISPOSAL  
 8-7-02

FY99

UO&M Expense Acct

42	Payroll #21	PPE	4-10-99
	" #22	"	4-24-99
43	" #22	"	4-24-99
44	" #22	"	4-24-99
	" #23	"	5-8-99
45	" #23	"	5-8-99
46	" #23	"	5-8-99
47	" #24	"	5-22-99
48	" #24	"	5-22-99
49	" #24	"	5-22-99
	" #25	"	6-5-99
50	" #25	"	6-5-99
51	" #25	"	6-5-99
52	" #26	"	6-19-99
53	" #26	"	6-19-99
54	" #26	"	6-19-99
	" #27	"	7-2-99
55	" #27	"	7-2-99
56	" #27	"	7-2-99

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W752</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">12-16-99</div>
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 2em; font-family: cursive;">21              10-11</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">27</div>
<b>D. PHONE NO.</b> <del>934-3888-5654</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Halloway</div>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<div style="font-size: 1.5em; font-family: cursive;">146-172</div>  <div style="font-size: 1.5em; font-family: cursive;">Total</div> <div style="font-size: 1.5em; font-family: cursive;">26</div> <div style="font-size: 1.5em; font-family: cursive;">27</div>	<div style="font-size: 1.5em; font-family: cursive;">FY99</div> <div style="font-size: 1.5em; font-family: cursive;">R-Stars / N-Log J</div>	<div style="font-size: 1.5em; font-family: cursive;">1804-1</div>  <div style="font-size: 1.5em; font-family: cursive;">July, 2002</div>  <div style="font-size: 1.5em; font-family: cursive; transform: rotate(-15deg);">                     Disposal                      8-1-02                 </div>

FY 99  
R-stars /  $N - \log J$

146	9006003	—	9006035
147	9006036	—	9006070
148	9006071	—	9006106
149	9006107	—	9006155
150	9006156	—	9006202
151	9006203	—	9006241
152	9006242	—	9006278
153	9006279	—	9006320
154	9006321	—	9006370
155	9006371	—	9006411
156	9006412	—	9006455
157	9006456	—	9006515
158	9006516	—	9006554
159	9006554	—	9006610
160	9006611	—	9006659
161	9006660	—	9006705
162	9006706	—	9006740
163	9006741	—	9006795
164	9006796	—	9006843
165	9006844	—	9006887
166	9006888	—	9006912
167	9006913	—	9006960
168	9006961	—	9006999
169	9007000	—	9007045

170 9007046 — 9007050  
171 9007081 — 9007117  
172 9007118 — 9007168

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W753</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">12-16-99</div>
<b>B. DIVISION/UNIT</b> General Accounting Division	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>	
<b>C. MAILING ADDRESS</b> P.O. Box 466 LLG Treasury Bldg. Annapolis, MD 21404-0466	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">19                      18</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">7</div>
<b>D. PHONE NO.</b> <del>444-3000</del> <del>5657</del> 260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Earl Halloway</div>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
258-264  Total  <div style="font-size: 2em; font-family: cursive;">7</div>	<div style="font-size: 1.5em; font-family: cursive;">FY 99</div> <div style="font-size: 1.2em; font-family: cursive;">Security Note Bks</div>	<div style="font-size: 1.5em; font-family: cursive;">1804-81</div> <div style="font-size: 1.5em; font-family: cursive;">July, 2002</div> <div style="font-size: 1.5em; font-family: cursive; margin-top: 20px;">                         Disposal  <hr style="width: 80%; margin: 5px auto;"/>                         8-1-02                     </div>
	<div style="font-size: 1.2em; font-family: cursive;">258</div> <div style="font-size: 1.2em; font-family: cursive;">259</div> <div style="font-size: 1.2em; font-family: cursive;">260</div> <div style="font-size: 1.2em; font-family: cursive;">261</div> <div style="font-size: 1.2em; font-family: cursive;">262</div> <div style="font-size: 1.2em; font-family: cursive;">263</div> <div style="font-size: 1.2em; font-family: cursive;">264</div>	



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. <i>Comp. of the Treasury</i>	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">00W839</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">2-17-00</div>
<b>B. DIVISION/UNIT</b> <i>General Accounting</i>	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.04</div>	
<b>C. MAILING ADDRESS</b> <i>P.O. Box 466                  LLC Treasury Bldg.                  Annap, MD 21404-0466</i>	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 2em; font-family: cursive;">33                  26</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">3</div>
<b>D. PHONE NO.</b> <div style="font-size: 1.2em; font-family: cursive;">410-260-7651</div>	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-size: 1.5em; font-family: cursive;">Ed Anthony</div>	<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
<div style="font-size: 1.5em; font-family: cursive;">1-3</div>  <div style="font-size: 1.5em; font-family: cursive;">Total</div>  <div style="font-size: 2em; font-family: cursive;">3</div>	<div style="font-size: 2em; font-family: cursive;">FY99</div> <div style="font-size: 1.5em; font-family: cursive;">R-stars P-Log</div>	<div style="font-size: 1.5em; font-family: cursive;">1804-1</div>  <div style="font-size: 1.5em; font-family: cursive;">July, 2002</div>  <div style="font-size: 1.5em; font-family: cursive; transform: rotate(-15deg);">                     Disposed                      8-2-02                 </div>  <div style="font-size: 2em; font-family: cursive;">R</div>

FY99  
R-stars P-LOG

1	99000002	—————	99020076
2	99035014	—————	99061512
3	99061773	—————	99072639

06.02 <b>DHCD</b>	<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.
<b>Reporting Agency</b>		
Housing & Community Development CAA / Code Administration		
<b>Division or Unit</b>		

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.				
95W297	IB Plans	1221	1	1988 - 1990	2	1/2002	RECYCLE
96W505	IBMH Manufacturers Plans	1661	1	1987 - 1990	2	1/2002	RECYCLE
96W506	IBMH Manufacturers Plans	1661	1	1987 - 1991	12	1/2002	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2002</u> Date
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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. Housing & Community Development		ACCESSION NO. <b>95W297</b>	DATE REC'D. <b>8-26-94</b>
B. DIVISION/UNIT CAA/Codes Administration			RM CODE <b>06.02</b>
C. MAILING ADDRESS 100 Community Place Crownsville MD 21032-2023		LOCATION RANGE SECTION(S) <b>33 28</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 514-7220		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James C. Hanna, Director, Codes Admin.		TO BE 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	IB Plans - Chariot Eagle CMSI (1988-1990)	Schedule 1221 Item 1 Disposal Jan. 2001
2	IB Plans - Ryland (1990)	Schedule 1221 Item 1 Disposal Jan. 2001

*Q1255C  
4-20-02*

R-33

S-28

4 empties

**RECORDS TRANSMITTAL AND RECEIPT**

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Housing & Community Development		ACCESSION NO. <b>96W505</b>	DATE REC'D <b>11-16-95</b>
B. DIVISION/UNIT CAA/Codes Administration			RM CODE <b>06.02</b>
C. MAILING ADDRESS 100 Community Place Crownsville MD 21032-2023		LOCATION RANGE SECTION(S) <b>36 27</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 514-7220		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James C. Hanna, Director, Codes Admin.		TO BE 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.	IBMH Manufacturers Plans 90-2; 88-5; 87-1; 89-14; 87-2; 90-11; 89-8	Schedule 1661 Item 1. Disposal Jan. 2001  <i>Disposal 5-10-02</i>

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**RECORDS TRANSMITTAL AND RECEIPT****E**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Housing & Community Development		ACCESSION NO. <b>96W506</b>	DATE REC'D <b>11-16-95</b>
B. DIVISION/UNIT CAA/Codes Administration			RM CODE <b>06.02</b>
C. MAILING ADDRESS 100 Community Place Crownsville MD 21032-2023		LOCATION RANGE SECTION(S) <b>36 27</b>	NO. OF CU. FT. <b>12</b>
D. PHONE NO. (410) 514-7220		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James C. Hanna, Director, Codes Admin.		TO BE 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	IBMH Manufacturers Plans 90-5; 91-24; 90-21; 88-18; 91-6; 90-20; 91-2	Schedule 1661 Item 1 Disposal Jan. 2002	
2	IBMH Manufacturers Plans 90-17; 88-8; 88-3; 89-16; 89-10; 91-11	Schedule 1661 Item 1 Disposal Jan. 2002	
3	IBMH Manufacturers Plans 90-7; 91-22; 87-3; 90-1; 89-5; 88-25	Schedule 1661 Item 1 Disposal Jan. 2002	
4	IBMH Manufacturers Plans 91-13; 91-26; 88-30; 88-16; 88-15; 88-24	Schedule 1661 Item 1 Disposal Jan. 2002	
5	IBMH Manufacturers Plans 90-19; 91-9; 90-13; 87-5; 87-10	Schedule 1661 Item 1 Disposal Jan. 2002	
6	IBMH Manufacturers Plans 90-12; 88-22; 90-14; 91-20; 88-2; 90-8	Schedule 1661 Item 1 Disposal Jan. 2002	

06.03.00	DHCD	<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			
Housing & Community Development Housing Management / Single Family			
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.				
93W1321	Single Family Payoffs	1210	4	1992	6	1/2002	RECYCLE

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

Charlie P Lopez  
Signature
Records Center Manager  
Title
June 30, 2002  
Date



**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1 AGENCY CODE 25-006-1	ACCESSION NO. 06.03.00	DATE RECD 4-23-93
2 AGENCY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT	93W1321	
3 AGENCY UNIT HOUSING MANAGEMENT 1992 SINGLE FAMILY PAYOFFS - MISCELLANEOUS, ALLIANCE MTG, ATLANTIC RESIDENTIAL, BANC ONE,	LOCATION - RANGE 19	NO. OF CU. FT. 6
4 MAILING ADDRESS CARROLL COUNTY BANK, CECIL FEDERAL CHASE HOME MTG & CITY 100 COMMUNITY PLACE CROWNSVILLE, MD 21032-2023	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
5 AGENCY OFFICIAL (410) 514-7589	PHONE NO. (410) 514-7589	

3 BOX NUMBERS	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
621	1992 SINGLE FAMILY PAYOFFS - CHRONOLOGICALLY MISCELLANEOUS RELEASES  ALLIANCE MORTGAGE  ATLANTIC RESIDENTIAL MORTGAGE  BANC ONE MORTGAGE  CARROLL COUNTY BANK  CECIL FEDERAL  CHASE HOME MORTGAGE  CITIFED MORTGAGE	1999 #1210 #4 1/00  P. 1210 4-26-02

USE FLAM UNLINED PAPER FOR CONTRIBUTION PAPERS

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1378)

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

<b>A. AGENCY</b> 25-006-1	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">93W1321</div>	<b>DATE REC'D</b>  
<b>B. DIVISION/UNIT</b> DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT HOUSING MANAGEMENT	<b>RM CODE</b>  	
<b>C. MAILING ADDRESS</b> 100 COMMUNITY PLACE CROWNSVILLE, MD 21032-2023	<b>LOCATION</b> RANGE SECTION(S)	<b>NO. OF CU. FT.</b>  
<b>D. PHONE NO.</b> (410) 514-7589	<b>RECORDS CENTER MANAGER</b>  	
<b>E. AGENCY OFFICIAL</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
<div style="font-size: 2em; font-family: cursive;">2 of 6</div>	<u>1992 SINGLE FAMILY PAYOFFS - CHRONOLOGICALLY</u>  EASTERN SHORE MORTGAGE  EQUITABLE FEDERAL  FAIRFAX MORTGAGE  FIDELITY BOND & MORTGAGE  FIRST FEDERAL SAVINGS BANK OF WESTERN MARYLAND  FIRST NATIONAL BANK  GMAC OF IOWA  GMAC OF PA  HOPKINS FEDERAL SAVINGS BANK  HOUSEHOLD MORTGAGE	1999

