

01.01 MDAG		<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 Department of Agriculture Weights and Measures Section			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W159	Small and Medium Scale Reports / Random Package Reports	1679	2, 4	1995	10	1/2003	RECYCLE
00W1002	Device Registration Applications	1679	18	5/1996 - 6/1997	6	1/2003	RECYCLE
02W341	Device Registration - Certificates	1679	18	5/1996 - 6/1997	2	1/2003	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2003 Date
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DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1.  Maryland Department of Agriculture	<b>Accession No.</b>  <div style="font-size: 2em; font-family: cursive;">00W159</div>	<b>Date Rec'd</b> <div style="font-size: 1.5em; font-family: cursive;">8-27-99</div>
		<b>RM Code</b> <div style="font-size: 1.5em; font-family: cursive;">01.01</div>
<b>B. Division/Unit</b> Weights and Measures Section	<b>Location</b> Range                      Section(s)	<b>No. of Cu. Ft.</b>
<b>C. Mailing Address</b> 50 Harry S Truman Parkway Annapolis, MD 21401	<div style="font-size: 3em; font-family: cursive;">5                      9</div>	<div style="font-size: 3em; font-family: cursive;">10</div>
<b>D. Phone No.</b> (410) 841-5900	<b>Records Center Manager</b>	
<b>E. Agency Official</b> <div style="font-size: 1.5em; font-family: cursive;">Brenda C. Hatridge</div>	<b>To Be Completed At State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
	1995	
1	small LMD reports-Allegany-Harford	1679 (2) 1-1-03
2	random package reports-Allegany - Garrett	1679 (4) 1-1-03
3	VTM, LPG & rack meter reports-all counties	1679 (2) 1-1-03
4	large/vehicle/jewelry & laundry scale reports-all counties	1679 (2) 1-1-03
5	standard package reports-all counties & out of state	1679 (4) 1-1-03
6	out of service/small scale reports-all counties	1679 (2) 1-1-03
7	random package reports-Harford-Worcester	1679 (4) 1-1-03
8	small and medium scale reports-Harford-Worcester	1679 (2) 1-1-03
9	small and medium scale reports-Allegany-Garrett	1679 (2) 1-1-03
10	small LMD reports-Kent-Worcester	1679 (2) 1-1-03

Disposed  
 3-6-03

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Maryland Department of Agriculture	Accession No. <b>00W1002</b>	Date Rec'd <b>3-21-00</b> RM Code <b>01.01</b>
<b>B. Division/Unit</b> MAICS Weights and Measures Section	Location Range                      Section(s) <b>52</b> <b>30</b>	No. of Cu. Ft.  <b>6</b>
<b>C. Mailing Address</b> 50 Harry S Truman Parkway Annapolis, MD 21401	Records Center Manager	
<b>D. Phone No.</b> (410) 841-5790	<b>To Be Completed At  State Records Management Center</b>	
<b>E. Agency Official</b>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	device registration applications 5/1/96-5/6/96	1679 (18) 1-1-03
2	device registration applications, 5/7/96-5/14/96	1679 (18) 1-1-03
3	device registration applications 5/15/96-5/24/96	1679 (18) 1-1-03
4	device registration applications 5/28/96-7/15/96	1679 (18) 1-1-03
5	device registration applications 7/16/96-3/31/97	1679 (18) 1-1-03
6	device registration certificates 5/1/96-6/30/97	1679 (18) 1-1-03
		<i>J. J. POSAL</i> 4/7/03 <i>LS</i>

R-33 ~~57~~ R-~~50~~52

S-~~7~~ ~~7~~ S-30

Q-ENTRY SPACES

RECEIVED

FEB 3 2000  
DEPT. OF AGRICULTURE  
CENTRAL SERVICES

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

Directions: Please Type Or Print Clearly All Entries

<b>A. Agency</b> 1. Maryland Department of Agriculture		<b>Accession No.</b> 02W1341	<b>Date Rec'd</b> 11-9-01
		<b>RM Code</b> 01.01	
<b>B. Division/Unit</b> MAICS Weights and Measures Section		<b>Location</b> Range                      Section(s)	<b>No. of Cu. Ft.</b>
<b>C. Mailing Address</b> 50 Harry S Truman Parkway Annapolis, MD 21401		28                      13	2
<b>D. Phone No.</b> (410) 841-5790		<b>Records Center Manager</b>	
<b>E. Agency Official</b> <i>Brenda Hartidge</i>		<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	device registration - certificates 5/96 - 6/97	1679 (18) 1-1-03
2	device registration - deleted accounts 96 / 97	1679 (18) 1-1-03

*Sent for Approval on 03-29-01*  
*BCH*

*Disposal*  
*3-29-03*

R-28

S-13

① space

(5-13)

02.02	SDAT	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Assessments and Taxation Personnel 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.				
00W1311	Closed Personnel / Medical Files	2084	1 & 2	1992	2	1/2003	RECYCLE

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

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ June 30, 2003  
 Signature Title Date

DGS 550-2 (Rev. 1/93)

# 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

<p><b>A. AGENCY</b> 1. Assessments &amp; Taxation</p> <hr/> <p><b>B. DIVISION/UNIT</b> Personnel Division</p> <hr/> <p><b>C. MAILING ADDRESS</b> 301 W. Preston Street, Room 808 Baltimore, MD 21201</p> <hr/> <p><b>D. PHONE NO.</b> (410) 767-1140</p> <hr/> <p><b>E. AGENCY OFFICIAL</b> John Flynn</p>	<p style="text-align: center;">ACCESSION NO. <b>00W1311</b></p>	<p style="text-align: center;">DATE REC'D. <b>6-12-00</b></p> <hr/> <p style="text-align: center;">RM CODE <b>02.02</b></p> <hr/> <p style="text-align: center;">LOCATION RANGE SECTION(S) <b>8 35</b></p> <hr/> <p style="text-align: center;">NO. OF CU. FT. <b>2</b></p> <hr/> <p style="text-align: center;">RECORDS CENTER MANAGER</p> <hr/> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</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>1-2</p>	<p>Closed 1992 Personnel/ Medical Files</p>	<p>2084 1&amp;2 1/1/2003</p> <p style="text-align: center; font-size: 1.2em;"><i>DISPOSAL</i></p> <p style="text-align: center; font-size: 1.2em;"><i>2/23/04</i></p> <p style="text-align: center; font-size: 1.2em;"><i>LAB</i></p>



