

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W402	Accounting - Check Register, Book	945 B	2	12/1993 - 10/1994	46	1/2002	RECYCLE
98W811	Accounting - Various, Daily Stats, Vendors Detail Reports, Inventory Reports	1824	1	1996	22	1/2002	RECYCLE
98W817	G. Investment - Trade Tickets, Cash Transactions	1824	6	1/1991 - 12/1994	5	1/2002	RECYCLE
97W1251	Office Services - Accounting - Investments, Control	1824	1A, 3A, \$B, 6B	5/1990 - 6/1996	44	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 Title Date

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

18 of 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>96W402</b>	DATE REC'D <b>10-23-95</b>
B. DIVISION/UNIT		LOCATION RANGE SECTION(S) <b>117 10-11</b>	RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		NO. OF CU. FT. <b>46</b>	
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>George Sakkal</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
	<u>Accounting</u>	<b>SCHEDULE 945B ITEM # 2</b>
1	EFT Check Register, Books, 8/31/94	9/2001
2	EFT Check Register, Books, 6/94	8/2001
3	EFT Check Register, Books, 2/94	3/2001
4	EFT Check Register, Books, 4/94	5/2001
5	EFT Check Register, Books, 12/93	1/2001
6	EFT Check Register, Books, 9/94	10/2001
7	EFT Check Register, Books, 4/94	5/2001
8	EFT Check Register, Books, 3/94	4/2001
9	EFT Check Register, Books, 8/94	9/2001
10	EFT Check Register, Books, 12/93	1/2001
11	EFT Check Register, Books, 6/94	7/2001
12	EFT Check Register, Books, 6/94	7/2001
13	EFT Check Register, Books, 7/94	2001
14	EFT Check Register, Books, 10/94	1/2001
15	EFT Check Register, Books, 6/94	7/2001
16	EFT Check Register, Books, 2/94	3/2001

*Handwritten notes:*  
 1/02  
 5A  
 2000

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

19 of 24

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


*George Sakkal*

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
17	EFT Check Register, Books, 12/93	SCHDL # 945B 1/2001 # 2
18	EFT Check Register, Books, 5/94	6/2001
19	EFT Check Register, Books, 12/93	1/2001
20	EFT Check Register, Books, 8/94	2001
21	EFT Check Register, Books, 8/94	2001
22	EFT Check Register, Books, 5/94	6/2001
23	EFT Check Register, Books, 1/94	2/2001
24	EFT Check Register, Books, 9/94	10/2001
25	EFT Check Register, Books, 10/94	11/2001
26	EFT Check Register, Books, 3/94	4/2001
27	EFT Check Register, Books, 7/94	8/2001
28	EFT Check Register, Books, 7/94	8/2001
29	EFT Check Register, Books 1/94	2/2001
30	Auto. Cash Receipts Listing, 7/93-12/93	6/2001
31	Auto. Cash Receipts Listing, 1/94 - 6/94	12/2001
32	EFT Check Register, Books, 5/95	6/2001
33	EFT Check Register, Books, 7/94	8/2001

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

20 of 24

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT		RM CCCE	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 225-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE	
		<del>(S&amp;T)</del>	
34	EFT Check Register, Books, 7/94 - 9/94	10/2001	
35	EFT Check Register, Books, 2/94	3/2001	
36	EFT Check Register, Books, 3 & 4, 2/94	3/2001	
37	EFT Check Register, Books 3 & 4, 3/94	4/2001	
38	EFT Check Register, Books 1 & 2, 4/94	5/2001	
39	EFT Post 7/93 - 4/94	5/2001	
40	EFT Valid 8/93 - 5/94	5/2001	
41	EFT Check Register, Books 1 & 2, 1/31/94	2/2001	
42	EFT Applications Processed 12/93 - 6/94	7/2001	
43	EFT Check Register, Books, 1 & 2, 5/94	6/2001	
44	EFT Check Register, Books 1 & 2, 5/94	6/2001	
45	EFT Check Register, Books 3,4,5, 1/94	2/2001	
46	EFT Check Register, Book 2, 4/94	5/2001	

APRIL 15, 98

RECORDS TRANSMITTAL AND RECEIPT

NINE OF 16

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>98W811</b>	DATE REC'D <b>5-1-98</b>
B. DIVISION/UNIT ACCOUNTING (#1) CONTROL (#4) MEM.REL. (#8)			RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>49 23</b>	NO. OF CU. FT. <b>22</b>
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>GS</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
154	ACCOUNTING - VARIOUS '97 DAILY STATS., 97 VENDOR DETAIL RPT. VARIOUS, INVENTORY RECORDS	SH.#1824, #1, 1/2001 JAN 2002
155	MEMB.RELA./DF: 028-46-1501 TO 216-50-4762, P.T. 9/96	#8, 1/2001
156	" " " , 218-58-7148 TO 577-64-4781, P.T.12/96	" " , 1/2001
157	" " " , 008-28-9742 TO 218-50-4550, P.T.12/96	" " , 1/2001
158	" " " , 215-38-1964 TO 220-72-7168, P.T.2/96	" " , 2/2001
159	" " " , 076-50-9692 TO 215-36-9291, P.T.2/96	" " , 2/2001
160	" " " , 226-46-0356 TO 579-64-1983, P.T.2/96	" " , 2/2001
161	CONTROL/AL: 1496-6/97, CASH RECEIPTS, PAID BUY BACKS AND UNPAID ROLL	#4, 6/2001
162	MEMB.RELA./DF: 305-48-0657 TO 579-76-9260, P.T.9/96	#8, 9/2001
163	" " " , 220-40-4130 TO 280-44-2523, 220-40-4130 TO 280-44-2523, P.T.9/96	" " , 9/2001
164	" " " , 216-64-5128 TO 220-34-2448, P.T.9/96	" " , 9/2001
165	" " " , 215-64-8041 TO 218-44-2739, P.T.11/20/96	" " , 11/2001
166	" " " , 224-50-6352 TO 579-48-0760, P.T.11/96	DISPOSAL 11/2001
167	" " " , 218-48-9662 TO 224-38-6206, P.T.11/96	DISPOSAL 11/2001
168	" " " , 013-32-9532 TO 215-60-6040, P.T.11/96	DISPOSAL 11/2001
169	" " " , 051-38-2852 TO 219-52-0649, P.T.10/96	DISPOSAL 11/2001
170	" " " , 220-32-4716 TO 578-56-2690, P.T.10/96	DISPOSAL 11/2001
171	" " " , 219-38-7276 TO 578-44-7396, P.T.12/20/96	DISPOSAL 12/2001
172	" " " , 216-52-5362 TO 219-38-7198, P.T.12/96	DISPOSAL 12/2001
173	" " " , 142-60-6717 TO 216-50-5447, P.T.12/96	DISPOSAL 12/2001
174	CONTROL/AL: 3/97-6/97, BEHE. VALID. ADDRESS CHANGE 7/97 TO 12/97	#4, 12/2001
175	" " , 3/97-9/97, BEHEFICIARY FORMS	#4, 12/2001
(END OF YR. 2001)		

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

APRIL 21, 98

RECORDS TRANSMITTAL AND RECEIPT

ONE OF 9

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 98W817	DATE REC'D 5-1-98
B. DIVISION/UNIT #6. INVESTMENTS			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 43 7-8	NO. OF CU. FT. 5
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1	INVESTMENTS - JULY 95 - JUNE 96 H 417 CG DAILY TRADE TICKETS, CASH TRANSACTIONS	SCH. #1824, 6/1/2001
2	" , 7/93 - 6/94 COMM. PAPER	" " #6, 6/2001
3	" , 7/93 - 6/94 CASH TICKETS	" " #6, 6/2001
4 A	" , 1/94 - 12/94, MORTGAGE REPORTS, 1994	" " - 12/2001
4 B	" , 1/91 - 12/91, COMM. TRADE TICKETS	" " " 1/2001
	(END YR 2001)	Jan. 2002  DISPOSAL 5/2/02 LDB

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency (MSRA)		ACCESSION NO. <b>97W1251</b>	DATE REC'D <b>6-2-97</b>
B. DIVISION/UNIT Office Services			RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S) <b>119 17-18</b>	NO. OF CU. FT. <b>44</b>
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		#1824
1	Acct Dedicated Bond Fund Reimbursement 1991-1994	1A 1 <del>2001</del>
2	Acct. 94 Daily STARS, 93 Closing, DOP Positions July 93-Jun 94, 93 Monthly STARS	1A 1 <del>2001</del>
3	Acct. 94 Monthly Expenses, DOP Positions 7/15 - 6/29, 94 Microfilm, 94 Adjustments, Payroll Adj. FY 94	1A 1 2001
4	Purchasin Purchase Orders #2918 thru 3550 Jan 93-Jun 94	1A 1 2001
5	Acct Payment Vouchers Books FY 6/94 Dec 93-Feb 94	1A 6 2001
6	Investmt. Mortgages Calender YR 1991	6AD 6 2001
7	Investmt. WFS Reports Jul 90-Jun 91	6B 6 2001
8	Investmt. WFS Reports Jul 90-Jun 91	6B 6 2001
9	Investmt. Commercial Mtg. Jul 90-Jun 91	6B 6 2001
10	Investmt. 1st Nat'l/WFS Rec Jul 93-Dec 93	6B 6 2001
11	Acct. Accounts Payable Transmittal 93-70 thru 93-85, Misc. letter about invoice	1A 7 2001
12	Acct. Revenue Control Transmittal Sheets Dec 93-Jun 94	1A 7 2001
13	Acct. Revenue Control Transmittal Sheets Jul 93-Nov 93	1A 7 2001
14	BP (C/R) Cancelled & Recredited MSRA 111	3A 7 2001
15	BP <del>Back-up Sheet</del> May 90	3A 7 2001
16	Control Edits/Updates Dec 95	4B 7 2001
17	Control Edits/Updates Feb 96-Mar 96	4B 7 2001
18	Control Check Reconciliations Jan 94-Dec95	4B 7 2001
19	Control Edits/Updates Jan 96	4B 7 2001
20	Control Edits/Updates - Open Enrollment Jan 96	4B 7 2001
21	Control Edits/Updates Jan 96-Feb 96	4B 7 2001
22	Control Tabs Jan 96-Feb 96	4B 7 2001
23	Control One Pay File Jan 96-Jun 96	4B 7 2001

*Handwritten notes:*  
 Jan. 2002  
 Missing Boxes #6-8, 15+24

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
24	Control One Pay File	4B 7 2001
25	Control One Pay File	4B 7 2001
26	Control Edits/Updates	4B 7 2001
27	Control Edits/Updates	4B 7 2001
28	Control Tabs	4B 7 2001
29	Control Edits/Updates	4B 7 2001
30	Control 2,000 Reports	4B 7 2001
31	Control Edits/Updates	4B 7 2001
32	Control Tabs	4B 7 2001
33	Control Edits/Updates	4B 7 2001
34	Control Edits/Updates	4B 7 2001
35	Control Tabs	4B 7 2001
36	Control Tabs	4B 7 2001
37	Control Edits/Updates	4B 7 2001
38	Control Edits/Updates	4B 7 2001
39	Control Tabs	4B 7 2001
40	Control 2,000 Reports	4B 7 2001
41	Investmt. Div. Rep Reports	6B 12 2001
42	Investmt. Cash & Cr. Advices	6B 12 2001
43	Investmt. Commercial Paper	6AA 12 2001

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 279, JESSUP, MD. 20794 (TELEPHONE 739-1378)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Page 14A of 21

A. AGENCY 1. <b>Maryland State Retirement Agency (MSRA)</b>		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <b>Office Services</b>			RM CODE
C. MAILING ADDRESS <b>301 W. Preston Street, Room 704 Baltimore, MD 21201</b>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <b>(410) 767-4070</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>George Sakkal, Director, Office Services</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
44	Control Tax Refund Reconciliation FY 95	4B 7 2001

R119

S17-18 E.1 - S-18

Missing

6, 7, 8, 15, 24

25.01	MSRA
Reporting Agency	
Maryland State Retirement Agency Data Control	
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.				
99W907	Beneficiary Validations / Month Report Project	1824	4.C.	1997 - 1998	8	7/2002	RECYCLE
00W667	Adjustments / Interest Work Book System	1824	4.C.	FY 1998 - FY 1999	98	7/2002	RECYCLE
00W757	Investments Stock Trade	1824	4.C.	1995 - FY 1999	27	7/2002	RECYCLE
01W545	Regular Adjustments	1824	4.C.	FY 2000	106	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 — STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

64 20, 99

RECORDS TRANSMITTAL AND RECEIPT

2 of 4

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.  <b>99W907</b>	DATE REC'D <b>6-1-99</b>
B. DIVISION/UNIT <b>CONTROL/ACTIVE LIFE</b>			RM CODE <b>25.01</b>
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) <b>6 32</b>	NO. OF CU. FT. <b>8</b>
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>[Signature]</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

64  
44  
36  
39  
78  
38  
46  
51

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., OR OTHER AUTHORITY
3	9/11/97 - 2/27/98 BENEFICIARY VALIDATIONS	2002
4	7/97 - 7/97 PG CO. F1 97 10 MONTH RPT. PROJECT	7/2002
5	7/97 - 7/97 PG CO. F1 97 10 MONTH REPORT PROJECT	7/2002
6	10/97 - 2/98 ADJUSTMENT BACKUP & BUY BACKS	2/2002
7	1/1/97 - 8/1/97 BUY BACKS HSRA-37	7/2002
8	12/19/97 - 2/10/98 BEHE. SEARCH, LETTER ADDR. CHANGES	2/2002
9	10/4/97 - 8/22/98 290 UPDATE	8/2002
10	12/1/97 - 2/1/98 BUY BACK HSRA-37	7/1/2002

Sche. 1824  
 Item 4.C  
*[Handwritten signature]*  
 1/26/02

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Maryland State Retirement Agency		00W667	12-1-99
B. DIVISION/UNIT			RM CODE
CONTROL		LOCATION	NO. OF CU. FT.
C. MAILING ADDRESS		RANGE	SECTION(S)
STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		65	18-20
D. PHONE NO.		RECORDS CENTER MANAGER	
410 625 5555 1 800 492 5909			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
George Sakkal, Director Office Services			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1	FY ADJTS 10x2 - 10x3 <i>DISPOSAL</i>	Sched # 1824 7/1/2002
2	FY 99 ADJS 2x4 - 3x3 ADJS <i>11/24/02</i>	All Items 7/1/2002
3	CSETS FY 1999 8125 - 8263 <i>LSS</i>	Item 4-C 7/1/2002
4	FY 99 ADJS 12x1 - 12x2	7/1/2002
5	INTEREST WORK BOOK SYSTEM 6 & 7	7/1/2002
6	SYSTEM 3, 4, 5, 6 001-00-0032-156-34-9523 156-34-9523 - 212-60-0007	7/1/2002
7	CSETS - FY 99 8030-8105	7/1/2002
8	MISC. TRANS 11x4 - 12x5, 1x1 - 2x2	7/1/2002
9	FY 99 ADJS 11x4 x FOOT ADJS	7/1/2002
10	RETURN DEDUCTIONS	7/1/2002
11	TAPES/DISKETTES HARD COPIES FY 99 8125-8601	

✓

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. ECX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
12	TAPES/DISKETTES HARD COPIES FY 99 8801-8811	7/01/2002
13	FY 99 ADJS 3x4	7/01/2002
14	6x1 to 6x3 ADJUSTMENTS LEAVES	7/01/2002
15	REPORTS 405 HRS LGOTEA, LT0EE'S, RPT FOR PT LI INCORRECT SAL. AMOUNTS, ELECTED ETC	7/01/2002
16	FY 99 ADJS 4x4 - 10x1 ACJ PIR ADJ BB	7/01/2002
17	FY 99 ADJS 10x4 - 11x1 ADJ PRODJS BB	7/01/2002
18	FY 99 ADJUSTMENTS 7x1, 7x2	7/01/2002
19	CSETS - FY 99 8125-8426	7/01/2002
20	FY 98 RETIREE STATS	7/01/2002
21	FY 99 ADJS 11x3 ADJ 11x3 XFOOT Bx8	7/01/2002
22	\$ 2,000 REPORT 1/98 - 6/98	7/01/2002

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. ECX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
23	4x5 to 5x1 ADJUSTMENTS LEAVES BUYBACKS	7/01/2002
24	FY 99 ADJUSTMENTS 5x1, 6x4, 6x5, 7x1 TAPES DISKETTE	7/01/2002
25	HARD COPIES FY99 7901-8101	7/01/2002
26	FY 99 ADJS 4x2 - 4x3	7/01/2002
27	FY98 244-02-4575 to 484-78-3355 484-80-1590 to 991-52-0176	7/01/2002
28	FY97 ADJ 1/8/B 5x4-6x1	7/01/2002
29	FY 99 ADJ 9x1-9x3 ADJ P/R ADJ BB BOX3	7/01/2002
30	CSETS FY99 8427-8612	7/01/2002
31	FY 99 ADJS 12x2	7/01/2002
32	FY 98 001-00-0316 to 726-18-4797 001-28-1500 to 637-01-9576 INTERST WRK BOOK	7/01/2002
33	FY99 INTEREST WORK BOOK SYSTEM 1, 2, 3, 4, 5	7/01/2002

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
34	FY 99 INTEREST WORK BOOK SYSTEM 6	7/01/2002
35	FY 99 INTEREST WORK BOOK SYSTEM 7	7/01/2002
36	FY 99 ADJ 1x1 - 1x3 E.O.J Box 2	7/01/2002
37	FY 98 216-02-6148 to 218-46-7398 218-46-7412 to 220-68-9664	7/01/2002
38	FY 99 ADJ 8x2 - 8x4 ADJ PR ADJ BB Box 2	7/01/2002
39	FY 98 220-68-9671 to 219-98-2506	7/01/2002
40	FY 97 RETIREE STATS	7/01/2002
41	REFUND BACKUP FY 1998	7/01/2002
42	CONTROL SHEETS FY 98 8x2 - 9x1	7/01/2002
43	TAPE/DISKETTE HARD COPIES FY 99 6925-7502	7/01/2002
44	FY 99 ADJUSTMENTS 4x4 - 25x2 PARTIAL	7/01/2002

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
45	FY 99 ADJUSTMENTS 7x1, 7x2	7/01/2002
46	FY 99 REPORT MODIFIED PENSION REQ 2% CONTRIB.	7/01/2002
47	TAPES/DISKETTES HARD COPIES FY 99 7801-7880	7/01/2002
48	FY 99 INTEREST WORK BOOK SYSTEM 6	7/01/2002
49	TAPE/DISKETTE HARD COPIES - FY 99 6701 - 6905	7/01/2002
50	ONE PAY FILE 8/97 - 12/97	7/01/2002
51	FY 98 Work Book	7/01/2002
52	FY 99 ADJS Box 9 11x3 x FOOT, 11x4 x FOOT	7/01/2002
53	FY 98 216-60-0063 to 216-02-8424	7/01/2002
54	FY 99 ADJS 12x2 11-12-4	7/01/2002
55	5x2 to 5x4 ADJUSTMENTS, LEAVES, BUYBACKS	7/01/2002

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
56	FY 99 ADJS 2x3 - 2x4	7/01/2002
57	CSETS <sup>EL</sup> FY 99 7105-7311	7/01/2002
58	FY 99 MISCELLANEOUS TRANSACTIONS 4x3	7/01/2002
59	CSETS <sup>EN</sup> FY 99 8703-8725	7/01/2002
60	FY 99 OPENING FILE & MISCELLANEOUS TRANS: 3x9, 3x5, 4x1, 4x2, 4x4, 5x2	7/01/2002
61	FY 99 MISCELLANEOUS TRANSACTIONS FINAL #5	7/01/2002
62	FY 99 ADJUSTMENTS 5x1 - 6x4	7/01/2002
63	FY 99 MISCELLANEOUS TRANSACTIONS 6x5 - 7x2, 9x3 - 10x1	7/01/2002
64	FY 98 RETIREE STATS	7/01/2002
65	FY 99 ADJS 1x4 - 2x2	7/01/2002
66	FY 98 001-24-0588 to 213-30-1173 213-30-1183 to 216-02-5946 Interest Work Book Sys. 7	7/01/2002

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
67	6x3 to 7x2 ADJUSTMENTS, LEAVES, BUY BACKS	7/01/2002
68	FY 99 ADJUSTMENTS 5x2 (PARTIALS) - 5x3 (PARTIALS)	7/01/2002
69	FY 99 MISCELLANEOUS TRANS. 5x3 - 7x1 10x3 - 11x3	7/01/2002
70	FY 99 ADJS 12x5 11x1 ADJS	7/01/2002
71	CSETS FY 99 6611 - 7025	7/01/2002
72	BPTS - BASE SALARY SAL. EXCEED \$68400 NO PLANS DEFICIENCY REDUCTION, ETC.	7/01/2002
73	CSETS FY 99 7325 - 7425	7/01/2002
74	CSETS FY 99 7426 - 8026	7/01/2002
75	FY 99 ADJUSTMENTS 6x1, 6x2	7/01/2002
76	FY 99 ADJUSTMENTS 5x4, 6x1	7/01/2002
77	TAPE/DISKETTE HARD COPIES - FY 99 7503 - 7801	7/01/2002

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
78	P/R 11x2-2x1	7/01/2002
79	FY99 ADJ 7x3-8x1 ADJ P/R ADJ BB Box 1	7/01/2002
80	FY99 ADJUSTMENTS 5x3, 5x4	7/01/2002
81	FY97 REVISIONS	7/01/2002
82	TAPE/DISKETTE HARD COPIES FY99 8/01-8/11	7/01/2002
83	FY97 JULY 97 ADJS	7/01/2002
84	FY97 RETIREE STATS	7/01/2002
85	TABS 1/98-2/98	7/01/2002
86	FY99 ADJUSTMENTS 7x2	7/01/2002
87	CSETS FY99 3602-6607	7/01/2002
88	TAPE/DISKETTE HARD COPIES FY99 4002-6701	7/01/2002

Handwritten notes at the bottom of the page, including "HARD COPIES" and "FY97".

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
89	FY 99 INTEREST WORKBOOK SYSTEM 6	7/01/2002
90	FY 99 MISCELLANEOUS TRANSACTIONS 7/30 - 9/24/98	7/01/2002
91	FY 99 MISCELLANEOUS TRANSACTIONS FINAL #5 PLAN CODE CONVERSION INDEX #2	7/01/2002
92	FY 98 RETIREE STATS	7/01/2002
93	INTEREST WORKBOOK SYS. 7	7/01/2002
94	FY 99 REPORTS - MODIFIED PENSION REQ 2% CONTRIB 11 ANNU SPR + PT SAL X % ETC	7/01/2002
95	FY 98 RETIREE STATS	7/01/2002
96	97CY 88'S (DISABILITY)	7/01/2002
97	FY 98 to 99 PRNJ 150 - PRNJ 33 (VALID POST)	7/01/2002
98	FY 99 ADJS 3x5 - 4x1	7/01/2002

R-65

(R-65 S-20-21)  
18 SPACES

S-18-20

**RECEIVED**

NOV 8 1999

RECORDS MANAGEMENT  
DIVISION

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P1 of 3

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.  <b>00W757</b>	DATE RECD <b>12-20-99</b>
E. DIVISION/UNIT			FM CODE <b>25.01</b>
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S) <b>42 33-34</b>	NO. OF CU. FT. <b>27</b>
D. PHONE NO. 410 625 5555 1 800 492 5909		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
1	INVESTMENTS EXTERNAL MGRS STOCK TRADES I-M	Sch # 1824 7/2002
2	" " STOCK TRADE TICKETS W-2	Item # 6, 4-C 2002
3	CONTROL 12/98-10/99 BUYBACKS & ADJ'S	2002
4	" " 10/99-11/99 " "	2002
5	INVESTMENTS EXT. MGRS STOCK TRADES F-I	2002
6	CONTROL 4/98 Full Cost Bills (BUYBACKS)	2002
7	INV/ACCTG INCOME VERIFICATION 1995-1997	2002
8	" " STOCK TRADE TICKETS EXT. MGRS S-T	2002
9	" " " " EXT. MGRS. P-S	2002
10	" " FY 97 GENERAL LEDGER	2002
11	BENEFITS FY 98-FY 99 RET. APPLICATIONS	2002

Disposed  
 11-27-02  
 R

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P 2 of 3

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
12	BENEFITS REG. ADDS 5/1/99 - 6/30/99 / 700	2002
13	" " 1/1/99 - 3/31/99 700, 604, 602	2002
14	" " EST 12/98 2/99 - 5/99 - 6/30/99	2002
15	Inv. Acct. 12/96 - 4/97 RCS FINANCIAL CONTROL SYSTEM	2002
16	" " EXT. MGRS. STOCK TRADE CONFIRMS D-E-F	2002
17	BENEFITS REG. ADDS 8/98 - 12/98 - 1/99 - 4/99	2002
18	" " ADS (DROP ONE PAY) 01/99 - 6/99 2/98 - 12/98	2002
19	Inv. Acct STOCK TRADE EXT. MGRS. T-W	2002
20	" " " " " " M-P	2002
21	" " MAY 97 - NOV 97 FIN. CONTROL SYSTEM	2002
22	CONTROL 8/1/98 - 2/1/99 BUY BACKS 26'S SYSTEM	2002

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

P 343

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE RECD
B. DIVISION/UNIT		SM CODE	
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5555 1 800 492 5909		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE	
23	INV/ACCT MARCH 97 - AUG 97 FIN CONT. SYS RPTS	2002	
24	BENEFIT 700, 604, 602	2002	
25	INV/ACT. EXT. MGRS. TRADE CONFIRMS ETC. C	2002	
26	" " SEPT 97 - DEC. 97 FIN CONT. SYS. REPORTS	2002	
27	" " EXT. MGRS. STOCK TRADES A-B CONFIRMS	2002	

R42

S33-34

(5-34) <sup>6</sup> space

RECEIVED

DEC 8 1999

RECORDS MANAGEMENT  
DIVISION

**RECORDS TRANSMITTAL AND RECEIPT**

2002  
1 OF 4

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1 OF 12

A. AGENCY 1. MD STATE RETIREMENT AGENCY		ACCESSION NO. 01W545	DATE REC'D 3-20-01
B. DIVISION/UNIT DATA CONTROL (DC) 2002			RM CODE 25.01
C. MAILING ADDRESS 120 EAST BALTIMORE STREET RM 1333 BALTIMORE, MD 21202-6700		LOCATION RANGE SECTION(S) 162 20-22	NO. OF CU. FT. 106
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		ALL SCHEDULE # 1824 ALL ITEM 4.C.
1	DC. 7/2002 - FY 2000, 3x3 VALID	7/2002
2	DC. REGULAR ADJ (JULY ONLY)	7/2002
3	DC. REGULAR ADJ (JUNE TO JULY) - FY 2000	" "
4	DC. FY 2000 REGULAR JULY ONLY	" "
5	DC. ADJUSTMENTS 7x3	" "
6	DC. FY 2000 - 2x4 MISC. VALID TRANS.	" "
7	DC. ADJ.S - 2x3, 2x4 - MARCH APPROVED - LEAVE FORMS	" "
8	DC. ADJUSTMENTS 10x4 - 11x4	" "
9	DC. FY 99 - 11x1 x FOOT - 11x3 x FOOT Bx7	" "
10	DC. FY 2002 - REGULAR ADJ (MAR. ONLY)	" "
11	DC. 3x4 VALID - FY 2000	" "
12	DC. 11x3, 11x4	" "
13	DC. ADJUSTMENTS 11x3, 12x4	" "
14	DC. ADJUSTMENTS 3x1, 3x2, 3x3	" "
15	DC. BENE. PROC. - ADJ.S, MARCH, APRIL, MAY, JUNE	" "
16	DC. ADJUSTMENTS, 12x2, 12x3 - FY 2000 ADJUST'S	" "
17	DC. 10x1 - 10x4 ADJUSTMENTS	" "
18	DC. 7/99 TO 7/99 - 7x2 MISC.	" "
19	DC. 7/99 TO 7/99 - FY 99 7x2 - REGULAR ADJ.S	" "
20	DC. 3x2 VALID TRANS. - FY 2000	" "
21	DC. BUY BACKS, 2x4, 3x1, 2x3, 3x5, 4x1, 4x4	" "
22	DC. 10 MONTH/SPECIAL - ADJ.	" "
23	DC. 7/99 TO 7/99 - 7x2 REGULAR ADJUSTMENTS	" "
24	DC. 7x3, 7x4 PAYROLL VALID - FY 2000	" "
25	DC. FY 2000 - BNAE (MAY/JUNE)	" "
26	DC. MARCH-APRIL PR 3x3, 3x5, 4x1, 2, 3, 4	" "
27	DC. FY 2000 - 3x1 CPB - 3x1 VALID TRANS.	" "
28	DC. FY 2000 - 3x3 VOM - 3x3 CPB	" "

DISPOSAL  
1/10/03  
MISSING  
Box # 26

**RECORDS TRANSMITTAL AND RECEIPT**

2002  
2 of 4

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

2 OF 12

A. AGENCY 1. MD STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA CONTROL (DC) (2002)		RM CODE	
C. MAILING ADDRESS 120 EAST BALTIMORE STREET RM 1333 BALTIMORE, MD 21202-6700		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
		ALL SCHEDULE # 1824	
		ALL ITEM 4.C.	
29	DC. BOOK 4-5	7/2002	
30	DC. FY 2000, 2x1 CPB P YOM	7/2002	
31	DC. DYL JOBS WORKBOOK FOR DEV. OF INTRST ESTN. RUN #	7/2002	
32	DC. FY 2000. 5x2, 5x3, BUY BACKS - PR. ADJ. MAY - JUNE - JULY - 5x1, 2, 3, 6x4, 7x4, 7x3 PR UNPOSTED	7/2002	
33	DC. ADJSTS - 7x3, YE ADJ. #6 AUG 392 9x5, 10x1	.. ..	
34	DC. 8x2 PR UNPOSTED	.. ..	
35	DC. FY 2000 BN AJ (MARCH - MAY)	.. ..	
36	DC. FY 2000 AF 16, 363, NSF, ASF	.. ..	
37	DC. ADJUSTMENTS 12x3, 12x5, 1x1, 1x2	.. ..	
38	DC. FY 2000 - DYL JOBS WORKBOOK FOR DEVELOP. - INTEREST ESTN RUNS #1, 3, 5, 6, 7, 8, 11, 12, 13, 14	.. ..	
39	DC. FY 2000 - REGULAR (JUNE ONLY)	.. ..	
40	DC. DYL JOBS WORKBOOK RUN # 9	.. ..	
41	DC. ADJUSTMENTS, 1x4, 2x1, 2x2, 2x3	.. ..	
42	DC. FY 2000 - 5x4, BOX #1, VALID TRANS	.. ..	
43	DC. BUY BACK - JULY - MARCH	.. ..	
44	DC. ADJUSTMENTS 4x1 - 4x4	.. ..	
45	DC. YEAR END SERVICE ADJ, 12x1 ADJ.	.. ..	
46	DC. UPDATES, 4/00	.. ..	
47	DC. UPDATES, 6/99	.. ..	
48	DC. UPDATES, 5/99	.. ..	
49	DC. UPDATES, 5/99	.. ..	
50	DC. UPDATES, 4/99	.. ..	
51	DC. 2/00 TO 2/00, EDIT UPDATES	.. ..	
52	DC. UPDATES 2/99	.. ..	
53	DC. UPDATES 8/99	.. ..	
54	DC. UPDATES 3/99	.. ..	