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 376, JESSUP, MD. 20794 (TELEPHONE - 786-1376)

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

<b>A. AGENCY</b> B. 25-006-1	<b>ACCESSION NO.</b>  9361321	<b>DATE REC'D</b>  _____
<b>B. DIVISION/UNIT</b> DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT HOUSING MANAGEMENT	<b>RM CODE</b>  _____	
<b>C. MAILING ADDRESS</b> 100 COMMUNITY PLACE CROWNSVILLE, MD 21032-2023	<b>LOCATION</b> RANGE SECTION(S)	<b>NO. OF CU. FT.</b>  _____
<b>D. PHONE NO.</b> (410) 514-7589	<b>RECORDS CENTER MANAGER</b>  _____	
<b>E. AGENCY OFFICIAL</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
3 of 6	<u>1992 SINGLE FAMILY PAYOFFS - CHRONOLOGICALLY</u>  LOYOLA FEDERAL SAVINGS BANK  MARGARETTEN & CO.  MERCANTILE MORTGAGE  NATIONAL CITY MORTGAGE  PROVIDENT STATE BANK  RYLAND MORTGAGE  SUNBELT NATIONAL MORTGAGE  WATERFIELD MORTGAGE	1999

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE • 706-1378)

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

<b>A. AGENCY</b> 25-006-1	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">93W1321</div>	<b>DATE REC'D</b>  
<b>B. DIVISION/UNIT</b> DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT HOUSING MANAGEMENT	<b>FM CODE</b>  	
<b>C. MAILING ADDRESS</b> 100 COMMUNITY PLACE CROWNSVILLE, MD 21032-2023	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>  
<b>D. PHONE NO.</b> (410) 514-7589	<b>RECORDS CENTER MANAGER</b>  	
<b>E. AGENCY OFFICIAL</b>  	<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
<div style="font-size: 3em; font-family: cursive;">4</div> OF <div style="font-size: 3em; font-family: cursive;">6</div>	<u>1992 SINGLE FAMILY PAYOFFS - CHRONOLOGICALLY</u>  HOGMAN, INC.  MARYLAND NATIONAL MORTGAGE	1999

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 25-006-1	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">93W1321</div>	<b>DATE REC'D</b>  
<b>B. DIVISION/UNIT</b> DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT HOUSING MANAGEMENT	<b>RM CODE</b>  	
<b>C. MAILING ADDRESS</b> 100 COMMUNITY PLACE CROWNSVILLE, MD 21032-2023	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>  
<b>D. PHONE NO.</b> (410) 514-7589	<b>RECORDS CENTER MANAGER</b>  	
<b>E. AGENCY OFFICIAL</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
<div style="font-size: 2em; font-family: cursive;">5</div> <div style="font-size: 2em; font-family: cursive;">or</div> <div style="font-size: 2em; font-family: cursive;">6</div>	1992 SINGLE FAMILY PAYOFFS - CHRONOLOGICALLY  PAINWEBBER	1999

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 271, JESSUP, MD. 20794 (TELEPHONE - 706-1378)

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

<b>A. AGENCY</b> 1. 25-006-1	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">93W 1321</div>	<b>DATE REC'D</b>  
<b>B. DIVISION/UNIT</b> DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT HOUSING MANAGEMENT	<b>RM CODE</b>  	
<b>C. MAILING ADDRESS</b> 100 COMMUNITY PLACE CROWNSVILLE, MD 21032-2023	<b>LOCATION</b> RANGE SECTION(S)	<b>NO. OF CU. FT.</b>  
<b>D. PHONE NO.</b> (410) 514-7589	<b>RECORDS CENTER MANAGER</b>  	
<b>E. AGENCY OFFICIAL</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	
<div style="font-size: 2em; font-family: cursive;">6</div> <div style="font-size: 2em; font-family: cursive;">of</div> <div style="font-size: 2em; font-family: cursive;">6</div>	1992 SINGLE FAMILY PAYOFFS - <del>CHRONOLOGICAL</del> PRE-FORECLOSURE PAYOFF FILES	<div style="font-size: 2em; font-family: cursive;">1999</div>	
	ARMIGER, WILLIAM	68-930-30901	
	BEAL, THOMAS/PADDY, THERESA	66-562-20937	
	BENNETT, PAUL D. & LINDA M.	63-001-01189	
	BRAHAM, PATRICIA A.	69-535-42893	
	BROOKS, HAROLD R.	95-001-92192	
	BROWN, RICHARD & RUBY	70-634-40208	
	CURTIS, CAROLYN LYONS	40-264-49382	
	DEJARNETTE, JOHN P. & REINHART, DINA	45-840-50837	
	DEAVERS (SPAULDING), MADELINE	62-370-15181	
	DERMOTA, WILLIAM L. & ROSEANNE M.	75-535-54236	
	DEWEY, SANDRA J.	71-845-43729	
	DINISIO, WILLIAM E. JR.	68-970-30648	
DIXON, MARK E. & LINDA B.	79-930-55100		
EVANS, DONALD & DELORES	63-001-02029		

## SINGLE FAMILY PAYOFF RELEASES - 1992 - PRE-FORECLOSURE FILES

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>
6	ELROD, CLARK	73-264-47575
OF	FARRARE, ANTHONY & PEGGY	56-320-59111
	FELTON, PALESTINE	68-570-44028
6	FORRESTER, THOMAS E.	68-132-30264
	FREEMAN, MARSHA	41-535-56106
	GAINES, KENNETH & EMMA	68-682-42279
	HELMHOLZ, HUGO W.	70-570-41539
	HESS, RICHARD	75-570-47296
	KAELIN, REGIS D. & HOPE	45-682-53537
	KEISTER, ROBERT	75-265-51555
	KIDWELL, JOSEPH	40-264-48329
	JACKSON, CHARLES R. & CAROL	69-080-44130
	JACKSON, DONALD	70-682-41907
	JOHNSON, JOSEPH	66-682-20064
	MILLER, ROBERT	73-682-49669
	O'BERRY, CHARLES M.	66-370-20487
	PARIZEL, MICHAEL & JANET	68-682-30035
	ROBERTS, RICARDO	79-682-63870
	SANDERS, HAROLD W.	54-154-58846
	SMITH, ROBERT A.	75-556-51349
	STATKIEWICZ, ROBERT E. JR.	43-570-49576
	VAN FOSSEN, DAVID W.	48-682-52259
	WILLIS, ANDREA	72-570-45374
	ZAMOSTNY, JEROME J.	66-370-20547

1999

06.03.02	DHCD	<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			
Housing & Community Development CDA / Finance			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W1097	All Reports, Accounts & activity dealing with CDA Finance	1208	3	1992 - 1995	89	1/2002	RECYCLE
96W1098	Home Ownership Programs	1208	4	1995	40	1/2002	RECYCLE
99W89	Home Ownership Programs	1208	4	1994 - 1996	41	1/2002	RECYCLE
01W338	CDA Finance / Amortizations for Services	1208	3	1994 - 1996	30	1/2002	RECYCLE
01w339	CDA Finance / Amortizations for Services	1208	3	1993 - 1996	30	1/2002	RECYCLE
01W340	CDA Finance / Amortizations for Services	1208	3	1994 - 1995	2	1/2002	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>	June 30, 2002 <small>Date</small>
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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. DHCD - CDA - Finance		ACCESSION NO. 96W1097		DATE REC'D 3-14-96
B. DIVISION/UNIT 100 Community Place				RM CODE 06-03.02
C. MAILING ADDRESS Crownsville, MD. 21032		LOCATION RANGE SECTION(S) 49 23-25	NO. OF CU. FT. 89	
D. PHONE NO. 410-514-7433		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL K. A. [Signature] 4/18/95		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 1-89	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1992-95 All reports, accounts and activity dealing with CDA Finance Section, including information on projects financed by CDA, amortization schedules, balance sheets income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Retain for five (5) years, then destroy Item #3, Schedule #1208 1/01	
		DISPOSAL 4/24/02 [Signature]		

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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

<b>A. AGENCY</b> 1. Department of Housing & Community Development		<b>ACCESSION NO.</b> 96W1098	<b>DATE REC'D</b> 3-14-96
<b>B. DIVISION/UNIT (Janet Smith)</b> CDA Finance		<b>RM CODE</b> 06.03.02	
<b>C. MAILING ADDRESS</b> 100 Community Place Room 4.431 Crownsville, MD 21032		<b>LOCATION</b> <b>RANGE SECTION(S)</b> 22 24-25	<b>NO. OF CU. FT.</b> 40
<b>D. PHONE NO.</b> (410) 514-7433		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Roy A. Westlund <i>R. A. Westlund</i> 3/27/96		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
<b>2. BOX NUMBERS</b> 1-40	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b> Homeownership Program 1995 File contains homeownership program descriptions, income limits, proposed homeownership programs and potential insurance programs	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b> Schedule 1208 Item #4 Retain for five years then destroy 1/01 <i>R. A. Westlund</i> 4-26-96	

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. <u>DHCD</u>		ACCESSION NO. <u>99W89</u>	DATE REC'D <u>7-30-98</u>
B. DIVISION/UNIT <u>CDA-Finance</u>		<u>Savel Smith</u>	RM CODE <u>06.03.02</u>
C. MAILING ADDRESS <u>100 Community Place</u> <u>Crownsville, MD 21032</u>		LOCATION RANGE SECTION(S) <u>52 31-32</u>	NO. OF CU. FT. <u>41</u>
D. PHONE NO. <u>(410) 514-7421 - 7/7/98</u>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <u>Anne P. Liquid</u>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<u>1-20</u>	<u>Homeownership Programs</u> File contains homeownership program descriptions, income limits, proposed home-ownership programs and potential insurance programs. CDA Finance Single Family files prior to 1988, Services billings. (dates: 1994-1996 - destroy fr. yr. 96.)	Retain for five (5) years, then destroy. Schedule 1208 Item # 4. destroy year <del>2001</del> <u>Jan. 2002</u>	
<u>21-41</u>	<u>HOME OWNERSHIP Program:</u>	DISPOSAL <u>4/26/02</u> <u>LJS</u>	

- OVER -

2

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <u>DHCD</u>		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <u>CDA - Finance</u>		<u>Savel Smith</u>	RM CODE
C. MAILING ADDRESS <u>100 Community Place</u> <u>Crownsville, MD 21032</u>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <u>(410) 514-7421 - 7/7/98</u>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <u>[Signature]</u>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<u>21- 41</u>	<u>Homeownership Programs</u> File contains homeownership program descriptions, income limits, proposed home-ownership programs and potential insurance programs. CDA Finance Single Family files prior to 1988, Servicers billings. (dates 1995, 1994, 1996)	Retain for five (5) years, then destroy. Schedule 1208 Item # 4. destroy year <del>2001</del> Jan. 2002	

