

10/11/97

RECORDS TRANSMITTAL AND RECEIPT

HP

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W302	DATE REC'D 11-2-98
B. DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 37	LOCATION SECTION(S) 20
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES INSURANCE ACCOUNTING RECORDS - 1992	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 6 01/01/03	

Disposal

3-6-03
[Signature]

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01	664	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
Record #:	10069	PRODUCER & COMMISSION STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

10/20/97

HP

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W303	DATE REC'D 11-2-98
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 41 15	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

MISCELLANEOUS ACCOUNTING RECORDS

1226 - ITEM 12

01/01/03

Disposed
3-5-03
[Signature]

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01 Record #:	667 10072	MISCELLANEOUS WORK PAPERS 1992	WATSON FISCAL	12	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

12/20/97

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W304	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 46 8	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 Box	CLAIM FILES " MINOR " BODILY INJURY - 1981 DOB-1981	1226 - ITEM 21 01/01/03

DISPOSED
3-6-03
A

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01 Record #:	M 8162 11041	CLAIM MINOR BI FILES DOB 02-25-1981	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:			01 OF	01 Boxes		

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W305	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 56	LOCATION 31
D. PHONE NO. 410 - 269 - 8558		SECTION(S) 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		NO. OF CU. FT. 1	
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
01 Box	CLAIM FILES " MINOR " BODILY INJURY DOB-1981	1226 - ITEM 21 01/01/03	

DISPOSAL DATE
2/26/03
JTB

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01 Record #:	M 8134 11033	CLAIM MINOR BI FILES DOB 01-18-1981	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

FE

HP

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W727	DATE REC'D 4-6-99
B. DIVISION/UNIT BECKER UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 53 12-15	NO. OF CU. FT. 103
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 103 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 57 01/01/2003
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Handwritten signature and date:
 [Signature]
 3-6-03

Report: CONTRANS
TransDate: 07/06/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date:
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

01/01/2003

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 103	TEMP/HAMPTON

Consolidated Total: 103 of 103

Report: TRANSMIT
Trans Date: 07/06/1998

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 01/01/2003
Requesting Authorization to Transmit records to an OffSite Storage Facility

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
103 of 103 Record #:	9273	996 PRIVATE PASSENGER POLICY FILES SEPTEMBER 1996	BECKER UNDERWRITING SERVICES	TEMP/HAMPTON	57	1978
Consolidated Total of Detail Transmittal Report:		103 of	103 Boxes			

PROGRAM ID UPO97
RUN DATE 01-DEC-1997

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	R930000	R871101
002	S881101	S841002
003	V171202	R910603
004	S270803	S111004
005	R981004	S101505
006	R861505	R952306
007	R902406	R962107
008	S922207	V382408
009	R832408	V543509
010	S023709	S913410
011	R853510	R983511
012	V373611	S072912
013	R832912	V343313
014	R963413	R963014
015	V083214	S013215
016	S343215	V052416
017	R942416	S593017
018	V303117	R832718
019	R942718	V282519
020	R902619	R872620
021	S992620	V432421
022	R882421	R833722
023	V333822	S013223
024	S233223	S052024
025	R922024	R921125
026	V311225	S731126
027	R941126	S340127
028	R880127	S838427
029	R938427	R818928

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	R928928	R989129
031	V159229	S319330
032	R859330	S398931
033	R828931	R969632
034	S489732	S059533
035	S169533	R869034
036	R979034	R938435
037	R888535	S908336
038	V178436	S577437
039	R897437	V246938
040	R897038	R926739
041	S006839	S396440
042	R996540	R885641
043	R995641	R906142
044	R966242	S815443
045	R915443	S805944
046	V106044	R915745
047	S985845	V064546
048	R954546	V483247
049	R933247	S973448
050	S593548	R973249
051	S053349	R872450
052	R982450	R941851
053	V331951	S022052
054	R892052	V241553
055	S921553	S811154
056	R911154	R870555
057	R980555	V009855
058	R959955	V339456

PROGRAM ID UPO97
RUN DATE 01-DEC-1997

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	S699656	R969357
060	V029457	R909958
061	S280159	V278759
062	V338859	S548860
063	S539160	S298961
064	R838961	V338662
065	S578662	R919163
066	V419263	R938664
067	R888764	R898565
068	S908565	R898166
069	V068266	V258367
070	R928367	V336368
071	S576368	S875969
072	R975969	R935770
073	R995870	R935371
074	V105471	V114772
075	S134772	S995573
076	V265673	R985174
077	S995174	V564875
078	R904875	S744376
079	R954376	S813777
080	R863877	R953078
081	V123178	S883279
082	R983279	R892680
083	R842780	S011581
084	R991581	R821082
085	R931082	R929282
086	S009382	R978283
087	S988283	R888284

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R998284	R937285
089	S017385	R918086
090	S878186	R858687
091	R968687	V417988
092	R977988	R848789
093	R908889	V308690
094	S768690	R999191
095	V169291	R859292
096	S979292	V309093
097	V419093	R879994
098	R989994	R989595
099	S949695	R780297
100	V390397	V320798
101	V050898	R979298
102	S059398	R838899
103	R948899	S439999

HP

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W728	DATE REC'D 4-6-99
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 22	LOCATION SECTION(S) 22-24
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 98	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 98 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING - PRIVATE PASSENGER	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 13 1978 - 37 01/01/03	

Disposal
~~2-27-03~~
[Signature]

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/03

***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	98	WAIT TRANS

Consolidated Total: 98 OF 98

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
98 OF 98	796	UNDERWRITING PRIV PASS POLICIES	BECKER	13	1226	WAIT TRANS
Record #:	11064	JULY 1996	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		98 OF	98 Boxes			

PROGRAM ID UPO97
RUN DATE 02-OCT-1997

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	S390000	R501401
002	R611401	R592202
003	R542302	S333503
004	R653503	R493204
005	R613404	VO94305
006	R544305	S814706
007	S104806	S414007
008	R574107	R543708
009	S283808	R805109
010	R535209	R515410
011	VO15510	V175011
012	R515011	V145112
013	R485112	R645713
014	S275813	R676414
015	S906414	S577615
016	VO67715	S667916
017	R528016	R548017
018	R668217	SO68818
019	R498818	R688919
020	V109019	R639020
021	R649220	R508821
022	S138921	R629122
023	R469222	S840324
024	R560424	R601325
025	R551425	R631526
026	SO41626	S800527
027	S420627	S991128
028	R601228	S220229
029	R540229	R519629

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	R629629	R639330
031	S759330	R550232
032	S560232	S660733
033	V260833	R490434
034	R660534	R519734
035	R629734	R549935
036	R659935	S770237
037	R490337	S628937
038	R599037	R499938
039	R609938	S569639
040	R619739	R560041
041	R670041	S239841
042	S459841	S719142
043	S939142	R669043
044	S679043	R617744
045	S847744	V067545
046	S147645	R607846
047	V198046	S798247
048	V068347	S228548
049	R548548	R689249
050	R639349	S508850
051	S728850	R559051
052	V059151	S878852
053	R598952	S978253
054	R588353	R319654
055	S769654	R619755
056	R729755	R948856
057	R568956	R569057
058	R679057	R610359

PROGRAM ID UPO97
RUN DATE 02-OCT-1997

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R720359	R671560
060	R781560	S801361
061	R521461	S701162
062	V081262	R482563
063	R592563	R602364
064	S832364	R662065
065	R502165	R501266
066	R611266	S601567
067	S931567	V111668
068	R561668	R621369
069	R631569	R590870
070	R540970	R640371
071	V030471	R641572
072	R481672	R542973
073	R652973	R513574
074	R623574	R574875
075	R964975	R675876
076	R295976	R026177
077	R576177	R517278
078	R627278	S957779
079	R787879	R509380
080	R569480	R760482
081	R600582	R680683
082	R580883	R530584
083	R590684	S600285
084	R650385	R620486
085	R570586	R600787
086	S940787	R570888
087	V051088	R640789

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R480889	R611290
089	S691590	R501991
090	R611991	V111692
091	S351692	R472193
092	R582193	R682694
093	V182794	R643095
094	R753095	S363496
095	S093596	S694697
096	S534797	S985098
097	R595198	R644199
098	R594299	S929899

R-22

5-22-24

19 Empty Spaces Φ

RECORDS TRANSMITTAL AND RECEIPT

BESTGATE

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W729	DATE REC'D 4-6-99
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 75	LOCATION SECTION(S) 20-22
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 110	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 110 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICIES ONLY	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 13 57 1978 01/01/03	

DISPOSAL DATE
2/26/03
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Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/03

***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING	PRIVATE PASSENGER POLICIES ONLY	13	1 OF	110	WAIT TRANS
Consolidated Total:	110	OF	110		

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
110 OF 110	896	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
Record #:	8955	AUGUST 1996	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		110 OF	110 Boxes			

PROGRAM ID UPO97
RUN DATE 02-NOV-1997

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	V150000	R749500
002	R859500	R688501
003	V248701	R887202
004	V277302	S855003
005	VO15103	R725504
006	R675604	S354705
007	V174805	R824006
008	R774106	R733507
009	R683607	R873708
010	R823808	R862609
011	R702709	R892710
012	S902710	R712011
013	R822011	R660712
014	R770712	R658912
015	S269112	R846913
016	S856913	R736514
017	R746714	R636315
018	R766715	S766116
019	V316316	R644717
020	V204917	S863618
021	R693718	V251419
022	R811419	V151120
023	R711120	R789820
024	VO69920	V147921
025	V238021	R708022
026	V208122	S646323
027	R746323	R795324
028	VO75424	S913925
029	R664025	V113326

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	V223326	R831827
031	R781927	R791728
032	S311828	R710329
033	S720329	R749829
034	V249929	R649530
035	R759530	R857931
036	S518031	R866132
037	S876132	R814833
038	V314933	S643634
039	R743634	V052335
040	R722335	V151236
041	S391236	S010437
042	S560437	R719237
043	R829237	R748938
044	R729038	R738339
045	R688439	S977540
046	R697640	S606941
047	R706941	S435942
048	R755942	R763643
049	S393743	R763244
050	R603344	R902945
051	R723145	R782346
052	S962446	R671447
053	R781447	S959747
054	R899847	R867848
055	R817948	V055849
056	V165849	R775250
057	R285350	R705651
058	R715851	R674152

PROGRAM ID UPO97
RUN DATE 02-NOV-1997

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R784152	V184053
060	S534053	S774054
061	R774254	S134055
062	R784055	R723056
063	R833056	R612157
064	V002257	R710558
065	R660658	S928558
066	V198658	V236959
067	R686959	R725660
068	R785760	R645861
069	S165961	R884262
070	R724362	R784063
071	V174163	R742964
072	V273064	R802665
073	R752765	V141966
074	R701966	R681167
075	R791167	R680268
076	R740368	R830669
077	R670769	R670270
078	R780270	R689370
079	R969470	V089271
080	S549271	R747672
081	R857672	S636573
082	R846573	S295474
083	R785574	R684875
084	R794875	R753176
085	V143276	R801677
086	R751777	R751378
087	R761578	R661379

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R771379	R770380
089	S180480	R838880
090	V118980	R759581
091	R709681	R688382
092	R748482	R707883
093	V097983	V346584
094	R686584	S156385
095	V246385	R784586
096	R734686	R854487
097	S864487	R775188
098	R995188	R774289
099	S784289	S963590
100	V233690	R821791
101	V211891	R730192
102	R840192	S559692
103	R769692	R710094
104	R820094	R948694
105	S138794	R787895
106	R957995	R667296
107	S737396	R736697
108	R846697	R817298
109	R657398	R645799
110	R755799	V199999

R75

S20-22

6 Empty

C.B.