**RECORDS TRANSMITTAL AND RECEIPT**

2002  
3 of 4

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

3 of 12

A. AGENCY 1. MD STATE RETIREMENT AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT DATA CONTROL (DC) (2002)			RM CODE
C. MAILING ADDRESS 120 EAST BALTIMORE STREET RM 1333 BALTIMORE, MD 21202-6700		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625 5560		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GEORGE SAKKAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		ALL SCHEDULE # 1824
		ALL ITEM 4.C.
55	DC. UPDATES, 5/00	07/2002
56	DC. UPDATES, 9/99	07/2002
57	DC. MISC	07/2002
58	DC. 1998 EARNING LIMITATION	07/2002
59	DC. UPDATES/ 8/99	" "
60	DC. UPDATES/ 2/00	" "
61	DC. REFUNDS 98	" "
62	DC. REFUNDS 97	" "
63	DC. MISC. FILES	" "
64	DC. EDITS, UPDATES, AUG 99	" "
65	DC. UPDATES, 6/2000	" "
66	DC. CONTRIB. AUDIT - CROSSFOOT 6x1 → 6x4	" "
67	DC. " " - CROSSFOOT 11/99 TO DEC 99	" "
68	DC. " " - 9/99 TO 12/99 CROSSFT. WAGE BASE 1999 → 6x4	" "
69	D.C. " " 12/99 TO 12/99 CROSSFT. 12x1 → 12x4	" "
70	D.C. " " CROSSFOOT 6x1 → 4x4	" "
71	D.C. " " 9/99 TO 10/99 CROSSFOOT 9x1 → 9x5	" "
72	DC. " " CROSSFOOT 7x3 - 7x4	" "
73	DC. " " 1/00 TO 1/00 CROSSFOOT	" "
74	DC. " " CROSSFOOT ASF 1999-2000 RPRT # 2 → # 8	" "
75	DC. " " CROSSFOOT 3x1 → 3x5	" "
76	DC. " " CROSSFOOT 5x1 → 5x4	" "
77	DC. " " 1999 TO 2/00 CROSSFOOT	" "
78	DC. " " CROSSFOOT 7x1 → 7x2	" "
79	DC. " " UPDATES 8/99	" "
80	DC. REFUNDS 1999	" "

**RECORDS TRANSMITTAL AND RECEIPT**

2002  
4 of 4

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
B. DIVISIONS UNIT		RM CODE	
C. MAILING ADDRESS		LOCATION RANGE	NO. OF CU. FT.
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
1. MD STATE RETIREMENT AGENCY			4 of 12
BENEFITS ACCOUNTING (AC) PROCESSING (BP)			
MEMBER RELATIONS (MR) 120 EAST BALTIMORE STREET RM 1333 BALTIMORE, MD 21202-6700			
410 625 5560			
GEORGE SAKKAL			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
		ALL SCHEDULE # 1824	
		ALL ITEM 1.A.	
81	AC. FY 97		07/2002
82	AC. 7/96 TO 6/97 ACCTS PAYABLE - TRANSMIT. 97-1 TO 97-2		07/2002
83	AC. FILE REFERRAL - FY 99		07/2002
84	AC. FY 99 INTER AGENCY TRANSFERS		" "
85	AC. FY 99 TRANSMITTALS		" "
86	AC. FY 99 CASH RECEIPTS, NOV, DEC, JAN, FEB		" "
-	- PAYROLL ADJUSTMENTS		-
87	AC. FY 99 ADMIN. EXPENSE, 99 TLS 99-2261 6T130		" "
-	- 99-2251		-
88	AC. FY 98, PAYROLL, CONTRACTUAL & REG. ADJNTS.		" "
89	AC. FY 99, JIA'S 2251-2271, TBO CASH RECEIPTS		" "
-	- JUNE 99, MAY 99, APRIL 99, MARCH 99		-
90	AC. FY 99, TRANSMITTALS		" "
91	AC. FY 99, TRANSMITTALS		" "
92	AC. FY 99, "		" "
93	AC. FY 99, REFERENCE COPIES OF INVOICES		" "
		ALL ITEM 1.C.	
94	BP. 1/99 TO 3/99 REGULAR REFUNDS		07/2002
95	BP. 6/99 REGULAR REFUNDS		07/2002
96	BP. REFUNDS, 3/98 TO 11/98 REPLACEMENT CHECKS		07/2002
97	BP. REPLACEMENT VOUCHERS, STATE DATED CHECKS		07/2002
98	BP. MC 750, DECEASED MARCH 1996 PAYMENTS		" "
99	BP. 12/98 TO 5/99, REGULAR REFUNDS		" "
100	BP. N/C 750, FEB 96, DECEASED MARCH 1996		" "
101	MR. DISABILITY - 007-34-7057 TO 214-46-1064		07/2002
102	MR. " - 214-48-4370 TO 216-30-7522		07/2002
103	MR. " - 216-32-2871 TO 220-38-2454		" "
104	MR. " - PRIOR TO 3-19-27, 356-58-2653 TO 579-70-8274		" "
105-A	MR. " - 044-32-4188 TO 212-64-8809		" "
105-B	MR. " 212-94-7566 TO 579-66-2526		" "

R-162  
S-20-22

MISSING Box  
26

9-Entry SPACES  
S-22-23

26.01.01                    MDOT <hr/> Reporting Agency <hr/> Maryland Aviation Administration <hr/> Division or Unit	<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.
--	--	--

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.				
90W94	Operation Logs with attached Self - Inspection Checklists	1162	A.1	7/1981 - 12/1981	1	1/2002	RECYCLE
90W371	Permanent Employee Personnel Files	1159	F.3	1986	1	1/2002	RECYCLE
99W962	MTN FBO Accounting Reports	1159	C.1	1991	1	1/2002	RECYCLE
99W963	BWI Charter & Supplemental carrier operations.	1162-A1	5	1995	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
------------------------------	---------------------------------	-----------------------

E

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 766-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Transportation		ACCESSION NO. <b>90W94</b>	DATE REC'D <b>8-8-89</b>
B. DIVISION/UNIT MD Aviation Admin./Operations			RM CODE <b>26.01.01</b>
C. MAILING ADDRESS P.O. Box 8766 BWI Airport, MD 21240-0766		LOCATION RANGE SECTION(S) <b>21 13</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 859-7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara Hemmeter <i>Barbara Hemmeter</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	Operations Logs SAA-140 with attached Self-Inspection Checklists SAA-139 July 1, 1981 to December 31, 1981	Schedule 1162/A-1 <del>Dec. 31, 2001</del> <b>1/02</b>  <i>4-29-02</i>	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 766-1376)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Dept. of Transportation	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">90W371</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">10-17-89</span>
<b>B. DIVISION/UNIT</b> Maryland Aviation Administration	<b>RM CODE</b> <span style="font-size: 1.5em;">26.01.01</span>	
<b>C. MAILING ADDRESS</b> Personnel & Training P.O. Box 8766 BWI Airport, MD 21240	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em;">34 2</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em;">1</span>
<b>D. PHONE NO.</b> 859-7646	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Barbara Hemmeter <span style="font-size: 1.2em; font-family: cursive;">Barbara Hemmeter</span>	<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	Permanent Employee Personnel Files Terminated in 1986	Sch. 1159 F.3 Jan, 2002

DISPOSAL 5-1-02

R-34

S-2

1 Empty

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration		ACCESSION NO. <b>99W962</b>	DATE REC'D <b>6-9-99</b>
B. DIVISION/UNIT Office of Business Administration Finance/Audit Section			RM CODE <b>28-01.01</b>
C. MAILING ADDRESS P.O. Bo 8644 BWI Airport, MD. 21240		LOCATION RANGE SECTION(S) <b>5 3</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 859-1263 7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Jess R. Buttingham</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	MTN FBO Accounting Reports - 1991	1159c.1 12/2001 Jan 2002

*DISPOSAL  
4-2308*

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration		ACCESSION NO. <b>99W963</b>	DATE REC'D <b>6-9-99</b>
B. DIVISION/UNIT Airport Operations Center			RM CODE <b>26.01.01</b>
C. MAILING ADDRESS P.O. Box 8766 BWI Airport MD 21240		LOCATION RANGE SECTION(S) <b>5 3</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 859-7018		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	BWI Charter & supplemental carrier operations. Jan - Dec. 1995	<p>SCHEDULE 116Z A1</p> <p>#5 <del>Dec. 2001</del> Jan 2002</p> <p><i>Disposal 4-23-02</i></p>



26.01.06.01	MDOT
Reporting Agency	
Maryland Transit Administration Office of Finance	
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.				
95W1510	Payroll - Retro Payment / Office Timesheets	992	1-D 2	1993 - 1994	7	1/2002	RECYCLE
97W59	Sick Leave / Office Timesheets	992	1-D	1994	16	1/2002	RECYCLE
98W554	Workers Comp Folders / ETR Timesheets	992	1-D	1994 - 1996	4	1/2002	RECYCLE
00W1244	Mgt. Timesheets / ETR Reports	992	1-D	1996	17	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
-------------------------------------	--	------------------------------

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p><b>A. AGENCY</b> 1. Mass Transit Administration 26.01.06.01</p> <p><b>B. DIVISION/UNIT</b> Finance/Payroll</p> <p><b>C. MAILING ADDRESS</b> 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202</p> <p><b>D. PHONE NO.</b> 767-3736</p> <p><b>E. AGENCY OFFICIAL</b> Frank J. Taylor</p>	<p><b>ACCESSION NO.</b> <b>95W1510</b></p> <p><b>LOCATION</b> RANGE SECTION(S) <b>146 18</b></p>	<p><b>DATE REC'D</b> <b>5-12-95</b></p> <p><b>RM CODE</b> <b>26.01.06.01</b></p> <p><b>NO. OF CU. FT.</b> <b>7</b></p> <p style="text-align: center;"><b>RECORDS CENTER MANAGER</b></p> <p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
<p><b>2. BOX NUMBERS</b></p>	<p><b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b></p>	<p><b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b></p>
<p>71</p> <p>72</p> <p>73</p> <p>74</p> <p>75</p> <p>76</p> <p>77</p>	<p>retro payment 1300 7/1/93 8/6/94</p> <p>updating balances wkly 1994</p> <p>gl interface wkly 6/5/93 - 3/26/94</p> <p>gl interface monthly 5/91 - 5/94</p> <p>sick leave 1/94 - 6/94</p> <p>summary pension 12/93 - 10/94</p> <p>office timesheets/adj. 1/94 - 6/94</p>	<p>Schedule # 992 Item # 1-D January, 2002</p> <p style="text-align: right; font-size: 2em; font-family: cursive;"><i>DISPOSAL 3-25-02</i></p>

R-146

S-~~17~~ S-18

22 Empty

8-18-19

# 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. Mass Transit Administration 26.01.06.01	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">97W59</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">8-5-96</div>
<b>B. DIVISION/UNIT</b> Finance/Payroll	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">26.01.06.01</div>	
<b>C. MAILING ADDRESS</b> 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	<b>LOCATION</b> RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">2                      2</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">16</div>
<b>D. PHONE NO.</b> 767-3736	<b>RECORDS CENTER MANAGER</b>  _____	
<b>E. AGENCY OFFICIAL</b> Frank J. Taylor	<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
04	Sick Leave 7/1/94 - 12/31/94	Schedule # 992 Item # 1-D January, 2002  <div style="font-size: 2em; font-family: cursive; transform: rotate(-15deg);">None</div>
05	Office Timesheets/Adjustments/Off. Trans 7/1/94 - 12/31/94	
06	Pension Records 1994	
07	7 Day Summary Misc. 1993/1994	
08 thru 09	Staff Records 1994	
10 thru 11	Maint. Records Jan - Oct 1994	
12	Police records 1994/Maint Records Nov - Dec 1994	
13	Office Records 1994	
14 thru 19	Operator Records 1994	

E

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Mass Transit Administration 26.01.06.01	ACCESSION NO. <b>98W554</b>	DATE REC'D <b>12-8-97</b>
	B. DIVISION/UNIT Finance/Payroll	FORM CODE <b>26.01.06.01</b>
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	LOCATION RANGE <b>48</b>	SECTION(S) <b>17</b>
	NO. OF CU. FT. <b>4</b>	
D. PHONE NO. 767-3736	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

<u>Box #</u>	<u>Title</u>	<u>Dates</u>	<u>Disposal Date</u>	<u>Schedule/Item</u>
13	Workers Comp Folders	01/77 - 01/94	01/02	#992 / #1-D
	ETR Timesheets	01/94 - 09/94		
14	Staff Detail Folders	01/94 - 09/94	01/02	
15	Staff Pay Register (PAYREG)	07/94 - 12/94	01/02	
16	Operator Adjustments	01/96 - 06/96	01/02	

DISPOSAL  
4/28/02  
LJB

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>AGENCY</b> Mass Transit Administration 26.01.06.01	<b>ACCESSION NO.</b> 00W1244		<b>DATE REC'D</b> 5-5-00
	<b>SECTION/UNIT</b> Finance/Payroll		<b>RM CODE</b> 26.01.06.01
<b>BILLING ADDRESS</b> 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	<b>LOCATION</b> <b>RANGE SECTION(S)</b> 32 4		<b>NO. OF CU. FT.</b> 17
	<b>PHONE NO.</b> 767-3736		
<b>AGENCY OFFICIAL</b> Frank J. Taylor			<b>RECORDS CENTER MANAGER</b>  <b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>

Box #	Title	Dates		Disposal Date	Schedule/Item
		From	To		
7	Mgt. Timesheets	07/02/96	07/30/96	January-02	#992 / #1-D
8	Mgt. Timesheets	08/13/96	09/10/96	January-02	
9	Mgt. Timesheets	09/21/96	10/22/96	January-02	
10	Mgt. Timesheets	11/05/96	11/19/96	January-02	
11	Mgt. Timesheets	12/03/96	12/17/96	January-02	
12	ETR Reports	11/07/95	01/02/96	January-02	
13	ETR Reports	01/16/96	02/27/96	January-02	
14	ETR Reports	03/12/96	04/23/96	January-02	
15	ETR Reports	05/07/96	06/18/96	January-02	
16	ETR Reports	07/02/96	08/27/96	January-02	
17	ETR Reports	09/10/96	11/05/96	January-02	
18	ETR Reports	11/19/96	12/31/96	January-02	
19	Other Holiday	01/01/96	12/31/96	January-02	
20	Office Adjustments	07/01/96	12/31/96	January-02	
21	Oper. Holiday	01/01/96	12/31/96	January-02	
22	Oper. Adjustments	07/01/96	12/31/96	January-02	
23	Non-Op Adjustments	01/01/96	12/31/96	January-02	

*Handwritten:* 01/27/97  
4-29-02

R32

S4-~~3~~

① space  
(S-U)



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. <b>02W64</b>	DATE REC'D <b>8-23-01</b>
B. DIVISION/UNIT PURCHASING DEPARTMENT			RM CODE <b>26.01.06.02</b>
C. MAILING ADDRESS 1515 WASHINGTON BLVD, RM 1600 BALTIMORE, MARYLAND 21230		LOCATION RANGE SECTION(S) <b>36 29</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. 410 454-7017		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN GECL, CHIEF OF PURCHASING		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	REQUEST FOR QUOTATIONS (RFQ)	
1 of 6	3/94 - 6/94	SCHEDULE 1061 ITEM B <del>DEC., 2001</del> <b>1/02</b>
2 of 6	1/94 - 3/94	
3 of 6	6/94 - 7/94	
4 of 6	8/94 - 9/94	
5 of 6	9/94 - 11/94	
6 of 6	11/94 - 12/94	
		<b>DISPOSAL 5-1-02</b>

26.01.06.03 MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
Maryland Transit Administration MTA Police		
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.				
93W1260	Security Guard Application Investigations (Rejections)	1163	3	1991	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



# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MDOT		ACCESSION NO. <b>93W1260</b>	DATE REC'D <b>4-13-93</b>
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION		RM CODE <b>26.01.06.03</b>	
C. MAILING ADDRESS 301 N. EUTAW STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) <b>10 13</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 333-8141		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL L. M. ENGLEMAN Director Police/Safety Divisions		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 of 1	Security Guard Application Investigations (Rejections) - This file contains application for employment, personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data.  91-01 - 91-57	1163,3,12/31/2001  1/02  <i>Di Paolo</i> <i>4-26-93</i>	

26.01.06.03 MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
Maryland Transit Administration MTA Police		
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.				
00W90	Daily Time Sheets- Contains detailed log of Officer's duties on daily basis	1163	6	1996	9	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 - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MDOT		ACCESSION NO. <b>00W90</b>	DATE REC'D <b>8-11-99</b>
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION		RANGE <b>18</b>	FM CODE <b>26.01.06.03</b>
C. MAILING ADDRESS 301 N. Eutaw Street Baltimore, Maryland 21201		LOCATION SECTION(S) <b>5</b>	NO. OF CU. FT. <b>9</b>
D. PHONE NO. (410)333-8141		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bernard B. Foster, Sr. Chief of Police		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 9	Daily Time Sheets - Contains detailed log of Officers' duties on a daily basis A - Carter 1996	1163,6,12/2001 <i>Jan. 2002</i>
2 of 9	Same As Above - Carver -E 1996	-do-
3 of 9	" " " - F - Howard 1996	-do-
4 of 9	" " " - Howard, I. - Lee 1996	-do-
5 of 9	" " " - Lemon - Pindell 1996	-do-
6 of 9	" " " - Pitts - Washington 1996	-do-
7 of 9	" " " - Weems - Zais 1996	-do-
8 of 9	" " " - 1996	-do-
9 of 9	" " " - 1996	-do-

*[Handwritten signature]*  
4-26-00

26.01.12	MDOT
	Reporting Agency
	Office of the Secretary
	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.				
95W609	Activity Reports / Audit / Budgets	1823	1	1992	10	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
-------------------------------------	--	------------------------------

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland Department of Transportation	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">95W609</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em; font-family: cursive;">11-14-94</span>
<b>B. DIVISION/UNIT</b> Executive Office (92.0) TSO	<b>FM CODE</b> <span style="font-size: 1.5em; font-family: cursive;">26.01.12</span>	
<b>C. MAILING ADDRESS</b> P.O. Box 8755 BWI Airport MD 21240	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em; font-family: cursive;">54                  6</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em; font-family: cursive;">10</span>
<b>D. PHONE NO.</b> (410) 859-7600	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Judy Weeks	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>
Box 1 - 10	SEE ATTACHED SHEETS	<span style="font-size: 1.5em; font-family: cursive;">1823</span> <del>715</del> - Item 1 Jan. 2000 <span style="font-size: 1.5em; font-family: cursive;">- 2002</span>  <span style="font-size: 2em; font-family: cursive;">DISPOSAL</span> <span style="font-size: 2em; font-family: cursive;">4/29/02</span> <span style="font-size: 2em; font-family: cursive;">LJB</span>

Maryland Department of Transportation  
The Secretary's Office  
10 Elm Road  
Post Office Box 8755  
BWI Airport MD 21240

BOX 1

AASHTO - General 1992  
Activity Reports - MAA 1992  
Activity Reports - MDTA 1992  
Activity Reports - SHA 1992  
Air Pollution - 1992  
Airline Schedules & Services  
Airport Authority - 1992  
Airport General - 1992  
Airports/Small Airports Financial  
Assistant Program  
Appointments - 1992  
Audit/General - 1992  
Audit - MAA - 1992  
Audit - MDTA - 1992  
Audit - MPA - 1992  
Audit - MTA - 1992  
Audit - MVA - 1992  
Audit - SHA - 1992  
Automobiles - State Owned  
Baltimore Harbor Tunnel  
Battlefield Preservation  
Bicycles  
Boards & Commissions  
Bonds  
Board of Public Works  
Branch Offices - MVA  
Bridges General  
BWI Airport General  
Budget - FY94  
Budget - FY 93

BOX 2

Budget FY 92  
Budget Request - MdTA  
Budget - MPA  
Budget - SHA  
Bus Service  
BUTTA Commission  
BWI Airport Ground Transportation  
BWI Airport Parking

BOX 9 Cont'd.

TSHRS (Transportation Services Human  
Resource System)  
Transportation Safety  
Travel 1992  
Truck Routes  
Underground Storage Tank  
United Charities 92  
USDOT 92

BOX 10

VEIP  
Vehicle Registration  
Weight & Size Limitation  
Wetlands  
WMATA  
Woodrow Wilson Bridge  
World Trade Center - 92  
World Trade Center Institute - 92



E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1 Maryland Transportation Authority		<b>ACCESSION NO.</b> 97W422		<b>DATE REC'D</b> 10-17-96	
<b>B. DIVISION/UNIT</b> Finance		<b>RM CODE</b> 26-01-14			
<b>C. MAILING ADDRESS</b> 300 Authority Dr., Baltimore, MD 21222		<b>RANGE</b> 8	<b>LOCATION</b>	<b>SECTION(S)</b> 5	<b>NO. OF CU. FT</b> 1
<b>D. PHONE NUMBER</b> 410/288-8454		<b>RECORDS CENTER MANGER</b>			
<b>E. AGENCY OFFICIAL</b> Michele Sweeney		<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>	
510	Monthly Report Files                      01/93 - 12/93			#1592    Item #                      5  Jan. 2002	
<i>Q120202C 4-25-02</i>					

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1 Maryland Transportation Authority		<b>ACCESSION NO.</b> 97W423	<b>DATE REC'D</b> 10-17-96
<b>B. DIVISION/UNIT</b> Finance		<b>RM CODE</b> 26.01.14	
<b>C. MAILING ADDRESS</b> 300 Authority Dr., Baltimore, MD 21222		<b>RANGE</b> 8	<b>LOCATION SECTION(S)</b> 5
<b>D. PHONE NUMBER</b> 410/288-8454		<b>NO. OF CU. FT</b> 3	
<b>E. AGENCY OFFICIAL</b> Michele Sweeney		<b>RECORDS CENTER MANGER</b>	
		<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>	
511	Bank Statements(M&O, Cap., Gen) 01/93 - 04/93	#1592 Item # 6	
512	" 05/93 - 08/93 ✓	Jan. 2002	
513	" 09/93 - 12/93		
		<p style="text-align: right; font-size: 2em; font-family: cursive;">DISPOSAL 42502</p>	

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1 Maryland Transportation Authority		<b>ACCESSION NO.</b> 97W424		<b>DATE REC'D</b> 10-17-96	
<b>B. DIVISION/UNIT</b> Finance		<b>RM CODE</b> 26-01-14		<b>NO. OF CU. FT</b> 1	
<b>C. MAILING ADDRESS</b> 300 Authority Dr., Baltimore, MD 21222		<b>RANGE</b> 8	<b>LOCATION</b>	<b>SECTION(S)</b> 5	
<b>D. PHONE NUMBER</b> 410/288-8454		<b>RECORDS CENTER MANGER</b>			
<b>E. AGENCY OFFICIAL</b> Michele Sweeney		<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>	
516	Journal Entries 01/93 - 06/93			#1592 Item # 9  Jan. 2002  D. 2002 4-25-02	

E

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1 Maryland Transportation Authority		<b>ACCESSION NO.</b> 97W425		<b>DATE REC'D</b> 10-17-96	
<b>B. DIVISION/UNIT</b> Finance		<b>RANGE</b> 8		<b>RM CODE</b> 26:01.14	
<b>C. MAILING ADDRESS</b> 300 Authority Dr., Baltimore, MD 21222		<b>LOCATION</b> SECTION(S) 5		<b>NO. OF CU. FT</b> 2	
<b>D. PHONE NUMBER</b> 410/288-8454		<b>RECORDS CENTER MANGER</b>			
<b>E. AGENCY OFFICIAL</b> Michele Sweeney		<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>	
523 524	Payroll & Check Register 11 01/93 - 06/93 07/93 - 12/93			#1592 Item # 14  Jan. 2002  <i>DISPOSAL</i> <i>4-25-02</i>	

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1 Maryland Transportation Authority		<b>ACCESSION NO.</b> <b>97W426</b>		<b>DATE REC'D</b> <b>10-17-96</b>	
<b>B. DIVISION/UNIT</b> Finance		<b>LOCATION</b>		<b>RM CODE</b> <b>26-01-14</b>	
<b>C. MAILING ADDRESS</b> 300 Authority Dr., Baltimore, MD 21222		<b>RANGE</b> <b>8</b>		<b>SECTION(S)</b> <b>5</b>	
<b>D. PHONE NUMBER</b> 410/288-8454		<b>NO. OF CU. FT</b> <b>2</b>			
<b>E. AGENCY OFFICIAL</b> Michele Sweeney		<b>RECORDS CENTER MANGER</b>			
		<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>	
575 576	Payroll Journal    01/93 - 06/93 07/93 - 12/93			#1592 Item # 14  Jan 2002  <i>D. [Signature]</i> 4-25-02	



E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 290500 Motor Vehicle Administration		ACCESSION NO.  98W59	DATE REC'D 8-1-97
B. DIVISION/UNIT Vehicle Registration Registration/Title File		RM CODE 26-02-06	
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 39 33	NO. OF CU. FT. 5
D. PHONE NO. 768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Surrrell		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	REGISTRATION CARD FILE	Item 9 of
1	AAA001 - BPR319 1980-1981	Schedule 1716
2	8PR320 - DFR300 1980-1981	Disp. Dt: Dec., 2001
3	DFR301 - J19485 1980-1981	Jan., 2002
4	J19486 - WR5ATY 1980-1981 (Org. Ham, Misc.)	
5	HCC001 - Misc. 1980-1981 (Trailers, corrections, multi-purpose, etc.)	
		DISPOSAL 5/2/02 LJS

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

## 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.				
98W309	Refund Backup List	1725	3	7/1997 - 9/1997	52	1/2002	RECYCLE
98W317	Refund Backup List / Cashier's Folders / Posted Reports	1725	3	10/1996 - 5/1997	53	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 — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. <b>98W309</b>	DATE REC'D <b>10-9-97</b>
B. DIVISION/UNIT Accounting and Financial Systems			RM CODE <b>26-02-13</b>
C. MAILING ADDRESS 6601 Ritchie Highway N.E. Room 220 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>63 12-13</b>	NO. OF CU. FT. <b>52</b>
D. PHONE NO. 410-768-7480		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger - Accounts Payable Manager Accounting and Financial Systems		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Refund Backup List #1 - 7/1/97	1725, Item 3 Jan. 2002  <i>Disposal 4-24-02</i>
2	#2 - 7/2/97	
3	#3 - 7/3/97	
4	#4 - 7/7/97	
5	#5 - 7/8/97	
6	#6 - 7/9/97	
7	#7 - 7/10/97	
8	#8 - 7/11/97	
9	#9 - 7/14/97	
10	#10 - 7/15/97	
11	#11 - 7/16/97	
12	#12 - 7/17/97	
13	#13 - 7/18/97	
14	#14 - 7/21/97	
15	#15 - 7/22/97	
16	#16 - 7/23/97	
17	#17 - 7/24/97	
18	#18 - 7/25/97	
19	#19 - 7/28/97	
20	#20 - 7/29/97	
21	#21 - 7/30/97	
22	#22 - 7/31/97	
23	#23 - 8/1/97	
24	#24 - 8/4/97	
25	#25 - 8/5/97	
26	#26 - 8/6/97	
27	#27 - 8/7/97	
28	#28 - 8/8/97	
29	#29 - 8/12/97	
30	#30 - 8/12/97	
31	#31 - 8/13/97	
32	#32 - 8/14/97	

NUMBERS

WITH INCLUSIVE DATES

ITEM NUMBER

NUMBERS	WITH INCLUSIVE DATES	ITEM NUMBER
33	Refund Backup List #33 - 8/15/97	
34	#34 - 8/18/97	
35	#35 - 8/19/97	
36	#36 - 8/20/97	
37	#37 - 8/21/97	
38	#38 - 8/22/97	
39	#39 - 8/25/97	
40	#40 - 8/26/97	
41	#41 - 8/27/97	
42	#42 - 8/28/97	
43	#43 - 8/29/97	
44	#44 - 9/2/97	
45	#45 - 9/3/97	
46	#46 - 9/4/97	
47	#47 - 9/5/97	
48	#48 - 9/8/97	
49	#49 - 9/9/97	
50	#50 - 9/10/97	
51	#51 - 9/11/97	
52	#52 - 9/12/97	

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 739-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Motor Vehicle Administration	ACCESSION NO. <b>98W317</b>	DATE RECD <b>10-9-97</b>
DIVISION/UNIT Accounting and Financial Systems		RM CODE <b>26.02.13</b>
MAILING ADDRESS 6601 Ritchie Highway N.E. Room 220 Glen Burnie, MD 21062	LOCATION RANGE SECTION(S) <b>1 20-21</b>	NO. OF CU. FT. <b>53</b>
PHONE NO. 410-768-7480	RECORDS CENTER MANAGER	
AGENCY OFFICIAL John Reisinger - Accounts Payable Manager Accounting and Financial Systems <i>JR</i>	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Refund Backup List # 217 - 5/9/97	1725, Item 3
	" " " # 218 - 5/12/97	" "
	" " " # 219 - 5/13/97	" "
	" " " # 220 - 5/14/97	" "
	" " " # 221 - 5/15/97	" "
	" " " # 222 - 5/16/97	" "
	" " " # 223 - 5/20/97	" "
	" " " # 224 - 5/20/97	" "
	" " " # 225 - 5/21/97	" "
	" " " # 226 - 5/22/97	" "
	" " " # 227-228 - 5/23/97	" "
	" " " # 229 - 5/27/97	" "
	" " " # 230 - 5/30/97	" "
	" " " # 231 - 5/30/97	" "
	"Cashier's folders # 7/1/96 - 10/15/96	" "
	" " " # 10/16/96 - 1/31/97	" "
	" " " # 2/1/97 - 4/30/97	" "
	" " " # 5/1/97 - 6/30/97	" "
	Posted Reports 2/3/97 - 2/28/97	" "
	Batch Headers 1/2/97 - 2/28/97	" "
	FMIS Interfaces 2/3/97 - 2/28/97	" "
	Batch Headers June 1997	" "
	FMIS Interfaces June 1997	" "
	Batch Headers May 1997	" "
	FMIS Interfaces May 1997	" "
	FMIS Interfaces April 1997	" "
	FMIS Posted April 1997	" "
	530 Batch Headers March & April	" "
	FMIS Interfaces March 1997	" "
	FMIS Posted Reports March 1997	" "
	Batch Headers December 1996	" "

*Jan. 2002*

*1/22/02  
3-29-02*

BOX  
NUMBERS

DESCRIPTION OF RECORDS  
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
<del>32</del>	<del>Batch Headers August - September 1996</del>	<del>1725, Item 3</del>
<del>33</del>	<del>Transmitted Refund December 1996</del>	<del>" "</del>
34	RS200 11/24/95 - 1/23/96	" "
35	RS200 1/24/96 - 3/26/96	" "
36	RS200 3/28/96 - 6/27/96	" "
37	RS200 6/28/96 - 9/17/96	" "
38	RS200 9/18/96 - 10/25/96	" "
39	RS200 10/28/96 - 1/6/97	" "
40	RS200 1/7/97 - 3/11/97	" "
41	RS200 3/12/97 - 4/30/97	" "
42	RS200 5/1/97 - 6/24/97	" "
43	Misc. Refunds 9/95 - 6/96	" "
44	Misc. Refunds 7/96/11/96	" "
<del>45</del>	<del>Posted Reports 10/1/96 - 10/31/96</del>	<del>" "</del>
<del>46</del>	<del>" " 11/1/96 - 11/30/96</del>	<del>" "</del>
<del>47</del>	<del>" " 12/1/97 - 12/31/97</del>	<del>" "</del>
<del>48</del>	<del>" " 1/2/97 - 1/31/97</del>	<del>" "</del>
49	DAFR 8901 1/2/97 - 2/24/97	" "
<del>50</del>	<del>" " 4/31/97</del>	<del>" "</del>
51	" " 4/4/97	" "
52	211 R's Transmitted Jan 1997	" "
53	" " March 1997	" "
54	" " April 1997	" "
55	" " May 1997	" "
56	" " June 1997	" "
57	" " July 1997	" "
<del>58</del>	<del>Interfaces 5/1/96 - 5/31/96</del>	<del>" "</del>
<del>59</del>	<del>" " 9/3/96 - 10/8/96</del>	<del>" "</del>
<del>60</del>	<del>" " 10/1/96 - 10/31/96</del>	<del>" "</del>
61	" " 11/1/96 - 11/29/96	" "
<del>62</del>	<del>" " 12/1/96 - 12/31/96</del>	<del>" "</del>
<del>63</del>	<del>" " 1/2/97 - 1/31/97</del>	<del>" "</del>
64	RStar Batch Headers 10/1/96 - 10/31/96	" "
65	211 R's J7002355-J7002638 5/31/96 - 10/30/96	" "
66	" " J7002355-J7003348 10/18/96 - 1/3/97	" "
67	" " J7002295-J7003370 10/21/96 - 12/10/96	" "
68	" " J7005896-J7006962 4/9/97 - 5/27/97	" "
69	" " J7005035-J7005895 3/5/97 - 4/14/97	" "
70	" " J7003968-J7005065 1/10/97 - 3/7/97	" "
71	" " J7006969-J7007860 5/22/97 - 7/2/97	" "
72	" " J800041-J8001190 7/1/97 - 8/11/97	" "
73	Transmitted Refunds February 1997	" "



MOTOR VEHICLE ADMINISTRATION  
6601 RITCHIE HIGHWAY, N.E.  
GLEN BURNIE, MARYLAND 21062

August 20, 1997

MEMORANDUM TO: Robert Campanaro, Administrative Officer  
Data System Development

FROM: John Reisinger, Accounts Payable Manager  
Accounting & Financial Systems *JR*

RE: Hall of Records Transmittals

Attached are DGS 550-5, Records Transmittal and receipt forms to send <sup>53</sup>~~75~~ boxes of records to the Hall of Records.