10/17  
01

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. DHCD		ACCESSION NO. <i>D111338</i>	DATE REC'D <i>10-20-00</i>
B. DIVISION/UNIT CDA Finance/ <i>Single Family</i> Janet Smith			RM CODE <i>06.03.02</i>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <i>0 1-2</i>	NO. OF CU. FT. <i>30</i>
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>[Signature]</i> Anne P. Konrad		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>1-30</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  CDA FINANCE All reports, accounts and activity dealing with CDA Finance Section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.  <i>Amortizations for Servicers: 308,309, 260, 682, 693 and 562.</i>  <i>Inclusive Dates: 1994-1996</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  Retain for five(5) years, then destroy Schedule 1208 Item #3 <i>July</i> Destroy year: <i>2001</i>	

*[Handwritten signature and date: 10-20-00]*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item  
No

Description

Retention

3

CDA FINANCE

All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Destroy Year 2001

Box #'s 1-30

Amortizations for Servicers:

308, 309, 260, 682, 693 and 562

Inclusive Dates: 1994-1996

Approved by Department, Agency,  
or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State  
Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA Finance / Single Family Janet Smith			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-30	<p><u>CDA FINANCE</u>  All reports, accounts and activity dealing with CDA Finance Section, including information on projects, financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Amortizations for Servicers: 308,309, 260, 682, 693 and 562.</p> <p>Inclusive Dates: 1994-1996</p>	<p>Retain for five (5) years, then destroy</p> <p>Schedule 1208</p> <p>Item #3</p> <p>Destroy year: <u>2001</u></p>

1917  
02

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. DHCD		ACCESSION NO.  01W339	DATE REC'D 10-20-00
B. DIVISION/UNIT CDA Finance/ Single Family Janet Smith			RM CODE 06-03-02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 0 2-4	NO. OF CU. FT. 30
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL for Anne P. Konrad <i>[Signature]</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 31-60	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CDA FINANCE All reports, accounts and activity dealing with CDA Finance Section, including information on projects, financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.  Amortizations For Servicer #'s: 693, 562, 570, 682, 159, 099, 132, 163, 200, 260, 285, 308, 309, 428, 540, 553, 774, 926, 121 and 810. Also, 299 (First Advantage) and a Series Summary by Interest Rate.  Inclusive Dates: 1993-1996	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Retain for five(5) years, then destroy Schedule 1208 Item #3 Destroy year: 2001  <i>[Signature]</i> 4-22-02	



DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item  
No

Description

Retention

3

CDA FINANCE

All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Destroy Year 2001

Box #'s 31-60

Amortizations for Servicer #'s:

693, 562, 570, 682, 159, 099, 132, 163,

200, 260, 285, 306, 309, 428, 540,

553, 774, 926, 121 and 810. Also,

294 (First Advantage) and a Series Summary by Interest Rate.

Inclusive Dates: 1943-1996

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA Finance/ <del>Single Family</del> Janet Smith			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>[Signature]</i> for Anne P. Konrad		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
31-60	<p>CDA FINANCE All reports, accounts and activity dealing with CDA Finance Section, including information on projects, financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Amortizations for Servicer #'s: 693, 562, 570, 682, 159, 099, 132, 163, 200, 260, 285, 308, 309, 428, 540, 553, 774, 926, 121 and 810. Also, 299 (First Advantage) and a Series Summary by Interest Rate.</p> <p>Inclusive Dates: 1993-1996</p>	<p>Retain for five(5) years, then destroy</p> <p>Schedule 1208</p> <p>Item #3</p> <p>Destroy year: <u>2001</u></p>	

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

**RECORDS TRANSMITTAL AND RECEIPT**

10/17  
03

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D 10-20-00
B. DIVISION/UNIT CDA Finance/Single Family		LOCATION RANGE SECTION(S) 0 4	RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032			NO. OF CU. FT. 2
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ANNE P. KONRAD <i>[Signature]</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
61 62	<p>CDA Finance</p> <p>All reports, accounts and activity dealing with CDA Finance Section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, Trustee budgets, revenue budgets and status reports on CDA's financing activity:</p> <p>Amortization For Servicer: 810 (Household), Bond series 045-E05.</p> <p>Inclusive dates: 1994-1995</p>	<p>Retain for five years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item# 3</p> <p>Destroy Year: <u>2001</u></p> <p><i>[Handwritten signature]</i> 4-23-00</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item  
No

Description

Retention

3

CDA FINANCE

All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Destroy Year 2000

Box #s 61 & 62

Amortization for Servicer:

810 (Household), Bond Series

045-E05.

Inclusive dates: 1994-1995

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA Finance / Single Family			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ANNE P. KONRAD <i>[Signature]</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
61 62	<p style="text-align: center;"><u>CDA Finance</u></p> <p>All reports, accounts and activity dealing with CDA Finance Section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, Trustee budgets, revenue budgets and status reports on CDA's financing activity:</p> <p style="padding-left: 40px;">Amortization For Servicer: 810 (Household), Bond series 045-E05.</p> <p>Inclusive dates: 1994-1995</p>	<p>Retain for five years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item # <u>3</u></p> <p>Destroy Year: <u>2000</u></p>	

R-0  
S-4

2-Entry SPACE  
S-4

06.03.03 DHCD		<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			
Community Development Administration Rental Service Programs			
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.				
99W97	HUD 50059 's	1849	6	1996	11	1/2002	RECYCLE
99W98	Vouchers & Housing Assistance Payments	1849	6	1996	5	1/2002	RECYCLE
99W101	RAP Local Program Applications, Grant Agreements and Correspondence	1849	10	FY 1994	1	1/2002	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2002 Date
------------------------------	---------------------------------	-----------------------

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b>  Maryland Department of Housing and Community Development		Accession No.  <span style="font-size: 2em;">99W97</span>	Date Rec'd <span style="font-size: 1.5em;">8-7-98</span>  RM Code <span style="font-size: 1.5em;">06.03.03</span>
<b>B. Division/Unit</b>  Community Development Administration Rental Service Programs		Location Range      Section(s)  <span style="font-size: 2em;">6    1-2</span>	No. of Cu. Ft.  <span style="font-size: 2em;">11</span>
<b>C. Mailing Address</b>  100 Community Place Crownsville, MD 21032-2023			
<b>D. Phone Number</b>  (410) 514-7090		Records Center Manager	
<b>E. Agency Official</b>  Debby Tolson <i>[Signature]</i>		To be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
1 2 3 4 5 6 7 8 9 10 11	<p style="text-align: center;"><b>1996 50059's HUD</b></p> 1996 50059 Alden Park -thru- Branchwood 1996 50059 Calvert -thru- Country Hill 1996 50059 Country Place -thru- Franklin Apartments 1996 50059 Franklin Apartments-thru-Guilford Gardens 1996 50059 Hanover Square -thru- Heritage House 1996 50059 Hickory Hill -thru- Longwood 1996 50059 Newtowne-thru- Ridgely Delight 1996 50059 Riverview Gardens -thru- Shady Grove 1996 50059 Sharp Leaden Hall -thru- Timothy House 1996 50059 Tomall Apartments -thru- Windsor Gardens 1996 50059 Windsor Gardens -thru- Woodsedge III	Disp. Sched: #1849 Item No: <u>6</u>  <del>12/31/99</del> <del>12/31/99</del> <del>12/31/99</del> <del>12/31/99</del> <del>12/31/99</del>  Jan-2000  <i>[Handwritten Signature]</i> 4-2-98	



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>  Maryland Department of Housing and Community Development		<b>Accession No.</b>  99W98	<b>Date Rec'd</b> 8-7-98 <hr/> <b>RM Code</b> 06.03.03
<b>B. Division/Unit</b> Community Development Administration Rental Service Programs		<b>Location</b> Range      Section(s)	<b>No. of Cu. Ft.</b>
<b>C. Mailing Address</b> 100 Community Place Crownsville, MD 21032-2023		6            2	5
<b>D. Phone Number</b> (410) 514-7090		<b>Records Center Manager</b>	
<b>E. Agency Official</b> Debby Tolson - <i>[Signature]</i>		<b>To be Completed At</b> State Records Management Center	
<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 3 4 5	1996    Voucher   Alden Park -thru- Country Hill 1996    Voucher   Country Place- thru- Guilford Gardens 1996    Voucher   Hanover Square -thur- Owen Brown 1996    Voucher   Park Heights -thru- Sharp Leaderhall 1996    Voucher   Stonecroft -thru- Woodsedge III <i>&amp; HAP</i>	Disp. Sched: #1849 Item No:        6 <del>12/31/99</del> <del>12/31/99</del> <del>12/31/99</del> <del>12/31/99</del> <del>12/31/99</del>  <i>Jan. 2000</i>  <i>[Signature]</i> 4-23-02	

**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>  Maryland Department of Housing and Community Development		Accession No.  <span style="font-size: 2em;">99W101</span>	Date Rec'd <span style="font-size: 1.5em;">8-7-98</span>
		RM Code <span style="font-size: 1.5em;">06.03.03</span>	
<b>B. Division/Unit</b> Community Development Administration Rental Service Programs		Location Range                      Section(s)	
		<span style="font-size: 2em;">32</span>	<span style="font-size: 2em;">10</span>
<b>C. Mailing Address</b> 100 Community Place Crownsville, MD 21032-2023		Records Center Manager	
<b>D. Phone Number</b> (410) 514-7090		To Be Completed At State Records Management Center	
<b>E. Agency Official</b> Debby Tolson <span style="font-size: 1.5em;">10/14/97</span>			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
1	FY 1994 RAP Local Program Applications, Grant Agreements, and Correspondence.	Disp. Sched: # <u>1849</u> Item No: <u>10</u>  7/01/01  <span style="font-size: 2em; transform: rotate(-15deg); display: block;">Disposal 4-29-02</span>	

06:03	DHCD	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency			Retain one (1) copy and forward original to address at left.
Maryland Housing Fund - Finance			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
99W24	Sold REO Files	1593	6	FY 1991	7	7/2002	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 30, 2002 Date
---------------------------------------	--	------------------------------------

**RECORDS TRANSMITTAL AND RECEIPT**

(7)

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept of Housing & Community Development		ACCESSION NO.  99W24	DATE REC'D 7-2-98
B. DIVISION/UNIT Maryland Housing Fund - Finance			RM CODE 06.03
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 51 8	NO. OF CU. FT. 7
D. PHONE NO. 410-514-7339		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Debra L. R.</i> 10/14/97		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
142 - 148	Sold REO Files FY '91 (See Attached)	Retain for ten (10) years, then destroy in 2001 July.  Sche. # 1593 # 6  DISPOSAL 8/9/02 LSS



### FAX COVER SHEET

**Maryland  
Department of  
Housing and  
Community  
Development**

*Division of Finance and  
Administration*

100 Community Place  
Crownsville, Maryland 21032

410-514-7100  
1-800-756-0119  
Fax: 410-987-4676  
Maryland Relay for the Deaf:  
1-800-735-2258

<http://www.dhcd.state.md.us>

Parris N. Glendening  
*Governor*

Raymond A. Skinner  
*Secretary*

Marge Wolf  
*Deputy Secretary*

To: Gabriel Lopez  
Records Center Manager

Phone No: (410) 799-1379

Fax No: (410) 799-8532

From: Cindi Foard  
Records Retention Coordinator

Phone No: (410) 514-7094

Fax No: (410) 514-7899

Date: April 1, 2002

RE: Approval for Disposal

Pages including this one: 2 (two)

The following page has been approved for disposal. I have sorted these by schedule number. To date the faxes that you had sent to Ms. Tolson on 03/13/2002 have all been approved for disposal with the exception of the following:

Schedule No.	Item No	Unit	Disposal Date	Cubic Ft.	Accession No.	Description
1593	6	HM	07/2001	7	99W0024	Sold REO

Please put these on hold until I can get a firm answer on these files. Please forward any future requests to my attention. It would help speed things along if at all possible you could send copies of the Accession schedule along with your requests for disposal.