E

25-01

RECORDS TRANSMITTAL SHEET

To be completed by
 Record Center:
 Date: 5/4/73 ✓
 Lot No.: 2098
 Range: 5
 Section(s): R33
 53334
 Received by: J. Hirsch
 Remarks:

1. Agency: Employees Retirement System
 2. Division: _____
 3. Record Title: Withdrawn Accts. File
 4. Inclusive Dates: 1970 1/03

5. Schedule No. <u>1824</u>	6. Item No. <u>3B</u>	7. Scheduled Disposal Date: <u>Permanent 2024</u>	8. Actual Disposal Date:
-----------------------------	-----------------------	---	--------------------------

~~690-20-315945A~~

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

23 Record Center Boxes
 0- 176,999

30 yrs 1/03

Sche 1824
 Item 3B
 1/03

DISPOSAL
 1/6/03
 LJS

10. Quantity and type of filing equipment released:
 a. File drawers, letter-size _____ c. Transfiles _____
 b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:

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 CODE 1. 26.10.00.10		ACCESSION NO. 25.01 88W14	DATE REC'D 7-15-87
b) AGENCY Retirement		LOCATION - RANGE 141	NO. OF CU. FT. 34 4
c) DIVISION/UNIT Records		RECORDS CENTER MANAGER	
d) MAILING ADDRESS 301 W. Preston Street Baltimore, Md. 21201		PHONE NO. 225-4070	
e) AGENCY OFFICIAL Florence C. Bukosky		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

*ok per Mr. [unclear]
6/25/87
[unclear]*

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<p align="right">1950-70</p> <p><u>Withdrawn Member Case Files</u></p> <p>Box 1 - Abandoned Property History Cards 000002 - 37621</p> <p>2 - Abandoned Property History Cards 37791 - 76512</p> <p>3 - Abandoned Property History Cards 76518 - 96924</p> <p>4 - Maryland State Police Files</p>	<p>Sche # 1824</p> <p>Schedule 945A</p> <p>Item 5</p> <p>Disposal Date July, 2017</p> <p>1/03</p> <p>DISPOSAL</p> <p>11/4/03</p> <p>LJS</p>

26.01.05	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
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.				
81W230	Current Billing	1807	4	3/1979 - 2/1980	1	1/2003	RECYCLE
84W573	R/W Billings	1807	4	2/1979 - 8/1979	1	1/2003	RECYCLE
84W577	Current Billings (Misc)	1807	4	3/1978 - 8/1979	1	1/2003	RECYCLE
90W806	Trial Balances	1649	5	1988	8	1/2003	RECYCLE
91W200	General Ledger	1649	17	1988	1	1/2003	RECYCLE
91W202	Completion Reports / Suspense Run	1649	6, 4	1985 - 1989	5	1/2003	RECYCLE
91W260	Journal Entries	858	13	1989	1	1/2003	RECYCLE
91W775	All Suspense / Journal Entries	1649	4, 8	1989	3	1/2003	RECYCLE
91W897	Leave Adjustments	1813	23	1989	11	1/2003	RECYCLE
92W357	P-D-N Codes	1649	9	FY 1991	1	1/2003	RECYCLE
92W440	Cash Receipts & Groos Payroll / Letter of Credit Federal Funds	858	6, 7	1983 - 1989	2	1/2003	RECYCLE
93W367	PRQ95	1813	7	1992	2	1/2003	RECYCLE
93W676	Gross & Deduct Journal	1813	7	1992	3	1/2003	RECYCLE
93W1564	Payroll Journal	1813	7	6/1992 - 8/1992	10	1/2003	RECYCLE
94W187	Trail Balances / Journal Entry	1649	5, 8	7/1991 - 12/1991	2	1/2003	RECYCLE
94W230	Payroll Journal Gross & Deds.	1813	7	6/1992 - 12/1992	9	1/2003	RECYCLE
95W261	Vouchers	1809	1	1993	44	1/2003	RECYCLE
95W551	Vouchers	1809	1	1993	50	1/2003	RECYCLE
95W791	Biweekly Time Cards	1813	14	8/1994 - 10/1994	40	1/2003	RECYCLE
95W792	Biweekly Time Cards	1813	14	10/1994 - 11/1994	16	1/2003	RECYCLE
95W1087	Negotiations Files	1564	2	1989 - 1990	4	1/2003	RECYCLE
95W1088	Vouchers	1809	1	1994	53	1/2003	RECYCLE
95W1380	Trail Balances Opened / Closed	1809	1	12/1991	1	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

26.01.05	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
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.				
95W1672	Contractual Pay	1813	7	6/1992 - 12/1992	2	1/2003	RECYCLE
96W169	Miscellaneous Vouchers	1809	1	FY 1994	5	1/2003	RECYCLE
96W592	Biweekly Time Cards	1813	14	6/1995 - 9/1995	56	1/2003	RECYCLE
96W593	Payroll Journal & Gross Deductions	1813	7	7/1995 - 9/1995	5	1/2003	RECYCLE
96W811	Cash Receipts Back Up	1811	3	7/1993 - 6/1994	4	1/2003	RECYCLE
96W812	BID Summary Awards	1811	10	1990 - 1993	1	1/2003	RECYCLE
96W850	Gas Tickets	1810	1	4/1995 - 11/1995	6	1/2003	RECYCLE
96W856	Payroll Journal & Gross Deductions	1813	7	9/1995 - 10/1995	3	1/2003	RECYCLE
96W857	Payroll Journal & Check Register	1813	11	5/1995 - 11/1995	3	1/2003	RECYCLE
96W858	Perm. & Temp. Inputs	1813	17	1995	5	1/2003	RECYCLE
96W1139	Payroll Journal & Gross Deductions	1813	7	10/1995 - 12/1995	4	1/2003	RECYCLE
96W1493	Payroll Edits	1813	18	1990 - 1994	1	1/2003	RECYCLE
96W1495	Leave Adjustments	1813	17	10/1994 - 12/1994	1	1/2003	RECYCLE
96W1507	Payroll Journal & Check Register	1813	7	7/1995 - 12/1995	6	1/2003	RECYCLE
97W115	Final Estimates / Contracts	1807	1	1995	5	1/2003	RECYCLE
97W120	PRE 10 - Payroll Authorization Transmittal	1813	6	1994	2	1/2003	RECYCLE
97W1271	Bi-Weekly Time Cards - Misc.	1813	14	1996	2	1/2003	RECYCLE
98W893	Payroll Journal & Check Register	1813	7	8/1996 - 12/1996	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
------------------------------	---------------------------------	-----------------------

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 CODE 1. 26.0305	ACCESSION NO. 81W230	DATE REC'D 3-31-81
b) AGENCY STATE HIGHWAY ADMINISTRATION		
c) DIVISION/UNIT OFFICE OF FINANCE & PROGRAM MGMT.	LOCATION - RANGE 105	SECTION(S) 12
d) MAILING ADDRESS 707 N. CALVERT ST. - ROOM #200 BALTIMORE, MD 21202	NO. OF CU. FT. 1 RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL BILL BURDETTE	PHONE NO. TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
14	FED. AID 3/79-2/80 CURRENT BILLING (PARTIAL- BOXES 1-13 & 15 destroyed)	1807 SCH. #907-4 JAN. 2000 <i>1/03</i>

Disposed
 3-12-04

RECORDS TRANSMITTAL

NO RECEIPT

26-03-85

Complete at State Records Center

Accession No.

Date Received

84W573

3-16-84

From: (Name, Division, Address or Agency)

STATE HIGHWAY ADMINISTRATION

Signature

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Waterloo

Signature: (Agency Official)

6. No. of Co.Pt.

William R. Burdette

1 BOX

7. Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-103 S-34	1	R/W Billings 2/79-8/79 <i>Debra</i> <i>3-11-84</i>	907-4 12-99 1807 400 1/03

RECORDS TRANSMITTAL

Complete at State Records Center

53

AND RECEIPT

26-03-05

Accession No.

Date Received

84W577

3-16-84

From: (Name, Division, Address or Agency)

Signature

STATE HIGHWAY ADMINISTRATION

Title

Building and Room

3. Phone

200

659-1442

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

1 box

William B. ...

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-102

1

Current billings (misc.) 3/78-8/79 ✓

1807
907-4 12-95

S-9

OK

DISPOSAL
3-11-04

1/03

(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)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 90W806	DATE RECEIVED 2-1-90
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 727 North Calvert Street Baltimore, Md. 21202		RANGE 6	LOCATION SECTIONS 12
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)	

- | | |
|---|--|
| 1 | TRIAL BALANCES JULY 88 TO OCT. 88 |
| 2 | P.D.N. CODES AND 1099'S JULY 88 TO DEC. 88 |
| 3 | JOURNAL ENTRY BACKUPS NOV. 88 TO DEC. 88 |
| 4 | SUSPENSE OCT., NOV. 88 |
| 5 | SUSPENSE DEC. 88 |
| 6 | JOURNAL ENTRY BACKUPS JULY 88 TO OCT. 88 |
| 7 | JOURNAL ENTRY PROFF. LIST JULY 88 TO DEC. 88 |
| 8 | TRAIL BALANCES NOV. 88 TO DEC. 88 |

1629	1022-85	1/1999	1/00 1/03
	1022-9	1/1999	
	1022-86	1/1999	
	1022-4	1/1999	
	1022-4	1/1999	
	1022-86	1/1999	
	1022-8	1/1999	
	1022-85	1/1999	

DISPOSAL
3-12-04

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. AGENCY State Highway Administration		ACCESSION NO. 91W200		DATE RECEIVED 8-24-90	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION RANGE SECTIONS 32 13		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 ✓ | GENERAL LEDGER JULY 88 TO DEC 88

1649-
1022-1 1/99
1/00
1/03

DISPOSED
9/15/04
JSS

401

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. 91W202		DATE RECEIVED 8-24-90	
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 117		LOCATION SECTIONS 31	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 5			
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER			
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

- 1 ✓ 33310 F/Y 1989
- 2 ✓ COMPLETION REPORTS 1985-1989
- 3 ✓ 33310 JAN TO AUG 89
- 4 ✓ SUSPENSE RUN 9/89 TO 10/89
- 5 ✓ SUSPENSE RUN 7/89 TO 8/89

1649
~~1022-86~~ 1/2000
~~1022-10~~ 1/2000
~~1022-86~~ 1/2000
~~1022-4~~ 1/2000
~~1022-4~~ 1/2000
~~1022-4~~ 1/2000
1/03

DISPOSAL
3-29-04

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. <i>91W260</i>		DATE RECEIVED <i>9-25-90</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>21</i>	LOCATION <i>9</i>	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

1 | JOURNAL ENTRIES 6/89 TO 11/89 ✓

858-13

1/2000

1/03

DISPOSAL
9/19/04
LB

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. 91W775	DATE RECEIVED 2-6-91		
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 17	LOCATION SECTIONS 18	NO. OF CU. FT. 3	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		
1	ALL SUSPENSE NOV-DEC. 89	1022-4	1/2000	1/03
2	EXPENDITURE AUTH. WORKSHEET 7/89 TO 6/87 F/Y 80-87 SUSPENSE RUN SEPT. - OCT. 89	1022-4	1/2000	
3	JOURNAL ENTRIES PROOF LIST 7/89 TO 12/89	1022-8	1/2000	

DISPOSAL
3/19/04
LJS

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. 91W897	DATE RECEIVED 2-25-91
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.0305.
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 15	LOCATION SECTIONS 21
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 11	
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	LEAVE ADJUSTMENTS 1989 98.00 THRU 99.70	¹⁸¹³ 731-23	1/96
2	LEAVE ADJUSTMENTS 1989 82.00 THRU 90.40	731-23	1/96
3	DOCTOR CERTIFICATES 1989 MVA 99.00-99.70	731-23	1/96
4	LEAVE ADJUSTMENTS 01/01/89 TO 12/31/89 90.5-91.7	731-23	1/96
5	LEAVE ADJUSTMENTS 01/01/89 TO 12/31/89 10-63	731-23	1/96
6	DOCTOR CERTIFICATES 1989 92-57.8	731-23	1/96
7	DOCTOR CERTIFICATES 1989 10-82	731-23	1/96
8	DOCTOR CERTIFICATES 1989 90.5-91.7	731-23	1/96
9	DOCTOR CERTIFICATES 1989 83-90.4	731-23	1/96
10	DOCTOR CERTIFICATES 1989 98.00-98.79	731-23	1/96
11	LEAVE RECORDS 1989 95-97.9	731-23	1/96

1/03

DISPOSAL
3-16-03

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. 92W357	DATE RECEIVED 10-1-91
B. DIVISION / UNIT Office of Finance and Program Management		RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	RANGE LOCATION SECTIONS 33 25	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)
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1 ✓ P-D-N CODES 7/90 TO 2/91 F/Y 91

1049-1022-9 1/2002 1/03

*DISPOSAL
3/15/04
255*

557

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. 92W440		DATE RECEIVED 10-25-91
B. DIVISION / UNIT Office of Finance and Program Management	RM CODE 26.03.05		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202	RANGE 48	LOCATION SECTIONS 19	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 ✓ CASH RECEIPTS & GROSS PAYROLL TOTALS 1988 & 1989
 2 ✓ LETTER OF CREDIT FEDERAL FUNDS 7/83 TO 7/89