Please advise when these boxes will be picked up. Thank You.

cc: Agnes Valenzia  
Annabelle Whittington

*20 boxes on 8/20/97 Transmittal were deleted*  
*A. Valenzia*



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. Motor Vehicle Administration		ACCESSION NO. <b>95W1284</b>	DATE REC'D <b>4-5-95</b>
B. DIVISION/UNIT Research & Planning Division			RM CODE <b>26.02.14.01</b>
C. MAILING ADDRESS 6601 Ritchie Hwy., N.E. ISC - Room 022 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>36 23</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 768-7249		RECORDS CENTER MANAGER.	
E. AGENCY OFFICIAL Thomas E. Harris		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	COMAR Regulations Folders - 1991 11.11.01 11.11.02(.15) 11.11.05 11.12.01(.01,.08,.12,.13,.21); (.02); (.09 & .14); (.02 & .09); (.05, .13 & .22) 11.12.02(.02); (.05) 11.12.03(.01); (.08 & .09) 11.12.04(.05,.06,.08,.12,.18,.19,.21,.33 & .39); (.04-.06, .08,.12,.18,.19,.21,.33 & .39); (.31) 11.12.06 11.13.03 11.13.04 11.13.06 11.13.11 11.14.01 11.14.02 11.14.04 11.14.05 11.14.06 11.14.08(.16 & .18) 11.15.06 11.15.06(.02 & .03) 11.15.07 11.15.07(.02) 11.15.09(.01) 11.15.10(.01) 11.15.11 11.15.13(.01)	Sched. 1247 Item #2 January 2002
2	COMAR Regulations Folders - 1991 11.15.14	

*Disposal 5-1-99*

11.15.15(.01 - .03); (.01)  
11.15.16(.04); (.03 & .04)  
11.15.17(.01 & .04); (.05)  
11.15.19; (.02)  
11.15.20(.05)  
11.15.21(.01)  
11.15.22(.14)  
11.15.23(.02)  
11.15.25  
11.15.26  
11.17.02  
11.17.03  
11.17.06  
11.17.07  
11.17.08  
11.17.09  
11.17.10  
11.17.13(.02)  
11.17.14; (.06 & .08)  
11.18.01(.02 - .04)  
11.18.02(.05)  
11.18.03(.01)  
11.19.01  
11.19.02  
11.20.01  
11.22.01(.02)  
11.22.01 & .03  
11.22.06(.01 - .03)  
11.22.07(.01 - .06)

26.02.16	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Motor Vehicle Administration Insurance 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.				
01W82	F13 Master Files	1717	1	1998	267	1/2002	RECYCLE
02W272	F13 Master Files	1717	1	1998	31	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>
---	--	--------------------------------------

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 I. Motor Vehicle Administration	ACCESSION NO. <b>01W82</b>	DATE REC'D <b>9-7-00</b>
B. DIVISION/UNIT INSURANCE COMPLIANCE DIVISION		RM CODE <b>26.02.16</b>
C. MAILING ADDRESS 6601 RITCHIE Highway N. E., ROOM 140 GLEN BURNIE, MD 21062	LOCATION RANGE SECTION(S) <b>162 1-8</b>	NO. OF CU. FT. <b>267</b>
D. PHONE NO. 410-768-7486	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert Dodson, ICD Manager INSURANCE COMPLIANCE DIVISION	TO BE COMPLETED AT RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
	<b>F13 MASTER FILES</b>	
1 98-1	LEE-M-LEN	Sch # 1717 Item #1 Jan 2002  10/6-6 1-1-02 <i>[Signature]</i>
2 98-2	MARR-M-MAT	
3 98-3	MAT-F-MASO	
4 98-4	LAN-LAR	
5 98-5	LAS-LAZ	
6 98-6	JEO-JOHN-C	
7 98-7	JEC-JENK-W	
8 98-8	KUR-LAM	
9 98-9	MAI-MANL	
10 98-10	LE-LEE-L	
11 98-11	MAZD-MEK	
12 98-12	MEL-MERO	
13 98-13	LUD-MAB	
14 98-14	HARH-HRI	
15 98-15	JOHN-S-JONES	
16 98-16	MIUE-MIN	
17 98-17	MEAR-MILE	
18 98-18	MYER-F-MCC	
19 98-19	MURP-MYER	
20 98-20	MOW-MUR	
21 98-21	JONES-K-JONE-S	
22 98-22	KOV-KUP	
23 98-23	MAUN-MARQ	
24 98-24	MASO-K-MATT	
25 98-25	MATU-MAZD-	
26 98-26	GRAV-GRAY	
27 98-27	FZI-FOO	
28 98-28	MCL-MCDO	
29 98-29	MCKE-MCMT	
30 98-30	GOT-GRAU	

INSURANCE COMPLIANCE DIVISION

PAGE 2 of 6

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
98-31	WILL-WILL-H	
98-32	<del>WILL-WILL</del> MAS-NELS	
98-33	GARR-GBA	
98-34	GEN-GER	
98-35	DEL-DEN	
98-36	FRY-G	
98-37	FRYZ-FRU	
98-38	GES	
98-39	MCDU-MCKA	
98-40	MCMO-NAP	
98-41	FORD-FOU	
98-42	GOLD-GON	
98-43	FAL-FEK	
98-44	FOW-FRAY	
98-45	NELS-NFO	
98-46	TRAO-TRY	
98-47	TO-TOW	
98-48	DAVIS-E-DAVI	
98-49	DUND-DZ	
98-50	SMITH-J-SMIT	
98-51	<del>W</del> TOS-UNR	
98-52	RES-RICE	
98-53	THUR-TL	
98-54	WIN-WIT	
98-55	WU-YAZ	
98-56	NG-N	
98-57	ELL-ENG	
98-58	WILS-E-WILM	
98-59	CHAS-CHH	
98-60	DCO-DIB	
98-61	SCO-SEC	
98-62	SHW-SHY	
98-63	STY-SUT	
98-64	PERK-PETT	
98-65	SNY-SOR	
98-66	SUY-SUY	
98-67	PAY-PEA	
98-68	Thomp A-Z	
98-69	PARK-S-PATA	
98-70	Sch J-Scl	
98-71	DON-DOS	
98-72	ROBI-E-RODO	
98-73	BROW-DBROW-O	
98-74	SI-SIMM	
98-75	Woods-Woz	
98-76	YE-YOUNG	
98-77	AUI-RUZ	
98-78	RID-RIV	
98-79	TAYL-TER	

CLOSED 8-DIGIT CASES

1016-6 1-1-02

INSURANCE COMPLIANCE DIVISION

PAGE 3 of 6

2. BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
98-80	Thom - G - Z	
98-81	RAM-RAU	
98-82	STEY-STOU	
98-83	BAU-BARN P	
98-84	SANE-SAU	
98-85	REE-LW-REN	
98-86	COV-CRA	
98-87	OOA-OLD	
98-88	SED-SEW	
98-89	BRAT-BRIG	
98-90	SMIO-ST	
98-91	SMIT-B SMIT-I	
98-92	RODR-ROO	
98-93	BURS-BUTL-M	
98-94	WILLI-I-WILLI-R	
98-95	White-Why	
98-96	STOY-STU	
98-97	OLE-ORF	
98-98	EA-EDV	
98-99	SOS-SPO	
98-100	BROO-E-BROO-C	
98-101	DRE-DUNC	
98-102	<del>REA</del> SEX-SHC	
98-103	RICH-RID	
98-104	SMIT-R-SNO	
98-105	CAMP-T-CARL	
98-106	CARM-CART-B	
98-107	COD-COLE	
98-108	BIM-BLAI	
98-109	VOG-WALD	
98-110	GLA-GOR	
98-111	UP-VAND	
98-112	CHI-CHW	
98-113	EDW-ELK	
98-114	FES-FIR	
98-115	CAL-CAMB-S	
98-116	FIS-FLET	
98-117	HARR-HARV	
98-118	GOO-GOS	
98-119	CURT-DAN I	
98-120	TAW-TAYL-M	
98-121	BARN-BAS	
98-122	DIS-DOU	
98-123	GUT-HAI	
98-124	EVA-FAK	
98-125	COLM-CON	
98-126	STER-STEW	
98-127	SALG-SAND	
98-128	SPR-STAN	

CLOSED 8-DIGIT CASES

10/6-6 1-1-02

INSURANCE COMPLIANCE DIVISION

PAGE 4 of 6

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
98-129	WILLI-S-WILS-D	
98-130	ZB-22	
98-131	FEL-FER	
98-132	GAR	
98-133	WHA-WHIT	
98-134	NIS-NOR	
98-135	YOUN-ZAZ	
98-136	ALLE-K-AMD	
98-137	ALC-ALLE-J	
98-138	ANT-ARN	
98-139	BEL-BENM	
98-140	BOO-BOV	
98-141	BAD-BAKE-H	
98-142	BAKE-I-BAN	
98-143	AME-AND	
98-144	ANDE-ANS	
98-145	AUB-BAC	
98-146	KHA-KIM-L	
98-147	MOC-MONT	
98-148	HOLT-HORR	
98-149	DANK-DAVI-D	
98-150	ROT-ROIT	
98-151	NOS-OCS	
98-152	HALL-R-HAND	
98-153	HEB-HEND	
98-154	HAN-HARD	
98-155	HARE-HARR-B	
98-156	HAYE-A-J-HEA	
98-157	HARR-C-HARR-R	
98-158	GREE-GRIE	
98-159	GRE-GREEN	
98-160	ADAM-AGT	
98-161	AA-ADAM-J	
98-162	BEUN-BERN	
98-163	AGU-ALD	
98-164	BLAK-BOB	
98-165	ARO-ATZ	
98-166	BEA-BEK	
98-167	BOC-BON	
98-168	BOZ-BRAS	
98-169	CRU-CURR	
98-170	RYA-SALE	
98-171	LEWI-J-LIM	
98-172	KNU-KOU	
98-173	MONZ-MOOR-G-R	
98-174	MAC-MAH	
98-175	INA-IL	
98-176	MIR-MOB	
98-177	COO-COP	

Closed 8-DIGIT CASES

10/6-6 1-1-02

INSURANCE COMPLIANCE DIVISION

PAGE 5 of 6

2. BOX NUMBERS	3 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
98-178	ROO-ROSV	
98-179	SHEA-SHIE	
98-180	QUI-RAM	
98-181	J-JACK-J	
98-182	OR J-OWE	
98-183	PIC-PIT	
98-184	WEL-WEX	
98-185	TU-TUR	
98-186	DAW-DEK	
98-187	TOY-TRAN	
98-188	ENH-EU	
98-189	RAV-REED-A	
98-190	PEA-PEPO	
98-191	PIT-POM	
98-192	HAI-HALL-P	
98-193	RIX-ROBIN-E	
98-194	WEA-WEK	
98-195	BRIL-BROOKS-D	
98-196	JACK-M-JAMS	
98-197	GAB-GAO	
98-198	WRA-WRZ	
98-199	OWE-PAL	
98-200	TES-THOM-F	
98-201	CIA-CLARK-N	
98-202	WIX-WOODR	
98-203	CLARK-O-COC	
98-204	STAP-STEP	
98-205	COLEM-COLLINS	
98-206	WIA-WILLE	
98-207	VEM-VOE	
98-208	BROWN-P-BRU	
98-209	WALE-WALL	
98-210	GILL-GTZ	
98-211	HIP-HOLT	
98-212	KIR-KNO	
98-213	JOHNS-K-JOHNS-S	
98-214	KEI-KEM	
98-215	HARV-HAWK	
98-216	LIN-LLZ	
98-217	MOORE-MORR	
98-218	MILE-MILL-T	
98-219	Hox-HUG	
98-220	HOLA-HALS	
98-221	JOHNS-C-JOHNS-J	
98-222	LO-LOO	
98-223	<del>HOT-HOS</del> KAP-KEK	
98-224	HUA-HUS	
98-225	HET-HIL	

CLOSED 8-DIGIT CASES

1016-6 1-1-02

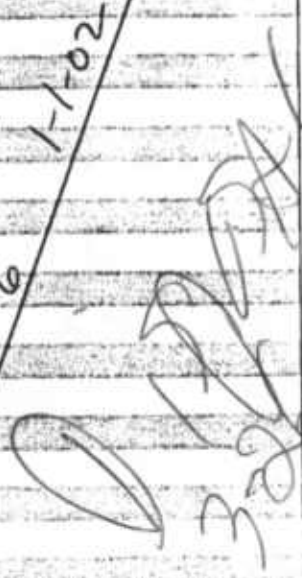
INSURANCE COMPLIANCE DIVISION

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES
98-226	MIL-HIN	Closed 2-DIGIT CASES 1016-6 1-1-02
98-227	BERR-BIL	
98-228	BAT-BAZ	
98-229	LOP-LUC	
98-230	HERL-MERZ	
98-231	MORRI-MOV	
98-232	LEO-LEWIS-L	
98-233	JAME-G-M-JAY	
98-234	HORS-HOWL	
98-235	JONES-JOY	
98-236	KEMV-KEY	
98-237	JUA-KAN	
98-238	HUT-IMP	
98-239	BUM-BURR	
98-240	KLM-M-KIR	
98-241	BOW-BOY	
98-242	BULL-N-CAK	
98-243	CRE-CRO	
98-244	BRY-BUL	
98-245	VANE-VEL	
98-246	GROS-GOS	
98-247	DIC-DIR	
98-248	JONES-C-JONES-J	
98-249	GRIFF-GROS	
98-250	PAM-PARKE-Q	
98-251	CART-C-CASS	
98-252	CASL-CHAL	
98-253	PETU-PHU	
98-254	CHAM-CHAR	
98-255	COR-COV	
98-256	DAT-DRA	
98-257	FOR-FORD	
98-258	WARD-R-WAS	
98-259	PRICE-PSA	
98-260	SFA-SMITH-A	
98-261	SAV-SCHI	
98-262	T-TAV	
98-263	WALM-WARD-Q	
98-264	POWELL-PRICE	
98-265	PUC-QUI	
98-266	PON-POWELL-H	
98-267	WAT-WAZ	

E  
1 of 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		ACCESSION NO.	DATE REC'D
1. Motor Vehicle Administration		02W272	11-5-01
B. DIVISION/UNIT INSURANCE COMPLIANCE DIVISION			RM CODE 26-02-16
C. MAILING ADDRESS 6601 RITCHIE Highway N. E., ROOM 140 GLEN BURNIE, MD 21062		LOCATION RANGE SECTION(S) 115 10	NO. OF CU. FT. 31
D. PHONE NO. 410-768-7486		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert Dodson, ICD Manager INSURANCE COMPLIANCE DIVISION		TO BE COMPLETED AT RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATES	
	F13 - MASTER FILES		
1 98A-1	9-98 8 Digit	Sche # 1717 Item # 1 Jan. 2002  1016-6 1-1-02 	
2 98A-2	9-98		
3 98A-3	11-98		
4 98A-4	11-98		
5 98A-5	11-98		
6 98A-6	11-98-10-98		
7 98A-7	12-98		
8 98A-8	10-98		
9 98A-9	9-98		
10 98A-10	11-98		
11 98A-11	10-98		
12 98A-12	11-98		
13 98A-13	11-98		
14 98A-14	10-98		
15 98A-15	12-98		
16 98A-16	10-98		
17 98A-17	10-98		
18 98A-18	10-98		
19 98A-19	11-98		
20 98A-20	12-98		
21 98A-21	10-98		
22 98A-22	10-98		
23 98A-23	11-98		
24 98A-24	11-98		
25 98A-25	12-98		
26 98A-26	12-98		
27 98A-27	10-98		
28 98A-28	12-98		
29 28A-29	12-98		
30 28A-30	11-98		

Closed 8-Digit Cases



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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal.
		Retention Schedule No.	Item No.				
93W500	Construction Project Files	1539	3	6/1987 - 12/1991	17	1/2002	RECYCLE
97W484	Construction / Utilities Contrast Files	1539	2	1995	3	1/2002	RECYCLE
92W565	Construction Contracts	1539	3	1986 - 1991	37	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

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. 72.0 26.03.02 STATE HIGHWAY ADMIN.		ACCESSION NO. <b>93W500</b>	DATE REC'D <b>10-15-92</b>
B. DIVISION/UNIT CONSTRUCTION INSPECTION DIVISION		RM CODE <b>26.03.02</b>	
C. MAILING ADDRESS 707 N. CALVERT ST. BALTIMORE, MD 21202		LOCATION RANGE SECTION(S) <b>26 15</b>	NO. OF CU. FT. <b>17</b>
D. PHONE NO. 333-1525		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL RICHARD F. WEDDLE ASSIST. CHIEF, CID		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
577, 597 - 601, 604 - 614	CONSTRUCTION PROJECT FILES JUNE 1987 thru DECEMBER 1991	SCH. # <del>169</del> <b>1539</b> ITEM # <del>1-A</del> <b>3</b> ITEM # <del>2</del> <b>1/02</b>  <b>DISPOSAL</b> <b>4-29-92</b>	

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE HIGHWAY ADMINISTRATION		ACCESSION NO. <b>97W484</b>	DATE REC'D <b>10-28-96</b>
B. DIVISION/UNIT OFFICE OF CONSTRUCTION/UTILITIES SECTION			RM CODE <b>26.03.02</b>
C. MAILING ADDRESS 211 E. MADISON STREET BALTIMORE MD 21202		LOCATION RANGE SECTION(S) <b>50 22</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. (410) 545-5546		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Richard F. Weddle, Assistant Chief, CID		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
16 thru 18	Construction/Utilities Contract FILES	Sch. 1539 Item #2 JANUARY 2002  <i>DISPOSAL</i> <i>4/26/02</i> <i>LJS</i>

5

E

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 72.0                      26.03.02		ACCESSION NO.	DATE REC'D
b) AGENCY State Highway Administration		92W565	12-4-91
c) DIVISION/UNIT Division of Construction Contracts Rm. 507		LOCATION - RANGE                      SECTION(S) 140                      20-21	NO. OF CU. FT. 37
d) MAILING ADDRESS State Highway Administration Construction Contracts Section P.O. Box 717/707 N. Calvert St. Balto., MD 21202-0717		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Richard Weddle                      333-1525 Ass't. to Chief - Bureau of Constr. Inspection		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
178 - 214	1986 - 1991 Construction Contracts Contractor Payrolls	Schedule: <del>169</del> 1539 Item No.: <del>1A</del> 3  1/02  Q18024C 32502

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

R-140

~~S-2526~~ 20-21

3 empty

R140 R21

26.03.03	MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Highway Design 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.				
96W1447	Cheltenham Training Center Folder / Central Vehicle Facility - Folder / Project Files - Correspondence	1784	1	1995	11	1/2002	RECYCLE
96W1448	Central Vehicle Facility Folder / Contract Project Files - Correspondence	1784	1	1995	5	1/2002	RECYCLE
97W406	Personnel Records	1784	3	1996	11	1/2002	RECYCLE
99W40	Contract - Roll Plan Files	1784	4	1997	2	1/2002	RECYCLE
99W41	Contract - Project Files	1784	1 & 2	1989 - 1995	5	1/2002	RECYCLE
99W42	Contract - Project Files	1784	1	1991 - 1995	3	1/2002	RECYCLE
99W43	Contract - Project Files	1784	1	1989 -- 1996	3	1/2002	RECYCLE

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

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ 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

J

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. State Highway Administration		Accession No. 96W1447	Date Rec'd 5-6-96
B. Division/Unit Highway Design/Jordan		Location Range Section(s) 52 35	RM Code 26-03-03
C. Mailing Address 707 N. Calvert St. Baltimore, MD 21202		No. of Cu. Ft. 11	
D. Phone No. (410) 545-8823		Records Center Manager	
E. Agency Official Mike Mariella/ <del>Barb Solberg</del> FRANK ROSENBERG		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
#5	1995 CHELTANAM TRAINING CENTER - FOLDER CENTRAL VEHICLE FACILITY - FOLDER MD. 45 / MD. 145 WORK FOLDER (1) PROPOSAL BOOKS (2) LETTER BINDER (1) ESTIMATE PACKAGE TAPE (1) MD. 26 LETTER BINDER (1) SPEC. PROV. PACK (1) ESTIMATES (1)	1784/1 1/2000 ↓ DISPOSAL 4/26/02 LJS

J

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. <i>State Highway Administration</i>	Accession No.	Date Rec'd <hr/> RM Code
B. Division/Unit <i>Highway Design / Jordan</i>	Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address <i>207 N. Calvert St.  Baltimore, MD 21202</i>		
D. Phone No. <i>(410) 545-8823</i>	Records Center Manager	
E. Agency Official <i>FRANK ROSENBERG</i> <i>Mike Mariella / Barb Solberg</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
#6	<i>US 13 / 113</i>  <i>LETTER BINDERS (2)</i>	<i>1784 / 1</i> <i>1 / 2000</i>  ↓

J

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. <i>State Highway Administration</i>	<b>Accession No.</b>	<b>Date Rec'd</b>
		<b>RM Code</b>
<b>B. Division/Unit</b> <i>Highway Design/Jordan</i>	<b>Location Range Section(s)</b>	<b>No. of Cu. Ft.</b>
<b>C. Mailing Address</b> <i>707 N. Calvert St. Balt., MD 21202</i>		
<b>D. Phone No.</b> <i>(410) 545-8823</i>	<b>Records Center Manager</b>	
<b>E. Agency Official</b> <i>Mike Mariella / Ken McDonald</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
# 7	AA 893-251-572 : BATCS I-97 @ MD 176	1784/1
# 8	" " "	1/2000
# 9	" " "	
# 10	" " "	
# 11	" " "	
# 12	" " "	
# 13	" " "	
# 14	" " "	
# 15	" " "	
<del># 16 Through # 24</del>	<del>P. 410-504-372 : I-68 - Cottisford Vista to the Patuxant River Bridge</del>	<del>1784/1 1/2000</del>

E

J

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. State Highway Administration		Accession No. 96W1448	Date Rec'd 5-6-96
B. Division/Unit Highway Design/Jordan		Location Range Section(s) 32 25	RM Code 20.03.03
C. Mailing Address 707 N. Calvert St. Balt., MD 21202			No. of Cu. Ft. 5
D. Phone No. (410) 545-8823		Records Center Manager	
E. Agency Official Mike Mariella / Ken McDonald		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with inclusive Dates 1995	4. Disposal Authority Schedule, Item No. Disposal Date	
#25-29	B 977-252-472: I-695	1784/1 1/2000  D. [Signature] 4-30-02	

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. State Highway Administration 707 N. Calvert Street Baltimore, Maryland 21201	Accession No. <span style="font-size: 2em; font-family: cursive;">97W406</span>	Date Rec'd <span style="font-size: 1.5em; font-family: cursive;">10-16-96</span> RM Code <span style="font-size: 1.5em; font-family: cursive;">26.03.03</span>
<b>B. Division/Unit</b> Highway Design Division	Location Range Section(s) <span style="font-size: 2em; font-family: cursive;">7 28</span>	No. of Cu. Ft. <span style="font-size: 2em; font-family: cursive;">11</span>
<b>C. Mailing Address</b> 707 N. Calvert Street Mailstop C102	<b>D. Phone No.</b> (410) 545-8819	
<b>E. Agency Official</b> Mike Mariella	<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
1	Personnel records A - D	1784 13
2	Personnel records J - McNeil	
3	Personnel records M - Q	1/02
4	Personnel records R - S	
5	Personnel records T - Z (Turner, Wingfield, P. Earls, Cooper, Eckhart, Cissio, Ambush)	
6	Personnel cut-offs	
7	Personnel records (Weibke, Wagner, Trotta, Weber, Wordon, Lohr, Rebar, Palmisano, Murray, Toppins, Pelton, Mitchell, Polomski, Zilinski)	
8	Journeyman Surveyor, B.I, Training, TWTQ	
9	Leave Journals	
10	Personnel records (L. Keaton, K. Miller, B. Weintzweig)	
11	Personnel records (E.T. position, In-house engineering training course)	

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

A. AGENCY State Highway Administration		ACCESSION NO <b>99W40</b>	DATE REC'D <b>7-9-98</b>
B. DIVISION/UNIT Highway Design Division			RM CODE <b>26.03.03</b>
C. MAILING ADDRESS State Highway Administration 707 N. Calvert St. Baltimore, MD 21203-0717		LOCATION RANGE SECTION(S) <b>113 32</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NUMBER (410) 545-8408		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Regina Kennedy		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE	
Roll #27	<p>Contract No. P 928-501-370/PG928B51 Retention Schedule <b>1997</b></p> <p><u>ROLL PLAN FILE</u></p> <p>These files contain the following material: Construction Plans with Addendum and Red Line Revisions 1, 2, and 3.</p>	<p>1784/Roll #27 year 2000 <b>JAN. 2002</b> <b>item # 4</b></p>	
Roll #28	<p><u>ROLL PLAN FILE</u></p> <p>These files contain the following material: M.O.T. Phases I and II GAB Quantities Profiles Molinari's Traffic Barrier Review</p>	<p>1784/Roll #28 year 2000</p> <p><b>DISPOSAL</b> <b>DISPOSAL</b> <b>3-29-04</b></p>	

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

A. AGENCY State Highway Administration		ACCESSION NO <b>99W41</b>		DATE REC'D <b>7-9-98</b>
B. DIVISION/UNIT Highway Design Division				RM CODE <b>26.03.03</b>
C. MAILING ADDRESS State Highway Administration 707 N. Calvert St. Baltimore, MD 21203-0717		LOCATION RANGE SECTION(S) <b>39 29</b>		NO. OF CU. FT. <b>5</b>
D. PHONE NUMBER (410) 545-8408		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Regina Kennedy		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE
1	<p align="center"><b>Contract No. P 928-501-370/PG928B51 Retention Schedule</b></p> <p><b>PROJECT FILES</b> <span style="float: right;"><b>1995</b></span></p> <p>These boxes contain the following types of material:</p> <p>Computer discs - Project Correspondence                      Design Files-Pipe Profiles                      Drainage Schedules                      Topo, E&amp; S, Traffic, etc.</p> <p>Reviews - Semi-final, Final Review, P.S. &amp; E, Pre-Bid , Team Mtgs.                      Project Technical Notes</p>	<p>1784/1 year 2000 <b>Jan. 2002</b></p> <p><b>DISPOSAL</b> <b>5/2/00</b> 1784/2 year 2000</p> <p><b>LJS</b></p> <p>1784/3 year 2000</p>
2	<p><b>PROJECT FILES</b></p> <p>These boxes contain the following types of material:</p> <p>Correspondence Books - 1989 thru 1995</p>	
3	<p><b>PROJECT FILES</b></p> <p>These boxes contain the following types of material:</p> <p>Engineers estimate                      Proposal Books</p>	