Thank you again for all your help in this matter. If you have any questions, please don't hesitate to contact me at (410) 514-7094.



RECORDS ELIGIBLE FOR DISPOSAL

ACCESSION NO.	CU.FT.	SCHEDULE NO.	ITEM NO.	DISPOSAL DATE
<u>CDA/HOUSING MANAGEMENT</u>				
** Records Management Code 06.03				
99W0024	7 1593		6	7/01
** Subtotal **	7			

06.03.02	DHCD	<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			
Community Development Administration Single Family			
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.				
01W341	All Reports, Accounts and Amortizations for Services	1208	3	1994 - 1997	30	7/2002	RECYCLE
01W345	All Reports, Accounts and Services Amortizations	1208	3	1993 - 1997	20	7/2002	RECYCLE
01W346	All Reports, Accounts and Services Amortizations	1208	3	1993 - 1997	30	7/2002	RECYCLE
01W347	All Report, Accounts and Amortizations for Services	1208	3	1996 - 1997	30	7/2002	RECYCLE
01W348	All Reports, Accounts and Amortizations for Services	1208	3	1996 - 1997	30	7/2002	RECYCLE
01W349	All Reports, Accounts and Amortizations for Services	1208	3	1996 - 1997	15	7/2002	RECYCLE
01W354	All Reports, Accounts and Amortizations for Services	1208	3	1996 - 1997	30	7/2002	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 30, 2002 Date
---------------------------------------	--	------------------------------------

10/17  
05

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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.  01W341	DATE REC'D 10-20-00
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE 96-03-02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 10 14	NO. OF CU. FT. 30
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>AK</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

3-24-99

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
B-101 (includes box 81A)	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Amortizations For Servicers: 682, 774, 788, 815, 894, 899 and 930</p> <p>Inclusive Dates: 1994-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p> <p><i>PROPOSAL 11-25-02</i></p>



DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item  
No

Description

Retention

3

CDA FINANCE

All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Destroy Year 2002

Box Numbers : 73-101 (includes box 81A)

Amortizations for Servicers:

682, 774, 788, 815, 894, 899  
and 930.

Inclusive Dates : 1994-1997

Approved by Department, Agency,  
or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State  
Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Ei</i> Anne P. Konrad <i>AK</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

3-24-99

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
73-101 (includes Box 81A)	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Amortizations For Servicers: 682, 774, 788, 815, 894, 899 and 930</p> <p>Inclusive Dates: 1994-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>

R-10  
S-14

3 Empty Spaces . . .

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

**RECORDS TRANSMITTAL AND RECEIPT**

10/17  
06

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.  01W345	DATE REC'D 10-20-00
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 7 1-2	NO. OF CU. FT. 20
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>AK</i> 3-24-99		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
102-120 +42	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Servicer Amortizations for: 930, 037, 099, 159, 308, 309, 553, 774, 693, 285, 562 &amp; 570. Also, SFOLs, Trustee statements, Focus reports, Cash analysis, Transaction Lists and Posting Journals (by months)</p> <p>Inclusive Dates: 1993-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p> <p><i>Disposal 11-26-02</i></p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item No	Description	Retention
3	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Numbers: 102-120 + 42            Servicer Amortizations for:            430, 037, 099, 154, 308, 309,            533, 774, 693, 285, 562 &amp; 570.            Also, SFOL's, Trustee statements,            Focus reports, Cash analysis,            Transaction lists and Posting            Journals (all by month).</p> <p>Inclusive Dates: 1993-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2002</u></p>

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>El</i> Anne P. Konrad <i>PK</i> 3-24-89		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
102-120 +42	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Servicer Amortizations for: 930, 037, 099, 159, 308, 309, 553, 774, 693, 285, 562, 570. Also, SFO's, Trustee statements, Focus reports, Cash analysis, Transaction Lists and Posting Journals (by months)</p> <p>Inclusive Dates: 1993-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>

R-7  
S-1-2

1-Entry SPACE  
S-2

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item No	Description	Retention
3	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Numbers: 43-72</p> <p>Amortizations for Servicers:            400, 428, 500, 320, 562, 550,            545, 625, 634, 640 and 682</p> <p>Inclusive Dates: 1993-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2002</u></p>

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_



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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY		RM CODE	
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>AK</i> 3-24-99		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
43-72	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>Services Amortizations: 400, 428, 500, 320, 562, 550, 545, 625, 634, 640 and 682</i></p> <p>Inclusive Dates: 1993 - 1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>	

R-10  
S-25

3 empties

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

**RECORDS TRANSMITTAL AND RECEIPT**

10/17  
07

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.  01W347	DATE REC'D 10-20-00
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 14 14	NO. OF CU. FT. 30
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>AK</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

4-19-91

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-30	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Numbers 1-30 Amortizations Per Services: 099, 562, 026</p> <p>Inclusive Dates: 1996-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p> <p><i>Dist 05/11-2702</i></p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency  
 DHCD

Division/Unit  
 CDA Finance/Single Family

Item No	Description	Retention
3	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Number 1-30</p> <p>Amortizations for Servicers. 099, 562, 026</p> <p>Inclusive Date: 1996 - 1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2002</u></p>

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>AK</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1-30	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Numbers 1-30 Amortizations Per Services. 099, 562, 026</p> <p>Inclusive Dates: 1996-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>	

4-19-91

R-14  
S-14

2- Entry SPACE  
S-14

MISSING BOXES

~~10-16-17~~  
~~18-19-20-21~~

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

10/17/08

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.  01W348	DATE REC'D 18-20-00
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE 06-03-02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 8 25-26	NO. OF CU. FT. 30
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

4-19-89

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
31-60	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Numbers 31-60 Amortizations for Services: 029, 037, 087, 121, 126, 226, 300, 320</p> <p>Inclusive Dates: 1996 - 1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>

*[Handwritten signature and date: 11-26-02]*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

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Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item No	Description	Retention
3	<p style="text-align: center;"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Number 31-60                      Amortizations Per Services                      029, 037, 087, 121, 126,                      226, 300, 320</p> <p>Inclusive Dates: 1996-1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2002</u></p>

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

4-19-99

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
31-60	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Numbers 31-60  Amortizations for Services:  029, 037, 087, 121, 126, 226,  300, 320</p> <p>Inclusive Dates: 1996 - 1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>

R-8  
S-25-26

(R-8 S-26  
8 SPACES)

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

10/17  
09

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO. <b>01W349</b>	DATE REC'D <b>10-20-00</b>
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE <b>06.03.02</b>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <b>13 29</b>	NO. OF CU. FT. <b>15</b>
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

4-19-99

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>91-105</b>	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Number 91-105 Amortizations for Services. 788, 815, 814, 899, 930 026, 309, 099</p> <p>Inclusive Dates: 1996 - 1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>

*01W349*  
*11-27-02*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item No

Description

Retention

3

CDA FINANCE

All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Destroy Year 2002

Box Number 91-105  
 Amortization for Services:  
 788, 815, 894, 899, 930,  
 026, 309, 099

Inclusive Dates: 1996-1997

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

4-19-99

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
91-105	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p align="center">Box Number 91-105  Amortizations for Services.  788, 815, 894, 899, 930  026, 309, 099</p> <p align="center">Inclusive Dates: 1996 - 1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p>

R-13  
S-29

(R-13 8-29)  
1 SPACES

7

**RECORDS TRANSMITTAL AND RECEIPT**

19/20  
17/19

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO.  01W354	DATE REC'D 10-24-00
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 29 32	NO. OF CU. FT. 30
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad 4-19-99		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
61-90	<p align="center"><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box Number 61-90  Amortizations for Services:  320, 400, 428, 500, 545,  550, 625, 634, 640, 682,  693, 774, 788.</p> <p>Inclusive Dates: 1996 - 1997</p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2002</u></p> <p align="center">DISPOSAL  11/26/02  LJS</p> <p align="right">29  ok</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1208

Page 1 of 1

Agency

DHCD

Division/Unit

CDA Finance/Single Family

Item  
No

Description

Retention

3

CDA FINANCE

All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.

Retain for five (5) years, then destroy.

Destroy Year 2002

Box Number 61-90

Amortization for Services:

320, 400, 428, 500,

545, 550, 625, 634,

640, 682, 693, 774,

788.

Inclusive Dates: 1996-1997

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_



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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
99W631	Inactive Personnel Files	1993	7 B	1996	4	1/2002	RECYCLE

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

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ June 30, 2002  
 Signature Records Center Manager Date

DGS 550-2 (Rev. 1/93)

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

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

<b>A. AGENCY</b> 1. Maryland State Department of Education	<b>ACCESSION NO.</b>	<b>DATE REC'D</b> 3-12-99
	99W631	<b>RM CODE</b> 07.10
<b>B. DIVISION/UNIT</b> Human Resource Management Branch 1st Floor, Room 106		<b>LOCATION</b>
	<b>RANGE</b> 54	<b>SECTION(S)</b> 25
<b>C. MAILING ADDRESS</b> 200 West Baltimore Street Baltimore, Maryland 21201	<b>RECORDS CENTER MANAGER</b>	
	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
<b>D. PHONE NO.</b> 410-767-0018		
<b>E. AGENCY OFFICIAL</b> Barbara A. Zuby		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<u>INACTIVE PERSONNEL FILES</u>	
1 of 4	1/1/96 - 12/31/96 (A - F)	Sched # 1993 Item # 7B 1/1/02
2 of 4	1/1/96 - 12/31/96 (G - L)	1/1/02
3 of 4	1/1/96 - 12/31/96 (M - R)	1/1/02
4 of 4	1/1/96 - 12/31/96 (S - Z)	1/1/02

*DISPOSAL*  
*4/29/02*  
*LJS*

07.01	MSDE
	Reporting Agency
	Business Services - Accounting
	Division or Unit

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

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W1294	Accounting Records	1993	2 A&B	FY 1997	129	7/2002	RECYCLE
00W1383	Accounting Records	1993	2 A&B	1997	9	7/2002	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	December 30, 2002 Date
------------------------------	---------------------------------	---------------------------

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MSDE		ACCESSION NO.  <b>00W1294</b>	DATE REC'D <b>6-9-00</b>
B. DIVISION/UNIT Department of Education			RM CODE <b>07.01</b>
C. MAILING ADDRESS Business Services-Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2585		LOCATION RANGE SECTION(S) <b>** SEE BELOW **</b>	NO. OF CU. FT. <b>129</b>
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilienfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES FY 1997	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<b>** LOCATION **</b>	
✓ BOXES 1 - 101	RANGE - 54 SECTION - 3 - 6	<del>1606-2-2001</del> July 2002 Schett # 1993 Item # 2 A+B
BOXES 102 - 129	RANGE - 54 SECTION - 13 - 14	July 2002
		* MISSING Boxes # 48, 71, 77, 118 & 120  <u>Disposed</u> 11-25-02