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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01W715	Reimbursement Request / Health & Dependent Care Spending Account Files	1631	1	1995	40	1/2003	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, 2003</u> Date
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E

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. <b>DIW715</b>	Date Received <b>4-6-01</b>
B. Division/Unit EBD - fiscal Management Division		Location Range Section	RM Code <b>03.02</b>
C. Mailing Address 301 W. Preston Street - Room 509 Baltimore, MD 21201		<b>6 27-28</b>	No. of Cu. Ft. <b>40</b>
D. Phone 410-767-4727		Records Center Manager	
E. Agency Official Jacob Pyzik		To Be Completed At State Records Management Center	

2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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<u>REIMBURSEMENT REQUEST/HEALTH &amp; DEPENDENT CARE SPENDING ACCOUNT FILES</u>				4. Disposal Authority Schedule, Item No. Disposal Date
	<u>CASE NUMBERS</u>	<u>DATES</u>	<u>DISPOSAL DATE</u>	
1	0001 - 0977	1995	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy.	Schedule #1631 Item No. 1  Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy.  <i>Jan. 2003</i>  <i>DISPOSAL</i> <i>3/20/03</i> <i>LJS</i>
2	0978 - 1728	1995		
3	1729 - 2475	1995		
4	2476 - 3115	1995		
5	3116 - 3811	1995		
6	3812 - 4476	1995		
7	4477 - 5136	1995		
8	5137 - 5785	1995		
9	5786 - 6508	1995		
10	6509 - 7178	1995		
11	7179 - 7783	1995		
12	7784 - 8292	1995		
13	8293 - 8935	1995		
14	8936 - 9476	1995		
15	9477 - 132A	1995		
16	133A - 667A	1995		
17	668A - 302B	1995		
18	303B - 842B	1995		
19	843B - 410C	1995		
20	411C - 976C	1995		
21	977C - 546D	1995		
22	547D - 087E	1995		
23	088E - 734E	1995		
24	735E - 271F	1995		
25	272F - 863F	1995		

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

**REIMBURSEMENT REQUEST/HEALTH & DEPENDENT CARE SPENDING  
ACCOUNT FILES**

Box Number	CASE NUMBERS	DATES	DISPOSAL DATE
26	864F - 422G	1995	Retain for 7 years and until IRS audit requirements have been fulfilled, then destroy.
27	423G - 930G	1995	
28	931G - 476H	1995	
29	477H - 965H	1995	
30	966H - 534I	1995	
31	535I - 058J	1995	
32	059J - 581J	1995	
33	582I - 131K	1995	
34	132K - 646K	1995	
35	647K - 152L	1995	
36	153L - 622L	1995	
37	623L - 084M	1995	
38	085M - 529M	1995	
39	530M - 840M	1995	
40	FLXBEN, FLXDEP, FLX05, FLX050		

R-6  
S-27-28

2-ENTRY SPACED  
SL 28

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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01W714	Reimbursement Request Forms for Vision Services	1688	1	1997	40	1/2003	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2003
Signature	Title	Date

*E*

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. <b>01W714</b>	Date Received <b>4-6-01</b>
B. Division/Unit Employee Benefits Division - Vision Plan		Location Range Section	RM Code <b>03.02.01</b>
C. Mailing Address 301 West Preston Street - Room 510 Baltimore, Maryland 21201		<b>7</b> <b>7-8</b>	No. of Cu. Ft. <b>40</b>
D. Phone 410-767-1248		Records Center Manager	
E. Agency Official Judy Slater		To Be Completed At State Records Management Center	

2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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	REIMBURSEMENT	REQUEST FORMS FOR	VISION SERVICES	Schedule #1688 Item No. 1
	<u>Vision Number</u>	<u>Dates</u>	<u>Disposal Date</u>	Retain for 5 years, then destroy
1 ✓	2430 - 2515	1997	Retain for 5 years	Jan. 2003  DISPOSAL 9/21/03 LSS
2 ✓	2516 - 2602	1997		
3 ✓	2603 - 2684	1997		
4 ✓	2685 - 2769	1997		
5 ✓	2770 - 2849	1997		
6 ✓	2850 - 2927	1997		
7 ✓	2928 - 3009	1997		
8 ✓	3010 - 3104	1997		
9 ✓	3105 - 3190	1997		
10 ✓	3191 - 3270	1997		
11 ✓	3271 - 3348	1997		
12 ✓	3349 - 3431	1997		
13 ✓	3432 - 3510	1997		
14 ✓	3511 - 3586	1997		
15 ✓	3587 - 3644	1997		
16 ✓	3645 - 3696	1997		
17 ✓	3697 - 3769	1997		
18 ✓	3770 - 3850	1997		
19 ✓	3851 - 3918	1997		
20 ✓	3919 - 3995	1997		
21 ✓	3996 - 4063	1997		
22 ✓	4064 - 4137	1997		
23 ✓	4138 - 4213	1997		
24 ✓	4214 - 4283	1997		
25 ✓	4284 - 4350	1997		

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

REIMBURSEMENT REQUEST FORMS FOR VISION SERVICES

<u>Box Number</u>	<u>Vision Number</u>	<u>Dates</u>	<u>Disposal Date</u>
26✓	4351 - 4421	1997	Retain for 5 years then destroy.
27✓	4426 - 4508 **	1997	
28✓	4509 - 4594	1997	
29✓	4595 - 4674	1997	
30✓	4678 - 4741**	1997	
31✓	4742 - 4813	1997	
32✓	4814 - 4887	1997	
33✓	4888 - 4965	1997	
34✓	4966 - 5034	1997	
35✓	5035 - 5104	1997	
36✓	5105 - 5169	1997	
37	5170 - 5236	1997	
38✓	5237 - 5301	1997	
39✓	5302 - 5397	1997	
40✓	5398 - 5451	1997	