858-6 1/2000-
 858-7 1/2000-
 1/03-

Disposal
3/19/04
LS

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 93W367	DATE RECEIVED 9-23-92
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 116	LOCATION SECTIONS 15
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 ✓ PROFF 03/04/92 TO 07/21/92
2 ✓ PROFF 07/15/92 TO 09/15/92

1813 #7
~~731-11~~
731-11
1/2000
~~1/2000~~

403

*DISPOSAL
3-28-04*

R-116

S-15

EMPTY-5

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P. O. BOX 275, PESSUP, MD. 20794
(TELEPHONE - 799-1372)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 93W676	DATE RECEIVED 11-12-92
B. DIVISION / UNIT Office of Finance and Program Management		RANGE LOCATION SECTIONS 33 14	RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202			NO. OF CU. FT. 3
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

- GROSS & DEDUCT JOURNAL 7/22/92 TO 8/04/92
- GROSS & DEDUCT JOURNAL 7/08/92 TO 7/21/92
- CHECK REGISTER PAY IS 8/19/92 TO 9/15/92

1813 #7
~~731-10~~
 731-11
 731-11

~~1/2000~~
~~1/2000~~
~~1/2000~~

1/03

DISPOSAL
3/15/04
HS

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. 93W1564	DATE RECEIVED 5-14-93
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 52	LOCATION SECTIONS 30-31
D. PHONE NO. 333-1447 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	PAYROLL JOURNAL & CHECK REGISTER 06/24/92 TO 08/18/92	1813 #7 731-11	1/2000
2	PAYROLL JOURNAL & CHECK REGISTER 08/19/92 TO 10/13/92	731-11	1/2000
3	CHECK REGISTER 07/22/92 TO 08/18/92 PAY 16 & 17	731-11	1/2000
4	CHECK REGISTER 09/16/92 TO 10/13/92 PAY 20 & 21	731-11	1/2000
5	CHECK REGISTER 10/14/92 TO 11/10/92 PAY 22 & 23	731-11	1/2000
6	CHECK REGISTER 11/11/92 TO 12/08/92 PAY 24 & 25	731-11	1/2000
7	PAYROLL JOURNALS GROSS & DEDUCTION 08/19/92 TO 09/01/92 PAY 18	731-11	1/2000
8	PAYROLL JOURNALS GROSS & DEDUCTION 09/02/92 TO 09/15/92 PAY 19	731-11	1/2000
9	PAYROLL JOURNALS GROSS & DEDUCTION 08/05/92 TO 08/18/92 PAY 17	731-11	1/2000
10	PRQ 95 09/30/92 TO 12/22/92	731-11	1/2000

DISPOSAL
3/19/04
LJS

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. 94W187	DATE RECEIVED 8-11-93		
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 140	LOCATION SECTIONS 22	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 ✓ TRAIL BALANCES EVR 34 & 34 JULY 91 TO SEPT 91
 2 ✓ JOURNAL ENTRY PROOF LIST JULY - DEC 91

1649
~~1002-5~~
~~1002-8~~ 1/2002
~~1/2002~~ 1/03

Deposit
4-104

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. 94W230	DATE RECEIVED 8-23-93
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 3	LOCATION SECTIONS 18
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 9	
E. AGENCY OFFICIAL <i>William R. Buntette</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 & DEDUCTIONS 06/24/92 TO 07/07/92
- 2 ✓ PAYROLL JOURNAL GROSS & DEDUCTIONS 07/22/92 TO 08/02/92
- 3 ✓ PAYROLL JOURNAL GROSS & DEDUCTIONS 09/16/92 TO 09/29/92
- 4 ✓ PAYROLL JOURNAL GROSS & DEDUCTIONS 10/14/92 TO 10/27/92
- 5 ✓ PAYROLL JOURNAL GROSS & DEDUCTIONS 11/11/92 TO 11/24/92
- 6 ✓ PAYROLL JOURNAL GROSS & DEDUCTIONS 11/25/92 TO 12/08/92
- 7 ✓ PAYROLL JOURNAL GROSS & DEDUCTIONS 12/09/92 TO 12/22/92
- 8 ✓ PAYROLL JOURNAL GROSS & DEDUCTIONS 10/29/92 TO 11/10/92
- 9 ✓ PAYROLL JOURNAL & CHECK REG 10/14/92 TO 12/08/92

731-11	1/2000
731-11	1/2000
731-11	1/2000
731-11	1/2000
731-11	1/2000
731-11	1/2000
731-11	1/2000
731-11	1/2000
731-11	1/2000
731-11	1/2000

DISPOSAL
3-12-04

1/03

RECORDS TRANSMITTAL AND RECEIPT

1720

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. 95W261	DATE RECEIVED 8-23-94
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 10	LOCATION SECTIONS 22-23
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 44	
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 430345 TO 430613	884-1 1/2000
2	VOUCHERS 430614 TO 430867	884-1 1/2000
3	VOUCHERS 430868 TO 431227	884-1 1/2000
4	VOUCHERS 431228 TO 431579	884-1 1/2000
5	VOUCHERS 431580 TO 431695	884-1 1/2000
6	VOUCHERS 431696 TO 432020	884-1 1/2000
7	VOUCHERS 432021 TO 432412	884-1 1/2000
8	VOUCHERS 432413 TO 432502	884-1 1/2000
9	VOUCHERS 432503 TO 432683	884-1 1/2000
10	VOUCHERS 432684 TO 432959	884-1 1/2000
11	VOUCHERS 432960 TO 433192	884-1 1/2000
12	VOUCHERS 433193 TO 433493	884-1 1/2000
13	VOUCHERS 433494 TO 433665	884-1 1/2000
14	VOUCHERS 433666 TO 434026	884-1 1/2000
15	VOUCHERS 434027 TO 434204	884-1 1/2000
16	VOUCHERS 434205 TO 434503	884-1 1/2000
17	VOUCHERS 434504 TO 434793	884-1 1/2000
18	VOUCHERS 434794 TO 435027	884-1 1/2000
19	VOUCHERS 435028 TO 435417	884-1 1/2000
20	VOUCHERS 435418 TO 435604	884-1 1/2000
21	VOUCHERS 435605 TO 435688	884-1 1/2000
22	VOUCHERS 435689 TO 436048	884-1 1/2000
23	VOUCHERS 436049 TO 436477	884-1 1/2000
24	VOUCHERS 436478 TO 436801	884-1 1/2000
25	VOUCHERS 436802 TO 437100	884-1 1/2000
26	VOUCHERS 437101 TO 437461	884-1 1/2000
27	VOUCHERS 437462 TO 437819	884-1 1/2000
28	VOUCHERS 437820 TO 438061	884-1 1/2000
29	VOUCHERS 438062 TO 438267	884-1 1/2000
30	VOUCHERS 438268 TO 438591	884-1 1/2000
31	VOUCHERS 438592 TO 438856	884-1 1/2000
32	VOUCHERS 438857 TO 439006	884-1 1/2000
33	VOUCHERS 439007 TO 439222	884-1 1/2000
34	VOUCHERS 439223 TO 439536	884-1 1/2000

1993

1/2000
3-12-04

1804

1/03

057

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 MAR 15 2004		ACCESSION NO. 95W551	DATE RECEIVED 11-3-94
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 121	LOCATION SECTIONS 16-18
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 50	
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)
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	VOUCHERS 500001 - 500161	884-1 1/2000
2	VOUCHERS 500162 - 500476	884-1 1/2000
3	VOUCHERS 500477 - 500791	884-1 1/2000
4	VOUCHERS 500792 - 501057	884-1 1/2000
5	VOUCHERS 501058 - 501227	884-1 1/2000
6	VOUCHERS 501228 - 501509	884-1 1/2000
7	VOUCHERS 501510 - 501808	884-1 1/2000
8	VOUCHERS 501809 - 502030	884-1 1/2000
9	VOUCHERS 502031 - 502315	884-1 1/2000
10	VOUCHERS 502316 - 502530	884-1 1/2000
11	VOUCHERS 502531 - 502753	884-1 1/2000
12	VOUCHERS 502754 - 503049	884-1 1/2000
13	VOUCHERS 503050 - 503319	884-1 1/2000
14	VOUCHERS 503320 - 503516	884-1 1/2000
15	VOUCHERS 503517 - 503589	884-1 1/2000
16	VOUCHERS 503590 - 503886	884-1 1/2000
17	VOUCHERS 503887 - 504183	884-1 1/2000
18	VOUCHERS 504184 - 504349	884-1 1/2000
19	VOUCHERS 504350 - 504678	884-1 1/2000
20	VOUCHERS 504679 - 504950	884-1 1/2000
21	VOUCHERS 504954 - 505095	884-1 1/2000
22	VOUCHERS 505096 - 505476	884-1 1/2000
23	VOUCHERS 505477 - 505747	884-1 1/2000
24	VOUCHERS 505748 - 506023	884-1 1/2000
25	VOUCHERS 506024 - 506347	884-1 1/2000
26	VOUCHERS 506348 - 506572	884-1 1/2000
27	VOUCHERS 506573 - 506895	884-1 1/2000
28	VOUCHERS 506896 - 507111	884-1 1/2000
29	VOUCHERS 507112 - 507260	884-1 1/2000
30	VOUCHERS 507261 - 507551	884-1 1/2000
31	VOUCHERS 507552 - 507739	884-1 1/2000
32	VOUCHERS 507740 - 508021	884-1 1/2000
33	VOUCHERS 508022 - 508265	884-1 1/2000
34	VOUCHERS 508266 - 508650	884-1 1/2000

1993

1809

DISPOSAL
3-15-04

1/03

915

R-121

S-~~14-19~~ S-16-18

24 empties

S-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

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W791	DATE RECEIVED 1-10-95
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 2	LOCATION SECTIONS 16-17
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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)
1	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 10.0 - 61.7 1 ✓	1813 II 14 731-20 1/2003
2	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 62.0 - 81.0 2 ✓	731-20 1/2003
3	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 82.0 - 86.0 3 ✓	731-20 1/2003
4	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 87.0 - 91.2 4 ✓	731-20 1/2003
5	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 91.3 - 95.5 5 ✓	731-20 1/2003
6	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 11.10 - 97.55 6 ✓	731-20 1/2003
7	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 98.00 - 98.80 7 ✓	731-20 1/2003
8	BIWEEKLY TIME CARDS PAY 17 08/03/94 - 08/16/94 RC 99.00 - 99.80 8 ✓	731-20 1/2003
9	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 10.00 - 61.70 1 ✓	731-20 1/2003
10	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 62.00 - 81.0 2 ✓	731-20 1/2003
11	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 82.00 - 86.0 3 ✓	731-20 1/2003
12 ✓	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 87.00 - 91.2 4 ✓	731-20 1/2003
13	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 91.3 - 95.5 5 ✓	731-20 1/2003
14	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 11.10 - 97.55 6 ✓	731-20 1/2003
15	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 98.00 - 98.80 7 ✓	731-20 1/2003
16	BIWEEKLY TIME CARDS PAY 18 08/17/94 - 08/30/94 RC 99.00 - 99.80 8 ✓	731-20 1/2003
17	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 10.00 - 61.7 1 ✓	731-20 1/2003
18	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 62.00 - 81.0 2 ✓	731-20 1/2003
19	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 82.00 - 86.0 3 ✓	731-20 1/2003
20	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 87.00 - 91.2 4 ✓	731-20 1/2003
21	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 91.30 - 95.6 5 ✓	731-20 1/2003
22	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 11.10 - 97.55 6 ✓	731-20 1/2003
23	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 98.00 - 98.80 7 ✓	731-20 1/2003
24	BIWEEKLY TIME CARDS PAY 19 08/31/94 - 09/13/94 RC 99.00 - 99.80 8 ✓	731-20 1/2003
25	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 10.00 - 61.70 1 ✓	731-20 1/2003
26	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 62.00 - 81.00 2 ✓	731-20 1/2003
27	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 82.00 - 86.00 3 ✓	731-20 1/2003
28	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 87.00 - 91.20 4 ✓	731-20 1/2003
29	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 91.30 - 95.6 5 ✓	731-20 1/2003
30	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 11.10 - 97.55 6 ✓	731-20 1/2003
31	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 98.10 - 98.80 7 ✓	731-20 1/2003
32	BIWEEKLY TIME CARDS PAY 20 09/14/94 - 09/27/94 RC 99.00 - 99.80 8 ✓	731-20 1/2003
33	BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 10.00 - 61.70 1 ✓	731-20 1/2003
34	BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 62.00 - 81.00 2 ✓	731-20 1/2003

Handwritten:
 1813 II 14
 3-12-04

35 BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 82.00 - 86.00 3
36 BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 87.00 - 91.20 4
37 BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 91.30 - 95.60 5
38 BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 11.10 - 97.55 6
39 BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 98.00 - 98.80 7
40 BIWEEKLY TIME CARDS PAY 21 09/28/94 - 10/11/94 RC 99.00 - 99.80 8

731-20 1/2003
731-20 1/2003
731-20 1/2003
731-20 1/2003
731-20 1/2003
731-20 1/2003

Handwritten scribbles and marks, possibly including the number 10.