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 410-329-1313)  
**RECORDS TRANSMITTAL AND RECEIPT**

3/81

*SAU*  
*Looks OK*  
*Neil*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36 01 01		ACCESSION NO. <b>00W1294</b>	DATE REC'D <b>6-9-00</b>
B. DIVISION/UNIT Department of Education		LOCATION RANGE SECTION(S) <b>07.01</b>	RM CODE <b>129</b>
C. MAILING ADDRESS Business Services- Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2585		NO. OF CU. <b>129</b>	
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilienfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	FY 1998	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1.	DORS TL	817012-817020	1606-2-2001
2.		817048-817058	
3.		817059-817069	
4.	Encumls	88712	
5.	TB Pd Reports	9/96 - 10/95 <i>(FY 10/95 - 9/96)</i>	
6.		817172-817182	
7.		817001-817011	
8.		817072-817086	
9.		817195-817026	
10.		817314-817327	
11.		817244-817257	
12.		817037-817047	
13.		817138-817148	
14.		817149-817159	
15.		817087-817098	
16.	TB Pd Reports	3/97-6/97	
17.		7207-817219	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Department Of Education			RM CODE
C. MAILING ADDRESS Business Services - Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2585		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilienfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	FY 1997	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
18.	817220-817237		1606-2 2001
19.	TB Pd Reports 7/96-9/96		
20.	817233-817243		
21.	817328-817340		
22.	817341-817354		
23.	817287-817300		
24.	817301-817313		
25.	TB pd Report 11/96-3/97		
26.	817355-817369		
27.	817273-817286		
28.	817258-817272		
29.	817025-817036		
30.	INC Reases 207007-207015 307000-307115		
31.	4/97 - 5/97		
32.	Cancellation 407001-407053+40708-407150		
33.	1/97-3/97		

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Department Of Education			RM CODE
C. MAILING ADDRESS Business Services -Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2595		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilienfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	FY 1998	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
34.	10 /96-12/96		1606-2-2001
35.	Transaction Analysis Dec Thru Apr.		
36.	" " July Thru Nov		
37.	Vendor Payment 7/96-9/96		
38.	Mose DBS 070196-091096		
39.	MSDE Telephone Bills Oct. Nov. Dec. 1997		
40.	" " " Jan, Feb, Mar 1997		
41.	Dors TL's 817652-817665		
42.	MSDE Telephone Bills July, Aug, Sept 1997		
43.	Dors TL's 817384-817396		
44.	" " 817810-817822		
45.	Encumbrance TS"s 887110-887121		
46.	MSDE Payroll Report PR 26to PR98		
47.	MSDE Telephone Bills Apr, May, June 1997		
48.	Dors TL"s 817560 to 817573		
49.	Dors TL:s 817586 to 817598		
50.	Dors Purchase 007601 to 007731		

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Department Of Education			RM CODE
C. MAILING ADDRESS Business Services-Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2585		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilienfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	FY 1998	
51.	Inc Reases + Budget Redots 306001 to 306105	1606-2-2001
52.	Purchase Orders 007732-007763/206001 to206027	
53.	Telephone Records FY-96-97	
54.	" " "	
55.	" " "	
56.	Monthly Update 10/96-12/96	
57.	Dors TL"s 817719- 817731	
58.	Dos Po's 007000-007122	
59.	Monthly Update 4/97-5/97	
60.	DDS PO 007280- 007333	
61.	Dors TL 817744-817758	
62.	Monthly Update 7/96-8/96	
63.	Dors Encumb TL 887090-887102	
64.	887069-887088	
65.	887050-887069	
66.	887031-887048	
67.	Dors TL 817625-817638	



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1.	36.01.01		RM CODE
B. DIVISION/UNIT		LOCATION RANGE SECTION(S)	NO. OF CU. F
Department Of Education			
C. MAILING ADDRESS		RECORDS CENTER MANAGER	
Business Services-Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2595		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
D. PHONE NO.			
410-767-0130			
E. AGENCY OFFICIAL			
Saul Lilirnfeld			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	FY 1997	
68.	817639-817651	1606-2-2001
69.	817732-817743	
70.	817160-817171	
71.	Payroll Rep. PR 99-06	
72.	Contractual Time-sheet	
73.	Dors TL 817480-817493	
74.	8901 Payroll	
75.	Payroll Reports 7-18	
76.	Probation Reports	
77.	Contractual Payroll Reports PR # 1-13	
78.	Dors TL 817560-81773	
79.	DDS PO 007430-007538	
80.	Stars Report Tron Tapes	
81.	DDS PO 007539-007627	
82.	Payroll PR. 13-19	
83.	TNM TL's 97970600-979701700	
84.	Stars Repo from table # 2	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Department Of Education			RM CODE
C. MAILING ADDRESS Business Services-Accounting 200W. Baltimore Street Baltimore, Maryland 21201-2595		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilirnfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES FY 1998	4. DISPOSAL AUTHORITY SCHEDULE. ITEM NO., DISPOSAL DATE	
85.	Stars Recon Monthly Report	1606-2-2001	
86.	Payroll Reports PR #20-25		
87.	DDS Cancellation 407223-407419		
88.	Dors TL 817127-817137		
89.	817099-817110		
90.	817183-817194		
91.	817111-817075		
92.	817117-817126		
93.	DS PO's 007333-007429		
94.	Interagency Inv. JH 000911-JH0012		
95.	" " JH 000001-910		
96.	Dors TL 817426-817439		
97.	817534-817547		
98.	Interagency invoice Centrex		
99.	Dors TL 817692-817704		
100.	817574-817585		
101.	817494-81750		

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Department Of Education			RM CODE
C. MAILING ADDRESS Business Services-Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2595		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilirnfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES FY 1996	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
102.	Monthly Updates 3/97-6/97	1606-2-2001
103.	Dors TL 817454-817464	
104.	TNM TL 97971800-97972600	
105.	Monthly Updates 5/97-6/97	
106.	Dors TL 817666-817670	
107.	817465-817479	
108.	817613-817625	
109.	Monthly Updates 7/96-9/96	
110.	Dors TL 817599-817612	
111.	Dors PO's 007123-007259	
112.	R-40's L-z L-z TBP Reports 5/97-6/97	
113.	Dors TL's 817370-817383	
114.	817508-817520	
115.	817759-817768	
116.	817521-817533	
117.	817797-817804	
118.	817679-817691	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Department Of Education			RM CODE
C. MAILING ADDRESS Business Services-Accounting 200 W. Baltimore Street Baltimore, Maryland 21201-2595		LOCATION RANGE SECTION(S)	NO. OF CU.
D. PHONE NO. 410-767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Saul Lilirnfeld		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
119.	TWM TL's 9797001-979706	1606-2-2001
120.	1 R40's A-K	
121.	Dors TL's 817705-817710	
122.	817769-817783	
123.	817413-817425	
124.	817398-817412	
125.	817784-817795	
126.	817440-817464	
127.	817548-817559	
128.	Monthly Update 2/97- 3/97	
129.	" " 10/96-1/97	

R-54 1 thru 101 (13) space  
S-3-6 (S-6)

R-54 102 thru 129 (1) space  
S-13-14 (S-14)

Missing Boxes: 48, 71, 79, 118, 120

# RECORDS TRANSMITTAL AND RECEIPT

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

A. AGENCY 1. <u>36.01.01</u>	ACCESSION NO. <u>00W1383</u>	DATE REC'D <u>6-29-00</u>
B. DIVISION/UNIT <u>DEPARTMENT OF EDUCATION</u>		RM CODE <u>07.01</u>
C. MAILING ADDRESS <u>BUSINESS SERVICES 200 W. BALTIMORE ST, BALTIMORE, MD. 21201-2575</u>	LOCATION RANGE      SECTION(S) <u>54</u> <u>21</u>	NO. OF CU. FT. <u>9</u>
D. PHONE NO. <u>410-767-0130</u>	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <u>SAUL LILIENTFELD</u>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01	B/S DORS - ACCT - 816701- 816710	<i>July 2002</i> 2001 <i>1606-Z</i>
02	BUS SURV - DORS - T&M TLS & RYO's - TL-969611 &12 FY 96 RYO'	2001 <i>Schett # 1993.</i> <i>Item # 2 A+B</i>
03	DOR/BS - Case SVC. PO's -104-115	2002
04	205 - 224	2002
05	225 - 335	2002
06	336 - 777	2002
07	MSDE Busines SVC. Accounting      July - Sep 96	2001
08	Trans Daily Report - Oct-Nov 96	2001
09	Dec 96 - Jan 97	<i>DISPOSAL</i> 2002 <i>11/26/02</i> <i>JJS</i>

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
99W766	Paid Off MIDFA Files	1164	1.B.1	1996	9	1/2002	RECYCLE
99W768	Paid Off MIDFA Files	1164	1.B.1	1995	2	1/2002	RECYCLE
99W769	Trade Finance Closed Credit Files	1164	1.B.1	1989 - 1992	5	1/2002	RECYCLE
99W770	MSBDFA Administrative Files	1009	2	1991 - 1995	3	1/2002	RECYCLE

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

Charlie P Lopez  
Signature
Records Center Manager  
Title
June 30, 2002  
Date

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Business & Economic Development	<b>Accession No.</b> 99W766	<b>Date Rec'd</b> 4-9-99
<b>B. Division/Unit</b> Division of Administration Office of General services	<b>Location</b> Range                      Section(s) 7                              5	<b>RM Code</b> 08-01
<b>C. Mailing Address</b> 217 E. Redwood St., Suite 1501 Baltimore, MD 21202	7                              5                              9	<b>No. of Cu. Ft.</b>
<b>D. Phone No.</b> 410 767-2202	<b>Records Center Manager</b>	
<b>E. Agency Official</b> - Tim La Valle For Mary Stafford, 22 <sup>nd</sup> fl. - 410-767-6349	<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
<u>Box 1</u>	<u>PD01-12/96</u> <u>MIDFA FILES</u>  Apparel Associates, Inc. Argus Trading Limited Bell Nursery Direct Marketing	1164    Item no. 1 12/01  Item 1.B.1
<u>Box 2</u>	<u>PD02-12/96</u> <u>MIDFA FILES</u>  Darda District Moving & Storage Dobest Trading Corporation E. A. Engineering (financial statements) Hagerstown Canteen Service Inc.	12/01 <i>[Handwritten signature]</i> 4-25-98 12/01
<u>Box 3</u>	<u>PD03-12/96</u> <u>MIDFA FILES</u>  Horizon Trading Company Lyncom Industries Solo Cup Company	12/01