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W417	Late Individual Income Tax Returns	1786	31	1997	16	1/2003	RECYCLE
99W366	Form 510	2071	28	1996	311	1/2003	RECYCLE
99W496	Withholding Tax (W-2's)	2071	27	1997	269	1/2003	RECYCLE
99W498	Form 502 EL's	2071	28	1997	186	1/2003	RECYCLE
00W629	Doc Loc 510 Returns	2071	30	1997	108	1/2003	RECYCLE
00W1072	Doc Loc 500 D	2071	32	1997	10	1/2003	RECYCLE
00W1073	Doc Loc 500 E	2071	33	1997	18	1/2003	RECYCLE
01W394	Doc Loc Individual Returns	2071	28	2000	2984	1/2003	RECYCLE
01W397	Form 502 EL's	2071	28	1999	22	1/2003	RECYCLE
02W218	Sales & Use Tax	2071	34	2000	47	1/2003	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, 2003</u> Date
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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO.  98 W 417	DATE REC'D <b>2-20-98</b>
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) <b>37 15</b>	NO. OF CU. FT. <b>16</b>
D. PHONE NO. 410-974-3020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FLORENCE MCINTYRE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. LATE FILES DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>1-16</b>	<i>Late Individual Income Tax Returns</i>	<b>1786 #31 Jan 2003</b>

*DISPOSAL  
4-2-03*

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>Comptroller of the Treasury</b>		ACCESSION NO. 99W366	DATE REC'D 3-9-99
B. DIVISION/UNIT <b>Revenue Administration Division</b>			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll Street Annapolis, MD 21411		LOCATION RANGE SECTION(S) 12 26-33	NO. OF CU. FT. 311
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Florence McIntyre</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
310	1996 510	<sup>2071</sup> Sche. # <del>2055</del>
311	1096164076700 - 10961645040015	Item # 28 Jan. 2003

Disposal  
3-24-03

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. 99W496	DATE REC'D 3-9-99
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05-06
C. MAILING ADDRESS 110 Carroll Street Annapolis, MD 21411		LOCATION RANGE SECTION(S) 157 1-7	NO. OF CU. FT. 269
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Florence McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<del>267</del> 267	1997 W-2's	2055 2071	
	Boxes# 372	# 22 27	
380	386	Jan. 2003	
380-A	386-A		
385	388-399		
385-A			
" B			
" C			
" D			
" E			
" F			
	386		
	386 A		
	392		
	392 A		
		* Missing 205 - 349	
		* Missing 3 Boxes# 387, 389	

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>Comptroller of the Treasury</b>		ACCESSION NO.  99W498	DATE REC'D <b>3-9-99</b>
B. DIVISION/UNIT  <b>Revenue Administration Division</b>			RM CODE <b>05.06</b>
C. MAILING ADDRESS  <b>110 Carroll Street Annapolis, MD 21411</b>		LOCATION RANGE SECTION(S) <b>12 19-23</b>	NO. OF CU. FT.  <b>186</b>
D. PHONE NO.  <b>410-260-7020</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  <b>Florence McIntyre</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
186	1997 502 RL's	2071 Sch. # <del>2055</del> Item # 28 Jan. 2001 2003  DISPOSAL 3/21/03 LJS	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>Comptroller of the Treasury</b>		ACCESSION NO.  OOW 629	DATE REC'D <b>10-24-00</b> RM CODE <b>05-06</b>
B. DIVISION/UNIT <b>Revenue Administration Division</b>		C. MAILING ADDRESS <b>110 Carroll St. Annapolis, Md. 21411</b>	
D. PHONE NO. <b>410-260-7020</b>		E. AGENCY OFFICIAL <b>F. McIntyre</b>	
F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
108	1997 Doc Loc 510 Returns (not scanned)	Sch 2071 Item #30 Disp Date 1/2003  <i>Disposed</i> <i>3-21-03</i>	

R-75

S-14-18

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(S-17-16)

10-10-12

10-11-12

80. 11-11 21



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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO.  00W 1072	DATE REC'D 10-24-00
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 3 25	NO. OF CU. FT. 10
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 10	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1997 Doc loc 500 D	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Sch 2071 Item #32 Disp Date 1/2003	

*Handwritten signature and date: 3-25-03*

*E*

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO.  OOW. 1073	DATE REC'D <b>10-24-00</b>
B. DIVISION/UNIT Revenue Administration Division			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) <b>19 4</b>	NO. OF CU. FT. <b>18</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
18	1997 Doc loc 500 E	Sch 2071 Item #33 Disp Date 1/2003  <i>1/2003</i>	



R-19  
S-4

1-Empty SPACE  
S-4

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  01W 394	DATE REC'D <b>2-5-01</b>
B. DIVISION/UNIT Revenue Administration Division			RM CODE <b>05.06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21401		LOCATION RANGE SECTION(S) <b>** (SEE BELOW) **</b>	NO. OF CU. FT. <b>2984</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
2984	2000 Doc Loc Individual Returns  <u>** LOCATTON **</u>  BOXES - 1 - 1092 RANGE - 76 SECTION 1 - 26 BOXES - 1093 - 2058 RANGE - 73 SECTION 1 - 23 BOXES - 2059 - 2288 RANGE - 72 SECTION 1 - 6 BOXES - 2289 - 2983 RANGE - 70 SECTION 1 - 17 PLUS BOX NO: 745-A	<sup>2071</sup> Sch #2055 Item #28 Jan. 2003  Disposal 2/03 696	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  01W 394	DATE REC'D <b>2-5-01</b>
B. DIVISION/UNIT Revenue Administration Division			RM CODE <b>05-06</b>
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT. <b>2984</b>
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
01 - 2984  boxes	2000 Doc Loc Individual Returns	Sch #2055  Item #28  Jan. 2003	