R-2

S-16-17

9 Empties

8-17

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. 95W792		DATE RECEIVED 1-10-95	
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 47	LOCATION SECTIONS 11	NO. OF CU. FT. 16	
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	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 10.0 - 61.7 1	1813 #14	7/2000
2	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 62.0 - 81.0 2	731-20	1/2003
3	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 82.0 - 86.0 3	731-20	1/2003
4	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 87.0 - 91.20 4	731-20	1/2003
5	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 91.3 - 95.60 5	731-20	1/2003
6	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 11.10 - 97.55 6	731-20	1/2003
7	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 98.00 - 98.80 7	731-20	1/2003
8	BIWEEKLY TIME CAROS PAY 22 10/12/94 - 10/25/94 RC 99.00 - 99.80 8	731-20	1/2003
9	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 10.00 - 61.70 1	731-20	1/2003
10	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 62.00 - 81.0 2	731-20	1/2003
11	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 82.00 - 86.0 3	731-20	1/2003
12	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 87.00 - 91.2 4	731-20	1/2003
13	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 91.30 - 95.6 5	731-20	1/2003
14	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 11.10 - 97.55 6	731-20	1/2003
15	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 98.00 - 98.80 7	731-20	1/2003
16	BIWEEKLY TIME CAROS PAY 23 10/26/94 - 11/08/94 RC 99.00 - 99.80 8	731-20	1/2003

DISPOSAL
 3/19/04
 JS

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. 95W1087		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 11	LOCATION 9	SECTIONS 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 | NEGOTIATIONS FILES 89A-89KE MGMT. SERVICES
- 2 | NEGOTIATIONS FILES MGMT. SERVICES DIVISION 89IC-89-W
- 3 | NEGOTIATIONS FILES 90A-90-S
- 4 | NEGOTIATIONS FILES 90S-90-Z

1564-2	1/2000
1564-	1/2000
1564-	1/2000
1564-	1/2000

103

Item #2

DISPOSAL
3-16-03

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. 95W1088	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 15	LOCATION SECTIONS 23-25
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 53	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER <i>2507-4103</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)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	VOUCHERS 512526 - 512737	884-1	1/2000
2	VOUCHERS 512737 - 513027	884-1	1/2000
3	VOUCHERS 513028 - 513347	884-1	1/2000
4	VOUCHERS 513348 - 513484	884-1	1/2000
5	VOUCHERS 513485 - 513772	884-1	1/2000
6	VOUCHERS 513773 - 514030	884-1	1/2000
7	VOUCHERS 514031 - 514341	884-1	1/2000
8	VOUCHERS 514342 - 514575	884-1	1/2000
9	VOUCHERS 514576 - 514812	884-1	1/2000
10	VOUCHERS 514813 - 515011	884-1	1/2000
11	VOUCHERS 515012 - 515197	884-1	1/2000
12	VOUCHERS 515198 - 515514	884-1	1/2000
13	VOUCHERS 515515 - 515731	884-1	1/2000
14	VOUCHERS 515732 - 516035	884-1	1/2000
15	VOUCHERS 516036 - 516316	884-1	1/2000
16	VOUCHERS 516317 - 516598	884-1	1/2000
17	VOUCHERS 516599 - 516859	884-1	1/2000
18	VOUCHERS 516860 - 517117	884-1	1/2000
19	VOUCHERS 517118 - 517403	884-1	1/2000
20	VOUCHERS 517404 - 517702	884-1	1/2000
21	VOUCHERS 517703 - 517999	884-1	1/2000
22	VOUCHERS 518009 - 518323	884-1	1/2000
23	VOUCHERS 518324 - 518493	884-1	1/2000
24	VOUCHERS 518494 - 518727	884-1	1/2000
25	VOUCHERS 518728 - 519026	884-1	1/2000
26	VOUCHERS 519027 - 519286	884-1	1/2000
27	VOUCHERS 519287 - 519562	884-1	1/2000
28	VOUCHERS 519563 - 519723	884-1	1/2000
29	VOUCHERS 519724 - 519937	884-1	1/2000
30	VOUCHERS 519938 - 520293	884-1	1/2000
31	VOUCHERS 520294 - 520417	884-1	1/2000
32	VOUCHERS 520418 - 520606	884-1	1/2000
33	VOUCHERS 520607 - 520878	884-1	1/2000
34	VOUCHERS 520879 - 521088	884-1	1/2000

DISPOSAL
3-12-04

1/03

~~R-33~~
~~S-24-25~~

R-15

S-23-25

2 empties

S-25

35 ✓ VOUCHERS 521089 - 521430
36 ✓ VOUCHERS 521431 - 521692
37 - VOUCHERS 521693 - 521861
38 - VOUCHERS 521862 - 522128
39 - VOUCHERS 522129 - 522320
40 - VOUCHERS 522321 - 522640
41 - VOUCHERS 522641 - 522771
42 - VOUCHERS 522772 - 523106
43 VOUCHERS 523107 - 523313
44 VOUCHERS 523314 - 523514
45 ✓ VOUCHERS 523515 - 523743
46 - VOUCHERS 523744 - 523754
47 ✓ VOUCHERS 523755 - 523992
48 ✓ VOUCHERS 523993 - 524272
49 VOUCHERS 524273 - 524448
50 VOUCHERS 524449 - 524717
51 VOUCHERS 524718 - 524819
52 VOUCHERS 524820 - 524972
53 VOUCHERS 524973 - 525283

884-1 1/2000
884-1 1/2000
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884-1 1/2000

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. 95W1380		DATE RECEIVED 4-26-95	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 19	LOCATION 2	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 | TRAIL BALANCE OPENDED & CLOSED BY 92 OCT - DEC 91 ✓

1809
~~884-1~~

1/2003

DISPOSAL

3/19/04

LB

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. 95W1672		DATE RECEIVED 6-14-95	
B. DIVISION / UNIT Office of Finance and Program Management		RM CODE 26.03.05			
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 43	LOCATION SECTIONS 34	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	CONTRACTUAL PAY MDOT 6/17/92 - 12/92 ✓	1813 #7	1/2000
2	CONTRACTUAL PAY 6/17/92 - 12/15/92 - <i>meadowy</i>	731-11	1/2000
		731-11	1/2000

1/03

DISPOSAL
3/12/04
15

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. 96W169	DATE RECEIVED 9-5-95
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 40	LOCATION SECTIONS 3
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 5	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	MISC. VOUCHERS 213092 - 427491 FY 94 ✓	¹⁸⁰⁹ 884 -1	1/2000
2	MISC. VOUCHERS 413068 - 426629 FY 94 ✓	884-1	1/2000
3	MISC. VOUCHERS 429813 - 430340 FY 94 ✓	884-1	1/2000
4	MISC. VOUCHERS 459268 - 459357 FY 94 ✓	884-1	1/2000
5	MISC. VOUCHERS 458129 - 458389 FY 94 ✓	884-1	1/2000

DISPOSAL
3/12/04
LJS

1067

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. 96W592	DATE RECEIVED 11-21-95
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.0305
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 16	LOCATION SECTIONS 32-34
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 56	
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	BIWEEKLY TIME CARDS PAY 14 RC, 10.00 = 61.70 6/21/95 = 7/04/95 BOX 1	731-20	1/2003
2	BIWEEKLY TIME CARDS PAY 14 RC, 62.00 = 81.00 6/21/95 = 7/04/95 BOX 2	731-20	1/2003
3	BIWEEKLY TIME CARDS PAY 14 RC, 82.00 = 86.00 6/21/95 = 7/04/95 BOX 3	731-20	1/2003
4	BIWEEKLY TIME CARDS PAY 14 RC, 87.00 = 91.70 6/21/95 = 7/04/95 BOX 4	731-20	1/2003
5	BIWEEKLY TIME CARDS PAY 14 RC, 91.80 - 95.60 6/21/95 = 7/04/95 BOX 5	731-20	1/2003
6	BIWEEKLY TIME CARDS PAY 14 RC, 11.10 - 97.64 6/21/95 = 7/04/95 BOX 6	731-20	1/2003
7	BIWEEKLY TIME CARDS PAY 14 RC, 98.00 - 98.80 6/21/95 = 7/04/95 BOX 7	731-20	1/2003
8	BIWEEKLY TIME CARDS PAY 14 RC, 99.00 - 99.80 6/21/95 = 7/04/95 BOX 8	731-20	1/2003
9	BIWEEKLY TIME CARDS PAY 15 RC, 10.00 - 61.70 7/05/95 - 7/18/95 BOX 1	731-20	1/2003
10	BIWEEKLY TIME CARDS PAY 15 RC, 62.00 - 81.00 7/05/95 - 7/18/95 BOX 2	731-20	1/2003
11	BIWEEKLY TIME CARDS PAY 15 RC, 82.00 - 86.00 7/05/95 - 7/18/95 BOX 3	731-20	1/2003
12	BIWEEKLY TIME CARDS PAY 15 RC, 87.00 - 91.70 7/05/95 - 7/18/95 BOX 4	731-20	1/2003
13	BIWEEKLY TIME CARDS PAY 15 RC, 91.80 - 95.60 7/05/95 - 7/18/95 BOX 5	731-20	1/2003
14	BIWEEKLY TIME CARDS PAY 15 RC, 11.10 - 97.64 7/05/95 - 7/18/95 BOX 6	731-20	1/2003
15	BIWEEKLY TIME CARDS PAY 15 RC, 98.00 - 98.80 7/05/95 - 7/18/95 BOX 7	731-20	1/2003
16	BIWEEKLY TIME CARDS PAY 15 RC, 99.00 - 99.80 7/05/95 - 7/18/95 BOX 8	731-20	1/2003
17 ✓	BIWEEKLY TIME CARDS PAY 16 RC, 10.00 - 61.70 7/19/95 - 8/01/95 BOX 1	731-20	1/2003