99W41

**RECORDS TRANSMITTAL AND RECEIPT**  
**CONTINUATION PAGE**

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

4 **PROJECT FILES**

These files contain the following material:

1784/4  
year 2000

- Roll plans with Fed-Aid stamp
- Engineer Estimate
- Design computations (AD and Red Lines Quantities)

5 **PROJECT FILES**

These files contain the following material:

1784/5  
year 2000

- 50 scale set of AD plans with addendums and red lines
- Video of project
- Correspondence boo 8/96 to 10/97

R-39

S-29 3-EMPTY SPACES

**RECORDS TRANSMITTAL AND RECEIPT**


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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1.State Highway Administration		ACCESSION NO  <b>99W42</b>	DATE REC'D <b>7-9-98</b>
B. DIVISION/UNIT Highway Design Division			RM CODE <b>26.03.03</b>
C. MAILING ADDRESS 707 N. Calvert Street Mail Stop C-102 Baltimore MD 21202		LOCATION RANGE SECTION(S) <b>39 29</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NUMBER  410-545-8901		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Martin Cohn		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE	
B-1	I-270 Middlebrook Road to North of MD 121 M 401-510, 511-372 Misc. Design Info. 1993-1994 (3 folders) Project Files Jan 1994-Feb 1995 Project Files Mar 1995-Dec 1995 M 401-510-372 Red Line Revisions No. 1 thru 7 M 401-511-372 Red Line Revisions No. 1 thru 9 I-270 Construction EWO's I-270 files 3/96-10/96 M 401-510-372 Pavement edge elevations M 401-511-372 Earthwork	1784/1 <b>Jan. 2000 2007</b>  <i>DISPOSAL</i> <b>3/2/02</b> <i>[Signature]</i>	
B-2	I-270 Middlebrook Road to North of MD 121 M 401-510, 511-372 I-270 Environmental / Wetlands MD 118-MD 121 Environmental Reevaluation Jan 1991 I-270 Sole source Aquifer I-270 Wetland Permit I-270 FHWA Issues Design Exceptions (2 Files) I-270 Accident Data I-270 Traffic Info. I-270 Aesthetics FHB Bikepaths MD 118 Sidewalk I-270 Soils Reports		

Continued on next page

99W42

<p>Box B-2 Continued:</p>	<p>I-270 Retaining Walls Geogrid study I-270 MSE Slopes M 401-511-372 HOV Team 1995 I-270 HOV Studies / I-270-MD 124 Study I-270/MD 124 RK&amp;K Invoices I-270 Monthly PE Charges</p>	<p>2000</p>
<p>B-3</p>	<p>I-270 Middlebrook Road to North of MD 121 M 401-510, 511-372 I-270 RK&amp;K Proposal No. 1 RK&amp;K Funding - Federal Aid RK&amp;K 2nd Proposal RK&amp;K Proposal #3 - I-270 HOV's RK&amp;K Proposal #4 - DHA Addit \$ for Drainage 3/93 RK&amp;K Proposal #5 for Subs 8/93 RK&amp;K Proposal 4/93 - Bruck 88-09A RK&amp;K Proposal 10/93 Addit Delon Hampton RK&amp;K Proposal - Construction RK&amp;K Invoices 1992-1993-1994 (3 files) Whitney Bailey Proposal 4/93 89-14A (D-3) Whitney Bailey Proposal 5/93 90-14C (Bridge) Whitney Bailey Proposal 8/93 90-05H (D-6) Whitney Bailey Info. 88-21A (Fred Eisen) KCI/Caddscan Delew Cather Invoices - Daniel DCI Proposal - Greiner 88-21D JMT Proposal - Studies 7/93 JMT Proposal 2/94 JMT - WSSC Bridge Reloc JMT - Open End Tasks</p>	<p>2000</p> 

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

A. AGENCY 1.State Highway Administration		ACCESSION NO <b>99W43</b>	DATE REC'D <b>7-9-98</b>
B. DIVISION/UNIT Highway Design Division			RM CODE <b>26.03.03</b>
C. MAILING ADDRESS 707 N. Calvert Street Mail Stop C-102 Baltimore MD 21202		LOCATION RANGE SECTION(S) <b>39 26</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NUMBER 410-545-8901		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Martin Cohn		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE	
A-1	MD 450 - Whitfield Chapel Road to West of MD 3 Environmental Assessment (EA) dated Jan 1989 Public Hearing Transcript dated Feb 1989 1989 CTP Cost Estimates MD 450 Consultant resume file 1987 MD 450 Design by PG County file 1/88-7/89 Design file 7/87-10/87 Design file 12/85-6/87 Design file 4/87-2/89 Design file 7/88-12/93 Design file 1/94-12/94	1784/1 Jan. 2002  <b>DISPOSAL</b> <b>5/1/02</b> <b>LJS</b>	
A-2	MD 450 - Whitfield Chapel Road to West of MD 3 MD 450 Road Club Agreement files 1990 (4 files) Duvall Village & Artery Agreement 1992 Monthly PE Charges 1993-1996 Wilson T. Ballard (WTB) Proposals Task 2 Forbes Blvd. To MD 193 dated 1-94 and 4-94 (2 files) WTB Proposals Task 3 R/W Plats Seabrook Rd. To MD 193 (2 files) WTB Proposal & Invoices BCS 86-07B 1993-1994 Invoices WTB Task 2 3/94 - 5/96 (2 files) Invoices WTB Task 3 3/94 - 8/96 (2 files) Invoices WTB Task 4 6/94 - 5/96 (2 files) <b>Continued on next page</b>		

A-2 Continued	Invoices WTB Task 5 (Computer) 1995-1996 Invoices WTB Task 7 (CCJM Site Screening) 1995-1996 CTP Cost Estimates from Planning 1/92 CTP Cost Estimates 12/93 thru 12/95 (11 files)	2002
A-3	MD 450 - Whitfield Chapel Road to West of MD 3 Ad Data Form MD 450 Open End Contract 8/92 MD 450 Consultant Resume (4 files) MD 450 Pre-Proposal 7/93 Consultant Proposal Ratings PI P 900-201-371 6/94 VE 11/95 Seabrook Rd. To MD 193 Semi-Final Review 12/95 Seabrook-MD 193 (2 files) Final Review 5/96 Seabrook Rd. To MD 193 MD 450 District Special Project MD 450 Design Info - Keith Kucharek's file CCJM Work - Site Survey of underground tanks at MD 450/MD 704	2002



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 ENGR. ACCESS PERMITS DIVISION 1.		ACCESSION NO. <b>95W759</b>	DATE REC'D <b>12-9-94</b>
B. DIVISION/UNIT MD SHA —		LOCATION RANGE SECTION(S) <b>42 23</b>	RM CODE <b>26.03.04</b>
C. MAILING ADDRESS 707 N. CALVERT STREET, ROOM 609 BALTIMORE, MD 21202		RECORDS CENTER MANAGER	NO. OF CU. FT. <b>10</b>
D. PHONE NO. 333-1350		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL <i>David N. Ramsey</i> David N. Ramsey, Acting Chief			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	4501-92 to 4540-92 (4504, 4510, 4513, 4514, 4523, 4525, 4528, 4529, 4535, 4537, 4540)	# 466-A # 1	
2	4541-92 to 4575-92 (4544, 4546, 4559, 4570, 4574)		
3	4576-92 to 4611-92 (4579, 4582, 4583, 4585, 4592, 4596, 4599, 4600, 4607, 4609)	1/02 Microfilm	
4	4612-92 to 4650-92 (4613, 4614, 4615, 4616, 4617, 4618, 4619, 4620, 4621, 4622, 4623, 4624, 4625, 4626, 4627, 4628, 4629, 4630, 4631, 4632, 4633, 4634, 4635, 4636, 4637, 4638, 4639, 4640, 4641, 4642, 4643, 4644, 4645, 4646, 4647, 4648, 4649, 4650)		
5	4651-92 to 4690-92 (4651, 4652, 4653, 4654, 4655, 4656, 4657, 4658, 4659, 4660, 4661, 4662, 4663, 4664, 4665, 4666, 4667, 4668, 4669, 4670, 4671, 4672, 4673, 4674, 4675, 4676, 4677, 4678, 4679, 4680, 4681, 4682, 4683, 4684, 4685, 4686, 4687, 4688, 4689, 4690)		
6	4691-92 to 4720-92 (4691, 4692, 4693, 4694, 4695, 4696, 4697, 4698, 4699, 4700, 4701, 4702, 4703, 4704, 4705, 4706, 4707, 4708, 4709, 4710, 4711, 4712, 4713, 4714, 4715, 4716, 4717, 4718, 4719, 4720)		
7	4726-92 to 4765-92 (4726, 4727, 4728, 4729, 4730, 4731, 4732, 4733, 4734, 4735, 4736, 4737, 4738, 4739, 4740, 4741, 4742, 4743, 4744, 4745, 4746, 4747, 4748, 4749, 4750, 4751, 4752, 4753, 4754, 4755, 4756, 4757, 4758, 4759, 4760, 4761, 4762, 4763, 4764, 4765)		
8	4766-92 to 4805-92 (4766, 4767, 4768, 4769, 4770, 4771, 4772, 4773, 4774, 4775, 4776, 4777, 4778, 4779, 4780, 4781, 4782, 4783, 4784, 4785, 4786, 4787, 4788, 4789, 4790, 4791, 4792, 4793, 4794, 4795, 4796, 4797, 4798, 4799, 4800, 4801, 4802, 4803, 4804, 4805)		
9	4806-92 to 4845-92 (4811, 4812, 4817, 4820, 4823, 4830, 4845)		

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES  
 PLEASE NOTE: PERMIT NUMBERS NOTED IN PARENTHESIS HAVE NOT BEEN RELEASED AS OF 10-3-94 AND WERE NOT READY TO BE PACKED FOR JESSUP, THEY WILL BE SENT DOWN AS RE-FILES AS THEY ARE RELEASED.

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 ENGR. ACCESS PERMITS DIVISION		ACCESSION NO. <b>95W759</b>	DATE REC'D <b>12-9-94</b>
B. DIVISION/UNIT MD SHA		RM CODE <b>26.03.04</b>	
C. MAILING ADDRESS 707 N. CALVERT STREET, ROOM 609 BALTIMORE, MD 21202		LOCATION RANGE SECTION(S) <b>42 23</b>	NO. OF CU. FT. <b>10</b>
D. PHONE NO. 333-1350		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>David N. Ramsey</i> David N. Ramsey, Acting Chief		TO BE 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	4501-92 to 4540-92 (4504, 4510, 4513, 4514, 4523, 4525, 4528, 4529, 4535, 4537, 4540)	# 466-A # 1 1/02 Microfilm DISPOSAL 4-2-04
2	4541-92 to 4575-92 (4544, 4546, 4559, 4570, 4574)	
3	4576-92 to 4611-92 (4579, 4582, 4583, 4585, 4592, 4596, 4599, 4600, 4607, 4609)	
4	4612-92 to 4650-92 (4613, 4615, 4623, 4624, 4630, 4633, 4635, 4637, 4640, 4642)	
5	4651-92 to 4690-92 (4651, 4659, 4661, 4662, 4669, 4675, 4677, 4681, 4685, 4687)	
6	4691-92 to 4725-92 (4693, 4698, 4706, 4710, 4718, 4719, 4720, 4723)	
7	4726-92 to 4765-92 (4733, 4739, 4745, 4749, 4752, 4754, 4757, 4759, 4761, 4763)	
8	4766-92 to 4805-92 (4767, 4768, 4771, 4780, 4783, 4786, 4800, 4801, 4802)	
9	4806-92 to 4845-92 (4811, 4812, 4817, 4820, 4823, 4830, 4845)	

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTERS — STATE OFFICES  
 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. ENGR. ACCESS PERMITS DIVISION		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT MD SHA		RM CODE	
C. MAILING ADDRESS 707 N. CALVERT STREET, ROOM 609 BALTIMORE, MD 21202		LOCATION RANGE      SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 333-1350		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>David N. Ramsey</i> David N. Ramsey Acting Chief		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
10	4846-92 to 4865-92 (4847, 4848, 4852, 4855, 4857, 4860, 4864)  PLEASE NOTE: THE PERMIT NUMBERS NOTED IN PARENTHESIS HAVE NOT BEEN RELEASED AS OF 10-3-94, AND WERE NOT READY TO BE PACKED FOR JESSUP, THEY WILL BE SENT DOWN AS RE-FILES AS THEY ARE RELEASED.		

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
82W246	Budget Letters	490	5	1975 - 1978	3	1/2002	RECYCLE
84W568	Current Billings	1807	4	1981	1	1/2002	RECYCLE
92W443	Stars / Receipts Accts	858	10 & 9	7/1988 - 7/1990	2	1/2002	RECYCLE
92W444	Journals & Memos	858	13	6/1990 - 12/1991	1	1/2002	RECYCLE
92W445	Project Ledger / General Ledger	858	2	7/1990 - 6/1991	12	1/2002	RECYCLE
93W1007	Finance Reports	1649	5	7/1989 - 12/1990	2	1/2002	RECYCLE
95W790	Bi-Weekly Time Cards	1813	14	7/1994 - 8/1994	8	1/2002	RECYCLE
96W552	Payroll Journal	1813	7	8/1994	1	1/2002	RECYCLE
97W129	Revolving Accounts Cancelled Bank Statements	1811	6	CY 1993 - CY 1994	2	1/2002	RECYCLE
97W130	Account Payable Vouchers	1809	1	1995	51	1/2002	RECYCLE
97W540	Expense Account	1809	5	1995	3	1/2002	RECYCLE
97W541	Bi-Weekly Time Cards	1813	14	6/1996 - 7/1996	16	1/2002	RECYCLE
97W542	Account Payable Vouchers	1809	1	1995	45	1/2002	RECYCLE
97W1269	Bi-Weekly Time Cards	1813	14	7/1996 - 8/1996	32	1/2002	RECYCLE
97W1270	Misc - Bi-Weekly Time Cards	1813	14	1995	2	1/2002	RECYCLE
98W889	Federal Aid Project Files	1648	1	1996	3	1/2002	RECYCLE
98W890	Account Payable Vouchers	1809	1	1995	40	1/2002	RECYCLE
98W891	Bi-Weekly Time Cards	1813	14	9/1996 - 10/1996	56	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

26.03.05

Complete at State Records Center

Accession No.

82 W246

Date Received

12-9-81

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

State Highway Administration  
707 N. Calvert St.

Signature

Title

2. Building and Room

Room 200

3. Phone

659-1442

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

*William R. Burslette*

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-14  
S-35

1  
2  
3

Budget Letters 1975-1976  
" " 1976-1978  
" " 1977-1978

490-5  
" "  
" "

1/02

~~TO ARCHIVES~~

*PITMAN  
4-26-82*

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

26.03.05

Accession No.

84W568

Date Received

3-16-84 ✓

From: (Name, Division, Address or Agency)

STATE HIGHWAY ADMINISTRATION

Signature

Title

Building and Room

200

3. Phone

659-1442

4. To: State Records Center

Signature: (Agency Official)

*William R. ...*

6. No. of Cu.Ft.

130x

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-6 S-1	1	Current Billings 1/81-11/81	1807 1/02 907-4 12-81

*PI ... 4-2302*

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL AND RECEIPT

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>92W443</b>	DATE RECEIVED <b>10-25-91</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>36</b>	LOCATION SECTIONS <b>33</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>2</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	D.O.T. STARS #140 RETURN CKS	858-10	1/2002
2 ✓	STARS #120 RECEIPTS ACCTS 7/88 TO 7/90	858-9	1/2002

*Handwritten signature and date: 5-1-02*

RECORDS TRANSMITTAL AND RECEIPT

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

*C*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <i>92W444</i>		DATE RECEIVED <i>10-25-91</i>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <i>26.03.05</i>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION RANGE <i>36</i> SECTIONS <i>33</i>		NO. OF CU. FT. <i>1</i>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1 ✓ | JOURNALS & MEMOS 6/90 TO F/Y 12/91

858-13

1/2002

*Disposal  
5-1-02*

RECORDS TRANSMITTAL AND RECEIPT

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <i>92W445</i>		DATE RECEIVED <i>10-25-91</i>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <i>26-03-05</i>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION RANGE <i>35</i> SECTIONS <i>5</i>		NO. OF CU. FT. <i>12</i>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1 ✓	PROJECT LEDGER TSO, DASF, DASM, TRS, ORS, 7/90 TO 6/91	858-2	1/2002
2 ✓	PROJECT LEDGER DAS 30691 7/90 TO 6/91	858-2	1/2002
3 ✓	PROJECT LEDGER DAS 30691 7/90 TO 6/91	858-2	1/2002
4 ✓	PROJECT LEDGER DAS 30692 7/90 TO 6/91	858-2	1/2002
5 ✓	GENERAL LEDGER DAS 30691 7/90 TO 6/91	858-2	1/2002
6	GENERAL LEDGER YTD SRA 7/90 TO 6/91	858-2	1/2002
7 ✓	GENERAL LEDGER TSO, 30691, 30692 7/90 TO 6/91	858-2	1/2002
8 ✓	GENERAL LEDGER DAS 30692 7/90 TO 6/91	858-2	1/2002
9 ✓	GENERAL LEDGER DAS 30691 7/90 TO 6/91	858-2	1/2002
10 ✓	GENERAL LEDGER SRA YTD 7/90 TO 6/91	858-2	1/2002
11	PROJECT LEDGER TSO, DASF, DASM, TRS, ORS, 7/90 TO 6/91	858-2	1/2002
12 ✓	PROJECT LEDGER DAS, 30691, 7/90 TO 6/91	858-2	1/2002

~~missing box 6 of 11~~

*DISPOSED  
5-1-02*

RECORDS TRANSMITTAL AND RECEIPT

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>93W1007</b>		DATE RECEIVED <b>2-18-93</b>	
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>40</b>		RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202				LOCATION SECTIONS <b>29</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			
1 ✓	10-99 REPORTS JULY 89 TO DEC 90	1649 <del>1022-5</del> 1/2001			
2 ✓	10-99 REPORTS JULY 90 TO DEC 90	<del>1022-5</del> 1/2001			

1/02

DISPOSAL  
 3/12/04  
 253

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W790</b>		DATE RECEIVED <b>1-10-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>12</b>	LOCATION SECTIONS <b>5</b>	NO. OF CU. FT. <b>8</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

*OK*

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 10.0 - 61.7	<b>1813 #14</b>	1/2002
2	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 62.0 - 81.0	<del>731-20</del>	1/2002
3	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 82.0 - 86.0	731-20	1/2002
4	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 87.0 - 91.2	731-20	1/2002
5	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 91.3 - 95.5	731-20	1/2002
6	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 11.10 - 97.55	731-20	1/2002
7	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 98.00 - 98.80	731-20	1/2002
8	BIWEEKLY TIME CARDS PAY 16 07-20-94 - 08-02-94 RC 99.0 - 99.80	731-20	1/2002

*DISPOSED  
3-5-04*

*920*

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W552</b>		DATE RECEIVED <b>11-21-95</b>
B. DIVISION / UNIT Office of Finance and Program Management		RM CODE <b>26.03.05</b>		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>9</b>	LOCATION SECTIONS <b>24</b>	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

1	PAYROLL JOURNAL PAY 18 8/17/94 - 8/30/94 ✓	1813 27 <del>731-11</del>	1/2002
---	--	------------------------------	--------

*Original  
4-26-02*

1090

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W129</b>	DATE RECEIVED <b>8-15-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>40</b>	LOCATION SECTIONS <b>35</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	CY'93 PAY 15 - PAY 20 P/R REVOLVING ACCOUNT CANCELLED BANK STMTS.	1811-6	1/2002
2	CY'94 PAY 24 - PAY 26 P/R REVOLVING ACCOUNT CANCELLED BANK STMTS.	1811-6	1/2002

*Disposal*  
*4/29/02*  
*LIS*

1181

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W130</b>	DATE RECEIVED <b>8-15-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			FORM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>43</b>	LOCATION SECTIONS <b>33-34</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>51</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	VOUCHERS 639894 - 640158	1809-1 1/2002
2	VOUCHERS 640159 - 640497	1809-1 1/2002
3	VOUCHERS 640498 - 640834	1809-1 1/2002
4	VOUCHERS 640835 - 641150	1809-1 1/2002
5	VOUCHERS 641151 - 641503	1809-1 1/2002
6	VOUCHERS 641504 - 642020	1809-1 1/2002
7	VOUCHERS 642021 - 642275	1809-1 1/2002
8	VOUCHERS 642276 - 642598	1809-1 1/2002
9	VOUCHERS 642599 - 642941	1809-1 1/2002
10	VOUCHERS 642942 - 643307	1809-1 1/2002
11 v	VOUCHERS 643308 - 643642	1809-1 1/2002
12	VOUCHERS 643643 - 643964	1809-1 1/2002
13	VOUCHERS 643965 - 944094	1809-1 1/2002
14	VOUCHERS 644095 - 644405	1809-1 1/2002
15	VOUCHERS 644406 - 644775	1809-1 1/2002
16	VOUCHERS 644776 - 645141	1809-1 1/2002
17	VOUCHERS 645142 - 645574	1809-1 1/2002
18	VOUCHERS 645575 - 645814	1809-1 1/2002
19	VOUCHERS 645815 - 646208	1809-1 1/2002
20	VOUCHERS 646209 - 646564	1809-1 1/2002
21 ✓	VOUCHERS 646565 - 646841	1809-1 1/2002
22	VOUCHERS 646842 - 647165	1809-1 1/2002
23	VOUCHERS 647166 - 647546	1809-1 1/2002
24	VOUCHERS 647547 - 647798	1809-1 1/2002
25	VOUCHERS 647799 - 648239	1809-1 1/2002
26	VOUCHERS 648240 - 648564	1809-1 1/2002
27 v	VOUCHERS 648565 - 648873	1809-1 1/2002
28	VOUCHERS 648874 - 649235	1809-1 1/2002
29 ✓	VOUCHERS 649236 - 649525	1809-1 1/2002
30 ✓	VOUCHERS 649526 - 649855	1809-1 1/2002
31 ✓	VOUCHERS 649856 - 650220	1809-1 1/2002
32	VOUCHERS 650221 - 650353	1809-1 1/2002
33 ↓	VOUCHERS 650354 - 650697	1809-1 1/2002
34 ✓	VOUCHERS 650698 - <del>651328</del> <b>650976</b>	1809-1 1/2002

1995

DISPOSAL  
4/24/02  
LJB

34A

650977-651328

1192

35	VOUCHERS	651329 - 651746	1809-1	1/2002
36	VOUCHERS	651747 - 652056	1809-1	1/2002
37	VOUCHERS	652057 - 652355	1809-1	1/2002
38	VOUCHERS	652356 - 652632	1809-1	1/2002
39 ✓	VOUCHERS	652633 - 652938	1809-1	1/2002
40	VOUCHERS	652939 - 653227	1809-1	1/2002
41	VOUCHERS	653228 - 653491	1809-1	1/2002
42 ✓	VOUCHERS	653492 - 653927	1809-1	1/2002
43 ✓	VOUCHERS	653928 - 654253	1809-1	1/2002
44	VOUCHERS	654254 - 654617	1809-1	1/2002
45	VOUCHERS	654618 - 654816	1809-1	1/2002
46 ✓	VOUCHERS	654817 - 655115	1809-1	1/2002
47	VOUCHERS	655116 - 655429	1809-1	1/2002
48 ✓	VOUCHERS	655430 - 655772	1809-1	1/2002
49	VOUCHERS	655773 - 655958	1809-1	1/2002
50	VOUCHERS	655959 - 956259	1809-1	1/2002

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W540</b>		DATE RECEIVED <b>11-7-96</b>	
B. DIVISION / UNIT Office of Finance and Information Technology		RANGE <b>38</b>		RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>26</b>		NO. OF CU. FT. 3	
D. PHONE NO. 545-5685 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1	EXPENSE ACCOUNT	444277 - 445602	<b>1995</b>	1809-5	1/2002
2	EXPENSE ACCOUNT	445603 - 446914		1809-5	1/2002
3	EXPENSE ACCOUNT	446915 - 448159		1809-5	1/2002

\* Missing boxes  
# 2 + 3

DISPOSAL  
 AB  
 5/2/02

1218

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W541</b>	DATE RECEIVED <b>11-7-96</b>
B. DIVISION / UNIT Office of Finance and Information Technology			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>26</b>	LOCATION SECTIONS <b>16-17</b>
D. PHONE NO. 545-5685 Baltimore, Md. 21202		NO. OF CU. FT. 16	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
✓ 1	BIWEEKLY TIME CARDS 10.00 - 61.70 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 2	BIWEEKLY TIME CARDS 62.00 - 81.00 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 3	BIWEEKLY TIME CARDS 82.00 - 86.00 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 4	BIWEEKLY TIME CARDS 87.00 - 91.70 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 5	BIWEEKLY TIME CARDS 91.80 - 95.60 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 6	BIWEEKLY TIME CARDS 11.10 - 97.64 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 7	BIWEEKLY TIME CARDS 98.00 - 98.80 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 8	BIWEEKLY TIME CARDS 99.00 - 99.80 PAY 14 6/19/96 - 7/2/96	1813-14	1/2002
✓ 9	BIWEEKLY TIME CARDS 10.00 - 61.70 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002
✓ 10	BIWEEKLY TIME CARDS 62.00 - 81.00 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002
✓ 11	BIWEEKLY TIME CARDS 82.00 - 86.00 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002
✓ 12	BIWEEKLY TIME CARDS 87.00 - 91.70 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002
✓ 13	BIWEEKLY TIME CARDS 91.80 - 95.60 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002
✓ 14	BIWEEKLY TIME CARDS 11.10 - 97.64 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002
✓ 15	BIWEEKLY TIME CARDS 98.00 - 98.80 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002
✓ 16	BIWEEKLY TIME CARDS 99.00 - 99.80 PAY 15 7/3/96 - 7/16/96	1813-14	1/2002

*Holding Back*

*12/16*

\* Missing boxes

# 9, 10, 11 + 12

1216

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

(TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W542</b>	DATE RECEIVED <b>11-7-96</b>
B. DIVISION / UNIT Office of Finance and Information Technology			RM CODE <b>26-03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>38</b>	LOCATION SECTIONS <b>26</b>
D. PHONE NO. 545-5685 Baltimore, Md. 21202		NO. OF CU. FT. 45	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	VOUCHERS 656260 - 656629	1809-1 1/2002
2	VOUCHERS 656630 - 656803	1809-1 1/2002
3	VOUCHERS 656804 - 657201	1809-1 1/2002
4	VOUCHERS 657202 - 657445	1809-1 1/2002
5	VOUCHERS 657446 - 657649	1809-1 1/2002
6	VOUCHERS 657650 - 657850	1809-1 1/2002
7	VOUCHERS 657851 - 658169	1809-1 1/2002
8	VOUCHERS 658170 - 658554	1809-1 1/2002
9	VOUCHERS 658555 - 658902	1809-1 1/2002
10	VOUCHERS 658903 - 659170	1809-1 1/2002
11	VOUCHERS 659171 - 659432	1809-1 1/2002
12	VOUCHERS 659433 - 659776	1809-1 1/2002
13	VOUCHERS 659777 - 660100	1809-1 1/2002
14	VOUCHERS 660101 - 660400	1809-1 1/2002
15	VOUCHERS 660401 - 660699	1809-1 1/2002
16	VOUCHERS 660700 - 661029	1809-1 1/2002
17	VOUCHERS 661030 - 661288	1809-1 1/2002
18	VOUCHERS 661289 - 661607	1809-1 1/2002
19	VOUCHERS 661608 - 662084	1809-1 1/2002
20	VOUCHERS 662085 - 662323	1809-1 1/2002
21	VOUCHERS 662324 - 662519	1809-1 1/2002
22	VOUCHERS 662520 - 662830	1809-1 1/2002
23	VOUCHERS 662831 - 663130	1809-1 1/2002
24	VOUCHERS 663131 - 663433	1809-1 1/2002
25	VOUCHERS 663434 - 663690	1809-1 1/2002
26	VOUCHERS 663691 - 663983	1809-1 1/2002
27	VOUCHERS 663984 - 664322	1809-1 1/2002
28	VOUCHERS 664323 - 664448	1809-1 1/2002
29	VOUCHERS 664449 - 664710	1809-1 1/2002
30	VOUCHERS 664711 - 664988	1809-1 1/2002
31	VOUCHERS 664989 - 665395	1809-1 1/2002
32	VOUCHERS 665396 - 665695	1809-1 1/2002
33	VOUCHERS 665696 - 665954	1809-1 1/2002
34	VOUCHERS 665955 - 666220	1809-1 1/2002

1995

DISPOSAL

4/23/02

213

1217

35	VOUCHERS	666221 - 666501	1809-1	1/2002
36	VOUCHERS	666502 - 666798	1809-1	1/2002
37	VOUCHERS	666799 - 667063	1809-1	1/2002
38	VOUCHERS	667064 - 667429	1809-1	1/2002
39	VOUCHERS	667430 - 667778	1809-1	1/2002
40	VOUCHERS	667779 - 668083	1809-1	1/2002
41	VOUCHERS	668084 - 668407	1809-1	1/2002
42	VOUCHERS	668408 - 668765	1809-1	1/2002
43	VOUCHERS	668766 - 668939	1809-1	1/2002
44	VOUCHERS	668940 - 669097	1809-1	1/2002
45	VOUCHERS	669098 - 669184	1809-1	1/2002