~~R-76~~

~~S-1-26~~

~~BOXES~~

~~1-1092~~

R-76

S-1-26

BOXES

1-1092

~~R-76 S-1-26~~  
Box  
745-A

R-73

S-1-23

BOXES

1093-2058

R-72

S-1-6

BOXES

2059-2288

R-70

S-1-17

BOXES

2289-2983

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO. 01W 394	DATE REC'D 2-5-01
B. DIVISION/UNIT Revenue Administration Division			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21401		LOCATION RANGE SECTION(S) ** (SEE BELOW) **	NO. OF CU. FT. 2984
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2984	2000 Doc Loc Individual Returns  ** LOCATION **  BOXES - 1 - 1092 RANGE - 76 SECTION 1 - 26 ✓ BOXES - 1093 - 2058 RANGE - 73 SECTION 1 - 23 ✓ BOXES - 2059 - 2288 RANGE - 72 SECTION 1 - 6 BOXES - 2289 - 2983 RANGE - 70 SECTION 1 - 17 PLUS BOX NO: 745-A	Sch #2055 Item #28 Jan. 2003  900 500 696  ① 1100074 2-25-03

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  01W 397	DATE REC'D <b>2-5-01</b> RM CODE <b>05.06</b>
B. DIVISION/UNIT Revenue Administration Division		C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411	
D. PHONE NO. 410 260-7020		E. AGENCY OFFICIAL F. McIntyre	
F. McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1-22 1-22 boxes	1999 502 EL's	Sch 2071 Item #28 Disp. Jan 2003  <i>W. J. [Signature]</i> <i>2-20-03</i>	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO.  02W 218	DATE REC'D 03-06-02
B. DIVISION/UNIT Revenue Adm. Division			RM CODE 05.06
C. MAILING ADDRESS 110 Carroll St. Annapolis, Md. 21411		LOCATION RANGE SECTION(S) 106 7-8	NO. OF CU. FT. 47
D. PHONE NO. 410-260-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL F McIntyre		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 47 boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 2000 Sales & Use Tax	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Sch. #2071 Item #34 Disposal date 1/2003	

*[Handwritten signature]*  
2-5-03

05.06.01	COMP	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Corporation Income Tax			
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.				
89W1289	Corporate Income Tax Returns	1786	29	1983	312	1/2003	RECYCLE
90W84	Back Year - Corporate Income Tax Return	1786	29	1983	1	1/2003	RECYCLE

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

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ June 30, 2003  
 Signature Title Date



E

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 769-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of the Treasury		ACCESSION NO. <b>89W1285</b>	DATE REC'D <b>6-23-89</b>
B. DIVISION/UNIT Income Tax Division			FORM CODE <b>05.06.01</b>
C. MAILING ADDRESS Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland		LOCATION RANGE SECTION(S) <b>114 4-12</b>	NO. OF CU. FT. <b>312</b>
D. PHONE NO. 974-3160		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Joun Baker</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1983	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	4000000-4000193		<del>Item 28</del>
2	4000194-4000465		<del>12/2000</del>
3	4000466-4000699		<del>11/11</del>
4	4000700-4000965		<del>Sch. 853</del>
5	4000966-4001199		<del>Jan 2001</del>
6	4001200-4001432		<del>105</del>
7	4001433-4001665		<del>1784</del>
8	4001666-4001899		<del>II 29</del>
9	4001900-4002132		<del>10/2001</del>
10	4002133-4002365		<del>105</del>
11	4002366-4002632		<del>1784</del>
12	4002633-4002832		<del>II 29</del>
13	4002833-4003032		<del>10/2001</del>
14	4003033-4003232		<del>105</del>
15	4003233-4003415		<del>1784</del>
16	4003416-4003599		<del>II 29</del>
17	4003600-4003765		<del>10/2001</del>
18	4003766-4003932		<del>105</del>
19	4003933-4004132		<del>1784</del>
20	4004133-4004365		<del>II 29</del>
21	4004366-4004565		<del>10/2001</del>
22	4004566-4004799		<del>105</del>
23	4004800-4004965		<del>1784</del>
24	4004966-4005165		<del>II 29</del>
25	4005166-4005365		<del>10/2001</del>
26	4005366-4005599		<del>105</del>
27	4005600-4005784		<del>1784</del>
28	4005785-4005999		<del>II 29</del>
29	4006000-4006199		<del>10/2001</del>
30	4006200-4006399		<del>105</del>
31	4006400-4006565		<del>1784</del>
32	4006566-4006699		<del>II 29</del>
33	4006700-4006865		<del>10/2001</del>

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20734 (TELEPHONE - 789-1373)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1983	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
34	4006866-4007038		<i>Item 29</i> <i>12/8000</i> <i>Sch. 853</i>
35	4007039-4007264		
36	4007265-4007427		
37	4007428-4007599		
38	4007600-4007799		
39	4007800-4007999		
40	4008000-4008199		
41	4008200-4008399		
42	4008400-4008483		
43	4008484-4008733		
44	4008734-4008933		
45	4008934-4009099		
46	4009100-4009210		
47	4009211-4009363		
48	4009364-4009531		
49	4009532-4009666		
50	4009667-4009833		
51	4009834-4009966		
52	4009967-4010099		
53	4010100-4010235		
54	4010236-4010399		
55	4010400-4010533		
56	4010534-4010699		
57	4010700-4010899		
58	4010900-4011099		
59	4011100-4011299		
60	4011300-4011474		
61	4011475-4011633		
62	4011634-4011799		
63	4011800-4011999		
64	4012000-4012169		
65	4012170-4012334		
66	4012335-4012534		

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 769-1372)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1983	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
67	4012535-4012699		<i>Item 28</i> <i>12/2000</i> <i>Sch. 853</i>
68	4012700-4012859		
69	4012860-4013034		
70	4013035-4013234		
71	4013235-4013399		
72	4013400-4013569		
73	4013570-4013759		
74	4013760-4013934		
75	4013935-4014134		
76	4014135-4014286		
77	4014287-4014427		
78	4014428-4014599		
79	4014600-4014769		
80	4014770-4014934		
81	4014935-4015092		
82	4015093-4015241		
83	4015242-4015399		
84	4015400-4015554		
85	4015555-4015699		
86	4015700-4015869		
87	4015870-4015999		
88	4016000-4016149		
89	4016150-4016284		
90	4016285-4016430		
91	4016431-4016599		
92	4016600-4016744		
93	4016745-4016912		
94	4016913-4017039		
95	5000000-5000240		
96	5000241-5000549		
97	5000550-5000799		
98	5000800-5001069		
99	5001070-5001274		