1813 #14
~~731-20~~ 1/2001
~~1/2003~~

DISPOSAL
3-15-04

* Missing
Box #16

1085

18	BIWEEKLY TIME CARDS PAY 16 RC.62.00 - 81.00 7/19/95 - 8/01/95 BOX 2	731-20	1/2003
19 ✓	BIWEEKLY TIME CARDS PAY 16 RC.82.00 - 86.00 7/19/95 - 8/01/95 BOX 3	731-20	1/2003
20 ✓	BIWEEKLY TIME CARDS PAY 16 RC.87.00 - 91.70 7/19/95 - 8/01/95 BOX 4	731-20	1/2003
21	BIWEEKLY TIME CARDS PAY 16 RC.91.80 - 95.60 7/19/95 - 8/01/95 BOX 5	731-20	1/2003
22	BIWEEKLY TIME CARDS PAY 16 RC.11.10 - 97.64 7/19/95 - 8/01/95 BOX 6	731-20	1/2003
23	BIWEEKLY TIME CARDS PAY 16 RC.98.00 - 98.80 7/19/95 - 8/01/95 BOX 7	731-20	1/2003
24	BIWEEKLY TIME CARDS PAY 16 RC.99.00 - 99.80 7/19/95 - 8/01/95 BOX 8	731-20	1/2003
25 ✓	BIWEEKLY TIME CARDS PAY 17 RC.10.00 - 61.70 8/02/95 - 8/15/95 BOX 1	731-20	1/2003
26 ✓	BIWEEKLY TIME CARDS PAY 17 RC.62.00 - 81.00 8/02/95 - 8/15/95 BOX 2	731-20	1/2003
27 ✓	BIWEEKLY TIME CARDS PAY 17 RC.82.00 - 86.00 8/02/95 - 8/15/95 BOX 3	731-20	1/2003
28 ✓	BIWEEKLY TIME CARDS PAY 17 RC.87.00 - 91.70 8/02/95 - 8/15/95 BOX 4	731-20	1/2003
29	BIWEEKLY TIME CARDS PAY 17 RC.91.80 - 95.60 8/02/95 - 8/15/95 BOX 5	731-20	1/2003
30	BIWEEKLY TIME CARDS PAY 17 RC.11.10 - 97.64 8/02/95 - 8/15/95 BOX 6	731-20	1/2003
31 ✓	BIWEEKLY TIME CARDS PAY 17 RC.98.00 - 98.80 8/02/95 - 8/15/95 BOX 7	731-20	1/2003
32 ✓	BIWEEKLY TIME CARDS PAY 17 RC.99.00 - 99.80 8/02/95 - 8/15/95 BOX 8	731-20	1/2003
33	BIWEEKLY TIME CARDS PAY 18 RC.10.00 - 61.70 8/16/95 - 8/29/95 BOX 1	731-20	1/2003
34 ✓	BIWEEKLY TIME CARDS PAY 18 RC.62.00 - 81.00 8/16/95 - 8/29/95 BOX 2	731-20	1/2003
35 ✓	BIWEEKLY TIME CARDS PAY 18 RC.82.00 - 86.00 8/16/95 - 8/29/95 BOX 3	731-20	1/2003
36 ✓	BIWEEKLY TIME CARDS PAY 18 RC.87.00 - 91.70 8/16/95 - 8/29/95 BOX 4	731-20	1/2003
37	BIWEEKLY TIME CARDS PAY 18 RC.91.80 - 95.60 8/16/95 - 8/29/95 BOX 5	731-20	1/2003
38	BIWEEKLY TIME CARDS PAY 18 RC.11.10 - 97.64 8/16/95 - 8/29/95 BOX 6	731-20	1/2003
39	BIWEEKLY TIME CARDS PAY 18 RC.98.00 - 98.80 8/16/95 - 8/29/95 BOX 7	731-20	1/2003
40	BIWEEKLY TIME CARDS PAY 18 RC.99.00 - 99.80 8/16/95 - 8/29/95 BOX 8	731-20	1/2003
41	BIWEEKLY TIME CARDS PAY 19 RC.10.00 - 61.70 8/30/95 - 9/12/95 BOX 1	731-20	1/2003
42	BIWEEKLY TIME CARDS PAY 19 RC.62.00 - 81.00 8/30/95 - 9/12/95 BOX 2	731-20	1/2003
43 ✓	BIWEEKLY TIME CARDS PAY 19 RC.82.00 - 86.00 8/30/95 - 9/12/95 BOX 3	731-20	1/2003
44	BIWEEKLY TIME CARDS PAY 19 RC.87.00 - 91.70 8/30/95 - 9/12/95 BOX 4	731-20	1/2003

45 ✓	BIWEEKLY TIME CARDS PAY 19 RC.91.80 - 95.60 8/30/95 - 9/12/95 BOX 5	731-20	1/2003
46	BIWEEKLY TIME CARDS PAY 19 RC.11.10 - 97.64 8/30/95 - 9/12/95 BOX 6	731-20	1/2003
47	BIWEEKLY TIME CARDS PAY 19 RC.98.00 - 98.80 8/30/95 - 9/12/95 BOX 7	731-20	1/2003
48	BIWEEKLY TIME CARDS PAY 19 RC.99.00 - 99.80 8/30/95 - 9/12/95 BOX 8	731-20	1/2003
49 ✓	BIWEEKLY TIME CARDS PAY 20 RC.10.00 - 61.70 9/13/95 - 9/26/95 BOX 1	731-20	1/2003
50 ✓	BIWEEKLY TIME CARDS PAY 20 RC.62.00 - 81.00 9/13/95 - 9/26/95 BOX 2	731-20	1/2003
51 ✓	BIWEEKLY TIME CARDS PAY 20 RC 82.00 - 86.00 9/13/95 - 9/26/95 BOX 3	731-20	1/2003
52 ✓	BIWEEKLY TIME CARDS PAY 20 RC 87.00 - 91.70 9/13/95 - 9/26/95 BOX 4	731-20	1/2003
53	BIWEEKLY TIME CARDS PAY 20 RC 91.80 - 95.60 9/13/95 - 9/26/95 BOX 5	731-20	1/2003
54	BIWEEKLY TIME CARDS PAY 20 RC 11.10 - 97.64 9/13/95 - 9/26/95 BOX 6	731-20	1/2003
55 ✓	BIWEEKLY TIME CARDS PAY 20 RC 98.00 - 98.80 9/13/95 - 9/26/95 BOX 7	731-20	1/2003
56 ✓	BIWEEKLY TIME CARDS PAY 20 RC 99.00 - 99.80 9/13/95 - 9/26/95 BOX 8	731-20	1/2003

R-16

S-32-34

MISSING BOX # 16

3 ~~2~~ Emptyies

2 - ~~2~~ 34

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. 96W593	DATE RECEIVED 11-21-95
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 16	LOCATION SECTIONS 34
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 5	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & GROSS DEDUCTION PAY 15 7/05/95 - 7/18/95	1813 #7 731-11	1/2003
2	PAYROLL JOURNAL & GROSS DEDUCTION PAY 16 7/19/95 - 8/01/95	731-11	1/2003
3	PAYROLL JOURNAL & GROSS DEDUCTION PAY 17 8/02/95 - 8/15/95	731-11	1/2003
4	PAYROLL JOURNAL & GROSS DEDUCTION PAY 18 8/16/95 - 8/29/95	731-11	1/2003
5	PAYROLL JOURNAL & GROSS DEDUCTION PAY 19 8/30/95 - 9/12/95	731-11	1/2003

DISPOSAL
3/19/04
255

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. 96W811	DATE RECEIVED 12-26-95
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 65	LOCATION SECTIONS 16
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 4	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. JULY 93 - AUG. 93	1811-3 799-2	1/2000
2	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. SEPT. 93 - OCT. 93	799-2	1/2000
3	CASH RECEIPTS BACK UP & CHECK COPIES FOR C/R & SPECS. NOV. 93 - NOV. 93	799-2	1/2000
4	RECEIPTS: SPEC. & DELIVERY 10/93 - 6/94	799-2	1/2000

103

DISPOSAL
3/22/04
[Signature]

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. 96W812		DATE RECEIVED 12-26-95
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 65		RM CODE 26-03-05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 15	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	BID SUMMARY AWARDS 1990 - 1993	1811 799-10 1/2000		

1/03

DISPOSAL
3/22/04
LJS

1059

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. 96W850	DATE RECEIVED 1-23-96
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 1	RM CODE 26-03-05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 9	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	BOX 152 GAS TICKETS 4/95 - 5/10/95	1810 1005-1	1/2000
2	BOX 153 FUEL TICKETS 5/95 - 6/95	1005-1	1/2000
3	BOX 154 GAS TICKETS FROM ALL R.C.'S 6/95 - 7/31/95	1005-1	1/2000
4	BOX 155 GAS TICKETS FROM ALL R.C.'S 8/1/95 - 8/31/95	1005-1	1/2000
5	BOX 156 FUEL TICKETS FROM ALL R.C.'S 9/95 - 10/02/95	1005-1	1/2000
6	BOX 164 REGULAR GAS TICKET FOR ALL DISTRICTS 10/95 - 11/08/95	1005-1	1/2000

DISPOSAL
3-12-04
1/03

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. 96W856		DATE RECEIVED 1-23-96
B. DIVISION / UNIT Office of Finance and Program Management				FORM CODE 26-0305
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 1	LOCATION SECTIONS 17	NO. OF CU. FT. 3
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1	PAYROLL JOURNAL & GROSS DECUCTION PAY 20 9/13/95 - 9/26/95	731-11	1/2003
2	PAYROLL JOURNAL & GROSS DECUCTION PAY 21 9/27/95 - 10/10/95	731-11	1/2003
3	PAYROLL JOURNAL & GROSS DECUCTION PAY 22 10/11/95 - 10/24/95	731-11	1/2003

DISPOSAL
3/2-01

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W857	DATE RECEIVED 1-23-96
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26-0305
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 103	LOCATION SECTIONS 29
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 3	
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 & CHECK REGISTER 5/14/95 - 7/18/95	731-11 1813 # 1/2003
2	PAYROLL JOURNAL & CHECK REGISTER 7/19/95 - 9/12/95	731-11 1/2003
3	PAYROLL JOURNAL & CHECK REGISTER 9/13/95 - 11/07/95	731-11 1/2003

Disposal
3-11-84

1120

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. 96W858	DATE RECEIVED 1-23-96
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 103	LOCATION SECTIONS 29
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	PERM. & TEMP. INPUTS PAY 1 TO 3 1995	1813 #17 731-25	1/2001 1/2003
2	PERM. & TEMP. INPUTS PAY 4 TO 6 1995	731-25	1/2003
3	PERM. & TEMP. INPUTS PAY 7 TO 9 1995	731-25	1/2003
4	PERM. & TEMP. INPUTS PAY 10 TO 13 1995	731-25	1/2003
5	PERM. & TEMP. INPUTS PAY 14 TO 17 1995	731-25	1/2003

DISPOSAL
3-11-04

1122

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. 96W1139		DATE RECEIVED 3-26-96
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 113	LOCATION SECTIONS 25	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 23 10/25/95 - 11/07/95	731-11 1813 #7	1/2003
2	PAYROLL JOURNAL & GROSS DEDUCTION PAY 24 11/08/95 - 11/21/95	731-11	1/2003
3	PAYROLL JOURNAL & GROSS DEDUCTION PAY 25 11/22/95 - 12/05/95	731-11	1/2003
4	PAYROLL JOURNAL & GROSS DEDUCTION PAY 26 12/06/95 - 12/17/95	731-11	1/2003

*DKS PASAL
3-29-04*

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E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 96 W 1493	DATE RECEIVED 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 46	RM CODE 26-03-05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 15	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 EDITS (1994) & AUTHORIZATION SIGNATURES (1990 - 1994)
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731-24 #1813 #18	1/2000 1/03
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DISPOSAL
3/12/04
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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W1495	DATE RECEIVED 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 36	RM CODE 26-03-05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 12	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1 | LEAVE ADJUSTMENT 10/28/94 - 12/20/94
| PAY 23 - PAY 26

~~731-25~~ | 1/2000
1813-17 | **1/03**

DISPOSAL
3/19/04
LSB

1152

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 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management		96W1507	RM CODE 26-03-05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 68	LOCATION SECTIONS 12
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 6	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	

1	PAYROLL JOURNAL & CHECK REGISTER (CPB) PAYS 16 & 17 7/19/95 - 8/15/95	731-11	1/2003
2	PAYROLL CHECK REGISTER (CPB) PAY 18 & 19 8/16/95 - 9/12/95	731-11	1/2003
3	PAYROLL CHECK REGISTER (CPB) PAY 20 & 21 9/13/95 - 10/10/95	731-11	1/2003
4	PAYROLL CHECK REGISTER (CPB) PAY 22 & 23 10/11/95 - 11/07/95	731-11	1/2003
5	PAYROLL CHECK REGISTER (CPB) PAY 9 & 25 4/25/95 - 12/05/95	731-11	1/2003
6	PAYROLL JOURNAL & CHECK REGISTER PAY 14 & 15 6/21/95 - 7/18/95	731-11	1/2003

#1813

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DISPOSAL
3/22/04
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1145

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 Program Management
 C. MAILING ADDRESS
 707 North Calvert Street
 Baltimore, Md. 21202
 D. PHONE NO.
 333-1447
 Baltimore, Md. 21202
 E. AGENCY OFFICIAL

ACCESSION NO. 97W115
 DATE RECEIVED 8-15-96
 RM CODE 26.03.05
 LOCATION RANGE 8 SECTIONS 18 NO. OF CU. FT. 5
 RECORDS CENTER MANAGER
 TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
 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	FINAL ESTIMATES BOX 36	1807-1 1/2000
2	CONTRACTS BOX 68	1807-1 1/2000
3	CONTRACTS BOX 69	1807-1 1/2000
4	CONTRACTS BOX 70	1807-1 1/2000
5	CONTRACTS BOX 71	1807-1 1/2000

1995

403

DISPOSAL
 3-12-04

OK
 12/01

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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 97W120	DATE RECEIVED 8-15-96
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 43	LOCATION SECTIONS 1
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	PRE 10 PAY 15 - PAY 18 1994	1813-6	1/2000
2	PRE 10 PAY 19 - PAY 23 1994	1813-6	1/2000