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W1269</b>	DATE RECEIVED <b>6-12-97</b>
B. DIVISION / UNIT Office of Finance and Information Technology			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>35</b>	LOCATION SECTIONS <b>32</b>
D. PHONE NO. 545-5685 Baltimore, Md. 21202		NO. OF CU. FT. 32	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	BIWEEKLY TIME CARDS 10.00-61.70	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 1		
2	BIWEEKLY TIME CARDS 62.00-81.00	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 2		
3	BIWEEKLY TIME CARDS 82.00-86.00	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 3		
4	BIWEEKLY TIME CARDS 87.00-91.70	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 4		
5	BIWEEKLY TIME CARDS 91.80-95.60	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 5		
6	BIWEEKLY TIME CARDS 11.10-97.64	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 6		
7	BIWEEKLY TIME CARDS 98.00-98.80	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 7		
8	BIWEEKLY TIME CARDS 99.00-99.80	1813-14	1/2002
	PAY 16 7/17/96-7/30/96 BOX 8		
9	BIWEEKLY TIME CARDS 10.00-61.70	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 9		
10	BIWEEKLY TIME CARDS 62.00-81.00	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 10		
11	BIWEEKLY TIME CARDS 82.00-86.00	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 11		
12	BIWEEKLY TIME CARDS 87.00-91.70	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 12		
13	BIWEEKLY TIME CARDS 91.80-95.60	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 13		
14	BIWEEKLY TIME CARDS 11.10-97.64	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 14		
15	BIWEEKLY TIME CARDS 98.00-98.80	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 15		
16	BIWEEKLY TIME CARDS 99.00-99.80	1813-14	1/2002
	PAY 17 7/31/96-8/13/96 BOX 16		
17	BIWEEKLY TIME CARDS 10.00-61.70	1813-14	1/2002
	PAY 18 8/14/96-8/27/96 BOX 17		

*DISPOSAL*  
*5/17/04*  
*LEB*

*Missing Boxes*  
*8, 10, 20*

*1221*

18	BIWEEKLY TIME CARDS	62.00-81.00		1813-14	1/2002
	PAY 18	8/14/96-8/27/96	BOX 18		
19	BIWEEKLY TIME CARDS	82.00-86.00		1813-14	1/2002
	PAY 18	8/14/96-8/27/96	BOX 19		
20	BIWEEKLY TIME CARDS	87.00-91.70		1813-14	1/2002
	PAY 18	8/14/96-8/27/96	BOX 20		
21	BIWEEKLY TIME CARDS	91.80-95.60		1813-14	1/2002
	PAY 18	8/14/96-8/27/96	BOX 21		
22	BIWEEKLY TIME CARDS	11.10-97.64		1813-14	1/2002
	PAY 18	8/14/96-8/27/96	BOX 22		
23	BIWEEKLY TIME CARDS	98.00-98.80		1813-14	1/2002
	PAY 18	8/14/96-8/27/96	BOX 23		
24	BIWEEKLY TIME CARDS	99.00-99.80		1813-14	1/2002
	PAY 18	8/14/96-8/27/96	BOX 24		
25	BIWEEKLY TIME CARDS	10.00-61.70		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 25		
26	BIWEEKLY TIME CARDS	62.00-81.00		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 26		
27	BIWEEKLY TIME CARDS	82.00-86.00		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 27		
28	BIWEEKLY TIME CARDS	87.00-91.70		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 28		
29	BIWEEKLY TIME CARDS	91.80-95.60		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 29		
30	BIWEEKLY TIME CARDS	11.10-97.64		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 30		
31	BIWEEKLY TIME CARDS	98.00-98.80		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 31		
32	BIWEEKLY TIME CARDS	99.00-99.80		1813-14	1/2002
	PAY 19	8/29/96-9/10/96	BOX 32		

1221

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97 W 1270</b>	DATE RECEIVED <b>6-12-97</b>
B. DIVISION / UNIT Office of Finance and Information Technology			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>35</b>	LOCATION SECTIONS <b>32</b>
D. PHONE NO. 545-5685 Baltimore, Md. 21202		NO. OF CU. FT. <b>2</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	BI-WEEKLY TIME CARDS MISCELLANEOUS 1995	BOX 1	1813-14	1/2002
2	BI-WEEKLY TIME CARDS MISCELLANEOUS 1995	BOX 2	1813-14	1/2002

*DISPOSAL*  
*3/19/02*  
*LJB*

*1225*

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY  
State Highway Administration  
B. DIVISION / UNIT  
Office of Finance and Information Technology  
C. MAILING ADDRESS  
707 North Calvert Street  
Baltimore, Md. 21202  
D. PHONE NO.  
545-5685  
Baltimore, Md. 21202  
E. AGENCY OFFICIAL

ACCESSION NO. 98W889  
DATE RECEIVED 6-10-98  
RM CODE 26.03.05  
RANGE 47  
LOCATION 1  
SECTIONS 3  
NO. OF CU. FT.  
RECORDS CENTER MANAGER

TO BE COMPLETED AT  
STATE RECORDS MANAGEMENT CENTER

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

2. BOX NUMBERS WITH INCLUSIVE DATES	3. DESCRIPTION OF RECORDS	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO., DISPOSAL DATE)
1 ° A 519-504-670 APD-F 100-1(27) ° 12-14-95 - 03-31-96 ° BOX 1	<i>Federal Aid Project Files</i> <i>Grants Aid Appl.</i> <i>1996</i>	° 1648-1 1/2002
2 ° A 519-506-670 APD 100-1(33) ° 06-11-96 - 6-30-96 ° BOX 1	<i>5 years</i>	° 1648-1 1/2002
3 ° A 519-507-670 APD 100-1(30) ° 12/27/95 - 3/31-96 ° BOX 1		° 1648-1 1/2002
4 ° A 708-951-612 BH-M 7514(1) ° 12-08-95 - 03-31-96 ° BOX 1		° 1648-1 1/2002
5 ° AA 132-302-572 I 97-1(19) ° 11-20-95 - 04-30-96 ° BOX 1		° 1648-1 1/2002
6 ° AA 937-503-572 I 97-1 (29) ° 04-04-96 - 06-30-96 ° BOX 1		° 1648-1 1/2002
7 ° AW CDL FY91(3) ° 12-07-95 - 01-31-96 ° BOX 1		° 1648-1 1/2002
8 ° AW 251-951-081 MG CRPL(27) ° 12-20-95 - 3-31-96 ° BOX 1		° 1648-1 1/2002
9 ° AW 252-951-081 M CRPL(28) ° 12-20-95 - 03-31-96 ° BOX 1		° 1648-1 1/2002
10 ° AW 381-501-085 IRG 000S(128) ° 04-30-96 ° BOX 1		° 1648-1 1/2002
11 ° SRG 1124(1) ° 01-07-94 - 04-30-96 ° BOX 1		° 1648-1 1/2002
12 ° AW 444-947-022 MC 94-24(2) ° 12-29-95 - 06-30-96 ° BOX 1		° 1648-1 1/2002
13 ° AW 444-954/956-022 MC 94-24(1)		° 1648-1 1/2002

*DISPOSAL*  
*4/28/02*  
*LJS*

	◦ 10-05-5 - 06-30-96	◦	
	◦ BOX 1	◦	
14	◦ AW 444-964-022 MC 95-24(222)	◦	1648-1 1/2002
	◦ 12-29-95 - 06-30-96	◦	
	◦ BOX 1	◦	
15	◦ AW 444-975-022 MC 94-24(111)	◦	1648-1 1/2002
	◦ 12-29-95 - 06-30-96	◦	
	◦ BOX 1	◦	
16	◦ AW 444-976-022 MC 94-24(888)	◦	1648-1 1/2002
	◦ 12-29-95 - 06-30-96	◦	
	◦ BOX 1	◦	
17	◦ AW 444-977-022 MC 95-24(1)	◦	1648-1 1/2002
	◦ 12-29-95 - 06-30-96	◦	
	◦ BOX 1	◦	
18	◦ AW 794-904-046 RTA[-1(5)	◦	1648-1 1/2002
	◦ 09-07-95 - 03-31-95	◦	
	◦ BOX 1	◦	
19	◦ AW 921-202-670 APD EST-1(92)	◦	1648-1 1/2002
	◦ 03-21-96 - 06-30-96	◦	
	◦ BOX 1	◦	
20	◦ B 549-301-471 IX 115-1(5)	◦	1648-1 1/2002
	◦ 12-28-95 - 04-30-96	◦	
	◦ BOX 1	◦	
21	◦ B 698-312-313-470 M 3575(2)	◦	1648-1 1/2002
	◦ 01-18-96 - 04-30-96	◦	
	◦ BOX 1	◦	
22	◦ B 907-501-476 HES 3217(5)	◦	1648-1 1/2002
	◦ 03-16-95 - 04-30-96	◦	
	◦ BOX 1	◦	
23	◦ B 926-501-477 M-MG 3021(4)	◦	1648-1 1/2002
	◦ 01-13-94 - 04-30-96	◦	
	◦ BOX 1	◦	
24	◦ CL 698-951-712 BR SOS-1(234)	◦	1648-1 1/2002
	◦ 11-14-95 - 01-31-96	◦	
	◦ BOX 2	◦	
25	◦ F 215-501-776 NH 000S(130)	◦	1648-1 1/2002
	◦ 10-03-95 - 04-30-96	◦	
	◦ BOX 2	◦	
26	◦ G 538-501-277 FR-FRG 201-1(8)	◦	1648-1 1/2002
	◦ 10-02-95 - 04-30-96	◦	
	◦ BOX 2	◦	
27	◦ HO 656-951-712 BR SOS-1(223)	◦	1648-1 1/2002
	◦ 08-30-95 - 02-28-96	◦	
	◦ BOX 2	◦	
28	◦ HO 680-501-776 ES 3577(3)	◦	1648-1 1/2002
	◦ 08-27-93 - 01-31-96	◦	
	◦ BOX 2	◦	
29	◦ M 581-2-371 IX 5059(5)	◦	1648-1 1/2002
	◦ 11-16-95 - 03-31-96	◦	
	◦ BOX 2	◦	
30	◦ P 732-259-371 M 5114(2)	◦	1648-1 1/2002
	◦ 10-17-95 - 01-31-96	◦	
	◦ BOX 2	◦	
31	◦ P 790-951-312 BR SOS-1(187)	◦	1648-1 1/2002
	◦ 10-18-97 - 04-30-96	◦	
	◦ BOX 2	◦	
32	◦ Q 632-951-212 BR SOS-1(241)	◦	1648-1 1/2002
	◦ 12-06-95 - 01-31-96	◦	
	◦ BOX 3	◦	
33	◦ Q 636-501-277 FR 0-1(33)	◦	1648-1 1/2002

	° 12-05-95 - 01-31-96	°	
	° BOX 3	°	
34	° Q 650-501-277 FR 127-1(13)	°	1648-1
	° 07-06-95 - 04-30-96	°	1/2002
	° BOX 3	°	
35	° WO 675-501-177 FR-NH 327-1(4)	°	1648-1
	° 01-25-94 - 04-30-96	°	1/2002
	° BOX 3	°	
36	° BC 309-029-815 BC309029 FI 000S(108) 010	°	1648-1
	° 14-19-96 11-12-96 11-30-96	°	1/2002
	° BOX 3	°	
37	° BC 309-028-815 BC309028 F 125-1(13) 010	°	1648-1
	° 04-24-96 11-12-96 11-30-96	°	1/2002
	° BOX 3	°	
38	° BC 309-027-815 BC309027 F 334-1(1) 010	°	1648-1
	° 07-11-96 11-12-96 11-30-96	°	1/2002
	° BOX 3	°	
39	° AA 893-503-572 AA893B53 I97-1(43) 042	°	1648-1
	° 060596- 10-28-96 11-30-9696	°	1/2002
	° BOX 3	°	
40	° BC 311-160-815 BC311160 IX3063(12) 177	°	1648-1
	° 08-19-96 10-28-96 11-30-96	°	1/2002
	° BOX 3	°	
41	° A 751-501-677 AL751B51 STP211-1(2) 33E	°	1648-1
	° 06-24-96 10-28-96 11-30-96	°	1/2002
	° BOX 3	°	
42	° AW 444-942-022 AW444B92 MC93-24-002 212	°	1648-1
	° 10-21-96 11-13-96 11-30-96	°	1/2002
	° BOX 3	°	
43	° P 980-501-385 PG980B51 CMG251-1(20) 32A	°	1648-1
	° 06-07-96 10-04-96 10-31-96	°	1/2002
	° BOX 3	°	
44	° BC 311-207-815 BC311207 IX3012(3) 177	°	1648-1
	° 07-25-96 10-10-96 10-31-96	°	1/2002
	° BOX 3	°	
45	° BC 311-108-815 C311108 IX3035(6) 177	°	1648-1
	° 07-10-96 10-10-96 10-31-96	°	1/2002
	° BOX 3	°	
46	° BC 311-206-815 BC311206 IX3051(5) 177	°	1648-1
	° 07-31-96 10-10-96 10-31-96	°	1/2002
	° BOX 3	°	
47	° WO 632-501-177 WO632B51 FG129-1(22) A14	°	1648-1
	° 06-24-92 02-22-93 10-31-96	°	1/2002
	° BOX 3	°	
48	° B 380-952-412 BA380BMA M 3025(7) W364	°	1648-1
	° 02-05-96 06-27-96 09-30-96	°	1/2002
	° BOX 3	°	
49	° F 216-501-777 FR216B51 NH228-1(4) 315	°	1648-1
	° 08-07-95 06-25-96 07-31-96	°	1/2002
	° BOX 3	°	

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY: State Highway Administration  
 B. DIVISION / UNIT: Office of Finance and Information Technology  
 C. MAILING ADDRESS: 707 North Calvert Street, Baltimore, Md. 21202  
 D. PHONE NO.: 545-5685, Baltimore, Md. 21202  
 E. AGENCY OFFICIAL: \_\_\_\_\_

ACCESSION NO.: 98W890  
 DATE RECEIVED: 6-10-98  
 RM CODE: 26.03.05  
 RANGE: 47  
 LOCATION: \_\_\_\_\_  
 SECTIONS: 1-2  
 NO. OF CU. FT.: 40  
 RECORDS CENTER MANAGER: \_\_\_\_\_

TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

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

2. BOX NUMBERS WITH INCLUSIVE DATES	3. DESCRIPTION OF RECORDS	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO., DISPOSAL DATE)
1	J7002219-J7002289 BOX 1	1809-1 1/2002
2	J7002326-J7002383 BOX 2	1809-1 1/2002
3	J7002384- J7002480 BOX 3	1809-1 1/2002
4	J7002481 - J7002540 BOX 4	1809-1 1/2002
5	J7002544 - J7002602 BOX 5	1809-1 1/2002
6	J7002603 - J7002634 BOX 6	1809-1 1/2002
7	J7002636 - J7002676 BOX 7	1809-1 1/2002
8	J7002677 - J7002729 BOX 8	1809-1 1/2002
9	J7002730 - J7002784 BOX 9	1809-1 1/2002
10	J7002786 - J7002826 BOX 10	1809-1 1/2002
11	J7002827 - J7002853 BOX 11	1809-1 1/2002
12	J7002855 - J7002885 BOX 12	1809-1 1/2002
13	J7002886 - J7002937 BOX 13	1809-1 1/2002
14	J7002942 - J7002978 BOX 14	1809-1 1/2002
15	J7002980- J70030468 BOX 15	1809-1 1/2002
16	J7003047 - J7003107 BOX 16	1809-1 1/2002
17	J7003108 - J7003163 BOX 17	1809-1 1/2002

Account Payable  
Vouchers  
1995

DISPOSAL  
4/26/02

LJS

\* MISSING BOX # 32

18	° J7003166 - J7003218	° 1809-1	1/2002
	° BOX 18	°	
19	° J7003219- - J7003263	° 1809-1	1/2002
	° BOX 19	°	
20	° J7003264 - J70033093	° 1809-1	1/2002
	° BOX 20	°	
21	° J7003312 - J7003344	° 1809-1	1/2002
	° BOX 21	°	
22	° J7003346 - J7003400	° 1809-1	1/2002
	° BOX 22	°	
23	° J7003401 - J7003482	° 1809-1	1/2002
	° BOX 23	°	
24	° J7003483 - J7003556	° 1809-1	1/2002
	° BOX 24	°	
25	° J7003557 - J7003579	° 1809-1	1/2002
	° BOX 25	°	
26	° J7003588 - J7003662	° 1809-1	1/2002
	° BOX 26	°	
27	° J7003664 - J7003705	° 1809-1	1/2002
	° BOX 27	°	
28	° J7003707 - J7003745	° 1809-1	1/2002
	° BOX 28	°	
29	° J7003746 - J7003788	° 1809-1	1/2002
	° BOX 29	°	
30	° J7003795 - J7003834	° 1809-1	1/2002
	° BOX 30	°	
31	° J7003837 - J7003909	° 1809-1	1/2002
	° BOX 31	°	
32	° J7003910 - J7003961	° 1809-1	1/2002
	° BOX 32	°	
33	° J7003967 - J7004066	° 1809-1	1/2002
	° BOX 33	°	
34	° J7004067 - J7004124	° 1809-1	1/2002
	° BOX 34	°	
35	° J7004125 - J7004186	° 1809-1	1/2002
	° BOX 35	°	
36	° J7004187 - J7004248	° 1809-1	1/2002
	° BOX 36	°	
37	° J7004249 - J7004311	° 1809-1	1/2002
	° BOX 37	°	
38	° J7004312 - J7004370	° 1809-1	1/2002
	° BOX 38	°	
39	° J7004376 - J7004448	° 1809-1	1/2002
	° BOX 39	°	
40	° J7003676	° 1809-1	1/2002
	° BOX 40	°	

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY
State Highway Administration
B. DIVISION / UNIT
Office of Finance and Information Technology
C. MAILING ADDRESS
707 North Calvert Street
Baltimore, Md. 21202
D. PHONE NO.
545-5685
Baltimore, Md. 21202
E. AGENCY OFFICIAL

ACCESSION NO. 98W891
DATE RECEIVED 6-10-98
RM CODE 26.03.05
RANGE 50
LOCATION SECTIONS 27-29
NO. OF CU. FT. 56
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)

Table with 3 columns: Box Number, Description of Records, and Disposal Authority. Contains 17 rows of biweekly time cards and pay records.

DISPOSAL 4/26/02 WS 1234

18	° BIWEEKLY TIME CARDS 10/09/96 - 10/22/96	° 1813-14	1/2002
	° PAY 22 10/09/96 - 10/22/96 BOX 18	°	
19	° BIWEEKLY TIME CARDS 82.00- 86.00	° 1813-14	1/2002
	° PAY 22 10/09/96 - 10/22/96 BOX 19	°	
20	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	1/2002
	° PAY 22 10/09/96 - 10/22/96 BOX 20	°	
21	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	1/2002
	° PAY 22 10/09/96 - 10/22/96 BOX 21	°	
22	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	1/2002
	° PAY 22 10/09/96 - 10/22/96 BOX 22	°	
23	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	1/2002
	° PAY 22 10/09/96 - 10/22/96 BOX 23	°	
24	° BIWEEKLY TIME CARDS 99.00 99.80	° 1813-14	1/2002
	° PAY 22 10-22-96 - 10-22-96 BOX 24	°	
25	° BIWEEKLY TIME CARDS 10.00 - 61.80	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05-96 BOX 25	°	
26	° BIWEEKLY TIME CARDS 62.00 - 81.00	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05-96 BOX 26	°	
27	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05-96 BOX 27	°	
28	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05-96 BOX 28	°	
29	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05-96 BOX 29	°	
30	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05- 96 BOX 30	°	
31	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05-96 BOX 31	°	
32	° BIWEEKLY TIME CARDS 99.00 -99.80	° 1813-14	1/2002
	° PAY 23 10-23-96 - 11-05-96 BOX 32	°	
33	° BIWEEKLY TIME CARDS 10.00 -61.80	° 1813-14	1/2002
	° PAY 24 11-06-96 - 11-19-96 BOX 33	°	
34	° BIWEEKLY TIME CARDS 62.00 - 81.00	° 1813-14	1/2002
	° PAY 24 11-06-96 - 11-19-96 BOX 34	°	
35	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	1/2002
	° PAY 24 11-06-96 - 11-19-96 BOX 35	°	
36	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	1/2002
	° PAY 24 11-06-96 - 11-19-96 BOX 36	°	
37	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	1/2002
	° PAY 24 11-06-96 - 11-19-96 BOX 37	°	
38	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	1/2002
	° PAY 24 11-06-96 - 11-19-96 BOX 38	°	
39	° BIWEEKLY TIME CARDS 98.000 -98.80	° 1813-14	1/2002
	° PAY 24 11-06-96 11-19-96 BOX 39	°	
40	° BIWEEKLY TIME CARDS 99.00 - 99.80	° 1813-14	1/2002
	° PAY 24 11-06-96 11-19-96 BOX 40	°	
41	° BIWEEKLY TIME CARDS 10.00 - 61.80	° 1813-14	1/2002
	° PAY 25 11-20-96 12-03-96 BOX 41	°	
42	° BIWEEKLY TIME CARDS 62.00 - 81.00	° 1813-14	1/2002
	° PAY 25 11-20-96 12-03-96 BOX 42	°	
43	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	1/2002
	° PAY 25 11-20-96 - 12-03-96 BOX 43	°	
44	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	1/2002
	° PAY 25 11-20-96 - 12-03-96 BOX 44	°	

45	° BIWEEKLY TIME CARDS 91.80 -95.600	° 1813-14	1/2002
	° PAY 25 11-20-96 - 12-03-96 BOX 45	°	
46	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	1/2002
	° PAY 25 11-20-96 - 12-03-96 BOX 46	°	
47	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	1/2002
	° PAY 25 11-20-96 - 12-03-96 BOX 47	°	
48	° BIWEEKLY TIME CARDS 99.00 - 99.80	° 1813-14	1/2002
	° PAY 25 11-20-96 - 12-03-96 BOX 48	°	
49	° BIWEEKLY TIME CARDS 10.00 - 61.80	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 49	°	
50	° BIWEEKLY TIME CARDS 62.00 - 81.000	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 50	°	
51	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 51	°	
52	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 52	°	
53	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 53	°	
54	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 54	°	
55	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 55	°	
56	° BIWEEKLY TIME CARDS 99.00 - 99.80	° 1813-14	1/2002
	° PAY 26 12-04-96 - 12-17-96 BOX 56	°	



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. STATE HIGHWAY ADMINISTRATION		ACCESSION NO. <b>97W1058</b>	DATE REC'D <b>5-5-97</b>
B. DIVISION/UNIT EMPLOYEE SERVICES DIVISION			RM CODE <b>26.03.08</b>
C. MAILING ADDRESS 707 NORTH CALVERT STREET, ROOM C610 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) <b>6 3</b>	NO. OF CU. FT. <b>7</b>
D. PHONE NO. (410) 545-5791		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Darnell Walker 1/7/97</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.	A to B	Sch.# 1822 Item # 14 Disposal Date: January, <del>2001</del> 2002
2.	C to F	
3.	G to J	
4.	K to M	
5.	N to R	
6.	S to V	
7.	W to Y	

*Disposal  
4-23-02*

26.03.08.01    MDOT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
State Highway Administration Employer / Employee Relation 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.				
98W728	Grievance Appeals, Suspension Appeals and Discharge Appeals	1822	16, 17, 18	1993- 1994	2	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. State Highway Administration	<b>Accession No.</b> 98W728	<b>Date Rec'd</b> 4-15-98 <b>RM Code</b> 26.03.08.01
<b>B. Division/Unit</b> Employer/Employee Relations Division	<b>Location</b> Range Section(s) 8 30	<b>No. of Cu. Ft.</b> 2
<b>C. Mailing Address</b> 707 N. Calvert Street, Baltimore, MD 21202	<b>Records Center Manager</b>  <b>To Be Completed At</b> State Records Management Center	
<b>D. Phone No.</b> 410-545-5563		
<b>E. Agency Official</b> Debbie Fennell		

2. Box Numbers	3. Description of Records with inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
	Grievance Appeals, Suspension Appeals and Discharge Appeals	
Box 1	V. Armacost, S#5-232-93 through L. Marquez, S#5-063-94	1822 Items 16,17,18 Jan. 2002
Box 2	T. McCusker, Rej on Prob through E. Mumford Misc.	1822 Items 16,17,18 Jan. 2002

*[Handwritten Signature]*  
4-26-98

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W726	General Correspondence Files	1873	1	1991	5	1/2002	RECYCLE

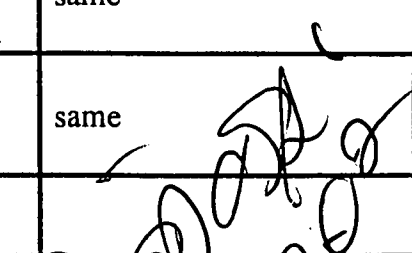
I hereby certify that the records listed above were disposed of as indicated

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

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE: 410-799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

<b>1. Agency:</b> <b>State Highway Administration</b>	Accession No.  <span style="font-size: 2em;">98W726</span>	Date Rec'd <span style="font-size: 1.5em;">4-15-98</span>
<b>B. Division/ Unit:</b> <b>Deputy Administrator's Office</b>		RM Code <span style="font-size: 1.5em;">26.03.21</span>
<b>C. Mailing Address</b> <b>P.O. Box 717</b> <b>Baltimore, MD 21203-0717</b>	Location Range                      Section(s) <span style="font-size: 2em;">6                                  27</span>	No. of Cu. Ft.  <span style="font-size: 2em;">5</span>
<b>D. Phone No.</b> <b>410-545-0403</b>	Records Center Manager	
<b>E. Agency Official</b> <b>Eunice Kaplan</b>	<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 No., Item No. & Disposal Date
1	1991 GENERAL CORRESP. FILES: "AASHTO" > "Contracts"	Sched. # 1873 Item #1 Disposal Date: <del>December 31, 2004</del>
2	1991 GENERAL CORRESP. FILES: "CTP" > "Maintenance"	same <span style="font-size: 1.2em;">Jan. 2002</span>
3	1991 GENERAL CORRESP. FILES: "Management Development Prog." > "Prison Labor"	same
4	1991 GENERAL CORRESP. FILES: "Quality" > "Wellness"	same
5	1991 COUNTY CORRESP. FILES: "Anne Arundel County" > "Worcester County"	same
		

DGS 550-5 (Rev. 12/88)      USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

SHA PC File Reference: (Bonnie Ford: c:\msoffice\winword\general\tr&rec-2.doc)



E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. <b>96W529</b>	DATE REC'D <b>11-20-95</b>
B. DIVISION/UNIT CONSTRUCTION DIVISION (264)			RM CODE <b>26.01.06</b>
C. MAILING ADDRESS WILLIAM DONALD SCHAEFER TOWER 6 ST. PAUL STREET, BALTIMORE, MD 21202-1614		RANGE <b>8</b> LOCATION SECTION(S) <b>29</b>	NO. CU. FT. <b>4</b>
D. PHONE NO. (410) 767-3328		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL (410) 767-3829 CAROLYN WHITAKER, DOCUMENT CONTROL OFFICER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1	LANDSCAPING - BALTIMORE HIGHLAND TO DORSEY ROAD CONTRACT CL39 (10/92 - 10/95) FIELD OFFICE FILES  - Certified Payrolls (Subcontractor) - 39.2.1 - 39.3.1 - CCR/CN #'s 001 - 019	Schedule #1001 All Items (07/2002)  <i>11-26-95</i>
2	- Progress Payments - IDR's - Incoming Correspondence - Submittals	
3	- Drawings & Specification Books	
4	- OFFICE FILES (BUD CUMBERLAND) Section 'B' Electrical (01/95 - 10/95)	

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

September 18, 1995

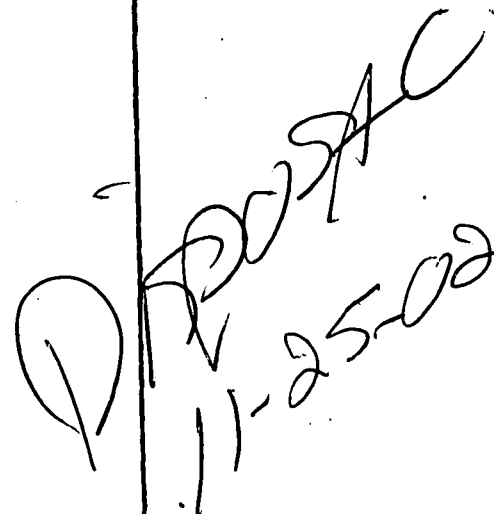
E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Mass Transit Administration		<b>ACCESSION NO.</b>  00W87	<b>DATE REC'D</b> 8-11-99
<b>B. DIVISION/UNIT</b> Document Control			<b>RM CODE</b> 26.01.06
<b>C. MAILING ADDRESS</b> 6 Saint Paul Street Baltimore, MD 21202		<b>LOCATION</b> <b>RANGE SECTION(S)</b> 10 1-2	<b>NO. OF CU. FT.</b> 75
<b>D. PHONE NO.</b> (410) 767-3816		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Luis F. Gallegos		<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
1 thru 75	MTA Section "C" Johns Hopkins Station Contract No.: NE-02-01 Contract Close Out Date: 7/95	Schedule No. 1001 All Items 07/2002





E

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. <b>00W1240</b>	DATE REC'D <b>5-5-00</b>
B. DIVISION/UNIT FINANCE - ACCOUNTS PAYABLE		LOCATION RANGE SECTION(S) <b>33 6</b>	RM CODE <b>26.01.06.01</b>
C. MAILING ADDRESS 6 ST. PAUL STREET 8TH FL. BALTIMORE, MD. 21202		NO. OF CU. FT. <b>19</b>	
D. PHONE NO. 410-767-3716		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JACQUELINE V. COATES <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	FY 96 A/P VOUCHERS - 7/04/95 - 7/19/95	SCHEDULE 992 ITEM NO. 1A DISPOSAL DATE 7/02  <i>DISPOSED</i> <i>12-1-02</i> <i>[Signature]</i>
2	" " " - 7/21/95 - 8/09/95	
3	" " " - 8/10/95 - 8/29/95	
4	" " " - 8/30/95 - 9/21/95	
5	" " " - 9/25/95 - 10/16/95	
6	" " " - 10/17/95 - 11/06/95	
7	" " " - 11/10/95 - 11/24/95	
8	" " " - 12/08/95 - J000102	
9	" " " - J000107 - J000149	
10	" " " - J000150 - J000191	
11	" " " - J000192 - J000249	
12	" " " - J000250 - J000315	
13	" " " - J000317 - J000393	
14	" " " - J000395 - J000459	
15	" " " - J000462 - J000578	
16	" " " - J000594 - J000712	
17	" " " - J000716 - J000867	
18	" " " - J000880 - J001118	
19	" " " - J001120 - J001266	