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20734 (TELEPHONE - 769-1378)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1983.	
100	5001275-5001499	<i>Item 28</i> <i>12/2000</i> <i>Sch. 853</i>
101	5001500-5001734	
102	5001735-5001969	
103	5001970-5002234	
104	5002235-5002469	
105	5002470-5002734	
106	5002735-5002969	
107	5002970-5003199	
108	5003200-5003434	
109	5003435-5003669	
110	5003670-5003899	
111	5003900-5004134	
112	5004135-5004399	
113	5004400-5004674	
114	5004675-5004869	
115	5004870-5005099	
116	5005100-5005334	
117	5005335-5005569	
118	5005570-5005799	
119	5005800-5006034	
120	5006035-5006334	
121	5006335-5006569	
122	5006570-5006834	
123	5006835-5007069	
124	5007070-5007334	
125	5007335-5007569	
126	5007570-5007834	
127	5007835-5008099	
128	5008100-5008399	
129	5008400-5008699	
130	5008700-5008969	
131	5008970-5009224	
132	5009225-5009424	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20734 (TELEPHONE - 789-1373)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>FM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1983	
133	5009425-5009599	<i>Item 28</i> <i>12/2000</i> <i>Sch 853</i>
134	5009600-5009834	
135	5009835-5010034	
136	5010035-5010234	
137	5010235-5010449	
138	5010450-5010634	
139	5010635-5010869	
140	5010870-5011099	
141	5011100-5011299	
142	5011300-5011499	
143	5011500-5011699	
144	5011700-5011899	
145	5011900-5012083	
146	5012084-5012264	
147	5012265-5012469	
148	5012470-5012649	
149	5012650-5012824	
150	5012825-5013034	
151	5013035-5013234	
152	5013235-5013434	
153	5013435-5013599	
154	5013600-5013799	
155	5013800-5013974	
156	5013975-5014169	
157	5014170-5014299	
158	5014300-5014499	
159	5014500-5014669	
160	5014670-5014834	
161	5014835-5015034	
162	5015035-5015234	
163	5015235-5015434	
164	5015435-5015669	
165	5015670-5015869	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20734 (TELEPHONE - 769-1377)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>FM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY & SCHEDULE, ITEM NO., DISPOSAL DATE
	1983	
166	5015870-5016069	<i>Item 28</i>  <i>12/8000</i>  <i>Sch. 853</i>
167	5016070-5016234	
168	5016235-5016434	
169	5016435-5016634	
170	5016635-5016811	
171	5016812-5016999	
172	5017000-5017199	
173	5017200-5017399	
174	5017400-5017549	
175	5017550-5017674	
176	5017675-5017824	
177	5017825-5017999	
178	5018000-5018174	
179	5018175-5018324	
180	5018325-5018474	
181	5018475-5018649	
182	5018650-5018849	
183	5018850-5018999	
184	5019000-5019149	
185	5019150-5019299	
186	5019300-5019449	
187	5019450-5019624	
188	5019625-5019774	
189	5019775-5019924	
190	5019925-5020074	
191	5020075-5020224	
192	5020225-5020374	
193	5020375-5020524	
194	5020525-5020699	
195	5020700-5020824	
196	5020825-5020924	
197	5020925-5021099	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20734 (TELEPHONE - 769-1372)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>FM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION RANGE</b>	<b>SECTION(S)</b> <b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1983	
198	5021100-5021234	Item 26 12/2000 Sch. 853
199	5021235-5021399	
200	5021400-5021574	
201	5021575-5021757	
202	5021758-5021899	
203	5021900-5022149	
204	5022050-5022199	
205	5022200-5022353	
206	5022354-5022435	
207	5022436-5022549	
208	5022500-5022699	
209	5022700-5022811	
210	5022812-5022899	
211	5022900-5023049	
212	5023050-5023224	
213	5023225-5023374	
214	5023375-5023500	
215	5023501-5023649	
216	5023650-5023799	
217	5023800-5023924	
218	5023925-5024078	
219	5024079-5024224	
220	5024225-5024434	
221	5024435-5024599	
222	5024600-5024799	
223	5024800-5024974	
224	5024975-5025169	
225	5025170-5025334	
226	5025335-5025534	
227	5025535-5025724	
228	5025725-5026349	
229	5026350-5026034	
230	5026035-5026199	

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 769-1378)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1983	
231	5026200-5026399	<i>Item 28</i> <i>12/2000</i> <i>Sch. 853</i>
232	5026400-5026599	
233	5026600-5026769	
234	5026770-5026969	
235	5026970-5027174	
236	5027175-5027369	
237	5027370-5027569	
238	5027570-5027749	
239	5027750-5027969	
240	5027970-5028169	
241	5028170-5028334	
242	5028335-5028499	
243	5028500-5028669	
244	5028670-5028824	
245	5028825-5028999	
246	5029000-5029149	
247	5029150-5029299	
248	5029300-5029469	
249	5029470-5029669	
250	5029670-5029849	
251	5029850-5030034	
252	5030035-5030224	
253	5030225-5030374	
254	5030375-5030549	
255	5030550-5030734	
256	5030735-5030899	
257	5030900-5030999	
258	5031100-5031274	
259	5031275-5031434	
260	5031435-5031599	
261	5031600-5031769	
262	5031770-5031899	
263	5031900-5032040	



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 769-1378)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division	<b>RM CODE</b>	
<b>C. MAILING ADDRESS</b> Maryland Income Tax Division Office of Comptroller Carroll Street Annapolis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1983	4. DISPOSAL AUTHORITY & SCHEDULE, ITEM NO., DISPOSAL DATE
264	5032041-5032174		<i>Item 28</i> <i>12/2000</i> <i>Sch. 853</i>
265	5032175-5032349		
266	5032350-5032499		
267	5032500-5032669		
268	5032670-5032869		
269	5032870-5033069		
270	5033070-5033199		
271	5033200-5033369		
272	5033370-5033534		
273	5033535-5033682		
274	5033683-5033799		
275	5033800-5033934		
276	50033935-5034069		
277	5034070-5034334		
278	5034335-5034519		
279	5034520-5034699		
280	5034700-5034899		
281	5034900-5035080		
282	5035081-5035234		
283	5035235-5035399		
284	5035400-5035549		
285	5035550-5035694		
286	5035695-5035834		
287	5035835-5035999		
288	5036000-5036169		
289	5036170-5036334		
290	5036335-5036494		
291	5036495-5036649		
292	5036650-5036799		
293	5036800-5036969		
294	5036970-5037134		
295	5037135-5037255		
296	5037256-5037399		