1/03

*DISPOSAL
3/12/04
LSB*

1195

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. 97W1271		DATE RECEIVED 6-12-97	
B. DIVISION / UNIT Office of Finance and Information Technology		RANGE 35		RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 32		NO. OF CU. FT. 2	
D. PHONE NO. 545-5685 Baltimore, Md. 21202		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)			

1	BI-WEEKLY TIME CARDS MISCELLANEOUS 1996	BOX 3	1813-14	1/2003
2	BI-WEEKLY TIME CARDS MISCELLANEOUS 1996	BOX 4	1813-14	1/2003

DISPOSAL
3/19/04
LDJ

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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. A. AGENCY State Highway Administration</p> <p>B. DIVISION / UNIT Office of Finance and Information Technology</p> <p>C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202</p> <p>D. PHONE NO. 545-5685 Baltimore, Md. 21202</p> <p>E. AGENCY OFFICIAL</p>	<p>ACCESSION NO. 98W893</p> <p>RANGE 32</p> <p>LOCATION 23</p> <p>SECTIONS 2</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE RECEIVED 6-10-98</p> <p>RM CODE 26.03.05</p> <p>NO. OF CU. FT. 2</p> <p align="center">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p> <p>2. BOX NUMBERS WITH INCLUSIVE DATES</p> <p>3. DESCRIPTION OF RECORDS</p> <p>4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO., DISPOSAL DATE)</p>
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- | | | | |
|---|--|---------------------------|--------|
| 1 | ° PAYROLL JOURNAL & CHECK REGISTER 8/96 THRU 11/96 BOX 1 | ° 1813-7- 1816 | 1-2003 |
| 2 | ° PAYROLL JOURNAL & CHECK REGISTER 11-6-96 THRU 12/31/96 BOX 2 | ° 1813-7- 1816 | 1-2003 |

DISPOSAL
9/15/04
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RECORDS TRANSMITTAL AND RECEIPT
 Department of Central Services - State Records Management Center
 P.O. Box 275, Jessup, Maryland 20794 (410 799-1276)

Directions - Please Type or Print Clearly all entries

A. Agency University of Maryland, Baltimore		Accession No. 01W25	Date Received 8-29-00
B. Division/Unit Human Resource Services			RM Code 28.01.05.01
C. Mailing Address 737 W. Lombard Street Payroll & Benefits 1 st Floor Baltimore, Maryland 21201		Location Range Section(s) 1 8-9	NO. OF CU. FT. 39
D. Phone Number (410) 706-2616		Records Center Manager	
E. Agency Official Vernell Cooper			

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
1-39	Payroll & Benefits (1527) Year 1996 - 1997 Disposal Date 12/31/02 Agency Code - 36.02.21 See attached schedule	Sche. # 1527 1636 Item # 2 Jan. 2003 DISPOSAL 3-12-01

Use plain unlined paper for continuation pages

University of Maryland, Baltimore
Payroll & Benefits

April 20, 2000

Box Number				
1	Student Files 1988 -1995	1527	2	12/31/02- 1/03
2	Student Files 1988 - 1995	1527	2	12/31/02
3	Student Files 1988 -1995	1527	2	12/31/02
4	Student Files 1988 -1995	1527	2	12/31/02
5	Payroll Journals 1/6/96 - 1/20/96	1527	2	12/31/02
6	Payroll Journals 2/3/96 - 2/17/96	1527	2	12/31/02
7	Payroll Journals 3/2/96 - 3/16/96	1527	2	12/31/02
8	Payroll Journals 3/30/96 - 4/13/96	1527	2	12/31/02
9	Payroll Journals 4/27/96 - 5/11/96	1527	2	12/31/02
10	Payroll Journals 5/25/96 - 6/8/96	1527	2	12/31/02
11	Payroll Journals 6/22/96 - 6/31/96	1527	2	12/31/02
12	Payroll Journals 7/6/96 - 7/20/96	1527	2	12/31/02
13	Payroll Journals 8/3/96 - 8/17/96	1527	2	12/31/02
14	Payroll Journals 8/31/96 - 9/14/96	1527	2	12/31/02
15	Payroll Journals 8/29/96 - 10/12/96	1527	2	12/31/02
16	Payroll Journals 11/25/96 - 12/7/96	1527	2	12/31/02
17	Payroll Journals 12/21/96	1527	2	12/31/02
18	Payroll Certification Cards 11/6/96 - 8/86	1527	2	12/31/02
19	Payroll Certification Cards 9/14/96 - 12/96	1527	2	12/31/02

20	Payroll Certification Cards 1/7/97 - 6/97	1527	2	12/31/02
21	Payroll Certification Cards 6/97 - 12/97	1527	2	12/31/02
22	Check Register 1/4/97 - 2/1/97	1527	2	12/31/02
23	Check Register 2/15/97 - 3/15/97	1527	2	12/31/02
24	Payroll Journals 10/26/96 - 11/9/96	1527	2	12/31/02
25	Payroll Journals 1/4/97 - 1/18/97	1527	2	12/31/02
26	Payroll Journals 2/1/97 - 2/15/97	1527	2	12/31/02
27	Payroll Journals 3/1/97 - 3/15/97	1527	2	12/31/02
28	Payroll Journals 3/29/97 - 4/12/97	1527	2	12/31/02
29	Payroll Journals 4/26/97 - 5/10/97	1527	2	12/31/02
30	Payroll Journals 5/24/97 - 6/17/97	1527	2	12/31/02
31	Payroll Journals 6/21/97 - 6/30/97	1527	2	12/31/02
32	Payroll Journals 7/5/97 - 7/19/97	1527	2	12/31/02
33	Payroll Journals 8/7/97 - 8/30/97	1527	2	12/31/02
34	Payroll Journals 9/13/97 - 8/10/97	1527	2	12/31/02
35	Payroll Journals 9/27/97	1527	2	12/31/02
36	Payroll Journals 10/11/97 - 10/25/97	1527	2	12/31/02
37	Payroll Journals 11/8/97 - 11/22/97	1527	2	12/31/02
38	Payroll Journals 12/6/97 - 12/20/97	1527	2	12/31/02
39	Check Register 8/11/97 - 9/13/97	1527	2	12/31/02

University of Maryland, Baltimore
Payroll & Benefits

April 20, 2000

Box Number	Description of Records with inclusive dates	Disposal schedule	Authority Item #	Disposal Dates
1	Student Files 1988 -1995	1527	2	12/31/02
2	Student Files 1988 - 1995	1527	2	12/31/02
3	Student Files 1988 -1995	1527	2	12/31/02
4	Student Files 1988 -1995	1527	2	12/31/02
5	Payroll Journals 1/6/96 - 1/20/96	1527	2	12/31/02
6	Payroll Journals 2/3/96 - 2/17/96	1527	2	12/31/02
7	Payroll Journals 3/2/96 - 3/16/96	1527	2	12/31/02
8	Payroll Journals 3/30/96 - 4/13/96	1527	2	12/31/02
9	Payroll Journals 4/27/96 - 5/11/96	1527	2	12/31/02
10	Payroll Journals 5/25/96 - 6/8/96	1527	2	12/31/02
11	Payroll Journals 6/22/96 - 6/31/96	1527	2	12/31/02
12	Payroll Journals 7/6/96 - 7/20/96	1527	2	12/31/02
13	Payroll Journals 8/3/96 - 8/17/96	1527	2	12/31/02
14	Payroll Journals 8/31/96 - 9/14/96	1527	2	12/31/02
15	Payroll Journals 8/29/96 - 10/12/96	1527	2	12/31/02
16	Payroll Journals 11/25/96 - 12/7/96	1527	2	12/31/02
17	Payroll Journals 12/21/96	1527	2	12/31/02
18	Payroll Certification Cards 11/6/96 - 8/86	1527	2	12/31/02
19	Payroll Certification Cards 9/14/96 - 12/96	1527	2	12/31/02

20	Payroll Certification Cards 1/7/97 - 6/97	1527	2	12/31/02
21	Payroll Certification Cards 6/97 - 12/97	1527	2	12/31/02
22	Check Register 1/4/97 - 2/1/97	1527	2	12/31/02
23	Check Register 2/15/97 - 3/15/97	1527	2	12/31/02
24	Payroll Journals 10/26/96 - 11/9/96	1527	2	12/31/02
25	Payroll Journals 1/4/97 - 1/18/97	1527	2	12/31/02
26	Payroll Journals 2/1/97 - 2/15/97	1527	2	12/31/02
27	Payroll Journals 3/1/97 - 3/15/97	1527	2	12/31/02
28	Payroll Journals 3/29/97 - 4/12/97	1527	2	12/31/02
29	Payroll Journals 4/26/97 - 5/10/97	1527	2	12/31/02
30	Payroll Journals 5/24/97 - 6/17/97	1527	2	12/31/02
31	Payroll Journals 6/21/97 - 6/30/97	1527	2	12/31/02
32	Payroll Journals 7/5/97 - 7/19/97	1527	2	12/31/02
33	Payroll Journals 8/7/97 - 8/30/97	1527	2	12/31/02
34	Payroll Journals 9/13/97 - 8/10/97	1527	2	12/31/02
35	Payroll Journals 9/27/97	1527	2	12/31/02
36	Payroll Journals 10/11/97 - 10/25/97	1527	2	12/31/02
37	Payroll Journals 11/8/97 - 11/22/97	1527	2	12/31/02
38	Payroll Journals 12/6/97 - 12/20/97	1527	2	12/31/02
39	Check Register 8/11/97 - 9/13/97	1527	2	12/31/02



6/27

ADMINISTRATION AND FINANCE

HUMAN RESOURCE SERVICES

UNIVERSITY OF MARYLAND

TO:

Paul Lamberson

FAX: *(410) 799-8532*

FROM:

Verneil Cooper

DATE:

4/20/00

The following facsimile transmission contains 5 pages, including the cover sheet. If there is a problem with the transmission, please call (410) 706-7171.

Messages:



APR 24 2000

MANAGEMENT DIVISION

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737 W. Lombard Street
Baltimore, MD 21201-1041
Fax (410) 706-8178

Director's Office
(410) 706-3950
(410) 706-6338

Employee Relations
& Diversity Initiatives
(410) 706-7302
Staffing & Career
Development
(410) 706-7171

Payroll/Benefits/Records
(410) 706-7600
Organizational Develop. &
Training (410) 706-5615

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER
P.O. BOX 378, JESSUP, MD. 20794 (TELEPHONE - 798-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

410-799-1379

FAX 410-799-8532

A. AGENCY University of Maryland, Balto.		ACCESSION NO. 01W390	DATE REC'D 11-3-00
D. DIVISION/UNIT Human Resources			RM CODE 28.01.05.01
C. MAILING ADDRESS 737 W Lombard St Balto, Md 21201		RANGE 114	LOCATION SECTION(B) 12-14
D. PHONE NO. 410-766-7171			NO. OF CU. FT. 74
E. AGENCY OFFICIAL Vernell Cooper		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	See attached	Sch. # 1636 Item # 1 Jan. 2003
		* MISSING Box # 36, 44, & 63

*Disposal
3-15-04*

36	<i>MISSING</i>	HID Extensions 1999	January 2002
38		Pink Resumes 1997 to 1999	January 2002
39		Inactive Resumes 1998	January 2001
41		Inactive Resumes 08/98 to 03/99	April 2002
42		Pink Resumes 10/97 to 03/99	April 2002
43		Inactive Resumes 1998	January 2001
44		Inactive Resumes 1997	January 2001
45	<i>MISSING</i>	Inactive Resumes 04 to 10 1998	November 2001
46	✓	Inactive Resumes 10/96 to 09/98	October 2001
47	✓	Inactive Resumes 09 to 10 1998	November 2001
48		Inactive Resumes 1997	January 2001
49	✓	Pink Resumes 10/96 to 04/99	May 2002
50	✓	Inactive Resumes 03 to 07 1998	August 2001
51	✓	Inactive Resumes 05 to 08 1998	September 2001
52	✓	Inactive Resumes 1997	January 2001
53	✓	Inactive Resumes 01 to 07 1998	August 2001
54	✓	Associate Staff Resumes 1997	January 2001
55	✓	Inactive Resumes 01 to 07 1998	August 2001
56	✓	Classified Resumes 1997	January 2001
58	✓	Inactive Resumes 01 to 07 1998	August 2001
59	✓	Associate Staff Resumes 1997	January 2001
60	✓	Inactive Resumes 1998 to 1999	January 2002
61	✓	Inactive Resumes 1998	January 2001