E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. <b>02W65</b>	DATE REC'D <b>8-23-01</b>
B. DIVISION/UNIT PURCHASING DEPARTMENT			RM CODE <b>26.01.06.02</b>
C. MAILING ADDRESS 1515 WASHINGTON BLVD, RM 1600 BALTIMORE, MARYLAND 21230		LOCATION RANGE SECTION(S) <b>36 29</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. 410 454-7017		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOHN GECL, CHIEF OF PURCHASING		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 3 2 of 3 3 of 3	REQUEST FOR QUOTATIONS (RFQ)  12/94 - 3/95 3/95 - 4/95 5/95 - 6/95	SCHEDULE 1061 ITEM B JUNE, 2002 <i>July</i>  <i>DISPOSED</i> <i>12/03/02</i> <i>LSB</i>



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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. <b>99W174</b>	DATE REC'D <b>9-29-98</b>
3. DIVISION/UNIT Accountin And Financial Systems			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Highway NE Room 220 Glen Burnie MD 21062		LOCATION RANGE SECTION(S) <b>155 1</b>	NO. OF CU. FT. <b>30</b>
D. PHONE NO. 410-424-3080		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger—Accounts Payable Manager Accounting and Financial Systems <i>JK</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 ✓	Refund Backup List #1 1/2/98	1725, Item 3 <i>July</i> 2002  <i>DISPOSAL</i> <i>12502</i>
2 ✓	#2 1/5/98	
3 ✓	#3 1/6/98	
4 ✓	#4 1/7/98	
5 ✓	#5 1/8/98	
6 ✓	#6 1/9/98	
7 ✓	#7 1/12/98	
8 ✓	#8 1/13/98	
9 ✓	#9 1/14/98	
10 ✓	#10 1/15/98	
11 ✓	#11 1/16/98	
12 ✓	#12 1/20/98	
13 ✓	#13 1/21/98	
14 ✓	#14 1/22/98	
15 ✓	#15 1/23/98	
16 ✓	#16 1/26/98	
17 ✓	#17 1/27/98	
18 ✓	#18 1/28/98	
19 ✓	#19 1/29/98	
20 ✓	#20 1/30/98	
21 ✓	#21 2/2/98	
22 ✓	#22 2/3/98	
23 ✓	#23 2/4/98	
24 ✓	#24 2/5/98	
25 ✓	#25 2/6/98	
26 ✓	#26 2/9/98	
27 ✓	#27 2/10/98	
28 ✓	#28 2/11/98	
29 ✓	#29 2/12/98	
30 ✓	#30 2/13/98	
<del>31</del>	<del>#31 2/17/98</del>	
<del>32</del>	<del>#32 2/18/98</del>	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. <b>99W175</b>	DATE REC'D <b>9-29-98</b>
B. DIVISION/UNIT Accounting and Financial Systems			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Highway NE Room 220 Glen Burnie MD 21062		LOCATION RANGE SECTION(S) <b>155 2-3</b>	NO. OF CU. FT. <b>31</b>
D. PHONE NO. 410-424-3080		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger Accounts Payable Manager Accounting and Financial Systems		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Refund Backup List #1 5/18/98	1725 Item 3 July 2002
2	#2 5/19/98	
3	#3 5/20/98	
4	#4 5/21/98	
5	#5 5/22/98	
6	#6 5/26/98	
7	#7 5/27/98	
8	#8 5/28/98	
9	#9 5/29/98	
10	#10 6/1/98	
11	#11 6/2/98	
12	#12 6/3/98	
13	#13 6/4/98	
14	#14 6/5/98	
15	#15 6/8/98	
16	#16 6/9/98	
17	#17 6/10/98	
18	#18 6/11/98	
19	#19 6/12/98	
20	#20 6/15/98	
21	#21 6/16/98	
22	#22 6/17/98	
23	#23 6/18/98	
24	#24 6/19/98	
25	#25 6/22/98	
26	#26 6/23/98	
27	#27 6/24/98	
28	#28 6/25/98	
29	#29 6/26/98	
30	#30 6/29/98	
31	#31 6/30/98	

*[Handwritten signature]*  
12-9-02

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. Motor Vehicle Administration		ACCESSION NO. <b>99W176</b>	DATE REC'D <b>9-29-98</b>
B. DIVISION/UNIT Accounting and Financial Systems			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Highway NE Room 220 Glen Burnie MD 21062		LOCATION RANGE SECTION(S) <b>155 3-4</b>	NO. OF CU. FT. <b>50</b>
D. PHONE NO. 410-424-3080		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger - Accounts Payable Manager Accounting and Financial Systems		TO BE COMPLETED AT: STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Refund Backup List #1 3/9/98	1725, Item 3 July 2002
2	#2 3/10/98	
3	#3 3/11/98	
4	#4 3/12/98	
5	#5 3/13/98	
6	#6 3/16/98	
7	#7 3/17/98	
8	#8 3/18/98	
9	#9 3/19/98	
10	#10 3/20/98	
11	#11 3/23/98	
12	#12 3/24/98	
13	#13 3/25/98	
14	#14 3/26/98	
15	#15 3/27/98	
16	#16 3/30/98	
17	#17 3/31/98	
18	#18 4/1/98	
19	#19 4/2/98	
20	#20 4/3/98	
21	#21 4/6/98	
22	#22 4/7/98	
23	#23 4/8/98	
24	#24 4/9/98	
25	#25 4/10/98	
26	#26 4/13/98	
27	#27 4/14/98	
28	#28 4/15/98	
29	#29 4/16/98	
30	#30 4/17/98	
31	#31 4/20/98	
32	#32 4/21/98	

*[Handwritten signature]*  
12-98

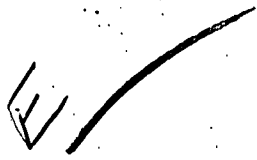
50

BOX  
NUMBERS

DESCRIPTION OF RECORDS  
WITH INCLUSIVE DATES

ITEM NUMBER

33	#33 4/22/98
34	#34 4/23/98
35	#35 4/24/98
36	#36 4/27/98
37	#37 4/28/98
38	#38 4/29/98
39	#39 4/30/98
40	#40 5/1/98
41	#41 5/4/98
42	#42 5/5/98
43	#43 5/6/98
44	#44 5/7/98
45	#45 5/8/98
46	#46 5/11/98
47	#47 5/12/98
48	#48 5/13/98
49	#49 5/14/98
50	#50 5/15/98



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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Motor Vehicle Administration		ACCESSION NO. <b>00W 488</b>	DATE REC'D <b>10-18-99</b>
B. DIVISION/UNIT Accounting & Financial Systems			RM CODE <b>26.02.13</b>
C. MAILING ADDRESS 6601 Ritchie Highway NE Room 220 Glen Burnie MD 21062		LOCATION RANGE SECTION(S) <b>17 19</b>	NO. OF CU. FT. <b>14</b>
D. PHONE NO. 410-424-3080		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John Reisinger - Accounts Payable Manager Accounting & Financial Systems		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>31</b>	Refund Backup List #31 2/17/98	1725, Item 3 July 2 2002  <i>SPACES TAKEN</i>  <i>DISPOSAL</i> <i>12/3/02</i>
32	#32 2/18/98	
33	#33 2/19/98	
34	#34 2/20/98	
35	#35 2/23/98	
36	#36 2/24/98	
37	#37 2/25/98	
38	#38 2/26/98	
39	#39 2/27/98	
40	#40 3/2/98	
41	#41 3/3/98	
42	#42 3/4/98	
43	#43 3/5/98	
44	#44 3/6/98	

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
92W1224	Journal Entry Proof List	1649	8	4/1991 - 6/1991	1	7/2002	RECYCLE
92W1225	Total Balance EVR	1649	5	11/1990 - 2/1991	1	7/2002	RECYCLE
93W678	Proof List	1649	8	6/1991	1	7/2002	RECYCLE
93W851	Secretary Office Project Ledger / Gen. Ledger	858	2	7/1991 - 6/1992	6	7/2002	RECYCLE
93W1001	Stars Report	1649	10, 9	4/1989 - 6/1989	2	7/2002	RECYCLE
93W1008	Stars Report	1649	10, 3, 9	1/1991 - 6/1991	6	7/2002	RECYCLE
93W1009	Journal Entry Back-ups	1649	7, 5	12/1990 - 6/1991	5	7/2002	RECYCLE
94W231	Payroll Journal Gross & Deductions	1813	7	12/1992 - 4/1993	10	7/2002	RECYCLE
95W265	Expense Account Statements	1809	5	1990	26	7/2002	RECYCLE
95W275	Employee Leave Records / Doctor Certificate	1813	16	12/1993	2	7/2002	RECYCLE
95W1090	Expense Account Statements	1809	5	1990	4	7/2002	RECYCLE
95W1091	Payroll Journal & Check Register	1813	7	1/1993 - 9/1993	3	7/2002	RECYCLE
95W1095	Payroll Journal & Check Register	1813	7	10/1994 - 12/1994	2	7/2002	RECYCLE
95W1103	Agency Interface	1804	2	1993 - 1995	17	7/2002	RECYCLE
95W1104	Interface Pre Payment Manual	1809	1,2,3,4	FY 1994	1	7/2002	RECYCLE
95W1105	Check Register Detail Vendor	1809	10	FY 1994	1	7/2002	RECYCLE
95W1106	Voucher Register	1809	3	1994	5	7/2002	RECYCLE
95W1107	Bi-Weekly Time Reports	1813	14	11/1994 - 12/1994	24	7/2002	RECYCLE
95W1360	Vouchers	1809	1	1994	68	7/2002	RECYCLE
95W1361	Time Cards	1813	20	12/1994 - 2/1995	32	7/2002	RECYCLE
95W1456	Accident Invoices Account	1191	4	1/1991 - 4/1994	90	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

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W1462	Bi-Weekly Time Cards	1813	14	2/1995 - 3/1995	16	7/2002	RECYCLE
95W1647	SHA Agency Interface	1809	2	1991 - 1993	9	7/2002	RECYCLE
95W1648	Expense Account	1809	5	1994	4	7/2002	RECYCLE
95W1650	Subsidy's Hosp. FICA & Retirement Pension	1813	18	12/1993 - 4/1995	1	7/2002	RECYCLE
95W1674	Vouchers	1809	1	1994	18	7/2002	RECYCLE
95W1678	Payroll Journals	1813	7	1/1995 - 3/1995	8	7/2002	RECYCLE
95W1679	Agency Interface	1809	2	1995	3	7/2002	RECYCLE
95W1680	Time Cards	1813	14	3/1995 - 4/1995	16	7/2002	RECYCLE
96W171	Misc. Vouchers	1809	1	1994	7	7/2002	RECYCLE
96W172	Check Register / Payroll Journal	1813	7, 11, 14, 16, 17	1993	11	7/2002	RECYCLE
96W174	Corrected Cards & Corresponding Adjustment	1813	17	1994	1	7/2002	RECYCLE
96W1751	Bi-Weekly Time Cards	1813	14	4/1995 - 6/1995	40	7/2002	RECYCLE
96W176	Payroll Journal & Gross Deds.	1813	7, 11	3/1995 - 5/1995	4	7/2002	RECYCLE
96W591	Payroll Journal & Gross Deds.	1813	7, 11	3/1995 - 5/1995	6	7/2002	RECYCLE
96W809	Petty Cash Reimbursement / Long Term Payroll Advance	1811	6, 8	7/1991 - 9/1992	2	7/2002	RECYCLE
96W814	Cash Receipts Back Up	1811	3	7/1992 - 6/1993	8	7/2002	RECYCLE
96W816	Cash Receipts Back Up	1811	2, 6	FY 1995	9	7/2002	RECYCLE
96W817	Paid Advances / Copies of Delivery Receipt	1811	8, 5A	5/1988 - 6/1995	2	7/2002	RECYCLE
96W851	Vouchers	1809	1	1994	3	7/2002	RECYCLE
96W852	Check Register	1813	7	2/1993 - 4/1993	2	7/2002	RECYCLE
96W855	General Cancel / Old Rental Contract	1191	5, 6, 4	1988 - FY 1992	5	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
------------------------------	---------------------------------	---------------------------

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W859	Vouchers	1809	1	1994	25	7/2002	RECYCLE
96W1494	Receipts for Blank Pre Numbered Checks	1811	4	FY 1993	1	7/2002	RECYCLE
96W1496	Misc. Checks / P/R Revolving Accounts	1811	6	1984 - 1993	4	7/2002	RECYCLE
96W1505	P/R Revolving Canceled Checks & Bank Stmts.	1811	6	3/1995	1	7/2002	RECYCLE
96W1506	Payroll Journal 7 Check Register	1813	7	1/1995 - 6/1995	58	7/2002	RECYCLE
97W121	Register P.O. Log Book	1812	2	7/1994 - 7/1995	1	7/2002	RECYCLE
97W122	Pre Pay	1813	6	1994 - 1995	1	7/2002	RECYCLE
97W1276	Utility Contracts	1168	1	FY 1992 - FY 1993	10	7/2002	RECYCLE
98W887	Equipment Usage Reports	1649	13	6/1996 - 4/1997	12	7/2002	RECYCLE
98W888	Equipment Usage Report / Vehicle & Equipment Edits	1649	12	1/1996 - 5/1997	8	7/2002	RECYCLE
98W892	Bi-Weekly Time Cards	1813	14	12/1996 - 3/1997	48	7/2002	RECYCLE
02W711	Vouchers	1809	1	1997	28	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
------------------------------	---------------------------------	---------------------------

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <i>92W1224</i>	DATE RECEIVED <i>4-22-92</i>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <i>26.03.05</i>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <i>121</i>	LOCATION SECTIONS <i>19</i>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

JOURNAL ENTRY PROOF LIST APR 91 TO MAY 91 JUNE 91 ONLY

*1649-  
1022-8*

*7/2001 7/02*

*DISPOSAL  
3-8-03*

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 92W1225	DATE RECEIVED 4-22-92
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 121	LOCATION SECTIONS 19
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	TRIAL BALANCES EVR 34 & 35 NOV 90 - FEB 91	1649- 772001-5 7/02	

DISPOSAL  
 3-8-03

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 93W678	DATE RECEIVED 11-12-92
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 143	LOCATION SECTIONS 6
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 | PROOF LIST JUNE 91

1699  
~~1022-8~~ 7/2001 7/02

*[Handwritten signature]*  
3/1/02

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 93W851		DATE RECEIVED 1-13-93	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 22	LOCATION 14	NO. OF CU. FT. 6	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	SEC OFFICE PROJECT LEDGER YTD 30692 07/01/91 TO 06/30/92	858-2	7/2002
2	ASST SEC GENERAL LEDGER 30691 YTD 07/01/91 TO 06/30/92	858-2	7/2002
3	ASST SEC PROJECT LEDGER YTD 30692 07/01/91 TO 06/30/92	858-2	7/2002
4	ASST SEC GENERAL LEDGER YTD 07/01/91 TO 06/30/92 30692	858-2	7/2002
5	GENERAL LEDGER 30691, 30692 PROJECT 30692 07/01/91 TO 06/30/92 SRA, TR S, DSR, OASM, OASF	858-2	7/2002
6	SEC OFFICE GENERAL LEDGER YTD 30691, 30692 07/01/91 TO 06/30/92	858-2	7/2002

*Disposal  
3-8-04*

RECORDS TRANSMITTAL AND RECEIPT

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>93W1001</b>		DATE RECEIVED <b>2-18-93</b>	
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>40</b>		RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202				LOCATION SECTIONS <b>29</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1 ✓ STARTS RPT A30401 06/01/89 - 06/30/89  
 2 ✓ STARTS RPT A30482 04/89 - 06/89

<sup>1649</sup>  
~~1022-10~~    ~~7/99~~    ~~7/00~~  
~~1022-9~~    ~~7/89~~

7/02

DISPOSAL  
 3-5-04

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>93W1008</b>	DATE RECEIVED <b>2-17-93</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>39</b>	LOCATION SECTIONS <b>27</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>6</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1 ✓	STARS RPT A30401 01/91 - 02/91	1649 1022-10	7/2001
2 ✓	STARS RPT A30401 03/91 - 04/91	1022-10	7/2001
3 ✓	STARS RPT A30401 05/91 - 06/91	1022-10	7/2001
4 ✓	STARS RPT A30414 11-90 - 02/91	1022-3	7/2001
5 ✓	STARS RPT A30414 03/91 - 06/91	1022-3	7/2001
6 ✓	STARS RPT A30482 01/91 - 06/91	1022-9	7/2001

7/02

DISPASAC  
3-5-04

R-39

S-27

1 empty

RECORDS TRANSMITTAL AND RECEIPT

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>93W1009</b>	DATE RECEIVED <b>2-17-93</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>49</b>	LOCATION SECTIONS <b>23</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>5</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

- 1 ✓ JOURNAL ENTRY BACK-UPS DEC 90 - FEB 91
- 2 ✓ JOURNAL ENTRY BACK-UPS APRIL - MAY 91
- 3 ✓ JOURNAL ENTRY BACK-UPS FEB - MARCH 91
- 4 ✓ JOURNAL ENTRY BACK-UPS JUNE 91
- 5 10-99 REPORTS JULY 89 TO DEC 90

~~1649~~  
~~1022-7 7/2001~~  
~~1022-7 7/2001~~  
~~1022-7 7/2001~~  
~~1022-7 7/2001~~  
~~1022-5 7/2001~~

7/02

\*Missing  
Box #5

DISPOSAL  
3-5-04

R-49

S-23

Box #5 = MISSING

1 empty

RECORDS TRANSMITTAL AND RECEIPT

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>94W231</b>	DATE RECEIVED <b>8-23-93</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26-03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>6</b>	LOCATION SECTIONS <b>8</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 10	
E. AGENCY OFFICIAL <i>William R. Buntlett</i>		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

- |    |  |
|----|--|
| 1  | PAYROLL JOURNAL GROSS & DEDUCTION 12/23/92 TO 01/05/93 |
| 2  | PAYROLL JOURNAL GROSS & DEDUCTION 01/20/93 TO 02/02/93 |
| 3  | PAYROLL JOURNAL GROSS & DEDUCTION 02/03/93 TO 02/16/93 |
| 4  | PAYROLL JOURNAL & CHECK REGISTER 12/09/92 TO 02/02/93  |
| 5  | CHECK REGISTER 01/20/93 TO 02/16/93                    |
| 6  | CHECK REGISTER 02/17/93 TO 03/16/93                    |
| 7  | CHECK REGISTER 03/17/93 TO 04/13/93                    |
| 8  | PRQ95 09/16/92 TO 02/03/93                             |
| 9  | PRQ95 02/03/92 TO 04/27/93                             |
| 10 | CHECK REGISTER 12/23/92 TO 01/19/93                    |

<del>731-11</del>	7/2000
731-11	7/2000
731-11	7/2000
731-11	7/2000
731-11	7/2000
731-11	7/2000
731-11	7/2000
731-11	7/2000
731-11	7/2000
731-11	7/2000

*1813 #7*  
~~731-11~~  
*July 2002*

*7/02*  
 \*Missing  
 Box # 6+7

*DISPOSAL*  
*3/4/04*  
*253*

3720

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W265</b>	DATE RECEIVED <b>8-23-94</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>9</b>	LOCATION SECTIONS <b>8</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>26</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

1	EXPENSE ACCOUNT STATEMENTS 115465 - 117065	1990	<del>884-5</del>	7/2000
2	EXPENSE ACCOUNT STATEMENTS 117066 - 118237		884-5	7/2000
3	EXPENSE ACCOUNT STATEMENTS (MISSING)		884-5	7/2000
4	EXPENSE ACCOUNT STATEMENTS 200000 - 201447		884-5	7/2000
5	EXPENSE ACCOUNT STATEMENTS 201448 - 202875		884-5	7/2000
6	EXPENSE ACCOUNT STATEMENTS 202875 - 204201		884-5	7/2000
7	EXPENSE ACCOUNT STATEMENTS (MISSING)		884-5	7/2000
8	EXPENSE ACCOUNT STATEMENTS 306448 - 307349		884-5	7/2000
9	EXPENSE ACCOUNT STATEMENTS 307350 - 308437		884-5	7/2000
10	EXPENSE ACCOUNT STATEMENTS 308438 - 309442		884-5	7/2000
11	EXPENSE ACCOUNT STATEMENTS 309443 - 310531 - (ALREADY IN JESSUP P. 816)		884-5	7/2000
12	EXPENSE ACCOUNT STATEMENTS 310532 - 311688		884-5	7/2000
13	EXPENSE ACCOUNT STATEMENTS (MISSING)		884-5	7/2000
14	EXPENSE ACCOUNT STATEMENTS 400000 - 401246		884-5	7/2000
15	EXPENSE ACCOUNT STATEMENTS 401247 - 402428		884-5	7/2000
16	EXPENSE ACCOUNT STATEMENTS 402429 - 403606		884-5	7/2000
17	EXPENSE ACCOUNT STATEMENTS 403607 - 404813		884-5	7/2000
18	EXPENSE ACCOUNT STATEMENTS 404813 - 405959		884-5	7/2000
19	EXPENSE ACCOUNT STATEMENTS 405962 - 407066		884-5	7/2000
20	EXPENSE ACCOUNT STATEMENTS 407067 - 407970		884-5	7/2000
21	EXPENSE ACCOUNT STATEMENTS 407973 - 409018		884-5	7/2000
22	EXPENSE ACCOUNT STATEMENTS 409019 - 410046		884-5	7/2000
23	EXPENSE ACCOUNT STATEMENTS 410047 - 411148		884-5	7/2000
24	EXPENSE ACCOUNT STATEMENTS 411149 - 412337		884-5	7/2000
25	EXPENSE ACCOUNT STATEMENTS (MISSING)		884-5	7/2000
26	EXPENSE ACCOUNT STATEMENTS 410206 - 411921 (1990)		884-5	7/2000

*DISPOSAL*  
*3/8/04*

*[Signature]*

*7/2002*

858

14220

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W275</b>	DATE RECEIVED <b>8-23-94</b>
B. DIVISION/ UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>36</b>	LOCATION SECTIONS <b>11</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>2</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	EMPLOYEE LEAVE RECORDS/DOCTOR CERTIFIATES RC 93.0 - 98.79 JAN - DEC 1 993	1815 file <del>731-23</del>	<del>7/2008</del>
2	EMPLOYEE LEAVE RECORDS/DOCTOR CERTIFIATES RC 99.0 - 99.80 1993	731-23	7/2000

7/2002

*DISPOSAL*  
*3-5-04*

RECORDS TRANSMITTAL AND RECEIPT

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1090</b>		DATE RECEIVED <b>3-1-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>4</b>	LOCATION <b>18</b>	NO. OF CU. FT. <b>4</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1	EXPENSE ACCOUNT STATEMENTS 418665 - 419894
2	EXPENSE ACCOUNT STATEMENTS 419896 - 421118
3	EXPENSE ACCOUNT STATEMENTS 411119 - 422247
4	EXPENSE ACCOUNT STATEMENTS 422248 - 423202

<del>1809</del>	<del>884-5</del>	<del>7/2000</del>
884-5	884-5	7/2000
884-5	884-5	7/2000
884-5	884-5	7/2000

*7/02*

*DISPOSED*  
*3/4/04*  
*JD*

RECORDS TRANSMITTAL AND RECEIPT

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

**E**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1091</b>		DATE RECEIVED <b>3-1-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>4</b>	LOCATION SECTIONS <b>18</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

- |   |   |
|---|---|
| 1 | PAYROLL JOURNAL & CHECK REGISTER PAY 19 09/01/93 - 09/14/93 |
| 2 | PAYROLL JOURNAL & CHECK REGISTER PAY 18 08/18/93 - 08/31/93 |
| 3 | PAYROLL JOURNAL & CHECK REGISTER PAY 17 08/04/93 - 08/17/93 |

1813 #7  
~~731-11~~  
 731-11  
 731-11  
~~7X2000~~  
~~7/2000~~  
~~7/2000~~  
 7/2002

*Disposac*

*3/4/04*

*ES*

RECORDS TRANSMITTAL AND RECEIPT

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1095</b>		DATE RECEIVED <b>3-1-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>5</b>	LOCATION SECTIONS <b>12</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

1	PAYROLL JOURNAL & CHECK REGISTER 8/17/94 - 10/11/94
2	PAYROLL JOURNAL & CHECK REGISTER 10/12/94 - 12/6/94

<del>731-11</del>	7/2002
731-11	7/2002

*DISPOSAL*  
*3/4/02*  
*ES*

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1103</b>	DATE RECEIVED <b>3-1-95</b>
B. DIVISION UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>6</b>	LOCATION SECTIONS <b>13</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>17</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	AGENCY INTERFACE 95-0374 - 94-0004	<sup>1809</sup> <del>884-2</del>	<del>7/2000</del>
2	AGENCY INTERFACE 94-0007 - 94-0035	884-2	7/2000
3	AGENCY INTERFACE 94-0037 - 94-0061	884-2	7/2000
4	AGENCY INTERFACE 94-0103 - 94-0129	884-2	7/2000
5	AGENCY INTERFACE 94-0131 - 94-0164	884-2	7/2000
6	AGENCY INTERFACE 94-0165 - 94-0194	884-2	7/2000
7	AGENCY INTERFACE 94-0195 - 94-0230	884-2	7/2000
8	AGENCY INTERFACE 94-0232 - 94-0251	884-2	7/2000
9	AGENCY INTERFACE 94-0253 - 94-0277	884-2	7/2000
10	AGENCY INTERFACE 94-0298 - 94-0318	884-2	7/2000
11	AGENCY INTERFACE 94-0358 - 94-0384	884-2	7/2000
12	AGENCY INTERFACE 94-0386 - 94-0410	884-2	7/2000
13	AGENCY INTERFACE 94-0378 - 95-0057	884-2	7/2000
14	AGENCY INTERFACE 95-0071 - 95-0103	884-2	7/2000
15	AGENCY INTERFACE 95-0001 - 95-0033	884-2	7/2000
16	AGENCY INTERFACE 95-0035 - 95-0069	884-2	7/2000
17	AGENCY INTERFACE 95-0107 - 95-0150	884-2	7/2000

7/2002

\* Missing  
Box #1 + 13

DISPOSAL  
3/4/04  
LSB

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1104</b>		DATE RECEIVED <b>3-1-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>6</b>	LOCATION SECTIONS <b>13</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

1 | INTERFACE PREPAYMENT MANUAL REG 7/93 - 6/94 FY 94

| <sup>1809</sup>  
-884-1234      7/2000 7/2002

DISPOSAL  
 3/4/04  
 LAS

RECORDS TRANSMITTAL AND RECEIPT

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

*E*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1105</b>		DATE RECEIVED <b>3-1-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>144</b>	LOCATION SECTIONS <b>12</b>	NO. OF CU. FT. <b>1</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1 | CHECK REGISTER DETAIL VENDOR FY 94

1809  
~~884-10~~  
 7/2000 7/2002

*J. P. [Signature]*  
 3-11-04

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1106</b>	DATE RECEIVED <b>3-1-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>4</b>	LOCATION SECTIONS <b>14</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>5</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	VOUCHER REGISTER 94-0035 - 94-0122
2	VOUCHER REGISTER 94-0131 - 94-0232
3	VOUCHER REGISTER 94-0233 - 94-0320
4	VOUCHER REGISTER 94-0320 - 94-0353 ✓
5	VOUCHER REGISTER 94-0301 - 94-0375

1809 884-3	<del>7/2000</del>
884-3	<del>7/2000</del>
884-3	<del>7/2000</del>
884-3	<del>7/2000</del>
884-3	<del>7/2000</del>

7/2002

DISPOSAL  
 3/4/04  
 LJD

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W1107		DATE RECEIVED 3-1-95	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 6	LOCATION 24	NO. OF CU. FT. 24	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 10.0 - 61.7	1803 #14 731-20	7/2001
2	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 62.0 - 81.0	731-20	7/2001
3	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 82.0 - 86.0	731-20	7/2001
4	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 87.0 - 91.2	731-20	7/2001
5	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 91.3 - 95.6	731-20	7/2001
6	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 11.1 - 97.55	731-20	7/2001
7	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 98.0 - 98.80	731-20	7/2001
8	B1-WEEKLY TIME REPORTS PAY 24 11/09/94 - 11/22/94 99.0 - 99.80	731-20	7/2001
9	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 10.0 - 61.7	731-20	7/2001
10	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 62.0 - 81.0	731-20	7/2001
11	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 82.0 - 86.0	731-20	7/2001
12	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 87.0 - 91.2	731-20	7/2001
13	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 91.3 - 95.6	731-20	7/2001
14	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 11.1 - 97.55	731-20	7/2001
15	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 98.1 - 98.80	731-20	7/2001
16	B1-WEEKLY TIME REPORTS PAY 25 11/23/94 - 12/06/94 99.0 - 99.80	731-20	7/2001
17	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 10.0 - 61.70	731-20	7/2001
18	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 62.0 - 81.0	731-20	7/2001
19	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 82.0 - 86.0	731-20	7/2001
20	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 87.0 - 91.2	731-20	7/2001
21	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 91.3 - 95.6	731-20	7/2001
22	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 11.1 - 97.55	731-20	7/2001
23	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 98.1 - 98.80	731-20	7/2001
24	B1-WEEKLY TIME REPORTS PAY 26 12/07/94 - 12/20/94 99.1 - 99.8	731-20	7/2001

7/2002

DISPOSAL 4/2/04  
 [Signature]