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 769-1378)

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

<b>A. AGENCY</b> Comptroler of the Treasury	<b>ACCESSION NO.</b>	<b>DATE REC'D</b>
<b>B. DIVISION/UNIT</b> Income Tax Division		<b>RM CODE</b>
<b>C. MAILING ADDRESS</b> Maryland INcome Tax Division Office of Comptroller Carroll Stret Annaplis, Maryland	<b>LOCATION</b> RANGE      SECTION(S)	<b>NO. OF CU. FT.</b>
<b>D. PHONE NO.</b> 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	1983	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
297	5037400-5037534		<i>Item 28</i> <i>12/2000</i> <i>Sch. 853</i>
298	5037535-5037734		
299	5037735-5037899		
300	5037900-5038059		
301	5038060-5038199		
302	5038200-5038369		
303	5038370-5038534		
304	5038535-5038724		
305	5038725-5038899		
306	5038900-5039099		
307	5039100-5039351		
308	5039352-5039499		
309	5039500-5039681		
310	5039682-5039875		
311	5039876-5040078		
312	5040079-5040305		

R-114

S-4-12

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R114

S12-17

179 empty

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 769-1378)

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

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">90W84</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">8-1-89</span>
<b>B. DIVISION/UNIT</b> Income Tax- Corporation	<b>FM CODE</b> <span style="font-size: 1.5em;">05.06.01</span>	
<b>C. MAILING ADDRESS</b> Maryland Income TAX Division Office of the Comptroller Carroll Street, Annapolis, MD 21411	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 2em;">2 23</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em;">1</span>
<b>D. PHONE NO.</b> (301) 974-3160	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Joan Baker	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	BACK YEARS 1983	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#1	4017040 - 4017053  5040307 - 5040363  7012376 - 7012380		<del>Sch. # 853</del> <del>Item # 28</del> 1/2005 1786 # 29 1/03 <span style="font-size: 2em; font-family: cursive;">D. J. ...</span> <span style="font-size: 2em; font-family: cursive;">3-25-03</span>

06.02	DHCD
	Reporting Agency
	CCA / Code Administration
	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.				
96W507	IBMH Manufacturers Plan	1661	1	1988 - 1992	4	1/2003	RECYCLE

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

Charlie P Lopez
Records Center Manager
June 30, 2003

Signature
Title
Date

DGS 550-2 (Rev. 1/93)

06.03.02	DHCD
Reporting Agency	
CCA / Multi Family / Rental Service Program	
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.

## 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.				
02W1018	Section 8 New Construction Financial Files	1849	6	FY 1999	5	1/2003	RECYCLE
02W1019	Section 8 New Construction Financial Files	1849	6	FY 1999	9	1/2003	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2003
Signature	Title	Date

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

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department of Housing & Community Development		ACCESSION NO. <b>02W1018</b>	Date Rec'd <b>5-14-02</b>
B. DIVISION/UNIT <b>CDA/Multifamily/Rental Service Programs</b>			Rm.Code <b>06.03.03</b>
C. MAILING ADDRESS Cindi Foard Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(s) <b>6 25</b>	NO. OF CUBIC FT. <b>5</b>
D. PHONE NO.		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		Disp. Sched: # <u>1849</u> Item No: <u>6</u>
1	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 HAP voucher ---Alden Park-Country Place	<del>12/31/02</del> <b>Jan. 2003</b>
2	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 HAP voucher ---Cumberland-Guilford Gardens	12/31/02
3	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 HAP voucher ---Hanover Square-Owen Brown	12/31/02
4	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 HAP voucher ---Park Heights-Sharp Leadenhall	12/31/02
5	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 HAP voucher ---Southern High-Woodland Springs	12/31/02

*Handwritten signature and date:*  
**3-20-03**

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 Department of Housing & Community Development		ACCESSION NO.	Date Rec'd <b>5-14-02</b>
B. DIVISION/UNIT <b>CDA/Multifamily/Rental Service Programs</b>		<b>02W1019</b>	Rm Code <b>06-03-03</b>
C. MAILING ADDRESS Cindi Foard Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(s) <b>11 9</b>	NO. OF CUBIC FT. <b>9</b>
D. PHONE NO.		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---Alden Park-Bradford House	Disp. Sched: # <u>1849</u> Item No: <u>6</u>  <b>12/31/02</b> <b>Jan-2003</b>
2	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---Branchwood Towers-Elizabeth Court	12/31/02
3	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---Federalsburg-Frostburg	12/31/02
4	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---The Graw-Harvey Johnson Towers	12/31/02
5	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---Heritage House-Isaiah Fassett	12/31/02
6	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---LaPlata-Ridgely's Delight	12/31/02
7	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---Riverview Gardens I-Sharp Leadenhall	12/31/02
8	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---Southern High-Timothy House	12/31/02
9	<u>SECTION 8 NEW CONSTRUCTION FINANCIAL FILES</u> FY 1999 50059 ---Turners Station-Woodsege III	12/31/02

*Handwritten signature and date:*  
**3-2-03**





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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland State Department of Education		ACCESSION NO. <b>02W1281</b>	DATE REC'D <b>11-6-01</b>
B. DIVISION/UNIT Human Resource Mgmt. Branch 1st floor, Room 106			RM CODE <b>07.10</b>
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>26 27</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. 410-767-0018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara A. Zubay		TO BE COMPLETED BY 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	<u>INACTIVE PERSONNEL FILES</u> 1/1/97 - 12/31/97 (A - J)	Schedule # 1993 Item # 7B 1/1/03	
2 of 3	1/1/97 - 12/31/97 (K - S)	1/1/03	
3 of 3	1/1/97 - 12/31/97 (T - Z)	1/1/03	
		<i>DISPOSAL 3-27-03</i>	