62	Applications 02 to 09 1997	October 2000
63 <i>Missing</i>	Inactive Resumes 01 to 03 1998	April 2001
64	Inactive Resumes 01 to 03 1998	April 2001
65	Classified Resumes 01 to 12 1997	January 2001

BOX NUMBER	CONTENTS	DESTROY DATE
66 ✓	CLOSED REQUISITION	12/2001
67 ✓	CLOSED REQUISITION	12/2001
68 ✓	CLOSED REQUISITION	10/2001
69 ✓	CLOSED REQUISITION	1/2001
70 ✓	CLOSED REQUISITION	11/2001
71 ✓	CLOSED REQUISITION	12/2001
72 ✓	CLOSED REQUISITION	11/2000
73 ✓	CLOSED REQUISITION	11/2001
74 ✓	CLOSED REQUISITION	7/2001
76 ✓	CLOSED REQUISITION	11/2000
78 ✓	CLOSED REQUISITION	12/2000
79 ✓	CLOSED REQUISITION	1/2001
81 ✓	CLOSED REQUISITION	12/2000
82 ✓	CLOSED REQUISITION	10/2000
83 ✓	CLOSED REQUISITION	12/2001
84 ✓	CLOSED REQUISITION	12/2001
85 ✓	INACTIVE RESUMES	12/2001
86 ✓	INACTIVE RESUMES	12/2001
87 ✓	INACTIVE RESUMES	11/2001
88 ✓	INACTIVE RESUMES	10/2001
89 ✓	INACTIVE RESUMES	9/2001
90 ✓	INACTIVE RESUMES	9/2001
91 ✓	INACTIVE RESUMES	11/2001
92 ✓	INACTIVE RESUMES	12/2001
93 ✓	CLOSED REQUISITION	9/2001

R-114

S-12-14

8-ENTRY SPACES
S-14

2700

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. Charles County Community College	Accession No. <div style="font-size: 2em; font-family: cursive;">00W52</div>	Date Rec'd <div style="font-size: 1.5em; font-family: cursive;">8-3-99</div>
B. Division/Unit Human Resources Office (HRD)	Location Range Section(s)	RM Code <div style="font-size: 1.5em; font-family: cursive;">28.03.01</div>
C. Mailing Address P O Box 910, 8730 Mitchell Road La Plata, MD 20646-0910	<div style="font-size: 2em; font-family: cursive;">5 28</div>	No. of Cu. Ft. <div style="font-size: 2em; font-family: cursive;">2</div>
D. Phone No. (301) 934-7722 (Pam Starkey)	Records Center Manager	
E. Agency Official Shirley Williams, Human Resources 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	Permanent Personnel Records - 1992 A-H (1/92 - 12/92)	Schedule #1530 Item #1 Disposal - 1/03 <div style="font-size: 1.5em; font-family: cursive; text-align: right;"> Disposal 3-12-04 </div>
2	Permanent Personnel Records - 1992 J-W (1/92 - 12/92)	

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. Charles County Community College	Accession No. 00W53	Date Rec'd 8-3-99
B. Division/Unit Human Resources Office (HRD)	Location Range Section(s) 2 13	RM Code 28-03-01
C. Mailing Address P O Box 910, 8730 Mitchell Road La Plata, MD 20646-0910	No. of Cu. Ft. 3	
D. Phone No. (301) 934-7722 (Pam Starkey)	Records Center Manager	
E. Agency Official Shirley Williams, Human Resources Officer	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
1	Continuing Education/Temporary Personnel Records - A-H (1/90 - 12/92)	Schedule #1530 Item #1 Disposal - 1/03
2	Continuing Education/Temporary Personnel Records - J-R (1/90 - 12/92)	
3	Continuing Education/Temporary Personnel Records - S-Z (1/90 - 12/92)	

*Disposal
3-12-04*

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO. 01W204	DATE REC'D 10-10-00
B. DIVISION/UNIT Campus Security			RM CODE 28-03-02
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) 35 2	NO. OF CU. FT. 3
D. PHONE NO. (410) 541-2836, Mr. Lyle (410) 541-2549, Records Retention		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mr. Gary Lyle, Dir. Public Safety		TO BE 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	Security Log Books, CY1992, 01/01/1992-4/30/1992; daily logs, activity reports, incident reports, and exception reports	Sch. 1912; Item 2 disposal 01/2003
2	Security Log Books, CY1992, 5/01/1992-8/31/1992; daily logs, activity reports, incidents reports, and exception reports	Sch. 1912; Item 2 disposal 01/2003
3	Security Log Books, CY1992, 9/01/1992-12/31/1992; daily logs, activity reports, incident reports, and exception reports	Sch. 1912; Item 2 disposal 01/2003

DISPOSAL
3/15/04
LBS

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 878, JESSUP, MD. 20794 (TELEPHONE - 706-1378)

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland Higher Education Commission	ACCESSION NO. <div style="font-size: 2em; font-weight: bold;">96W1327</div>	DATE RECD <div style="font-size: 2em; font-weight: bold;">4-19-96</div>
B. DIVISION/UNIT Planning and Academic Affairs	RM CODE <div style="font-size: 2em; font-weight: bold;">28.04</div>	
C. MAILING ADDRESS The Jeffrey Building 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-weight: bold;">43 13</div>	NO. OF CU. FT. <div style="font-size: 2em; font-weight: bold;">4</div>
D. PHONE NO. (410) 974-2971	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Closed School - Deaton Hospital and Medical Center Geriatric Nursing	Schedule 1206 Item #2 Disposal - Dec. 2002
2	" " Andrew Aero Club, Inc. Hinson Airways Columbia School of Modeling Yorktowne Business School/Glen Burnie	<div style="font-size: 3em; font-weight: bold;">1/03</div> <div style="font-size: 2em; font-weight: bold; margin-top: 20px;">DISPOSAL</div> <div style="font-size: 2em; font-weight: bold; margin-top: 10px;">3/12/04</div> <div style="font-size: 2em; font-weight: bold; margin-top: 10px;">LIS</div>
3	" " McDonald Flying Service Lovegrove School for Nannies Hollywood Beauty Academy Rochelles School of Cosmetic Art Radio Broadcast Communication and Modern Beauty Academy	
4	" " Automotive Academy	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 876, JESSUP, MD. 20794 (TELEPHONE - 790-1370)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO. 97W429	DATE REC'D 10-18-96
B. DIVISION/UNIT Planning & Academic Affairs	RM CODE 28.04	
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401	LOCATION RANGE SECTION(S) 23 1	NO. OF CU. FT. 30
D. PHONE NO. (410) 974-2971	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1A	Advance Career Institute Strayer Business College	10/1999 - Disposal Schedule No. 1834 Item No. 02, B
Box 2A	Robert Lewis Institute of Hair Design Computer Technology Services Institute Resource Management International Academy of Hi-Tech Training, Inc.	Jan. 2000 2002 2003
Box 3A	Triple T Travel Annapolis School of Seamanship	
Box 4A	Yorktowne Business Institute Kaufman Cade CCAV Television School	
Box 5A	Career Learning Center (applications, corresp.)	
Box 6A	PTC Institute (approval, S-10's, chron files)	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 875, JESSUP, MD. 20794 (TELEPHONE - 766-1879)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs		RM CODE	
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 7A	National School of Dog Grooming NTS Napier Semi-Drive MARC School of Beauty Culture MD Institute of Ultrasound Tech National Academy for Paralegal Studies	10/1999 - Disposal Schedule No. 1834 Item No. 02, B	
Box 8A	Various Private Career Schools, plus NTS and MIT: NTS MIT Misc. Letters Career Learning Center PTC		
News Clippings on Higher Education	School for Radiographics Deaton Hospital and Medical Center Harbor Hospital Center Guardian Training Security Program Bartending School of Baltimore/Washington School of Radiotechnology		
Box 9A	Professional Institute of Commercial Art		
Box 10A	Ron Thomas Beauty School - Student Records		
Box 11A	ABC Craftmaster Training		

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 878, JESSUP, MD. 20794 (TELEPHONE - 706-1878)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs			SM CODE
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 12A	Various Private Career Schools: Page 1 of 3 Traveled Vacation Center Triple T LTD Tabernacle Bible INst. Total Professional Barber School Touch for Health TRactor Trailer Training Tradiditional Acupuncture Institute Technical Education Center Westinghouse School Washington School for Secretaries Wilfred American Education Corp NORD Merchanist United Schools United Truck Walters Academy USA Services Unisoft Technical Institute Universal Technical Institute Yorktowne Business Institute Fleet Business School School of Acupuncture School of Trades St. John's News Sojourner-Douglas College Strayer College School of Radiologic Tech Stuntman School Sea School Mid Atlantic Superior Cleaning Services Springfield Hospital School Safe At-Sound Security Training	10/1999 - Disposal Schedule No. 1934 Item No. 02, B	
	(Continued)		

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 876, JESSUP, MD. 20794 (TELEPHONE - 786-1876)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs		RM CODE
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401	LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 12A	(Continued) - Page 2 of 3 MD Institute of Ultra Sound Tech Metro Training System MD Dental Assistants Assoc. Metro Health MD Drafting Institute MD School of Travel MD Systems Automation MD Commercial Driving School MD Driving School Mercy Medical Center MD Institute of Technology MARC School of BEauty MD School for Hair Design MHED Loan Montgomery Beauty School MD Assoc of Private Career Schools MD Academy of Arts MD Academy for Public Safety MD Barbering School Morgan State O Save Us, Inc. O Hushi Inst. O Hushirtsu	10/1999 - Disposa. Schedule No. 1834 Item No. 02, A

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 375, JESSUP, MD. 20794 (TELEPHONE - 760-1579)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs		FM CODE	
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 12A	(Continued Page 3 of 3) Suitland Super. Trg., Inc. Schuber School of Trades Shippers Choice Roberts Institute of Hair Design Rets Tech Training Ron Thomas School of Cosmetology Professional Flight, Inc. Patricia Stevens Fashions Professional Medical Transcriptions Peggy Pursey's Driving School Professional CPA Review Pryor School of Awareness Potomac Academy of Hair Design PTC Career Institute PSI Institute Professional Institute of Commerical Art Potomac College Paul's Electronic Pharmacy Technology Group Phara-Tech Training Jefferson Institute JB Hunt Transport Lampers CPA Review Longrove School for Nannies Kaufman Cades CPA School	10/1999 - Disposal Schedule No. 1834 Item No. 02, B	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 878, JESSUP, MD. 20794 (TELEPHONE - 706-1878)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs			SM CODE
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 13A	PTC Career Institute, Inc. - Hearing	10/1999 - Disposa Schedule No.1834 Item No. 02, B	
Box 14A	PTC Career Institute - Closed School		
Box 15A	Totally Professional Barber Academy South Baltimore General Hospital Washington DC Beauty Academy USA Training Academy United Schools, Inc. Application for Approval VA Time Shetts		
Box 16A	International Montsseri Society		
Box 17A	Patricia Stevens Modeling School - Closed		
Box 18A	NTS - Closed FAES Frederick School of Practical Nursing Fireplug Dog Grooming Frostburg State NBS/Automotive School & Law Enforcement MTA		
Box 19A	Maryland Institute of Technology (MIT) - Closed		