Figure 6



Box Number	DESCRIPTION of FILES	DEPOSAL DATE
<b><u>Box 4</u></b>	<b><u>PD04-12/96</u></b>	<b><u>MIDFA FILES</u></b>
Trenton Pipe & Nipple Co. Tri-Com Inc.		12/01
<b><u>Box 5</u></b>	<b><u>PD05-12/96</u></b>	<b><u>MIDFA FILES</u></b>
Trinity Laboratories, Inc. - Insurance Terminated URSA Major Investment Partnership Whalen Company		12/01
<b><u>Box - 6</u></b>	<b><u>96-06 12/96</u></b>	<b><u>MIDFA Credit Files - Insurance Terminated/Loan Paid</u></b>
M. A. Bioproducts, Inc. Martin Gillet & Company (2) Microbiological Associates		12/01
<b><u>Box - 7</u></b>	<b><u>96-07 12/96</u></b>	<b><u>MIDFA Credit Files - Insurance Terminated/Loan Paid</u></b>
Ursa Major Investment Partnership - Auxiliary files		12/01
<b><u>Box - 8</u></b>	<b><u>96-08 12/96</u></b>	<b><u>MIDFA Credit Files - Insurance Terminated/Loan Paid</u></b>
Martins, Inc. 1010C Martin's Inc. 1051C Micro Imaging Systems, Inc.		12/01
<b><u>Box - 9</u></b>	<b><u>96-09 12/96</u></b>	<b><u>MIDFA Credit Files - Insurance Terminated/Loan Paid</u></b>
National Wire Products Corp. North America Housing Poilux Corporation R. M. Thornton Inc. Republic Building Supply, Inc.		12/01

E

**Department of General Services - State Records Management Center**  
**P.O. Box 275, Jessup, MD 20794**  
**(Telephone: 410-799-1379)**  
**Records Transmittal and Receipt**

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. <b>99W768</b>	Date Rec'd <b>4-9-99</b>
B. Division/Unit Division of Administration Office of General Services		Location Range                      Section(s) <b>7                              6</b>	RM Code <b>08.01</b>
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		No. Of Cu. FT. <b>2</b>	
C. Phone No. 410-767-2202		Records Center Manager	
D. Agency Official - Tim La Valle For Mary Stafford, 22 <sup>nd</sup> fl. - 410-767- <del>6387</del> <sup>6349</sup>		<b>To Be Completed At State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
1	<u>MIDFA CLAIMS PAID</u> Lifetrends, Inc & backup file/ 5/95 M.P. Moller, Inc & backup file/4/95	1164 Item 1-B.1 <del>12/2001</del> <b>Jan. 2002</b>	
2	<u>OTIS TYLER (POTOMAC RIVER CRUISES, INC) 6/95</u> Printers II & backup file/9/91	1164 Item 1-B.1 <del>12/2001</del> <b>Jan. 2002</b>	

*Handwritten signature and initials:*  
 [Signature]  
 4-25-99

E

**Department of General Services - State Records Management Center**  
**P.O. Box 275, Jessup, MD 20794**  
**(Telephone: 410-799-1379)**  
**Records Transmittal and Receipt**

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. <b>99W769</b>	Date Rec'd <b>4-9-99</b>
B. Division/Unit Division of Administration Office of General Services		Location Range Section(s) <b>7 6</b>	RM Code <b>08.01</b> No. Of Cu. FT. <b>5</b>
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		Records Center Manager	
C. Phone No. 410-767-2202		<b>To Be Completed At State Records Management Center</b>	
D. Agency Official - Tim La Valle For Mary Stafford, 22 <sup>nd</sup> fl. - 410-767-6349			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
1	<u>TRADE FINANCE CLOSED CREDIT FILES</u> Palmgard International 53 Technologies Boston Medical Corporation Batching Systems GSE Process Solutions, Inc Dexall Biomedical Labs, Inc.	1164 Item 1. <i>B.1</i> <del>12/2001</del> <i>Jan. 2002</i>	
2	<u>TRADE FINANCE CLOSED CREDIT FILES</u> Overseas Marketing Group (OMG) Argus Trading Aqua-Flo, Inc ATA Defense Industries, Inc AME Int'l Financial Stmt. 93	1164 Item 1 12/2001	
3	<u>TRADE FINANCE CLOSED CREDIT FILES</u> GP int'l Engineering & Simulation, Inc GTS Duratek, Inc. International Construction Services American General Supplies Antenna Research	1164 Item 1 12/2001 <i>[Handwritten signature]</i>	
4	<u>EX IM BANK FILES 89-92</u> FCIA 92 c6p & Med./Long-term - 92 1917 0 MIDFA APPS 1991, SBA APPS 1991 Working Capital Guar. APPS	1164 - Item 1 12/2001 <i>[Handwritten signature]</i>	
5	<u>EX IM BANK UMBRELLA POLICY 89-91</u> FCIA Foreign Cred. Insurance Reports	1164- Item 1 12/2001	

**Department of General Services - State Records Management Center**  
**P.O. Box 275, Jessup, MD 20794**  
**(Telephone: 410-799-1379)**  
**Records Transmittal and Receipt**

Directions: Please type or Print Clearly all entries

<b>A. Agency</b> Department of Business & Economic Development	Accession No. <span style="font-size: 1.5em;">99W770</span>	Date Rec'd <span style="font-size: 1.5em;">4-9-99</span>
<b>B. Division/Unit</b> Division of Administration Office of General Services	Location Range                      Section(s) <span style="font-size: 2em;">7</span> <span style="font-size: 2em;">6</span>	RM Code <span style="font-size: 1.5em;">08.01</span> No. Of Cu. FT. <span style="font-size: 2em;">3</span>
<b>C. Mailing Address</b> 217 E. Redwood St. Suite 1501 Baltimore, MD 21202	Records Center Manager	
<b>C. Phone No.</b> 410-767-2202	<b>To Be Completed At</b> <b>State Records Management Center</b>	
<b>D. Agency Official --</b> Tim La Valle For: Mary Stafford 22 <sup>nd</sup> floor - 410-767-6349		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	MSBDFA ADMINISTRATIVE FILES - Authority Meeting Minutes 1993-1995	1009 Item 2 <del>12/2001</del> Jan. 2002
2	MSBDFA Administrative files 1991 - 1995	1009 Item 2 <del>12/2001</del> Jan. 2002
3	MSBDFA Administrative files 1994	1009 Item 2 <del>12/2001</del> Jan. 2002

Disposal  
 4-25-02

08.02	DBED	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland, 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Dept. of Business & Economic Dev. Office of Business & Industrial Dev.			
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.				
84W133	Foreign Office Information	854	4	1980	8	1/2002	RECYCLE

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

---

Charlie P Lopez	Records Center Manager	June 30, 2002
Signature	Title	Date

AND RECEIPT

0802  
~~0602~~

Accession No.

Date Received

84W133

8-19-83

1. From: (Name, Division, Address or Agency)  
 Department of Economic and Community Development  
 Office of Business and Industrial Development

Signature

Title

2. Building and Room

3. Phone

1748 Forest Drive  
 Annapolis, MD 21401

269-3514

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

*Michael J. [Signature]*

8

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Author (Schedule and Item)
------------------------------	----------------	--	---

R-26  
 S-10

1	Foreign Office Information	1980	Sch. 854 Item 4
2	Foreign Office Information		Sch. 854 Item 4
3	Foreign Office Information		Sch. 854 Item 4
4	Foreign Office Information		Sch. 854 Item 4
5	Foreign Office Information		Sch. 854 Item 4
6	Foreign Office Information		Sch. 854 Item 4
7	Foreign Office Information		Sch. 854 Item 4
8	Foreign Office Information		Sch. 854 Item 4

*January 2002*

*[Signature]*  
 4-29-82

09.06	EXEC	<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			
Governor's Office for Children, Youth and Families - State Coordinating Council			
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.				
02W113	State Coordinating Council Children Records	2124	1	1971 - 1976	19	1/2002	RECYCLE
02W114	State Coordinating Council Children Records	2124	1	1976	4	1/2002	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2002
Signature	Title	Date

43

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Governor's Office for Children, Youth, and Families		ACCESSION NO.  02W113	DATE REC'D 9/19/01
B. DIVISION/UNIT State Coordinating Council/ Community Partnership Unit			RM CODE 09.06
C. MAILING ADDRESS 301 W. Preston St., 15 <sup>th</sup> Fl. Baltimore, MD 21201		LOCATION RANGE SECTION(S) 46 5-6	NO. OF CU. FT. 19
D. PHONE NO. 410-767-6209		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jean E. Clarron, 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
	<i>State Coordinating Council Children Records</i>	
1.	D 1971 JULY-DEC (A-Z) BOX # 1	Sche: # 2124 Item # 1  Jan 2002  DISPOSAL 4/25/02 LJJ
2.	D 1972 JAN-JUNE (A-Z) BOX # 2	
3.	D 1972 JULY-DEC (A-Z) BOX # 3	
4.	D 1973 JAN-JUNE (A-Z) BOX # 4	
5.	D 1973 JULY-DEC (A-Z) BOX # 5	
6.	D 1974 JAN-JUNE (A-Z) BOX # 6	
7.	D 1974 JAN-JUNE (L-S) BOX # 7	
8.	D 1974 JAN-JUNE (T-Z) BOX # 8	
9.	D 1974 JULY-DEC (A-J) BOX # 9	
10.	D 1974 JULY-DEC (J-S) BOX # 10	
11.	D 1974 JULY-DEC (S-Z) BOX # 11	
12.	D 1975 JAN-JUNE (A-F) BOX # 12	
13.	D 1975 JAN-JUNE (G-R) BOX # 13	
14.	D 1975 JAN-JUNE (R-Z) BOX # 14	
15.	D 1975 JULY-DEC (A-M) BOX # 15	
16.	D 1975 JULY-DEC (M-R) BOX # 16	
17.	D 1975 JULY-DEC (T-Z) BOX # 17	
18.	D 1976 JAN-JUNE (A-L) BOX # 18	
19.	D 1976 JAN-JUNE (M-Z) BOX # 19	
<b>DISPOSE - JULY 31, 2001</b>		



R-46  
S-5-6

① space  
(5-6)

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY *Governor's Office for Children, Youth, and Families*  
 B. DIVISION/UNIT *State Coordinating Council / Community Partnership Unit*  
 C. MAILING ADDRESS *301 W. Preston St., 15<sup>th</sup> Fl. Baltimore, MD 21201*  
 D. PHONE NO. *410-767-6209*  
 E. AGENCY OFFICIAL *Jean E. Clarron, Manager*

ACCESSION NO. <i>02W114</i>		DATE REC'D <i>9-19-01</i>
LOCATION RANGE SECTION(S) <i>67 2</i>		RM CODE <i>09.06</i>
RECORDS CENTER MANAGER		NO. OF CU. FT. <i>4</i>
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<i>State Coordinating Council Children Records</i>	
<i>A</i>	<i>1976 JULY-DEC (A-E) BOX # 20</i>	<i>Sche # 2/24 Item #1  DISPOSE - JAN. 31, 2002</i>
<i>A</i>	<i>1976 JULY-DEC (G-L) BOX # 21</i>	
<i>A</i>	<i>1976 JULY-DEC (M-S) BOX # 22</i>	
<i>A</i>	<i>1976 JULY-DEC (T-Z) BOX # 23</i>	
		<i>Disposal 4-25-02</i>

		<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
Reporting Agency			Retain one (1) copy and forward original to address at left.
EXECUTIVE DEPARTMENT			
Division or Unit			
HEALTH CLAIMS ARBITRATION			