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland State Department of Education		ACCESSION NO. <i>02W/286</i>	DATE REC'D <i>11-6-81</i>
B. DIVISION/UNIT Human Resource Mgmt. Branch 1st floor, Room 106			RM CODE <i>07.10</i>
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>26 27</i>	NO. OF CU. FT. <i>8</i>
D. PHONE NO. 410-767-0018		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara A. Zuby		TO BE COMPLETED BY STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1 of 8	<u>ACTIVE TIMESHEETS</u> 1/1/98 - 12/31/98 (A - Cau)	Schedule # 1993 Item # 7D 1/1/03	
2 of 8	1/1/98 - 12/31/98 (Ch - Ful)	1/1/03	
3 of 8	1/1/98 - 12/31/98 (Ga - Kl)	1/1/03	
4 of 8	1/1/98 - 12/31/98 (Kn - Mo)	1/1/03	
5 of 8	1/1/98 - 12/31/98 (Mor - Rus)	1/1/03	
6 of 8	1/1/98 - 12/31/98 (Sa - Tr)	1/1/03	
7 of 8	1/1/98 - 12/31/98 (Tuc - Zu)	1/1/03	
8 of 8	<u>INACTIVE TIMESHEETS</u> 1/1/98 - 12/31/98 (A - Y)	1/1/03 <i>01/05/03</i> <i>02/07/03</i>	

08.01	DBED
	Reporting Agency
	Division of Financing Loan Administration Unit
	Division or Unit

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01W931	MIDFA Loans Paid / Insurance Terminated	1164	1	1996	14	1/2003	RECYCLE
01W935	MSBDFA Paid	1164	1	1995 - 1997	11	1/2003	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2003
Signature	Title	Date

E

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

Directions: Please type or Print Clearly all entries

<b>A. Agency</b> Department of Business & Economic Development	Accession No. <b>016931</b>	Date Rec'd <b>5-17-01</b>
<b>B. Division/Unit</b> Division of Financing Loan Administration Unit	Location Range                      Section(s) <b>36                              10</b>	RM Code <b>08.01</b>
<b>C. Mailing Address</b> 217 E. Redwood St., Suite 1501 Baltimore, MD 21202	<b>36                              10</b>	No. Of Cu. FT. <b>14</b>
<b>C. Phone No.</b> 410-767-2304	Records Center Manager	
<b>D. Agency Official - Sharon Walden</b> For: Mary Stafford 22 <sup>nd</sup> Floor - 410-767-6349	<b>To Be Completed At</b> <b>State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
97-1 MIDFA thru 97-14 MIDFA	MIDFA LOANS PAID/INSURANCE TERMINATED (see attached description)	1164, Item 1 - <del>12/02</del> Jan. 2003  DISPOSAL 8/25/03 LJS

MIDFA LOANS PAID/INSURANCE TERMINATED *1164 - etc.*

**Box 97-1MIDFA**

Alpen Associates T/A Cumberland Pipe & Steel 312 PD 4/1/97  
Antenna Research Associates 1233CL IT 9/13/96  
The Becker Group 1149CL IT  
Bio Medic Corporation 1000C IT 4/30/97

MIDFA LOANS PAID/INSURANCE TERMINATED *1164 - etc.*

**Box 97- 2MIDFA**

Bio-Science Production Corporation 1223 C PD 12/12/96  
Boat America Corporation (2 files) 1032C IT 10/23/96  
Boston Medical Corp. (2 files) 1171CL PD 4/2/96

MIDFA LOANS PAID/INSURANCE TERMINATED *1164 - etc.*

**Box 97- 3MIDFA**

Braddock Motor Inn (2 files) 256PD 4/1/97  
Chase Brexton Health Services, Inc. 1200C PD  
Commercial Fuel Systems, Inc. (2 files) 1136CL PD 1023/96

MIDFA LOANS PAID/INSURANCE TERMINATED *1164 - etc.*

**Box 97- 4MIDFA**

Data Base Combined Group (3 files) 285 PD 8/26/96  
Dexall Bio Medical 1213CL IT 7/1/96

MIDFA LOANS PAID/INSURANCE TERMINATED

**Box 97- 5MIDFA**

Diamond Group (2) 1195C PD 1/30/97  
GSE Solutions, Inc. (2 files) 1225CL PD 2/29/96

MIDFA LOANS PAID/INSURANCE TERMINATED

**Box 97- 6MIDFA**

Gascoyne Laboratories (4) 338 IT 8/27/97  
Global Hardwoods (2) 1246CL It 7/15/97

MIDFA LOANS PAID/INSURANCE TERMINATED

**Box 97- 7MIDFA**

Hill Enterprises (4) 6 SE-1 PD 3/1/97

MIDFA LOANS PAID/INSURANCE TERMINATED

*1164 - 1165*

**Box 97- 8MIDFA**

Hollywood Enterprises (2) 1194C PD 10/24/96  
International Construction 1204CL IT

MIDFA LOANS PAID/INSURANCE TERMINATED

*1164 - 1165*

**Box 97- 9MIDFA**

Martin Gillett 238 PD 10/5/95  
Metro Feeds (2) PD 4/16/97  
National Jet (2) 1157C PD 2/20/97

MIDFA LOANS PAID/INSURANCE TERMINATED

*1164 - 1165*

**Box 97- 10MIDFA**

PRB Associates (3) 2 SE-1 PD 8/1/96  
RMK Associates Ltd. 1216C PD 8/19/97  
Ralph Rogers & Stephen Lanfe 1153, PD 6/5/97