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 878, JESSUP, MD. 20794 (TELEPHONE - 766-1879)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs		SM CODE	
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 20	Various Private Career Schools: MD Institute of Technology (MIT) MD Institute of Ultrasound Tech MD School of Financial Educa MD School of Hair Design Mary's Art Studio Westinghouse School of Applied Engineering Inst. Behaviorial Research IPS Atticulation Agreements Watterson Skills Center Spartan School Aeronautiacs Strayer Business College United Travel School United Truck Washington School for Secretaries Total Dimensions School of Hair Design Travel Concepts Learning Center Kaplan Center ITG (Intra Training Corp.) National Polygraph	10/1999 - Disposal Schedule No. 1834 Item No. 02,B	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 876, JESSUP, MD. 20794 (TELEPHONE - 700-1870)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs		RM CODE
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401	LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 21A	PTC Career Institute - Closed	10/1999 - Disposal Schedule No. 1834 Item No. 02,B
Box 22A	NEC - National Education Center - Closed Triple T Travel School - Closed	
Box 23A	Various Private Career Schools: Career Learning Center (CLC) Cheateau Chesapeake Business Institute (CBI) Columbia School of Gemology Computer Communications Institute Computer Learning Center of Washington CBI Cudderback Institute Culinary School of Washington Drive-Rite Driving School Eastern Shore School of Practical Nursing Eastern INstitute of Tech Eastern Shore Hospital Center F. Bonne Inst. of Cosmetology Applied Computer Tech FAEES - NIH Eldorado Academy Engineering Rev. Progrms. of Wash. Eastern Institute of Clinical Electrology Educational Resources Svcs Department of Health & Mental Hygiene Deaton Hospital / Caulson Travel DACUM / Caulson Travel Data Processing Institute of Baltimore Carribbean Community / CATOS	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 876, JESSUP, MD. 20794 (TELEPHONE - 706-1870)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs		RM CODE	
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 24A	Various Private Career Schools: Automation Academy Aquahart Nail Academy Annapolis Beauty Academy Allied Health Career ARCO Tech Institute (AIRCO) Articulation Corresp Articulation III Springfield Hospital Center Shoe Repair School of MD	10/1999 - Disposa Schedule No. 1834 Item No. 02,B	
Box 25A	Dave Hageats School Sheppard Pratt Central MD Comm Air Inst Morgan State University Schuler School of Fine Arts TRI Services/Rawsen Green Acres School Golden OPS, Inc. General Communications, Inc. (GCI) - Closed Guardian Security Training Academy Hypnosis Training Inst. Hollywood Beauty Academy Harbor Hospital		
Box 26A	Cheateau Cosmetoloty School - Closed		

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 875, JESSUP, MD. 20794 (TELEPHONE - 766-1879)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Planning & Academic Affairs		RM CODE	
C. MAILING ADDRESS Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 27A Box 28A Box 29A Box 30A	American Institute of Banking- Baltimore School American Institute of Banking- Washington DC Sch Patricia Stevens Modeling School L'Academie De Cuisine 1988 Application Paragon Resources, Inc. 1991 Application Global Technology Institute Potomac Academy of Hair Design (name chge: BNT -closed 8/96)	10/1999 - Disposal Schedule No. 1834 Item No: 02, B	

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
STATE RECORDS CENTER
P.O. BOX 275
JESSUP, MARYLAND 20794-0275
410-799-1379
(410) 799-8532 fax
December 17, 2001

28.04
MS. MARIA GOUMAS
MD HIGHER ED - ADMINISTRATION
16 FRANCIS ST.
ANNAPOLIS, MD 21401

SUBJECT: DISPOSAL CLEARANCE

The records listed on attached sheet are eligible for disposal. They will be destroyed as scheduled if no reply is received by January 18, 2002. If you do not concur in this action, please return this letter and justify continued retention on the space below. Cite Accession Number and include a new disposal for these records.

Sincerely,


Gabriel Lopez
Acting Records Center Manager

Extend date to January, 2003.
on 10A, 13A, 14A, 19A

DGS 550-7

550-B

RECORDS ELIGIBLE FOR DISPOSAL

ACCESSION NO.	CU.FT.	SCHEDULE NO.	ITEM NO.	DISPOSAL DATE
** Records Management Code 28.04 97W0429	30	1834	02.B	1/02
** Subtotal **	30			

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of the Environment	Accession No. 95W1230	Date Rec'd 3-28-95
		RM Code 31.01
B. Division/Unit Air and Radiation Mgmt. Administration	Location Range Section(s) 22 3	No. of Cu. Ft. 2
C. Mailing Address 2500 Broening Highway Baltimore, MD 21224	Records Center Manager	
D. Phone No. (410) 631-3280	To Be Completed At State Records Management Center	
E. Agency Official <i>Stephanie Hill</i>		

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

		Item Number	Schedule 984 Disposal Date
# 1	Premise Files - BGE & PEPCO - 1975-1992	7.1.0	2002
# 2	Premise Files - BGE - 1977-1992	7.1.0	2002
		<i>Disposal 4-1-01</i>	<i>1/03</i>

DATCH #19

E

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

RECORDS TRANSMITTAL AND RECEIPT

III

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Department of the Environment		ACCESSION NO. 95W1247	DATE REC'D 4-3-95
B. DIVISION/UNIT Air and Radiation Mgmt. Administration			FM CODE 31.01
C. MAILING ADDRESS 2500 Broening Highway Baltimore, MD 21224		LOCATION RANGE SECTION(S) 36 12-13	NO. OF CU. FT. 12
D. PHONE NO. (410) 631-3280		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Stephen G. Kiel <i>Stephen G. Kiel</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Premise Files - BGE - 1992	7.1.0	Schedule 984 Disposal Date 2001
2	Premise Files - BGE and Parker Metal Decorating - 1985-1992	7.1.0	2001 1/03
3	Premise Files - PEPCO 1980-1992	7.1.0	2001
4	Premise Files - PEPCO, Pulaski Co.- 1990-1992	7.1.0	2001
5	Premise Files - Medical Waste Associates, Enviromed Mgmt. Services Corp., Waste Engery Partners - 1989-1992	7.1.0	2001
6	Premise Files - Pulaski Co. - 1988-1992	7.1.0	2001
7	Premise Files - Pulaski Co. - 1980-1992	7.1.0	2001
8	Premise Files - BRESCO, Medical Waste Associates, and Maryland Medical Waste RRF-Harford, and Waste Energy Partners 1988-1992	7.1.0	2001
9	Premise Files - Smith Incinerator, Ball Bail Corp., Pulaski Co, Municipal Waste Combuster, Harford Waste Converters 1989-1992	7.1.0	2001
10	Premise Files - Stone Industrial and Alco-Gravure - 1972-1992	7.1.0	2001

DISPOSAL
4-1-04

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 Department of the Environment		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Air and Radiation Mgmt. Administration			RM CODE
C. MAILING ADDRESS 2500 Broening Highway Baltimore, MD 21224		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 631-3280		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Stephen G. Kiel <i>Stephen Kiel</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>ITEM NUMBER</u>	Schedule 984 <u>Disposal Date</u>
11	Premise File - General Motors - 1972-1992 7.1.0	2001
12	Premise File - General Motors- 1986-1992 7.1.0	2001

R-36

S-12-13

2 empties

S-13

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of the Environment	Accession No. 96W1008	Date Rec'd 2-22-96
		RM Code 31.01
B. Division/Unit Air and Radiation Mngement Administration	Location Range Section(s) 103 7	No. of Cu. Ft. 7
C. Mailing Address 2500 Broening Highway Baltimore, Maryland 21224	Records Center Manager	
D. Phone No. (410) 631-3280	To Be Completed At State Records Management Center	
E. Agency Official Steve Kiel <i>Stephen L Kiel</i>		

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

		ITEM NUMBER	SCHEDULE NO. 984 DISPOSAL Date
1	General(Non-Premise) Files, All Counties 1989-1992	7.1.0	1/ 2003
2	General(Non-Premise) Files, All Counties 1989-1992	7.1.0	1/ 2003
3	Premise Files, Assorted Counties, 1979-92	7.1.0	2003
4	Premise Files, Assorted Counties, 1979-92	7.1.0	2003
5	Premise Files, Assorted Counties, 1979-92	7.1.0	2003
6	Premise File - Spectron, 1968-1992 CORRESPONDENCE & REGISTRATIONS	7.1.0	2003
7	Premise File - Spectron, 1975-1992	7.1.0	2003

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

E

Directions: Please Type Or Print Clearly All Entries

REVISION OF SHEETS SUBMITTED JULY 2 1996

A. Agency 1. Maryland Department of the Environment	Accession No. 97W26	Date Rec'd 7-17-96
		RM Code 31.01
B. Division/Unit Air and Radiation Management Administration	Location Range Section(s) 3 24	No. of Cu. Ft. 7
C. Mailing Address 2500 Broening Highway Baltimore, MD 21224	Records Center Manager	
D. Phone No. (410) 631-3280	To Be Completed At State Records Management Center	
E. Agency Official Stephen Kiel <i>Stephen Kiel</i>		

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

	DESCRIPTION	ITEM NUMBER	SCHEDULE	DISPOSAL
			NO.	DATE
1	Standby Emission Reduction Plans & Premise files - assorted counties - 1989-1992	7.1.0	984	2003
2	Premise Files - Assorted Counties - 1989-1992	7.1.0	984	2003
3	Premise Files - Assorted Counties - 1989-1992	7.1.0	984	2003
4	Premise Files - Assorted Counties - 1989-1992	7.1.0	984	2003
5	Premise Files - Assorted Counties - 1989-1992	7.1.0	984	2003
6	Premise Files - Assorted Counties - 1989-1992	7.1.0	984	2003
7	Premise Files - Assorted Counties - 1989-1992	7.1.0	984	2003

[Handwritten signatures and initials]

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Juvenile Services	Accession No.	Date Rec'd 5-3-94
	94W1062	RM Code 32.02
B. Division/Unit Personnel	Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address 321 Fallsway Baltimore, Maryland 21202	147 13	2
D. Phone No. (410)333-6876	Records Center Manager	
E. Agency Official Robert Sivert	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
2	<p>Eligible List</p> <p>List are used for employment of new hires, transfers, reinstatements and TP employees.</p> <p>Inclusive dates 1992</p>	<p>1255 A-1</p> <p>9</p> <p>2002</p> <p>1/03</p> <p>DISPOSAL</p> <p>4-2-04</p>

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Juvenile Justice	Accession No. 99W466	Date Rec'd 12-17-98 RM Code 32.02
B. Division/Unit Office of Personnel Management	Location Range Section(s)	
C. Mailing Address 2323 Eastern Blvd. Baltimore, Maryland 21220	164 11	No. of Cu. Ft. 4
D. Phone No. (410) 780-7870	Records Center Manager	
E. Agency Official Patricia Hopkins	To Be 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	1992 Inactive Personnel Files Austin - Cox	2002 ^{Sche.} 1255-1
2	" " " " DeWan - Hart	Jan. 2003
3	" " " " Hightower - Parker	"
4	" " " " Reaves - Zollner	"

DISPOSAL
 4/3/04
 [Signature]

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

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Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Juvenile Justice	Accession No. 99W467	Date Rec'd 12-17-98 RM Code 32.02
B. Division/Unit Office of Personnel Management	Location Range Section(s) 33 14	No. of Cu. Ft. 1
C. Mailing Address 2323 Eastern Blvd. Baltimore, Maryland 21220		
D. Phone No. (410) 780-7870	Records Center Manager	
E. Agency Official Patricia Hopkins	To Be 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	1992 Special Payments Payroll Contracts Anderson - Young	1255 (1) -2002 Jan. 2003 DISPOSAL 4-2-04

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DEPARTMENT OF GENERAL SERVICES
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. Department of Juvenile Justice		Accession No. <i>02W562</i>	Date Rec'd <i>12-3-01</i>
B. Division/Unit Office of Personnel Management		Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address 120 W. Fayette Street Baltimore, MD 21201		<i>45</i> <i>34</i>	<i>2</i>
D. Phone No. (410) 230-3461		Records Center Manager	
E. Agency Official Marsha Allender		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 2	1993 SPP Contracts " " "	B-My N-W 1255-1 11/2003 <i>De Spofford</i> <i>3-5-04</i>

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

34/02.10

~~23.06.10~~

E

Accession No.

Date Received

81 A 7

7-23-80

Signature

Title

1. From: (Name, Division, Address or Agency)
MARYLAND STATE POLICE - BARRACK "P"
1111 HAMMONDS FERRY ROAD,
GLEN BURNIE, MD 21061

2. Building and Room

3. Phone

301-761-5130

4. To: State Records Center
State Warehouse,
Route 175 at Route 1,
Jesup, Maryland 20794

5. Signature: (Agency Official)

Michael R. Wagner
DETECTIVE SERGEANT MICHAEL R. WAGNER

6. No. of Cu.Ft.

12 Cubic Feet of records.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~25~~
~~5-10-11~~
R106
~~5-6~~
5-6 and 7

1 - 8

Inclusive dates 1-1-74 to 12-31-74
Criminal Investigation Reports (CIR(S) for the year 1974.

9 - 12

Inclusive dates 1-1-75 to 6-30-75
Criminal Investigation Reports (CIR'S) for the first six months of 1975.

985 OPS 24
983A20 1209-1923
7/05
1/01
1/03

308-319

(Use Plain Unlined Paper For Continuation Pages)