R-6

S-24

3 Emptyies

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1360</b>		DATE RECEIVED <b>4-25-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM. CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE LOCATION SECTIONS <b>107 23-25</b>		NO. OF CU. FT. <b>68</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1	VOUCHERS 525284 - 525512	1994	884-1	7/2000	7/2002
2	VOUCHERS 525513 - 525627		884-1	7/2000	
3	VOUCHERS 525628 - 525852		884-1	7/2000	
4	VOUCHERS 525853 - 526184		884-1	7/2000	
5	VOUCHERS 526185 - 526485		884-1	7/2000	
6	VOUCHERS 526486 - 526728		884-1	7/2000	
7	VOUCHERS 526729 - 526966		884-1	7/2000	
8	VOUCHERS 526967 - 527202		884-1	7/2000	
9	VOUCHERS 527203 - 527449		884-1	7/2000	
10	VOUCHERS 527450 - 527709		884-1	7/2000	
11	VOUCHERS 527710 - 527949		884-1	7/2000	
12	VOUCHERS 527950 - 528220		884-1	7/2000	
13	VOUCHERS 528221 - 528477		884-1	7/2000	
14	VOUCHERS 528478 - 528703		884-1	7/2000	
15	VOUCHERS 528704 - 528970		884-1	7/2000	
16	VOUCHERS 528971 - 529157		884-1	7/2000	
17	VOUCHERS 529158 - 529443		884-1	7/2000	
18	VOUCHERS 529444 - 529658		884-1	7/2000	
19	VOUCHERS 529659 - 530000		884-1	7/2000	
20	VOUCHERS 530001 - 530198		884-1	7/2000	
21	VOUCHERS 530199 - 530420		884-1	7/2000	
22	VOUCHERS 530421 - 530632		884-1	7/2000	
23	VOUCHERS 530633 - 530744		884-1	7/2000	
24	VOUCHERS 530745 - 530800		884-1	7/2000	
25	VOUCHERS 530801 - 531071		884-1	7/2000	
26	VOUCHERS 531072 - 531248		884-1	7/2000	
27	VOUCHERS 531249 - 531537		884-1	7/2000	
28	VOUCHERS 531538 - 531884		884-1	7/2000	
29	VOUCHERS 531885 - 532100		884-1	7/2000	
30	VOUCHERS 532101 - 532300		884-1	7/2000	
31	VOUCHERS 532301 - 532447		884-1	7/2000	
32	VOUCHERS 532448 - 532766		884-1	7/2000	
33	VOUCHERS 532767 - 533154		884-1	7/2000	
34	VOUCHERS 533155 - 533410		884-1	7/2000	

*DISPOSAL 3-8-04*

35	VOUCHERS 533411 - 533697	884-1	7/2000
36	VOUCHERS 533698 - 533952	884-1	7/2000
37	VOUCHERS 533953 - 534226	884-1	7/2000
38	VOUCHERS 534227 - 534492	884-1	7/2000
39	VOUCHERS 534493 - 534658	884-1	7/2000
40	VOUCHERS 534659 - 534887	884-1	7/2000
41	VOUCHERS 534889 - 535111	884-1	7/2000
42	VOUCHERS 535112 - 535220	884-1	7/2000
43	VOUCHERS 535221 - 535441	884-1	7/2000
44	VOUCHERS 535442 - 535675	884-1	7/2000
45	VOUCHERS 535676 - 535982	884-1	7/2000
46	VOUCHERS 535983 - 536175	884-1	7/2000
47	VOUCHERS 536176 - 536448	884-1	7/2000
48	VOUCHERS 536449 - 536574	884-1	7/2000
49	VOUCHERS 536575 - 536799	884-1	7/2000
50	VOUCHERS 536800 - 537114	884-1	7/2000
51	VOUCHERS 537115 - 537374	884-1	7/2000
52	VOUCHERS 537375 - 537665	884-1	7/2000
53	VOUCHERS 537666 - 537969	884-1	7/2000
54	VOUCHERS 537970 - 538295	884-1	7/2000
55	VOUCHERS 538296 - 538516	884-1	7/2000
56	VOUCHERS 538517 - 538774	884-1	7/2000
57	VOUCHERS 538775 - 539077	884-1	7/2000
58	VOUCHERS 539078 - 539319	884-1	7/2000
59	VOUCHERS 539320 - 539719	884-1	7/2000
60	VOUCHERS 539720 - 540038	884-1	7/2000
61	VOUCHERS 540039 - 540326	884-1	7/2000
62	VOUCHERS 540327 - 540581	884-1	7/2000
63	VOUCHERS 540582 - 540803	884-1	7/2000
64	VOUCHERS 540804 - 541060	884-1	7/2000
65	VOUCHERS 541061 - 541227	884-1	7/2000
66	VOUCHERS 541228 - 541521	884-1	7/2000
67	VOUCHERS 541522 - 541794	884-1	7/2000
68	VOUCHERS 541795 - 541913	884-1	7/2000

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1361</b>	DATE RECEIVED <b>4-25-95</b>
B. DIVISION UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>410</b>	LOCATION SECTIONS <b>3</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 32	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	TIME CARDS PAY 1 12-21-94 TO 01-03-94 RC 10.0 - 61.7	<sup>1813</sup> <del>731-20</del>	<del>7/2002</del> 7/2002
2	TIME CARDS PAY 1 12-21-94 TO 01-03-94 RC 62.0 - 81.0	731-20	7/2002
3	TIME CARDS PAY 1 12-21-94 TO 01-03-94 RC 82.0 - 86.0	731-20	7/2002
4	TIME CARDS PAY 1 12-21-94 TO 01-03-94 RC 87.0 - 91.2	731-20	7/2002
5	TIME CARDS PAY 1 12-21-94 TO 01-03-94 RC 91.3 - 95.6	731-20	7/2002
6	TIME CARDS PAY 1 12-21-94 TO 01-03-94 RC 11.1 - 97.55	731-20	7/2002
7	TIME CARDS PAY 1 12-21-94 TO 01-03-94 RC 98.0 - 98.8	731-20	7/2002
8	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 99.0 - 99.8	731-20	7/2002
9	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 10.0 - 61.7	731-20	7/2002
10	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 62.0 - 81.0	731-20	7/2002
11	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 82.0 - 86.0	731-20	7/2002
12	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 87.0 - 91.2	731-20	7/2002
13	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 91.3 - 95.6	731-20	7/2002
14	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 11.1 - 97.55	731-20	7/2002
15	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 98.0 - 98.80	731-20	7/2002
16	TIME CARDS PAY 2 01-04-95 TO 01-17-95 RC 99.0 - 99.80	731-20	7/2002
17	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 10.0 - 61.70	731-20	7/2002
18	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 62.0 - 81.0	731-20	7/2002
19	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 82.0 - 86.0	731-20	7/2002
20	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 87.0 - 91.2	731-20	7/2002
21	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 91.3 - 95.6	731-20	7/2002
22	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 11.1 - 97.55	731-20	7/2002
23	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 98.0 - 98.80	731-20	7/2002
24	TIME CARDS PAY 3 01-18-95 TO 01-31-95 RC 99.0 - 99.80	731-20	7/2002
25	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 10.0 - 61.70	731-20	7/2002
26	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 62.0 - 81.00	731-20	7/2002
27	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 82.0 - 86.00	731-20	7/2002
28	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 87.0 - 91.20	731-20	7/2002
29	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 91.3 - 95.60	731-20	7/2002
30	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 11.1 - 97.55	731-20	7/2002
31	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 98.0 - 98.80	731-20	7/2002
32	TIME CARDS PAY 4 02-01-95 TO 02-14-95 RC 99.0 - 99.80	731-20	7/2002

3-5-04 DISPOSAL

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

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

(TELEPHONE - 799-1379)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>956W1456</b>	DATE RECEIVED <b>5-8-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>150</b>	LOCATION SECTIONS <b>21-23</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>90</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	BOX AC 1 1126 ACCIDENT INV ACCOUNTS REC 5000-5500 1/91-7/91	1191-4	7/2002
2	BOX AC 2 1126 ACCIDENT INV ACCOUNTS REC 5501-6056 2/91-2/92	1191-4	7/2002
3	BOX AC 3 ACCIDENT INVOICES & BACKUP # 6561-7140 6/92-10/92	1191-4	7/2002
4	BOX AC 4 ACCIDENT INVOICES & BACKUP # 6057-6560 6/92-6/92	1191-4	7/2002
5	BOX AC 5 ACCIDENT INVOICES & BACKUP # 7141-7576 10/92-1/93	1191-4	7/2002
6	BOX B 1 CLOSED PROJ FOLD BILLWORK JAN - DEC 92	1191-4	7/2002
7	BOX B 2 CLOSED PROJ FOLD BILLWORK 1/91 - 12/91	1191-4	7/2002
8	BOX B 3 CLOSED PROJ FOLD BILLWORK 1/91 - 12/91	1191-4	7/2002
9	BOX B 4 CLOSED PROJ FOLD BILLWORK 1/91-12/91	1191-4	7/2002
10	BOX B 6 CLOSED PROJ FOLD BILLWORK 1/92 - 12/92	1191-4	7/2002
11	BOX B 7 CLOSED PROJ FOLD BILLWORK 1/92 - 12/92	1191-4	7/2002
12	BOX B 8 CLOSED PROJ FOLD BILLWORK 1/92 - 12/92	1191-4	7/2002
13	BOX B 9 CLOSED PROJ FOLD BILLWORK 1/92 - 12/92	1191-4	7/2002
14	BOX B 10 CLOSED PROJ FOLD BILLWORK 1/92 - 12/92	1191-4	7/2002
15	BOX B 11 CLOSED PROJ FOLD BILLWORK 1/92 - 12/92	1191-4	7/2002
16	BOX B 12 CLOSED PROJ FOLD BILLWORK 1/92 - 12/92	1191-4	7/2002
17	BOX B 13 CLOSED PROJ FOLD BILLWORK 1/93 - 12/93	1191-4	7/2002
18	BOX B 14 CLOSED PROJ FOLD BILLWORK 2/93 - 9/94	1191-4	7/2002
19	BOX B 15 R & D BILLWORKS 3/93-	1191-4	7/2002
20	BOX B 16 R & D BILLWORKS 12/93-	1191-4	7/2002
21	BOX B 17 R & D BILLWORKS 1/94-	1191-4	7/2002
22	BOX BU 1 ACCT 1133 BACK UP 1980-1992	1191-4	7/2002
23	BOX BW 1 BILLWORK INVOICES BW999-999 9/87-11/90 SOME MANUAL 'M' SERIE S	1191-4	7/2002
24	BOX BW 2 BW999-999 INVOICES # 300-1800	1191-4	7/2002
25	BOX BW 3 BW999-999 IPROJ 3 FOLDERS	1191-4	7/2002
26	BOX BW 4 BILLWORK PAID 1/92-12/92	1191-4	7/2002
27	BOX BW 5 BILLWORK PRINTOUTS 1/92 TO 12/92	1191-4	7/2002
28	BOX BW 6 CASH RECEIPTS 10/21/91 - 4/26/94	1191-4	7/2002
29	BOX BW 7 ALL BILLWORK REPORTS 7/93-9/93	1191-4	7/2002
30	BOX BW 8 4600 ACCTS WITH BILLWORK FOLDERS	1191-4	7/2002
31	BOX CR 6 CASH RECEIPTS FOLDERS 1990-1991	1191-5	7/2002
32	BOX CRJ 2 CASH RECEIPTS JOURNAL FY 94 PROOF LIST FY 93 CASH RECEIPTS F Y 94 , 7/92-6/93, 10/10/90 - 6/28/91	1191-5	7/2002

\* Missing Boxes # 84

*[Handwritten signature]*

3-11-04

33	BOX CRP 1 DAILY CASH RECEIPTS PROOF LIST 7/88 - 6/90	1191-5	7/2002
34	BOX CRP 2 CASH RECEIPTS PROOF LIST 7/1/91-6/30/92	1191-5	7/2002
35	BOX CRP 3 CASH RECEIPTS (MONTHLY) PROOF LIST 7/1/93-6/30/94 TENANTS ES CROW ACCT. REC. 1/31/92-6/30/94 CR FOR RENTALS 4/88-6/30/94	1191-5	7/2002
36	BOX CRP 4 CASH RECEIPTS PROOF LIST 7/1/93-6/30/94 COMPUTER RUN JAN 199 2 CASH RECEIPTS PROOF LIST 10/10/90 TO 6/28/91	1191-5	7/2002
37	BOX FIN 1 FINAL BOX 37	1191-4	7/2002
38	BOX FT 1 COMM FUES SYSTEMS FUEL TICKETS 7/92 TO 7/93	1191-4	7/2002
39	BOX FT 2 COMM FUES SYSTEMS FUEL TICKETS 8/93 TO 2/94	1191-4	7/2002
40	BOX FT 3 COMM FUES SYSTEMS FUEL TICKETS 3/94 TO ....	1191-4	7/2002
41	BOX FT 4 FULE TICKETS COMM FUES SYSTEMS 7/91 TO 6/92	1191-4	7/2002
42	BOX G 1 GENERAL INVOICES # 7742-7350	1191-4	7/2002
43	BOX G 2 GENERAL INVOICES # 9351-10749	1191-4	7/2002
44	BOX G 3 GENERAL INVOICES # 10750-11750	1191-4	7/2002
45	BOX GE 1 CLOSED GENERAL PROJECT FOLDERS	1191-4	7/2002
46	BOX GE 2 CLOSED GENERAL PROJECT FOLDERS	1191-4	7/2002
47	BOX GE 3 CLOSED GENERAL PROJECT FOLDERS	1191-4	7/2002
48	BOX GE 4 CLOSED GENERAL PROJECT FOLDERS	1191-4	7/2002
49	BOX GE 5 CLOSED GENERAL PROJECT FOLDERS	1191-4	7/2002
50	BOX GE 6 CLOSED GENERAL PROJECT FOLDERS	1191-4	7/2002
51	BOX GL 1 G/L REPORTS 8/92-12/92 CLOSED GENERAL PROJECT FOLDERS	1191-4	7/2002
52	BOX GL 2 G/L REPORTS 5/92-7/92	1191-4	7/2002
53	BOX GL 3 GENERAL LEDGER ACCT 4401 & 4402 FOR FY 93 & 94	1191-4	7/2002
54	BOX HP 1 HAULING PERMITS 1988-1991	1191-4	7/2002
55	BOX JE 1 J/E 1993 7/1/92-6/30/93 7/1/91-6/30/92 MEMOS 7/89-90 PD BILLS 84-91 MAP MEMOS 1/21/91-12/21/92 & 1/93-12/93	1191-4	7/2002
56	BOX MSC 2 MISC BOX WORKING FUND REC L-T ADVANCE REC BILLWORK FOR P/E 12/89-4/90 RECS FOR VAR. ACCTS 1102-1167 4/91-9/91	1191-5	7/2002
57	BOX MSC 1 MISCELLANEOUS BOX WORKING FUND 3/92-1/94 COLLECTION RECORDS SENT TO OCU	1191-5	7/2002
58	BOX MSC 3 MISC BOX BW999-999 MONTHLY RECS 9/87-12/89 1980 OCU RECS BW9 99-999 1/90-6/90 J/E'S FOR 1991	1191-5	7/2002
59	BOX MSC 4 MISCELLANEOUS BOX MONTHLY BILLWORKS OLT, NOV, DEC 1993 STARS (1990) 19912 ACCT 1126 INVOICE BILLING LISTING FY 1993	1191-5	7/2002
60	BOX REC 1 ACCT RECONCILIATION 1129 9/86-9/93 DATABASE REC 7/93-3/94 11 33 9/91-10/93	1191-5	7/2002
61	BOX REC 2 ACCT RECONCILIATION 1131 11/91-6/93 1116 6/92 1126 5/93-12/9 3 1129 6/89-7/92 1198 4/92-3/93	1191-5	7/2002
62	BOX REC 3 ACCT RECONCILIATION A/R 1102 THROUGH ACCT 1121	1191-4	7/2002
63	BOX REC 4 ACCT RECONCILIATION A/R 1123 THROUGH ACCT 1199	1191-4	7/2002
64	BOX RL 1 RENTALS 1/94-6/94	1191-4	7/2002
65	BOX RL 2 LOGOS 1/93-6/94	1191-6	7/2002
66	BOX RL 3 RENTALS INV LIST 10/9/93-6/30/94 7/1/93-6/30/94 DATABASE BILL INGS RENTAL AGING SCHEDULE 6/30/91-6/30/94	1191-6	7/2002
67	BOX RL 4 RENTALS & LOGOS SUMMARY 2/92-11/92	1191-6	7/2002
68	BOX RL 5 RENTAL SUMMARY 1/93-12/93	1191-6	7/2002
69	BOX RL 6 RENTAL LOGOS & MISC BILLINGS 12/89 TO 12/92	1191-6	7/2002
70	BOX RL 7 RENTAL LOGOS & MISC BILLINGS 1983-11/92	1191-6	7/2002
71	BOX RL 8 LOGO PRINTOUTS 7/1/92-6/30/93	1191-6	7/2002
72	BOX RL 9 CLOSED RENTAL TENANTS, FOLDERS BOX 1	1191-6	7/2002
73	BOX RL 10 CLOSED RENTAL TENANTS, FOLDERS BOX 2	1191-6	7/2002
74	BOX ST 1 STARS RECONCILIATION 6/90-12/90	1191-4	7/2002
75	BOX ST 2 G/L STARS DETAIL ANAYSIS BY PUM & FUND FOR FY 94 RENTAL AGING SCH. FY 93 3RD PARTY BILLINGS DATABASE 4/15/93-7/9/93	1191-4	7/2002
76	BOX ST 3 92-93 STARS REPORTS	1191-4	7/2002
77	BOX AC 6 ACCIOENT INVOICES & BACKUP # 7577-7992 CONTINUING 1/93- 12/93	1191-4	7/2002
78	BOX ADV BOX 1 LONG & SHORT TERM ADVANCES & MEMOS OF ACTION NEW EXECUTI ON CONTRACTS STORES 11/10/93	1191-5	7/2002
79	BOX 8 1A CLOSED PROJ FOLD BILLWORK 1982-8/91	1191-5	7/2002
80	BOX CU 1 CERTIF OF DEP (ORANGE) 7/1/91 - 6/30/92	1191-4	7/2002
81	BOX CD 2 CERTIF OF DEP (ORANGE) 6/30/92 ACCT 1126 INVOICE BILLING LIST ING	1191-5	7/2002
82	BOX CO 3 CERT OF DEPOSIT & CRJ 7/1/93-6/30/94 K D 1 CERT OF DEPOSIT & CRJ 7/1/93-6/30/94	1191-5	7/2002

87	BOX CR 3 DAILY INPUT SHEETS 7/90-9/92 SHEETS 7/90-9/92	1191-5	7/2002
88	BOX CR 4 LAST DAY CASH RECEIPTS 7/87-6/88	1191-5	7/2002
89	BOX CR 5 LAST DAY CASH RECEIPTS 7/88-6/89	1191-5	7/2002
90	BOX CRJ 1 CASH RECEIPTS JOURNAL 1991-1993	1191-5	7/2002

R-~~101~~ 150

S-~~10-12~~ 21-~~22~~ 23  
— (BOX — 84 - MISSING)  
20 Emptying

S-23-24

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

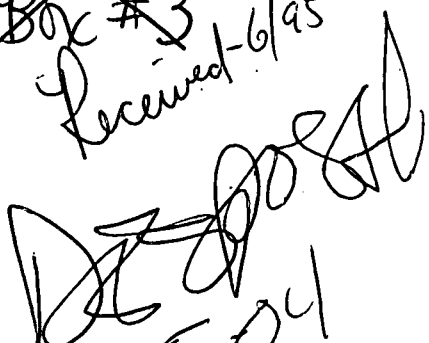
P. O. BOX 275, JESSUP, MD. 20794

(TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1462</b>	DATE RECEIVED <b>5-8-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>22</b>	LOCATION SECTIONS <b>20</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 16	
E. AGENCY OFFICIAL		RECOROS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. / DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. / DISPOSAL DATE)	
1	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 10.0 - 61.7	<del>731-20</del>	<del>7/2002</del>
2	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 62.0 - 81.0	731-20	7/2002
3	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 82.0 - 86.0	731-20	7/2002
4	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 87.0 - 91.2	731-20	7/2002
5	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 91.3 - 95.6	731-20	7/2002
6	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 11.10 - 97.64	731-20	7/2002
7	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 98.0 - 98.80	731-20	7/2002
8	BIWEEKLY TIME CARDS PAY 5 02/15/95 - 02/28/95 99.0 - 99.8	731-20	7/2002
9	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 10.0 - 61.7	731-20	7/2002
10	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 62.0 - 81.0	731-20	7/2002
11	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 82.0 - 86.0	731-20	7/2002
12	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 87.0 - 91.2	731-20	7/2002
13	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 91.3 - 95.60	731-20	7/2002
14	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 11.10 - 97.64	731-20	7/2002
15	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 98.0 - 98.80	731-20	7/2002
16	BIWEEKLY TIME CARDS PAY 6 03/01/95 - 03/14/95 99.0 - 99.8	731-20	7/2002

~~\*Missing~~  
~~Box #3~~  
 Received-6/95  
  
 3504

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W11647</b>	DATE RECEIVED <b>6-14-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>120</b>	LOCATION SECTIONS <b>18</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 9	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
✓ 1	SHA AGENCY INTERFACE 91-0017 - 91-0071	<sup>1809</sup> <del>884-2</del>	7/99
✓ 2	SHA AGENCY INTERFACE 93-0149 - 93-0168	884-2	7/99
✓ 3	SHA AGENCY INTERFACE 93-0169 - 93-0193	884-2	7/99
✓ 4	SHA AGENCY INTERFACE 93-0195 & 0197 - 93-0222	884-2	7/99
✓ 5	SHA AGENCY INTERFACE 93-0262 - 93-0283	884-2	7/99
✓ 6	SHA AGENCY INTERFACE 93-260 CLOSE OUT	884-2	7/99
✓ 7	SHA AGENCY INTERFACE 93-0313 - 93-0338	884-2	7/99
✓ 8	SHA AGENCY INTERFACE 93-0341 - 93-0470	884-2	7/99
✓ 9	SHA AGENCY INTERFACE 93-0285 - 93-0309	884-2	7/99

*DISPOSED*  
 3-31-04

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1648</b>		DATE RECEIVED <b>6-14-95</b>
B. DIVISION / UNIT Office of Finance and Program Management				PH CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>118</b>	LOCATION SECTIONS <b>24</b>	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

- 1 | EXPENSE ACCOUNT 423203 - 424323 ✓
- 2 | EXPENSE ACCOUNT 424324 - 425396 ✓
- 3 | EXPENSE ACCOUNT 425397 - 426545 ✓
- 4 | EXPENSE ACCOUNT 426546 - 427673 ✓

1809  
~~884-5~~ 7/2000  
~~884-5~~ 7/2000  
~~884-5~~ 7/2000  
~~884-5~~ 7/2000

*DISPOSAL*  
*3-8-03*

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1650</b>	DATE RECEIVED <b>6-14-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>118</b>	LOCATION SECTIONS <b>24</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>1</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 | SUBSIDY'S HOSP. FICA & RETIREMENT PENSION 12-22-93 - 4-11-95 ✓

1813 #18  
731-14  
~~7/2000~~  
~~7/2005~~ 7/2005

1/02

DISPOSAL  
3-8-03

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1674</b>	DATE RECEIVED <b>6-14-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>124</b>	LOCATION SECTIONS <b>16-17</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 18	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	VOUCHERS 541914 - 542067	<sup>1809</sup> <del>884-1</del> 7/2000
2	VOUCHERS 542068 - 542385	<del>884-1</del> 7/2000
3	VOUCHERS 542386 - 548635	<del>884-1</del> 7/2000
4	VOUCHERS 542636 - 542881	<del>884-1</del> 7/2000
5	VOUCHERS 542882 - 543354	<del>884-1</del> 7/2000
6	VOUCHERS 543355 - 543620	<del>884-1</del> 7/2000
7	VOUCHERS 543621 - 543849	<del>884-1</del> 7/2000
8	VOUCHERS 543850 - 544013	<del>884-1</del> 7/2000
9	VOUCHERS 544014 - 544321	<del>884-1</del> 7/2000
10	VOUCHERS 544322 - 544489	<del>884-1</del> 7/2000
11	VOUCHERS 544490 - 544705	<del>884-1</del> 7/2000
12	VOUCHERS 544706 - 545043	<del>884-1</del> 7/2000
13	VOUCHERS 545044 - 545131	<del>884-1</del> 7/2000
14	VOUCHERS 545132 - 545404	<del>884-1</del> 7/2000
15	VOUCHERS 545405 - 545628	<del>884-1</del> 7/2000
16	VOUCHERS 545629 - 545844	<del>884-1</del> 7/2000
17	VOUCHERS 545845 - 546159	<del>884-1</del> 7/2000
18	VOUCHERS 546160 - 546488	<del>884-1</del> 7/2000

*Disposal 3-1-84* **7/2002**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1678</b>	DATE RECEIVED <b>6-14-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>143</b>	LOCATION SECTIONS <b>33</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. <b>8</b>	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & GROSS DEDUCTION PAY 1 1995 ✓	1813 #7 731-1F	7/2002
2	PAYROLL JOURNAL PAY 3	731-11	7/2002
3 ✓	PAYROLL JOURNAL PAYS 1 & 2 1995 12/21/94 - 01/17/95	731-11	7/2002
4	PAYROLL JOURNAL & GROSS DEDUCTION PAY 5 02/15/95 - 02/28/95	731-11	7/2002
5	PAYROLL JOURNAL & GROSS DEDUCTION PAY 2 01/04/95 - 01/17/95	731-11	7/2002
6 ✓	PAYROLL JOURNAL & CHECK REGISTER 02/01/95 - 03/28/95	731-11	7/2002
7	PAYROLL JOURNAL & GROSS DEDUCTION PAY 4 02/01/95 - 02/14/95	731-11	7/2002
8	PAYROLL JOURNAL & CHECK REGISTER CPB PAYS 5 & 6 2/15/95 - 3/14/95	731-11	7/2002

\*Missing  
Box # 2

DISPOSAL  
3-11-01

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1679</b>		DATE RECEIVED <b>6-14-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>144</b>	LOCATION SECTIONS <b>15</b>	NO. OF CU. FT. <b>3</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	AGENCY INTERFACE 95 - 199 - 95 - 220
2	AGENCY INTERFACE 95 - 0226 - 95 - 0250
3	AGENCY INTERFACE 95 - 0191 - 95 - 0294

1809	
<del>884-2</del>	<del>7/2000</del>
884-2	7/2000
884-2	7/2008

**7/2002**

*Disposal*  
**3-21-04**

*Basement*  
**1052**

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>95W1680</b>	DATE RECEIVED <b>6-14-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>47</b>	LOCATION SECTIONS <b>27</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 16	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

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

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	TIME CARDS PAY 7 RC. 10.0 - 61.7 3/25/95 - 3/28/95	<del>731-20</del> 1813 #14 7/2002 7/2002
2	TIME CARDS PAY 7 RC. 62.0 - 81.0 3/15/95 - 3/28/95	731-20 7/2002
3	TIME CARDS PAY 7 RC. 82.0 - 86.0 3/15/95 - 3/28/95	731-20 7/2002
4	TIME CARDS PAY 7 RC. 87.0 - 91.20 3/15/95 - 3/28/95	731-20 7/2002
5	TIME CARDS PAY 7 RC. 91.3 - 95.60 3/15/95 - 3/28/95	731-20 7/2002
6	TIME CARDS PAY 7 RC. 11.10 - 97.64 3/15/95 - 3/28/95	731-20 7/2002
7	TIME CARDS PAY 7 RC. 98.0 - 98.80 3/15/95 - 3/28/95	731-20 7/2002
8	TIME CARDS PAY 7 RC. 99.00 - 99.80 3/15/95 - 3/28/95	731-20 7/2002
9	TIME CARDS PAY 8 RC. 10.0 - 61.7 3/29/95 - 4/11/95	731-20 7/2002
10	TIME CARDS PAY 8 RC. 62.0 - 81.0 3/29/95 - 4/11/95	731-20 7/2002
11	TIME CARDS PAY 8 RC. 82.0 - 86.0 3/29/95 - 4/11/95	731-20 7/2002
12	TIME CARDS PAY 8 RC. 87.0 - 91.20 3/29/95 - 4/11/95	731-20 7/2002
13	TIME CARDS PAY 8 RC. 91.3 - 95.6 3/29/95 - 4/11/95	731-20 7/2002
14	TIME CARDS PAY 8 RC. 11.10 - 97.64 3/29/95 - 4/11/95	5731-20 7/2002
15	TIME CARDS PAY 8 RC. 98.0 - 98.80 3/29/95 - 4/11/95	1049-20 7/2002
16	TIME CARDS PAY 8 RC. 99.0 - 99.80 3/29/95 - 4/11/95	1049-20 7/2002

\* Missing  
DISPATCH #10  
3-5-04

1049

R-47

S-27

1 empty

Box = 10 - Missing

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W171</b>	DATE RECEIVED <b>9-5-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>118</b>	LOCATION SECTIONS <b>19</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 7	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	MISC. VOUCHERS	352585 - 504934
2	MISC. VOUCHERS	500372 - 506981
3	MISC. VOUCHERS	510543 - 512502
4	MISC. VOUCHERS	504571 - 544625
5	MISC. VOUCHERS	507063 - 510539
6	MISC. VOUCHERS	504935 - 525360
7	MISC. VOUCHERS	542013 - 546987

<b>1809</b>		
884-1	<del>7/2000</del>	<i>7/2002</i>
884-1	<del>7/2000</del>	
884-1	<del>7/2000</del>	
884-1	<del>7/2000</del>	
884-1	<del>7/2000</del>	
884-1	<del>7/2000</del>	
884-1	<del>7/2000</del>	

DISPOSAL  
3-8-03

1066

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration	ACCESSION NO. <span style="font-size: 2em; font-weight: bold;">96W172</span>	DATE RECEIVED <span style="font-size: 1.5em; font-weight: bold;">9-5-95</span>
B. DIVISION / UNIT Office of Finance and Program Management	RM CODE <span style="font-size: 1.5em; font-weight: bold;">26.03.05</span>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	RANGE      LOCATION      SECTIONS <span style="font-size: 1.5em; font-weight: bold;">118                      19</span>	NO. OF CU. FT. 11
D. PHONE NO. 333-1447 Baltimore, Md. 21202	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	CHECK REGISTER CPB PAY 11 & 12 5/26/93 - 6/08/93	<del>731-11</del> <sup>1813 #7</sup> 7/2000
2	PAYROLL JOURNAL & CHECK REGISTER 9/15/93 - 11/09/93	731-11 7/2000
3	YELLOW COPIES PAY 3 1993 - PAY 15, 1993	731-20 <sup>+14</sup> 7/2000
4	DOCTOR CERT. JAN. - DEC 1993 RC 93.0	731-23 <sup>+16</sup> 7/2000
5	DOCTOR CERT. JAN. - DEC 1993 RC 99.0 - RC 99.8	731-23 7/2000
6	LEAVE ADJ PAY 13 - PAY 16 1993 IN RC, ALPHA ORDER	731-25 <sup>+17</sup> 7/2000
7	ACCIDENT LEAVE 1989 - 1993	731-25 7/2000
8	LEAVE ADJUSTMENT PAY 9 - PAY 12 IN RC ORDER THEN ALPHA ORDER 1993	731-25 7/2000
9	LEAVE ADJUSTMENT RC 92 - 99.8 TO RC 10 TO 4/12/94	731-25 7/2000
10	PERMANENT & TEMP INPUTS PAY 13 - 17 1993	731-25 7/2000
11	LEAVE ADJUSTMENT & CORRECTION IN ALPHA ORDER PAY 4 - PAY 8 1993	731-25 7/2000