MIDFA LOANS PAID/INSURANCE TERMINATED

*ip - will...*

**Box 97- 11MIDFA**

S3 Technologies - Simulation Systems & Services 1199CL Pd  
3/31/96

Shore Communications 1235C IT 9/29/97  
The Emmes Corporation 1215C IT 6/12/97

MIDFA LOANS PAID/INSURANCE TERMINATED

*ip - item*

**Box 97- 12MIDFA**

Tribles Inc. (3) 276 IT 4/1/97  
Vernon Powell Shoe Co. 1133C IT 8/8/96

**MIDFA LOANS PAID/INSURANCE TERMINATED****BOX 97 - 13MIDFA**

1164 Item 1

**Bell Nursery, Inc. #279 Paid 10/30/92****Bio Science Contract Products Corp. #1223C Paid 12/96****Gamse Lithographing Company #1143CL IT 8/27/96****International Properties Group / Brookshire Hotel #293 Paid 2/2/89****MIDFA LOANS PAID/INSURANCE TERMINATED**

1164 Item 1

**BOX 97 - 14MIDFA****Medical Waste Associates, Inc. - Uninsured - Rescinded - 1992****Washington Express Services, Inc. C178 Terminated 2/28/95****J. L. Wickham Company #1060 CL & #1128 CL Paid 12/28/89 5/5/92**

E

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

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. <b>01W1935</b>	Date Rec'd <b>5-17-01</b>
B. Division/Unit Division of Financing Loan Administration Unit		Location Range <b>39</b> Section(s) <b>8</b>	RM Code <b>08.01</b>
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202			No. Of Cu. FT. <b>11</b>
C. Phone No. 410-767-2202		Records Center Manager	
D. Agency Official - Tim La Valle For: Mary Stafford 22 <sup>nd</sup> floor 410-767-639		<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	Bacon & Company #2222G PD 6/24/97 Essex Construction Corp. #2163GL1 PD05 F & M Manufacturing #4058EA PD 11/19/97 J. M. Murphy Enterprise #1211CFL LT 11/30/97	1164- Item 1 <del>12/31/02</del> <i>Jan 2003</i>	
2	Keyser's Concrete Constriction #3055SD PD05 King Glen Construction #1202 CF It 4/30/96 CO09 Lawson Surgical #2241G IT 5/22/98 LevTran Enterprises and Le Tran Washington, Inc. Mason Rock Construction #1218CFL PD 11/17/98	1164 Item 1	
3	Jimme McNeal/Sizzlers #2124G PD12 3/9/98 Means-Brunswick Physical Therapy #2210PL IT10 8/17/97	1164 Item 1	
4	Poulet Towson LLC #2203G CP12 3/1/96 R & S Engineering & MFG. #1209CF CO17 12/15/97 SMR Ltd. T/A Dogs Plus, INC. #2208G CPQ12 File 1	1164 Item 1	
5	SMR Ltd. T/S Dogs Plus, Inc. #2208G CP12 File 2 Soda Pop Shop, Inc. #2208G CP12 12/10/97 Terry L. Carlton v/a The Variety Shop #2193GL PD 10/31/97 Tillman Protective Services #2173 CL Pd	1164 Item 1	
6	W. R. Johnson Contractors, Inc. #1208 CFL LT 10/19/97 The Welch Group, Inc. #2229P LT 6/30/97 MSBDFA Miscellaneous Information AT&T Associates, Inc. #1150CFL PD05 Bayview Landscaping (aux.) Continued on Next Page	1164 Item 1	

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**MSBDFPA PAID - Box 7**

Broad Horizons, Inc./Bambino's Restaurant #2206G IT 3/8/96  
Bayview Landscaping #1195CFL PD 5/5/95  
C.J. Mitchell Construction #1205CFL PD 9/25/96

1164 Item 1

**MSBDFPA PAID - Box 8**

Bayview Landscaping (aux.)  
Columbia Accent/Accent Hair II #4045E AR17 7/17/96  
Dependable Structures, Inc. #1055CF PD05 T

1164 Item 1

**MSBDFPA PAID - Box 9**

Essex Construction Corp. #2163GL1 PD05  
Frick Electric Company #1204CFL PD11 5/2/96  
Jones Technologies, Inc. #1214CFL PD 4/24/97

1164 - Item 1

**MSBDFPA PAID - Box 10**

P.M. Affairs, Inc. #2165G PD12 7/10/96  
Patriarch, Inc. #1161CFL PD05

1164 Item 1

**MSBDFPA PAID - Box 11**

Tele-Tector of Maryland (aux.) #1207CFL PD05 01/24/97  
Telecommunication Systems, Inc. #1127CFL RC  
Stella May Contracting 1/24/97 Closed RC (\$100K)  
The Iris Group, Inc. #2202G PD11

1164 Item 1



**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Governor's Office for Children, Youth, and Families		ACCESSION NO. <b>02W115</b>	DATE REC'D <b>9-19-01</b>
B. DIVISION/UNIT State Coordinating Council Community Partnership Unit		LOCATION RANGE SECTION(S) <b>67 2</b>	RM CODE <b>09.06</b>
C. MAILING ADDRESS 301 W. Preston St., 15 <sup>th</sup> Fl. Baltimore, MD 21201			NO. OF CU. FT. <b>4</b>
D. PHONE NO. <b>410-767-6209</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Jean E. Clarron, Manager.</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
	A 1977 JAN-JUNE (A-J) BOX # 24 A 1977 JAN-JUNE (J-R) BOX # 25 A 1977 JAN-JUNE (R-W) BOX # 26 A 1977 JAN-JUNE (W-Z) BOX # 27	Sche. # 2124 Item # 1  <b>DISPOSE - JULY 31, 2002</b>
		<del>DISPOSED</del> 3-6-03 <i>[Signature]</i>

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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

ACCESSION NO. <b>02W116</b>		DATE REC'D <b>9-19-01</b>
LOCATION RANGE SECTION(S) <b>67 2-3</b>		RM CODE <b>09.06</b>
RECORDS CENTER MANAGER		NO. OF CU. FT. <b>5</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
A	1977 JULY-DEC (A-L) BOX # 28	<i>Sch # 2124</i> <i>Item #1</i>  <b>DISPOSE - JAN. 31, 2003</b>
A	1977 JULY-DEC (D-G) BOX # 29	
A	1977 JULY-DEC (G-L) BOX # 30	
A	1977 JULY-DEC (L-S) BOX # 31	
A	1977 JULY-DEC (S-Z) BOX # 32	
		<b>DISPOSAL</b> <b>4/3/03</b> <i>LJB</i>