**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.				
92W248	CASE FILES	1611	1	1991	31	4/2002	RECYCLE
92W1092	CASE FILES	1611	1	1991	42	4/2002	RECYCLE
93W303	CASE FILES	1611	1	1992	27	4/2002	RECYCLE
93W761	CASE FILES	1611	1	1992	30	4/2002	RECYCLE
93W1672	CASE FILES	1611	1	1993	45	4/2002	RECYCLE
94W134	CASE FILES	1611	1	1993	47	4/2002	RECYCLE
94W806	CASE FILES	1611	1	1993	49	4/2002	RECYCLE
94W1192	CASE FILES	1611	1	1994	51	4/2002	RECYCLE
95W432	HEALTH CLAIMS	1611	1	1991	1	4/2002	RECYCLE
95W433	HEALTH CLAIMS	1611	1	1991	1	4/2002	RECYCLE
95W434	HEALTH CLAIMS	1611	1	1992	4	4/2002	RECYCLE
95W435	HEALTH CLAIMS	1611	1	1992	3	4/2002	RECYCLE
95W436	HEALTH CLAIMS	1611	1	1993	4	4/2002	RECYCLE
95W437	HEALTH CLAIMS	1611	1	1993	1	4/2002	RECYCLE
95W438	HEALTH CLAIMS	1611	1	1993	9	4/2002	RECYCLE
96W717	CASE FILES	1611	1	1994	4	4/2002	RECYCLE

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

<u>Gabriel P. Lopez</u>	<u>Records Center Manager</u>	<u>June 28, 2002</u>
Signature	Title	Date

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

## 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.				
92W248	CASE FILES	1611	1	1991	31	4/2002	RECYCLE
92W1092	CASE FILES	1611	1	1991	42	4/2002	RECYCLE
93W303	CASE FILES	1611	1	1992	27	4/2002	RECYCLE
93W761	CASE FILES	1611	1	1992	30	4/2002	RECYCLE
93W1672	CASE FILES	1611	1	1993	45	4/2002	RECYCLE
94W134	CASE FILES	1611	1	1993	47	4/2002	RECYCLE
94W806	CASE FILES	1611	1	1993	49	4/2002	RECYCLE
94W1192	CASE FILES	1611	1	1994	51	4/2002	RECYCLE
95W432	HEALTH CLAIMS	1611	1	1991	1	4/2002	RECYCLE
95W433	HEALTH CLAIMS	1611	1	1991	1	4/2002	RECYCLE
95W434	HEALTH CLAIMS	1611	1	1992	4	4/2002	RECYCLE
95W435	HEALTH CLAIMS	1611	1	1992	3	4/2002	RECYCLE
95W436	HEALTH CLAIMS	1611	1	1993	4	4/2002	RECYCLE
95W437	HEALTH CLAIMS	1611	1	1993	1	4/2002	RECYCLE
95W438	HEALTH CLAIMS	1611	1	1993	9	4/2002	RECYCLE
96W717	CASE FILES	1611	1	1994	4	4/2002	RECYCLE

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

Gabriel P. Lopez		June 28, 2002
Signature	Title	Date

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 SUPERSEDES SCHEDULES NUMBERED 768, 768A, & 874

Schedule No.  
 1611

Page 1 of 1

Agency  
 EXECUTIVE DEPARTMENT

Division/Unit  
 HEALTH CLAIMS ARBITRATION OFFICE

Item No	Description	Retention
1.	<p><u>MEDICAL MALPRACTICE CASE FILES</u></p> <p>Individual folders containing documents required for the processing of all medical malpractice claims in the State of Maryland in which requested damages exceed the sum of \$20,000.00. As required by law, all such claims must go through a process of arbitration administered by this office, before court action, if appealed.</p> <p>A representative case file may contain the following: Statement of Claim, Claim Form, Writ of Summons, Affidavit of Service, Response to Writ, panel selection papers, computer printouts, interviewer's notes, Strike List, Consent Forms, various legal documents, orders, medical records, depositions, recording tapes and miscellaneous materials relating to the case.</p>	<p>Retain in office, after the closing, until all Arbitration Costs are collected, then forward to the State Records Center for seven (7) years retention, then destroy.</p>
2.	<p><u>CORRESPONDENCE FILES</u></p> <p>Contents include correspondence with the public and other State agencies not relating to a specific case file.</p>	<p>Retain for three (3) years, then destroy.</p>
3.	<p><u>CANDIDATE DATA FILES</u></p> <p>Letter size biographical data sheets arranged alphabetically within three categories: (1) Health Care Providers (2) Attorneys, and (3) General Public. These data sheets are maintained for persons that volunteer to serve as medical Malpractice case panelists.</p>	<p>Retain until request to serve as a volunteer is withdrawn, or until an update is received, then destroy.</p>


Approved by Department, Agency, or Division Representative.  
 Date April 6, 1994  
 Signature [Signature]  
 Type Name Harry L. Chase  
 Title Director

Schedule Authorized by State Archivist.  
 Date 4/22/94  
 Signature [Signature]

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. EXECUTIVE DEPARTMENT		ACCESSION NO. 92W248	DATE REC'D 9-11-91
B. DIVISION/UNIT HEALTH CLAIMS ARBITRATION			RM CODE 09.04
C. MAILING ADDRESS 118 N. HOWARD ST. STE #610 BALTIMORE, MD 21202		LOCATION RANGE SECTION(S) 14 30-31	NO. OF CU. FT. 31
D. PHONE NO. (301) 333-4018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL WALTER R. TABLER, DIRECTOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
639 - 669	CASE FILES - 1991	1611 SCH. #768 Item #1 <del>Jan. 2003</del> 7/99 Jan 2002  Disposal 4/02
	 <p>Disposal 4/02</p> <p>352</p>	

R-14

S-30-31

2 empty

R14 S31

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. EXECUTIVE DEPARTMENT		ACCESSION NO. 92W248	DATE REC'D 9-11-91
B. DIVISION/UNIT HEALTH CLAIMS ARBITRATION			RM CODE 09.04
C. MAILING ADDRESS 118 N. HOWARD ST. STE #610 BALTIMORE, MD 21202		LOCATION RANGE SECTION(S) 14 30-31	NO. OF CU. FT. 31
D. PHONE NO. (301) 333-4018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL WALTER R. TABLER, DIRECTOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
639 - 669	CASE FILES - 1991	1611 SCH. #768 Item #1 <del>Jan. 2003</del> 7/99 Jan 2002  Disposal 4/02



E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. EXECUTIVE DEPARTMENT		ACCESSION NO. <b>92W1092</b>	DATE REC'D <b>3-31-92</b>
B. DIVISION/UNIT HEALTH CLAIMS ARBITRATION			RM CODE <b>09.04</b>
C. MAILING ADDRESS 118 N. HOWARD ST. STE 610 BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) <b>114 16-17</b>	NO. OF CU. FT. <b>42</b>
D. PHONE NO. 333-4045		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL WALTER R. TABLER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
670 - 711	CASE FILES - 1991	<sup>1661</sup> SCH. # <del>768</del> ITEM # 1 <del>SAN. 2004</del> 7/99 1/2002  Disposal 4/02

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. Executive Department		ACCESSION NO.  93W303	DATE REC'D 9-10-92
B. DIVISION/UNIT Health Claims Arbitration			RM CODE 09.04
C. MAILING ADDRESS 118 North Howard Street Suite 610 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 10 26-27	NO. OF CU. FT. 27
D. PHONE NO. 333-4045		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Walter R. Tabler		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
712 - 738	Case Files - 1992	<p>16M</p> <p><del>768</del> - Item I</p> <p><del>January 2004</del></p> <p>2608 1/2002</p> <p><del>*1992</del></p> <p><del>Box # 731</del></p> <p>Disposal 4/02</p>

R10

S26-27

Box 731 Missing

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. Executive Department		ACCESSION NO.  93W761	DATE REC'D 12-7-92
B. DIVISION/UNIT Health Claims Arbitration			RM CODE 09.04
C. MAILING ADDRESS 118 North Howard Street Suite 610 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 104 23	NO. OF CU. FT. 30
D. PHONE NO. 333-4045		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Walter R. Tabler		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
739 - 768	Case Files - 1992	<p>1611</p> <p>768 - Item I</p> <p><del>January 2004</del></p> <p>7/00</p> <p>1/2002</p> <p><del>*M...</del></p> <p><del>Box # 761</del></p> <p>Disposal</p> <p>4/02</p>

R104

S23

Box # 761 - MISSING

Empty

R104

S23

*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. Executive Department		ACCESSION NO. <i>93W1672</i>	DATE REC'D <i>6-3-93</i>
B. DIVISION/UNIT Health Claims Arbitration			RM CODE <i>09.04</i>
C. MAILING ADDRESS 118 North Howard Street Suite 610 Balimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>12 8-9</i>	NO. OF CU. FT. <i>45</i>
D. PHONE NO. (410) 333-4047		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Walter R. Tabler, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
769 - 774 & 776 - <del>800</del> 810	Case files - 1993  * Bx # 778-A+B Bx # 786-A+B Bx # 796-A+B	<i>1611</i> 768 - Item I January 2005 <i>7/01 1/2002</i> * Missing Box # 775  Disposal 4/02

R-12

S- 8-9 ~~10~~

Bx- 778 A+B

Bx- 786 A+B

Bx- 796 A+B

X missing Bx 775

47 empties

S-9-10

E

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. EXECUTIVE DEPARTMENT		ACCESSION NO. <b>94W134</b>	DATE REC'D <b>7-29-93</b>
B. DIVISION/UNIT HEALTH CLAIMS ARBITRATION			RM CODE <b>09.04</b>
C. MAILING ADDRESS 118 N. HOWARD ST. - STE 610 BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) <b>144 27-28</b>	NO. OF CU. FT. <b>47</b>
D. PHONE NO. (410) - 333-4047		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL WALTER R. TABLER, DIRECTOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
855 811 - <del>855</del> 849 A+B 850-A+B	CASE FILES - 1993	<sup>1611</sup> SCH. # <del>768</del> <b>A</b> ITEM #1 <del>JAN. 2005</del> <sup>7/01</sup> <sup>1/2002</sup> Disposal 4/02



R-144

S-27-28

13 empty

R144

S28-29

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. Executive Department		ACCESSION NO. <b>94W806</b>	DATE REC'D <b>3-1-94</b>
B. DIVISION/UNIT Health Claims Arbitration			RM CODE <b>09.04</b>
C. MAILING ADDRESS 118 N. Howard Street Suite 610 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>43 16-17</b>	NO. OF CU. FT. <b>49</b>
D. PHONE NO.  (41) 333-4047		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<b>903</b> 856 - <del>905</del>	Case files - 1993	<b>1611</b> <del>758</del> - Item I <del>January 2005</del> <b>7/01</b> <b>7/1/2002</b> <b>Disposal</b> <b>4/02</b>	

863 A  
863 B

R-43

S-16-17

8 Empties

S-17

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. Executive Department		ACCESSION NO. <b>94W1192</b>	DATE REC'D <b>5-25-94</b>
B. DIVISION/UNIT Health Claims Arbitration			RM CODE <b>09.04</b>
C. MAILING ADDRESS 118 North Howard Street Suite 610 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>66 4-5</b>	NO. OF CU. FT. <b>51</b>
D. PHONE NO.  (410) 333-4047		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>954</b> 904 - <del>1,104</del>	Case files - 1994	<del>768</del> Item <b>#1611</b> <b>#1</b> <b>Jan. 2002</b>  <del>*Missing</del> <del>Bx #952-954</del>  <b>Disposal</b> <b>4/02</b>