DISPOSAL

3-8-03

7/2000

1040

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W174</b>	DATE RECEIVED <b>9-5-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>54</b>	LOCATION SECTIONS <b>21</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	CORRECTED CARDS & CORRESPONDING ADJUSTMENT PAY 14, 1994 THRU PAY 18, 1994
---	--

1813 #17 <del>731-25</del>	7/2001 7/2002
-------------------------------	---------------

*Disposal*  
*3-5-09*

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W175</b>	DATE RECEIVED <b>9-5-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>114</b>	LOCATION SECTIONS <b>34-35</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 40	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	BI-WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 1 RC. 10.00 - 61.70	<del>731-20</del>	<del>7/2002</del> 7/2002
2	BI=WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 2 RC. 62.00 - 81.00	731-20	7/2002
3	BI-WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 3 RC. 82.00 - 86.00	731-20	7/2002
4	BI-WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 4 RC. 87.00 - 91.20	731-20	7/2002
5	BI=WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 5 RC. 91.30 - 95.60	731-20	7/2002
6	BI=WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 6 RC. 11.10 - 97.64	731-20	7/2002
7	BI=WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 7 RC. 98.00 - 98.80	731-20	7/2002
8	BI=WEEKLY TIME CARDS PAY 9 4/12/95 - 4/25 /95 BOX 8 RC. 99.00 - 99.80	731-20	7/2002
9	BI-WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 BOX 1 RC. 10.00 - 61.70	731-20	7/2002
10	BI=WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 BOX 2 RC. 62.00 - 81.00	731-20	7/2002
11	BI-WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 ROX 3 RC. 82.00 - 86.00	731-20	7/2002
12	BI=WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 BOX 4 RC. 87.00 - 91.20	731-20	7/2002
13	BI-WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 BOX 5 RC. 91.30 - 95.60	731-20	7/2002
14	BI-WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 BOX 6 RC. 11.10 - 97.64	731-20	7/2002
15	BI-WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 BOX 7 RC. 98.00 - 98.80	731-20	7/2002
16	BI-WEEKLY TIME CARDS PAY 10 4/26/95 - 5/09 /95 BOX 8 RC. 99.00 - 99.80	731-20	7/2002
17	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23 /95 BOX 1 RC. 10.00 - 61.70	731-20	7/2002

1813 #14  
~~731-20~~ ~~7/2002~~ 7/2002

DISPOSAL  
3-8-03

18	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23	731-20	7/2002
	/95 BOX 2 RC. 62.00 - 81.00		
19	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23	731-20	7/2002
	/95 BOX 3 RC. 82.00 - 86.00		
20	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23	731-20	7/2002
	/95 BOX 4 RC. 87.00 - 91.20		
21	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23	731-20	7/2002
	/95 BOX 5 RC. 91.30 - 95.60		
22	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23	731-20	7/2002
	/95 BOX 6 RC. 11.10 - 97.64		
23	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23	731-20	7/2002
	/95 BOX 7 RC. 98.00 - 98.80		
24	BI-WEEKLY TIME CARDS PAY 11 5/10/95 - 5/23	731-20	7/2002
	/95 BOX 8 RC. 99.00 - 99.80		
25	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 1 RC. 10.00 = 99.80		
26	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 2 RC. 62.00 - 81.80		
27	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 3 RC. 82.00 - 86.00		
28	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 4 RC. 87.00 - 91.20		
29	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 5 RC. 91.30 - 95.60		
30	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 6 RC. 11.10 - 97.64		
31	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 7 RC. 98.00 - 98.80		
32	BI-WEEKLY TIME CARDS PAY 12 5/24/95 - 6/06	731-20	7/2002
	/95 BOX 8 RC. 99.00 - 99.80		
33	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 1 RC. 10.00 - 61.70		
34	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 2 RC. 62.00 - 81.00		
35	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 3 RC. 82.00 - 86.00		
36	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 4 RC. 87.00 - 91.20		
37	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 5 RC. 91.30 - 95.60		
38	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 6 RC. 11.10 - 97.64		
39	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 7 RC. 98.00 - 98.80		
40	BI-WEEKLY TIME CARDS PAY 13 6/07/95 - 6/20	731-20	7/2002
	/95 BOX 8 RC. 99.00 - 99.80		

R-114

S-34-35

9 EMPTYES S-35

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W176</b>	DATE RECEIVED <b>9-5-95</b>		
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>114</b>	LOCATION SECTIONS <b>35</b>	NO. OF CU. FT. 4	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & GROSS DEDUCTION PAY 8 3/29/95 - 4/11/95	<del>731-11</del> <b>1813-117</b>	7/2002
2	PAYROLL JOURNAL & GROSS DEDUCTION PAY 9 4/12/95 - 4/25/95	731-11	7/2002
3	PAYROLL JOURNAL & GROSS DEDUCTION PAY 10 4/26/95 - 5/09/95	731-11	7/2002
4	PAYROLL JOURNAL & GROSS DEDUCTION PAY 11 5/10/95 - 5/23/95	731-11	7/2002

*DISPOSAL*  
*13-8-03*

*1074*

R-114

S-~~31~~-35

5 EMPTY S-35

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W591</b>		DATE RECEIVED <b>11-21-95</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26-03-05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE LOCATION SECTIONS <b>26 22</b>		NO. OF CU. FT. 6	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & GROSS DEDUCTION PAY 6 ✓ 3/01/95 - 3/14/95	<b>1813 #7</b> <del>731-11</del>	7/2002
2	PAYROLL JOURNAL & GROSS DEDUCTION PAY 7 ✓ 3/15/95 - 3/28/95	731-11	7/2002
3 ✓	PAYROLL JOURNAL & GROSS DEDUCTION PAY 12 5/24/95 - 6/06/95	731-11	7/2002
4 ✓	PAYROLL JOURNAL & GROSS DEDUCTION PAY 13 6/07/95 - 6/20/95	731-11	7/2002
5 ✓	PAYROLL JOURNAL & GROSS DEDUCTION PAY 14 6/21/95 - 7/04/95	731-11	7/2002
6	PAYROLL JOURNAL & CHECK REGISTER 3/29/95 - 5/23/95 ✓	731-11	7/2002

*Disposal*  
*3-5-01*

*1088*

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration	ACCESSION NO.	DATE RECEIVED 12-26-95
	96W809	RM CODE 26.03.05
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 20
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	NO. OF CU. FT. 2	
D. PHONE NO. 333-1447 Baltimore, Md. 21202	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	PETTY CASH REUMBURSEMENT & CASH ROM RECONCILATIO 7/91 - 6/93	1811 799-6 7/98 7/99
2	SGORT TERM & LONG TERM PAYROLL ADVANCE PD. 7/91 - 9/92	799-8 7/96 7/99

7/2002

DISPOSAL  
35-01

~~DISPOSAL~~  
~~11/12/96~~  
~~11/12/96~~

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO.  <b>96W814</b>	DATE RECEIVED <b>12-26-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM. CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>65</b>	LOCATION SECTIONS <b>15</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 8	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. JAN. 93-FEB. 93	1811 - 3 799-2 7/96
2 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. MAR. 93 - APR. 93	799-2 7/96
3 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. MAY '93 - JUN. 93	799-2 7/96
4 ✓	CERTIFICATES OF DEPOSIT 7/92 - 6/93	799-2 7/96
5 ✓	WORKING FUND REC/STATEMENTS/BACKUP 7/92 - 6/93	799-2 7/96
6 ✓	SPECIAL R&W 7/92 - 6/93	799-2 7/96
7 ✓	P/R REVOLVING 7/92 - 6/93	799-2 7/96
8 ✓	ADVANCES: SHORT TERM & PAYROLL 7/92 - 6/93	799-8 7/96

*Disposal*  
**3-5-04**

*10  
page 59*

*1054*

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration	ACCESSION NO.	DATE RECEIVED <b>12-26-95</b>
	<b>96W816</b>	RM CODE <b>26.03.05</b>
B. DIVISION / UNIT Office of Finance and Program Management	LOCATION SECTIONS <b>65 16</b>	NO. OF CU. FT. 9
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	RECORDS CENTER MANAGER	
D. PHONE NO. 333-1447 Baltimore, Md. 21202	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL		

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

1 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. DEC. 94 - JAN 95	1811 799-2	7/98 7/2002
2 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. JAN. 95 - FEB. 95	799-2	7/98
3 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. MAR. 95 - APR. 95	799-2	7/98
4 ✓	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. MAY 95 - JUN. 95	799-2	7/98
5 ✓	CERTIFICATES OF DEPOSIT 7/94 - 6/95	799-2	7/98
6 ✓	WORKING FUND REC/STATEMENTS/ BACKUP 7/94 - 6/95	799-2	7/98
7 ✓	SPECIAL R&W 7/94 - 6/95	799-2	7/98
8 ✓	RENTAL ESCROW 7/94 - 6/95	799-2	7/98
9 ✓	PETTY CASH REUMBURSEMENT 7/94 - 6/95	799-6	7/98

*Disposal  
3-5-01*

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W817</b>	DATE RECEIVED <b>12-26-95</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>65</b>	LOCATION SECTIONS <b>16</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAID ADVANCES 7/94 - 6/95	1811 799-8 7/2002	
2	COPIES OF DELIVERY RECEIPT & YELLOW MAIL FORMS 5/88 - 6/95	799-5A 7/2002	

*Disposal*

*3-5-04*

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W851</b>	DATE RECEIVED <b>1-23-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>2</b>	LOCATION SECTIONS <b>17</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 3	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	VOUCHERS 427526 - 429786
2	MIS. VOUCHERS 425977 - 541847
3	MIS. VOUCHERS 546492 - 560572

1809

844-1
844-1
844-1

<del>7/2000</del>
<del>7/2000</del>
<del>7/2000</del>

7/2007

DISPOSAL  
3/4/04  
LJ

1114

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W852</b>		DATE RECEIVED <b>1-23-96</b>	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26-03.05</b>	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION RANGE <b>34</b> SECTIONS <b>17</b>		NO. OF CU. FT. <b>2</b>	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1	CHECK REGISTER PAY 5 & 6	2/17/93 - 3/16/93
2	CHECK REGISTER PAY 7 & 8	3/17/93 - 4/13/93

1813 #7  
~~731-11~~  
731-11

~~7/2000~~ 7/2002  
~~7/2000~~

DISPOAL  
3-5-04

1123

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W855</b>	DATE RECEIVED <b>1-23-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>104</b>	LOCATION SECTIONS <b>32</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 5	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	BOX MSC 5 CANCEL 92 GENERAL CANCEL 91	1191-5	7/2002
2	BOX MSC 6 GENERAL 7/88 - 6/89	1191-5	7/2002
3	BOX RL 11 OLD RENTAL CONTRACTS	1191-6	7/2002
4	BOX B 5 FOLDERS OF CLOSED BILLWORKS PROJECT	1191-4	7/2002
5	BOX STARS 4 FY91 - FY92 STARS 30401 FY 92 CASH RECEIPT JOURNAL FY 92	1191-4	7/2002

\*Missing  
Box #3

Disposal

3801

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W859</b>		DATE RECEIVED <b>1-23-96</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>7</b>	LOCATION SECTIONS <b>1</b>	NO. OF CU. FT. 25
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	VOUCHERS 609445 - 609661	<sup>1809</sup> <del>884-1</del>	<del>7/2000</del>
2	VOUCHERS 609662 - 609846	884-1	<del>7/2000</del>
3	VOUCHERS 609847 - 610054	884-1	<del>7/2000</del>
4	VOUCHERS 610055 - 610379	884-1	<del>7/2000</del>
5	VOUCHERS 610380 - 610679	884-1	<del>7/2000</del>
6	VOUCHERS 610680 - 611016	884-1	<del>7/2000</del>
7	VOUCHERS 611017 - 611303	884-1	<del>7/2000</del>
8	VOUCHERS 611304 - 611634	884-1	<del>7/2000</del>
9	VOUCHERS 611635 - 611894	884-1	<del>7/2000</del>
10	VOUCHERS 611895 - 612211	884-1	<del>7/2000</del>
11	VOUCHERS 612212 - 612637	884-1	<del>7/2000</del>
12	VOUCHERS 612638 - 612961	884-1	<del>7/2000</del>
13	VOUCHERS 612962 - 613245	884-1	<del>7/2000</del>
14	VOUCHERS 613246 - 613525	884-1	<del>7/2000</del>
15	VOUCHERS 613526 - 613780	884-1	<del>7/2000</del>
16	VOUCHERS 613781 - 614058	884-1	<del>7/2000</del>
17	VOUCHERS 614059 - 614357	884-1	<del>7/2000</del>
18	VOUCHERS 614358 - 614622	884-1	<del>7/2000</del>
19	VOUCHERS 614623 - 614982	884-1	<del>7/2000</del>
20	VOUCHERS 614983 - 615060	884-1	<del>7/2000</del>
21	VOUCHERS 615061 - 615392	884-1	<del>7/2000</del>
22	VOUCHERS 615393 - 615593	884-1	<del>7/2000</del>
23	VOUCHERS 615594 - 615991	884-1	<del>7/2000</del>
24	VOUCHERS 615992 - 616293	884-1	<del>7/2000</del>
25	VOUCHERS 616294 - 616657	884-1	<del>7/2000</del>

DISPOSAL  
3/5/04  
LSS

7/2002

1106

*m E*

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1494</b>	DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>32</b>	LOCATION SECTIONS <b>28</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 | RECEIPTS FOR BLANK PRE NUMBERED CHECKS,  
 | EXPENSE & PAYROLL REPLACEMENT FY '93

| ~~799-4~~  
 | #1811  
 | ~~7/2000~~  
 | 7/2002  
 | *DISPOSAL*  
 | *3-5-04*

ONE

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W 1496</b>		DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>36</b>		RM. CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>12</b>	NO. OF CU. FT. 4	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

- |   |  |
|---|--|
| 1 | CY'84, 85, 87, 88, 89-92 MISC. CHECKS (P/R RE PLACE) FROM AUDITS P/R REVOLVING ACCT. |
| 2 | CY'93 PAY 1 - PAY 14 P/R REVOLVING ACCT. CANCELLED CHECKS 8-14 & BANK STMTS. 1-14    |
| 3 | P/R REVOLVING ACCOUNT BANK STMTS<br>CY'91 - CY'92                                    |
| 4 | P/R REVOLVING CANCELLED CHECKS & BANK STMTS<br>CY'93 PAY 21 - 26                     |

<del>799-6</del> <b>#1811</b>	<del>1/2000</del>
799-6	1/2000 <b>7/00</b>
799-6	1/2000
799-6	1/2000 <b>7/2002</b>

DISPOSAL  
3-5-04

1163

mc  
E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1505</b>	DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM. CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>26</b>	LOCATION SECTIONS <b>10</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 | P/R REVOLVING CANCELLED CKS & BANK STMTS.  
| 1/ - 3/31/95 PAY 1 - PAY 6

799-6                      7/2002  
**#1811**

*[Handwritten signature]*

1164

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>96W1506</b>	DATE RECEIVED <b>5-10-96</b>
B. DIVISION / UNIT Office of Finance and Program Management		RANGE <b>26</b>	RM CODE <b>26-03-05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS <b>10</b>	NO. OF CU. FT. 5
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	PAYROLL JOURNAL - (CPB) PAY 3 & 4 1-18-95 - 2/14/95	<del>731-11</del>	7/2002
2	PAYROLL JOURNAL AND CHECK REGISTER (CPB) PAY 8 3/29/95 - 4/11/95	<del>731-11</del>	7/2002
3	PAYROLL CHECK REGISTER (CPB) PAY 10 & 11 4/26/95 - 5/23/95	<del>731-11</del>	7/2002
4	PAYROLL JOURNAL & CHECK REGISTER (CPB) PAY 12 & 13 5/24/95 - 6/20/95	<del>731-11</del>	7/2002
5	PAYROLL JOURNAL & GROSS DEDUCTION PAY 3 1/18/95 - 1/31/95	<del>731-11</del>	7/2002

#1813  
#7

*[Handwritten signature]*  
3-5-07

1143

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W121</b>		DATE RECEIVED <b>8-15-96</b>
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>65</b>	LOCATION SECTIONS <b>23</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

1 | REG. P.O. LOG BOOK 7/94 - 7/95 ✓

| 1812-2

~~7/2000~~ 7/2002

*[Handwritten signature]*  
3-5-02

1199

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W122</b>	DATE RECEIVED <b>8-15-96</b>
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>41</b>	LOCATION SECTIONS <b>14</b>
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 | PRE 10 PAY 24 1994 - PAY 3 1995

| 1813-6

7/2000 7/2002

*Disposal 3/5/01*

1194

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. <b>97W 1276</b>	DATE RECEIVED <b>6-12-97</b>
B. DIVISION / UNIT Office of Finance and Information Technology			RM CODE <b>26.03.05</b>
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE <b>166</b>	LOCATION SECTIONS <b>7</b>
D. PHONE NO. 545-5685 Baltimore, Md. 21202		NO. OF CU. FT. 10	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	UTILITY CONTRACTS A 519-503-670 TO AA 937-505-572 BOX 1	1168-1	<del>3/2000</del> 7/2002
2	UTILITY CONTRACTS AW 139-991-080 TO CE 689-501-271 BOX 2	1168-1	3/2000
3	UTILITY CONTRACTS CE 690-501-277 TO HO 630-501-770 BOX 3	1168-1	3/2000
4	UTILITY CONTRACTS HO 642-501-783 TO P 185-501-371 BOX 4	1168-1	3/2000
5	UTILITY CONTRACTS P 410-505-372 TO WO 685-501-176 BOX 5	1168-1	3/2000
6	UTILITY CONTRACTS MARC SUBSIDY CSX FY 93 & 92 BOX 6	1168-1	3/2000
7	UTILITY CONTRACTS MARC SUBSIDY CSX FY 92 & 93 BOX 7	1168-1	3/2000
8	UTILITY CONTRACTS MARC SUBSIDY CSX FY 92 & 93 BOX 8	1168-1	3/2000
9	UTILITY CONTRACTS MARC SUBSIDY CSX FY 92 & 93 BOX 9	1168-1	3/2000
10	UTILITY CONTRACTS MARC SUBSIDY CSX FY 92 & 93 BOX 9	1168-1	3/2000

*\* Missing  
Box #10*

1228

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY: State Highway Administration
B. DIVISION / UNIT: Office of Finance and Information Technology
C. MAILING ADDRESS: 707 North Calvert Street, Baltimore, Md. 21202
D. PHONE NO.: 545-5685, Baltimore, Md. 21202
E. AGENCY OFFICIAL:
ACCESSION NO.: 98W887
DATE RECEIVED: 6-10-98
RM CODE: 26.03.05
RANGE: 41
LOCATION:
SECTIONS: 1
NO. OF CU. FT.: 12
RECORDS CENTER MANAGER

TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS: 1-12
3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES: EQUIPMENT USAGE REPORTS-FORMS 590-D (EQPMT)
4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO., DISPOSAL DATE): 1649-13

Table with 4 columns: Box Number, Description of Records, Disposal Authority, Disposal Date. Contains 12 rows of equipment usage reports and their disposal details.

Handwritten notes: '3-5-01', 'Disposal', and a large 'X' over the disposal dates column.

\* Missing Box # 1

*E*

**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY  
State Highway Administration  
B. DIVISION / UNIT  
Office of Finance and Information Technology  
C. MAILING ADDRESS  
707 North Calvert Street  
Baltimore, Md. 21202  
D. PHONE NO.  
545-5685  
Baltimore, Md. 21202  
E. AGENCY OFFICIAL

ACCESSION NO. **98W888**  
DATE RECEIVED **6-10-98**  
RM CODE **26.03.05**  
NO. OF CU. FT. **8**  
RANGE **41** LOCATION **1** SECTIONS  
RECORDS CENTER MANAGER

TO BE COMPLETED AT  
STATE RECORDS MANAGEMENT CENTER

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

1	° EQUIPMENT USAGE REPORTS-FORM 590-D (VEHICLE)	° 1649-12	<del>7/2000</del>
	° JUNE & JULY 96 BOX 2	°	
2	° EQUIPMENT USAGE REPORTS-FORM 590-D (VEHICLE)	° 1649-12	<del>7/2000</del>
	° AUG & SEPT 96 BOX 3	°	
3	° EQUIPMENT USAGE REPORTS-FORM 590-D (VEHICLE)	° 1649-12	<del>7/2000</del>
	° OCT & NOV 96 BOX 4	°	
4	° EQUIPMENT USAGE REPORTS-FORM 590-D (VEHICLE)	° 1649-12	<del>7/2000</del>
	° DEC 96 & JAN 97 BOX 5	°	
5	° EQUIPMENT USAGE REPORTS-FORM 590-D (VEHICLE)	° 1649-12	<del>7/2000</del>
	° FEB & MARCH 97 BOX 6	°	
6	° VEHICLE & EQUIPMENT EDITS 1/96 - 6/96	° 1649-12	<del>7/2000</del>
	° BOX 7	°	
7	° VEHICLE & EQUIPMENT EDITS 7/96 - 12/96	° 1649-12	<del>7/2000</del>
	° BOX 8	°	
8	° VEHICLE & EQUIPMENT EDITS 1/97 - 5/97 B	° 1649-12	<del>7/2000</del>
	° OX 9	°	

*Disposal 35-09*  
*7/2002*

**RECORDS TRANSMITTAL AND RECEIPT**

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


DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY	ACCESSION NO.	DATE RECEIVED
State Highway Administration	98W892	6-10-98
B. DIVISION / UNIT	RANGE	RM CODE
Office of Finance and Information Technology	8	26.03.05
C. MAILING ADDRESS	LOCATION	NO. OF CU. FT.
707 North Calvert Street Baltimore, Md. 21202	SECTIONS	
D. PHONE NO.	RECORDS CENTER MANAGER	
545-5685 Baltimore, Md. 21202		48
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)
----------------	--	--

57	1	57-104	BIWEEKLY TIME CARDS	10.00 - 61.80	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
58	2		BIWEEKLY TIME CARDS	62.00 - 81.00	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
59	3		BIWEEKLY TIME CARDS	82.00 - 86.00	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
60	4		BIWEEKLY TIME CARDS	87.00 - 91.70	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
61	5		BIWEEKLY TIME CARDS	91.80 - 95.60	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
62	6		BIWEEKLY TIME CARDS	11.10 - 97.64	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
63	7		BIWEEKLY TIME CARDS	98.00 - 98.80	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
64	8		BIWEEKLY TIME CARDS	99.00 - 99.80	1813-14	7/2002
			PAY 01	12-18-96 - 12-31-96		
65	9		BIWEEKLY TIME CARDS	10.00 - 61.80	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
66	10		BIWEEKLY TIME CARDS	62.00 - 81.00	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
67	11		BIWEEKLY TIME CARDS	82.00 - 86.00	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
68	12		BIWEEKLY TIME CARDS	87.00 - 91.70	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
69	13		BIWEEKLY TIME CARDS	91.80 - 95.60	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
70	14		BIWEEKLY TIME CARDS	11.10 - 97.64	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
71	15		BIWEEKLY TIME CARDS	98.00 - 98.80	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
72	16		BIWEEKLY TIME CARDS	99.00 - 99.80	1813-14	7/2002
			PAY 02	01-01-97 - 01-14-97		
73	17		BIWEEKLY TIME CARDS	10.00 - 61.80	1813-14	7/2002
			PAY 03	01-15-97 - 01-28-97		

**DISPOSAL**  
 3/8/04  


\* MISSING BOXES  
 # 58, 88

74	18	° BIWEEKLY TIME CARDS 62.00 - 81.00	° 1813-14	7/2002
		° PAY 03 01-15-97 - 01-28-97 BOX 74	°	
75	19	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	7/2002
		° PAY 03 01-15-97 01-28-97 BOX 75	°	
76	20	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	7/2002
		° PAY 03 01-15-97 - 01-28-97 BOX 76	°	
77	21	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	7/2002
		° PAY 03 01-15-97 - 01-28-97 BOX 77	°	
78	22	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	7/2002
		° PAY 03 01-15-97 - 01-28-97 BOX 78	°	
79	23	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	7/2002
		° PAY 03 01-15-97 - 01-28-97 BOX 79	°	
80	24	° BIWEEKLY TIME CARDS 99.00 - 99.80	° 1813-14	7/2002
		° PAY 03 01-15-97 - 01-28-97 BOX 80	°	
81	25	° BIWEEKLY TIME CARDS 10.00 - 61.80	° 1813-14	7/2002
		° PAY 04 01-29-97 - 01-02-11-97 BOX 81	°	
82	26	° BIWEEKLY TIME CARDS 62.00 - 81.00	° 1813-14	7/2002
		° PAY 04 01-29-97 - 02-11-97 BOX 82	°	
83	27	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	7/2002
		° PAY 04 01-29-97 - 02-11-97 BOX 83	°	
84	28	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	7/2002
		° PAY 04 01-29-97 - 02-11-97 BOX 84	°	
85	29	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	7/2002
		° PAY 04 01-29-97 - 02-11-97 BOX 85	°	
86	30	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	7/2002
		° PAY 04 01-29-97 - 02-11-97 BOX 86	°	
87	31	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	7/2002
		° PAY 04 01-29-97 - 02-11-97 BOX 87	°	
88	32	° BIWEEKLY TIME CARDS 99.00 - 99.80	° 1813-14	7/2002
		° PAY 04 01-29-97 - 02-11-97 BOX 88	°	
89	33	° BIWEEKLY TIME CARDS 10.00 - 61.80	° 1813-14	7/2002
		° PAY 05 02-12-97 - 02-25-97 BLX 89	°	
90	34	° BIWEEKLY TIME CARDS 62.00 - 81.00	° 1813-14	7/2002
		° PAY 05 02-12-97 - 02-25-97 BOX 90	°	
91	35	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	7/2002
		° PAY 05 02-12-97 - 02-25-97 BOX 91	°	
92	36	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	7/2002
		° PAY 05 02-12-97 - 02-25-97 BOX 92	°	
93	37	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	7/2002
		° PAY 05 02-12-97 - 02-25-97 BOX 93	°	
94	38	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	7/2002
		° PAY 05 02-12-97 - 02-25-97 BOX 94	°	
95	39	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	7/2002
		° PAY 05 02-12-97 - 02-25-97 BOX 95	°	
96	40	° BIWEEKLY TIME CARDS 99.00 - 99.80	° 1813-14	7/2002
		° PAY 05 2-12-97 - 02-25-97 BOX 96	°	
97	41	° BIWEEKLY TIME CARDS 10.00 - 61.80	° 1813-14	7/2002
		° PAY 06 02-26-97 - 03-11-97 BOX 97	°	
98	42	° BIWEEKLY TIME CARDS 62.00 - 81.00	° 1813-14	7/2002
		° PAY 06 02-26-97 - 03-11-97 BOX 98	°	
99	43	° BIWEEKLY TIME CARDS 82.00 - 86.00	° 1813-14	7/2002
		° PAY 06 02-26-97 - 03-11-97 BOX 99	°	
100	44	° BIWEEKLY TIME CARDS 87.00 - 91.70	° 1813-14	7/2002
		° PAY 06 02-26-97 03-11-97 BOX 100	°	

101	45	° BIWEEKLY TIME CARDS 91.80 - 95.60	° 1813-14	7/2002
		° PAY 06 02-26-97 - 03-11-97 BOX 101	°	
102	46	° BIWEEKLY TIME CARDS 11.10 - 97.64	° 1813-14	7/2002
		° PAY 06 02-26-97 - 03-11-97 BOX 102	°	
103	47	° BIWEEKLY TIME CARDS 98.00 - 98.80	° 1813-14	7/2002
		° PAY 06 02-26-97 - 03-11-97 BOX 103	°	
104	48	° BIWEEKLY TIME CARDS 99.00 - 99.80	° 1813-14	7/2002
		° PAY 06 02-26-97 - 03-11- 97 BOX 104	°	

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 State Highway Administration		ACCESSION NO. 02W711	DATE REC'D 1-25-02
B. DIVISION/UNIT Office of Finance and Program Management			RM CODE 26-03-05
C. MAILING ADDRESS 707 N. Calvert St. Balt, MD 21202		LOCATION RANGE SECTION(S) 40 9	NO. OF CU. F. 28
D. PHONE NO. (410) 545-5697		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Rosina Mays		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1.	Vouchers 57004451 to 57004520 1997	Schedule #1809
2.	Vouchers 57004521 to 57004565 1997	Item # 1
3.	Vouchers 57004567 to 57004602 1997	July 2002
4.	Vouchers 57004603 to 57004639 1997	
5.	Vouchers 57004644 to 57004690 1997	
6.	Vouchers 57004691 to 57004746 1997	DISPOSAL
7.	Vouchers 57004748 to 57004823 1997	3/12/04
8.	Vouchers 57004826 to 57004899 1997	LS
9.	Vouchers 57004914 to 57004947 1997	
10.	Vouchers 57004948 to 57004992 1997	
11.	Vouchers 57004993 to 57005049 1997	
12.	Voucher 57005059 to 57005103 1997	
13.	Voucher 57005104 to 57005133 1997	
14.	Voucher 57005134 to 57005171 1997	

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 State Highway Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Office of Finance and Program Management		RM CODE	
C. MAILING ADDRESS 707 N. Calvert St. Balt., MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 545-5697		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
15.	Vouchers 57005172 to 57005212 1997	
16.	Vouchers 57005213 to 57005269 1997	
17.	Vouchers 57005270 to 57005338 1997	
18.	Vouchers 57005343 to 57005388 1997	
19.	Vouchers 57005389 to 57005450 1997	
20.	Vouchers 57005451 to 57005494 1997	
21.	Vouchers 57005496 to 57005526 1997	
22.	Vouchers 57005528 to 57005584 1997	
23.	Vouchers 57005587 to 57005626 1997	
24.	Vouchers 5700	
25.	Vouchers 57005688 to 57005743 1997	
26.	Vouchers 57005746 to 57005817 1997	
27.	Vouchers 57005818 to 57005876 1997	
28.	Vouchers 57005877 to 57005922 1997	

K-40

S-9

(BOXES MISSING)  
5, 12-N-24

(12) SPACE

(5-9)