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

EXECUTIVE DEPARTMENT

Health Claims Arbitration Office

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>Individual folders containing documents required for the processing of all medical malpractice claims in the State of Maryland in which requested damages exceed the sum of \$10,000. As required by law, all such claims must go through a process of arbitration administered by this office, before court action, if appealed.</p> <p>A representative case file may contain the following: Statement of Claim, Claim form, Writ of Summons, tapes Affidavit of Service, Certificates of Meritorious Defense, Response to Writ, Panel Selection papers, computer printouts, interview notes, Strike list, Consent Forms, correspondence, Notices of Hearing and Pre-Hearing, various legal documents, Orders, Medical Records, and miscellaneous materials relating to claims. The Clerk's Memorandum for cases filed in 1990 and a number of earlier cases will be a computer printout.</p>	<p>Retain in office for one (1) year after rejection or confirmation of award by the Health Claims Arbitration Panel, then forward to the State Records Center for twelve (12) years retention then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

4/8/94  
Date

  
Signature Title

Date

State Archivist

R-66

S-4-5

724 Emptyies

2-5-22

Missing = 952 + 954

**RECEIVED**

APR 11 1994

RECORDS MANAGEMENT  
DIVISION

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. Executive Department		ACCESSION NO. <b>95W432</b>	DATE REC'D <b>10-5-94</b>
B. DIVISION/UNIT Health Claims ARbitration Office			RM CODE <b>09.04</b>
C. MAILING ADDRESS William Donald Schaffer Bldg. 6 Saint Paul Street, Suite 1501 Baltimore, Maryland 21202-1608		LOCATION RANGE SECTION(S) <b>39 25</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410 - 767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
650B -	HEALTH CLAIMS - CASE FILES 1991	1611 # 1 7/99 1/2002 Disposal 4/02

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. Executive Department		ACCESSION NO. <b>95W433</b>	DATE REC'D <b>10-5-94</b>
B. DIVISION/UNIT Health Claims Arbitration Office		RM CODE <b>09.04</b>	
C. MAILING ADDRESS William Donald Schaffer Bldg. 6 Saint Paul Street, Suite 1501 Baltimore, Maryland 21202-1608		LOCATION RANGE SECTION(S) <b>39 25</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 410 - 767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<b>672B - 685B 696B 700B</b>	<b>HEALTH CLAIMS - CASE FILES 1991</b>	<b>1611 # 1 7/99 1/2002 Disposed 4/02</b>	



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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. Executive Department		ACCESSION NO. <b>95W434</b>	DATE REC'D <b>10-5-94</b>
B. DIVISION/UNIT Health Claims ARbitration Office			RM CODE <b>09.04</b>
C. MAILING ADDRESS William Donald Schaffer Bldg. 6 Saint Paul Street, Suite 1501 Baltimore, Maryland 21202-1608		LOCATION RANGE SECTION(S) <b>104 13</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 410 - 767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
725 B - 727 A 727 B 736 B	HEALTH CLAIMS - CASE FILES 1992	1611 #1 7/00 1/2002 Disposal 4/02

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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. Executive Department		ACCESSION NO. <b>95W435</b>	DATE REC'D <b>10-5-94</b>
B. DIVISION/UNIT Health Claims Arbitration Office			RM CODE <b>09.04</b>
C. MAILING ADDRESS William Donald Schaffer Bldg. 6 Saint Paul Street, Suite 1501 Baltimore, Maryland 21202-1608		LOCATION RANGE SECTION(S) <b>104 13</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. 410 - 767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
739 B - 765 B 767 B	HEALTH CLAIMS - CASE FILES - 1992	1611 # 1 <del>7/00</del> 1/2002 Disposal 4/02

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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. Executive Department		ACCESSION NO. <b>95W436</b>	DATE REC'D <b>10-5-94</b>
B. DIVISION/UNIT Health Claims ARbitration Office			RM CODE <b>09.04</b>
C. MAILING ADDRESS William Donald Schaffer Bldg. 6 Saint Paul Street, Suite 1501 Baltimore, Maryland 21202-1608		LOCATION RANGE SECTION(S) <b>104 13</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 410 - 767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<b>775B- 780B 801B 809B</b>	<b>HEALTH CLAIMS - CASE FILES 1993</b>	<b>1611 # 1 <del>7/01</del> 7/01 1/2002 Disposal 4/02</b>	

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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. Executive Department		ACCESSION NO. <b>95W437</b>	DATE REC'D <b>10-5-94</b>
B. DIVISION/UNIT Health Claims ARbitration Office		RM CODE <b>09.04</b>	
C. MAILING ADDRESS William Donald Schaffer Bldg. 6 Saint Paul Street, Suite 1501 Baltimore, Maryland 21202-1608		LOCATION RANGE SECTION(S) <b>34 32</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410 - 767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <b>8198 -</b>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <b>HEALTH CLAIMS - CASE FILES 1993</b>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <b>1611 #1 7/01 1/2002 Disposal 4/02</b>	

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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. Executive Department		ACCESSION NO. <b>95W438</b>	DATE REC'D <b>10-5-94</b>
B. DIVISION/UNIT Health Claims ARbitration Office			RM CODE <b>09.04</b>
C. MAILING ADDRESS William Donald Schaffer Bldg. 6 Saint Paul Street, Suite 1501 Baltimore, Maryland 21202-1608		LOCATION RANGE SECTION(S) <b>34 32</b>	NO. OF CU. FT. <b>9</b>
D. PHONE NO. 410 - 767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
829B - 859B 865B 871B 872B 880 880B 883B 891B	HEALTH CLAIMS - CASE FILES 1993	1611 # 1 7/01 1/2002

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Executive Department		ACCESSION NO. <b>96W717</b>	DATE REC'D <b>12-6-95</b>
B. DIVISION/UNIT Health Claims Arbitration Office			RM CODE <b>09.04</b>
C. MAILING ADDRESS 6 St. Paul St., Ste 1501 Baltimore, MD 21202		LOCATION RANGE SECTION(S) <b>23 27</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 410-767-8200		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Harry L. Chase, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	CASE FILES - 1994	
1265	86 - 533	SCH. #1611
1266	88 - 114	ITEM #1
1267	88 - 60	JAN. 2002
1268	90 - 277	

09.05	EXEC	<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			
Secretary of State Charitable Organizations			
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.				
98W792	Charitable Organization Files	1891	5	FY 1995	48	7/2002	RECYCLE
99W104	Charitable Organization Files	1891	5	1995	38	7/2002	RECYCLE

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

Charlie P Lopez
Records Center Manager
December 30, 2002

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Signature
Title
Date

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. SECRETARY OF STATE	<b>Accession No.</b>  98W792	<b>Date Rec'd</b> 4-24-98 <b>RM Code</b> 09.05
<b>B. Division/Unit</b> CHARITABLE ORGANIZATIONS	<b>Location</b> Range                      Section(s)  42                      1-2	<b>No. of Cu. Ft.</b>  48
<b>C. Mailing Address</b> STATE HOUSE ANNAPOLIS, MD 21401	<b>D. Phone No.</b> (410) 974-5521 EXT 466	
<b>E. Agency Official</b> <i>Cynthia [Signature]</i> 4/17/98	<b>To Be Completed At</b> State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 - 48	F4 - 1995 Charitable Organization Files (TOTAL of 48 boxes)	July. 2002 <i>SPACED / [Signature]</i> Disposal 11-27-02



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. SECRETARY of STATE	<b>Accession No.</b> 99W104	<b>Date Rec'd</b> 8-13-98 <b>RM Code</b> 09.05
<b>B. Division/Unit</b> Charitable Organizations	<b>Location</b> Range Section(s) 105 16-17	<b>No. of Cu. Ft.</b> 38
<b>C. Mailing Address</b> STATE House Annapolis, Maryland. 21401	<b>Records Center Manager</b>  <b>To Be Completed At</b> State Records Management Center	
<b>D. Phone No.</b> 410-974-5521 ext 466		
<b>E. Agency Official</b> <i>[Signature]</i>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 of 38	1995 Charitable Organizations Division FILES 38 TOTAL BOXES	Disposal DATE <u>2002</u> July sche: # 189L # 5A <i>[Signature]</i> 12209

09.05	EXEC	<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			
Secretary of State Notary Division			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W793	Notary Files	1891	19 - 20	1997	10	7/2002	RECYCLE
99W105	Notary Files	1891	19 - 20	1997	8	7/2002	RECYCLE

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

Charlie P Lopez	Records Center Manager	December 30, 2002
Signature	Title	Date

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. <i>SECRETARY OF STATE</i>	Accession No.  <i>98W793</i>	Date Rec'd <i>4-24-98</i>  RM Code <i>09.05</i>
B. Division/Unit <i>Notary Division</i>	Location Range                      Section(s)  <i>37                      17</i>	No. of Cu. Ft.  <i>10</i>
C. Mailing Address <i>STATE HOUSE  ANNAPOLIS, Maryland 21401</i>	Records Center Manager	
D. Phone No. <i>(410) 974-5521 EXT 466</i>	To Be Completed At State Records Management Center	
E. Agency Official <i>Cory Anke 4/17/98</i>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
<i>1-10</i>	<i>1997  Notary Files - New Apps, Ren's, Name Changes  (TOTAL of 10 boxes)</i>	<i>July  2002  <hr/> 1891  # 19-20  DISPOSAL  11/28/02  LJS</i>

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. <span style="font-size: 1.5em; margin-left: 100px;">SECRETARY OF STATE</span>		<b>Accession No.</b> <span style="font-size: 1.5em;">99W105</span>	<b>Date Rec'd</b> <span style="font-size: 1.5em;">8-13-98</span>
<b>B. Division/Unit</b> <span style="font-size: 1.5em; margin-left: 100px;">Notary Division</span>		<b>Location</b> Range                      Section(s) <span style="font-size: 1.5em; margin-left: 100px;">35                      12</span>	<b>RM Code</b> <span style="font-size: 1.5em;">09.05</span>
<b>C. Mailing Address</b> <span style="font-size: 1.5em; margin-left: 100px;">STATE HOUSE  ANNAPOLIS, Maryland 21401</span>			<b>No. of Cu. Ft.</b> <span style="font-size: 1.5em; margin-left: 100px;">8</span>
<b>D. Phone No.</b> <span style="font-size: 1.5em; margin-left: 100px;">410-974-5521 EXT 466</span>		<b>Records Center Manager</b>  	
<b>E. Agency Official</b> <span style="font-size: 1.5em; margin-left: 100px;">Cly A. Mc</span>		<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>
<span style="font-size: 1.5em;">198</span>	<span style="font-size: 1.5em; margin-left: 100px;">Notary Files  Total of 8 boxes</span>		<span style="font-size: 1.5em; margin-left: 100px;">Disposal  DATE July.  <u>2002</u></span> <span style="font-size: 1.5em; margin-left: 100px;">sche. # 1891  # 19, 20  DISPOSAC  11/26/02  LSS</span>